



**Far North
District Council**



Te Kaunihera o Tai Tokerau ki te Raki

AGENDA

Kaikohe-Hokianga Community Board Meeting

Wednesday, 7 June 2023

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

Membership:

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

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

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

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

Terms of Reference

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

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

Protocols

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

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

Far North District Council
Kaikohe-Hokianga Community Board Meeting
will be held in the Council Chamber, Memorial Avenue, Kaikohe on:
Wednesday 7 June 2023 at 10:00 am

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

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

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

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

3 TE WĀHANGA TŪMATANUI / PUBLIC FORUM

TO BE CONFIRMED ON THE DAY.

4 NGĀ TONO KŌRERO / DEPUTATION

Jay Hepi – Ride for Life Kaikohe

Amanda Beere – Okaihau Recycling Station

Kath Wharton – Health Families Far North

5 NGĀ KAIKŌRERO / SPEAKERS

Janine McVeagh and/or Brianna Patino - Hokianga Community Educational Trust

6 TE WHAKAAETANGA O NGĀ MENETI O MUA / CONFIRMATION OF PREVIOUS MINUTES

6.1 CONFIRMATION OF PREVIOUS MINUTES

File Number: A4144939

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 10 May 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. Kaikohe-Hokianga Community Board Minutes 10 May 2023 - A4195101** [↓](#) 

UNCONFIRMED

Kaikohe-Hokianga Community Board Meeting Minutes

10 May 2023

**MINUTES OF
KAIKOHE-HOKIANGA COMMUNITY BOARD MEETING
HELD AT THE COUNCIL CHAMBER, MEMORIAL AVENUE, KAIKOHE
ON WEDNESDAY, 10 MAY 2023 AT 10:03 AM**

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

IN ATTENDANCE: Cr Babe Kapa (virtual), Cr Tāmati Rākena

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

1 KARAKIA TIMATANGA / OPENING PRAYER

Chair Chicky Rudkin commenced the meeting and opened with a karakia.

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

None

3 TE WĀHANGA TŪMATANUI / PUBLIC FORUM

Diane Ruawhare – Ngawha Community Advocate (Fiona Bannister and Tania Harris are also a community contact for this matter)

- Ngawha Springs Drainage Issues, Council needs to clear flooded drains.
- Ngawha Firebreak is overgrown with flax and Manuka and needs to be cleared in case there's a fire.

Linda Bracken – Kaikohe Businesses and Community.

- Graffiti in Kaikohe will be dealt with by the local community when the weather is fine.
- The Business Association received funding from Proceeds of Crime for CCTV. Cameras located at the two entrances to Kaikohe so far. Currently looking for a suitable location at Taheke Road. The next stage is Memorial Park then Lindvart Park in collaboration with Sportsville.
- Impressed with the amount of drainage maintenance that's happening over the last few months. It has made a difference after the substantial rain recently.
- Bike for Life Working Group looking at addressing the issue of non-compliance with cars, motorbikes and push bikes on the streets in Kaikohe doing illegal things. Looking at positive ways to educate and provide positive opportunities in Kaikohe.

Shaun Reilly – Community Advocate

- Kaikohe Street Maintenance is abysmal and contracts aren't fulfilled properly. The long grass over the railway line near the dump has not been mowed. (*tabled document I.D A4206338*) Cr Tāmati Rakena supported the korero.
- Trees planted in the main street died and weren't replaced. (*tabled document I.D A206342*)
- Planter boxes are receptacles for rubbish. (*tabled document I.D A4206343*)

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Kaikohe-Hokianga Community Board Meeting Minutes

10 May 2023

- Communities expect the Council to take pride in the towns appearance and do something to improve it.
- In 1989 Council had 89 employees, in 2000 it had 200, now it's pushing 400 staff members, Are we getting value for money? Kaikohe deserves better than what it's receiving.

NOTE: Cake requested for next meeting to commemorate Shaun Reilly's 50 years of community service.

4 NGĀ TONO KŌRERO / DEPUTATIONS

Justin Blaikie – representing Kaikohe & Districts Sportsville

- KDS Community Board Powerpoint Presentation. (*Tabled document I.D A4206360*)
- requesting for the KHCB to advocate for an indoor pool be included in the FNDC long-term plan and to assist with the annual operation costs in the LTP.
- offered to assist the Board to formulate their LTP submission to Council.

5 NGĀ KAIKŌRERO / SPEAKERS

- Sarah Burren representing Living Theatre Trust. *Funding application 7.3 a) refers.*
- Jo Lynch representing R Tucker Thompson Trust. *Funding application 7.3 b) refers.*

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

Agenda item 6.1 document number A4144932, pages 10 - 15 refers

RESOLUTION 2023/11

Moved: Member Jessie McVeagh

Seconded: Member Tanya Filia

That the Kaikohe-Hokianga Community Board confirms the minutes of the meeting held 4 April 2023 as a true and correct record.

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

Agenda item 7.1 document number A4126973, pages 16 - 24 refers

RESOLUTION 2023/12

Moved: Member Tanya Filia

Seconded: Member Jessie McVeagh

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

CARRIED

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7.2 PROJECT FUNDING REPORTS

Agenda item 7.2 document number A4183016, pages 25 - 30 refers

RESOLUTION 2023/13

Moved: Member John Vujcich

Seconded: Member Jessie McVeagh

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**

CARRIED**7.3 FUNDING APPLICATIONS**

Agenda item 7.3 document number A4183098, pages 31 - 59 refers

MOTION

Moved: Member Jessie McVeagh

Seconded: Member Harmonie Gundry

- 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.

AMENDMENT

Moved: Member Jessie McVeagh

Seconded: Member John Vujcich

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 *specifically for tickets to be offered to residents from the Kaikohe-Hokianga Ward* to support the following Community Outcomes:
 - i) Proud, vibrant communities
 - ii) Communities that are healthy, safe, connected and sustainable.

CARRIED

The amendment became the substantive motion

RESOLUTION 2023/14

Moved: Member John Vujcich

Seconded: Member Jessie McVeagh

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 *specifically for tickets to be offered to residents from the Kaikohe-Hokianga Ward* to support the following Community Outcomes:

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10 May 2023

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

CARRIED**RESOLUTION 2023/15**

Moved: Member Jessie McVeagh

Seconded: Member Tanya Filia

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.**

CARRIED**RESOLUTION 2023/16**

Moved: Member Tanya Filia

Seconded: Member Harmonie Gundry

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.**

CARRIED**RESOLUTION 2023/17**

Moved: Member Mike Edmonds

Seconded: Member Jessie McVeagh

That the Kaikohe-Hokianga Community Board:

- d) signals its intention to fund, from the Boards Placemaking Fund, up to \$1,000 for the planting of trees to replace those that have died in the footpath receptacles in Kaikohe, to be automatically paid (without further resolution) to the Kaikohe Business Association upon receipt of an application, and to waive any requirement for the association to provide funds of its own to match, subject to advice from staff at the June meeting.

CARRIED

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8 INFORMATION REPORTS**8.1 KAIKOHE-HOKIANGA STATEMENT OF COMMUNITY BOARD FUND ACCOUNT AS AT 31 MARCH 2023**

Agenda item 8.1 document number A4179712, pages 60 - 66 refers

RESOLUTION 2023/16

Moved: Member John Vujcich

Seconded: Member Jessie McVeagh

That the Kaikohe-Hokianga Community Board receives the report Kaikohe-Hokianga Statement of Community Board Fund Account as at 31 March 2023.**CARRIED****8.2 KAIKOHE-HOKIANGA COMMUNITY BOARD ACTION SHEET UPDATE APRIL 2023**

Agenda item 8.2 document number A4143869, pages 67 - 68 refers

RESOLUTION 2023/17

Moved: Member John Vujcich

Seconded: Member Trinity Edwards

That the Kaikohe-Hokianga Community Board receive the report Kaikohe-Hokianga Community Board Action Sheet Update April 2023.**CARRIED****8 TE KAPINGA HUI / MEETING CLOSE**

The meeting closed at 11:23 am.

The minutes of this meeting will be confirmed at the Kaikohe-Hokianga Community Board Meeting held on 7 June 2023.

.....
CHAIRPERSON

7 NGĀ PŪRONGO / REPORTS

7.1 CHAIRPERSON AND MEMBERS REPORTS

File Number: A4161199

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 Chairperson Chicky Rudkin, Deputy Chair Tanya Filia and Members Trinity Edwards, and Harmonie Gundry.

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 ĀPITI HANGA / ATTACHMENTS

1. KHCB Chair Rudkin_Member Edwards Report May 2023 - A4209472  
2. KHCB Member Filia Report May 2023 - A4216668  
3. KHCB Member Gundry report May 2023 - A4216643  



Member's Report

Name: Chicky Rudkin, Trinity Edwards

Subdivision: Kaikohe

Date: 12 May 2023

Meetings Attended

Date	Meeting	Comments
20 March 26 April	Kaikohe Civic Hub and Library Steering Group meetings	<p>Monday 20th March – Steering Group hui – workshop to discuss options for build requested, FNHL attended and expressed interest in helping lead the project</p> <p>Wednesday 26th April – Workshop held with Steering Group members and staff, also included TRAION, hāpu, and two additional community attendees. Outcome of workshop – FNHL to undertake design review workshop and draft/cost two concept designs for the new library and civic hub (one for 69 Broadway only, one for 67-71 Broadway)</p> <p>Next meeting planned for 15 May</p>
25 April	Anzac Day Commemoration Ceremony	held outside the Memorial Hall. Special thanks to the organisers of the event, it was a very solemn event well attended by many community members. It is always a fabulous event when the Piri Wiri Tua Brass Band are present, and we have a lovely choir. The floral tributes were a lovely touch and the venue well-manicured.



Member's Report

7 May	Kohukohu Community Hall	Proposed 7 May meeting postponed due to Wastewater hui in Rawene, new date set for AGM to elect new committee members. New Interim Chair - Chicky Rudkin until August. Booking officer currently Member Harmonie Gundry. New meeting date - 11th June at the Kohukohu Hall
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Community Issues

Issue name	Comment
Bike for Life	Continued meetings to discuss the problem of motorbikes, bicycles and cars causing havoc in Kaikohe but also across many communities. See below.
Roading	Exceptionally bad weather has once again meant that many roads in rural areas are at risk of closure, temporary closure, reduced to single lanes and in some areas prove to be dangerous to drive on. Community members have been encouraged to lodge an RFS and to follow up progress of the RFS.
Otaua outdoor covered space	Request for a covered outdoor area with lighting for Community events such as boxercise, tai chi, weaving etc for young and old. Structure to be somehow linked to the old school so that the toilets can be accessed. Possibility for this be included in the KHCB Strategic Plan.

Requests for Service

RFS 4157436	Lindvart Park Trees - falling debris, branches, leaves coupled with the sludge along curbsides causing flooding pushed across Mangakahia Road into Kaikohe East School carpark. The most recent flooding warranted a 111 call as the water lapped at classroom and office doors. In 2020 the entire block of 6 classes and office area were completely flooded resulting in all
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Member's Report

	flooring and classroom equipment needing to be replaced causing extreme distribution to the school.
RFS raised by Shaun Reilly	These RFS raised have been responded to via email to Mr Reilly by FNDC staff who have followed up on matters raised.
RFS 4157047	Pot holes on Guy Road / Mangakahia Road opposite Shell Kaikohe
RFS 4156512	Recycling bags being left at the Pawarenga Junction and not being collected regularly causing dogs to tear bags and create a lot of roadside rubbish
RFS 415808	New playground in Kaikohe looking very shabby, large yellow flowered weeds growing through the overgrown lawn. Footpaths covered in debris, rubbish scattered throughout the area.
RFS 4158017	Multiple potholes from the Long Bridge to and including 2611 West Coast Road, Panguru that need attention. Cars falling into holes after dark that have caused tyres to pop.

Other matters

1. Bike for Life

Regular Wednesday hui with Bike for Life to follow up from Community Hui held about the issue of bicycles, cars and motorbikes causing frustration for the community. A committee has been formed who will be making a funding application to commence events to encourage riders to participate positively. Project aligns with the Pump track in the long term plan and strategic priorities of the KHCB.

2. Motuti / Runaruna roading slips

Frustration continues over the time taken to fix the Motuti slip. Now that there is a slip on the Runaruna Road the community is at risk of being cut off from necessary facilities and the Forestry business that employs many local Hokianga members has stopped. Members may remember the deputation at KHCB hui by Andrew Kendall, General Manager of Te Puna Topu Forestry who pleaded for this road to be a priority as he knew that the Runaruna Road was unstable.

3. The KHCB Strategic Plan

The draft has been shared by KHCB members with community groups for feedback. We look forward to as many projects as possible included in the FNDC Long term plan. Our priority areas continue to include: waste management in the Hokianga, the lack of housing, the long term effects of recent flooding and ongoing roading issues. At our most recent meeting we were excited to hear from Sportsville representative Justin Blakie with an update, he also wanted



Member's Report

support to include a heated pool in this project. He commended FNDC regarding the funding and support for the Sportsville project. The heated pool will be added to the KHCB strategic plan.

4. Kaikohe Playground opening

We have been advised that the new playground will be officially opened on May 27th May. More detail and information about this has been requested to ensure it can be shared across the community.

5. Resource Consent Hearings for Omapere/Opononi/Kohukohu are being held from 15-19th May in Rawene

At this stage the hearings are still within local government process. FNDC as the applicant is applying for a continuation of the current waste water systems. NRC as the consenting authority has put into play the hearings with independent commissioners to make a decision on whether continuation consent will be granted, and if so under what conditions. All hapu of Hokianga have consistently protested and said that any WWTP that discharges into water is totally unacceptable. It must not be located on whenua that is culturally significant, and once properly treated it must be dispersed to land not water.

Report prepared by KHCB Chair Chicky Rudkin and KHCB Member Trinity Edwards



Kaikohe-Hokianga
Community Board

Member's Report

Name: Tanya Filia

Subdivision: South Hokianga

Date: 17 May 2023

Meetings Attended

Date	Meeting	Comments
1/5/2023	Nga Ngaru o Hokianga Takiwa hui via zoom	Strategic plan sent to administrator for distribution to marae reps – no feedback as yet, I have emailed again today.
9/5/23	OORA hui –Opononi Omapere Rate payers Association hui	Postponed –were to provide feedback on strategic plan –distributed
10/05/23	KHCB hui	As per agenda Met new Democracy Services manager

Community Issues

Issue name	Comment
Omanaia road slip – up to kura RFS 415 7497 and others	School closed since last Tuesday – first email received said contractors contacted – but would need prioritising and they would be in touch. Contact made to elected member councillors to have their support to urge this work to be done. Notification received today now safe to use. School re opens 18/5/23
10/5/23 Localism Procurement	We have local businesses that are qualified to tender for and carry out work – maintenance – roads, culverts, drains, slips, footpath repairs and renewals, new builds and upgrades in South Hokianga. What is the process to become approved, tender for jobs? Employing our own qualified businesses for work required makes absolute sense. Hokianga is not on the priority list for road maintenance etc. Our own would make us a priority. What is the process for procurement and is it an achievable process for our small local businesses
Ninihi Road, Otatau RFS 4140344 RFS - 4143310	One of the communities reaching out is Otatau. Contact AW, and BW residents of Otatau. Lodged RFS –Dust suppressant Urgently needs addressing Public forum – a roopu from Otatau attended our KHCB hui 15 March 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!! In the process of arranging hui with the residents

<p>Kokohuia road RFS numbers are</p> <p>March 2022/ 4096801 & 4102733 Aug 2022 / 4122511</p> <p>RFS:3898749 There are others</p>	<p>Historical RFS put through from many Kokohuia Road residents. I have noted some of these RFS numbers.</p> <p>A site visit is needed to Kokohuia Road – not done with NTA at footpath site hui.</p> <p>An elected member site hui with be appropriate to see first-hand the state of this road.</p>
<p>Fire Hydrants Omapere/Opononi RFS: 4135612 Date: 21.11.22</p>	<p>Hydrants marked along SH12 - Resolved</p> <p>UNRESOLVED: Far North Waters (FNW will also need to do planned maintenance of some of these SH hydrants as H&S issues due to placement in the roads. Traffic Management may need to be arranged.</p> <p>UNRESOLVED HEALTH & SAFETY</p> <ul style="list-style-type: none"> 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 <p>A call out to Manea on Hokianga Harbour Drive, fire fighters found the hydrant inaccessible full of metal. Hard to open</p> <p>FNDC GIS Map updates</p> <p>FNDC worker will request 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 – URGENCY REQUIRED</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/OMAPERRE AND KOHUKOHU WASTE WATER</p>	<p>Attended the hearing Tuesday 16 May 2023 with Kura o Omanaia He kura A iwi – where Ngati Kaharau me Ngati Hau presented. Our community in Hokianga across all hapu, whanau, haponi are absolutely against THE ONGOING PARU INTO THE HARBOUR – I AM SO PROUD TO HAVE STOOD WITH OUR COMMUNITY ACROSS THE HEARING</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 NOW 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.</p> <p>Kaka and Tiko into our Pataka Kai no more!!!</p>

TREATMENT PLANTS	The principles within Te Tiriti o Waitangi govern that Māori have control of our Taonga – this is our ancestral waters our whakapapa
THIS HEARING WAS HELD AT RAWENE TOWNHALL –	This desecration MUST STOP 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 Mauri Ora koutou katoa

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



Kaikohe-Hokianga
Community Board

Member's Report

Name: Harmonie Gundry

Subdivision: North Hokianga

Date: 15/05/2023

Meetings Attended

Date	Meeting	Comments
07/05/23	Te Mauri O te Wai	North Hokianga tautoko this kaupapa.
11/05/23	KHCB meeting	NILL
11/05/23	Te Marae o Te Muka Tangata AGM (Broadwood)	Returning of the pou from Pou ariki & awaiting response of aspirations and needs for LTP (Long Term Plan)
	Evacuation community hui for Kohukohu	Committee was elected for this hub waiting for further information.
	Te Uri o Tai Hapori hui	Waiting for dates to confirmed.

Community Issues

Issue name	Comment
Kohukohu township road	There has been some impact of the water drainage that has flowed down rakautapu and has caused corrugation on our main road in kohukohu.
Taheke - Horeke back road	The back road between Taheke and Horeke. This is a big issue for us here in Hokianga due to our ferry being out service. I urge this road to be high maintained as this road is a highway for us as the ferry is down.
Maintenance Broadwood swing bridge	Mana Whenua want to exercise rangatiratanga over the Broadwood/ Manganuiowae foot bridge project. Update on this project.
Pawarenga Road	Whanau have asked that the hill and drains before Proctors Road be maintained to proper standards for use of buses and traffic as this area is affected by the impact of the recent weather that we are having and yet to be expecting. It is not fair that our tamariki miss out on their education due to the lack of service for road Maintenance. This issue is a huge priority.

Requests for Service (RFS)

RFS number	Date	Comment
------------	------	---------

4156974	6/5/23	Septic tank overflow with all the weather impact and had requested it to be emptied by council
4153915	13/04/23	Update
4158414	15/05/23	Road Maintenance needs to be done for this road ASAP,
4158717	17/05/23	Drain overflow up Rakautapu road needs to be done and the main road in Kohukohu before Rakautapu turn off needs to be fixed ASAP

Other Issues

Kohukohu would like to have a works schedule for the following

- Drain cleaning
- Rubbish pick up
- Lawn Maintenance

Broadwood have requested for a workshop for the swing bridge, a design/project management workshop for the Mana Whenua of Broadwood.

7.2 FUNDING APPLICATIONS

File Number: A4217612

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 **\$1572.70** for Community Funding the 2022/23 financial year.
- The Community Board has an unallocated Placemaking budget of **\$53,350** for the 2022/23 financial year.
- Four applications for funding have been received, requesting a total of \$39,200
- A further application was received from the Tuhuna Ratana church, who are seeking to relocate their building, but the application was incomplete. The Funding Advisor will work with the applicant to bring their application to a future Board meeting for consideration.

TŪTOHUNGA / RECOMMENDATION

That the Kaikohe-Hokianga Community Board:

- a) approves the sum of **\$700.00** (plus GST if applicable) be paid from the Board's Placemaking Fund account to Valerie August for the Matariki 2023 exhibition in Rawene 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 **\$1572.70** (plus GST if applicable) be paid from the Board's Community Grant Fund account and **\$427.30** from the Boards Placemaking Fund (a total of **\$2000**) to Volunteering Northland for support of volunteer engagement and organisations in the Kaikohe-Hokianga Ward 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 **\$200.00** (plus GST if applicable) be paid from the Board's Placemaking Fund account to Whatu Creative for the Matariki 2023 Weaving the Strands together workshops 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:

- d) Leaves the application for the sum of **\$34,500** (plus GST if applicable) from the Hokianga Community Education Trust for a pump track at the Rawene Domain to lie on the table until the Rawene Domain masterplan and Rawene Domain Reserve Management Plan are completed and the pump track is able to be considered as part of the entire development plan of the Rawene Domain.

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
Valerie August Rawene Matariki –	\$700	\$700	This is for a planned festival in Rawene that encourages main street businesses and buildings to be lit up at night for the week of Matariki 2023, including a free community event at the town hall.	Event
Volunteering Northland	\$2000	\$2000	The organisation is asking for support to help volunteers and organisations with/run by volunteers in the Kaikohe-Hokianga Ward. The applicant provides training and support free or at low cost to members, as well as offering a service for volunteers and organisations to be matched.	Community Development
Whatu Collective – Weaving the strands together	\$2000	\$2000	The Whatu Collective is planning on running a series of Matariki Puanga workshops in the Far North District libraries based around Matariki 2023. They are seeking funding from the three community boards to help fund these workshops.	Community Development

Applicant and Project	Requested	Recommend	Comments	Type
Hokianga Community Education Trust – Rawene Domain Pump Track	\$34,500	Leave to lie	It is recommended that this application be left to lie until the full plan for the Domain is made available and it can be considered as part of the full range of activities/projects the community requests for the Domain, rather than be approved in isolation with no supporting framework.	Infrastructure

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. Valerie August - Rawene Matariki 2023 - A4218329 [↓](#) 
2. Volunteering Northland - A4218330 [↓](#) 
3. Whatu Creative - Weaving the Strands Together - A4218569 [↓](#) 
4. Hokianga Community Education Trust - Rawene Domain Pump Track - A4218331 [↓](#) 

Hōtaka Take Ōkawa / Compliance Schedule:

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

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

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

Kaikohe-Hokianga Community Board Fund 2022-2023
Local Grant Application Form
Application No. KHCB0922/23 From Ms Valerie August
Form Submitted 29 Apr 2023, 2:59PM 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 - 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 *

Ms Valerie August

Postal Address *

Physical Address *

Applicant Primary Website

Must be a URL.

Facebook page

Kaikohe-Hokianga Community Board Fund 2022-2023**Local Grant Application Form****Application No. KHCB0922/23 From Ms Valerie August**

Form Submitted 29 Apr 2023, 2:59PM NZST

Contact details

Contact Person One:

Applicant Project Contact *

Ms Valerie August

Position *

volunteer

Phone Number**Mobile Number****Email ***

Must be an email address.

Contact Person Two:

Applicant Admin Contact *

Ms Margaret Hall

Position *

volunteer

Phone Number**Mobile Number****Applicant Admin Contact Primary Email**

Must be an email address.

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

We are community members and property owners in Rawene who organise free community events to bring moments of joy to children and their families.

Number of Members *

2-4, depending

Project Details*** indicates a required field****Project Details**

Clearly describe the project or event:

Name of Activity *

Matariki Nights of Light

Location *

Rawene

**Kaikohe-Hokianga Community Board Fund 2022-2023
Local Grant Application Form****Application No. KHCB0922/23 From Ms Valerie August**

Form Submitted 29 Apr 2023, 2:59PM NZST

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 ***

30/06/2023

Must be a date.

End Date *

07/07/2023

Must be a date.

Time

6PM onwards, at nights.

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 collaborating with local artists to light up the buildings along the main street in Rawene at night for one week, in celebration of Matariki. I have already approached some of the business owners, who have been willing to donate the cost of the power to run the lights. The next step is to begin recruiting artists to design lighting installations. We would like to be able to reimburse the artists with up to \$100 for each venue, towards the cost of supplies.

The week will start on Friday night with a free Light Party at the Town Hall for kids and their families. According to our usual kaupapa there will be food, fun, and prizes at no cost.

We are encouraging businesses/organisations in the area put on events at night throughout the week, to provide opportunities for the community to come out and celebrate together. For example, the No 1 Gallery is planning an exhibition opening one night, and Crossover Church will be holding a night service and dinner on Sunday 2nd July.

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:

Kaikohe-Hokianga Community Board Fund 2022-2023**Local Grant Application Form****Application No. KHCB0922/23 From Ms Valerie August**

Form Submitted 29 Apr 2023, 2:59PM NZST

- 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	\$40.00	\$0.00	Filename: Invoice no. 293 to Valerie August from RCHMC.docx File size: 16.5 kB
Equipment Purchase	\$1,200.00	\$600.00	Filename: Matariki 2023 - Sheet1 (1).pdf File size: 34.2 kB
Refreshments	\$350.00	\$0.00	No files have been uploaded
Prizes	\$250.00	\$100.00	No files have been uploaded
Other (describe)	\$0.00	\$0.00	No files have been uploaded

Financial Information*** indicates a required field****Is your organisation registered for GST? ***☐ Yes ☒ No**Current Funding****How much money does your organisation currently have? ***

\$0.00

Must be a dollar amount.

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

\$0.00

Must be a dollar amount.

Kaikohe-Hokianga Community Board Fund 2022-2023**Local Grant Application Form****Application No. KHCB0922/23 From Ms Valerie August**

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Tagged Funds

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

Purpose	Amount
	Must be a dollar amount.
	\$
	\$
	\$
	\$
	\$

Total Tagged Funds**Total Expenditure Amount**

\$1,050.00

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.	
Crossover Church	\$350.00	Approved
donation from Val	\$700.00	Approved

Previous Funding from FNDC**Have you previously received funding from FNDC? ***☐ Yes ☒ No**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 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.

**Kaikohe-Hokianga Community Board Fund 2022-2023
Local Grant Application Form****Application No. KHCB0922/23 From Ms Valerie August**

Form Submitted 29 Apr 2023, 2:59PM NZST

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)

V+M events

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.
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 we do not spend. If our payment includes GST we will return the GST component of the amount to be returned.

**Kaikohe-Hokianga Community Board Fund 2022-2023
Local Grant Application Form****Application No. KHCB0922/23 From Ms Valerie August**

Form Submitted 29 Apr 2023, 2:59PM NZST

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**

Valerie August

Position

volunteer

Date

29/04/2023

Must be a date.

Signatory Two**Name**

Margaret Hall

Position

volunteer

Kaikohe-Hokianga Community Board Fund 2022-2023

Local Grant Application Form

Application No. KHCB0922/23 From Ms Valerie August

Form Submitted 29 Apr 2023, 2:59PM NZST

New Question

29/04/2023

Must be a date.

Funding Application – Valerie August – Rawene Matariki**Schedule of Supporting Documentation**

Document	Title
1	Breakdown of Costings/support
2	Hall Hire Invoice

Kaikohe-Hokianga Community Board Fund 2022-2023
Local Grant Application Form
Application No. KHCB1122/23 From Volunteering Northland
Form Submitted 15 May 2023, 8:38PM NZST

Applicant Details

*** indicates a required field**

Instructions

Please read carefully:

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- Applicants who have failed to complete a Project Report for previous funding granted within the last five years are not eligible for funding.
- If there's anything on this form you're not sure of, please contact the Community Development team at freephone 0800 920 029 or funding@fndc.govt.nz - we're happy to help.

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 *

Volunteering Northland

Postal Address *

37 Bank St

Whangarei Whangarei 0110 New Zealand

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required. Country must be New Zealand

Physical Address *

37 Bank St

Whangarei Whangarei 0110 New Zealand

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required. Country must be New Zealand

Applicant Primary Website

<http://www.volunteeringnorthland.nz>

Must be a URL.

Facebook page

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

Kaikohe-Hokianga Community Board Fund 2022-2023
Local Grant Application Form
Application No. KHCB1122/23 From Volunteering Northland
Form Submitted 15 May 2023, 8:38PM NZST

Contact details

Contact Person One:

Applicant Project Contact *

jessie manney

Position *

manager

Phone Number

Mobile Number

Email *

Must be an email address.

Contact Person Two:

Applicant Admin Contact *

Francoise Le Marrec

Position *

treasurer

Phone Number

Mobile Number

Applicant Admin Contact Primary Email

Must be an email address.

Purpose of organisation

Please briefly describe the purpose of the organisation *

The purpose of Volunteering Northland is to promote and support volunteerism in Te Tai Tokerau. The organization aims to enhance the region's social and cultural development by facilitating volunteer involvement and building the capacity of community organizations to engage with volunteers effectively. Volunteering Northland works to connect volunteers with meaningful opportunities, provide resources and support to community organizations in utilizing volunteers effectively, and promote the value of volunteering to the wider community. By doing so, the organization aims to build stronger, more resilient communities in Te Tai Tokerau.

Number of Members *

208 member organisations

Project Details

*** indicates a required field**

Project Details

Clearly describe the project or event:

Name of Activity *

Kaikohe-Hokianga Community Board Fund 2022-2023
Local Grant Application Form
Application No. KHCB1122/23 From Volunteering Northland
Form Submitted 15 May 2023, 8:38PM NZST

Support for Volunteer Engagement and Community Organizations in the Kaikohe-Hokianga Region

Location *

Kaikoe-Hokianga

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

☒ Yes

☐ No

If so, how much?

member organisations pay a small membership fee, workshop participants pay \$30-45 for training which is a reduced rate

Start Date *

01/08/2023

Must be a date.

End Date *

31/07/2024

Must be a date.

Time

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:

Project Goal: To provide support to community organizations and enhance volunteer engagement in the Kaikohe-Hokianga region through the provision of resources, training, and support.

Objectives:

Provide face-to-face visits to the Kaikohe-Hokianga region for pop-up stalls, events, network meetings, and presentations.

Provide online and telephone support to volunteers to help them find a volunteer opportunity that meets their needs.

Advertise volunteering opportunities through a variety of channels, including social media, newspapers, websites, and events.

Offer referral and recruitment services through our website application.

Provide telephone, online, and in-person support to community organizations to give advice and support around volunteer best practices.

Provide subsidized first aid training to five volunteer coordinators or volunteers in the Kaikoh e-Hokianga region.

Try to source other funding to provide other training opportunities.

Additional Activities:

Kaikohe-Hokianga Community Board Fund 2022-2023
Local Grant Application Form
Application No. KHCB1122/23 From Volunteering Northland
 Form Submitted 15 May 2023, 8:38PM NZST

Reach out to organizations in the region and set up a volunteering display in at least one community to showcase the opportunities available and encourage community members to get involved.

Expected Outcomes:

Empower volunteers to contribute to the region's growth and well-being.

Support community organizations in utilizing best practices for volunteers and achieving their programs' goals.

Enhance the volunteer sector by increasing engagement and improving volunteer services.

Build strong relationships between volunteers, community organizations, and the wider community.

Impact:

The project will help build capability and resilience among community organizations and enhance the volunteer sector in the Kaikohe-Hokianga region, ultimately benefiting communities.

We will employ a community Navigator to run this program throughout all of Te Tai Tokerau. Our funding application is for a portion of the costs and has been divided proportionally to ensure fairness to each region.

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.	
Advertising/Promotion	\$8,000.00	\$889.00	Filename: 2023-2024 Budget.pdf File size: 206.0 kB

Kaikohe-Hokianga Community Board Fund 2022-2023**Local Grant Application Form****Application No. KHCB1122/23 From Volunteering Northland**

Form Submitted 15 May 2023, 8:38PM NZST

Facilitation/Professional Fees	\$645.00	\$495.00	Filename: 2022 signed and reviewed annual accounts (3).pdf File size: 587.5 kB
Administration	\$3,300.00	\$116.00	Filename: 2019-02 policy on health well-being and safety NEW.pdf File size: 234.7 kB
wages for community navigator	\$25,272.00	\$0.00	No files have been uploaded
travel/mileage	\$4,200.00	\$500.00	No files have been uploaded
Equipment Purchase	\$	\$	No files have been uploaded
Utilities	\$	\$	No files have been uploaded
Hardware (e.g cement, timber)	\$	\$	No files have been uploaded
Consumable materials	\$	\$	No files have been uploaded
Refreshments	\$	\$	No files have been uploaded
Travel/Mileage	\$	\$	No files have been uploaded
Volunteer Expenses Reimbursements	\$	\$	No files have been uploaded
Other (describe)	\$	\$	No files have been uploaded
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

Kaikohe-Hokianga Community Board Fund 2022-2023
Local Grant Application Form
Application No. KHCB1122/23 From Volunteering Northland
 Form Submitted 15 May 2023, 8:38PM NZST

GST Number

GST Number *

101-683-650

Current Funding

How much money does your organisation currently have? *

\$167,000.00

Must be a dollar amount.

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

\$167,000.00

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.
emergency reserves	\$84,000.00
operations and projects	\$83,000.00
	\$
	\$
	\$

Total Tagged Funds

Total Expenditure Amount

\$39,717.00

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.	
workshop fees	\$150.00	Approved
grants	\$39,567.00	Pending

Previous Funding from FNDC

Kaikohe-Hokianga Community Board Fund 2022-2023
Local Grant Application Form
Application No. KHCB1122/23 From Volunteering Northland
 Form Submitted 15 May 2023, 8:38PM NZST

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.	
	\$		
	\$		

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 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)

Volunteering Northland

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.

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

Application No. KHCB1122/23 From Volunteering Northland

Form Submitted 15 May 2023, 8:38PM NZST

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:

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 **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 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

jessie manney

Position

Kaikohe-Hokianga Community Board Fund 2022-2023
Local Grant Application Form
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Form Submitted 15 May 2023, 8:38PM NZST

Manager

Date
15/05/2023
Must be a date.

Signatory Two

Name
Francoise Le Marrec

Position
Treasurer

New Question
15/05/2023
Must be a date.

Funding Application – Volunteering Northland
Schedule of Supporting Documentation

Document	Title
1	Budget
2	Annual Accounts
3	Health and Well-being policy

Local Grant Application Form



Instructions

Please read carefully:

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

The following must be submitted along with this application form:

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

Applicant details

Organisation

Whatu Creative Ltd

Number of Members

Postal Address

Physical Address

Contact Person

Phone Number

Email Address

Please briefly describe

To revive traditional maori art and the skills and matauranga to support its survival in to the future

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

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

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

Whatu Creative Ltd in collaboration with FNDC Libraries and Te Ahu Museum would like to present the Matariki Puanga series to run from the 10th July – 21st July. The series will include workshops run by local artists, conservationists, wellbeing practitioners and whakapapa researchers. On the 13th and 14th of July there will be night markets showcasing local Maori artists held in Te Ahu Hall and Atrium, Kaitaia. There will also be a poetry competition with an awards night held on the 13th of July in Te Ahu Atrium, Kaitaia.

We have gathered local practitioners to run workshops within Kaitaia, Kaikohe, Kerikeri and Kawakawa libraries. All workshops will be free for public to attend and will be appropriate for all ages.

Workshops will include:

Whatu Creative Ltd, Awhina Murupaenga - (Kaitaia, Kaikohe Libraries) - an opportunity for the community to learn and practice the traditional art form of tukutuku in a contemporary medium.

Conservationist, Betsy Young - (Kaitaia Library) Will speak to her conservation work around Pingao and Toheroa. The public will get the opportunity to get up close and with Pingao and learn of it's revered use in raranga and tukutuku.

Mirimiri, Ellen Smith – (Kaikohe Library) Will speak about all aspects of Mirimiri and how the traditional practice uplifts and strengthens our taha tinana, taha hinengaro, taha wairua and taha whanau.

Whakapapa Whenua, Lorraine Cassidy & Adrienne Kereopa (Kaitaia, Kaikohe, Kerikeri Libraries) He Waka Tauihu e Pareparea Ana: Navigating Maori Land. A program put together by Joeann Walters to assist whānau in research around their whenua korero, with different agencies and online services. The community will have the opportunity to ask questions and learn about the many research tools available to reconnect them with their whenua.

Nga Taonga Takaro, Traditional Maori games, Harko Brown (Kaitaia, Kerikeri, Kawakawa Libraries)

Harko will share his extensive knowledge of Taonga Takaro and the practical use in our everyday lives to look after our wellbeing. Participants will also get the opportunity to be hands on and make traditional Maori kites.

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	FNDc Libraries	—
Advertising/Promotion		
Facilitator/Professional Fees ²	15,595.80	2000.00
Administration (incl. stationery/copying)		
Equipment Hire		
Equipment Purchase (describe)		
Utilities		
Hardware (e.g. cement, timber, nails, paint)		
Consumable materials (craft supplies, books)		
Refreshments		
Travel/Mileage		
Volunteer Expenses Reimbursement		
Wages/Salary		not applicable
Volunteer Value (\$20/hr)		not applicable
Other (describe)		
TOTALS		\$2000.00

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

Matariki Puanga 2023

"Whiria Te Aho - Weave the thread together"

Project information

Project Champions	
Owner name	
Payee GST number	
Bank Account	

If payee is registered for GST please make budget GST exclusive.
If payee is **not** registered for GST then please make budget GST inclusive.

Please list all the costs associated with this project.

Item\vendor	Description	Code	Total
Robert Sullivan	Judge for the Poetry Competition - travel, accomodation 15 hours work		1,700.00
Quinton Hita TBC	Te Reo Maori judge for the Poetry Competition - 15 hours work + travel		700.00
Briar Wood	Second judge for Secondary School and Open category - 15 hrs work		500.00
Catering	Poetry Competition Star Awards - Te Ahu Atrium		\$ 700.00
Poetry prizes	Three catagories - 1st, 2nd and 3rd prize money		2,700.00
Whatu Creative	Tukutuku workshop x 2 KTA/KHO - travel, 16 hours + assistant 2x A4(spot prize)		2,150.28
Ellen Smith	Mirimiri workshop, 2x 60min mirimiri sessions (spot prize)		\$ 856.52
Betsy Young	Pingao workshop, travel, 5 hours		\$ 1,000.00
Lorraine Cassidy/ Adrienne Kereon	Whakapapa Whenua Workshop x 3 KHO, KTA, Kawakawa, travel, 9 hours		\$ 2,289.00
Harko Brown	Kite making Workshop x 3 KTA, KK, Kawakawa		\$ 3,000.00
Advertising/Promotion	Booklets, Media	\$ 500.00	
Total			\$ 15,595.80

Included is grants and sponsorship funding to be spent on project

Fund (code)	Description	Confirmed	Total
Te Ahu Museum	Sponsorship	Y	\$ 2,000.00
Te Hiku CB	Funding	TBC	\$ 2,000.00
Kaikohe-Hokianga CB	Funding	TBC	\$ 2,000.00
BOI-Whangaroa CB	Funding	TBC	\$ 2,000.00
		Y	
		Y	
		Y	
			\$ -
Total			\$ 8,000.00

Project summary

These values are calculated automatically.

	Total
Cost	
Funding from other sources	

Local Grant Application Form



Privacy Information

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Applicant Declaration

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

On behalf of: (full name of organisation)

WHATU CREATIVE LTD

We, the undersigned, declare the following:

In submitting this application:

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

Signatory One

Signatory Two

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

Local Grant Application Form



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

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

Signatory One

Name Maryn Arkby Position Accounts/Admin
 Postal Address 6044 SH12 OHAEAWAI Post Code 0472
 Phone Number Mobile Number 021 02253301
 Signature [Signature] Date 5/5/23

Signatory Two

* Kia ora Katherine, our director is currently in china and was unable to sign - could I send through an email confirmation?
 Name Awhina Murupaenga Position Director
 Postal Address 22 London St, Te Atatu Peninsula Post Code
 Phone Number Mobile Number 021 1066597
 Signature Date

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

**Kaikohe-Hokianga Community Board Fund 2022-2023
Local Grant Application Form****Application No. KHCB1022/23 From Hokianga Community Educational Trust**

Form Submitted 7 May 2023, 11:38AM 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 - 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 ***

Hokianga Community Educational Trust

Postal Address ***Physical Address *****Applicant Primary Website**<https://www.hokiangacommunityeducationaltrust.com>

Must be a URL.

Facebook page

Kaikohe-Hokianga Community Board Fund 2022-2023**Local Grant Application Form****Application No. KHCB1022/23 From Hokianga Community Educational Trust**

Form Submitted 7 May 2023, 11:38AM NZST

Contact details

Contact Person One:

Applicant Project Contact *

Ms Brianna Patino

Position *

Project Leader

Phone Number**Mobile Number****Email ***

Must be an email address.

Contact Person Two:

Applicant Admin Contact *

Ms Janine McVeagh

Position *

Secretary

Phone Number**Mobile Number****Applicant Admin Contact Primary Email**

Must be an email address.

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

To support and promote educational opportunities in the Hokianga area.

Number of Members *

9 trustees

Project Details*** indicates a required field****Project Details**

Clearly describe the project or event:

Name of Activity *

Hokianga Pump Track for the Hokianga Bike Club

Location *

Rawene

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

**Kaikohe-Hokianga Community Board Fund 2022-2023
Local Grant Application Form****Application No. KHCB1022/23 From Hokianga Community Educational Trust**

Form Submitted 7 May 2023, 11:38AM NZST

☐ Yes☒ No**If so, how much?**

N/A

Start Date *

01/07/2023

Must be a date.

End Date *

01/05/2030

Must be a date.

Time

N/A

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:

To build a pump track in the Rawene Domain.

A pump track is a place where cyclists of almost any skill can ride. It is a loop made up of a series of mounds and corners that, if well designed, can entertain bikers for hours on end. Our track will be made of dirt/ clay.

The main users will be local tamariki and rangatahi but adults and visitors to Hokianga will also enjoy the track, as they do in Waitangi. There are few safe places to bike in Rāwene or surrounding areas and few activities for young people. The Hokianga Pump Track will offer safe enjoyable entertainment that doesn't need an adult to organise for the kids. It will encourage our tamariki to get out of the traffic or from wandering about, and provide an area for small children to bike safely. and whanau to watch from a picnic area. Biking is a growing sport and the track will attract people to Hokianga as the Waitangi track does for their area.

The Rawene Domain is a recreation reserve and the Pump Track will add to our sense of pride of place, engagement of a wider demographic than at present in the area, and an opportunity for free family-friendly physical activity. We have permission to build a dirt pump track at the Rāwene Domain, but require funding for a suitable design and to build it and make it a safe area.

Track rules will be posted on the signs at the site, and there will be a grand opening to celebrate this new special place designed for our young people, whanau and visitors. There is a group of locals who will undertake the maintenance that is required a few times a year and to keep the space tidy. We will hold bike repair days, fun events and cycle safety as part of the Track kaupapa, which will build connection across Hokianga and strengthen community.

Project Cost

Kaikohe-Hokianga Community Board Fund 2022-2023**Local Grant Application Form****Application No. KHCB1022/23 From Hokianga Community Educational Trust**

Form Submitted 7 May 2023, 11:38AM NZST

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	\$0.00	\$0.00	No files have been uploaded
Advertising/Promotion	\$0.00	\$0.00	No files have been uploaded
Facilitation/Professional Fees	\$2,000.00	\$0.00	No files have been uploaded
Administration	\$500.00	\$0.00	No files have been uploaded
Equipment	\$2,900.00	\$0.00	Filename: Picnic Tables.jpg File size: 220.6 kB
Equipment Purchase	\$	\$	No files have been uploaded
Utilities	\$0.00	\$0.00	No files have been uploaded
Hardware (e.g cement, timber)	\$	\$	No files have been uploaded
Consumable materials	\$	\$	No files have been uploaded
Refreshments	\$500.00	\$0.00	No files have been uploaded
Travel/Mileage	\$	\$	No files have been uploaded

Kaikohe-Hokianga Community Board Fund 2022-2023**Local Grant Application Form****Application No. KHCB1022/23 From Hokianga Community Educational Trust**

Form Submitted 7 May 2023, 11:38AM NZST

Volunteer Expenses Reimbursements	\$	\$	<i>No files have been uploaded</i>
Design/build	\$34,500.00	\$34,500.00	Filename: Designbuild Quote.pdf File size: 79.2 kB
site prep/fill	\$3,795.00	\$0.00	Filename: Site prep and fill.pdf File size: 37.4 kB
Volunteer site maintenance	\$5,000.00	\$0.00	<i>No files have been uploaded</i>

Financial Information*** indicates a required field****Is your organisation registered for GST? ***☐ Yes ☒ No**Current Funding****How much money does your organisation currently have? ***

\$32,920.00

Must be a dollar amount.

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

\$31,925.00

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.
Umbrella groups	\$945.00
Admin tagged	\$3,837.00
Science Festival	\$2,000.00
HCET operational actual	\$2,000.00
Hokianga Publishers	\$7,213.00
Ako tagged	\$15,079.00
Puanga tagged	\$850.00

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

Application No. KHCB1022/23 From Hokianga Community Educational Trust
Form Submitted 7 May 2023, 11:38AM NZST

Total Tagged Funds

Total Expenditure Amount

\$14,695.00

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.	
Foundation North TBA	\$14,695.00	Pending
	\$	

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.	
Printing Walk book	\$4,316.00	19/08/2021	Yes
Ako project	\$5,000.00	29/09/2022	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 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

**Kaikohe-Hokianga Community Board Fund 2022-2023
Local Grant Application Form****Application No. KHCB1022/23 From Hokianga Community Educational Trust**

Form Submitted 7 May 2023, 11:38AM NZST

be an undischarged bankrupt, cannot be immediately related, cannot be partners, and cannot live at the same address. They must have a daytime contact phone number and be contactable during normal business hours.

On behalf of: (full name of organisation)

Hokianga Community Educational Trust

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.
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 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.

**Kaikohe-Hokianga Community Board Fund 2022-2023
Local Grant Application Form****Application No. KHCB1022/23 From Hokianga Community Educational Trust**

Form Submitted 7 May 2023, 11:38AM NZST

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**

Janine McVeagh

Position

Secretary/Treasurer

Date

06/05/2023

Must be a date.

Signatory Two**Name**

Jackie Davidson

Position

Trustee

Phone Number

Kaikohe-Hokianga Community Board Fund 2022-2023
Local Grant Application Form
Application No. KHCB1022/23 From Hokianga Community Educational Trust
Form Submitted 7 May 2023, 11:38AM NZST

New Question

06/05/2023

Must be a date.

**Funding Application – Hokianga Community Education Trust – Pump
Track**

Schedule of Supporting Documentation

Document	Title
1	Design and build quote
2	Site Prep and fill
3	Tables
4	Business Plan
5	Health and Safety Plan

7.3 PROJECT FUNDING REPORTS

File Number: A4217642

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 Manaki Tinana Trust – Community Engagement

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.

ĀPITI HANGA / ATTACHMENTS

1. **Manaaki Tinana - Community Engagement - A4218328** [↓](#) 

Hōtaka Take Ōkawa / Compliance Schedule:

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

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

He Take Ōkawa / Compliance Requirement	Aromatawai Kaimahi / Staff Assessment
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	This is a matter of low significance.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Community Grant Policy.
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	It is the responsibility of each Community Board to confirm the funding that they allocated has been spent correctly.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.	There are no implications on Māori in confirming the project reports. Any implications on Māori arising from matters included in project reports should be considered as part of the relevant report.
Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences (for example – youth, the aged and those with disabilities).	This report is asking for the project reports to be approved, any interests that affect other people should be considered as part of the individual reports.
State the financial implications and where budgetary provisions have been made to support this decision.	There are no financial implications or the need for budgetary provision.
Chief Financial Officer review.	The Chief Financial Officer has not reviewed this report.



**Far North
District Council**

**Project Report
COMMUNITY GRANT FUND - LOCAL**

F0080402

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

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

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

Funding Advisor
Far North District Council
Private Bag 752
KAIKOHE 0440

Name of organisation: Manāki Tinana Trust
Name & location of project: Community Consultation
Date of project/activity: November 2022 - April 2023

Which Community Board did you receive funding from?

☐ Te Hiku

☒ Kaikohe-Hokianga

☐ Bay of Islands-Whangaroa

Amount received from the Community Fund: \$5000.00

Board meeting date the grant was approved: September 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 (initials)
AKAU - part payment	\$515.00	✓
Beginners mind Consultancy	\$4485.00	✓
	\$	
	\$	
Total:	\$5000.00	

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

The aim of this project was to survey the Rawene community to gauge community aspirations for the provision of health and fitness training, current services offered by Hokianga Community Gym, and how the gym could better meet community need.

Private Bag 752, Memorial Ave, Kaikohe 0440, New Zealand, Freephone: 0800 920 029,
Phone: (09) 405 2750, Fax: (09) 401 7137, Email: ask.us@fndc.govt.nz, Website: www.fndc.govt.nz

1

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

28 stakeholders took part, across the two consultation projects. Many of the stakeholders represented sports and fitness clubs, interest groups and Hokianga Health and Mental Health Unit. There was widespread support for an extension of gym services and facilities.

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

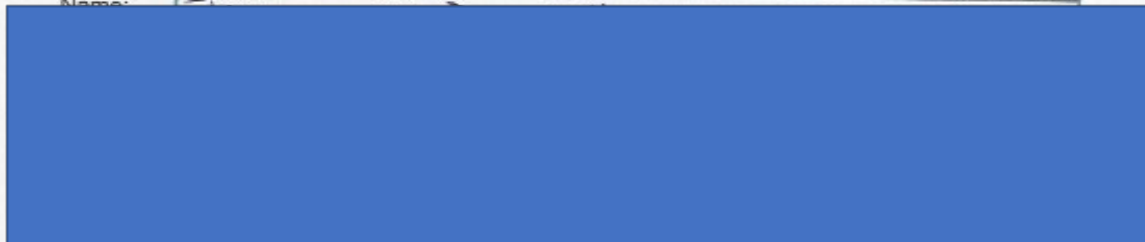
This consultation is the first step in a project aiming to build an extension for the Hokianga Community Gym which has 164 members and growing. The gym now has capacity issues and is renting other premises to meet need. We will continue to work closely with the Community Board and other Rawene Domain users in the creation of a Hokianga Community Hub.

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

FB - Hokianga Community Gym

This report was completed by:

Name:



Project Report – Manaaki Tinana
Schedule of Supporting Documentation

Document	Title
1	Change Request Email
2	Bank Statement

8 NGĀ PŪRONGO TAIPITOPITO / INFORMATION REPORTS

8.1 HOKIANGA FERRY LIAISON GROUP

File Number: A4195576

Author: Aaron Reilly, Lighting & Transport Operations Specialist

Authoriser: Andy Finch, District Engineer

TAKE PŪRONGO / PURPOSE OF THE REPORT

The purpose of the report is to inform the Kaikohe–Hokianga Community Board of the meeting that was held with the Hokianga Ferry Liaison Group (HFLG) on 23rd February 2023 and provide a copy of the draft minutes to the Board.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- The Hokianga Ferry Liaison Group (HFLG) met on 23rd February 2023 in Chambers. A copy of the draft minutes is attached to this report.
- The next HFLG meeting is scheduled for the 12th June 2023 at Council's Kaikohe office.

TŪTOHUNGA / RECOMMENDATION

That the Kaikohe-Hokianga Community Board receive the report Hokianga Ferry Liaison Group .

TĀHUHU KŌRERO / BACKGROUND

The Hokianga Ferry Liaison Group (HFLG) is made up of stakeholders who represent key community interests in the Hokianga Ferry service. Northland Transportation Alliance (NTA) and FNDC staff facilitate the meetings, provide information and administrative support to the Group. Northland Ferries (the operator) also attend to provide information on operational matters.

The HFLG meet on a quarterly basis, or on request by mutual agreement.

A copy of the draft meeting minutes for meeting held on 23rd February 2023 is attached (refer attachment 1) along with the agenda items (refer attachment 2).

The purpose of the HFLG as set out in the Terms of Reference (ToR) is as follows:

Purpose

- To represent the interests and views of the Community of users.
- To liaise with the Hokianga Harbour Community and make recommendations to Council via the Community Board with regard the Hokianga Ferry Service.
- To maintain an overview of issues of importance in relation to the Hokianga Ferry operations and consider options and alternative solutions to address those issues and; to maximize the use and viability of the ferry.
- To ensure the Community, Community Boards and Council are well informed (via the Community Board) about matters of concern relating the Hokianga Harbour Ferry.
- To identify initiatives and improvements and make recommendations to Council on how these improvements can be implemented.
- To provide the Hokianga Harbour community with an opportunity to provide feedback to Council via the Community Board.

- Ensure open and free exchange of information, ideas and concerns between Council and community via the Community Board.

Group Membership

The current HFLG membership per the ToR is as follows:

- Kohukohu Representative & Chair – John Wigglesworth
- Former CB member - Louis Toorenburg
- Former CB member - Emma Davis
- Hokianga Health – Margareth Broodkoorn
- Iwi Representative – Steve Morunga
- Northland Ferries (Operator)
- Rawene/RARA Representative – Craig Joiner
- Hokianga Tourism Association – Angela Lush
- Various Northland Transportation Alliance (NTA) / Infrastructure and Asset Management staff as required for support and to provide information.

MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND NEXT STEPS

NTA and Northland Ferries staff provided the following summary update on the upcoming Out of Water (OoW) project which followed on from the initial early notification of the project at the November 2022 meeting.

- The vessel is planned to be hauled out for its OoW survey (last done in 2017) in 1st week of May 2023.
- Approximate duration out of service is 30 calendar days, with planned relaunch of vessel in week ending 4th June.
- A passenger only vessel to same timetable will be in operation (from Kohukohu township).

Per the attached draft minutes, we highlight that the Group resolved to strongly recommend that the KHO-Hokianga Board advocate for the development of the Hokianga Harbour Long Term Transport Plan.

It was agreed with the Chair that the timing of the next meeting should be scheduled in June which would provide an opportunity for Northland Ferries and NTA staff to update the Group upon the completion of Out of Water project.

Staff noted that the Kaikohe-Hokianga Community Board appointed Community Board Member's Jessie McVeagh and Harmonie Gundry to the Group at their meeting on 15th March 2023. Invitations to the June meeting has been extended to the Community Board Member's.

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

There are no financial implications or budgetary provisions associated with this information report.

ĀPITI HANGA / ATTACHMENTS

1. **Attachment 1 - Hokianga Ferry Liaison Group Minutes 23 February 2023 - A4204177**  [↓](#)
2. **Attachment 2 - Hokianga Ferry Liaison Group Agenda 23 February 2023 - A4204181**  [↓](#)

**HOKIANGA HARBOUR FERRY LIAISON GROUP MEETING
(EXCL THE OPERATOR)
COUNCIL CHAMBER, MEMORIAL DRIVE, KAIKOHE
23 FEBRUARY 2022 COMMENCING AT 1 PM
MINUTES**

WELCOME

John Wigglesworth - Chair and Kohukohu Representative
Angela Lush - Hokianga Tourism Association
Louis Toorenburg - Formerly Kaikohe-Hokianga Community Board (South)
Musheer Khan - Regional Operations Lead (NTA)
Keith Kent – Senior Transport Planner (NTA)
Aaron Reilly - Lighting & Transport Operations Specialist (NTA)

APOLOGIES

- Emma Davis - Formerly Kaikohe-Hokianga Community Board (North)
- Craig Joiner - Rawene Representative
- Margareth Broodkoom – Hokianga Health

PREVIOUS MEETING MINUTES

- Confirmed.

GROUP MEMBERSHIP

- KHO-Hokianga Board are to appoint new members to the Group as their next meeting as part of Appointment to Committees. Aaron noted that their planned February meeting had been cancelled due to the Cyclone.

LONG TERM PLANNING UPDATE

- No comms yet with Waka Kotahi (WK) regarding funding of LTP for harbour in their Corridor Management Plan. **Action:** Keith to do this but noted that the conversations were occurring at a high level.
- Discussion around what the WK Strategic Plan is as there is presently no State Highway in the Nth Hokianga due to SH1 Mangamuka closure.
- Outline Hokianga Harbour document (At a Glance) was included in Agenda and discussed at the meeting. Keith had noted the group requested to be involved in early.
- The Group resolved to strongly recommend that the KHO-Hokianga Board advocate for the development of the Hokianga Harbour Long Term Transport Plan.

FINANCIAL SUMMARY

- John noted that the expenditure and revenue was approximately ¼ of the full year forecast despite the report being to 31 Dec 2022 (1/2 year) and questioned whether this was correct.
- Angela suggested the previous year financial year be included summary for comparison.
- **Action: Aaron to discuss with Finance and present at next meeting for info.**

AOB

- Query received from Emma Davis regarding Ticketing of passengers of vehicles in addition to driver. The concerns were noted, and Aaron explained that the present fare structure includes ticketing for passengers (both foot and those who travel on vehicles). Any change to fares will need resolution of Council as part of a fare review.

CLOSE OF MEETING – 2PM

HOKIANGA HARBOUR FERRY LIAISON GROUP FULL MEETING

COUNCIL CHAMBER, MEMORIAL DRIVE, KAIKOHE

23 FEBRUARY 2023 COMMENCING AT 2 PM

MINUTES

WELCOME

John Wigglesworth - Chair and Kohukohu Representative
Angela Lush - Hokianga Tourism Association
Louis Toorenburg - Formerly Kaikohe-Hokianga Community Board (South)
Musheer Khan - Regional Operations Lead (NTA)
Keith Kent – Senior Transport Planner (NTA)
Aaron Reilly - Lighting & Transport Operations Specialist (NTA)
Rachel Kennedy - Operations Manager Northland Ferries

APOLOGIES

- Emma Davis - Formerly Kaikohe-Hokianga Community Board (North)
- Craig Joiner - Rawene Representative
- Margareth Broodkoom – Hokianga Health
- Sam Peate – General Manager NZ Operations Entrada Group/Northland Ferries

PREVIOUS MEETING MINUTES

- Confirmed.

OPERATIONAL MATTERS AND SERVICE UPDATE

- NF provided an update on concerning behaviour on the vessel raised at previous meeting. Have been no further incidents to report. The number of reported incidents of a similar nature have reduced across nationally and even across their AUS business.
 - NF – Update on service impact in Cyclone and responding to some anecdotal concerns in the community. Update: No damage sustained to the vessel. Debris in the water can cause a challenge during these types of events but there is a procedure in place to mitigate these issues (to flush the pump jets out).
 - KPI Update – 96% of scheduled sailings on time for the Financial Year to date (to Jan 23).
 - NTA - Update on Traffic Calming at the Narrows (refer attached info). Group was pleased with the outcome. Discussion around the location of the speed restriction signage to east of the bluff for the queuing on blind corner. **Action**: Aaron to discuss with the NTA Safety team
 - Angela asked if NF still needed Phil Evans (Treehouse) to erect signage related to service disruptions. **Action**: Rachel to liaise directly with Phil or via Angela.
-

COMMUNITY INITIATIVES AND EVENTS

- Brochures on board vessel. NF suggesting a larger (i.e. A3) poster style of the map displayed on deck level. **Action:** NF to continue to work with the HTA on the style etc and discuss with NTA/FNDC around any contractual/financial matters.

PLANNED AND COMPLETED WORKS UPDATE

- Gearboxes preparation works have commenced. To be completed by June.

Out of Water (OoW) Survey and Major Maintenance Works:

- The vessel is planned to be hauled out for its OoW survey (last done in 2017) in 1st week of May 2023.
- Approximate duration out of service is 30 calendar days, with planned relaunch of vessel in week ending 4th June.
- Passenger only vessel to same timetable will be in operation (from Kohukohu township).
- NTA/FNDC will work with the NF comms team and the Group will receive the comms directly.

ANY OTHER BUSINESS

- None raised.

CLOSE OF MEETING

- 2.55pm.
-

HOKIANGA HARBOUR FERRY LIAISON GROUP MEETING (EXCL THE OPERATOR)

COUNCIL CHAMBER, MEMORIAL DRIVE, KAIKOHE

23 FEBRUARY 2022 COMMENCING AT 1 PM

A G E N D A

WELCOME

John Wigglesworth - Chair and Kohukohu Representative

Craig Joiner - Rawene Representative

Angela Lush - Hokianga Tourism Association

Louis Toorenborg - Formerly Kaikohe-Hokianga Community Board (South)

Margareth Broodkoorn – Hokianga Health

Musheer Khan - Regional Operations Lead (NTA)

Keith Kent – Senior Transport Planner (NTA)

Aaron Reilly - Lighting & Transport Operations Specialist (NTA)

APOLOGIES

- Emma Davis

PREVIOUS MEETING MINUTES

GROUP MEMBERSHIP

LONG TERM PLANNING UPDATE

FINANCIAL SUMMARY

AOB

- Query regarding Ticketing of passengers of vehicles in addition to driver.

CLOSE OF MEETING

HOKIANGA HARBOUR FERRY LIAISON GROUP FULL MEETING

COUNCIL CHAMBER, MEMORIAL DRIVE, KAIKOHE

23 FEBRUARY 2023 COMMENCING AT 2 PM

A G E N D A

WELCOME

John Wigglesworth - Chair and Kohukohu Representative
Craig Joiner - Rawene Representative
Angela Lush - Hokianga Tourism Association
Louis Toorenburg - Formerly Kaikohe-Hokianga Community Board (South)
Margareth Broodkoorn – Hokianga Health (via Teams link)
Musheer Khan - Regional Operations Lead (NTA)
Keith Kent – Senior Transport Planner (NTA)
Aaron Reilly - Lighting & Transport Operations Specialist (NTA)
Sam Peate – General Manager NZ Operations Entrada Group/Northland Ferries
Rachel Kennedy - Operations Manager Northland Ferries

APOLOGIES

- Emma Davis

PREVIOUS MEETING MINUTES

OPERATIONAL MATTERS AND SERVICE UPDATE

- NF - Update on concerning behaviour on the vessel raised at previous meeting.
- NF – Update on service impact in Cyclone.
- NTA - Update on Traffic Calming at the Narrows (refer attached info).

COMMUNITY INITIATIVES AND EVENTS

-

PLANNED AND COMPLETED WORKS UPDATE

- NTA and NF to provide update

ANY OTHER BUSINESS

CLOSE OF MEETING

**HOKIANGA HARBOUR FERRY LIAISON GROUP FULL
MEETING
COUNCIL CHAMBER, MEMORIAL DRIVE, KAIKOHE
2 NOVEMBER 2022 COMMENCING AT 2PM
MINUTES**

PRESENT

John Wigglesworth - Chair and Kohukohu Representative
Craig Joiner - Rawene Representative
Angela Lush - Hokianga Tourism Association (HTA)
Emma Davis - Formerly Kaikohe-Hokianga Community Board (North)
Louis Toorenborg - Formerly Kaikohe-Hokianga Community Board (South)
Margareth Broodkoorn – Hokianga Health (via Teams link)
Musheer Khan - Regional Operations Lead (NTA)
Keith Kent - Transport Planner (FNDC)
Aaron Reilly - Lighting & Transport Operations Specialist (NTA)
Sam Peate – General Manager NZ Operations Entrada Group/Northland Ferries
Rachel Kennedy - Operations Manager Northland Ferries

WELCOME & INTRODUCTIONS

- Sam and Rachel joined and the full meeting commenced at approx. 2pm
- Introductions
- The Group acknowledged FNDC/NTA and Northland Ferries for continued service during Covid times. It was appreciated by the community.

APOLOGIES

- Per previous – None noted.

OPERATIONAL MATTERS AND SERVICE UPDATE

- Sam provided an summary on some of the work and innovations that NF have achieved and are proud of since commencing as operator to date – i.e. new website, responsiveness during challenging Covid times, working with Hokianga Tourism Association (HTA) and providing a \$5,000 grant to help with their social media marketing, a photo library with access to images to Council/NTA and HTA.
 - Aaron raised the concern that NF have highlighted around an increase in violent and generally poor behaviour on the vessel. Sam noted that NF's Toolbox these issues with ferry crew and training with staff is on-going around de-escalation. The
-

issue was discussed and noted that it is a complex issue for which there is no silver bullet.

- Aaron provided a brief service update:

Council has a KPI with the Community - >95% of the Hokianga Ferry Service sailings will run in accordance with the advertised timetable

- % of scheduled sailings in last FY was 97%.
- % of scheduled sailings in quarter ending 30 Sept 2022 is 96%
- Discussion around after-hours sailings and possible reduction due to change in hospital services at night. **Action: Aaron to liaise with Margareth with re after-hours callout data on Ferry.**

COMMUNITY INITIATIVES AND EVENTS

- Angela requested to please reinstate brochure holder and hand drawn map.
Action: Rachel to catch up with lead skipper and look into this and liaise with Angela.

PLANNED AND COMPLETED WORKS UPDATE

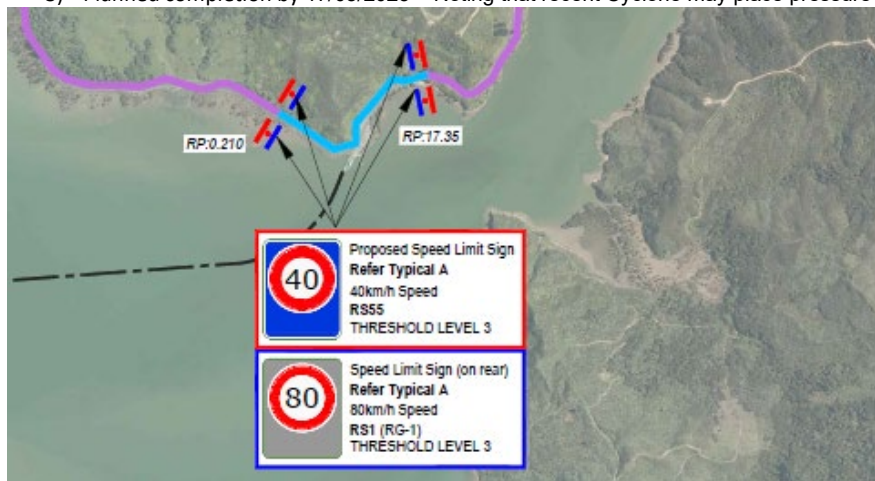
- The Major Maintenance and Renewals summary was received and discussed.
- May 2023 the vessel will be hauled out of water or its out of water survey and maintenance works – Planning is underway at present.

ANY OTHER BUSINESS

- Margareth thanked the Ferry team for keeping the service operating during Covid.
- Margareth gave a heads to the Group regarding a potential of Covid surge during xmas period which Hokianga Health are preparing for.

CLOSE OF MEETING – 2.45PM

- 1) 40kph Safer Speed Area signage @ the terminal (example indicative locations and example signage below).
- 2) The current flip up regarding signs warning motorists of queueing will remain in place for when need arises.
- 3) Planned completion by 17/05/2023 – Noting that recent Cyclone may place pressure on Contractor resources.



Example Signage:



<i>Hokianga Ferry - Summary of Major Maintenance and Renewal Works for Ferry Liaison Group - February 2023</i>
Major Work in Progress as at February 2023
The replacement of 4 new gearboxes is programmed to commence March 2023 for completion prior to 30 June 2023.
Future Major Works
The vessel will be hauled out onto the slipway at the Narrows for its Out of Water Survey in May 2023, which is a Maritime NZ requirement. A passenger only service will be in place while the ferry is out of service.

8.2 KAIKOHE-HOKIANGA STATEMENT OF COMMUNITY BOARD FUND ACCOUNT AS AT 30 APRIL 2023

File Number: A4218428

Author: Segun Rotimi, Accounting Support Officer

Authoriser: Janice Smith, Acting Chief Executive

PURPOSE OF THE REPORT

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

RECOMMENDATION

That the Kaikohe-Hokianga Community Board receives the report Kaikohe-Hokianga Statement of Community Board Fund Account as at 30 April 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.

	Community Board	Placemaking Fund
Community Fund Account balance as at 1 July 2022	\$103,211.00	\$100,000.00
• Plus, unused funds from 2016-2022	\$20,588.84	\$94,882.34
Less funds granted and uplifted to 30 April 2023	\$100,374.30	\$14,650.00
• Less funds not uplifted from previous community meetings (committed to projects)	\$18,472.84	\$122,882.34
Community Fund Account balance as at 30 April 2023	\$4,952.70	\$57,350.00

DISCUSSION AND NEXT STEPS


Board members will consider the applications on the agenda and decide on what level of funding to allocate. The balance as at 30 April 2023 in the Community Fund account is \$4,952.70 and the balance in the Placemaking Fund account is \$57,350.00.

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

FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

The Far North District Council has delegated the allocation of relevant community board funds to the Kaikohe-Hokianga 30 April 2023 is attached.

ATTACHMENTS

- Statement of Community Fund Account Kaikohe-Hokianga as at 30 April 2023 - A4218218** [↓](#) 



Far North District Council
Kaikohe - Hokianga Community Board
Statement of Community Fund Account as at 30-April-2023

Far North District Council		
Kaikohe - Hokianga Community Board		
	Community Board	Placemaking
Allocation Grants & Donations Annual Budget 2022-23	103,211.00	
Community Board Placemaking Fund		100,000.00
Community Fund Account Balance as at 1 July 2022	\$ 103,211.00	\$ 100,000.00
Unused funds from 2016/17 - Junior Bike Park		14,376.54
Unused funds from 2019/20 - Kaikohe Community & Youth Centre Trust for installation of the basketball court and hoops at Memorial Park		19,523.79
Unused funds from 2020/21 - Allocation to the tamariki of the Kaikohe-Hokianga ward for the Rural Travel fund for the 2021/22 year	10,751.00	
Unused funds from 2021/22 - Far North District Council for travel costs and attendance costs towards three students attending Outward Bound in association with the Mayors Taskforce for Jobs		4,724.16
Unused funds from 2021/22 - Balance of funding initially set aside (but not required) for the Outward Bound Students that were selected for sponsorship through the Mayors Taskforce for Jobs be added to the funds set aside for Rural Travel Funding	1,275.84	
Unused funds from 2021/22 - Pioneer Village Kaikohe for costs towards 2021 Halloween event to now be used for the 2022 Halloween Party	1,500.00	
Unused funds from 2021/22 - Authorise costs towards placement of barriers for the protection of the Opononi Pohutukawa trees		5,000.00
Unused funds from 2021/22 - Kaikohe Business Association for costs towards their Community Patrol vehicle	1,000.00	
Unused funds from 2021/22 - Far North Land and Rescue for the lease of 218 Wiroa Road, Kerikeri	5,000.00	
Unused funds from 2021/22 - Hokianga Sailing Trust for the purchase of an outboard motor	60.00	
Unused funds from 2021/22 - Rawene Area Residents Association for venue hire, legal fees and incorporation costs, including incorporation fee	1,002.00	
Unused funds from 2021/22 - 2022/2023 Rural Travel		10,000.00
Unused funds from 2021/22 - The design work for the Kaikohe - Ngawha shared footpath		39,607.85
Unused funds from 2021/22 - Rob Pink for the purchase, transportation and installation of sand for the Clendon Esplanade beach, Rawene		1,650.00

Plus, unused funds from 2016-22	\$ 20,588.84	\$ 94,882.34
	\$ 123,799.84	\$ 194,882.34
Less Expenditure 2022/23 (Funds Uplifted)	Community Board	Placemaking
July 22		
Far North Land and Rescue for the lease of 218 Wiroa Road, Kerikeri	5,000.00	
Living Theatre Trust for Matariki Glow Show	1,110.00	
Rawene Area Residents Association for venue hire, legal fees and incorporation costs, including incorporation fee	1,002.00	
August 22		
Akau Foundation for Bling Bling toi Marama 2022	7,500.00	
Kaikohe (Rau Marama) Charitable Trust for the administration, equipment hire, purchase of hardware and materials plus travel and mileage for Wipe Out Project		5,000.00
September 22		
Hokianga Historical Society for the purchase of a lawnmower and line trimmer, laminator, signage/advertising and a cell phone	2,575.00	
Hokianga Bowling Club Incorporated for the purchase and installation of a storage shed at 61 Clendon Esplanade, Rawene	5,580.00	
Hokianga Country Music Club Incorporated for the additional costs of ferry's' during the 2022 Hokianga Country Music Festival	2,625.00	
Hokianga Community Educational Trust for two co-ordinators at the Arts Hub	5,000.00	
Te Pokapu Tiaki Taiao O Te Tai Tokerau Trust (Eco Centre Kaitaia) for workshop facilitator fee	960.00	
Bay of Islands Animal Rescue Trust for the Community Vaccination and Desexing Programme	10,000.00	
October 22		
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	
November 22		

Manaaki Tinana Trust for Rawene Domain Master Plan on receipt of a funding application		5,000.00
December 22		
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	
January 23		
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	
March 23		
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	
April 23		
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
SMC Events Limited on behalf of Sanitarium Health and Wellbeing Company for the TRY Challenge Kits for participants	4,000.00	
Less funds granted and uplifted to 30 April 2023	\$ 100,374.30	\$ 14,650.00
Balance as at 30 April 2023	\$ 23,425.54	\$ 180,232.34
Less funds not uplifted from previous community meetings at 30 April 2023		
2016/2017 Commitment		
Carry Forward - Junior Bike Park		14,376.54
2019/2020 Commitment		
Carry Forward - Kaikohe Community & Youth Centre Trust for installation of the basketball court and hoops at Memorial Park		19,523.79
Meeting 02.06.21		
Allocation to the tamariki of the Kaikohe-Hokianga ward for the Rural Travel fund for the 2021/22 year	10,751.00	
Meeting 04.08.21		
Far North District Council for travel costs and attendance costs towards three students attending Outward Bound in association with the Mayors Taskforce for Jobs		4,724.16
Balance of funding initially set aside (but not required) for the Outward Bound Students that were selected for sponsorship through the Mayors Taskforce for Jobs be added to the funds set aside for Rural Travel Funding	1,275.84	
Meeting 04.02.22		
Authorise costs towards placement of barriers for the protection of the Opononi Pohutukawa trees		5,000.00
Meeting 03.06.20		
Kaikohe Business Association for costs towards their Community Patrol vehicle - from 21/22	1,000.00	
Kaikohe Business Association for costs towards their Community Patrol vehicle - from 22/23	1,000.00	
Meeting 01.06.22		
Hokianga Sailing Trust for the purchase of an outboard motor	60.00	

2022/2023 Rural Travel		10,000.00
The design work for the Kaikohe - Ngawha shared footpath		39,607.85
Rob Pink for the purchase, transportation and installation of sand for the Clendon Esplanade beach, Rawene		1,650.00
Meeting 03.08.22		
Visual Communications and Public Relations to advise the local community and visitors of planned work at Memorial Park		3,000.00
Meeting 14.09.22		
Enable future planning by the CE, or his nominee, for the Pioneer Village to ensure a sustainable future		20,000.00
Meeting 16.11.22		
Ngapuhi Hokianga Ki Te Raki Society Incorporated for rent/venue hire, equipment hire	1,800.00	
Meeting 14.12.22		
Waimamaku Community Garden Group (Wekaweka Valley Community Trust) for irrigation set-up and consumable materials	2,586.00	
Meeting 12.04.23		
Okaihau Community Association for the design and pricing of a kitchen and/or toilet for the Ōkaihau Hall		5,000.00

Less funds not uplifted from previous community meetings (committed to projects)	\$ 18,472.84	\$ 122,882.34
Community Fund Account balance as at 30 April 2023	\$ 4,952.70	\$ 57,350.00
	Community Board	Placemaking

8.3 KAIKOHE-HOKIANGA COMMUNITY BOARD ACTION SHEET UPDATE JUNE 2023**File Number:** A4143871**Author:** Marlema Baker, Meetings Administrator**Authoriser:** Aisha Huriwai, Manager - 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 June 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.

ĀPITI HANGA / ATTACHMENTS

1. Kaikohe-Hokianga Community Board Action Sheet June 2023 - A4235367 [↓](#) 

9 KARAKIA WHAKAMUTUNGA / CLOSING PRAYER

10 TE KAPINGA HUI / MEETING CLOSE