



**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 & Kaitia Airports, Hokianga Vehicle Ferry, i-Site network, Far North Community Centre, Kerikeri Domain, Kawakawa Heated Swimming Pool, Kaikohe Cemetery, Kerikeri Sports Complex, The Centre at Kerikeri, the Bay of Islands/Hokianga Cycle Trail.*

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

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

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

Terms of Reference

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

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

Protocols

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

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

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

Te Paeroa Mahi / Order of Business

1	Karakia Timatanga / Opening Prayer.....	9
2	Nga Whakapāha Me Ngā Pānga Mema / Apologies and Conflicts of Interest.....	9
3	Te Wāhanga Tūmatanui / Public Forum	9
4	Ngā Tono Kōrero / Deputation	9
5	NGā kaikōrero / Speakers	9
6	Confirmation of Previous Minutes	10
6.1	Confirmation of Previous Minutes.....	10
7	Reports	14
7.1	Making and Attesting of Declarations	14
7.2	Project Funding Reports.....	16
7.3	Funding Applications	21
8	Information Reports.....	83
8.1	Kaikohe-Hokianga Statement of Community Board Fund Account as at 30 September 2022.....	83
8.2	Kaikohe-Hokianga Statement of Financial Performance Activities by Ward for the period ending 30 September 2022.....	89
8.3	Kaikohe-Hokianga Community Board Action Sheet Update November 2022	92
9	Karakia Whakamutunga / Closing Prayer.....	98
10	Te Kapinga Hui / Meeting Close	98

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 Fila, 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 Fila,**
- **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 Filia

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 Filia~~

~~Seconded: Member Harmonie 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.

ĀPITI HANGA / 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.

ĀPITI HANGA / 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:	R. Tucker Thompson Sail Training Trust
Name & location of project:	Youth Development Programme
Date of project/activity:	1 to 7 September 2022

Which Community Board did you receive funding from?

☐

Te Hiku

☒

Kaikohe-Hokianga

☐

Bay of Islands-Whangaroa

Amount received from the Community Fund:	\$2,140 plus gst
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Board meeting date the grant was approved:	April 2022
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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:

<p>Outlined below</p> <hr/> <hr/> <hr/> <hr/>

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:

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:	<input type="text" value="Jo Lynch"/>		
Address:	<input type="text" value="PO Box 42 Opua"/>		
Phone	<input type="text" value="09 4028430"/>	mob:	<input type="text" value="027 577 3336"/>
Email:	<input type="text" value="Jo.lynnch@tucker.co.nz"/>		
Date:	<input type="text" value="18 October 2022"/>		

Schedule of Supporting Documentation**R. TUCKER THOMPSON SAIL TRAINING TRUST****(Youth Development Programme)**

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

1	Sponsorship Report 2022
2	Breakdown of costs

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.

WHAKARĀPOOTO 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	<p>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.</p> <p>The amount recommended covers the costs of rent/venue hire, facilitator fees and equipment hire.</p>	Sport and Recreation
Ngapuhi Hokianga Ki Te Raki Society Incorporated – Xmas in the Park	\$4,700 (94%)	\$1,800	<p>This activity is for four local schools to come together for the Xmas in the Park.</p> <p>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.</p>	Events
SMC Events LTD - Sanitarium Weet-Bix Kids TRY Challenge	\$4,000 (27%)	\$4,000	<p>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.</p> <p>The new format will allow more participants due to the programme being delivered in schools, is more activities than just the TRY-athlon.</p>	Sport and Recreation
Te Whakaora Tangata - Emotional Healing Workshops – Mobile	\$1,951 (6%)	\$1,951	<p>Te Whakaora Tangata are physically located in Kaitia. 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</p>	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.

ĀPITI HANGA / 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.

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 Sports Club	Number of Members	100+
Postal Address	116 Wharekawa Rd RD3 Kaikohe	Post Code	0473
Physical Address	AS ABOVE	Post Code	
Contact Person	Alice Davis	Position	Se Treasurer
Phone Number	021 214 9161	Mobile Number	
Email Address	alicejoiner@hotmail.com		

Please briefly describe the purpose of the organisation.

To provide safe whanau environment opportunities, to improve health and wellbeing at low or no cost.

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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 Kickboxing & Youth Space Date 20/10/22 T4
Location Opononi & Koutu Time varies

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

If so, how much? NA

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.

All youth in South Hokianga are welcome to attend Kickboxing classes held 4 times per week and our Youth Space held Once a week. All activities are led by a facilitator who oversees the classes and teaches volunteers.

Our Kickboxing classes have a very high attendance with between 30-50 tamariki every lesson in Opononi and Koutu has between 10-20 teenagers attending each lesson.

The Youth Space provides a safe environment reinforcing friendships and teaching skills such as cooking / baking / arts and crafts and team sport participation. This is ~~led~~ activity led by the tamariki who attend.

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A2686814

(version Sept 2018)

Page 2

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	600 - 00	600 - 00
Advertising/Promotion	400 - 00	
Facilitator/Professional Fees ²	2,600 - 00	2,600 - 00
Administration (incl. stationery/copying)		
Equipment Hire		
Equipment Purchase (describe)		
Utilities		
Hardware (e.g. cement, timber, nails, paint)		
Consumable materials (craft supplies, books)	500 - 00	
Refreshments	400 - 00	
Travel/Mileage	1,000 - 00	
Volunteer Expenses Reimbursement	150 - 00	
Wages/Salary		not applicable
Volunteer Value (\$20/hr)	200 - 00	not applicable
Other (describe)		
TOTALS	\$5,850 - 00	\$ 3,200 - 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

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
AA Kickboxing & Youth Space	\$1,656.63
TOTAL	

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

Funding Source	Amount	Approved
Oxford	\$2,000.00	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
Rural travel fund	\$800.00	2022	Y / <u>(N)</u>
Rural travel fund	\$800.00	2021	<u>(Y)</u> / N
			Y / N
			Y / N

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A2686814

(version Sept 2018)

Page 4

Local Grant Application Form



Privacy Information

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

Applicant Declaration

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

On behalf of: (full name of organisation)


Hokianga Sports Club

We, the undersigned, declare the following:

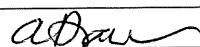
In submitting this application:

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 Haley Paul Position Secretary
 Postal Address 116 Wharekawa Rd, RD3 Kaikohe Post Code 6473
 Phone Number 0210527712 Mobile Number
 Signature H Paul Date 27/10/22

Signatory Two

Name Alice Davies Position Treasurer
 Postal Address 116 Wharekawa Rd, RD3 Kaikohe Post Code 6473
 Phone Number 0212149161 Mobile Number
 Signature ADavies Date 27/10/22

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Schedule of Supporting Documentation**HOKIANGA SPORTS CLUB**
(Kickboxing and Youth Space)

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

1	Break Down of Costs – x 1 page
2	Background Information – x 2 pages
3	Bank Statement – x 1 page
4	Financial Statements – x 2 pages
5	Certificate of Incorporation – x 1 page

Local Grant Application Form



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- **Send your completed form** to funding@fndc.govt.nz or to any Council service centre

The following must be submitted along with this application form:

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

Applicant details

Organisation	<input type="text" value="Kaimoana Queens - applying under Wekaweka Valley Community Trust - CC40602"/>	Number of Members	<input type="text" value="1,400"/>
Postal Address	<input type="text" value="PO Box 267, Omapere, Hokianga"/>	Post Code	<input type="text" value="0473"/>
Physical Address	<input type="text"/>	Post Code	<input type="text"/>
Contact Person	<input type="text" value="Karis Vesey"/>	Position	<input type="text" value="Founder"/>
Phone Number	<input type="text" value="02109177983"/>	Mobile Number	<input type="text" value="0273171540"/>
Email Address	<input type="text" value="karisbusiness09@gmail.com"/>		

Please briefly describe the purpose of the organisation.

Lead the development, practice, and promotion of recreational and professional fishing, diving, gathering, foraging, and sustainable environmental practices from and in the waters of Aotearoa for whine and their whanau

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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.

Kaimoana Queens is a group of wahine who are enthusiasts of all things about the moana. Fishing, diving, coastal foraging, care for the moana, are things we all discuss and collaborate over. This will be the first of multiple camps/wananga that Kaimoana Queens will host for wahine all around Aotearoa. Because the founders are all based around Te Tai Tokerau we want the first to be done in our area. The attendees will benefit from the wananga in terms of upskilling through sharing of knowledge from experienced fishers and divers. Other benefits include but are not limited to: learning water and dive safety, being able to learn in a controlled, safe environment as some attendees are relatively new learners. Forging new friendships and taking part in something that helps to build confidence, and supports both good mental health and physical health.

Kaimoana Queens then want to branch into collaborative work to see attendees receiving qualifications to do with water safety, free diving, and scuba. This overall will help expand the minds of those attending to see whether careers in and around the water are something that they may be interested in and we can help explore this as a potential pathway.

The camp itself will be over 3 days with a maximum of 30 attendees. Day 1 is settling in to camp, whakawhanaungatanga, presentations by experienced fishers/divers and learning the basics of rigging/setting up fish and dive gear and water safety considerations as well as allocating groups/buddies.

Day 2 is both fishing and diving, with experienced and qualified leaders/charters. End of Day 2 is a hakari, cooking all of the goods gathered throughout the day and feasting together. Day 3 is both fishing and diving, with the food all being prepped for the camp attendees to take home to share with their own whanau.

Throughout the camp there will be leadership development and teamwork elements.

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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	600	300
Advertising/Promotion		
Facilitator/Professional Fees ²	500	250
Administration (incl. stationery/copying)	200	100
Equipment Hire	800	400
Equipment Purchase (describe)		
Utilities		
Hardware (e.g. cement, timber, nails, paint)		
Consumable materials (craft supplies, books)	200	100
Refreshments	30 ppl x \$20 x 3 days = 1,800	900
Travel/Mileage	224 km x .31 x 6 vehicles = 453.84	226.92
Volunteer Expenses Reimbursement		
Wages/Salary		not applicable
Volunteer Value (\$20/hr)		not applicable
Other (describe)		
TOTALS	4,553.84	2,276.92

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
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



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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)

Kaimoana Queens and Waimamaku Resource Centre

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



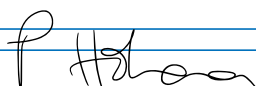
We agree to the following conditions if we are funded by Local Community Grant Funding:

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="Karis Vesey"/>	Position	<input type="text" value="Founder - Kaimoana Queens"/>
Postal Address	<input type="text" value="PO Box 267, Omapere, Hokianga"/>		Post Code <input type="text" value="0473"/>
Phone Number	<input type="text" value="02109177983"/>	Mobile Number	<input type="text" value="0273171540"/>
Signature			Date <input type="text" value="03/07/2022"/>

Signatory Two

Name	<input type="text" value="Pettania Hohala"/>	Position	<input type="text" value="Treasurer"/>
Postal Address	<input type="text" value="7219 state highway 12 Waimamaku"/>		Post Code <input type="text"/>
Phone Number	<input type="text"/>	Mobile Number	<input type="text" value="021194598"/>
Signature			Date <input type="text" value="5/9/22"/>

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A2686814

(version Sept 2018)

Page 6

Schedule of Supporting Documentation**KAIMOANA QUEENS (WEKAWEKA VALLEY COMMUNITY TRUST)****Kaimoana Queens – Fishing/Diving Wananga**

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

1	Quote: Wainui Recreation Centre – x 6 pages
2	Project Plan and Outline – x 1 page
3	Health and Safety Plan – 2 pages

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	Ngapuhi Hokianga Ki Te Raki Inc. Soc		Number of Members	
Postal Address	RD 2 Okaihau		Post Code	5476
Physical Address			Post Code	
Contact Person	My Name	Position	Manager	
Phone Number		Mobile Number	021416238	
Email Address	lead1@hoki.co.nz			

Please briefly describe the purpose of the organisation.

Support Xmas in the Park 2022 being held at Broadwood Alex School

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 Xmas In the Park Date 2. Dec. 2022

Location Broadwood Ave School Time 9am - 2.30pm

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

If so, how much? FREE

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

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

The combination of school participating with staff & volunteers is around 150, if we include whānau it's usually around 200 people who participate in the day. We have requests from other Kohanga Reo & School (Kohutahi Pūnaru) to be included at the moment we're at capacity for 200. We have a limited staff on call (including myself & Board 5) and so heavily rely on volunteers. The day starts off with each school performances, (wānanga, Kapa Haka) a mix of interactive games including swimming & water games - slip n slide & pool activities. Santa makes an appearance & gifts that schools make & we provide are shared out to the children of schools participating. Bubbles, bubbles & food are a major requirement as are drinks, goodies (lollies & ice cream) lots of prizes and laughter are a feature. Whānau & aroha are also part of the day. Karakia & whānau also start & end the days proceedings.

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	\$ 200	\$ 100
Advertising/Promotion	\$ 400	\$ 400
Facilitator/Professional Fees ²		
Administration (incl. stationery/copying)		
Equipment Hire	\$ 500	\$ 500
Equipment Purchase (describe)		
Utilities		
Hardware (e.g. cement, timber, nails, paint)	1,000	1,000
Consumable materials (craft supplies, books)	\$ 400	200
Refreshments & food	\$ 1,000	500
Travel/Mileage	800	0
Volunteer Expenses Reimbursement	1,500	1,500
Wages/Salary		not applicable
Volunteer Value (\$20/hr)		not applicable
Other (describe)		
TOTALS	\$ 5,000	\$ 4,700

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 053 659 077

How much money does your organisation currently have? 95,386.17

How much of this money is already committed to specific purposes? 48,500.00

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

Purpose	Amount
Adult Community Education (TCE) ALE	15,000
Holiday Programs (MSD)	8,500
Youth (IPK)	15,000
Training (Tandem)	10,000
TOTAL	48,500

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
Xmas In Park	3,000	Nov 2019	<u>Y</u> / N
Xmas In Park	2,500	Nov 2020	<u>Y</u> / N
Xmas In Park	2,000	Nov 2021	<u>Y</u> / N
			Y / N

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)

Ngapuhi Hokianga Ki Te Raki Inc. Society.

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

Maya

Signatory Two

[Signature]

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	<u>MARY NICHOLSON</u>	Position	<u>Manager</u>
Postal Address	<u>78 Ponaka Rd RD 2 Okaihau</u>	Post Code	<u>0476</u>
Phone Number	<u>021416238</u>	Mobile Number	<u>021416238</u>
Signature	<u>[Signature]</u>	Date	<u>14-10-2022</u>

Signatory Two

Name	<u>Raenynne Rice</u>	Position	<u>Treasurer</u>
Postal Address	<u>4067 Anahuta Rd, Mangamaka</u>	Post Code	<u>0476</u>
Phone Number	<u>021825492</u>	Mobile Number	<u>021825492</u>
Signature	<u>[Signature]</u>	Date	<u>14-10-2022</u>

Schedule of Supporting Documentation**NGAPUHI HOKIANGA KI TE RAKI SOCIETY INCORPORATED****(Xmas in the Park)**

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

1	Event Plan – x 1 page
2	Bouncy Castle Quote – x 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	<input type="text" value="SMC Events Ltd on behalf of Sanitarium"/>	Number of Members	<input type="text" value="10"/>
Postal Address	<input type="text" value="PO Box 132 027, Sylvia Park, Auckland"/>	Post Code	<input type="text" value="1060"/>
Physical Address	<input type="text" value="500 Mount Wellington Highway, Mount Wellington, Auckland"/>	Post Code	<input type="text" value="1060"/>
Contact Person	<input type="text" value="Craig Seuseu"/>	Position	<input type="text" value="Series Manager"/>
Phone Number	<input type="text"/>	Mobile Number	<input type="text" value="0276 777 033"/>
Email Address	<input type="text" value="craig@smcevents.co.nz"/>		

Please briefly describe the purpose of the organisation.

To provide a non-competitive sporting event for 7-15yr olds, delivered in a fun way to encourage physical activity, and a sense of achievement.

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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: Location/Date/Time TBC, in collaboration with Kaikohe-Hokianga Board & Sport Northland

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 Sanitarium Weet-Bix Kids TRY CHALLENGE is a 3-week, nationwide programme that encourages Kiwi kids aged 5 – 15 years old to get active, and have fun, as they work towards achieving a physical activity goal and earning their Champions medal and TRYathlon t-shirt.

The goal for our Northland TRY Challenge in School events is to successfully hold a school event across each of the 3 boards, working alongside Sport Northland and its Healthy Active Learning team to identify one school from each of the three wards as recipients for 2023. With a combined total attendance of 1,000 plus students. Free of charge to the schools.

TRY Challenge In Schools sees the TRYathlon delivery team planning and delivering an event for a Host school and guest schools it may invite. Healthy Active learning teams from Regional Sports Trusts in most regions work alongside the TRYathlon team to engage and plan the event day with the host school.

Participation helps to build resilience and a balanced hauora; vital for the personal development of our tamariki. Participants feel a sense of achievement, boost in self-esteem and confidence, inspire others, achieve personal growth, form positive physical activity habits, and connect the school community.

"TRY SEASON" defined as October 2022 until May 2023.

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	1167	
Facilitator/Professional Fees ²	300	
Administration (incl. stationery/copying)		
Equipment Hire	767	
Equipment Purchase (describe)		
Utilities		
Hardware (e.g. cement, timber, nails, paint)		
Consumable materials (craft supplies, books)	125	
Refreshments		
Travel/Mileage	592	
Volunteer Expenses Reimbursement		
Wages/Salary	5250	not applicable
Volunteer Value (\$20/hr)	333	not applicable
Other (describe) Security	400	
TRY Challenge Kit, plus shirt, medal etc x 400 @ \$15/child	6000	4000
TOTALS	14934	4000

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
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



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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)

Sanitarium Weet-Bix Kids TRYathlon

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

C Jensen

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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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="Craig Seuseu"/>	Position	<input type="text" value="Series Manager"/>
Postal Address	<input type="text" value="PO Box 132 027, Sylvia Park, Auckland"/>		Post Code <input type="text" value="1060"/>
Phone Number	<input type="text"/>	Mobile Number	<input type="text" value="0276 777 033"/>
Signature	<input type="text" value="CJ Seuseu"/>	Date	<input type="text" value="7/10/22"/>

Signatory Two

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

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Page 6

Schedule of Supporting Documentation**SMC EVENTS LTD ON BEHALF OF SANITARIUM****(Sanitarium Weet-Bix Kids TRY Challenge)**

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

1	Support Letter – x 1 page
2	Further Information for application – x 22 pages
3	Health and Safety Plan – x 1 page. The plan is 164, if you would like to see it we can email it through to you.

Local Grant Application Form



Instructions

Please read carefully:

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

- **Send your completed form** to funding@fndc.govt.nz or to any Council service centre

The following must be submitted along with this application form:

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

Applicant details

Organisation	Te Whakaora Tangata		Number of Members	n/a
Postal Address	PO Box 497, Kaitaia		Post Code	0441
Physical Address	44 Puckey Avenue, Kaitaia		Post Code	0410
Contact Person	Simone Graham	Position	Grants Manager	
Phone Number	(09) 408 0910 - Kaitaia Office	Mobile Number	(021)1400625	
Email Address	simone@tewhakaora.org.nz			

Please briefly describe the purpose of the organisation.

Te Whakaora Tangata works with vulnerable Far North whānau to identify the root causes of intergenerational dysfunction and help restore emotional resilience and wellbeing to vulnerable whānau, partnering with other community organisations to achieve significant, long-term, intergenerational transformation.

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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

Location

Date/Time : **TBD - ongoing**

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.

Te Whakaora Tangata has now been serving the highest-risk families in the Far North for nearly 3 years and have been welcomed into the community and built some great partnerships with local organisations. Our partners have begun to rely on us to bring emotional stability to their clients – including He Korowai Trust, He Tupua Waiora, Ngatikahu Social & Health Services, Te Rarawa Social Services & Korou Kore Marae. They say that our work to bring emotional stability helps their programmes be more effective, so, together, we are working to see significant long-term change in the community. Our Family Restoration (Emotional Healing) Courses have helped over 1800 vulnerable whānau since Te Whakaora began more than ten years ago. In the 2021-2022 Financial Year, we worked with 201 whānau in the Far North – including whānau from Hokianga.

Emotional Healing workshops for Hokianga whānau: Our Emotional Healing workshops look at how pain from the past keeps us trapped – things like violence, depression, suicide, and sexual abuse. Participants will learn how they can heal and let go of the past to create a better future for them and their whānau. The workshop is completely free of charge for participants. At our workshops, we create a beautiful, welcoming and safe environment for the community to come into, where they feel valued and cared for. Participants receive a beautiful gift bag and enjoy a delicious catered morning tea and lunch. On the day, trained volunteers join our team to serve the participants, welcoming them, serving them food and beverages, chatting to them, and making them feel comfortable as we explore some deep topics. Following the workshops our facilitators provide free follow-up counselling and group mentoring. We train the local organisations in how to continue this process long-term.

Our Request: After the success of our 'Free Woman' Emotional Healing workshop in April, and the impact it had on several notable Hokianga community members, a group of marae from Hokianga have invited us to come and work with them. They want us to deliver more Emotional Healing workshops in the community and also to train their teams in our methods of supporting vulnerable whānau to build emotional resilience and break negative intergenerational cycles. We have met with these groups and are making plans to hold volunteer training sessions and workshops in Hokianga. We have secured funding to help cover the cost of facilitation, transport, venue hire, resources/stationery and catering so we can provide these workshops to the Hokianga community free of charge but need funding assistance to purchase the equipment we need to host the workshops in a mobile setting.

For this Mobile Workshop Initiative, we are asking for funding to help us purchase:

- 4 x Folding tables - for setting up buffet food and hot drink stations at workshops
- 2 x Caterlite Water Boiler hot water urns for providing tea and coffee at workshops
- 2 x Small Tear Drop Flags with logo and base to help direct participants to the workshops

We request \$1,951 in funding assistance from the Hokianga-Kaikohe Community Board to help us cover the cost of delivering our programmes free of charge to the Hokianga community.

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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

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

Expenditure	Detail	Cost Excl GST	Amount Requested
Marketing and Printing	Graphic Design, Printed Materials Lanyards, Social Media Advertising	\$1050	
Venue Hire	Local Marae	\$500	
Catering	Lunch and morning tea for 50 @ \$42 pp	\$2100	
Incidentals	Bottled Water, Hot drinks & Disposable cups, plates, Napkins etc	\$179	
Technical Services	Sound & Video	\$600	
Decor	e.g. Flowers for venue	\$200	
Gift Bags	Resources and Gifts for 50 participants	\$2250	
Stationery	Pens and Notebooks for 50 participants	\$250	
Facilitation Costs	2 x Facilitators @\$48/hour for 100 hours each - includes counselling & mentoring	\$9600	
Logistical Support	2 x support workers @\$25/hour for 40 hours each - includes planning & admin	\$2000	
Volunteer Koha	'Thank you' gifts for volunteers	\$300	
Travel & Accommodation	Travel to & from the district & overnight stays for the team	\$2500	
SUBTOTAL		\$21,529	
Volunteer Value (\$20/hr)	8 volunteers x 8 hours @\$21.20/hr	\$1356.80	not applicable
Other (describe)			
Secure Covered Trailer	For transporting equipment for mobile delivery	\$7941.00	
Equipment needed for Mobile Delivery	1 x Mobile Magnetic Double-Sided Whiteboard On Stand – for use in workshops & counselling sessions to display visual content	\$499.00	
	1 x Foam padded whiteboard cover to protect whiteboard in transit	\$367.90	
	4 x Folding tables - for setting up buffet food and hot drink stations at workshops	\$804.48	\$804.48
	2 x Caterlite Water Boiler hot water urns for providing tea and coffee at workshops	\$448.00	\$448.00
	2 x Small Tear Drop Flags with logo and base to help direct participants to the workshops	\$698.72	\$698.52
TOTALS		\$31,570.10	\$1,951.00

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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
(Monthly Payroll)	(\$98,206.33)
(Monthly Rent Far North)	(1,880.00)
(Monthly Rent AKL)	(\$8145.83)
Auckland Council – Manurewa Local Board - Salaries	\$4,400.00
Pub Charity Grant for trailer (AKL)	\$7,941.63
Charis Foundation Grant – Far North Rent	\$15,000.00
Lighthouse Foundation Grant – Far North Salaries	\$3,000.00
TOTAL – tagged grants & monthly commitments	\$138,573.79

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

Funding Source	Amount	Approved
Caleb No. 2 Trust	\$4200.00	Yes
Frimley Foundation	\$2300.00	Yes
Scotlands Te Kiteroa Trust	\$750.00	pending
Genesis Foundation	\$13,779.00	Yes
Community Contribution – in kind (use of venue)	\$500.00	Yes
Pub Charity (trailer)	\$7,941.00	pending
Other Grants Funding (Application pending)	\$866.90	pending

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

Purpose	Amount	Date	Project Report Submitted
Venue Hire for FRC Graduation Events – interim report submitted; final report due 2023	\$1304	October 2021	<u>Y</u> / 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)

Te Whakaora Tangata

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

Simone Graham

Signatory Two

Jenilee Pearce

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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 **Simone Graham** Position **Grants Manager**

Postal Address **53 Astley Ave, New Lynn, Auckland** Post Code **0600**

Phone Number **(09) 269 4083** Mobile Number **(021)1400 625**


Signature  Date **19/10/2022**

Signatory Two

Name **Jenilee Pearce** Position **Community Partnerships Manager**

Postal Address **10 Roys Road, Weymouth Auckland** Post Code **2103**

Phone Number **(09) 269 4083** Mobile Number **(021)0239 4184**

Signature  Date **19/10/2022**

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Schedule of Supporting Documentation**TE WHAKAORA TANGATA****Emotional Healing workshop – Mobile Delivery (Hokianga)**

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

1	Cover Letter x 2 pages
2	Further information for Mobile Programme Delivery x 3 pages
3	Quotes x 4 pages
4	Support letters x 4 pages
5	Bank deposit x 1 page
6	Bank statement x 2 pages
7	Annual Audited x 17 pages

Local Grant Application Form

Kaikohe Service Centre

20 OCT 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	<u>Rawene Area Residents Association</u>	Number of Members	<u>15+</u>
Postal Address	<u>P.O. Box 26, Rawene</u>	Post Code	<u>0443</u>
Physical Address	<u>c/- 3 Webster St, Rawene</u>	Post Code	<u>0473</u>
Contact Person	<u>Kirsty Joiner</u>	Position	<u>Treasurer</u>
Phone Number	<u>09 405 7631</u>	Mobile Number	<u>021 236 7682</u>
Email Address	<u>Kirsty@rarz.co.nz</u>		

Please briefly describe the purpose of the organisation.

To Preserve, promote + enhance the Rawene township, promote understanding, co-operate with local authorities + community groups

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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 Operational Costs for RARA monthly meetings Date November 2022 →

Location Rawene Districts Community Development (RAD) Building - Meeting Room Time

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

If so, how much? Rawene Area Residents Assoc. require an annual subscription of \$5 per person

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.

Rawene Area Residents Assoc. has operated as a community organisation since 2013, and fulfills the legal requirements of an Incorporated Society. The purpose of RARA is to provide an open forum for the Rawene community. There are monthly meetings held every second Thursday of the month, at the RAD meeting room, at 7pm. The meetings are open and welcome any person who has an interest in the Rawene community. As well as the regular meetings the RARA committee will arrange extra meetings to facilitate discussion on specific issues eg. town water supply upgrade; traffic and pedestrian safety. These special meetings follow the lead of community members. RARA is then committed to pass on any outcomes to the relevant local authority. RARA considers this liaison activity to benefit the community. The request for a Grant to help fund the operational costs of RARA will broaden our ability to advertise and call meetings when community matters arise.

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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, 22 months @ \$30 per month	660.00	330.00
Advertising/Promotion		
Facilitator/Professional Fees ²		
Administration (incl. stationery/copying) includes Roading Maps for public consultation	300.00	150.00
Equipment Hire		
Equipment Purchase (describe)		
Utilities		
Hardware (e.g. cement, timber, nails, paint)		
Consumable materials (craft supplies, books)		
Refreshments		
Travel/Mileage, Banking to Kerikeri Attend Community Board Meetings	400.00	200.00
Volunteer Expenses Reimbursement Subsidized meeting Room fee	440.00	220.00
Wages/Salary 2020/2021/2022 due to Covid in the community	1440.00	not applicable
Volunteer Value (\$20/hr)		not applicable
Other (describe)		
TOTALS	1,800.00	900.00

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

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
Community Hui re: Waka "Hawera"	590.00
Revegetation Project: 2nd Stage	2293.00
Hokianga Mens Shed establishment fund	797.51
Fundraising total for Landscape Projects in Rawene Town Centre	4173.09
TOTAL	\$7853.60

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
Community Hui: re Waka	590.00	2018	Y / N
Revegetation Project: 2nd Stage	2500.00	2019	Y / N
Reprint Booklet "Rawene, Past in Pictures"	2846.25	22/06/22	Y / Y
Hokianga Mens Shed	1002.00	2022	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)

Rawene Area Residents 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

K. J. J. J.

Signatory Two

Arane E. Donald

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Local Grant Application Form



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4. To return to the Far North District Council any portion of the funding that we do not spend. If our payment includes GST we will return the GST component of the amount to be returned.
5. To acknowledge the receipt of Community Board funds as a separate entry in our accounts, or in a note to our accounts, in our organisation's annual report.
6. To acknowledge any financial contribution from Far North District Council on signage and in any publicity relating to the project. Contact Governance Support for digital imagery.
7. To make available any files or records that relate to the expenditure of this funding for inspection if requested by the Far North District Council or its auditors.
8. To complete and return a Project Report within **two months** of the end of the project, or, if the activity is ongoing, within two months of the funding being spent. Applicants who fail to provide a project report within this timeframe will not be considered for funding for stand-down period of five years.
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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 Kirsty Joiner Position Treasurer
 Postal Address P.O. Box 26, Rawene Post Code 0443
 Phone Number 09 4057631 Mobile Number 021 2367682
 Signature K. Joiner Date 17 October 2022

Signatory Two

Name Aranne Donald Position Dep. chairperson
 Postal Address PO Box 53, Rawene Post Code 0443
 Phone Number 09 4057631 Mobile Number 027 319 8014
 Signature Aranne E. Donald Date 17 Oct 2022

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Schedule of Supporting Documentation**RAWENE AREA RESIDENTS ASSOCIATION****(Operational Costs for RARA Monthly Meetings)**

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

1	Quote for room hire – x 1 page
2	Bank Statements – x 2 pages
3	Statement of Income and Expenses – x 1 page
4	Health and Safety Explanation – 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="Nga Mahi Toi o Horeke"/>	Number of Members	<input type="text"/>
Postal Address	<input type="text" value="5667 SH 12, RD2 Kaikohe"/>	Post Code	<input type="text" value="0472"/>
Physical Address	<input type="text" value="Horeke Hall"/>	Post Code	<input type="text"/>
Contact Person	<input type="text" value="Rawinia"/>	Position	<input type="text" value="LeNoel"/>
Phone Number	<input type="text"/>	Mobile Number	<input type="text" value="02040653170"/>
Email Address	<input type="text" value="ngamahitoiohoreke@gmail.com"/> <input type="text" value="ra71lenoel@gmail.com"/>		

Please briefly describe the purpose of the organisation.

*Creating spaces for community arts, to be creative
build connections, weaving our people together through Participati*

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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 Whanau Day Date 3 Dec 2022
Location Horeke Time 12:00pm - 9pm

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.

Last year Dec 2021 we held a whanau day at the Horeke hall which was enjoyed by all who attended. The idea of the event was not just to showcase community arts, as you remember with Covid and restrictions there also came a lot of hardship and mental health issues during that time. Whanau day became an event that pulled our community together, strengthening ties, well being and celebrating our achievements. We would like to run this event again. The day will consist of entertainment, Kapa Haka (Orakei College), arts/mahitoi and heritage memorabilia about our community. There will be marae challenges, a Christmas parade, horse rides, stalls and we would like to hire bouncy castles for our tamariki. Our biggest cost is the stage hire at \$4983.44. We are fundraising ourselves, and are seeking other funding. With whanau day fast approaching we would appreciate your support financially.

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A2686814

(version Sept 2018)

Page 2

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 (Day Hire)	120.00	
Advertising/Promotion		
Facilitator/Professional Fees ²		
Administration (incl. stationery/copying)		
Equipment Hire Bouncy Castles	910.00	
Equipment Purchase (describe) Belltech, Stage, Setup & Sounds	4980.00	
Utilities Porta loo's	211.00	
Hardware (e.g. cement, timber, nails, paint)		
Consumable materials (craft supplies, books)		
Refreshments	100.00	
Travel/Mileage	120.00	
Volunteer Expenses Reimbursement		
Wages/Salary		not applicable
Volunteer Value (\$20/hr) 6x 30 hrs	3,600.00	not applicable
Other (describe) Paddock Mow	200.00	
Public Liability Insurance	350.00	
Rubbish	100.00	
TOTALS	10,691.00	3000.00

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

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
Aug + Sep 2022 Hall hire	150.00
TOTAL	150.00

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

Funding Source	Amount	Approved
Ngapuhi Hokianga Ki te Raki	1000.00	<input checked="" type="radio"/> Yes / Pending
Takiwa		Yes / Pending
Ngapuhi Runanga	1000.00	Yes / <input checked="" type="radio"/> Pending
Utakura 7	1000.00	Yes / <input checked="" type="radio"/> 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
16x Murals	1548.00	7-9-2021	<input checked="" type="radio"/> Y / N
Murals Installation	1785.00	15-10-2021	<input checked="" type="radio"/> Y / N
Creative Workshops	2366.00	10-03-2022	<input checked="" type="radio"/> Y / N
Matariki Celebrations	3000.00	20-06-2022	<input checked="" type="radio"/> Y / N

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)

Nga Mahi Toi o Horeke

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

Kawina E. Noel

Signatory Two

A. R. R. R.

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 Rawinia LeNoel Position Chairperson
 Postal Address 5667 SH12 RD2 Kaikohe Post Code 0472
 Phone Number Mobile Number 02040653170
 Signature Rawinia LeNoel Date 18-10-2022

Signatory Two

Name Jessie Rutene Position Trustee
 Postal Address 23 Motukioke Rd Horeke Post Code 0475
 Phone Number 0211960607 Mobile Number 0211960607
 Signature Jessie Rutene Date 18-10-2022

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ENCLOSURE (insert here)

Schedule of Supporting Documentation**NGA MAHI TOI O HOREKE****(Whanau Day)**

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

1	Quotes – x 11 pages
2	Bank Statement – x 1 page
3	Health and Safety Plan – x 4 pages

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) *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	<u>Manaki Tinana Trust</u>	Number of Members	<u>122</u>
Postal Address	<u>P.O. Box 112 Rawene</u>	Post Code	<u>0443</u>
Physical Address	<u>26 Clendon Esplanade Rawene</u>	Post Code	<u>0473</u>
Contact Person	<u>Jenny McDougall</u>	Position	<u>Board Member</u>
Phone Number	<u>09 4057598</u>	Mobile Number	<u>0211477751</u>
Email Address	<u>jennymcd@xtra.co.nz</u>		

Please briefly describe the purpose of the organisation.

Manaki Tinana Trust is the administrative body of the Hokianga Community Gym, providing fitness in the community

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A2686814 (version Sept 2018)

Page 1

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 Hireage of Town Hall for exercise classes Date 2x week for 1 year
Location Rawene Time 8.00-9.00 am

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

If so, how much?

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

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

We are applying for funding to hire the Rawene Town Hall twice weekly at \$10 per session hireage fee, to run exercise classes for women gym members aged over 50. The group meets every Monday and Wednesday for unpaid volunteer-led classes geared to all fitness levels. A variety of equipment is used - Swiss balls, free weights, blocks and bolsters. All attendees are gym members, but there is no space in the gym building to run classes - hence the necessity to hire another venue. Between 10-20 women attend regularly, and, without this grant, would have to pay the hall hireage fee out of their own pockets. This grant will support these women to remain fit, and remove the financial barrier for others to join.

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A2686814 (version Sept 2018)

Page 2

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	1040 - 00	1040 - 00
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) ^{see attached}	4160 - 00	not applicable
Other (describe)		
TOTALS		

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
New office/cabin	10500-00
Contract cleaning/personal training	14700-00
Power	1150-00
New tags, admin, cabin lease, rent	1450-00
Repairs, maintenance, security	2000-00
TOTAL	29,800-00

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
Community Board - equipment	4000-00	May 2019	(Y) / N
Community Board - hall rent	1560-00	Feb 2021	Y / (N) pending
Community Board - laptop	758-00	Jan 2022	(Y) / N
Community Board TV trolley	1658-00	May 2022	(Y) / N

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A2698R14

(version Sept 2018)

Page 4

Local Grant Application Form



Privacy Information

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

Applicant Declaration

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

On behalf of: (full name of organisation)

Manaki Tinana Trust

We, the undersigned, declare the following:

in submitting this application:

1. We have the authority to commit our organisation to this application and we have been duly authorised by our governing body.
2. We acknowledge and agree that the Far North District Council may disclose or obtain information related to the funding of the organisation from any other government department or agency, 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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42NHS014

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Page 5

Local Grant Application Form



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

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

Signatory One

Name: Terry McDougall Position: Board member
 Postal Address: 246 Whararua Rd RD3 Kaikohe Post Code: 0473
 Phone Number: 09 405 7595 Mobile Number: 021 147 7751
 Signature: [Signature] Date: 26-9-2022

Signatory Two

Name: Elizabeth Moynahan Position: Treasurer
 Postal Address: 48 Parnell Street - Rawene Post Code: 0143
 Phone Number: 09 283 5928 Mobile Number: 021 026 60154
 Signature: [Signature] Date: 26-9-2022

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A159551 (version Sept 2018)

Page 5

Schedule of Supporting Documentation**MANAKI TINANA TRUST****(Hireage of Town Hall for Exercise Classes)**

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

1	Quote: Rawene Town Hall – x 1 page
2	Volunteer Hours – x 2 pages
3	Health and Safety Plan – x 1 page
4	Performance report as of 31 March 2022 – x 13 pages

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
• Plus, unused funds from 2016-2022	\$113,821.18
Less funds granted and uplifted to 30 September 2022	\$46,352.00
• 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

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



Far North District Council

Kaikohe - Hokianga Community Board

Statement of Community Fund Account as at 30-September-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 30 September 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	
August 22		
Akau Foundation for Bling Bling toi Marama 2022	7,500.00	
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	
September 22		
Hokianga Historical Society for the purchase of a lawnmower and line trimmer, laminator, signage/advertising and a cell phone	2,575.00	
Hokianga Bowling Club Incorporated for the purchase and installation of a storage shed at 61 Clendon Esplanade, Rawene	5,580.00	
Hokianga Country Music Club Incorporated for the additional costs of ferry's' during the 2022 Hokianga Country Music Festival	2,625.00	
Hokianga Community Educational Trust for two co-ordinators at the Arts Hub	5,000.00	
Te Pokapu Tiaki Taiao O Te Tai Tokerau Trust (Eco Centre Kaitaia) for workshop facilitator fee	960.00	
Bay of Islands Animal Rescue Trust for the Community Vaccination and Desexing Programme	10,000.00	
Less funds granted and uplifted to 30 September 2022		\$ 46,352.00
Balance as at 30 September 2022		\$ 270,680.18
Less funds not uplifted from previous community meetings at 30 September 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	
Meeting 03.08.22		
Visual Communications and Public Relations to advise the local community and visitors of planned work at Memorial Park	3,000.00	

Meeting 14.09.22		
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	5,000.00	
Enable future planning by the CE, or his nominee, for the Pioneer Village to ensure a sustainable future	20,000.00	
Kaikohe Business Association for advertising/administration, equipment hire, decorations, portaloos, lollies and road closure and traffic management for the 2022 Kaikohe Santa Parade	3,870.00	
Kaikohe Yun Jung Do Development Trust for rent of Memorial Hall to run classes	2,500.00	
Okaihau Bowling Club for the purchase and installation of an all-weather surface	10,000.00	
Omanaia Marae for the purchase and installation of carpet in the multipurpose room	4,164.30	
Manaaki Tinana Trust for Rawene Domain Master Plan on receipt of a funding application	5,000.00	
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

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** [!\[\]\(d77adc056731c358abc5958be4f50439_img.jpg\) !\[\]\(bd36d182e2a04ac2964673cb23084535_img.jpg\)](#)

Statement of Financial Performance
Community Activities by Ward
for the period ending
30-September-2022
Kaikohe - Hokianga

	Year to date		Year to date		Full year			Full year
	Actual (\$000)	Annual Plan Budget (\$000)			Annual Plan Budget (\$000)	Carry Forward Budgets (\$000)	Total Annual Budget (\$000)	
Operations								
Operational income								
Rates - general (excl water supply rates)	673	646	27	4%	2,585	0	2,585	2,585
Rates - penalties	8	14	(6)	-39%	56	0	56	56
Fees & charges (inc water supply rates)	19	12	7	54%	59	0	59	59
Central govt subsidies - operational	1	0	1	100%	21	0	21	21
Other income	0	0	0	6%	2	0	2	2
Capital income								
Central govt subsidies - new works	0	0	0	100%	6,617	0	6,617	5,992
Central govt subsidies - renewals	21	0	21	100%	118	0	118	149
Other contributions	114	0	114	100%	0	0	0	625
Total operating income	837	673	164	24%	9,458	0	9,458	9,489
Expenditure								
Amenity Lighting	11	10	(1)	-14%	38	0	38	38
Carparks	20	19	(1)	-4%	76	0	76	76
Cemeteries	18	16	(2)	-9%	65	0	65	65
Community Centres	36	33	(3)	-10%	134	0	134	134
Footpaths	48	54	6	11%	219	0	219	219
Halls	136	118	(18)	-15%	499	0	499	499
Lindhart Park Recreation Hub	80	18	(62)	-343%	124	0	124	124
Museums	47	4	(43)	-1108%	48	0	48	59
Parks & Reserves	194	244	50	20%	999	0	999	1,022
Public Toilets	111	104	(6)	-6%	434	0	434	457
Swimming Pools	24	38	14	36%	151	0	151	151
Town Maintenance	61	75	14	19%	301	0	301	301
Total operating expenditure	785	732	(53)	-7%	3,087	0	3,087	3,144
Net operating surplus/(deficit)	52	(59)	111		6,371	0	6,371	6,344

Commentary - Kaikohe - Hokianga

Operational Income

Rates penalties have not been applied due to the challenging times that rate payers are going through.

Capital Income

Central govt subsidies - renewals

- Income received from Waka Kotahi (NZTA) for renewal works undertaken on footpaths

Other Contributions

- Income received under round 6 Tourism Infrastructure Funds (TIF) for the Kaikohe Freedom Camping enhancement project.

Expenditure

Lindtvar park Recreation Hub

- Unfavourable budget variance recorded due to depreciation costs.

Museums

- Unfavourable budget variance recorded for payment of the annual grant to Kaikohe Pioneer Village for the financial year 2022-23.

Parks and Reserves

- Depreciation budget is underspent for the year to date September 2022-23.

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.

WHAKARĀPOOTO 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 [↓](#) 

OUTSTANDING ACTIONS REPORT			
Division: Committee: Kaikohe-Hokianga Community Board Officer:		Printed: Tuesday, 8 November 2022 10:12:31 AM Date From: 1/01/2021 Date To: 8/11/2022	
Meeting	Title	Resolution	Notes
Kaikohe-Hokianga Community Board 1/06/2022	Amenity Lighting and Town Beautification Budgets	<p>MOTION Moved: Member Louis Toorenburg Seconded: Member Kelly van Gaalen That the Kaikohe-Hokianga Community Board:</p> <ul style="list-style-type: none"> a) accepts the report outlining the allocation of the Amenity Lighting and Town Beautification budgets for financial year 2022/2023. b) approves the allocation of the Amenity Lighting budget for financial year 2022/23. c) approves the allocation of the Town Beautification budgets for financial year 2022/23. <p>AMENDMENT Moved: Chairperson Mike Edmonds Seconded: Member Emma Davis That the Kaikohe-Hokianga Community Board leave this report to lie on the table until after a workshop to discuss the Amenity Lighting and Town Beautification budget allocations</p> <p style="text-align: right;">CARRIED</p> <p>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.</p> <p style="text-align: right;">CARRIED LEFT TO LIE</p>	<p>21 Jun 2022 12:36pm George, Tania This is parked until a position on community board workshops is reached.</p> <p>28 Jun 2022 3:29pm England, Jeanette Further information and costings being gathered from Community Plans. This information will be provided to the Community Board at their August meeting</p> <p>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. , • In the current financial year the Amenity Lighting budget is allocated to the Memorial Park development.</p> <p>30 Sep 2022 1:08pm Wood, Melissa - Target Date Revision Target date changed by Wood, Melissa from 15 June 2022 to 28 February 2023 - Incoming KHCB to develop their strategic priorities - including re: amenity lighting / town beautification - this will enable staff to provide the information detailing costings etc. as per the Board's request.</p>

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Meeting	Title	Resolution	Notes
Kaikohe-Hokianga Community Board 14/09/2022	Chairperson Report	RESOLUTION 2022/47 Moved: Chairperson Mike Edmonds Seconded: Member Kelly van Gaalen That the Kaikohe-Hokianga Community Board notes the report from Chairperson, Mike Edmonds. CARRIED	07 Nov 2022 4:48pm Baker, Marlema - Reallocation Action reassigned to Wood, Melissa by Baker, Marlema
		RESOLUTION 2022/48 Moved: Chairperson Mike Edmonds Seconded: Member Alan Hessell a) 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. CARRIED	08 Nov 2022 10:08am Baker, Marlema Part a) Funding related - allocated to K.Hammond (Funding Advisor) and followed-up by M Woods, Part b) Funding related - allocated to K.Hammond (Funding Advisor) and followed up by M Woods,
		RESOLUTION 2022/49 Moved: Chairperson Mike Edmonds Seconded: Member Alan Hessell b) allocates \$20,000 to enable future planning by the CE, or his nominee, for the Pioneer Village to ensure a sustainable future. CARRIED	Part c) Amendment made and Included in KHCB Standing Orders - action completed by M Baker, Part d) Amendment made and Included in KHCB Standing Orders - action completed by M Baker
		RESOLUTION 2022/50 Moved: Chairperson Mike Edmonds Seconded: Member John Vujcich c) add the following section to the Kaikohe-Hokianga Community Board Standing Orders, and that any minor	

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		<p>editing for readability and consistency be delegated to the Chair;</p> <p><u>"Election of Chairperson"</u></p> <p><i>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.</i></p> <p><i>A majority decision is, therefore, appropriate and 'System A' (Local Government Act 2002 Sch7 (25), while the act requires a meeting decision, is recommended.</i></p> <p><i>"System A" is described in the Act:</i></p> <p><i>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</i></p> <p><i>It has the following characteristics:</i></p> <ul style="list-style-type: none"> <i>(i) there is a first round of voting for all candidates; and</i> <i>(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</i> <i>(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</i> <i>(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.</i> <p><i>The following clarifications are added to these Standing Orders;</i></p> <ul style="list-style-type: none"> <i>(i) no formal nomination procedure is required for candidates for Chair - an Expression of Interest is sufficient,</i> 	

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		<p>(ii) candidates may speak for 3 minutes in support of their candidacy prior to the election process,</p> <p>(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,</p> <p>(iv) the meeting may be adjourned, and/or further discussion may be undertaken between votes,</p> <p>(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</p> <p>(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,</p> <p>(vii) the order of the chairing of items in (vi) should be agreed by the candidates or, in the absence of agreement, by lot.</p> <p>(viii) these directions are subject to the Act which requires that a Chair be elected at the first meeting.</p> <p>(ix) the Deputy Chair should not be elected before the Chair</p> <p>A complete description of this Standing Orders section must appear in the agenda of the first meeting".</p> <p style="text-align: center;">CARRIED UNANIMOUSLY</p> <p>RESOLUTION 2022/51</p> <p>Moved: Chairperson Mike Edmonds</p> <p>Seconded: Member John Vujcich</p> <p>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 Chairperson;</p>	

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		<p><u><i>“Unanimous Consent</i></u></p> <p><i>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.</i></p> <p><i>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.</i></p> <p><i>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.</i></p> <p><i>The chair may choose to highlight the use of unanimous consent by using the words 'if there is no objection ...'</i></p> <p><i>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”.</i></p> <p style="text-align: right;">CARRIED UNANIMOUSLY CARRIED</p>	

9 KARAKIA WHAKAMUTUNGA / CLOSING PRAYER

10 TE KAPINGA HUI / MEETING CLOSE