



**Far North  
District Council**



**Te Kaunihera o Tai Tokerau ki te Raki**

# **AGENDA**

## **Kaikohe-Hokianga Community Board Meeting**

**Wednesday, 10 May 2023**

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

**Membership:**

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



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

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

**Council Delegations to Community Boards - January 2013**

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

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

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

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

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

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

## Terms of Reference

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

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

## Protocols

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

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



**Far North District Council**  
**Kaikohe-Hokianga Community Board Meeting**  
**will be held in the Council Chamber, Memorial Avenue, Kaikohe on:**  
**Wednesday 10 May 2023 at 10:00 am**

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**Te Paeroa Mahi / Order of Business**

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**1 KARAKIA TIMATANGA / OPENING PRAYER****2 NGA WHAKAPĀHA ME NGĀ PĀNGA MEMA / APOLOGIES AND CONFLICTS OF INTEREST**

Members need to stand aside from decision-making when a conflict arises between their role as a Member of the Community Board and any private or other external interest they might have. This note is provided as a reminder to Members to review the matters on the agenda and assess and identify where they may have a pecuniary or other conflict of interest, or where there may be a perception of a conflict of interest.

If a Member feels they do have a conflict of interest, they should publicly declare that at the start of the meeting or of the relevant item of business and refrain from participating in the discussion or voting on that item. If a Member thinks they may have a conflict of interest, they can seek advice from the Chief Executive Officer or the Team Leader Democracy Support (preferably before the meeting).

It is noted that while members can seek advice the final decision as to whether a conflict exists rests with the member.

**3 TE WĀHANGA TŪMATANUI / PUBLIC FORUM**

To be confirmed on the day.

**4 NGĀ TONO KŌRERO / DEPUTATION**

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

**5 NGĀ KAIKŌRERO / SPEAKERS**

- Living Theatre Trust – Item 7.3 a) refers.
- R Tucker Thompson – Item 7.3 b) refers.

## 6 CONFIRMATION OF PREVIOUS MINUTES

### 6.1 CONFIRMATION OF PREVIOUS MINUTES

**File Number:** A4144932

**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 the meeting held 4 April 2023 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. **2023-04-12 Kaikohe-Hokianga Community Board Minutes - A4166993** [↓](#) 

**UNCONFIRMED**

Kaikohe-Hokianga Community Board Meeting Minutes

12 April 2023

**MINUTES OF KAIKOHE-HOKIANGA COMMUNITY BOARD MEETING  
HELD AT THE COUNCIL CHAMBER, MEMORIAL AVENUE, KAIKOHE  
ON WEDNESDAY, 12 APRIL 2023 AT 10:02 AM**

**PRESENT:** Chairperson Chicky Rudkin, Deputy Chairperson Tanya Fila, Member Mike Edmonds, Member Trinity Edwards, Member Harmonie Gundry, Member Jessie McVeagh, Member John Vujcich

**STAFF PRESENT:** Kim Hammond (Community Board Coordinator), Kathryn Trewin (Funding Advisor), Marlema Baker (Democracy Advisor)

**1 KARAKIA TIMATANGA / OPENING PRAYER**

Chair Chicky commenced the meeting and opened with a karakia.

**The Kaikohe-Hokianga Community Board requests that Council install signage in Kaikohe to inform the community about the Hokianga Ferry closure.**

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

There were no apologies or declarations of interest.

**3 NGĀ TONO KŌRERO / DEPUTATIONS**

No deputations were requested for this meeting.

**4 TE WĀHANGA TŪMATANUI / PUBLIC FORUM**

Linda Mason – Ōkaihau Community Association;

- requested that a Community Board member attend their monthly meetings.
- Speed is a current issue in Okaihau, requested speed bumps be installed as a traffic calming measure.

**5 NGĀ KAIKŌRERO / SPEAKERS**

Linda Mason – Ōkaihau Community Association;

- Hall Kitchen Upgrade highlighted in the Ōkaihau Community Plan (ŌCP) that was adopted in 2022.
- Okaihau Hall Kitchen is riddled with borer, an RFS has been lodged for this.

**6 CONFIRMATION OF PREVIOUS MINUTES****6.1 CONFIRMATION OF PREVIOUS MINUTES**

Agenda item 6.1 document number A4144919, pages 8 - 17 refers.

**RESOLUTION 2023/2**

Moved: Member Tanya Fila  
Seconded: Member Harmonie Gundry

**That the Kaikohe-Hokianga Community Board confirm the minutes of the extraordinary meeting held 3 March and the ordinary meeting held 15 March 2023 as a true and correct record.**

**CARRIED**

**UNCONFIRMED**

Kaikohe-Hokianga Community Board Meeting Minutes

12 April 2023

**7 REPORTS****7.1 CHAIRPERSON AND MEMBERS REPORTS**

Agenda item 7.1 document number A4109212, pages 18 - 26 refers.

**RESOLUTION 2023/3**

Moved: Member John Vujcich  
Seconded: Member Harmonie Gundry

**That the Kaikohe-Hokianga Community Board note the reports from Chairperson Rudkin and Member Edwards, Deputy Chair Tanya Filia, and Member Gundry for March 2023.**

**CARRIED****7.2 ROAD NAMING - 8113 STATE HIGHWAY 1, ŌMĀPERE**

Agenda item 7.2 document number A4061546, pages 27 - 36 refers.

**RESOLUTION 2023/4**

Moved: Member Jessie McVeagh  
Seconded: Member Tanya Filia

**That the Kaikohe-Hokianga Community Board, pursuant to Council's Road Naming and Property Addressing Policy #2125, name a private road, Te Hekenga Road that is currently addressed at 8113 State Highway 1, Ōmāpere as per map (A4061170).**

**CARRIED****7.3 NEW LEASE TO FENZ - 1089 BROADWOOD ROAD, BROADWOOD**

Agenda item 7.3 document number A4131742, pages 37 - 44 refers.

**RESOLUTION 2023/5**

Moved: Member Harmonie Gundry  
Seconded: Member Jessie McVeagh

**That the Kaikohe - Hokianga Community Board recommends that Council**

- a) **approve a new ground lease under the Reserves Act 1977 to be issued to Fire & Emergency New Zealand over 1089 Broadwood Road, Broadwood, Local Purpose (community buildings) Reserve, being Lot 11 DP 38726,**

**The terms of the proposed lease shall be:**

- a. **Term: 30 (15+15) years.**  
b. **Rental: \$113 + GST pa – FNDC Fees and Charges Schedule 2022/2023 - Community leases.**
- b) **approve further conditions to be negotiated and agreed upon by the Group Manager Delivery and Operations and Fire and Emergency New Zealand**
- c) **approve transferring ownership of buildings and improvements to Fire & Emergency New Zealand for \$1.00.**

**CARRIED**

**UNCONFIRMED**

Kaikohe-Hokianga Community Board Meeting Minutes

12 April 2023

**7.4 PROJECT FUNDING REPORTS**

Agenda item 7.4 document number A4147152, pages 45 - 56 refers.

**RESOLUTION 2023/6**

Moved: Member John Vujcich

Seconded: Member Tanya Filia

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

- a) Hokianga Community Arts Trust
- b) Kaikohe and Districts Sportsville (Māori Warden)
- c) Living Theatre Charitable Trust
- d) Manaaki Tinana Trust (Rawene Hall Rental)

**CARRIED****7.5 RURAL TRAVEL FUNDING APPLICATIONS 2022/23**

Agenda item 7.5 document number A4145815, pages 57 - 60 refers.

**RESOLUTION 2023/7**

Moved: Member Tanya Filia

Seconded: Member John Vujcich

**That the Kaikohe-Hokianga Community Board allocates Rural Travel Grant funding in accordance with the recommendations received from Sport Northland as follows:**

a)	Te Kura Taumata o Panguru (Summer)	\$1,500
b)	Broadwood Area School	\$1,615
c)	Kohukohu School	\$1,000
d)	Mid North United Sport	\$2,295
e)	Northland College Waka Ama	\$1,200
f)	Ōkaihau College	\$1,000
g)	Ōkaihau Junior Rugby	\$800
h)	Penekahi Netball Club	\$1,000
i)	Rawene School	\$1,240
j)	Taiamai Ohaeawai Junior Rugby	\$2,200
k)	Te Kura o Omanaia	\$1,150
l)	Te Kura Takiwa of Opononi	\$1,000
m)	Te Kura Taumata o Panguru (Winter)	\$1,130
n)	Bay of Islands Netball	\$300
o)	Hokianga Sports Club	\$1,100

**Total \$18,533****CARRIED**

**UNCONFIRMED**

Kaikohe-Hokianga Community Board Meeting Minutes

12 April 2023

**7.6 FUNDING APPLICATIONS**

Agenda item 7.6 document number A4147043, pages 61 - 70 refers.

**RESOLUTION 2023/8**

Moved: Member Jessie McVeagh

Seconded: Member Trinity Edwards

**That the Kaikohe-Hokianga Community Board:**

- a) **Confirms resolution 2022/47 of 14 September 2022 and approves the sum of \$5,000 (plus GST if applicable) be paid from the Boards Placemaking Fund account to Ōkaihau Community Association for the design and pricing of a kitchen and/or toilet for the Ōkaihau Hall to support the following Community Outcomes:**
- i. **Proud, vibrant communities**
  - ii. **Communities that are healthy, safe, connected and sustainable.**

**CARRIED**

*Note: The Board requested further information regarding Council budgets for renewals and clarification on what that funding could be used for.*

**8 INFORMATION REPORTS****8.1 KAIKOHE-HOKIANGA STATEMENT OF COMMUNITY BOARD FUND ACCOUNT AS AT 28 FEBRUARY 2023**

Agenda item 8.1 document number A4147241, pages 71 - 77 refers.

**RESOLUTION 2023/9**

Moved: Member John Vujcich

Seconded: Member Tanya Filia

**That the Kaikohe-Hokianga Community Board receives the report Kaikohe-Hokianga Statement of Community Board Fund Account as at 28 February 2023.****CARRIED****8.2 KAIKOHE-HOKIANGA COMMUNITY BOARD ACTION SHEET UPDATE APRIL 2023**

Agenda item 8.2 document number A4143863, pages 78 - 80 refers.

**RESOLUTION 2023/10**

Moved: Member Chicky Rudkin

Seconded: Member John Vujcich

**That the Kaikohe-Hokianga Community Board receive the report Kaikohe-Hokianga Community Board Action Sheet Update April 2023 and that a message of impatience regarding action item 1 be passed on to Northland Transport Agency.****CARRIED****9 TE KAPINGA HUI / MEETING CLOSE****The meeting closed at 11:09 am.**

**UNCONFIRMED**

Kaikohe-Hokianga Community Board Meeting Minutes

12 April 2023

**The minutes of this meeting will be confirmed at the Kaikohe-Hokianga Community Board Meeting held on 10 May 2023.**

.....  
**CHAIRPERSON**

## 7 REPORTS

### 7.1 CHAIRPERSON AND MEMBERS REPORTS

**File Number:** A4126973

**Author:** Melissa Wood, Community Board Coordinator

**Authoriser:** Scott May, Manager - Stakeholder Relationships

#### TE TAKE PŪRONGO / PURPOSE OF THE REPORT

The report provides feedback to the community on matters of interest or concern to the Community Board.

#### NGĀ TŪTOHUNGA / RECOMMENDATION

**That the Kaikohe-Hokianga Community Board note the reports from Deputy Chair Tanya Filia and Member Jessie McVeagh.**

#### TE TĀHUHU KŌRERO / BACKGROUND

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

#### TE MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND NEXT STEPS

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

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

Resource Consents have been emailed to community board members. Members have five days to send feedback in relation to a resource consent. Members will be expected to include these details in their member reports going forward.

#### REASON FOR THE RECOMMENDATION

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

#### NGĀ 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.

#### NGĀ ĀPITIHINGA / ATTACHMENTS

1. KHCB Deputy Chair Filia Report April 23 - A4176637  
2. KHCB Member McVeagh Report March and April 23 - A4176587  
3. KHCB Member McVeagh Community Board Executive Committee Report - A4176599 



## Member's Report

**Name:** Tanya Filia  
**Subdivision:** South Hokianga  
**Date:** 19 April 2023

### Meetings Attended

Date	Meeting	Comments
15/3/23	Attended pre agenda review hui with Chicky Rudkin Chair in my role as Deputy Chair	Agenda review - approved
12/4/23	Pre hui in chambers	Presentation from Keith Kent – Cycle-Trail ways
12/4/23	KHCB hui in chambers	As per agenda
12/4/23	Post hui in chambers	KHCB – strategic planning hui – board members will be taking the document to their hui they attend with their community
18/4/23	OORA Opononi Omapere Rate payers association hui	<p>Majority of the discussion this evening was in regards to preparation for the Waste Water Treatment Plant hearing to be held in Rawene Town hall - Sunday 11<sup>th</sup> May at 2:30 pm a hui will be held for communities presented by Te Mauri o Te Wai.</p> <p>Freeze park – are pleased safety signs installed.</p> <p>Want pram and wheelchair access to the beach from the park – only steps on each end are on the design plans</p>

### Community Issues

Issue name	Comment
Ninihi Road, Otatau RFS 4140344  RFS - 4143310	<p>One of the communities reaching out is Otatau. Contact AW, and BW residents of Otatau. Lodged RFS –Dust suppressant <b>Urgently needs addressing</b> Public forum – a roopu from Otatau attended our KHCB hui 15 March</p> <p>Voiced concern over their Kohanga Reo not being eligible for tar sealing due to it being run by Te Kohanga Reo Trust not ministry – Disgraceful – this must be addressed now.</p> <p>In the process of arranging hui with the residents</p>
SH12 RFS 4139540	Resolved Repair to road completed outside Lighthouse motel SH 12
Kokohuia road RFS numbers are	Historical RFS put through from many Kokohuia Road residents. I have noted some of these RFS numbers.

<p>March 2022/ 4096801 &amp; 4102733 Aug 2022 / 4122511</p> <p>RFS:3898749 There are others</p>	<p><b>A site visit is needed to Kokohuia Road – not done with NTA at footpath site hui.</b></p>
<p>Fire Hydrants Omapere/Opononi RFS: 4135612 Date: 21.11.22</p>	<p>UNRESOLVED Hydrants marked along SH12 – still being worked through by Council staff, Omapere Rural Brigade and other relevant authorities.</p> <p>UNRESOLVED Far North Waters (FNW0 will also need to do planned maintenance of some of these SH hydrants as H&amp;S issues due to placement in the roads. Traffic Management may need to be arranged.</p> <p>UNRESOLVED HEALTH &amp; SAFETY The hydrants that are difficult to work with the hydrant stand / key are old style hydrants that will need additional investigation. They require full replacements. With urgency FNDC GIS Map updates Tui will request our GIS team to provide updated maps for the fire brigade as part of this exercise.</p> <p>Much still to do, but progress is being made, again urgency required on these matters.</p> <p>Still being worked on.</p>
<p>Notification of hearing, 15-19 May 2023</p> <p>Resource consent applications app.003839.01.03 and app.002667.01.04</p> <p>Far North District Council - Opononi/Omapere and Kohukohu wastewater treatment plants</p> <p>This hearing has been moved to Rawene townhall</p>	<p>Paru in our Harbour – WE MUST address this region wide as the elected members of our region Te Taitokerau – we must gather ALL our expertise <b>NOW</b> to ensure this is not allowed to occur, we must as members elect, delve into the RMA and our processes to seek out ways to have this stopped. Kaka and Tiko into our Pataka Kai no more!!!</p> <p>The principles within Te Tiriti o Waitangi govern that Māori have control of our Taonga – this is our ancestral waters our whakapapa. This desecration <b>MUST STOP</b> yesterday, tomorrow now and forever.</p> <p>We the council need to be the solution not the cause. I encourage that we drive this to be region wide across all our harbours and waterways</p> <p>Mauri Ora koutou katoa</p> <p>NRC are currently working on the speaking times for all those who made submissions and have asked to speak.</p>

Requests for Service (RFS) – see above the RFS recorded against the commentary column.

## Member's Report

Name: Jessie McVeagh

Subdivision: South Hokianga

Date: 18.4.23

### Meetings Attended

Date	Meeting	Comments
1.3.23	Hui Hapori, TKKM o Hokianga	Discussion on the increased violence, meth use and community support and safety.
2.3.23	KHCB Strategic Priorities planning	Strategic Planning workshop to feed priorities into Long Term Plan.
3.3.23	KHCB Extraordinary meeting	Community grants that were delayed due to Cyclone Gabrielle.
9.3.23	Rawene Ratepayers and Residents Assoc.	Update on emergency response, update on Wastewater in Harbour, and Hearings due in May, listened to local concerns and projects.
13.3.23	Nga Ngaru o Hokianga Takiwa hui	Via zoom: update on KHCB Strategic Planning process and work to date, Wastewater into Hokianga.
15.3.23	KHCB Monthly Meeting	Public forum, Community grants, management committees, workshop with Northland Transport Alliance to discuss roading and footpath work.
29.3.23	Rawene Civil Defence and Rawene Hall	Debrief emergency response to cyclone Gabrielle, plan for Civil Defence response.
30.3.23	Community Board Executive Committee	Wellington, first hui to discuss strategic priorities for CB across NZ, CB conference planning, keeping Far North at decision making table.
5.4.23	Waipuna-a-Rangi Three Waters	Discussion on Three Waters Entity A and relationship with FNDC.
12.4.23	KHCB Monthly Meeting	Public forum, Community grants, management committees, workshop re Far North Trails.
12.4.23	KHCB Strategic Plan	Strategic Planning workshop to feed priorities into Long Term Plan.

**Community Issues**

Issue name	Comment
Wastewater discharge to Hokianga Harbour	The hearing for the resource consent renewal for Omapere-Opononi and Kohukohu Waste Water Treatment Plant to be held 15-19th May at the Rawene Hall, Rawene.
Contaminated water from Lake Omapere into Hokianga Harbour	The pollution of Lake Omapere flows into the Hokianga Harbour. What actions FNDC can take around this issue? Note that the Lake was identified as a drinking water source for Kaikohe when drought threatened to leave the town without water, but the water quality was too poor to treat effectively.
Spraying of roadsides, Rawene	Alternatives to Glyphosate spray; we are waiting on a Trees & Vegetation Policy that covers agrichemical use by Council and any budgetary implications the options may have.
Hokianga Community Campus access	The FNDC Campus liaison group continues to work through issues around maintenance and use of the Campus, updates pending.
Litter, waste, recycling services	Litter, rubbish, burning, dumping and recycling; residents seek support for education and infrastructure to improve this problem.
Public access to beach Omapere.	FNDC staff are looking into the reinstatement of public beach access opposite Opononi Area School.
Traffic calming, safe accessible footpaths Rawene, Opononi and Omapere	There are ongoing safety concerns around speed, safe cycling and safe footpaths for pedestrians, push chairs and people with mobility issues.
Rawene Ferry	The ferry will be off the water from May 1 <sup>st</sup> , for as long as a month. There is widespread concern around how this will affect business, travel, staff and hospital patients. There are ongoing safety concerns around the parking and traffic for the ferry, especially in the summer and with school buses.
Rawene Domain	Several local groups are working on a collaborative plan to create a recreational hub on the Domain.
Animal control	Dogs roam in Rawene and Opononi Omapere, need for support on this issue.
Erosion to seawall Clendon Esp. Rwn	The hole has been temporarily filled to prevent risk to children. Still awaiting the permanent maintenance to the hole.
FNDC assets and reserves	There are concerns about the level of service our facilities receive, such as cleaning gutters, repairs, mowing, weed control, litter. Community members would like access to maintenance plans.
Hapū and Community-led priorities	We are developing the South Hokianga CB Strategic Plan and the KHCB strategic plan, which will be prioritised for inclusion into the Long-Term Plan.
Non-notified vs Notified resource consents	There is a need for clear guidelines for communities and discussion with FNDC, regarding public interest on new consents.

Safety in Community	There are widespread concerns around safety in our communities. A hapori hui was called at TKKM o Hokianga to find solutions. What support can FNDC provide?
Housing	This is an ongoing crisis that needs support at all levels, what can FNDC do to support better housing in our ward?
Housing for Elderly	Concerns have been raised around the maintenance, upkeep, and wait-list at the Omapere, Rawene and Waima pensioner flats.
Safe Cycling	Rawene road from the ferry to the junction with SHW12 needs to be made safe for the increasing number of cyclists we have.
Climate Change	There is a strong call for FNDC to take action on reducing emissions and supporting community resilience as the effects of climate change become more apparent.
Roads, dust, 1 lane bridge approaches	South Hokianga are asking for a higher level of service on the maintenance of our roads, safer approaches to 1 lane bridges, improved dust control on Waima Valley road and Otaua, sealing outside Otaua Te Kohanga Reo.

### **Requests for Service (RFS)**

RFS number	Date	Comment
4121926	5.12.22	Erosion of Seawall Rawene, the hole was filled to prevent risk to children, however erosion under the road is still a concern.
4133549	3.11.22	Spray-free Hokianga wish to progress this issue and are waiting on updates from FNDC.
4140355	27.12.22	Broken retaining wall below Parnell st, above Nimmo st E. Works to rebuild the rock and concrete supported structure have been programmed and currently scheduled to commence during April.
4144373	19.1.23	Gundry st reserve is now on the maintenance list again, the manhole has been placed properly.
4144572	1/2/23	Taita Rd slip; Status is Priority 1. Application has been put to Waka Kotahi for funding. Awaiting a further 6-8 weeks for Waka Kotahi to review the site and decide on funding.
4147998	23.2.23	Broken road sign on Rawene rd just before the Rawene junction; fixed.
4147279	21.2.23	Fallen tree on the track that follows the paper road between Marmon st E and Marmon st W in Rawene.
tbc	26.2.23	Enquiry re the role FNDC has regarding land use, resource consents, monitoring, or other relevant aspects to Lake Omapere and the ongoing pollution to the water, and the effect on the Hokianga Harbour. NRC staff have responded with some updates and data.
4153469	2.4.23	Pensioner Flats; waitlist criteria, units available, # of people on waitlist, status of divestment plans, available support for local housing crisis.

4153470	6.4.23	Septage from trucks into Rawene Ponds; where is the septage coming from, how much is offloaded into Rawene, which other WWTP take septage in the Far North.
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### **Other Issues**

Concrete bollards were placed at Russell Esplanade, Rawene. The next step is a quick planning assessment to make sure of the land ownership / zoning as it is right on the coastal line, this will set the timeline for replacements bollards.

Community safety is an increasing concern for many people in our community. Hui Hapori are underway to address the issue as hapū and community.

## 4.4.23

Tēnā koutou katoa,

Firstly, a big thank you to the people who nominated John Stewart and I and made it possible to share the role as 'Zone 1 representatives' on the Community Board Executive Committee. You will all be pleased to know that the Far North is well represented on this national committee. Zone 1 includes Kaipara and Whangarei, but as they don't have Community Boards, FNDC now have two reps out of the total 7 members of CBEC.

Our role as CBEC is to represent all the community boards in New Zealand, and act as an advisory committee to Local Government New Zealand's (LGNZ) National Council. We advocate for community boards and promote best practice.

In brief, at the hui we discussed the role of CBs in relation to Councils and the special relationship and responsibilities that CB members have at a 'flax-roots' level with the communities and people that we represent. It was interesting to hear from other members across Aotearoa on how they run their meetings, set agendas, and interact with their Councils.

One issue that was brought to our attention was that although MPs get KiwiSaver, Councillors and CB members are not eligible. It was pointed out that there are many young elected members that rely on their elected role for an income. These members miss out on KiwiSaver and are therefore disadvantaged as over time KS adds up to a fairly significant amount. We have asked LGNZ to advise us what the impact on ratepayers would be should all EMs become eligible for Kiwisaver.

We discussed what role CB members should or could take (if any) as community leaders in a state of emergency or around Civil Defence. We will have further discussion on this topic, including what leadership could look like in these uncertain times.

We were introduced to Ākona, LGNZ's new learning and development programme specifically designed for elected local government officials. Their short and focused training videos and resources will no doubt support new members to be upskilled quickly. Councils need to sign up to enable their EMs to access the resources. The fee is around \$8.5k.

We set the theme for the 2024 CBEC conference as 'Resilient Local Communities'. We will look further into what this might entail including workshop themes and key-note speakers so watch this space!

In our next zui (online hui) we will elect a Chair, work on the conference, and no doubt learn more about how to really make the best of the opportunities that Community Boards present to democracy in Aotearoa,



CBEC: John Stewart and Jessie McVeagh Zone 1 (Te Hiku Community Board, Kaikohe-Hokianga Community Board) Zone 2 Carolyn Hamill (Whakatane-Ohope Community Board), Zone 4 Jackie Elliot (Otaki Community Board), Zone 5 Simon Britten (Waipapa Papanui-Innes-Central), Zone 3 Sarah Lucas (Inglewood Community Board). \*missing from photo Zone 6 Regan Horrell (Mosgiel Taieri Community Board).

Ngā mihi ki a koutou,  
Jessie

## 7.2 PROJECT FUNDING REPORTS

**File Number:** A4183016

**Author:** Kathryn Trewin, Funding Advisor

**Authoriser:** Scott May, Manager - Stakeholder Relationships

### 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) Bay of Islands Hockey Association
- b) Far North Land Search and Rescue

### 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.

#### Take Tūtohunga / Reason for the recommendation

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

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

There are no financial implications or budgetary requirements.

### ĀPITIHINGA / ATTACHMENTS

1. Bay of Islands Hockey Association - A4182727  
2. Far North Land Search and Rescue - A4182729  

**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.

<b>He Take Ōkawa / Compliance Requirement</b>	<b>Aromatawai Kaimahi / Staff Assessment</b>
State the level of significance (high or low) of the issue or proposal as determined by the <a href="#">Council's Significance and Engagement Policy</a>	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](mailto: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: BAY OF ISLANDS HOCKEY ASSOCIATION  
 Name & location of project: LED LIGHTING PROJECT @ TOP ENERGY HOCKEY TURF  
 Date of project/activity: JULY 2022 - JULY 2023 LINDVART PARK - KAIKOHE

Which Community Board did you receive funding from?

- Te Hiku       Kaikohe-Hokianga       Bay of Islands-Whangaroa

Amount received from the Community Fund: \$ 10,000.00

Board meeting date the grant was approved: DECEMBER 2022

Please give details of how the money was spent:

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

Supplier/Description	\$amount	Receipt/s attached (please tick)
TIGER TURF NZ PURCHASE OF LEDS	\$ 175,000.00	
INSTALLATION & CONTROL BOX	\$ 33,777.90	
	\$	
	\$	
Total:	\$ 208,777.90	

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

WE ARE VERY PLEASE TO REPORT THAT WE HAVE PAID FOR THE LED LIGHTING SYSTEM & SIGNED THE CONTRACT ON THE 15TH MARCH. IT'S BEEN A HUGE JOB TO FIND THE FUNDS IN SUCH A SHORT PERIOD OF TIME, BUT WE MADE IT & WE ARE VERY GRATEFUL TO OUR FUNDERS.

Private Bag 752, Memorial Ave, Kaikohe 0400, New Zealand, Freephone: 0800 920 089, Phone: (09) 405 2750, Fax: (09) 401 2137, Email: [osk.us@fndc.govt.nz](mailto:osk.us@fndc.govt.nz), Website: [www.fndc.govt.nz](http://www.fndc.govt.nz)

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

THESE LED LIGHTS WILL GIVE OUR HOCKEY COMMUNITY THE GIFT OF CONTINUED HOCKEY ON WEEKNIGHTS. IT ALSO GIVES KAIKOHE FOOTBALL CLUB & OTHER CODES THE ABILITY TO TRAIN AT NIGHT. THESE LIGHTS ARE GOING TO SUPPLY ALL CODES WITH A CHEAPER POWER BILL. THIS WILL HELP KEEP SPORTS FEES DOWN & PARTICIPATION LEVELS UP.

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

WILL SUPPLY PHOTOS ONCE LIGHTS ARE INSTALLED THEY ARE ON THEIR WAY. A HUGE THANKS TO THE KAIKOHE-HOKIANGA COMMUNITY BOARD FOR THEIR SUPPORT OF THIS PROJECT.

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

facebook.com/groups/BOIHOCKEY

This report was completed by:

Name: SUSAN ROSS

Address: [REDACTED]  
Phone: [REDACTED]  
Email: [REDACTED]

Date: 20/04/2022



**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](mailto:funding@fndc.govt.nz) PDF attachment via email is preferred) OR:**

Funding Advisor  
Far North District Council  
Private Bag 752  
KAIKOHE 0440

**2022 Name of organisation:**

Far North Search and Rescue

**Name & location of project:**

Funding for rent Mid North Rescue Centre @ 158 Wiroa Road Kerikeri

**Date of project/activity:**

2023 - 2024.

**Which Community Board did you receive funding from?**

Te Hiku

Kaikohe-Hokianga

Bay of Islands-Whangaroa

**Amount received from the Community Fund:**

\$15,000

**Board meeting date the grant was approved:**

15<sup>th</sup>, 16<sup>th</sup> & 17<sup>th</sup> March 2023

**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)
Far North Holdings Ltd	\$15,000	<input checked="" type="checkbox"/>
Far North Search and Rescue	\$2957.25	
Total:	\$17,957.25	

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

Far North Search and rescue will have the security of having a home base that can be used for training and

Meetings and a safe place to meet before a search and park our vehicles, we car pool whenever possible.

Since making our application to the three community boards we have undertaken 5 Night searches,

15 day searches, 2 days assisting Northland Search and Rescue and on Standby for them for 3 days.

We are currently a team of 26 Members, this has grown by 4 in the last few months. We have had an offer from Bunnings to assist us with painting and decorating the building, this wouldn't be able to happen without the certainty of a secure lease (2 years)

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

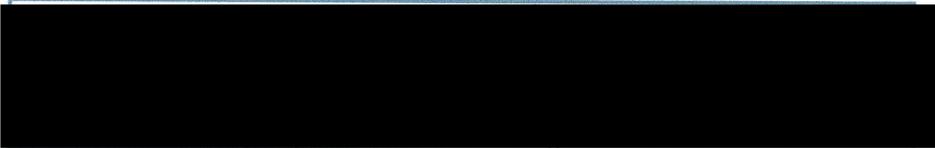
The searches have covered all districts, including Waimamaku, Waima, Horeke, Mangamuka, Tokerau, Piiwai, Moerewa, Puketi Forest, Haruru, Rangitane, Waitangi Forest, Doubtless Bay and two in the Whangarei area.

**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:**

<https://www.facebook.com/fnsar.org.nz>

**This report was completed by:**

Name: Raewyn Smythe - President  
Address:   
Phone:   
Email:   
Date: 24 March 2023

### 7.3 FUNDING APPLICATIONS

**File Number:** A4183098  
**Author:** Kathryn Trewin, Funding Advisor  
**Authoriser:** Scott May, Manager - Stakeholder Relationships

#### 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 May 2023 meeting.

#### WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- The Community Board has a total of \$103,211 to allocate during the 2022/23 financial year, and an additional \$100,000 for Placemaking activities/projects.
- The Community Board has an unallocated budget of **\$4,303** for Community Funding the 2022/23 financial year.
- The Community Board has an unallocated Placemaking budget of **\$57,350** for the 2022/23 financial year.
- Three applications for funding have been received, requesting a total of **\$8,000**.

#### TŪTOHUNGA / RECOMMENDATION

That the Kaikohe-Hokianga Community Board:

- a) approves the sum of **\$2,500** (plus GST if applicable) be paid from the Boards Community Fund account to Living Theatre Company for the Wonderland Glow show tour to support the following Community Outcomes:
- i) Proud, vibrant communities
  - ii) Communities that are healthy, safe, connected and sustainable.

#### TŪTOHUNGA / RECOMMENDATION

That the Kaikohe-Hokianga Community Board:

- b) approves the sum of **\$4,000** (plus GST if applicable) be paid from the Boards Placemaking Fund account to R Tucker Thompson Youth Sailing Trust for two students from Kaikohe-Hokianga Ward to attend a youth sailing to support the following Community Outcomes:
- i) Proud, vibrant communities
  - ii) Communities that are healthy, safe, connected and sustainable.

#### TŪTOHUNGA / RECOMMENDATION

That the Kaikohe-Hokianga Community Board:

- c) approves the sum of **\$880** (plus GST if applicable) be paid from the Boards Community Fund account to Rawene Golf Club for Rawene Golf Fun Day to support the following Community Outcomes:
- i) Proud, vibrant communities
  - ii) Communities that are healthy, safe, connected and sustainable.

## 1) TĀHUHU KŌRERO / BACKGROUND

Each application has been checked by staff for completeness and complies with the conditions of the Community Grant Policy, Community Outcomes as stated in the Long-Term Plan (LTP) and all provisions listed on the application form.

## 2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

Applicant and Project	Requested	Recommend	Comments	Type
Living Theatre Trust	\$2,500	\$2,500	This application is for the Wonderland Glow tour for tamariki to see a large-scale, glow-in-the-dark puppet show and is an annual tour that is supported by the other community boards, as well as Creative Communities.	Event
R Tucker Thompson	\$4,000	\$4,000	The Trust is applying for funding to allow two students from Kaikohe-Hokianga ward to attend a youth sailing on the R Tucker Thompson. The applicant has indicated that this will be an annual application and the Board may wish to grant the amount of \$4,000 per year for all three years of this triennium (2022/23, 2023/24 and 2024/25)	Community Development
Rawene Golf Club Fun Day	\$1,500	\$880	This is an event the Board has funded in the past that encourages members of the wider Rawene community to have a try at playing golf. The applicant asked for \$1,500, but a large part of that would be for catering at the event. The amount recommended would fund the other expenses they have that day, but not kai.	Event

### Take Tūtohunga / Reason for the recommendation

The applicants are required to complete a standard application form and provide supporting information.

For each application the Board has three options.

**Option 1** Authorise funding for the full amount requested.

**Option 2** Authorise partial funding.

**Option 3** Decline funding.

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

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

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

**ĀPITIHINGA / ATTACHMENTS**

1. **Living Theatre Trust - A4182730** [↓](#) 
2. **R Tucker Thompson Trust - A4182728** [↓](#) 
3. **Rawene Golf Club - A4182731** [↓](#) 

**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.

<b>He Take Ōkawa / Compliance Requirement</b>	<b>Aromatawai Kaimahi / Staff Assessment</b>
State the level of significance (high or low) of the issue or proposal as determined by the <a href="#">Council's Significance and Engagement Policy</a>	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.

**Kaikohe-Hokianga Community Board Fund 2022-2023**  
**Local Grant Application Form**  
**Application No. KHCB0522/23 From Living Theatre Trust**  
Form Submitted 18 Apr 2023, 3:39pm NZST

## Applicant Details

\* indicates a required field

### Instructions

**Please read carefully:**

- Read this application 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. Deadline dates are on the Council's website.
- Incomplete, late or non-complying applications will not be considered.
- 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](mailto:funding@fndc.govt.nz) - we're happy to help.

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

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

### Applicant details

**Applicant \***

Living Theatre Trust

**Applicant Primary Website**

<http://www.glowshow.co.nz>

Must be a URL.

**Facebook page**

[www.facebook.com/glowshowco](http://www.facebook.com/glowshowco)

**Kaikohe-Hokianga Community Board Fund 2022-2023**  
**Local Grant Application Form**  
**Application No. KHCB0522/23 From Living Theatre Trust**  
Form Submitted 18 Apr 2023, 3:39pm NZST

### Contact details

Contact Person One:

**Applicant Project Contact \***

Ms Sarah Burren

**Position \***

Secretary/Fundraiser

**Phone Number**

**Mobile Number**

Contact Person Two:

**Applicant Admin Contact \***

Mr John Triggs

**Position \***

Chairperson

**Phone Number**

**Mobile Number**

**Applicant Admin Contact Primary Email**

\_\_\_\_\_  
Must be an email address.

\_\_\_\_\_  
Must be an email address.

### Purpose of organisation

**Please briefly describe the purpose of the organisation \***

To create and deliver innovative, educational and original theatre . We work with emergent artists and seasoned professionals to take theatrical entertainment to children of Aotearoa.

**Number of Members \***

4

### Project Details

**\* indicates a required field**

#### Project Details

Clearly describe the project or event:

**Name of Activity \***

WONDERLAND GLOW SHOW

**Location \***

Turner Centre, Kerikeri

## Kaikohe-Hokianga Community Board Fund 2022-2023 Local Grant Application Form Application No. KHCB0522/23 From Living Theatre Trust Form Submitted 18 Apr 2023, 3:39pm NZST

**Will there be a charge for the public to attend or participate in the project or event?**

- Yes  No

**If so, how much?**

\$15.21

**Start Date \***

20/06/2023

Must be a date.

**End Date \***

20/06/2023

Must be a date.

**Time**

10am and 11.30am

**Project Outline:**

**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.**

**Project Outline:**

Up to 800 tamariki and educators in and around Kaikohe, will hugely benefit from coming to see WONDERLAND GLOW SHOW at Turner Centre at 10am and 11.30am, June 20th, 2023. The shows are designed for babies to 7 year olds and has story telling through giant scale glow-in-the-dark memorable, and lovable characters, that inspire and uplift tamariki, and a beautiful and original sound track. The story line is performed live and all about "reading being a super power" and we are gifting bookmarks and collaborating with Far North Libraries to deliver a show that has long lasting impact in the community. There is also, a lot to take back to the classroom and ECE and Kōhanga, as they want to read, write, talk about their experience! Babies 18 months and younger are free of charge and we offer group booking discounts also. Your grant will help 8 people ( cast and crew) make this happen. We are touring to 27 locations over 5 weeks and have provided budget of full cost breakdown for you to see the costs apportioned to Kaikohe-Hokianga.

## 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 (evidence of costs) for everything listed in the total costs

**Kaikohe-Hokianga Community Board Fund 2022-2023****Local Grant Application Form****Application No. KHCB0522/23 From Living Theatre Trust**

Form Submitted 18 Apr 2023, 3:39pm NZST

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
- If you are applying for operating costs of a programme, please attach a programme outline

**Budge**

<b>Expenditure</b>	<b>Total Cost</b>	<b>Amount Requested</b>	<b>Quotes</b>
	Must be a dollar amount Must be a dollar amount.	Must be a dollar amount Must be a dollar amount.	
Rent/Venue Hire	\$1,940.00	\$600.00	Filename: Venue - Kerikeri - WGS 2023.pdf File size: 1.5 MB
Personell	\$5,635.00	\$1,500.00	Filename: GLOW SHOW MASTER BUDGET March 2023.xlsx File size: 29.4 kB Filename: LTT - QUOTE - Sound Engineer Feb 2023.pdf File size: 440.5 kB
Set	\$300.00	\$	Filename: Quote from Rays Theatrical services 2023.pdf File size: 561.2 kB
Insurance	\$164.00	\$	<i>No files have been uploaded</i>
Marketing	\$387.00	\$	<i>No files have been uploaded</i>
Production	\$788.00	\$	<i>No files have been uploaded</i>
Transport	\$647.00	\$	<i>No files have been uploaded</i>
Per Diems - 8 cast and crew x \$50 each x 1 night	\$400.00	\$400.00	<i>No files have been uploaded</i>
Accommdation x 8 people at Kerikeri homestead Motel	\$815.00	\$	<i>No files have been uploaded</i>

**Kaikohe-Hokianga Community Board Fund 2022-2023**  
**Local Grant Application Form**  
**Application No. KHCB0522/23 From Living Theatre Trust**  
 Form Submitted 18 Apr 2023, 3:39pm NZST

10am show based on 40% of 408 = 163 x \$2.50 per ticket ( less gst)	\$354.00	\$	No files have been uploaded
11.30am show based on 40% of 408 = 163 x \$2.50 per ticket ( less gst)	\$354.00	\$	No files have been uploaded

## Financial Information

\* indicates a required field

**Is your organisation registered for GST? \***

Yes  No

### GST Number

**GST Number \***

102 169 670

### Current Funding

**How much money does your organisation currently have? \***

\$3,000.00

Must be a dollar amount.

**How much of this money is already committed to a specific purpose? \***

\$3,000.00

Must be a dollar amount.

### Tagged Funds

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

Purpose	Amount
	Must be a dollar amount.
CCS Far North towards tour costs to Kaitaia	\$1,500.00
CCS Far North towards tour costs to Kerikeri	\$1,500.00

### Total Tagged Funds

## Kaikohe-Hokianga Community Board Fund 2022-2023 Local Grant Application Form

**Application No. KHCB0522/23 From Living Theatre Trust**  
Form Submitted 18 Apr 2023, 3:39pm NZST

**Total Expenditure Amount**

\$3,000.00

This number/amount is calculated.

**Other Funding**

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

Funding Source	Amount	Decision
	Must be a dollar amount.	
Far North Creative Communi- ties	\$3,000.00	Approved
	\$	

**Previous Funding from FNDC****Have you previously received funding from FNDC? \***
 Yes    No
**Previous Funding from FNDC**

Purpose	Amount	Date	Project Report Submitted
	Must be a dollar amount.	Must be a date.	
Te Hiku - towards Matariki Glow Show	\$1,788.70	19/05/2022	Yes
Kaikohe-Hikurangi to- wards Matariki Glow Show	\$1,110.00	02/05/2022	Yes
CCS Far North to- wards Matariki Glow Show	\$4,903.00	01/02/2022	Yes
CCS Far North to- wards Wonderland Glow Show	\$4,900.00	02/02/2021	Yes

**Declaration****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**

**Kaikohe-Hokianga Community Board Fund 2022-2023**  
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**information in the proposal of 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)**

Living Theatre Trust

### **New Section**

**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 organisations 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 journey entry
  - regular financial reporting to every full meeting of the governing body

**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 of 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.

**Kaikohe-Hokianga Community Board Fund 2022-2023**  
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3. To spend the funding only for the purpose(s) approved by the Far North District Council unless written approval for a change of purpose(s) is obtained **an advance** from the Community Board.
4. To return to the Far North District Council any portion of the funding that e 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 the Funding Team 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**

Sarah Burren

**Position**

Secretary/Fundraiser

**Phone Number**

**Mobile Number**

**Date**

30/03/2023

Must be a date.

### Signatory Two

**Name**

John Triggs

**Kaikohe-Hokianga Community Board Fund 2022-2023  
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Form Submitted 18 Apr 2023, 3:39pm NZST**

**Position**  
Chairperson

**Phone Number**

**New Question**  
30/03/2023  
Must be a date.

**Kaikohe-Hokianga Community Board Fund 2022-2023**  
**Local Grant Application Form**  
**Application No. KHCB0322/23 From R. Tucker Thompson Sail Training Trust**  
Form Submitted 18 Apr 2023, 10:37am NZST

## Applicant Details

**\* indicates a required field**

### Instructions

**Please read carefully:**

- Read this application 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. Deadline dates are on the Council's website.
- Incomplete, late or non-complying applications will not be considered.
- 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](mailto:funding@fndc.govt.nz) - we're happy to help.

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

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

### Applicant details

**Applicant \***

R. Tucker Thompson Sail Training Trust

**Applicant Primary Website**

<http://www.tucker.co.nz>

Must be a URL.

**Facebook page**

<https://www.facebook.com/RTuckerT>

**Kaikohe-Hokianga Community Board Fund 2022-2023**  
**Local Grant Application Form**  
**Application No. KHCB0322/23 From R. Tucker Thompson Sail Training Trust**  
 Form Submitted 18 Apr 2023, 10:37am NZST

### Contact details

Contact Person One:

**Applicant Project Contact \***

Mrs Jo Lynch

**Position \***

Chief Executive

**Phone Number**

**Mobile Number**

\_\_\_\_\_  
 Must be an email address.

Contact Person Two:

**Applicant Admin Contact \***

Ms Sophie Camplin

**Position \***

Business Support

**Phone Number**

**Mobile Number**

\_\_\_\_\_  
 Must be an email address.

### Purpose of organisation

**Please briefly describe the purpose of the organisation \***

The R. Tucker Thompson Sail Training Trust operates a tall ship youth development programme funded by tourism activity, patrons, grants, and sponsorship.

The mission of the R. Tucker Thompson Sail Training Trust is: Learning for Life through the Sea. Our primary purpose is youth development, focused on rangatahi from Te Tai Tokerau. Annually we take approximately 250 taitamariki, aged from 14 to 18, on 7-day voyages on the tall ship, the R. Tucker Thompson.

The Youth Development programme has focused on youth development since 2006. Key measurable outcomes include:

- Improved self-confidence
- Improved ability to build relationships
- A better understanding of their own strengths #- A strengthening of personal identity
- The development of leadership skills

**Number of Members \***

20 staff, 250 youth per year, 5000 database

### Project Details

**\* indicates a required field**

**Kaikohe-Hokianga Community Board Fund 2022-2023**  
**Local Grant Application Form**  
**Application No. KHCB0322/23 From R. Tucker Thompson Sail Training Trust**  
Form Submitted 18 Apr 2023, 10:37am NZST

## Project Details

Clearly describe the project or event:

**Name of Activity \***

Youth Development Programme

**Location \***

Bay of Islands

**Will there be a charge for the public to attend or participate in the project or event?**

Yes

No

**If so, how much?**

**Start Date \***

10/03/2023

Must be a date.

**End Date \***

30/11/2023

Must be a date.

**Time**

We deliver 20 voyages between March and November

**Project Outline:**

**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.**

**Project Outline:**

We are applying for these funds to sponsor two rangatahi specifically from the Kaikohe Hokianga Ward. The trainee can be selected by the Community Board or we can work with local schools and iwi to ensure this funding benefits youth within the Ward.

We work with rangatahi from 14 to 18 from Te Tai Tokerau. We have over 250 young people each year from Northland, 50% to 60% of which are Māori. Tikanga Māori, education, # new experiences and a focus on belonging underpin delivery.

We have a focus on delivering pathways to education and employment through our partnership programme with local tertiary providers training young people in tourism operations and Maritime NZ deckhand certification, ready for jobs on the water.

The programme being delivered is of high quality; the kaupapa is strong and the approach is producing excellent results in line with the objectives.

The mission of the R. Tucker Thompson Sail Training Trust is: Learning for Life through the Sea.

Through the values of kaitiakitanga and whakawhānaungatanga we act in three areas:

## **Kaikohe-Hokianga Community Board Fund 2022-2023 Local Grant Application Form**

**Application No. KHCB0322/23 From R. Tucker Thompson Sail Training Trust**

Form Submitted 18 Apr 2023, 10:37am NZST

Tangata - People: Make a positive difference to the lives of those who come on board, whether for a day, a week or longer

Turangawaewae - Place: Allow those who sail in her to learn more about who they are, where they come from and where they are going

Waka - Ship: Embrace the values of Kaitiakitanga; preserve the tradition of tall ship sailing and specifically the R. Tucker Thompson

### **Mental Health Benefits**

Evidence in support of the social identity approach to health is rapidly building. For example, group memberships are protective against developing depression, can be curative of depression, and help to prevent depression relapse. Mental health issues and isolation are very real issues for young people, particularly young Māori males in the Far North and the voyages play a vital role in developing resilience and well-being. Youth feel connected when they are on board, and their decision-making is empowered through the experience.

### **Increased self-esteem**

The research currently being conducted by the University of Otago has revealed a relationship between trainees' perceptions in their learning about the history of the Bay of Islands, in particular the Māori history, and their shift in self-identity, esteem and sense of self. This connection to place and environment helps us to focus our programme delivery more closely on the areas of impact for our young people.

### **Future pathways**

The Trust's focus on employment and education post-voyage is to assert our influence and goodwill beyond the 7-day voyage. We aim to capitalise on and fortify the sense of self-belief invoked during the voyage by connecting our graduates to employment or educational opportunities through our network. The goal is to create long-term change and we aim for our cohort to achieve better outcomes relative to the New Zealand population and above the Tai Tokerau education profile.

The focus on education and employment is presented throughout the voyage by our crew, with a particular focus on the last night on trainees' next steps. At the end of 7 days our crew and trainees have formed close bonds; there is trust, connection and a sense of whānau for all on board the ship. This discussion is informal and begins to outline the relationships we have with providers. The providers are pitched as Tucker whānau, who can help trainees take the next steps, and information is provided to connect our youth to these organisations.

The approach to enhancing educational and employment outcomes aims to satisfy these key enablers:

- Access to quality, safe and affordable housing near to employment or training opportunities;
- Strong and supported school leaver transitions and pathways;
- Jobs and skill hubs - information about available opportunities;
- Access to appropriate training and education; courses that meet the specific needs of the learner;
- Pastoral care that involves the wider whānau/aiga/family in the process;
- Possessing the social or 'soft' skills that employers seek; 'the right attitude';
- In-work learning that allows people to train while they earn.

Our goal is to continue to shape and learn from our research in a way that will serve the improvement and focus of our programme delivery over time. We aim to ensure we have the optimal impact while we have the young people on board, and into the future.

**Kaikohe-Hokianga Community Board Fund 2022-2023**  
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**Application No. KHCB0322/23 From R. Tucker Thompson Sail Training Trust**  
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Cyclone Gabriella storm impacted our revenue generation for the summer so we are applying for two trainees this year.

## 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 (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
- If you are applying for operating costs of a programme, please attach a programme outline

## Budge

Expenditure	Total Cost	Amount Requested	Quotes
	Must be a dollar amount Must be a dollar amount.	Must be a dollar amount Must be a dollar amount.	
Rent/Venue Hire	\$	\$	<i>No files have been uploaded</i>
Advertising/Promotion	\$	\$	<i>No files have been uploaded</i>
Facilitation/Professional Fees	\$	\$	<i>No files have been uploaded</i>
Administration	\$	\$	<i>No files have been uploaded</i>
Equipment Hire	\$	\$	<i>No files have been uploaded</i>
Equipment Purchase	\$	\$	<i>No files have been uploaded</i>
Utilities	\$	\$	<i>No files have been uploaded</i>
Hardware (e.g cement, timber)	\$	\$	<i>No files have been uploaded</i>
Consumable materials	\$	\$	<i>No files have been uploaded</i>

**Kaikohe-Hokianga Community Board Fund 2022-2023**  
**Local Grant Application Form**  
**Application No. KHCB0322/23 From R. Tucker Thompson Sail Training Trust**  
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Refreshments	\$	\$	No files have been uploaded
Travel/Mileage	\$	\$	No files have been uploaded
Volunteer Expenses Reimbursements	\$	\$	No files have been uploaded
Other (describe)	\$30,809.00	\$4,000.00	Filename: Placement Funding - Community Board KHCB.pdf File size: 223.5 kB
Other (describe)	\$	\$	No files have been uploaded
Other (describe)	\$	\$	No files have been uploaded

**Financial Information**

\* indicates a required field

**Is your organisation registered for GST? \***

Yes  No

**GST Number**

**GST Number \***

094-452-252

**Current Funding**

**How much money does your organisation currently have? \***

\$500,000.00

Must be a dollar amount.

**How much of this money is already committed to a specific purpose? \***

\$500,000.00

Must be a dollar amount.

**Tagged Funds**

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

Purpose	Amount
	Must be a dollar amount.

## Kaikohe-Hokianga Community Board Fund 2022-2023

### Local Grant Application Form

Application No. KHCB0322/23 From R. Tucker Thompson Sail Training Trust

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Maintenance Reserves	\$125,000.00
Operational Reserves	\$125,000.00
Income in Advance - Youth Placements	\$160,000.00
Working capital	\$90,000.00
	\$
	\$

### Total Tagged Funds

#### Total Expenditure Amount

\$420,000.00

This number/amount is calculated.

### Other Funding

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

Funding Source	Amount	Decision
	Must be a dollar amount.	
Whanau	\$60,000.00	Pending
Tourism	\$200,000.00	Approved
Grants and sponsors	\$160,000.00	Approved

### Previous Funding from FNDC

Have you previously received funding from FNDC? \*

Yes  No

### Previous Funding from FNDC

Purpose	Amount	Date	Project Report Submitted
	Must be a dollar amount.	Must be a date.	
Two youth placements	\$4,280.00	02/06/2022	Yes
Youth placement	\$2,140.00	02/06/2022	Yes
Youth placement	\$2,140.00	21/04/2022	Yes

### Declaration

**Kaikohe-Hokianga Community Board Fund 2022-2023**  
**Local Grant Application Form**  
**Application No. KHCB0322/23 From R. Tucker Thompson Sail Training Trust**  
Form Submitted 18 Apr 2023, 10:37am NZST

## 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 of 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)

R. Tucker Thompson Sail Training Trust

## New Section

### 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 organisations 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

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

## Kaikohe-Hokianga Community Board Fund 2022-2023 Local Grant Application Form

Application No. KHCB0322/23 From R. Tucker Thompson Sail Training Trust

Form Submitted 18 Apr 2023, 10:37am NZST

1. To uplift any funding granted within 3 months of the date of 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 the Far North District Council unless written approval for a change of purpose(s) is obtained **an advance** from the Community Board.
4. To return to the Far North District Council any portion of the funding that e 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 the Funding Team 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**

Jo Lynch

**Position**

Chief Executive

**Phone Number**

**Mobile Number**

Must be a Ne

**Date**

27/03/2023

Must be a date.

### Signatory Two

**Kaikohe-Hokianga Community Board Fund 2022-2023**  
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**Name**  
Sophie Camplin

**Position**  
Business Support

**Phone Number**

**Mobile Number**

**New Question**  
27/03/2023  
Must be a date.

# 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](http://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](mailto:funding@fndc.govt.nz) – we're happy to help.
- **Send your completed form** to [funding@fndc.govt.nz](mailto: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 *(will provide in report) if funding successful.*
- 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	Rawene Golf Club Inc	Number of Members	46
Postal Address	PO Box 21, RAWENE	Post Code	0443
Physical Address	53 DE THIERRY ST, RAWENE	Post Code	0473
Contact Person	[Redacted]		
Phone Number	[Redacted]		
Email Address	[Redacted]		

Please briefly describe the purpose of the organisation.

Sporting club

# 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.

Rawene golf 'fun day' promotes participation for all ages whanau, community get together, reconnection, well being exercise / being active and most important of all having 'FUN'. A great tournament which is well supported by all the communities in the Hokianga. The primary reason for this tournament is to raise money for Hauora Hokianga which so far has been over \$25,000. Lazyboy chairs for palliative and maternity patients, women's wellbeing night, refurbishing of donated pews for Pou Kara Ariki Marae, BBQ and art supplies for our aged care unit.

\* Please see newsletter attached of our last tournament.

## 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 - 00	
Advertising/Promotion		
Facilitator/Professional Fees <sup>2</sup>		
Administration (incl. stationery/copying)	\$40 - 00	\$ 40 - 00
Equipment Hire	\$ 200 - 00	\$ 200 - 00
Equipment Purchase (describe)	club + ball hire \$100-00 Gas bottle 40-00 Gas cooker \$100-00	\$ 140 - 00
Utilities	-	
Hardware (e.g. cement, timber, nails, paint)	-	
Consumable materials (craft supplies, books)	-	
Refreshments	\$1200 - 00	\$1200 - 00
Travel/Mileage	-	
Volunteer Expenses Reimbursement	\$ 200 - 00	
Wages/Salary	-	not applicable
Volunteer Value (\$20/hr)	\$ 1000 - 00	not applicable
Other (describe)		
<b>TOTALS</b>		\$1,580 - 00

<sup>2</sup> 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 51-742-257

How much money does your organisation currently have? \$49,972.62

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
Replace Roof	\$26,000
Junior Golf program	\$10,000
NZ + GOLF NORTH Affiliation fees (Running costs of club, Fuel, Rates, Power, course maintenance)	\$ 2,700
<b>TOTAL</b>	

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

Funding Source	Amount	Approved
		Yes / Pending

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

Purpose	Amount	Date	Project Report Submitted
Food + water	\$950-00	15.02.2020	Y / N
" GOLF FUN DAY "			Y / N
			Y / N
			Y / N

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## Local Grant Application Form



### Privacy Information

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

### Applicant Declaration

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

**On behalf of: (full name of organisation)**

**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**

*Elisabeth J. Bouras*

**Signatory Two**

*[Signature]*

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## Local Grant Application Form



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

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

### Signatory One

Name	<input type="text" value="ELISABETH BOWLER"/>	Position	<input type="text" value="SECRETARY"/>
Postal Address	<input type="text" value="PO Box 5 RAWENE"/>	Post Code	<input type="text" value="0463"/>
Phone Number	<input type="text"/>	Mobile Number	<input type="text" value="021457795"/>
Signature	<input type="text" value="Elisabeth J. Bowler"/>	Date	<input type="text" value="11-4-23"/>

### Signatory Two

Name	<input type="text" value="Dixon Titove"/>	Position	<input type="text" value="Club Manager"/>
Postal Address	<input type="text" value="PO Box 18"/>	Post Code	<input type="text" value="0473"/>
Phone Number	<input type="text" value="0226808503"/>	Mobile Number	<input type="text" value="0226808503"/>
Signature	<input type="text" value="Dixon Titove"/>	Date	<input type="text" value="12/4/23"/>

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## 8 INFORMATION REPORTS

### 8.1 KAIKOHE-HOKIANGA STATEMENT OF COMMUNITY BOARD FUND ACCOUNT AS AT 31 MARCH 2023

**File Number:** A4179712

**Author:** Segun Rotimi, Accounting Support Officer

**Authoriser:** Janice Smith, Group 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 31 March 2023**

#### 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.

<b>Community Fund Account balance as at 1 July 2022</b>	<b>\$203,211.00</b>
<ul style="list-style-type: none"> <li>• <b>Plus, unused funds from 2016-2022</b></li> </ul>	<b>\$113,821.18</b>
<ul style="list-style-type: none"> <li>• <b>Less funds granted and uplifted to 31 March 2023</b></li> </ul>	<b>\$106,374.30</b>
<ul style="list-style-type: none"> <li>• <b>Less funds not uplifted from previous community meetings (committed to projects)</b></li> </ul>	<b>\$150,005.18</b>
<b>Community Fund Account balance as at 31 March 2023</b>	<b>\$60,652.70</b>

#### DISCUSSION AND NEXT STEPS

Board members will consider the applications on the agenda and decide on what level of funding to allocate. The committed balance in the Community Fund account as at 31 March 2023 is \$60,652.70.

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 31 March 2023 is attached.

#### ATTACHMENTS

1. **Statement of Community Fund Account Kaikohe-Hokianga as at 31 March 2023 - A4179573** [↓](#) 



Far North District Council  
**Kaikohe - Hokianga Community Board**  
Statement of Community Fund Account as at 31-March-2023

<b>Far North District Council</b>		
<b>Kaikohe - Hokianga Community Board</b>		
Allocation Grants & Donations Annual Budget 2022-23	103,211.00	
Community Board Placemaking Fund	100,000.00	
<b>Community Fund Account Balance as at 1 July 2022</b>		<b>\$ 203,211.00</b>
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	
Unused funds from 2021/22 - Rob Pink for the purchase, transportation and installation of sand for the Clendon Esplanade beach, Rawene	1,650.00	

<b>Plus, unused funds from 2016-22</b>		<b>\$ 113,821.18</b>
		<b>\$ 317,032.18</b>
<b>Less Expenditure 2022/23 (Funds Uplifted)</b>		
<b>July 22</b>		
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	
<b>August 22</b>		
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	
<b>September 22</b>		
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	
<b>October 22</b>		
Omanaia Marae for the purchase and installation of carpet in the multipurpose room	4,164.30	
Kaikohe Yun Jung Do Development Trust for rent of Memorial Hall to run classes	2,500.00	
Pioneer Village Kaikohe for costs towards 2021 Halloween event to now be used for the 2022 Halloween Party	1,500.00	
<b>November 22</b>		

Manaaki Tinana Trust for Rawene Domain Master Plan on receipt of a funding application	5,000.00	
<b>December 22</b>		
Wekaweka Valley Community Trust (Kaimoana Queens) for rent/venue hire, facilitator/professional fees and equipment hire	950.00	
Nga Mahi Toi o Horeke for rental costs for the stage hire	3,000.00	
Hokianga Sports Club to rent/venue hire and facilitator/professional fees	2,925.00	
Te Whakaora Tangata for the purchase of tables, water urn and flags	1,951.00	
Rawene Area Residents Association for advertising/promotion costs and room hire	550.00	
National Street Rod Association Northland for rent/venue hire for Pioneer Village Kaikohe hire for Cruz'n the Bayz 2023	3,277.00	
<b>January 23</b>		
Manaki Tinana Trust for rental costs for the hireage of Rawene Town Tall	1,000.00	
Te Pū O Te Wheke Community Arts Gallery for spotlights and bulbs	750.00	
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	
<b>March 23</b>		
Hokianga Arts Community Trust for the facilitator/professional fees	3,600.00	
Bay of Islands Hockey Association for the upgrade of the lighting to LED lights/bulbs at Lindvart Park	10,000.00	
Okaihau Bowling Club for the purchase and installation of an all-weather surface	10,000.00	
Ohaeawai Taiamai Residents Association for 2023 Taiamai Day	985.00	
Man versus Wild Fishing Competition for the Man vs Wild Fishing Competition	4,000.00	
<b>Less funds granted and uplifted to 31 March 2023</b>		<b>\$ 106,374.30</b>
<b>Balance as at 31 March 2023</b>		<b>\$ 210,657.88</b>

<b>Less funds not uplifted from previous community meetings at 31 March 2023</b>		
<b>2016/2017 Commitment</b>		
Carry Forward - Junior Bike Park	14,376.54	
<b>2019/2020 Commitment</b>		
Carry Forward - Kaikohe Community & Youth Centre Trust for installation of the basketball court and hoops at Memorial Park	19,523.79	
<b>Meeting 02.06.21</b>		
Allocation to the tamariki of the Kaikohe-Hokianga ward for the Rural Travel fund for the 2021/22 year	10,751.00	
<b>Meeting 04.08.21</b>		
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	
<b>Meeting 04.02.22</b>		
Authorise costs towards placement of barriers for the protection of the Opononi Pohutukawa trees	5,000.00	
<b>Meeting 03.06.20</b>		
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	
<b>Meeting 01.06.22</b>		
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	
<b>Meeting 03.08.22</b>		
Visual Communications and Public Relations to advise the local community and visitors of planned work at Memorial Park	3,000.00	

<b>Meeting 14.09.22</b>		
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	
<b>Meeting 16.11.22</b>		
Ngapuhi Hokianga Ki Te Raki Society Incorporated for rent/venue hire, equipment hire	1,800.00	
SMC Events Limited on behalf of Sanitarium Health and Wellbeing Company for the TRY Challenge Kits for participants	4,000.00	
<b>Meeting 14.12.22</b>		
Waimamaku Community Garden Group (Wekaweka Valley Community Trust) for irrigation set-up and consumable materials	2,586.00	
<b>Meeting 15.03.23</b>		
Rob Pink for replenishing the sand on the Rawene/Clendon Esplanade in Rawene	1,850.00	
Hokianga Treks for Kids for repairs and maintenance of the horse track	2,800.00	
<b>Less funds not uplifted from previous community meetings (committed to projects)</b>		<b>\$ 150,005.18</b>
<b>Community Fund Account balance as at 31 March 2023</b>		<b>\$ 60,652.70</b>

**8.2 KAIKOHE-HOKIANGA COMMUNITY BOARD ACTION SHEET UPDATE APRIL 2023****File Number:** A4143869**Author:** Marlema Baker, Meetings Administrator**Authoriser:** Aisha Huriwai, Team Leader Democracy Services**TAKE PŪRONGO / PURPOSE OF THE REPORT**

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

**WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY**

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

**TŪTOHUNGA / RECOMMENDATION**

**That the Kaikohe-Hokianga Community Board receive the report Kaikohe-Hokianga Community Board Action Sheet Update April 2023.**

**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 - April 2023 - A4186936 [↓](#) 

<b>OUTSTANDING ACTIONS REPORT</b>		<b>Printed: Thursday, 27 April 2023 12:13:27 pm</b>
<b>Division:</b>	Kaikohe-Hokianga Community Board	<b>Date From:</b> 1/04/2020
<b>Committee:</b>		<b>Date To:</b> 27/04/2023
<b>Officer:</b>		

Meeting	Title	Resolution	Notes
Kaikohe-Hokianga Community Board 15/03/2023	Road Naming - Lot 19, 90 Wehirua Road, Okaihau	<p>The amendment became the substantive motion <b>RESOLUTION 2023/5</b></p> <p>Moved: Deputy Chairperson Tanya Filia Seconded: Member Jessie McVeagh</p> <p><b>That the Kaikohe-Hokianga Community Board leave <u>this item to lie on the table</u> and request that staff;</b></p> <p><b>a) clarify what alternative means of contact, other than email, were made to engage with Hapu and Iwi on the proposed names, and</b></p> <p><b>b) provide background on why these names were chosen.</b></p> <p><u>Against:</u> Cr Mike Edmonds</p> <p style="text-align: right;"><b>CARRIED</b></p>	<p><b>30 Mar 2023 11:23am Baker, Marlema</b> Report writer Selina Topia has been informed that the CB has left the report to lie on the table. The CB has asked for more information on what alternative means of contact (other than email) were attempted when contacting Manawhenua and Hapu for input. Awaiting a response.</p> <p><b>27 Apr 2023 11:57am Baker, Marlema</b> Author Selina Topia no longer works for FNDC. This item has been forwarded on to NTA (Bernard Petersen and Elizabeth Stacey) for comment. Awaiting response.</p>

**9 KARAKIA WHAKAMUTUNGA / CLOSING PRAYER**

**10 TE KAPINGA HUI / MEETING CLOSE**