



**Far North
District Council**



Te Kaunihera o Tai Tokerau ki te Raki

AGENDA

Extraordinary Bay of Islands- Whangaroa Community Board Meeting

Tuesday, 24 January 2023

Time: 10:00am
Location: 1st Floor, John Butler Centre
Kerikeri

Membership:

Chairperson Belinda Ward
Deputy Chairperson Lane Ayr
Member Bruce Mills
Member Amy Slack
Member Roddy Hapati Pihema
Member Jane Hindle
Member Tyler Bamber
Member Ann Court

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 stormwater systems)
- Footpaths/cycle ways and walkways.
- Public toilets
- Reserves
- Halls
- Swimming pools
- Town litter
- Town beautification and maintenance
- Street furniture including public information signage.
- Street/public Art.
- Trees on Council land
- Off road public car parks.
- Lindvart Park – a Kaikohe-Hokianga Community Board civic amenity.

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

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

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

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

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

Terms of Reference

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

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

Protocols

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

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

Far North District Council
Extraordinary Bay of Islands-Whangaroa Community Board Meeting
will be held in the 1st Floor, John Butler Centre, Kerikeri on:
Tuesday 24 January 2023 at 10:00am

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1 KARAKIA TIMATANGA / OPENING PRAYER

“Ka tuku mātou kia kaha mai ngā māngai kua whiriwhirihia mō Te Kaunihera o Tai Tokerau ki te Raki ki te mahi me te ngākau auaha me te whakamahi i ngā pūkenga me te mātauranga i roto i ngā wānanga me ngā whakataunga kia whakatūria ai tētahi Hapori e matatika ana, e tū kotahi ana ka mutu ka whakapiki anō i te oranga o tō tātou rohe, ka whakatau anō i ngā take o te rohe i runga i te tika me te pono”. We ask that through the boards discussions and decisions the representatives elected may advocate on behalf of the Bay of Islands-Whangaroa community with aroha, imagination, skill and wisdom to achieve a fairer and more united community that enhances the wellbeing of the community and solves the community's problems efficiently and effectively.

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

4 NGĀ TONO KŌRERO / DEPUTATION

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

5 NGĀ KAIKŌRERO / SPEAKERS

Dave Crabb for Circle D Construction Limited – Kerikeri Vert Jam 2023

Joanne Shanks for CBEC

6 REPORTS

6.1 FUNDING APPLICATIONS

File Number: A4047860

Author: Kim Hammond, Funding Advisor

Authoriser: Shayne Storey, Team Leader Community Development and Investment

TAKE PŪRONGO / PURPOSE OF THE REPORT

The purpose of this report is to allow the Bay of Islands-Whangaroa Community Board to consider applications to the Community Grant Fund/Placemaking Fund received from Circle D Construction Limited for the covering of costs associated with the running of an event at the Skateboard park in the Kerikeri Domain from 8 to 10 February 2023 and CBEC for dealing with rubbish and recycling costs at te Tii marae for Waitangi Day on 6 February 2023.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- Mr David Crabb spoke about his proposed event in public forum at the 12 December 2022 Bay of Islands-Whangaroa Community Board meeting. The Board supported Mr Crabb submitting an application for consideration at an Extraordinary meeting.
- The Board received the application from CBEC on 13 January 2023 for consideration. Under the Community Grants Policy applications can not be considered that are retrospective costs, it was decided to present this application to the extraordinary meeting for consideration.
- The Board has \$95,522 remaining to allocate from the Community Board Grants in the 2022/23 financial year.
- The Board also has \$22,967 for placemaking funding to grant in the 2022/23 financial year.

TŪTOHUNGA / RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board;

- a) approves the sum of \$5,435 (plus GST if applicable) be paid from the Board's Community Fund account to Circle D Construction Limited for advertising/promotion costs, equipment hire and travel costs for the judges and tutors for the Kerikeri Vert Jam 2023 event, to meet the following Community Outcomes:
 - i) Communities that are healthy, safe, connected and sustainable
 - ii) Proud, vibrant communities
- b) approves the sum of \$4,655 (plus GST if applicable) be paid from the Board's Community Fund account to CBEC for costs associated with rubbish and recycling for the 2023 Waitangi Day Commemorations at Te Tii Marae, to meet the following Community Outcomes:
 - i) Communities that are healthy, safe, connected and sustainable
 - ii) Proud, vibrant communities

1) TĀHUHU KŌRERO / BACKGROUND

The 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 and all provisions listed on the application form.

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

Applicant	Requested	Recommend	Comments	Type
Circle D Construction Limited – Kerikeri Vert Jam 2023	\$5,435	\$5,435	Far North District Council and the Bay of Islands-Whangaroa Community Board have spent a lot of funding and time and effort into upgrading the Kerikeri Domain and the Skateboard park. This is now an area in Kerikeri that is highly used and can be used for competitions. This event will allow spectators to watch professional national and international skaters in a semi comfortable way through the hirage of the scaffolding.	Event
CBEC	\$4,655	\$4,655	The organisers of the 2023 Waitangi Day Commemorations have organised with CBEC to manage the rubbish and recycling operations for the event. A shortfall of funding has been identified and the Board is being asked if they are able to assist with covering these costs. This will be the first full Waitangi Day event in three years.	Event

Take Tūtohunga / Reason for the recommendation

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

For each application, the Board has three options.

Option 1 Authorise funding for the full amount requested

Option 2 Authorise partial funding

Option 3 Decline funding

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

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

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

ĀPITIHINGA / ATTACHMENTS

1. Application - Circle D (Kerikeri Vert Jam) - A4047940 [↓](#) 
2. Application - CBEC (Waitangi Day Te Tii Marae) - A4049362 [↓](#) 

Hōtaka Take Ōkawa / Compliance Schedule:

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

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

He Take Ōkawa / Compliance Requirement	Aromatawai Kaimahi / Staff Assessment
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	This is a matter of low significance.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Community Grant Policy.
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	This report does not have district-wide relevance.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water. State the possible implications and how this report aligns with Te Tiriti o Waitangi / The Treaty of Waitangi.	No implications for Māori in relation to land and/or water.
Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences (for example – youth, the aged and those with disabilities).	Considered in the application.
State the financial implications and where budgetary provisions have been made to support this decision.	Budgetary Provision has been made and the grant is allocated in accordance with the Community Grant Policy.
Chief Financial Officer review.	The Chief Financial Officer has not reviewed this report.

Local Grant Application Form



Instructions

Please read carefully:

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

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

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

Applicant details

Organisation	Kerikeri Vert Jam.	Number of Members	
Postal Address	PO. Box 564, Kerikeri	Post Code	0245
Physical Address	53 Mahinepoua Rd, KAEO	Post Code	0478
Contact Person	DAVID CRABB	Position	
Phone Number	021 804 889	Mobile Number	021 405034
Email Address	Info@circledconstruction.co.nz		

Please briefly describe the purpose of the organisation.

To promote skateboarding as a fun, healthy & inclusive activity in Northland & to showcase the great new facility in Kerikeri.

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 Vert & Brouljam Skateboard event Date 8/9/10 Feb 23
Location Kerikeri Skate Park Time 4pm

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

If so, how much? Nil.

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

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

Our event is designed to showcase Kerikeri's new skate facility, by bringing top skateboarders & 2024 Olympic hopefuls from around New Zealand & some International Riders.
We are asking for funding for this event as we would like to provide bleachers for spectator seating so whanau & tamariki can enjoy watching the event & be inspired.
With funding help we are also planning a free learn to Skate workshop on Wednesday Afternoon with skateboard coaches.
Please see Attached page for more info.

Event Information

Event Name:
 Kerikeri Vertjam 2023

Event genre: [eg. Sport, cultural, arts, other - please specify] **Event frequency:** [annual, biennial, one-off]
 Sports/ Skateboarding. Annual

Event date(s): **Event start/finish times:**
 8, 9, 10th February 2023 8th 3.30-5.30, 9th 3.30-8pm, 10th 3.30-8.30pm

Event Location:
 Kerikeri Skatepark, Kerikeri Domain, Kerikeri

Current event status (new or existing): [If existing please explain when and where it was held and how many people attended]
 Existing, it has been held at the old skatepark in past years
 & at the partially completed Skatepark last year. it yea

Event concept: [200 word summary about what attendees can expect to experience]
 An exciting Vert Skateboarding contest at the Kerikeri Ramp, attracting national & international skaters on Friday night with Bleachers for better audience viewing. In combination with a bowljam contest again attracting International & National Skaters from all over NZ on Thursday afternoon/evening, & a free learn to skate community class on Wednesday. We are involved in the organisation of the Mangawhai Bowl Bash skate event, & by holding this event 4 days after the Mangawhai event, it gives both events a much more significant reach, as international & national competitors want to be able to go to 2 or more events to make the trip over (& up to Northland) worthwhile. By having these events held days apart it keeps visitors in Northland moving between Mangawhai & Kerikeri. This event will be shared widely on social media & we have confirmed interest of skaters from Japan & Australia & families travelling to Northland for this. The event now needs scaffold/seating to be able provide better viewing.

Audience profile: [Who will attend the event, who is your primary target market and why]
 We believe watching short format skateboarding events is exciting & accessible for all. Especially if the calibre of Skateboarding is at a great level, which it is when attendees are nationally & internationally based & traveling to events. These events usually grow year on year (reference Mangawhai). We currently have confirmed National Skaters from all over NZ (many of NZ's Olympic hopefuls) & international skaters. Most of these attendees come with families & friends who rent accommodation etc. locally. We anticipate that with better seating areas & the change of date/proximity to the Mangawhai contest we will be able to keep more skaters in Northland & attending both events. The audience profile at these events is usually very varied, from families traveling whose children are learning to skate / wanting to skate. Along with many groups who have been to a good skateboard contest in the past & travel to them. If we have the budget Manual magazine will provide a photographer that gets the Kerikeri Skatepark in National media.

Local Grant Application Form



Project Cost

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

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

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

Please Note:

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

Expenditure	Total Cost	Amount Requested
Rent/Venue Hire	N/A.	
Advertising/Promotion	1,285	384
Facilitator/Professional Fees ²		
Administration (incl. stationery/copying)		
Equipment Hire	3664	3650
Equipment Purchase (describe)		
Utilities		
Hardware (e.g. cement, timber, nails, paint)		
Consumable materials (craft supplies, books)		
Refreshments		
Travel/Mileage		judges & tutors inc. travel
Volunteer Expenses Reimbursement	2400	1400
Wages/Salary		not applicable
Volunteer Value (\$20/hr)		not applicable
Other (describe) Prize Money	4000	
TOTALS	11,349	5,435

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?
~~£~~ \$1260 in product sponsor's

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
Prize money	4000
PA. Hire.	564
TOTAL	4564

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

Funding Source	Amount	Approved
Circle D Construction	3000	(Yes) Pending
Placemaker's Kerikeri	1500	(Yes) / Pending
Mahalo Transport.	1000	(Yes) / Pending
Kerikeri Cabwets	Product	(Yes) / Pending
Vans shoes / Iron	Product.	(Yes) / Pending

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

Purpose	Amount	Date	Project Report Submitted
Nil	N/A	N/A.	Y / N
			Y / N
			Y / 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)

Kerikeri Vert Jam

We, the undersigned, declare the following:

In submitting this application:

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

Signatory One

Signatory Two

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

Local Grant Application Form



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

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

Signatory One

Name Position

Postal Address Post Code

Phone Number Mobile Number

Signature Date

Signatory Two

Name Position

Postal Address Post Code

Phone Number Mobile Number

Signature Date

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

Te Tii Marae Waste Reduction.

Local Grant Application Form



Instructions

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- 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="CBEC EcoSolutions"/>	Number of Members	<input type="text" value="12"/>
Postal Address	<input type="text" value="190 Pukepoto Rd Kaitiaki"/>	Post Code	<input type="text" value="0410"/>
Physical Address	<input type="text" value=""/>	Post Code	<input type="text" value=""/>
Contact Person	<input type="text" value="Joanne Shanks"/>	Position	<input type="text" value="Manager"/>
Phone Number	<input type="text" value=""/>	Mobile Number	<input type="text" value="022 6893154"/>
Email Address	<input type="text" value="jo@cbec.co.nz"/>		

Please briefly describe the purpose of the organisation.

EcoSolutions reduce waste & increase
kaitiakitanga throughout Te tai tokerau.

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.

Eco Solutions will provide waste minimisation services to increase kaitiakitanga for the duration of the Waitangi Celebrations across all areas in the Marae and surrounds. With our Para Kore team (Waste Minimisation with a Te Ao Maori vein) we will offer ongoing wananga & guidance on what can be recycled/composted and how to avoid what is left.

We will provide resources for whanau to take home such as recycling guides, and promote our free wananga for schools/business on composting.

This will be the Marae's first event diverting compostable waste, we will establish systems that will remain for future events. We merge the Treaty Grounds Recycling, achieving 90% diversion @ the last Waitangi day, we aim to work toward this

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aim at the Marae, unifying the two sides of the awa.

Local Grant Application Form



Project Cost

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

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

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

Please Note:

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

Expenditure	Total Cost	Amount Requested
Rent/Venue Hire	1,499.13	720
Advertising/Promotion	675	-
Facilitator/Professional Fees ²	-	-
Administration (incl. stationery/copying)	200	
Equipment Hire (recycling lids)	240	240
Equipment Purchase (describe) Rubbish pincers	60	90
H&S (Gloves / cloths first aid)	30	
Utilities waste management fee / compost fee	1,705 300	2,005
Hardware (e.g. cement, timber, nails, paint)	(2,215.82)	
Consumable materials (craft supplies, books)		
Refreshments		
Travel/Mileage	1,300	1,300
Volunteer Expenses Reimbursement	300	300
Wages/Salary	2,380	not applicable
Volunteer Value (\$20/hr)	3,200	not applicable
Other (describe)		
TOTALS	\$ 1,1839.13	4,655

* We purchased lids which we will hire out to events - we did not incl. the amount in totals as it is spread over several events.

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 052 685 020

How much money does your organisation currently have? 0

How much of this money is already committed to specific purposes? 100%

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

Purpose	Amount
EcoSolutions (zero waste ed)	the contracts Asi Are all paid in arrears for community projects. Our Balance is in the negative.
Para Kore (zero waste to Ao Maori Ed.)	
Compost Connection (food waste reduction)	
EcoStar (Business Waste Reduction)	
TOTAL	

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

Funding Source	Amount	Approved
Para Kore	2030	<input checked="" type="checkbox"/> Yes / Pending
Compost Connection	1730	<input checked="" type="checkbox"/> 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
Kai Ora Funding	\$ 5 k	3/08/2022	<input checked="" type="checkbox"/> Y / <input checked="" type="checkbox"/> N
" " "	\$ 5 k	15/12/2021	<input checked="" type="checkbox"/> Y / <input checked="" type="checkbox"/> N
			Y / N
			Y / N

all active,
due
3/08/23

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)

Community Business & Environment Centre: EcoSolutions.

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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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 Position

Postal Address Post Code

Phone Number Mobile Number

Signature Date

Signatory Two

Name Position

Postal Address Post Code

Phone Number Mobile Number

Signature Date

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Funding Application – Waitangi Day, Te Tii Marae
Schedule of Supporting Documentation

Document	Title
1	Pricing and Services – Waitangi Day/Te Tii Marae
2	Recycling Costs
3	Quote – Waipapa Landscape
4	Quote – Bunnings
5	Quote – Mouldings Unlimited
6	2021 Performance Report

7 KARAKIA WHAKAMUTUNGA / CLOSING PRAYER

8 TE KAPINGA HUI / MEETING CLOSE