



**Far North  
District Council**



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

# **AGENDA**

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

**Wednesday, 22 November 2023**

**Time: 10:00 am**  
**Location: Memorial Hall**  
**Memorial Avenue**  
**Kaikohe**

**Membership:**

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



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

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

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

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

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

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

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

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

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

## Terms of Reference

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

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

## Protocols

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

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

**Far North District Council**  
**Kaikohe-Hokianga Community Board Meeting**  
**will be held in the Council Chamber, Memorial Avenue, Kaikohe on:**  
**Wednesday 22 November 2023 at 10:00 am**

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## **1 KARAKIA TIMATANGA / OPENING PRAYER**

Pou hihiri.

Pou rarama.

Pou te whakairo.

Pou te tangata.

Pou o te aroha.

Te pou e here nei i ā tatou Mauri ora ki ā tātou

Haumi e. Hui e. Tāiki e!

## **2 NGĀ 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 Manager - Democracy Services (preferably before the meeting).

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

## **3 TE WĀHANGA TŪMATANUI / PUBLIC FORUM**

## **4 NGĀ TONO KŌRERO / DEPUTATION**

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

## **5 NGĀ KAIKŌRERO / SPEAKERS**

- Roz Dennis and Leanne Tasker representing Cruzn the Bay item 7.4a refers
- Noreen Jordan representing Kaikohe A&P item 7.4b refers
- Scarlet Mocaraka representing Kairākau Arahi item 7.4c refers
- Representative from Life Education Trust item 7.4d refers
- May Nicholson representing Ngapuhi Hokianga ki te Raki item 7.4f refers

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

### 6.1 CONFIRMATION OF PREVIOUS MINUTES

**File Number:** A4145388

**Author:** Imrie Dunn, Democracy Advisor

**Authoriser:** Casey Gannon, Manager - 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 25 October 2023 as a true and correct record.**

#### 1) BACKGROUND

Local Government Act 2002 Schedule 7 clause 28 states that a local authority must keep minutes of its proceedings. The minutes of these proceedings duly entered and authenticated as prescribed by a local authority are prima facie evidence of those meetings.

#### 2) DISCUSSION AND OPTIONS

The unconfirmed minutes of the meeting are attached.

The Kaikohe-Hokianga Community Board Standing Orders Section 3.17.3 states that “no discussion may arise on the substance of the minutes at any succeeding meeting, except as to their correctness”.

#### Reason for the recommendation

The reason for the recommendation is to confirm the minutes as a true and correct record of the previous meeting.

#### 3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

There are no financial implications or the need for budgetary provision.

#### ATTACHMENTS

1. **2023-10-25 Kaikohe-Hokianga Community Board Minutes - A4433964**  

**MINUTES OF  
KAIKOHE-HOKIANGA COMMUNITY BOARD MEETING  
HELD AT THE COUNCIL CHAMBER, MEMORIAL AVENUE, KAIKOHE  
ON WEDNESDAY, 25 OCTOBER 2023 AT 10:00 AM**

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

**IN ATTENDANCE:** Cr Babe Kapa, Cr Tāmati Rākena (Virtually)

**STAFF PRESENT:** Melissa Wood (Community Board Coordinator – Stakeholder Relationships), Kathryn Trewin (Funding Advisor – Stakeholder Relationships), Piripi Rākena (Kaiarahi Kaupapa Māori – Te Hono), Jamie- Lee Pulham (Pouawhina Manukura Strategic Relationships), Jude Campbell (Principal Advisor- Te Hono), Casey Gannon (Manager-Democracy Services), Imrie Dunn (Democracy Advisor – Democracy Services)

**1 KARAKIA TIMATANGA / OPENING PRAYER**

Chairperson Chicky Rudkin opened with a karakia.

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

Chairperson Chicky Rudkin declared a conflict of interest in regard to funding application for Waihou Marae, item 7.3b refers.

**3 TE WĀHANGA TŪMATANUI / PUBLIC FORUM**

Wally Hicks spoke in regard to;

- the renewal of Kohukohu Town Hall
- the prototype for kāwanatanga hapori, town council type government

Shaun Reilly spoke in regard to;

- mowing in Kaikohe town not being done
- Images were tabled supporting the above
- Thorpe Road straight over railway line as you go into refuse station
- Staff response is that contractor has been advised to mow that area

Linda Bracken spoke in regard to;

- Kaikohe Business Association
- New Chairperson appointed
- New young vibrant members have joined
- Frequent meetings to discuss strategies and responsibilities
- CCTV cameras and funding for them

**4 NGĀ TONO KŌRERO / DEPUTATIONS**

Alice Cross and Ken Ross spoke in regard to the Horeke Community Plan.

**5 NGĀ KAIKŌRERO / SPEAKERS**

Phillipa Kingi and Louie Elliott from Te Hau Ora o Ngapuhi item 7.2a refers.

Mike Te Wake from Waihou Marae item 7.3b refers.

Lydia Ambler and Courtney Davis from Waimamaku Playcentre item 7.3c refers.

At 10:43 am, Deputy Chairperson Tanya Filia left the meeting.

At 10:44 am, Chairperson Chicky Rudkin left the meeting.

Member Jessie McVeagh sat in as Chairperson as both Chair and Deputy Chair vacated.

At 10:45 am, Chairperson Chicky Rudkin returned to the meeting.

At 10:49 am, Deputy Chairperson Tanya Filia returned to the meeting.

**6 TE WHAKAAETANGA O NGĀ MENETI O MUA / CONFIRMATION OF PREVIOUS MINUTES****6.1 CONFIRMATION OF PREVIOUS MINUTES**

Agenda item 6.1 document number A4145386, pages 8 – 15 refers.

**RESOLUTION 2023/65**

Moved: Member Jessie McVeagh

Seconded: Member Tanya Filia

**That the Kaikohe-Hokianga Community Board confirms the minutes of the meeting held 27 September 2023 as a true and correct record.**

**CARRIED****7 NGĀ PŪRONGO / REPORTS****7.1 CHAIRPERSON AND MEMBERS REPORTS**

Agenda item 7.1 document number A4161230, pages 16 - 19 refers.

**RESOLUTION 2023/66**

Moved: Chairperson Chicky Rudkin

Seconded: Member Tanya Filia

**That the Kaikohe-Hokianga Community Board note the report from Member Jessie McVeagh.**

**CARRIED****7.2a EVENT INVESTMENT FUNDING APPLICATIONS**

Agenda item 7.2 document number A4413999, pages 20 - 23 refers.

**RESOLUTION 2023/67**

Moved: Member John Vujcich

Seconded: Member Jessie McVeagh

**That Kaikohe-Hokianga Community Board approves the sum **\$5,000** (plus GST if application) to be paid from the Board's Community Grant Fund account to Te Hau ora o Ngapuhi for the Kaikohe Christmas Parade, to support the following Community Outcomes:**

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

**CARRIED**

Cr Kapa declared a conflict of interest in regard to item 7.2b and did not participate in debate or voting.

### 7.2b EVENT INVESTMENT FUNDING APPLICATIONS

#### RESOLUTION 2023/68

Moved: Member Harmonie Gundry

Seconded: Member Jessie McVeagh

That Kaikohe-Hokianga Community Board approves the sum **\$2,500** (plus GST if application) to be paid from the Board's Community Fund account to HUSH Dance for End of Year Showcase to support the following Community Outcomes:

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

**CARRIED**

### 7.3a FUNDING APPLICATIONS

Agenda item 7.3 document number A4419685, pages 24 - 56 refers.

#### RESOLUTION 2023/69

Moved: Member John Vujcich

Seconded: Member Harmonie Gundry

That the Kaikohe-Hokianga Community Board approves the sum **\$1,534** (plus GST if application) to be paid from the Board's Community Fund account to Village Arts for Kohukohu Historic Walk Brochure, to support the following Community Outcomes:

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

**CARRIED**

### 7.3b FUNDING APPLICATIONS

#### RESOLUTION 2023/70

Moved: Member Tanya Fila

Seconded: Member Harmonie Gundry

That the Kaikohe-Hokianga Community Board approves the sum of **\$4,000** (plus GST if applicable) be paid from the Board's the Board's Placemaking Fund to Waihou Marae for the gazebos to be used at the 2023 Marae wars event and for future community events to support the following Community Outcomes:

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

Abstained: Chairperson Chicky Rudkin

**CARRIED**

**7.3c FUNDING APPLICATIONS****RESOLUTION 2023/71**

Moved: Member Jessie McVeagh

Seconded: Member John Vujcich

That the Kaikohe-Hokianga Community Board approves the sum of **\$5,000** (plus GST if applicable) be paid from the Board's Placemaking Fund account to Waimamaku Playcentre for costs towards to upgrade and replacement of materials, to support the following Community Outcomes:

- iii) Proud, vibrant communities
- iv) Communities that are healthy, safe, connected and sustainable.

**CARRIED****7.3d FUNDING APPLICATIONS****RESOLUTION 2023/72**

Moved: Chairperson Chicky Rudkin

Seconded: Member Tanya Fila

**TŪTOHUNGA / RECOMMENDATION**

That the Kaikohe-Hokianga Community Board approves the sum of **\$5,000** (plus GST if applicable) be paid from the Board's Placemaking Fund account to Taheke United Community Centre for fencing the area surrounding the Taheke Hall to support the following Community Outcomes:

- v) Proud, vibrant communities
- vi) Communities that are healthy, safe, connected and sustainable.

**CARRIED****7.4 SUMMER 2023 RURAL TRAVEL FUNDING APPLICATIONS**

Agenda item 7.4 document number A4413296, pages 57 - 60 refers.

**RESOLUTION 2023/73**

Moved: Member Harmonie Gundry

Seconded: Member Tanya Fila

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

a) Hokianga Sports Club	\$1,700
b) Hōreke School	\$250
c) Kaikohe Young Stars	\$1,000
d) Te Kura o Ōmanaia	\$750
e) Rawene School	\$800
	<b>CARRIED</b>

**7.5 RURAL TRAVEL FUNDING REPORTS**

Agenda item 7.5 document number A4417599, pages 61 - 72 refers.

**RESOLUTION 2023/74**

Moved: Chairperson Chicky Rudkin

Seconded: Member Harmonie Gundry

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

- a) Mid North United Sports
- b) Ōkaihau College
- c) Ōmanaia School
- d) Panguru School
- e) Rawene School

**CARRIED**

**8 NGĀ PŪRONGO TAIPITOPITO / INFORMATION REPORTS**

**8.1 KAIKOHE-HOKIANGA COMMUNITY BOARD ACTION SHEET UPDATE OCTOBER 2023**

Agenda item 8.1 document number A4426520, pages 73 - 75 refers.

**RESOLUTION 2023/75**

Moved: Chairperson Chicky Rudkin

Seconded: Member Jessie McVeagh

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

**CARRIED**

**9 TE KAPINGA HUI / MEETING CLOSE**

Member Tanya Filia closed the meeting with a karakia at 11:40am.

The minutes of this meeting will be confirmed at the Kaikohe-Hokianga Community Board Meeting held on 22 November 2023.

.....  
**CHAIRPERSON**

## **7 NGĀ PŪRONGO / REPORTS**

### **7.1 SETTING OF 2024 MEETING SCHEDULE**

**File Number:** A4467080

**Author:** Imrie Dunn, Democracy Advisor

**Authoriser:** Casey Gannon, Manager - Democracy Services

#### **PURPOSE OF THE REPORT**

To allow the Community Board to set their meeting dates for the 2024 calendar year.

#### **EXECUTIVE SUMMARY**

- Each Community Board is responsible for setting their own meeting dates.
- The report recommends that the Kaikohe-Hokianga Community Board meet 4-weekly.
- The Community Board meetings will now be held on Friday.

#### **RECOMMENDATION**

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

**a) adopt the following meeting dates for the 2024 calendar year:**

- **16 February 2024**
- **22 March 2024**
- **19 April 2024**
- **17 May 2024**
- **21 June 2024**
- **19 July 2024**
- **16 August 2024**
- **20 September 2024**
- **25 October 2024**
- **22 November 2024**
- **20 December 2024**

**b) and delegates to Chair Chicky Rudkin authority to change the meeting dates.**

#### **1) BACKGROUND**

The Local Government Act (LGA) requires a local authority to hold meetings that are necessary for the good governance of its region or district. The Local Government Official Information and Meetings Act (LGOIMA) promotes the open and public transaction of business at meetings. Neither the LGA or LGOIMA requires a local authority to schedule meetings a year in advance, however it is considered good practise throughout New Zealand.

Council reserve 28 October of each year, as a non-Council meeting day, in recognising the signing of He Whakaputanga o te Rangatiratanga o Nu Tireni – Declaration of Independence of the United Tribes of New Zealand.

Community Boards are required to set their own meeting dates.

## **2) DISCUSSION AND OPTIONS**

This report recommends that Kaikohe-Hokianga Community Board meet on Fridays, 4 weekly when possible.

- 22 March – 5 weekly – to avoid a clash with Council
- 20 September – 5 weekly – to avoid a clash with Council
- 25 October – 5 weekly – to avoid a clash with Council

The 2024 formal meeting calendar proposed to Council is that Council and Committee meetings would be held on a 4 weekly rotation and that Te Miromiro – Assurance, Risk and Finance would be held 6 weekly. As part of the Formal Meeting Calendar adoption by Council reserve dates have been set aside for workshops.

The proposed Community Board meeting dates are considered in the Council 2024 formal meeting calendar. The proposed meeting dates ensures minimal meeting event conflicts and sufficient time for report escalation to the following Council meeting.

Please note, additional time may be required from time to time for unexpected or unanticipated matters. This should however be minimal. Staff are committed to providing as much notice as possible and making sure that business where possible, is restricted to the days adopted as part of this schedule.

Community Boards are also encouraged to meet informally outside of the formal meeting schedule to touch base or conduct workshops to discuss various matters.

### **Reason for the recommendation**

To adopt a schedule of Kaikohe-Hokianga Community Board meetings for the 2024 calendar year.

## **3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION**

There is a cost in supporting meetings, and these are covered within operational budgets.

## **ATTACHMENTS**

1. **Community Board 2024 Meeting Calendar - A4467584** [↓](#) 

## 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.

Compliance requirement	Staff assessment
State the level of significance (high or low) of the issue or proposal as determined by the <a href="#">Council's Significance and Engagement Policy</a>	This matter is 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.	The relevant legislation as referenced in the report is the Local Government Act 2002 and the Local Government Official Information and Meetings Act 1987.
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.	Community Boards are responsible for setting their own meeting schedule. Similar reports will be written suggesting alignment with Council and Committee meetings.
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 particular implications for Māori. Meetings are not scheduled on significant dates ie Waitangi Day, Matariki or He Whakaputanga.
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 does not have any implications on persons identified in legislation.
State the financial implications and where budgetary provisions have been made to support this decision.	Financial implications are covered within operational budgets.
Chief Financial Officer review.	The CFO has not reviewed this report.

Community Board 2024 Meeting Calendar

Formal Meetings													
2024													
	January	February	March	April	May	June	July	August	September	October	November	December	
Sat													Sat
Sun													Sun
Mon	1 NEW YEARS			1 EASTER MONDAY		3 KING'S BIRTHDAY	1		2			2	Mon
Tue	2 NEW YEARS			2		4	2	30	3	1		3	Tue
Wed	3			3	1	5 CMBIND CBS	3	CMBIND CBS	4	2		4	Wed
Thu	4	1	29feb	4	2	6	4	1	5	3		5	Thu
Fri	5	2	1	5	3	7	5	2	6	4	1	6	Fri
Sat	6	3	2	6	4	8	6	3	7	5	2	7	Sat
Sun	7	4	3	7	5	9	7	4	8	6	3	8	Sun
Mon	8	5	4	8	6	10	8	5	9	7	4	9	Mon
Tue	9	6 WAITANGI	5	9	7	11	9	6	10	8	5	10	Tue
Wed	10	7	6 CMBIND CBS	10	8	12	10	7	11	9 CMBIND CBS	6	11	Wed
Thu	11	8 COUNCIL	7	11 COUNCIL	9 COUNCIL	13 COUNCIL	11 COUNCIL	8 COUNCIL	12 COUNCIL	10 COUNCIL	7	12 COUNCIL	Thu
Fri	12	9	8	12	10	14	12	9	13	11	8	13	Fri
Sat	13	10	9	13	11	15	13	10	14	12	9	14	Sat
Sun	14	11	10	14	12	16	14	11	15	13	10	15	Sun
Mon	15	12	11	15	13	17	15	12	16	14	11	16	Mon
Tue	16	13 THCB	12	16 THCB	14 THCB	18 THCB	16 THCB	13 THCB	17 THCB	15 THCB	12	17 THCB	Tue
Wed	17	14	13	17	15	19	17	14	18	16	13	18	Wed
Thu	18	15 BOIWCB	14 COUNCIL	18 BOIWCB	16 BOIWCB	20 BOIWCB	18 BOIWCB	15 BOIWCB	19 BOIWCB	17 BOIWCB	14 COUNCIL	15 COUNCIL	19 BOIWCB
Fri	19	16 KHCB	15	19 KHCB	17 KHCB	21 KHCB	19 KHCB	16 KHCB	20 KHCB	18 KHCB	15	20 KHCB	Fri
Sat	20	17	16	20	18	22	20	17	21	19	16	22	Sat
Sun	21	18	17	21	19	23	21	18	22	20	17	23	Sun
Mon	22	19	18	22	20	24	22	19	23	21	18	24	Mon
Tue	23	20	19 THCB	23	21	25	23	20	24	22	19 THCB	24	Tue
Wed	24	21	20	24	22	26	24	21	25	23	20	26	CHRISTMAS
Thu	25	22	21 BOIWCB	25 ANZAC DAY	23	27	25	22	26	24	21 BOIWCB	22 BOIWCB	26 BOXING DAY
Fri	26	23	22 KHCB	26	24	28 MATARIKI	26	23	27	25	22 KHCB	23 KHCB	27
Sat	27	24	23	27	25	29	27	24	28	26	23	29	Sat
Sun	28	25	24	28	26	30	28	25	29	27	24	30	Sun
Mon	29 ANNIVERSARY	26	25	29	27		29	26	30	HE WHAKAPUTANGA	25	30	Mon
Tue	30	27	26	30	28		30	27	Leave Free	29	26	31	Tue
Wed	31	28	27		29		31	28		30	27		Wed
Thu		29	28		30			29		31	28		
Fri			29 GOOD FRIDAY		31			30			29		Fri
Sat								31			30		Sat
Sun													Sun

THCB - Te Hiku Community Board  
 BOIWCB - Bay of Islands Community Board  
 KHCB - Kaikohe Hokianga Community Board  
 CMBIND CBS - Combined Community Board



## 7.2 ESTABLISH A KAIKOHE RIDE FOR LIFE COMMITTEE

**File Number:** A4223775

**Author:** Marlema Baker, Democracy Advisor

**Authoriser:** Casey Gannon, Manager - Democracy Services

### PURPOSE OF THE REPORT

This report seeks for formally establish a community board sub-committee known as the Kaikohe Ride For Life Committee.

### EXECUTIVE SUMMARY

- At the Kaikohe Ride for Life meeting held 18 October 2023 staff presented information to inform the discussions on whether the Kaikohe Ride for Life Working Party remain as is or becomes a formal sub-committee of the Kaikohe-Hokianga Community Board.
- Present at that meeting were: Jay Hepi (Chair), Chicky Rudkin (Chair – Kaikohe-Hokianga Community Board), community members James Stevens, Roger Floyed, Linda Bracken (Kaikohe Business Association) Arthur Webber (Solomon Group), Craig Crawford (ACC), Maree Killkolly (Waka Kotahi).
- The Kaikohe Ride For Life Working Party voted in favour of becoming a sub-committee of the Kaikohe-Hokianga Community Board, therefore, this report seeks for formally establish a community board sub-committee known as the Kaikohe Ride For Life Committee.
- Terms of Reference will be drafted and adopted by the Kaikohe Ride For Life Committee at their first meeting.

### RECOMMENDATION

**That the Kaikohe-Hokianga Community Board formally establish the Kaikohe Ride For Life Committee (KRFLC).**

### 1) BACKGROUND

On 5 April 2023 a Kaikohe Ride for Life Working Group meeting was held at the Far North District Council to discuss creating an action plan with the possibility of providing a graduating plan for motor-cross/motor-bike riders of Kaikohe where bikers can graduate from bike tracks and support is provided for them to obtain licenses.

Attendees included Far North District Council (FNDC) representatives Kahika/Mayor Moko Tepania, Chicky Rudkin (Chair - Kaikohe-Hokianga Community Board) and Taniora Herewini (EA to the Mayor), as well as key community stakeholders; Jay Hepi, Paparangi Pirini, Arthur Webber, Craig Crawford, Linda Bracken, Maree Killkolly and Roger Floyd.

Since 5 April 2023 the working party have further defined their purposes as described below:

- Focus on solutions to address the inappropriate and dangerous bike riding issues in Kaikohe for the riders and the whole community.
- Support initiatives that support rangatahi – guide, re-direct, create opportunities to upskill, showcase and provide an exciting, safe space to ride and train (motocross and push bikes).
- Support the wellbeing of whanau kātoa in our community – alleviating the concerns about risky and rebellious behaviour that impacts on community.
- Adopt a proactive approach to prevent accidents, possible deaths, vigilante behaviour, promote health and safety on our roads, use of bike helmets, safety of community.

Minutes for all meetings held to date are attached:

- 5 April 2023 (*Attachment 1*)
- 27 April 2023 (*Attachment 2*)
- 27 September 2023 (*Attachment 3*)
- 18 October 2023 (*Attachment 4*)

## 2) DISCUSSION AND OPTIONS

Far North District Councils Standing Orders (*adopted September 2023*) Section 7.1 Appointment of Committees and Subcommittees states;

*A council may appoint the committees, subcommittees, and other subordinate decision-making bodies that it considers appropriate. A committee may appoint the subcommittees that it considers appropriate, unless it is prohibited from doing so by the council. (cl. 30(1) & (2), Schedule 7, LGA 2002)*

The working party's decision to become a formal subcommittee of the Kaikohe-Hokianga Community Board will enable them to access Far North District Council administrative and technical staff support and resourcing as well as escalate their recommendations to Council via the Community Board.

Far North District Councils Standing Orders (*adopted September 2023*) Section 7.4 Elected Members on Committees and Subcommittees paragraph 2 states;

*....In the case of a committee established by a community board at least one member must be a member of that board. A staff member of the local authority, in the course of their employment, can be a member of a subcommittee but not a committee. (cl. 31(4) Schedule 7, LGA 2002)*

Kaikohe-Hokianga Community Board Chair Chicky Rudkin has attended working party meetings and will continue supporting and attending the sub-committee meetings. Fellow Kaikohe subdivision members Mike Edmonds and Trinity Edwards are also welcome to attend and support.

### Reason for the recommendation

Establishment of a committee or sub-committee of Council requires a formal report to the community Board to enable the discussions to continue.

## 3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

There are no financial implications or need for budgetary provisions as a result of this report however Kahika/Mayor Moko Tepania and Board Chair Chicky Rudkin were to meet and discuss funding support from the Kaikohe-Hokianga Community Board for the Kaikohe Ride for Life initiatives.

## ATTACHMENTS

1. **Minutes - Kaikohe Ride for Life Working Group 05.04.23 - A4472898**  
2. **Minutes - Kaikohe Ride for Life Working Group 26.04.23 - A4472899**  
3. **Minutes - Kaikohe Ride for Life Working Group 27.09.23 - A4472902**  
4. **Minutes - Kaikohe Ride for Life Working Group 18.10.23 - A4472903**  

## 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.

Compliance requirement	Staff assessment
State the level of significance (high or low) of the issue or proposal as determined by the <a href="#">Council's Significance and Engagement Policy</a>	This is a matter of low significance.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Formalising the work of the Community Board Working Party will help to build efficiencies in Council's elected representation.
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.	The Community Board Chairperson's have been included in discussions to date as spokespersons for their respective Boards.
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.	The issue affects all residents of the Far North.
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).	There are no 'affected' persons.
State the financial implications and where budgetary provisions have been made to support this decision.	There are no financial implications or need for budgetary provision.
Chief Financial Officer review.	The Chief Financial Officer has reviewed this report.



**MINUTES – Kaikohe Ride for Life Working Group**

**Meeting No:** 1

**Date & Time:** Wednesday, April 05, 2023 – 6.00pm- 7.00pm

**Present:** Paparangi Pirini, Moko Tepania, Arthur Webber, Chicky Rudkin, Craig Crawford, Jay Hepi, Linda Bracken, Maree Killkolly, Roger Floyed, Taniora Herewini

**Apologies:**

**Absent:**

**Chaired by:** Moko Tepania/Jay Hepi

**Scribe:** Taniora Herewini

**Venue:** Kaikohe Council Chambers

**Meeting Minutes**

<b>1.0</b>	<b>WHAKAMOEMITI</b> Karakia: Moko Tepania
<b>2.0</b>	<b>NGA WHAKAPAHĀ (APOLOGIES)</b>  None received
<b>3.0</b>	<b>CONFIRMATION OF NEW APPOINTMENT</b> Appointment of Chair and Deputy Chair for Kaikohe Ride for Life Working Group,  Jay Hepi appointed as Chair. Paparangi Pirini appointed as Deputy Chair  <b>Moved:</b> Moko Tepania <b>Seconded:</b> Arthur Webber  <b>CARRIED</b>
<b>4.0</b>	<b>DISCUSSIONS</b> <ul style="list-style-type: none"><li>- General whanaungatanga</li><li>- Moko admitted that as Mayor and FNDC they are snowed under.</li><li>- Moko suggested that an Action Plan is created moving forward for Kaikohe Ride for Life, a possibility of providing a graduating plan for Bikers of Kaikohe. Where Bikers can graduate from Bike Tracks and support is provided for bikers to obtain a bike license.</li><li>- A possible Tuakana/Teina model could be adopted.</li><li>- Working group members shared possible ideas on solutions and ways forward.</li></ul>
<b>7</b>	<b>KARAKIA WHAKAMUTUNGA</b> Karakia: Jay Hepi



ACTION ITEMS FROM THIS METING			
ACTION	OWNER	DUE	STATUS
<ul style="list-style-type: none"><li>Moko to follow up on Budget Lines with FNDC</li></ul>	Moko		
<ul style="list-style-type: none"><li>Chicky to confirm the balance of the Kaikohe-Hokianga Community Board fund before the end of financial year.</li></ul>	Chicky		
<ul style="list-style-type: none"><li>EA to create a google working doc for the working group</li></ul>	Taniora		

**Meeting closed:** 7pm

**Next meeting date:** Wednesday 26<sup>th</sup> April, 6pm, Council Chambers



**MINUTES – Kaikohe Ride for Life Working Group**

**Meeting No:** 1

**Date & Time:** Wednesday, April 27, 2023 – 6.00pm- 7.00pm

**Present:** Paparang Pirini, Moko Tepania, Arthur Webber, Chicky Rudkin, Craig Crawford, Jay Hepi, Linda Bracken, Maree Killkolly, Roger Floyed, Taniora Herewini, Arihia Aku, James Steven

**Apologies:**

**Absent:**

**Chaired by:** Jay Hepi

**Scribe:** Taniora Herewini

**Venue:** Kaikohe Council Chambers

**Meeting Minutes**

<b>1.0</b>	<b>WHAKAMOEMITI</b> Karakia: Jay Hepi
<b>2.0</b>	<b>NGA WHAKAPAHĀ (APOLOGIES)</b>  None received
<b>3.0</b>	<p><b>GENERAL DISCUSSIONS</b></p> <ul style="list-style-type: none"> <li>- Craig mentioned for ACC to be involved that the group name would need to change from #BikeLife to an appropriate name – The name currently used is <b>Ride for Life Kaikohe</b>.</li> <li>- As Ride for Life Kaikohe is an official working group of Kaikohe-Hokianga Community Board there should be resourcing available to the group.</li> <li>- Moko suggested that a short-term plan needs to be had to get the group moving – how do we start? What steps do we need to take?</li> <li>- James shared that <b>Riders</b> are trying to find a space to showcase their skills, and this is what we need to create for them.</li> <li>- Moko refers to Tokoroa (<a href="#">South Waikato Motorcycle Club</a>) as a great example for Ride for Life.</li> </ul> <p><b>EVENT</b></p> <ul style="list-style-type: none"> <li>- It was echoed that an EVENT needs to be held in Kaikohe, the biggest concern/issue is venue.</li> <li>- Jay Hepi has run an event in the past and was a success, providing; kai, band, prizes, trophies – this ranged in an event budget of \$15-\$20k.</li> <li>- As an FYI – Motorcycle month is September.</li> <li>- Begin the event with push bikes and progress to motorbikes and finish off with professional riders who can showcase their skills.</li> </ul> <p><b>FUNDING DISCUSSIONS</b></p> <ul style="list-style-type: none"> <li>- Moko and Chicky to meet to discuss funding support from the Kaikohe-Hokianga Community Board to support Ride for Life Kaikohe initiatives.</li> </ul>



	<ul style="list-style-type: none"><li>- Ride for Life Kaikohe Working Group to apply to Kaikohe-Hokianga Community Board for placemaking funding – KHCB meet on 10 May 2023</li><li>- It was suggested that funding can be brought through THOON as a simpler way of running future events.</li><li>- The Ride for Life was mentioned at the latest Takiwā hui, where it was raised that there could be funding within the Runanga to support this group.</li><li>-</li><li>-</li></ul>
<b>7</b>	<b>KARAKIA WHAKAMUTUNGA</b> Karakia: Jay Hepi

ACTION ITEMS FROM THIS METING			
ACTION	OWNER	DUE	STATUS
<ul style="list-style-type: none"><li>• Chicky and Moko to meet and discuss the support that Kaikohe-Hokianga Community Board can provide to Ride for Life Working Group</li></ul>	Moko		
<ul style="list-style-type: none"><li>• Arihia to start a group Facebook Group to promote/launch the <b>Ride for Life</b> Kaikohe to the community</li></ul>	Arihia		
<ul style="list-style-type: none"><li>• Taniora to send minutes to all members from 05.04.23 hui</li></ul>	Taniora		

**Meeting closed:** 7pm

**Next meeting date:** Wednesday 17<sup>th</sup> May, 6pm, Council Chambers

**Kaikohe Ride for Life Working Group**  
**Minutes of meeting held Wednesday 27 September 2023 at 3pm**

<b>Present:</b>	<p>Jay Hepi – Ride for Life Chairperson, James Stevens, Roger Floyed, Arthur Webber (Solomon Group), Craig Crawford (ACC) (via teams), Maree Killkolly (Waka Kotahi)</p> <p>Kaikohe-Hokianga Community Board: Deputy Chair Tanya Filia, Jessie McVeagh, Trinity Edwards</p> <p>FNDC staff: Democracy Advisor - Marlema Baker, Community Board Coordinator - Melissa Wood</p>
<b>Venue:</b>	Far North District Council (FNDC) Kaikohe Council Chambers

**Meeting Minutes**

<b>1.0</b>	<b>KARAKIA TIMATANGA</b> – James Stevens
<b>2.0</b>	<b>NGA WHAKAPAHĀ (APOLOGIES)</b> KHCBC Chair Chicky Rudkin
<b>3.0</b>	<p><b>GENERAL DISCUSSIONS</b></p> <ul style="list-style-type: none"> <li>• Purpose of the meeting – to start moving forwards with the kaupapa.</li> <li>• Jay discussed his background and updated – meeting with FNDC Funding Advisor (Kathryn Trewin) – timing was out to apply for Events Investment funding in the current round.</li> <li>• Purpose of the group was discussed: <ul style="list-style-type: none"> <li>➢ Focus on solutions to address the inappropriate and dangerous bike riding issues in Kaikohe for the riders and the whole community.</li> <li>➢ Support initiatives that support rangatahi – guide, re-direct, create opportunities to upskill, showcase and provide an exciting, safe space to ride and train (motocross and push bikes).</li> <li>➢ Wellbeing of whanau katoa in our community – alleviating the concerns about risky and rebellious behaviour that impacts on community.</li> <li>➢ Proactive approach to prevent accidents, possible deaths, vigilante behaviour, promote health and safety on our roads, use of bike helmets, safety of community.</li> </ul> </li> <li>• Clarified – Working Group is called “Ride for Life” not Bike for Life.</li> <li>• Push bikes – part of the kaupapa, but separate focus to the motocross. Noted there is a bike / BMX track by the old railway track in Kaikohe (just before tunnel on LH side) that is overgrown so not usable – requested FNDC to investigate with a view to addressing overgrowth so can be used.</li> <li>• Roger had invited Max Anderson to meet with the Working Group for korero on use of the Kaikohe Speedway for motocross track. Hasn’t received a response yet.</li> <li>• Range of positive ideas – uplifting and upskilling to ride safely, not just about a motocross track - scope is much broader and is a multi-agency approach.</li> </ul> <p><b>EVENT DISCUSSIONS</b></p> <p>Suggested Expo in Ngawha this summer:</p> <ul style="list-style-type: none"> <li>• Discussed if this was appropriate place to hold it – lots of bike and noise.</li> <li>• Would need to talk to local residents get community investment and interest.</li> <li>• Working Group approval for Roger to approach Innovation Park to discuss</li> </ul>

	<ul style="list-style-type: none"> <li>• Invite St John, ACC, road prevention and safety.</li> <li>• Motocross would bring entertainment and education.</li> <li>• Need to discuss with Police prior.</li> <li>• Push licence Kaupapa.</li> </ul> <p>Safety Workshop – run an event in Kaikohe for licensing day:</p> <ul style="list-style-type: none"> <li>• Positive outcomes</li> <li>• Promote community to see positive in it.</li> <li>• Risky riders need to be safe also (e.g., from vigilantism)</li> <li>• Training courses – shine a positive light on the skills.</li> <li>• Craig discussed the recent successful basic handling skills/ licensing event in Moerewa – Motorcycle Advisory Council are supportive.</li> <li>• Waka Kotahi and ACC supporting 'Shiny Side Up' event – pushing for Northland version – Mid or Far North.</li> <li>• Financing of the licences (funding) could bring opportunities.</li> <li>• Example – Hauora Hokianga hold learner / restricted / full license support training.</li> </ul> <p><b>FORMAT OF GROUP - DISCUSSION</b></p> <p>External Working Group or formal Subcommittee of Kaikohe-Hokianga Community Board?  FNDC staff discussed the key differences to assist the current group to decide which would work best for them.</p> <p><u>Working Group:</u></p> <ul style="list-style-type: none"> <li>• Greater autonomy and control over how the group come together and make decisions on what they want to do.</li> <li>• Advisory role (i.e., to FNDC) and work with FNDC as separate agencies</li> <li>• Requests for reports / support etc. would be informal through CB representative / via deputation to CB or Council</li> <li>• Working Group to prepare agenda and take minutes and generally take more responsibility over meeting arrangements.</li> <li>• Council Elected Members and staff would continue to support the Kaupapa of the Group regardless and assist as much as possible.</li> </ul> <p><u>Sub Committee:</u></p> <ul style="list-style-type: none"> <li>• Avenue into Council – support with staff expertise, meeting regulatory requirements, council decision making.</li> <li>• Would have to adhere to formal policies and procedures e.g., Standing Orders, hierarchy of decision making (tiers – subcommittee – community board – council)</li> <li>• Might lose autonomy to make own decisions, be more confining in terms of processes. Could be frustrating navigating through Council bureaucracy.</li> <li>• FNDC staff would prepare agenda, take minutes, general meeting support (room set up etc.)</li> <li>• Would be required to establish Terms of Reference</li> <li>• Key advantage – bit more leverage in terms of CB / Council decision making and resolutions to support projects etc.</li> <li>• Process to become Subcommittee would be a report on the KHCB agenda supported by TOR, for Board to decide.</li> </ul> <p>Both options would still be a multi-agency approach and hands on community engagement by the members.</p> <p>Group discussion – James indicated happy to support which ever option was chosen. Roger was undecided. Agreed this would be an action to be decided on at the next hui – give the working group time to consider.</p>
7	<p><b>KARAKIA WHAKAMUTUNGA</b></p> <p>Karakia: Jay Hepi</p>

ACTION	OWNER
<ul style="list-style-type: none"> <li>Approach Innovation Park re: Expo</li> </ul>	Roger
<ul style="list-style-type: none"> <li>bike track by old railway line – investigate clearing of overgrowth</li> </ul>	FNDC staff
<ul style="list-style-type: none"> <li>Working Group members consider options on forming subcommittee or remaining as working group – with a view to deciding at next meeting</li> </ul>	Ride for Life members
<ul style="list-style-type: none"> <li>Finalise minutes and send out to members</li> </ul>	Melissa
<ul style="list-style-type: none"> <li>Send meeting invite for 4/10</li> </ul>	Marlema
<ul style="list-style-type: none"> <li>Next hui – plan for expo</li> </ul>	Working Group

**Meeting closed:** 4:10 pm

**Next meeting date:** Next meeting – Wednesday 4 October – 3pm – FNDC Council Chamber Kaikohe

**Kaikohe Ride for Life Working Group**  
**Minutes of meeting held Wednesday 18 October 2023 at 3.30 pm**

<b>Present:</b>	<p>Jay Hepi – Ride for Life Chairperson, James Stevens, Roger Floyed, Arthur Webber (Solomon Group), Craig Crawford (ACC), Maree Killkolly (Waka Kotahi), Linda Bracken (Kaikohe Business Association)</p> <p>Kaikohe-Hokianga Community Board: Chairperson Chicky Rudkin via Teams; in person from 3:53</p> <p>FNDC staff: Democracy Advisor - Marlema Baker, Community Board Coordinator - Melissa Wood, Support Officer - Grace Hamlin, Democracy Advisor - Imrie Dunn, Funding Advisor – Kathryn Trewin (via Teams)</p>
<b>Venue:</b>	Far North District Council (FNDC) Kaikohe Council Chambers

**Meeting Minutes**

<b>1.0</b>	<b>KARAKIA TIMATANGA</b> – Jay Hepi
<b>2.0</b>	<b>NGA WHAKAPAHĀ (APOLOGIES)</b> No Apologies
<b>3.0</b>	<p><b>GENERAL DISCUSSIONS</b></p> <ul style="list-style-type: none"> <li>• Purpose of the meeting – to start moving forwards with the kaupapa.</li> <li>• Move that previous minutes are accurate and approved – First: Roger Floyed Seconder: Craig Crawford</li> <li>• Discussed formation of sub-committee under Kaikohe-Hokianga Community Board or to remain as Working Group.</li> <li>• Marlema presented information to inform the discussion – document tabled and discussed the process for formation of subcommittee.</li> <li>• Maree Killkolly arrived at 3:43pm</li> <li>• Jay Hepi voices his concerns that as a Working Group they do not have the capacity to undertake the administration required.</li> <li>• Craig and Maree initially express concerns about any perception of conflict of interest as they represent partner organisations. <ul style="list-style-type: none"> <li>○ Maree votes sub-committee.</li> <li>○ Craig Crawford votes working group.</li> <li>○ Arthur Webber votes working group.</li> <li>○ Roger Floyed votes sub-committee.</li> <li>○ Linda Bracken votes sub-committee.</li> <li>○ James Stevens votes sub-committee.</li> </ul> </li> <li>• Chicky Rudkin arrives at 3:53pm. <ul style="list-style-type: none"> <li>○ Chicky abstains as she doesn't have a preference.</li> </ul> </li> <li>• Determined that a Kaikohe Ride for Life subcommittee would be requested to be formed under the Kaikohe-Hokianga Community Board</li> <li>• Kathryn speaks on funding for the sub-committee, as a subcommittee some funding applications may need to be umbrellaed by an external, non-FNDC party depending on who applying to.</li> </ul>

	<ul style="list-style-type: none"> <li>• Date set for licencing event day; timeframe short term is 2<sup>nd</sup> December 2023. Venue Kaikohe Memorial Hall (Jay has booked) and adjacent car park.</li> <li>• Longer term – expo event</li> <li>• Craig discussed the Moerewa licensing day and indicated ACC is prepared to fund \$3,000 - discuss with AA about if their store can be open for testing the same day or same week. ACC want this set up before Christmas (target goal)</li> <li>• Shiny Side Up bring international and national experts to present but that’s not happening this year. Possibility of getting \$6,000 to set up something like an expo in Kaikohe happening instead or a course about learning what do when first on the scene and how to manage that. All together there \$6,000 possibly to use for an event and we can use it around February-March doesn’t have to be December.</li> <li>• Roger contacted Ngawha Innovation Park re: expo event but FNHL unable to approve.</li> <li>• Willie Maihi is prepared to use the grounds for something like ride for life event.</li> <li>• Trace Dalton (Twin Coast Cycleway) made contact with Roger about the overgrown BMX track section by the railway tunnel Okaihau</li> <li>• Chicky encourages to make a funding application to Kaikohe – Hokianga Community Board.</li> <li>• Someone needs to be in communication with Kathryn about helping with an application for funding as Chicky won’t be able to help being a part of the Kaikohe – Hokianga Community Board. Closing application date is 30<sup>th</sup> October 2023</li> </ul> <p>Maree can talk to some people about possibly funding Ride for Life.</p>
<p><b>7</b></p>	<p><b>KARAKIA WHAKAMUTUNGA</b> Karakia: Jay Hepi</p>
<p><b>ACTION</b></p>	<p><b>OWNER</b></p>
<ul style="list-style-type: none"> <li>• Prepare agenda report for next KHCB meeting – formation of Kaikohe Ride for Life as a CB subcommittee</li> <li>• Draft Terms of Reference for Kaikohe Ride for Life subcommittee</li> </ul>	<p>FNDC Democracy Services staff</p>

**Meeting closed:** 4:30pm

**Next meeting date:** Next meeting – To be Confirmed.

### 7.3 KAIKOHE-HOKIANGA COMMUNITY BOARD 2024-2027 FOOTPATH PROGRAMME PRIORITY

**File Number:** A4466765

**Author:** Elizabeth Stacey, NTA Road Safety and Traffic Engineer

**Authoriser:** Andy Finch, District Engineer

#### TAKE PŪRONGO / PURPOSE OF THE REPORT

The purpose of this report is to document the footpath programme decisions made by the Community Board in workshop session for inclusion in the 2024-2027 draft Long Term Plan.

#### WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- The Kaikohe-Hokianga Community Board have prioritised locations for the draft 2024-2027 Unsubsidised and Community Board funded for the footpath program. Staff have compiled this list of locations for confirmation by the Board.

#### TŪTOHUNGA / RECOMMENDATION

That the Kaikohe-Hokianga Community Board:

- Receive the report Kaikohe-Hokianga Community Board 2024-2027 Footpath Programme Priority report; and
- Confirm the listed locations for inclusion in the draft 2024-2027 Long Term Plan.

#### 1) TĀHUHU KŌRERO / BACKGROUND

As part of developing the draft 2024-2027 Long Term Plan (LTP), staff has met with the Board to discuss the current programmed footpath projects and the Boards priority list for funding. In developing the 2021-2024 footpath programme, the Board selected projects in excess of available funding in order to inform the communities priorities for future years.

The Board has met through a workshop session and prioritised the following list of footpaths, shown as Table 1, for inclusion in the draft 2024-2027 LTP. Inclusion in the draft LTP does not guarantee subsidy from Waka Kotahi or the availability of unsubsidized funds. In considering the 24-27 LTP, it was assumed that footpaths would be funded at the same amount as the 2021-2024 LTP. In the event additional funding is secured the Board will have the opportunity to consider the selection of additional projects.

Project	Area	Estimate	Comments
Manning Street - #54 to Existing	Rawene	\$420,000	Concept Design complete
Koutu Point Rd: Kura to Koutu Loop Road	Opononi	\$240,000	Full Design complete
Recreation Road – Gap @ Lindvart Park	Kaikohe	\$60,000	Infill gap at park
SH 12: Reservoir Rd to Showgrounds	Kaikohe	\$1,880,000	Construct at minimum 2.5m shared path width

Table 1

As part of the design phase of the 21-24 footpath programme, cost estimates and the scope of work have been refined for all projects. As a result of additional investigation the following project has been removed from the Board's list of projects for consideration:

- Horeke Road: Existing footpath to School

The concept plans for this project has been developed by staff will be utilised to seek funding from alternative sources. Additionally, staff have requested that consideration be given to renewal/widening of the existing footpath in Horeke. Plans for the project will be shared with Pou Heranga Tai/Twin Coast Cycle Trail Trust.

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

The NTA will use the list of funding priorities provided by the Board to inform the draft 2024-2027 LTP. Staff will regularly update the Board as to progress to construction as well as any additional funding opportunities to supplement the footpath programme funding.

### **Options:**

**Option 1:** The Community Board may receive this report and confirm the locations listed in Table 1 for inclusion in the 2024-2027 LTP. This option is consistent with the priority list developed by the Board during the 2021-2024 funding cycle.

**Option 2:** The Community Board may receive this report and amend the locations listed in Table 1 for inclusion in the 2024-2027 LTP. Any amendments will require additional investigation to determine the draft budget for that location.

**Option 3:** The Community Board may reject this report and conduct a follow up workshop to determine new footpath priorities. This option is not recommended due to the timelines for the draft 2024-2027 LTP development.

The recommended option is **Option 1**.

### **Next Steps**

Once the Kaikohe-Hokianga Board's footpath programme is confirmed by the Board the projects will be included in the draft 2024-2027 LTP for funding consideration by Waka Kotahi and the Far North District Council.

## **TAKE TŪTOHUNGA / REASON FOR THE RECOMMENDATION**

The Recommendation is arising from a workshop session held with the Kaikohe-Hokianga Community Board and is consistent with the Board's footpath prioritisation for the 2021-2024 LTP.

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

The list of prioritised footpaths will be included in the 2024-2027 Draft LTP for funding consideration. Final funding amounts will be determined by Waka Kotahi and Council.

## **ĀPITIHINGA / ATTACHMENTS**

**Nil**

## Hōtaka Take Ōkawa / Compliance Schedule:

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

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

<b>He Take Ōkawa / Compliance Requirement</b>	<b>Aromatawai Kaimahi / Staff Assessment</b>
State the level of significance (high or low) of the issue or proposal as determined by the <a href="#">Council's Significance and Engagement Policy</a>	Significance has been determined as "Low" under Councils Significance and Engagement Policy.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Land Transport Act 1998 FNDC Footpath Policy #5004
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.	Community Board views were sought in development of the prioritisation list.
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 direct implications for Māori.
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).	N/A
State the financial implications and where budgetary provisions have been made to support this decision.	This list puts forward projects for consideration in the 2024-2027 LTP. This decision does not commit Council or Waka Kotahi funding.
Chief Financial Officer review.	The CFO has not reviewed this report.

## 7.4 PROJECT FUNDING REPORTS

**File Number:** A4465097  
**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 report received from:

- a) Hokianga Country Music Festival
- b) Onam 2023
- c) R Tucker Thompson
- d) Rau Marama Trust
- e) Whatu Creative

### 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 TŪHOTUNGA / REASON FOR THE RECCOMENDATION

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

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

There are no financial implications or budgetary requirements.

### ĀPITIHINGA / ATTACHMENTS

1. Hokianga Country Music Festival - A4465083  
2. Onam 2023 - A4465084  
3. R Tucker Thompson - A4465085  
4. Rau Marama Trust - A4465082  
5. Whatu Creative - A4465086  

## Hōtaka Take Ōkawa / Compliance Schedule:

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

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

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



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

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

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

Funding Advisor
Far North District Council
Private Bag 752
KAIKOHE 0440

Name of organisation: Hokianga Country Music Club

Name & location of project: 2023 Hokianga Country Music Festival

Date of project/activity: Friday 29th -30th Sept,&1st October 2023

Which Community Board did you receive funding from?

Te Hiku

X Kaikohe-Hokianga

Bay of Islands-Whangaroa

Amount received from the Community Fund: \$ 2865

Board meeting date the grant was approved: AUGUST 2023

Please give details of how the money was spent:

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

Table with 3 columns: Supplier/Description, \$amount, Receipt/s attached (please tick). Row 1: NORTHLAND FERRIES, \$ 2865, Yes. Row 2: \$, . Row 3: \$, . Row 4: \$, . Row 5: Total: \$ 2865, .

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

Including the volunteers... Providing ferry service for our bands & after hours travellers to travel over to Kohukohu venue -quality of entertainment- fantastic talented lineup of bands - how reliable our volunteers were on the doors, security, courtesy drivers - ran very smoothly - comments received by festival goers about how beautiful Hokianga is, and how friendly every one is - comments our festival is so well organized (from the bands - compliments received about the availability of good food from all venues (we encouraged venues to provide quick special menus) - that local business, shops, garages, recognized the need to stay open longer to cater for our visitors. - the festival age group is majorly retired, the absolute joy on their faces throughout the weekend is very rewarding.

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

The Hokianga Country Music Festival promotes the Hokianga as a place to visit, the feedback we get from our Festival visitors is that they are coming back again with their families for a holiday , how beautiful Hokianga is, and how friendly and laidback everyone is. Our festival is a weekend boost in revenue for Our shops, hotels, garages,, holiday accommodation. The people in our communities also get involved By volunteering their time, or joining in the festivities. Our festival covers a wide area of Hokianga from Waimamaku to Kohukohu and gives our visitors the opportunity to visit all these places and they do. Our festival promotes Hokianga, gets the community involved, boosts economy,

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

ON OUR FACEBOOK PAGE AND WEBSITE – hokiangacountrymusic.com - , on our Posters and Programme

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

Hokianga Country Music Club - is the name of our Facebook page

**This report was completed by:**

Name:

Address:

Phone

Email:

Date:



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

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

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

Funding Advisor

Far North District Council Private

Bag 752

**KAIKOHE 0440**

**Name of organization: Kaikohe Kerala Indian Community**

**Name & location of project: Kaikohe Onam 2k23 , Kaikohe**

**Date of project/activity: 29<sup>th</sup> August 2023**

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

**Kaikohe-Hokianga**

**Amount received from the Community Fund: 1000**

**Board meeting date the grant was approved: 2<sup>nd</sup> August**

**Please give details of how the money was spent:**

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

Supplier/Description	\$amount	Receipt/s attached (please tick)
Hall Cost	\$150	Yes
Groceries Indian Shop, New world, Warehouse	\$433	Yes
Banner	\$39	Yes
Gifts	\$218	Yes
Fuel	\$200	Yes
Food cost approx. per family 30\$*14 family	\$420	No
Tug of war rope	\$75	No
Costume expense approx.- 60*14 per family	840	No
<b>Total:</b>	<b>\$2375</b>	

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

Firstly, I would like to thank FNDC and Hokianga-Kaikohe community board from Kaikohe Kerala Indian community for the generous support towards our Onam 2k23 celebration. We celebrated our Onam festival on August 29<sup>th</sup> at Ohaewai Rugby Club from 12pm- 2100pm in a typical Kerala style, with attendees nearly 50 members including children. Our main activities were Onam Song (folk songs), Onam Pookalam (Flower Rangoli), Thiruvathira dance (dance by our female members in Onam costume), Grant Onam Sadhya (Lunch) with more than 16 varieties of typical Onam dishes (one or two dishes from each house), different Onam games for adults and kids and finally all the winners and participants were given prizes. We were able to showcase and share Onam related traditional customs, typical Onam games (includes Tug of war for all categories Women, Kids, and adults), and practices to our young generation.  
A short video, highlights of our Onam celebration is attached.

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

Kaikohe Onam 2k23 celebrated on 29<sup>th</sup> August 2023 at Ohaewai Rugby club from 12pm till PM in the evening. Our celebration was a great success. Almost all our members have attended the celebration. Financial support from Kaikohe-Hokianga community board enabled us to celebrate our festival without much financial burden on our members. All our activities were well planned, organized and managed to close the event on time. One of the major benefits was we were able to share our traditional values and practices to our young ones.

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

Attached receipts for some of the expenses. Onam Sadhya – consisted of more than 16 dishes which were cooked by each family in a way to cut short the expenses, approximately 30 dollars per family as mentioned in cost description above which we don't have the receipts. Traditional Onam costumes, each family spend their own have no receipts approx calculated 60 a family. Attached a video highlight of our celebration, banner.

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

**This report was completed by:**

Private Bag 752, Memorial Ave, Kaikohe 0400, New Zealand, Freephone: 0800 920 029,  
Phone: (09) 405 2750, Fax: (09) 401 2137, Email: ask.us@fndc.govt.nz, Website: www.fndc.govt.nz



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

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

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

Funding Advisor  
Far North District Council  
Private Bag 752  
KAIKOHE 0440

**Name of organisation:**

**Name & location of project:**

**Date of project/activity:**

Which Community Board did you receive funding from?

Te Hiku

Kaikohe-Hokianga

Bay of Islands-Whangaroa

**Amount received from the Community Fund:**

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

Please give details of how the money was spent:

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

Supplier/Description	\$amount	Receipt/s attached (please tick)
This funding supported two trainees onto our 7-day Youth Development Voyage	\$4,000.00	
	\$	
	\$	
	\$	
Total:	\$4,000.00	

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

Report below

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

**This report was completed by:**

Name:

Address:

Phone:

Email:

Date:



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

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

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

Funding Advisor  
Far North District Council  
Private Bag 752  
KAIKOHE 0440

Name of organisation: Kaikohē (Rau Marama) Community Trust

Name & location of project: WIPEOUT Kaikohē

Date of project/activity: May 22 - August 2023 - ongoing & prior

Which Community Board did you receive funding from?

Te Hiku

Kaikohē-Hokianga

Bay of Islands-Whangaroa

Amount received from the Community Fund: \$ 5000 + GST

Board meeting date the grant was approved: 01 June 2022 (p3)

Please give details of how the money was spent:

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

Supplier/Description	Amount	Receipt/s attached (please tick)
<u>Please see attached</u>	\$	
	\$	
	\$	
	\$	
Total:	\$	

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

Please see attached

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

*Please see attached*

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

*Please see attached*

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

*/*

**This report was completed by:**

Name: [Redacted]  
Address: [Redacted]  
Phone: [Redacted]  
Email: [Redacted]  
Date: [Redacted]



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

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

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

Funding Advisor

Far North District Council

Private Bag 752

KAIKOHE 0440

**Name of organisation: Whatu Creative**

**Name & Location of Project: Te Āhuareke o Matariki**

**Date of Project/activity: 03/07/23 – 22/07/23**

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

Te Hiku

Kaikohe-Hokianga

Bay of Islands-Whangaroa

**Amount received from the Community Fund:**

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

**Please give details of how the money was spent:**

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

Supplier/Description	\$amount	Receipt/s attached (please tick)
Harko Brown – Facilitator, all material supplied	\$3450	✓
Papa Taakaro - Wiremu Sarich, all materials supplied	\$2500	✓
Merryn Grace - Installation	\$1000	✓
Te Aho Tapu - Amber O’Neill	\$300	✓
Betsy Young – Facilitator, all materials supplied	\$500	✓
Whatu Creative – 2x Facilitators, 2x workshops, all materials supplied	\$2267.90	✓
He Waka Tauihu e Pareparea ana – Researchers 2x facilitators 3x workshops, Kaitaia, Kaikohe, Kawakawa + travel	\$1500 - Koha	✓
Catering	\$482.10	✓
Total:	\$12,000	

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

The events and workshops that were run as part of Te Āhureka o Matariki 2023 were well attended by all ages throughout the district. The workshops ran over three weeks and we had over 300 participants across all the programs. Some of the highlights included the age range of participants from toddlers to our kuia and kaumatua. All the programs offered the opportunity for public to connect and share matauranga Māori in a safe environment. Matariki Maumahara 1000 captured the imagination of kids and adults while relaying the messages of sustainability and the need to return to natural resources. The Tuku Atu, Tuku Mai workshop was well attended with both libraries reaching chair and floor capacity. The workshop featured on Te Karere that evening and promoted the wider program and our message of revitalising traditional Māori art and forms of sharing matauranga. <https://www.youtube.com/watch?v=wdFPpBXgFC8>

The testimonials from those that attended the workshops were heartfelt and really expressed the hunger for more kaupapa Māori workshops and events in the libraries. For example, one father spoke about how he had never been to the library before and had no reason to go. His daughter asked him to take her to the Tuku Atu, Tuku Mai workshop – he initially said no but decided to bring her. He did not realise that the library could host a workshop like this – he thanked us and learnt about story telling through tukutuku.

Ngā Taonga Takaro led by Harko Brown was very popular and hosting him for a day in three locations allowed maximum exposure and opportunity for the community to come along and learn. It was evident in the faces of kids and adults the pure joy he brought through passing on his matauranga. The array of cognitive skill involved, and variety offered in Tākaro Māori games meant there was something for everyone.

He Waka Tauihu e Pareparea ana offered some really engaging korero around whenua Māori and the different ways whanau can research their whenua. The participants provided really positive feedback around the quality of the workshop and how they felt comfortable to share their kōrero. The facilitators have advised that many of the participants have continued their research journey and regularly meet up for study sessions.

Te Aho Tapu – Amber O’Neill filled in for Ellen Smith who was unable to run the original Mirimiri and Romiromi workshop. Participants learnt about the traditional Māori creation story and how all the elements of the taiao contribute to the balance of our hauora. Amber carried out several demonstrations within the group tailored to everyone’s balance or out of balance hauora. Amber created a safe space where total strangers felt comfortable to open up about certain aspects of their person life. Amber’s workshop was well attended and all asked if she ran sessions anywhere else.

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

We were encouraged by the 92 feedback forms returned by participants. The collaboration between libraries, Te Ahu Museum and community proved to be a successful model and we hope that this will inspire similar events. Te Āhuareka o Matariki enabled inter-generational exchanges and transfer of knowledge and experience. The series helped public to reimagine the library space and what it can be used for. The workshops brought life and energy to the library space and people were engaged and wanting more. It was very motivating to see the amount of people that attended the workshops. It was difficult to keep to the allocated time and the facilitators were very generous and stayed longer to accommodate the interest shown by our community. It was a privilege to be able to bring quality facilitators to our community and not have to pass on a cost to participants. The public were genuinely grateful to be able to come along to something that they were provided everything, and it didn't place any extra financial burden on them. I hope we can continue to bring more workshops to our district's library spaces.

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

Please find attached booklet, FNDC article, photos, videos, and links to Te Karere interview.

FNDC article

<https://www.fndc.govt.nz/Whats-new/Latest-news/%E2%80%98Lit%E2%80%99-events-celebrating-Matariki>

Te Karere

<https://www.youtube.com/watch?v=wdFPpBXgFC8>

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

Kaikōhe Library FB

Kaitaia Library, Te Ahu FB

Te Hononga, Kawakawa Library FB

Procter Library, Kerikeri FB

Whatu Creative FB

**This report was completed by:**

## 7.5 FUNDING APPLICATIONS

**File Number:** A4461863  
**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 November 2023 meeting.

### WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- The Board has **\$22,596** available to be granted from its Community Grant Funding.
- The Board also has **\$82,150** of Placemaking Funding to allocate during the 2023/24 financial year
- Seven new applications for funding have been received, requesting a total of **\$120,575**

#### TŪTOHUNGA / RECOMMENDATION

That the Kaikohe-Hokianga Community Board

- a) approve the sum **\$1,500** (plus GST if application) to be paid from the Board's Community Fund account to Cruzn the Bay for Cruzn the Bay 2024, 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) approve the sum **\$1,000** (plus GST if application) to be paid from the Board's Community Fund account to Kaikohe A&P Association for reducing the cost for children's rides, 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) approve the sum **\$10,000** (plus GST if application) to be paid from the Board's Placemaking Fund account to Kairākau Ārahi for community services wraparound event, 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) approve the sum **\$1,500** (plus GST if application) to be paid from the Board's Community Fund account to Life Education Trust for life education classes 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

- e) approve the sum **\$520** (plus GST if application) to be paid from the Board's Community Fund account to Manaki Tinana Trust for venue hire for senior fitness classes 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

- f) approve the sum **\$2,450** (plus GST if application) to be paid from the Board's Community Fund account to Ngapuhi Hokianga ki te Raki for costs towards the community Christmas event at Umawera school, 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

- g) approve the sum **\$2,000** (plus GST if application) to be paid from the Board's Community Fund account to Ohaeawai Taiamai Residents and Ratepayers Association for 2023 Community Christmas event, to support the following Community Outcomes:
- i) Proud, vibrant communities.
  - ii) Communities that are healthy, safe, connected and sustainable.

#### **1) TĀHUHU KŌRERO / BACKGROUND**

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

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

Applicant and Project	Requested	Recommend	Comments	Type
Cruzn the Bay 2024	\$41,497	\$1,500	This is the second year of this event, which is trying to grow and become an established event in the Far North district. The organiser is planning on a visit across to the Kaikohe, similar to the successful event held in Memorial Park in 2023.	Event
Kaikohe A&P Show – children’s rides	\$5,000	\$1,000	The applicant is seeking funds to allow the children’s rides to be free at the show.	Event
Kairakau Arahi – Community service wraparound event	\$52,108	\$10,000	The applicant is organising a multi-day community service wraparound event to help the community and social service and funding providers to be in one place to maximise connections and accessibility.	Social
Life Education Trust	\$15,530	\$1,500	The applicant is seeking funding to cover operating expenditure of the trust accessing remote communities within the ward.	Social
Manaki Tinana – hall hire for community exercise classes	\$1,040	\$520	The applicant has asked for funds to cover the cost of hall hire for senior exercise classes in Rawene Hall. They have asked for 100% of the hire costs.	Social
Ngapuhi Hokianga Kite Raki – Christmas event	\$3,400	\$2,450	The applicant has applied for funds for a Christmas event in the Umawera area for North Hokianga schools, but has provided no quotes at the time of report writing. The application is also for more than 50% of the anticipated costs.	Event
Ohaeawai Taiamai Residents and Ratepayers – Christmas Event	\$2,000	\$2,000	The applicant is applying for costs towards the cost of putting on a Christmas event in Ohaeawai on 9 December.	Event

### TAKE TŪTOHUNGA / REASON FOR THE RECOMMENDATION

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

For each application the Board has three options.

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

**Option 2** Authorise partial funding.

**Option 3** Decline funding.

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

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

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

#### **ĀPITIHINGA / ATTACHMENTS**

1. **Cruzn the Bay - A4465269** [↓](#) 
2. **Kaikohe A&P Association - A4465271** [↓](#) 
3. **Kairakau Arahi - A4465275** [↓](#) 
4. **Life Education Trust - A4465270** [↓](#) 
5. **Manaki Tinana Trust - A4465274** [↓](#) 
6. **Ngapuhi Hokianga Kite Raki - A4465273** [↓](#) 
7. **Ohaeawai Taiamai Residents and Ratepayers - A4465272** [↓](#) 

## Hōtaka Take Ōkawa / Compliance Schedule:

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

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

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

# Local Grant Application Form



## Instructions

### Please read carefully:

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

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

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

## Applicant details

Organisation	<input type="text" value="Cruz'n the Bayz"/>	Number of Members	<input type="text" value="6"/>
Postal Address	<div style="background-color: black; width: 100%; height: 100%;"></div>		
Physical Address			
Contact Person			
Phone Number			
Email Address			

### Please briefly describe the purpose of the organisation.

The main purpose for Cruz'n the Bayz organisation is to bring an economic boost to Northland and surrounding businesses/communities, raising funds for St John Hato Hone.

# Local Grant Application Form



## Project Details

Which Community Board is your organisation applying to (see map Schedule A)?

Te Hiku       Kaikohe-Hokianga       Bay of Islands-Whangaroa

Clearly describe the project or event:

Name of Activity  Date

Location  Time

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

If so, how much?

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

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

Cruz'n the Bayz is a multi-location classic car and bike event, similar to the highly successful Whangamata Beach Hop. Our unique, beautiful location, plus the advantage of close proximity between towns within the Bay of Islands and mid-North, makes an event like Cruz'n the Bayz highly attractive to car and bike enthusiasts from all over Aotearoa. Northland has several single location classic car meets, but no multi day/multi location events such as this. Each day will see the registered participants cruise to different locations where they will stop allowing time for the public to come and view the vehicles. Stops will be advertised in advance and have local musicians/buskers on footpaths, designated areas or venues. There will be time for participants to interact with spectators, grab something to eat or drink in local establishments or vendors and enjoy the atmosphere. We are not staying strictly to beach locations, but also visiting interesting spots such as Kaikohe Pioneer Village and Matthews Museum. The event has a Rock n Roll theme which is popular amongst this audience, we aim to fill the Bay of Islands and Mid North with colour, music and fun! Cruz'n the Bayz will become a 'must do' in the national classic/muscle/hotrod event calendar for all enthusiasts. Our goals are to: Promote the Bay of Islands and surrounding towns as a recognised destination for high quality events of this nature, work collaboratively with local business associations, community groups, cafes, restaurants and musicians to build awareness and attendance to benefit all, create an event with 'heart', welcoming everyone to enjoy the atmosphere and contributing back to our community. We will be raising funds for St John Hato Hone.

# 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	4,500	4,500
Advertising/Promotion	26,540	11,250
Facilitator/Professional Fees <sup>2</sup>	35,512	2,500
Administration (incl. stationery/copying)	2,150	747
Equipment Hire / Operational	45,183	22,500
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)		
<b>TOTALS</b>	113,885	41,497

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

# Local Grant Application Form



## Financial Information

Is your organisation registered for GST?  Yes  No GST Number

How much money does your organisation currently have?

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

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

Purpose	Amount
Contingency (approx 5% of the total event cost to be used in an emergency)	7,109
Hireage of the Waitangi Golf Course	1,000
Miscellaneous (bottled water, kids zone prizes, facepaint, colouring pencils/books, balloons, sun block, safety fences)	500
Information/Safety Area (bottled water, sunblock, basic first aid, emergency/site plan, table, chairs, marquee for shade)	500
<b>TOTAL</b>	<b>9,109</b>

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

Funding Source	Amount	Approved
Events Investment	98,921	<del>Yes</del> / Pending Declined
FNDC BOI-Whangaroa Community Board	98,921	<del>Yes</del> / Pending
FNDC Kaikohe- Hokianga Community Board	41,497	<del>Yes</del> / Pending
FNDC Te Hiku Community Board	41,497	<del>Yes</del> / Pending
Northland Incorporated	98,921	<del>Yes</del> / Pending

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

Purpose	Amount	Date	Project Report Submitted
FNDC BOI-Whangaroa CB	6,417	16/12/2022	Y / <del>N</del>
FNDC Kaikohe-Hokianga CB	3,277	16/12/2022	Y / <del>N</del>
			Y / N
			Y / N

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# Local Grant Application Form



## Privacy Information

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

## Applicant Declaration

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

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

Cruz'n the Bayz

**We, the undersigned, declare the following:**

In submitting this application:

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

**Signatory One**

**Signatory Two**

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# Local Grant Application Form



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

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

### Signatory One

Name	<input type="text"/>
Postal Address	<input type="text"/>
Phone Number	<input type="text"/>
Signature	<input type="text"/>

### Signatory Two

Name	<input type="text"/>
Postal Address	<input type="text"/>
Phone Number	<input type="text"/>
Signature	<input type="text"/>

[www.fndc.govt.nz](http://www.fndc.govt.nz)

920 029

# Local Grant Application Form



## Instructions

Please read carefully:

- Read this application form in full before you start filling it in. It is easier to complete an application if you have the information you need at your fingertips.
- Please see Section 1 of the [Community Grant Policy](#) to ensure you are eligible.
- All applications are to be submitted 15 clear working days prior to the Community Board meeting where the application will be considered. Deadlines dates are on Council's website [www.fndc.govt.nz](http://www.fndc.govt.nz)
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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](mailto:funding@fndc.govt.nz) – we're happy to help.
- **Send your completed form** to [funding@fndc.govt.nz](mailto:funding@fndc.govt.nz) or to any Council service centre

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

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

## Applicant details

Organisation	<input type="text" value="Kaikohe AP+H Association"/>	Number of Members	<input type="text" value="20"/>
Postal Address	<input type="text"/>		<input type="text" value="0"/>
Physical Address	<input type="text"/>		<input type="text"/>
Contact Person	<input type="text"/>		<input type="text"/>
Phone Number	<input type="text"/>		<input type="text"/>
Email Address	<input type="text"/>		<input type="text"/>

Please briefly describe the purpose of the organisation.

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# Local Grant Application Form



## Project Details

Which Community Board is your organisation applying to (see map Schedule A)?

- Te Hiku       Kaikohe-Hokianga       Bay of Islands-Whangaroa

Clearly describe the project or event:

Name of Activity  Date

Location  Time

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

If so, how much?

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

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

The purpose of the day is to bring country to town

We offer a range of events + trades to the public

We would like to have a range of activities as attached to children under 12yrs old FREE

Our aim is to ~~be~~ offer a fun day for families + not an expensive one

Our Show is for one day only

# Local Grant Application Form



## Project Cost

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

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

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

**Please Note:**

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

Expenditure	Total Cost	Amount Requested
Rent/Venue Hire		
Advertising/Promotion		
Facilitator/Professional Fees <sup>2</sup>		
Administration (incl. stationery/copying)		
Equipment Hire	8970	5000
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)	20000	not applicable
Other (describe)		
<b>TOTALS</b>	<b>29170</b>	<b>5000</b>

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

# Local Grant Application Form



## Financial Information

Is your organisation registered for GST?  Yes  No GST Number

How much money does your organisation currently have?

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

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

Purpose	Amount
prize money	16000
float	2000
<b>TOTAL</b>	

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

Funding Source	Amount	Approved
NIA		Yes / Pending
		Yes / Pending

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

Purpose	Amount	Date	Project Report Submitted
NIL			Y / N
			Y / N
			Y / N
			Y / N

# 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)**

Kaikohu A P. H Association

**We, the undersigned, declare the following:**

In submitting this application:

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

Signatory One

[Redacted signature]

Signatory Two

[Handwritten signature]

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# Local Grant Application Form



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

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

### Signatory One

Name  Position   
Postal Address  Post Code   
Phone Number  Mobile Number   
Signature  Date

### Signatory Two

Name  Position   
Postal Address  Post Code   
Phone Number  Mobile Number   
Signature  Date

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**Kaikohe-Hokianga Community Board July 2023 - June 2024**  
**Local Grant Application Form**  
**Application No. KHCB00009 From Kairakau Arahi Ltd**  
Form Submitted 30 Oct 2023, 1:16PM NZDT

## Applicant Details

\* indicates a required field

### Instructions

**Please read carefully:**

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

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

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

### Applicant details

**Applicant \***

Kairakau Arahi Ltd

**Applicant Primary Website**

Must be a URL.

**Facebook page**

**Kaikohe-Hokianga Community Board July 2023 - June 2024**  
**Local Grant Application Form**  
Application No. KHCB00009 From Kair#kau #rahi Ltd  
Form Submitted 30 Oct 2023, 1:16PM NZDT

**Contact details**

Contact Person One:  
**Applicant Project Contact \***

Contact Person Two:  
**Applicant Admin Contact \***

**Position \***  
Tokomanawa

**Position \***  
Special Education Advisor

**Phone Number**

**Mobile  
Number**

**Mobile  
Number**

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

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

**Purpose of organisation**

**Please briefly describe the purpose of the organisation \***  
Kaikohe based projects & administration company using its own business capacity and capability to support community and hapū development in Kaikohe.

**Number of Members \***  
5

**Project Details**

**\* indicates a required field**

**Project Details**

Clearly describe the project or event:

**Name of Activity \***  
He Korowai o Kaikohekohe - Wraparound Community Services Event

**Location \***  
Mahinga Innovation Centre - Ngawha Innovation & Enterprise Park

**Kaikohe-Hokianga Community Board July 2023 - June 2024**  
**Local Grant Application Form**  
**Application No. KHCB00009 From Kair#kau #rahi Ltd**  
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**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 \***

27/11/2023  
Must be a date.

**End Date \***

01/12/2023  
Must be a date.

**Time**

1:00 p.m. day one, 9:00 a.m. to 3:00 p.m. days two to five.

**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:**

Deliver a wraparound service event for Kaikohe community, whānau , providers, Non-Government and Government organisations, trusts, contractors, businesses, hapū & iwi roopu. Working with all of Kaikohe community to:

- Create a starting point for services to collaborate and collectivise their resources (one stop shop or Hub).
- Create a database to gather support services available to the Kaikohe and surrounding districts.

Overview

A plan has been made for Kaikohe that will see 365 homes made available for anticipated High and Complex Needs whānau (given the types of housing developments) who will be placed in the region through Kāinga Ora by 2025. These families will be placed via the Ministry of Social Development process, that identifies emergency housing that impacts on the most extreme, vulnerable and challenging at risk whānau and their children. Families who have been involved with the Department of Corrections and have mental health issues will be included in this space also.

Te Hauora o Ngāpuhi will be providing an additional 60 rental homes in Kaikohe.

These placements create problematic issues for all facets of the Mid North and, in particular, the Kaikohe area with a growing concern on all systems and infrastructure, including the schooling system currently in place.

The Objective

It is envisaged that by creating an opportunity for organisations and services to come together to preload information and create a user pathway for whānau, then services will best understand how to collaborate with each other, how whānau can be best supported and how best to use their resources efficiently and effectively:

Need 1: Identify equitable access to services for whānau.

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Need 2: Improve on collaboration with services.

Need 3: Identify the most effective pathway for servicing whānau.

#### The Opportunity

It is envisaged that this event will be owned by the Kaikohe community stakeholders and architects, with mana whenua as kaitiaki. By understanding the aspirations and vision of our whānau and hapori leads, services and organisations can understand how better to support and be supported when working in and around Kaikohe.

Goal 1: To provide an opportunity for Kaikohe hapori to lead its own community development and outcomes.

Goal 2: To provide a space where all of our local services can come together.

Goal 3: To discuss the future servicing of whānau in the Kaikohe region.

Feed forward Phase 2 of how we can deliver services better in the rohe.

#### The Solution

We are proposing to run an expo in Kaikohe to discuss the potential implications of high complex needs whānau that high needs housing will bring to the area. In order to understand the implications, we need to understand what supports are currently in the area and how they collaborate with other providers to provide a mana enhancing experience for whānau. It is envisaged that running a week long expo, themed on specific days to cater for all facets of living will support the ability to find solutions to fundamental challenges that whānau and our rohe will face.

Recommendation 1: A User Pathway is identified from all services and organisations.

Recommendation 2: Identifying information is gathered to support further pieces of work.

Recommendation 3: A more collaborative and local voice is created to support whānau needs.

#### Benefits

An event of this kind will ensure service providers are aware and discussing their services with each other from a local response. It is hoped the opportunity to talk with each other will create an understanding of how to collaborate better with the expectation of a user pathway and information obtained during the event can then be collected and used as a directory for whānau and service providers. This is a positive course of action that is hapū and hapori led.

If the community does not start a discussion around the placement and servicing of whānau attached to the housing projects, we will have a community in survival mode.

The goal for the event is to create a starting point for services and organisations in the Kaikohe area.

While the primary objective is to connect our key services and their providers for more effective community outcomes, we also believe this will contribute to community wide development and aspirational design of our town. By engaging existing leadership groups already engaged with their stakeholder groups, we are utilising existing infrastructure to capture and engage our community and providers towards future outcomes.

## Project Cost

**\* indicates a required field**

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

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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**

<b>Expenditure</b>	<b>Total Cost</b>	<b>Amount Requested</b>	<b>Quotes</b>
	Must be a dollar amount Must be a dollar amount.	Must be a dollar amount Must be a dollar amount.	
Rent/Venue Hire	\$2,658.00	\$2,658.00	Filename: Northland Inc-New Event.pdf File size: 116.2 kB
Advertising/Promotion	\$20,000.00	\$10,000.00	Filename: He Korowai o Kaikohekohe Project Proposal - budget page.pdf File size: 183.4 kB
Facilitation/Professional Fees	\$9,000.00	\$9,000.00	Filename: He Korowai o Kaikohekohe Project Proposal - budget page.pdf File size: 183.4 kB
Administration	\$18,000.00	\$0.00	Filename: He Korowai o Kaikohekohe Project Proposal - budget page.pdf File size: 183.4 kB
Consumable materials	\$5,000.00	\$2,500.00	Filename: He Korowai o Kaikohekohe Project Proposal - budget page.pdf File size: 183.4 kB

## Kaikohe-Hokianga Community Board July 2023 - June 2024 Local Grant Application Form

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Refreshments	\$41,500.00	\$20,750.00	Filename: kairaakau.co.nz Mail - Catering Quote.pdf File size: 113.6 kB
Travel/Mileage	\$4,200.00	\$4,200.00	Filename: kairaakau.co.nz Mail - Fwd- Online Quotation with Far North Rentals - Q-8704 (Ke).pdf File size: 461.0 kB
Volunteer Expenses Reimbursements	\$3,000.00	\$3,000.00	Filename: He Korowai o Kaikohekohe Project Proposal - budget page.pdf File size: 183.4 kB
Accommodation	\$2,250.00	\$0.00	Filename: He Korowai o Kaikohekohe Project Proposal - budget page.pdf File size: 183.4 kB

### Funding Request Amount

Please enter the total cost of your project (the sum of the items you have listed in the Total Cost column above) and the total amount you are requesting from the Board (the sum of the items you have listed in the Amount Requested column above).

**What is the total cost of your project? \***

\$105,608

Must be a dollar amount.

**What is the amount you are requesting from the Board? \***

\$52,108

Must be a dollar amount.

### Financial Information

**\* indicates a required field**

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

Yes  No

**GST Number**

**GST Number \***

**Kaikohe-Hokianga Community Board July 2023 - June 2024**  
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138216403

**Current Funding**

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

\$4,338.00

Must be a dollar amount.

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

\$0.00

Must be a dollar amount.

**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**

\$0.00

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.	
	\$	
	\$	

**Previous Funding from FNDC**

**Have you previously received funding from FNDC? \***

Yes  No

**Kaikohe-Hokianga Community Board July 2023 - June 2024**  
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Form Submitted 30 Oct 2023, 1:16PM NZDT

## 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)**  
Kairākau Ārahi Ltd

### New Section

#### **We, the undersigned, declare the following:**

In submitting this application:

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

## Kaikohe-Hokianga Community Board July 2023 - June 2024 Local Grant Application Form

Application No. KHCB00009 From Kair#kau #rahi Ltd

Form Submitted 30 Oct 2023, 1:16PM NZDT

### 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 e do not spend. If our payment includes GST we will return the GST component of the amount to be returned.
5. To acknowledge the receipt of Community Board funds as a separate entry in our accounts, or in a note to our accounts, in our organisation's annual report.
6. To acknowledge any financial contribution from Far North District Council on signage and in any publicity relating to the project. Contact the Funding Team for digital imagery.
7. To make available any files or records that relate to the expenditure of this funding for inspection if requested by the Far North district Council or its auditors.
8. To complete and return a Project Report within **two months** of the end of the project, or, if the activity is ongoing, within two months of the funding being spent. applicants who fail to provide a project report within this timeframe will not be considered for funding for stand-down period of five years.
9. To inform the Far North District Council of significant changes in our organisation before this application has been considered, or the funding has been fully used and accounted for (such as change in contact details, office holders, financial situation, intention to wind up or cease operations, or any other significant event).
- 10 To lay a complaint with the Police and notify the far North District Council immediately if any of the funding is stolen or misappropriated.

### Signatory One

#### Position

Tokomanawa

#### Phone Number

#### Date

30/10/2023

Must be a date.

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**Signatory Two**

**Position**

Special Education Advisor

**Postal Address**

**Phone Number**

**Mobile Number**

**New Question**

30/10/2023

Must be a date.

**Kaikohe-Hokianga Community Board July 2023 - June 2024**  
**Local Grant Application Form**  
**Application No. KHCB00016 From Life Education Trust Far North**  
Form Submitted 27 Oct 2023, 3:11PM NZDT

## Applicant Details

\* indicates a required field

### Instructions

**Please read carefully:**

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

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

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

### Applicant details

**Applicant \***

Life Education Trust Far North

**Applicant Primary Website**

Must be a URL.

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**Contact details**

Contact Person One:

**Applicant Project Contact \***

Contact Person Two:

**Applicant Admin Contact \***

**Position \***

Funding Administrator

**Position \***

Chairperson

**Mobile Number**

**Mobile Number**

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

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

**Purpose of organisation**

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

Life Education operates a mobile classroom in the Far North which visits 6000+ students each year around the Far North and Kaipara regions promoting health and wellbeing. We are well resourced and operate with a highly trained registered educator through fun and interactive programs in our truck which is our classroom.

**Number of Members \***

7

**Project Details**

**\* indicates a required field**

**Project Details**

Clearly describe the project or event:

**Name of Activity \***

Education

**Location \***

Far North and Kaipara Districts

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

Yes  No

**If so, how much?**

\$6.50 per tamariki

**Start Date \***

01/01/2024

Must be a date.

**End Date \***

31/12/2024

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:**

Life Education Trust provides the Healthy Harold Program. Educating Tamariki and Rangatahi in the Far North and Kaipara Regions, to make positive choices on Food and Nutrition; Human Biology; Relationships & Communities; Identity & Resilience; Substances, using a mobile education classroom.

Many of these kura are located remotely and have little access to extra learning opportunities. Hence the Mobile classroom is able to reach the whole school in the remotest location, without the need for the school to fund travel expenses to take advantage of this program.

## Project Cost

**\* indicates a required field**

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.

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- Do not enter cents - round the values up or down to the nearest dollar
- If you are applying for operating costs of a programme, please attach a programme outline

**Budge**

<b>Expenditure</b>	<b>Total Cost</b>	<b>Amount Requested</b>	<b>Quotes</b>
	Must be a dollar amount Must be a dollar amount.	Must be a dollar amount Must be a dollar amount.	
Rent/Venue Hire	\$	\$	<i>No files have been uploaded</i>
Advertising/Promotion			<i>No files have been uploaded</i>
Facilitation/Professional Fees	\$4,500.00	\$2,250.00	Filename: Funding Administrator Contract.pdf File size: 446.6 kB
Administration	\$2,500.00	\$1,250.00	<i>No files have been uploaded</i>
Equipment Hire	\$	\$	<i>No files have been uploaded</i>
Equipment Purchase	\$	\$	<i>No files have been uploaded</i>
Utilities	\$800.00	\$400.00	<i>No files have been uploaded</i>
Hardware (e.g cement, timber)	\$	\$	<i>No files have been uploaded</i>
Consumable materials	\$	\$	<i>No files have been uploaded</i>
Refreshments	\$	\$	<i>No files have been uploaded</i>
Travel/Mileage	\$	\$	<i>No files have been uploaded</i>
Volunteer Expenses Reimbursements	\$	\$	<i>No files have been uploaded</i>
Vehicle Expenses	\$15,000.00	\$7,500.00	<i>No files have been uploaded</i>
Insurance	\$4,028.00	\$2,014.00	<i>No files have been uploaded</i>
Other (describe)	\$	\$	<i>No files have been uploaded</i>

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### Funding Request Amount

Please enter the total cost of your project (the sum of the items you have listed in the Total Cost column above) and the total amount you are requesting from the Board (the sum of the items you have listed in the Amount Requested column above).

**What is the total cost of your project? \***

\$26,828

Must be a dollar amount.

**What is the amount you are requesting from the Board? \***

\$15,530

Must be a dollar amount.

### Financial Information

**\* indicates a required field**

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

Yes  No

### GST Number

**GST Number \***

60740178

### Current Funding

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

\$15,000.00

Must be a dollar amount.

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

\$15,000.00

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.
Wages	\$20,000.00
Vehicle Expenses	\$4,000.00
Operational Exp	\$1,000.00

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**Total Tagged Funds**

**Total Expenditure Amount**

\$0.00

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.	
	\$	
	\$	

**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.	
Annual School Visits	\$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 July 2023 - June 2024

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*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)**

Life Education Trust Far North

### **New Section**

#### **We, the undersigned, declare the following:**

In submitting this application:

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

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

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 July 2023 - June 2024 Local Grant Application Form

Application No. KHCB00016 From Life Education Trust Far North

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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

**Position**

Funding Administrator

**Date**

25/10/2023

Must be a date.

### Signatory Two

**Position**

Chairperson

**Phone Number**

**Kaikohe-Hokianga Community Board July 2023 - June 2024**  
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**New Question**  
25/10/2023  
Must be a date.

## Kaikohe-Hokianga Community Board July 2023 - June 2024 Local Grant Application Form

Application No. KHCB00013 From Manaki Tinana Trust Hokianga Community Gym  
Form Submitted 19 Oct 2023, 11:53AM NZDT

### Applicant Details

\* indicates a required field

#### Instructions

**Please read carefully:**

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

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

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

#### Applicant details

**Applicant \***

Manaki Tinana Trust Hokianga Community Gym

**Applicant Primary Website**

Must be a URL.

**Facebook page**

Hokianga Community Gym.

## Kaikohe-Hokianga Community Board July 2023 - June 2024 Local Grant Application Form

Application No. KHCB00013 From Manaki Tinana Trust Hokianga Community Gym  
Form Submitted 19 Oct 2023, 11:53AM NZDT

### Contact details

Contact Person One:

**Applicant Project Contact \***

Contact Person Two:

**Applicant Admin Contact \***

**Position \***

Funding Secretary

**Position \***

Treasurer

**Phone Number**

---

Must be an email address.

---

Must be an email address.

### Purpose of organisation

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

Manaki Tinana Trust is the administrative body of the Hokianga Community Gym, located in Rawene and promoting fitness and well-being in the community with the provision of a fully-equipped gym and age- and ability-appropriate fitness classes.

**Number of Members \***

163

### Project Details

**\* indicates a required field**

#### Project Details

Clearly describe the project or event:

**Name of Activity \***

Hireage of Rawene Town Hall as a venue for women's Over 50's exercise classes

**Location \***

Rawene

## Kaikohe-Hokianga Community Board July 2023 - June 2024 Local Grant Application Form

Application No. KHCB00013 From Manaki Tinana Trust Hokianga Community Gym  
Form Submitted 19 Oct 2023, 11:53AM NZDT

**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 \***

01/12/2023

Must be a date.

**End Date \***

01/12/2024

Must be a date.

**Time**

Mondays and Wednesdays from 8.00am - 9.00am (twice weekly)

**Project Outline:**

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

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

**Project Outline:**

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

## Project Cost

**\* indicates a required field**

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

## Kaikohe-Hokianga Community Board July 2023 - June 2024 Local Grant Application Form

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- 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	\$	\$	No files have been uploaded
Facilitation/Professional Fees	\$	\$	No files have been uploaded
Administration	\$	\$	No files have been uploaded
Equipment Hire	\$	\$	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
Venue hire	\$1,040.00	\$1,040.00	Filename: QUOTE no. 83 to Manaki Tinana Trust, 13th Sept. 2023.pdf File size: 50.9 kB
Other (describe)	\$	\$	No files have been uploaded
Other (describe)	\$	\$	No files have been uploaded

### Funding Request Amount

## Kaikohe-Hokianga Community Board July 2023 - June 2024 Local Grant Application Form

Application No. KHCB00013 From Manaki Tinana Trust Hokianga Community Gym  
Form Submitted 19 Oct 2023, 11:53AM NZDT

Please enter the total cost of your project (the sum of the items you have listed in the Total Cost column above) and the total amount you are requesting from the Board (the sum of the items you have listed in the Amount Requested column above).

**What is the total cost of your project? \***

\$1,040

Must be a dollar amount.

**What is the amount you are requesting from the Board? \***

\$1,040

Must be a dollar amount.

### Financial Information

**\* indicates a required field**

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

Yes  No

### Current Funding

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

\$46,476.00

Must be a dollar amount.

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

\$48,593.20

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.
Manager/Cleaner/Trainer	\$40,560.00
Cleaning products	\$1,500.00
Entry tags	\$1,500.00
Power	\$3,000.00
Rent	\$1,040.00
Security and admin	\$993.00

### Total Tagged Funds

## Kaikohe-Hokianga Community Board July 2023 - June 2024 Local Grant Application Form

Application No. KHCB00013 From Manaki Tinana Trust Hokianga Community Gym  
Form Submitted 19 Oct 2023, 11:53AM NZDT

### Total Expenditure Amount

\$1,040.00

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.	
Volunteer hours	\$1,040.00	
	\$	
	\$	

### 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.	
Equipment	\$4,000.00	01/05/2019	Yes
Hall Rent	\$1,560.00	01/02/2021	Yes
Admin (laptop)	\$758.00	01/01/2022	Yes
Equipment (TV & trolley)	\$1,658.00	01/05/2022	Yes
Consultancy	\$5,000.00	15/09/2022	Yes
Hall rent	\$1,000.00	16/11/2022	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**

## Kaikohe-Hokianga Community Board July 2023 - June 2024

### Local Grant Application Form

Application No. KHCB00013 From Manaki Tinana Trust Hokianga Community Gym

Form Submitted 19 Oct 2023, 11:53AM NZDT

**advise.** These details are collected to inform the general public and community groups about all funding applications which have been submitted to the Far North District Council.

### Applicant Declaration

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

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

Manaki Tinana Trust - Hokianga Community Gym

### 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.

## Kaikohe-Hokianga Community Board July 2023 - June 2024 Local Grant Application Form

Application No. KHCB00013 From Manaki Tinana Trust Hokianga Community Gym  
Form Submitted 19 Oct 2023, 11:53AM NZDT

4. To return to the Far North District Council any portion of the funding that e do not spend. If our payment includes GST we will return the GST component of the amount to be returned.
5. To acknowledge the receipt of Community Board funds as a separate entry in our accounts, or in a note to our accounts, in our organisation's annual report.
6. To acknowledge any financial contribution from Far North District Council on signage and in any publicity relating to the project. Contact the Funding Team for digital imagery.
7. To make available any files or records that relate to the expenditure of this funding for inspection if requested by the Far North district Council or its auditors.
8. To complete and return a Project Report within **two months** of the end of the project, or, if the activity is ongoing, within two months of the funding being spent. applicants who fail to provide a project report within this timeframe will not be considered for funding for stand-down period of five years.
9. To inform the Far North District Council of significant changes in our organisation before this application has been considered, or the funding has been fully used and accounted for (such as change in contact details, office holders, financial situation, intention to wind up or cease operations, or any other significant event).
- 10 To lay a complaint with the Police and notify the far North District Council immediately if any of the funding is stolen or misappropriated.

### Signatory One

**Position**

Funding Secretary

**Date**

19/10/2023

Must be a date.

### Signatory Two

**Name**

**Position**

Treasurer

**Kaikohe-Hokianga Community Board July 2023 - June 2024  
Local Grant Application Form**

**Application No. KHCB00013 From Manaki Tinana Trust Hokianga Community Gym**  
Form Submitted 19 Oct 2023, 11:53AM NZDT

**Phone Number**

**New Question**

19/10/2023

Must be a date.

**Kaikohe-Hokianga Community Board July 2023 - June 2024**  
**Local Grant Application Form**  
**Application No. KHCB00010 From Ngapuhi Hokianga kite Raki Inc**  
Form Submitted 17 Oct 2023, 10:57AM NZDT

## Applicant Details

\* indicates a required field

### Instructions

**Please read carefully:**

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

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

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

### Applicant details

**Applicant \***

Ngapuhi Hokianga kite Raki Inc

**Applicant Primary Website**

Must be a URL.

**Facebook page**

**Kaikohe-Hokianga Community Board July 2023 - June 2024**  
**Local Grant Application Form**  
**Application No. KHCB00010 From Ngapuhi Hokianga kite Raki Inc**  
Form Submitted 17 Oct 2023, 10:57AM NZDT

Ngapuhi Hokianga kite Raki

**Contact details**

Contact Person One:

**Applicant Project Contact \***

**Position \***

Manager

**Phone Number**

**Mobile**

**Number**

**Email \***

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

Contact Person Two:

**Applicant Admin Contact \***

**Position \***

Chairperson

**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 be responsive to the needs and aspirations of our communities through appropriate and accessible information, education and support services

**Number of Members \***

200

**Project Details**

**\* indicates a required field**

**Project Details**

Clearly describe the project or event:

**Name of Activity \***

Xmas In Park 2023

**Location \***

Umawera Primary School grounds

**Kaikohe-Hokianga Community Board July 2023 - June 2024**  
**Local Grant Application Form**  
**Application No. KHCB00010 From Ngapuhi Hokianga kite Raki Inc**  
Form Submitted 17 Oct 2023, 10:57AM NZDT

**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 \***

01/12/2023  
Must be a date.

**End Date \***

01/12/2023  
Must be a date.

**Time**

9am to 3pm

**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:**

This is a project started in 2019 when COVID was near its end and we wanted to find a way of bringing people back together. We have engaged 4 schools to participate on the first Friday of December to give schools time to fit us in and schools are gearing up for end of year type activities. Umawera, Mangamuka, Horeke and Broadwood Area School (including Maungataniwha Kohanga Reo and Play groups from Broadwood and Umawera). Schools contribution includes some food (usually a donation like sausages bread and fruit), they also host a venue for us to use and set up a space in the grounds that is shaded and user friendly for everyone. The teachers and volunteers that schools have are also included as part of their contributions which is much appreciated. This year 2023 Umawera Primary is hosting the event for us all. Each school is asked to do a 15-20minute skit (usually kapahaka, waiata style) performances. After which we have BBQ style of lunch and other activities are also included. Eg. Swimming races; balloon pops, fun games included. This year our Santa will not be giving presents but rather a lucky dip style of gift.

We try to keep the costs to a minimum and like to give our volunteers (16) something for there time usually petrol vouchers.

## Project Cost

**\* indicates a required field**

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.

**Kaikohe-Hokianga Community Board July 2023 - June 2024**  
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*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**

<b>Expenditure</b>	<b>Total Cost</b>	<b>Amount Requested</b>	<b>Quotes</b>
	Must be a dollar amount Must be a dollar amount.	Must be a dollar amount Must be a dollar amount.	
Rent/Venue Hire	\$100.00	\$100.00	<i>No files have been uploaded</i>
Advertising/Promotion	\$	\$	<i>No files have been uploaded</i>
Facilitation/Professional Fees	\$	\$	<i>No files have been uploaded</i>
Administration	\$	\$	<i>No files have been uploaded</i>
Equipment Hire	\$200.00	\$200.00	<i>No files have been uploaded</i>
Equipment Purchase	\$300.00	\$300.00	<i>No files have been uploaded</i>
Utilities	\$	\$	<i>No files have been uploaded</i>
Hardware (e.g cement, timber)	\$100.00	\$100.00	<i>No files have been uploaded</i>
Consumable materials	\$100.00	\$100.00	<i>No files have been uploaded</i>
Refreshments	\$1,000.00	\$500.00	<i>No files have been uploaded</i>
Travel/Mileage	\$100.00	\$100.00	<i>No files have been uploaded</i>
Volunteer Expenses Reimbursements	\$1,000.00	\$1,000.00	<i>No files have been uploaded</i>
Food	\$1,000.00	\$500.00	<i>No files have been uploaded</i>
Gifts	\$1,000.00	\$500.00	<i>No files have been uploaded</i>

**Kaikohe-Hokianga Community Board July 2023 - June 2024**  
**Local Grant Application Form**  
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Other (describe)	\$	\$	No files have been uploaded
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**Funding Request Amount**

Please enter the total cost of your project (the sum of the items you have listed in the Total Cost column above) and the total amount you are requesting from the Board (the sum of the items you have listed in the Amount Requested column above).

**What is the total cost of your project? \***

\$4,900

Must be a dollar amount.

**What is the amount you are requesting from the Board? \***

\$3,400

Must be a dollar amount.

**Financial Information**

\* indicates a required field

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

Yes  No

**GST Number**

**GST Number \***

053-659-047

**Current Funding**

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

\$73,612.97

Must be a dollar amount.

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

\$53,684.97

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.
Holiday Programs	\$13,513.45

**Kaikohe-Hokianga Community Board July 2023 - June 2024**  
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Adult Community Education	\$20,171.52
Wages	\$30,000.00
	\$
	\$

**Total Tagged Funds**

**Total Expenditure Amount**

\$0.00

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.	
	\$	
	\$	

**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.	
	\$1,800.00	20/10/2022	Yes
	\$2,000.00	20/10/2021	Yes

**Declaration**

**Privacy Information**

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## Kaikohe-Hokianga Community Board July 2023 - June 2024

### Local Grant Application Form

Application No. KHCB00010 From Ngapuhi Hokianga kite Raki Inc

Form Submitted 17 Oct 2023, 10:57AM NZDT

**advise.** These details are collected to inform the general public and community groups about all funding applications which have been submitted to the Far North District Council.

### Applicant Declaration

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

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

Ngapuhi Hokianga kite Raki Inc Society

### 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.
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**Kaikohe-Hokianga Community Board July 2023 - June 2024**  
**Local Grant Application Form**  
**Application No. KHCB00010 From Ngapuhi Hokianga kite Raki Inc**  
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4. To return to the Far North District Council any portion of the funding that e do not spend. If our payment includes GST we will return the GST component of the amount to be returned.
5. To acknowledge the receipt of Community Board funds as a separate entry in our accounts, or in a note to our accounts, in our organisation's annual report.
6. To acknowledge any financial contribution from Far North District Council on signage and in any publicity relating to the project. Contact the Funding Team for digital imagery.
7. To make available any files or records that relate to the expenditure of this funding for inspection if requested by the Far North district Council or its auditors.
8. To complete and return a Project Report within **two months** of the end of the project, or, if the activity is ongoing, within two months of the funding being spent. applicants who fail to provide a project report within this timeframe will not be considered for funding for stand-down period of five years.
9. To inform the Far North District Council of significant changes in our organisation before this application has been considered, or the funding has been fully used and accounted for (such as change in contact details, office holders, financial situation, intention to wind up or cease operations, or any other significant event).
10. To lay a complaint with the Police and notify the far North District Council immediately if any of the funding is stolen or misappropriated.

## **Signatory One**

**Name**

**Position**  
Manager

**Phone Number**

**Mobile Number**

Must be a Ne

**Date**  
17/10/2023  
Must be a date.

## **Signatory Two**

**Position**  
Treasurer

**Kaikohe-Hokianga Community Board July 2023 - June 2024**

**Local Grant Application Form**

**Application No. KHCB00010 From Ngapuhi Hokianga kite Raki Inc**

Form Submitted 17 Oct 2023, 10:57AM NZDT

**Phone Number**

**Mobile Number**

**New Question**

17/10/2023

Must be a date.

# Local Grant Application Form



## Instructions

**Please read carefully:**

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

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

- Quotes (or evidence of costs) for all items listed as total costs on pg 3
- 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	<sup>(OTRA)</sup> OHAEAWAI TAIAMAI RESIDENTS ASSOC	Number of Members	OHAEAWAI COMMUNITY
Postal Address	[REDACTED]		
Physical Address			
Contact Person			
Phone Number			
Email Address			

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

OTRA is all about community, safety and well-being.  
Family-oriented community events are important to our members.

[www.fndc.govt.nz](http://www.fndc.govt.nz) | Memorial Ave, Kaikohe 0440 | Private Bag 752, Kaikohe 0440 | [funding@fndc.govt.nz](mailto:funding@fndc.govt.nz) | Phone 0800 920 029

# Local Grant Application Form



## Project Details

Which Community Board is your organisation applying to (see map Schedule A)?

- Te Hiku       Kaikohe-Hokianga       Bay of Islands-Whangaroa

Clearly describe the project or event:

Name of Activity  Date

Location  Time

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

If so, how much?

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

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

All Community members and their whanau will benefit from the simple act of gathering and greeting one another, marking the end of the year, the start of summer and the festivities of Christmas.

We will award prizes for our annual Christmas letterbox decoration competition, a highlight of the year.

The children from Ohaeawai will take part in a float parade around the rugby club grounds and then enjoy collage and arts & crafts. The more energetic will enjoy the bouncy castles and train rides.

Santa Claus will be on hand to give out small gifts.

# Local Grant Application Form



## Project Cost

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

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

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

**Please Note:**

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

Expenditure	Total Cost	Amount Requested
Rent/Venue Hire		
Advertising/Promotion	50	
Facilitator/Professional Fees <sup>2</sup>		
Administration (incl. stationery/copying)	50	
Equipment Hire	1020	
Equipment Purchase (describe)		
Utilities		
Hardware (e.g. cement, timber, nails, paint)		
Consumable materials (craft supplies, books)	480	
Refreshments	100	
Travel/Mileage	100	
Volunteer Expenses Reimbursement	200	
Wages/Salary		not applicable
Volunteer Value (\$20/hr)		not applicable
Other (describe)		
<b>TOTALS</b>	<b>2000</b>	<b>2000</b>

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

# Local Grant Application Form



## Financial Information

Is your organisation registered for GST?  Yes  No GST Number

How much money does your organisation currently have?

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

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

Purpose	Amount
Community events	800
Sorting out the flooding problems	2000
<b>TOTAL</b>	<b>2800</b>

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

Funding Source	Amount	Approved
OTRA FUNDS	800	Yes / <u>Pending</u>
		Yes / Pending

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

Purpose	Amount	Date	Project Report Submitted
TAIAMAI DAY	985	MARCH 2023	Y / N
			Y / N
			Y / N
			Y / N

# Local Grant Application Form



## Privacy Information

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

## Applicant Declaration

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

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

Ohaeawai Taiamai Residents Association

**We, the undersigned, declare the following:**

In submitting this application:

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

Signatory One

[Redacted signature box]

Signatory Two

[Handwritten signature box]

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

Postal Address

Phone Number

Signature

### Signatory T

Name

Postal Address

Phone Number

Signature

[www.fndc.govt.nz](http://www.fndc.govt.nz) | Memorial Ave, Kaitiaki 6440 | Private Bag 752, Kaitiaki 6440 | [funding@fndc.govt.nz](mailto:funding@fndc.govt.nz) | Phone 0800 920 029

## 8 NGĀ PŪRONGO TAIPITOPITO / INFORMATION REPORTS

### 8.1 HOKIANGA FERRY LIAISON GROUP - MEETING 14TH SEPTEMBER 2023

**File Number:** A4444367

**Author:** Aaron Reilly, Lighting & Transport Operations Specialist

**Authoriser:** Andy Finch, District Engineer

#### TAKE PŪRONGO / PURPOSE OF THE REPORT

The purpose of the information report is to inform the Kaikohe – Hokianga Community Board of the meeting that was held with the Hokianga Ferry Liaison Group on 14<sup>th</sup> September 2023 and provide a copy of the minutes to the Board.

#### WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- The Hokianga Ferry Liaison Group (HFLG) met on 14<sup>th</sup> September 2023 in Chambers. A copy of the minutes is attached.
- The next HFLG meeting is scheduled for the 7<sup>th</sup> December 2023 in Rawene.

#### TŪTOHUNGA / RECOMMENDATION

**That the Kaikohe-Hokianga Community Board receive the report Hokianga Ferry Liaison Group - Meeting 14th September 2023.**

#### 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) staff facilitate and attend the meetings to provide information and administrative support to the Group. Northland Ferries (the operator) also attend.

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

A copy of the draft meeting minutes held on 14<sup>th</sup> September 2023 is attached (refer attachment 1).

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

The next ferry HFLG meeting is scheduled for the 7<sup>th</sup> December 2023 and will be held in Rawene at the RAD Centre.

A copy of the minutes will be provided to the Kaikohe-Hokianga Community Board meeting, together with a covering Information Report.

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

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

#### ĀPITIHINGA / ATTACHMENTS

1. **Attachment 1 - Hokianga Ferry Liaison Group Meeting Minutes 14th September 2023 - A4444483** [↓](#) 

**HOKIANGA HARBOUR FERRY LIAISON GROUP FULL  
MEETING (INCL NORTHLAND FERRIES).  
COUNCIL CHAMBER, MEMORIAL DRIVE, KAIKOHE**

**14 SEPTEMBER 2023 COMMENCING AT 2 PM**

**MINUTES**

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**PRESENT**

- John Wigglesworth - Chair and Kohukohu Representative
- Craig Joiner - Rawene Representative
- Steve Morunga - Iwi Representative
- Aaron Reilly – Lighting & Transport Operations Specialist (NTA)
- Keith Kent – Senior Transport Planner (NTA)
- Musheer Khan - Regional Operations Lead (NTA)
- Sam Peate - Chief Operating Officer Northland Ferries

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**WELCOME & INTRODUCTIONS**

- Sam Peate from Northland Ferries (NF) joined, and the meeting commenced at approx 2.20pm

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**PREVIOUS MEETING MINUTES**

- Confirmed.

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**APOLOGIES**

- Emma Davis - Formerly Kaikohe-Hokianga Community Board (North)
- Louis Toorenburg - Formerly Kaikohe-Hokianga Community Board (South)
- Margareth Broodkoorn – Hokianga Health
- Angela Lush - Hokianga Tourism Association (resigned from position as HTA Rep on the Group).
- Jessie McVeagh - Kaikohe-Hokianga Community Board South Hokianga Subdivision
- Rachel Kennedy - Operations Manager Northland Ferries

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**OPERATIONAL MATTERS AND SERVICE UPDATE**

- Craig spoke to pontoon at Rawene (June meeting item). Craig has been providing feedback and discussing this with FNHL.  
Discussed with FNHL and was advised that the facility is up for replacement, but timing may be delayed with depreciation funding availability. Sam has confirmed NF passed the same info to FNHL.
  - Aaron spoke to the Quarterly KPI Service Update that was provided with the Agenda. Discussed and noted.
  - Sam gave update on conflict resolution training for NF staff. Training included a good mixture of theory and practical measures avoiding conflict. Sam noted it was very well very received by staff.
  - Craig raised the ferry shift changeover in middle of days and asked if crew can load vehicles prior to changeover instead of leaving traffic queued while this
-

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occurred. Sam advised that Rachel is the appropriate person to look into this request. **Action: Sam** to discuss with Rachel.

- Sam noted that there had been significant uptake in Community Services Card holders 50% discount. Noted no specific feedback received from staff on board re operational issues but did result in some extra admin effort. Feedback received was more so a push back on fact that passengers are required to pay fares even when traveling as vehicle passenger. This fare issue was discussed by the Group and NTA staff noted the feedback and would consider this in future fare review.
- John noted that has heard some feedback from staff that is complex and a lack of awareness of their fare entitlement.

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#### **COMMUNITY INITIATIVES AND EVENTS**

- Discussed the Country music festival (late Sept). NF should expect contact requesting for additional sailings and will respond accordingly.
- Sam spoke to marketing update – Hokianga Ferry is included in these marketing drives, not as a core attractor itself but as a travel enabler to the tourism attractors.
- NF will pay for the display board once the HTA are ready to confirm what the display is to look like. NF will also donate NF time to assisting with HTA's social media efforts and will offer funding of \$5,000 for this.
- Craig spoke to the Rawene Traffic Calming measures (presently temporary in nature) and is involved in coordination of a submission to NTA staff about this project. Sam confirmed that NF are happy to support the community submission regarding the Rawene traffic calming project

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#### **PLANNED AND COMPLETED MAJOR WORKS UPDATE**

- The Planned and Completed Major Works update include in agenda was discussed.
- NF are presently pricing up a number of refurbishment projects focused on the cabin area, including replacement of seats), upgrade to different materials for windowsills and toilet walls to mitigate graffiti problems. Planned for completion this financial year subject to fitting within available budget.

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#### **ANY OTHER BUSINESS**

- Aaron asked whether the Group would prefer to the hold meetings in Rawene to reduce travel for some members. Response was Yes.  
**Action: Aaron** to book venue.

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#### **CLOSE OF MEETING**

- Steve closed with a Karakia and the meeting closed at approx. 3.10pm.
-

**HOKIANGA HARBOUR FERRY LIAISON GROUP MEETING  
(COMMUNITY STAKEHOLDERS AND NTA STAFF)  
COUNCIL CHAMBER, MEMORIAL DRIVE, KAIKOHE**

**14 SEPTEMBER 2023 COMMENCING AT 1 PM**

**MINUTES**

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**PRESENT**

- John Wigglesworth - Chair and Kohukohu Representative
  - Craig Joiner - Rawene Representative
  - Steve Morunga - Iwi Representative
  - Aaron Reilly – Lighting & Transport Operations Specialist (NTA)
  - Keith Kent – Senior Transport Planner (NTA)
  - Musheer Khan - Regional Operations Lead (NTA)
- 

**WELCOME & INTRODUCTIONS**

- Steve opened the meeting with a karakia
- 

**APOLOGIES**

- Emma Davis - Formerly Kaikohe-Hokianga Community Board (North)
  - Louis Toorenburg - Formerly Kaikohe-Hokianga Community Board (South)
  - Margareth Broodkoom - Hokianga Health
  - Angela Lush - Hokianga Tourism Association (resigned from position as HTA Rep on the Group).
  - Jessie McVeagh - Kaikohe-Hokianga Community Board South Hokianga Subdivision
- 

**PREVIOUS MEETING MINUTES**

- Confirmed.
- 

**LONG TERM PLANNING**

- Refer to Hokianga Harbour Long Term Plan report appended to this Agenda. This is scheduled to go to the Kaikohe-Hokianga Community Board (CB) meeting 27<sup>th</sup> September.
  - Keith advised that the report going to KHO/HOK CB is to recommend to Council (via the CB per the Terms of Reference) to fund the Long-Term Plan. Keith summarised the Waka Kotahi (WK) funding situation (per the last minutes).
  - John raised the historical agreement with WK/NZTA and recalled that there was a commitment to fund the full cost of the ferry.
  - The historical bridge option was discussed. Keith advised WK's expectation would be that all options for crossing the harbour would be evaluated as part of the business case process.
  - It was suggested by Keith and agreed that the group would hold off on giving feedback on the Ferry Outline LTP Concept and scope (June Meeting) until Council had approved the Recommendation by the CB and until funding of Hokianga Harbour Crossing Long Term Plan had been allocated. The basis for this was there is a potential risk that the recommendation may not be approved.
-

- 
- Keith confirmed historical refs to bridge costings were removed before inclusion of report.
  - Craig was on the original Hokianga Harbour Committee. He noted that the report included a media quote which claimed that the Committee (Rawene Businesses) opposed the bridge option. Craig wished to clarify that this wasn't accurate, and explained it was that the Committee felt the bridge option was far too expensive and believed it would not happen. Harbour committee just wanted a clear and unbiased appraisal and costings.
  - Steve raised if the ferry is to be upgraded and is the option for crossing in the future, there is a need to consider the wider safety aspects of the connecting roads (i.e. State Highway and local roads).

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#### **GROUP MEMBERSHIP**

- The Terms of Reference (ToR) were discussed, and minor changes were made in tracked changes. **Action: Aaron** to send out in draft.
- The farming rep was discussed and noted John Guest had not attended for some time. It was noted that Ferry was used in the past for Lime deliveries and understand that this is no longer the case. Suggested that perhaps Hamonie could also be Farming Rep – to be discussed in next meeting.
- **Action: Aaron** to write to Hokianga Tourism Association requesting appointment of a replacement representative to the Group for Angela Lush.

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#### **FINANCIAL SUMMARY**

- Moved and seconded. Discussed briefly and noted.

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#### **ANY OTHER BUSINESS**

- Aaron provided an update on the Government announced Passenger only fare discounts as they relate to the Hokianga Service. Aaron explained that the existing 3 x Passenger fares per the schedule increase from 3 to 10 fares. The general consensus was that the changes were complex, and John noted that the public did not understand their entitlement.
- It was agreed to discuss operational aspects of the fare changes with NF present in the subsequent meeting.

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#### **CLOSE OF MEETING**

- Approx. 2.18pm
-

## 8.2 HISTORY AND CURRENT USAGE OF RAWENE RECREATION RESERVE DOMAIN

**File Number:** A4235866

**Author:** Michelle Rockell, Property Support Officer

**Authoriser:** Kevin Johnson, Group Manager - Delivery and Operations

### TAKE PŪRONGO / PURPOSE OF THE REPORT

To provide the Kaikohe – Hokianga Community Board with historic and current information on current occupancy of Rawene Domain, Recreation Reserve Section 4 & 5 Block XIV Mangamuka SD.

### WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- Rawene Domain sections 4 & 5 are currently occupied by three community groups, Hokianga Sailing Trust, Hokianga Treks 4 Kids and Hokianga Community Gym.
- Hokianga Sailing Trust holds a lease over of section 4 and part section 5, with final expiry April 2033.
- Hokianga Treks 4 Kids and Hokianga Community Gym are community groups located within the Hokianga Sailing Trust leased area, however they do not have any formal agreements in place.
- Hokianga Mens Shed and Hokianga Bike Club have formally requested to occupy part of the Domain.
- Hokianga Sailing Trust has requested that Council remove Hokianga Treks 4 Kids from their leased area as Hokianga Community Gym wish to expand their building into the horse arena space.
- Kaikohe – Hokianga Community Board nominated Rawene Domain for the development of the first Reserve Management Plan for the ward on 27<sup>th</sup> September 2023.
- A Geotech report of the site will be carried out and a concept plan of the Reserve will be developed by FNDC staff.
- Supporting Rawene Reserve development is one of the Community Board Top 10 priorities in their Strategic Plan.

### TŪTOHUNGA / RECOMMENDATION

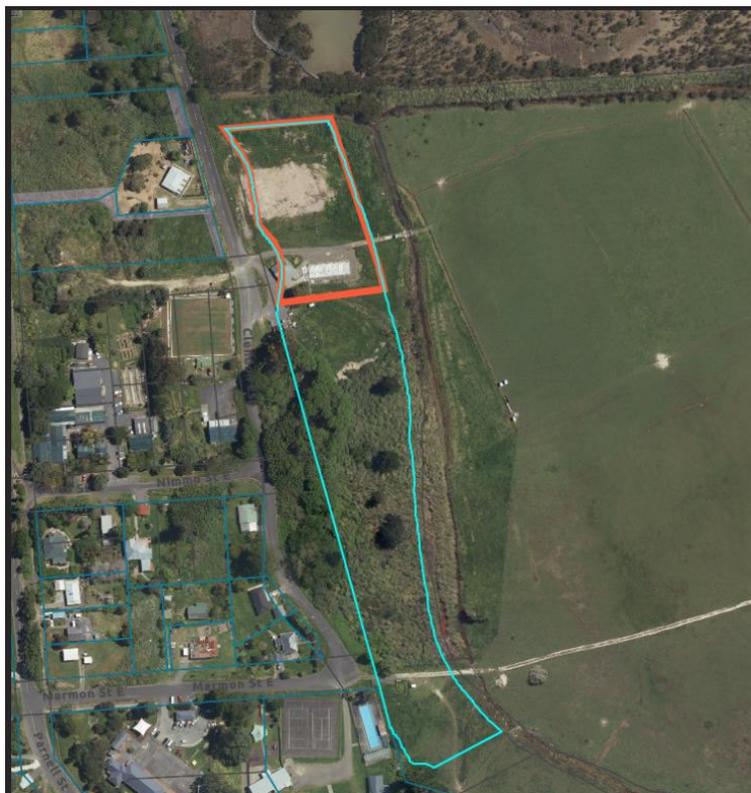
**That the Kaikohe – Hokianga Community Board receive the report ‘History and current usage of Rawene Recreation Reserve Domain’.**

### 1) TĀHUHU KŌRERO / BACKGROUND

The Rawene Domain Recreation Reserve area currently being used by community groups is located on the Eastern side of Rawene and comprised of Sections 4 & 5 Block XIV Mangamuka SD.

Sections 4 & 5 neighbours a large Recreation Reserve (Section 6), a Te Kohanga Reo and the Hokianga Bowling Club.

*Image below shows Hokianga Sailing Trust leased area outlined in red.*



Current occupants of the Reserve (Sections 4 & part section 5):

- Hokianga Sailing Trust – lease holders of part Sections 4 & 5.
- Hokianga Treks 4 Kids – owner of the horse arena located inside the leased area. They do not have a formal agreement to use Sections 4 & 5.
- Hokianga Community Gym – they occupy half of the Hokianga Sailing Trusts shed and wish to expand. They do not have a formal lease agreement to use Sections 4 & 5.
- Rawene Waste Management Centre – located on the south side of the Hokianga Community Gym.

Community groups with interest to use the Reserve:

- Hokianga Mens Shed – wish to establish a Mens Shed on the Reserve and have formalised this request with FNDC staff.
- Hokianga Bike Club – wish to establish a pump/bike track along the Reserve.

A timeline for the below events can be found attached to this report.

## **BACKGROUND**

### **Hokianga Sailing Trust**

A ground lease was granted to Hokianga Sailing Trust over Sections 4 & Part Section 5 Rawene Domain in May 2013 to be used for the following purposes: the local sailing and boating club, storage for the Hokianga Volunteer Coastguards rescue boat and 4-wheel drive towing vehicle, the Rawene school sailing programme and as a workshop space for repairs and maintenance for these groups. A shed was to be placed on site to carry out these activities.

Two variations of the lease occurred:

- September 2015: A variation of the leased area was completed to include an additional portion of land where the shed was to be located.
- May 2016: The words “physical training purposes” were added to clause 13 of the lease.

The lease expires in 30 April 2033.

The shed is owned by Hokianga Sailing Trust and is currently divided into two spaces: one being used by Hokianga Sailing Trust and the other by Hokianga Community Gym. Council staff have been informed that use of half the shed is adequate for the Hokianga Sailing Trust current needs.

Hokianga Sailing Trust wish to relocate to below Clendon House, along Clendon Esplanade, pending approval and consents, to build a replica of the old Sailing Club pier that used to be in this location. Work is underway to progress this and is pending Lottery funding for feasibility study – they have indicated they will still need to retain some storage space at the Rawene Domain.

The Hokianga Sailing Trust are widely supported by the community of Rawene.

### **Hokianga Treks 4 Kids**

Hokianga Treks 4 Kids was established in 2006 and became a charitable trust in 2008. Hokianga Treks 4 Kids has occupied Section 4 Rawene Domain since 2008 via a well-established horse arena that was built by the group and funded in part by the Kaikohe - Hokianga Community Board in 2013. Hokianga Treks 4 Kids has never had any formal agreement for use of this area with FNDC, however there is an understanding that previous FNDC staff granted Hokianga Treks 4 Kids permission to place the horse arena in this location.

The horse arena is located within the Hokianga Sailing Trust leased area – however, the arena was established prior to the granting of a lease to Hokianga Sailing Trust. FNDC staff are unaware why it was included in the Hokianga Sailing Trust leased area and can only be explained by staff oversight of what was already established on the land.

In 2010, Hokianga Treks 4 Kids was granted use of part of the old rugby sheds (toilet block) which are used for storage. There is no formal agreement in place, however it is understood that this was informally granted by FNDC staff.

Hokianga Treks 4 Kids currently holds a Licence to Occupy to graze the large back portion (Section 6 & 7) of the Rawene Domain. The Licence expires in December 2023, and has provision to renew for a further 364 days.

Hokianga Treks 4 Kids provides horse riding lessons to the tamariki of Rawene and the driving force and committee behind Hokianga Treks 4 Kids, are widely supported by the Rawene community. They were responsible for the demolishing of the Rugby Club building that was once located on the Rawene Domain and maintain the stop banks adjacent to the Domain. Furthermore, the Hokianga Bowling Club is what it is today, thanks to the support from the Chairman who runs Hokianga Treks 4 Kids.

## **Hokianga Community Gym**

Upon the granting of the lease to Hokianga Sailing Trust, part of the shed was occupied by Hokianga Kyokusin Karate Club. In April 2019, the Hokianga Community Gym moved into this gym space.

The Kaikohe-Hokianga Community Board supported the Hokianga Community Gym moving into the shed and establishing the gym. The pre-existing Rawene Rugby Club building (now demolished) contained a gym and on this basis it was considered that the change of use to incorporate the gym into the sailing trust shed has existing use rights and there is no need to assess it as a new activity subject to district plan rules.

Hokianga Community Gym has received various funding grants from the Kaikohe-Hokianga Community Board and now wish to expand their operation by building a new gym facility within the Hokianga Sailing Trusts leased area. This new proposed build will extend across the current location of the horse arena and will include a tennis court, cardio and weights room, indoor play courts, outdoor basketball court, a playground and picnic area.

Hokianga Community Gym has formally requested a new lease over part of the Rawene Domain.

Hokianga Community Gym have the support of both Hokianga Sailing Trust and the Kaikohe-Hokianga Community Board.

## **Hokianga Mens Shed**

Hokianga Mens Shed were initially interested in placing 1-3 storage containers within the Hokianga Sailing Trust leased area, whom as the lease holders gave their permission. Further discussions with FNDC staff and current users of the Rawene Domain, regarding the potential use of other areas of the Reserve, have concluded in the Hokianga Mens Shed applying for a Licence to Occupy over any suitable site in the Reserve.

They are also open to other locations within the Rawene locality if available.

## **Hokianga Bike Club**

The pump track was initially established prior to Covid south of the Hokianga Sailing Trust shed, though the design was not suitable and therefore not rideable. Confusion with the lease arrangements between the Hokianga Sailing Trust and Hokianga Treks 4 Kids have brought the redevelopment of the track to a standstill.

Hokianga Bike Club wish to apply for a Licence to Occupy of any area of the Reserve near to the current pump track or in proximity. The pump track is in the Kaikohe – Hokianga Community Board Strategic Plan and is priority item in the Community Board's Strategic Plan Top 10 priorities, for the Long Term Plan.

## **CURRENT DEVELOPMENTS**

9<sup>th</sup> February 2023

A meeting was held with all concerned community groups, FNDC staff and representative of the Kaikohe – Hokianga Community Board.

During this meeting, Hokianga Sailing Trust representatives indicated it was agreeable to entering subleases for Hokianga Community Gym, Hokianga Mens Shed and Hokianga Treks 4 Kids.

The Hokianga Sailing Trust has been presented with various options to utilise the leased area, including a Licence to Occupy or sublease to Hokianga Treks 4 Kids, a sublease to Hokianga Community Gym and a Licence to Occupy to Hokianga Mens Shed.

FNDC staff had reiterated to all community groups that a focus was needed on resolving the immediate issues at hand such as, short term arrangements for the current lease so all stakeholders can have certainty of tenure, legitimise the current usage, and that long term developments would be best developed once a current fit for purpose agreement was decided upon.

It is noted that, FNDC staff questioned if there was too much activity and usage in the leased space. Overall capacity is limited.

#### 28th March 2023

A letter was presented to FNDC staff from Hokianga Sailing Trust requesting that:

- Hokianga Treks 4 Kids be removed from the leased area as soon as possible and within six months of the letter, and,
- Hokianga Treks 4 Kids cease use of the toilet block and old rugby shed, which is included within the Hokianga Sailing Trust leased area, as soon as possible and within six months of the letter.
- They believe that as Hokianga Treks 4 Kids hold a Licence to Occupy for grazing for the Rawene Domain area outside of their leased area, that this is suitable for the horse arena to be relocated to.
- Hokianga Sailing Trust stated that they support Hokianga Mens Shed and Hokianga Community Gym to establish and expand within the leased area. This creates increased demand for building space on higher ground (current location of the horse arena), increased demand for use of the available land area for other community exercise and recreation activities and parking requirements.

#### 21<sup>st</sup> April 2023

Hokianga Sailing Trust, Hokianga Mens Shed and Hokianga Community Gym presented a proposal for the development of Rawene Domain. This is a collaborative project of the three groups to develop a community recreation hub. This was delivered to the Kaikohe-Hokianga Community Board for their consideration in the Strategic Plan by the Community Board Co-ordinator. See attached.

#### 5<sup>th</sup> September 2023

A meeting was held with Hokianga Sailing Trust, Hokianga Treks 4 Kids, Hokianga Community Gym, FNDC staff and a representative of the Kaikohe – Hokianga Community Board to propose a solution to the current use of the Hokianga Sailing Trust leased area.

Hokianga Sailing Trust were firm in their stance of wanting the horse arena removed from the leased area to allow the gym more space to build and expand their current facilities.

Two options of relocation for the horse arena were presented to Hokianga Treks 4 Kids:

- **The south side of the Rawene Domain, Section 7 Block XIV Mangamuka SD, located by the Rawene Primary School.** Hokianga Treks 4 Kids stated that this location was not suitable due to lack of space, parking, water and toilets for the tamariki. It also requires earthworks to provide a flat, elevated surface plus drainage.
- **The (currently unused) pump track to the right-hand side of the shed.** This option provides a flat surface that is half the size of that required for a horse arena. Hokianga Treks 4 Kids is open to relocating to this space should it be a possibility.

The second option would mean that a new pump track would need to be developed for the Hokianga Bike Club.

#### 27<sup>th</sup> September 2023

Kaikohe – Hokianga Community Board nominated Rawene Domain for the development of the first Reserve Management Plan for the ward.

Funding was allocated to carry out a Geotech/engineering assessment of the Recreation Reserve Domain to determine where each proposed activity is best suited. This will provide input into a concept plan of the Domain, to be developed by FNDC staff.

7<sup>th</sup> November 2023

FNDC staff have scheduled a meeting with the current and user groups plus the Mens Shed group, and a KHCB representative to discuss next steps.

### **Other Information**

Hokianga Community Gym engaged with AKAU in November 2022 to develop a Draft Plan for a Community Recreational Hub. This Draft Plan included a new gym facility and flexible external space to use for an array of activities (ref attached). Both the horse arena and Mens Shed were included in the Draft Plan. This has not progressed due to the report being inadequate.

The old rugby ablution/storage building is owned by FNDC and included within the leased area. There are 3 toilets/changing rooms and two storage rooms. The storage rooms are used by Hokianga Treks 4 Kids and have access to one toilet. The other toilets/changing rooms are used by Hokianga Community Gym and are locked to the public, though they can gain access via a key located inside the gym. These toilets, as per the lease with Hokianga Sailing Trust, should be open for public access.

### **Reserve Management Plan**

There is no current Reserve Management Plan in place for Rawene Domain. Any future buildings need to meet Resource Consent and Building Standards and identify potential flooding hazards in the area.

Recreation reserves are created and are to be managed *'for the purpose of providing areas for the recreation and sporting activities and the physical welfare and enjoyment of the public, and for the protection of the natural environment and beauty of the countryside, with emphasis on the retention of open spaces and on outdoor recreational activities, including recreational tracks in the countryside'*. All new buildings shall be directly for, or ancillary to, the principal recreational activities on the site.

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

Differences between the groups have provided a challenge in establishing use of the leased area. Over the course of a year, FNDC staff have presented various options to all parties, but no outcomes have been reached.

With the Domain now being nominated for a Reserve Management Plan as priority, FNDC staff believe it is best to hold off on any new agreements of use of the area until a concept plan has been developed and adopted. A concept plan can be developed as part of the RMP process.

Sections 4 & 5 Block XIV Mangamuka SD and possibly other Rawene recreation reserve areas (pending any appropriate processes) will be assessed via a Geotech engineering report to assess the suitability of land usages and capability of construction.

With the input of the Rawene community via public consultation and engagement with Hapu,, FNDC staff can confidently create a concept plan for the Domain that is best suited to the terrain of the Reserve. It is also noted that the playground equipment from the previous (prior to the upgrade) Memorial Park, Kaikohe, has been allocated for use at this Reserve.

It is important to note that the current location of the Waste Management Recycling Centre is not optimal and relocation, if possible, should be considered.

### **Hokianga Sailing Trust Lease – points to note:**

- Hokianga Sailing Trust is the only party contributing to the annual rental fee.
- Hokianga Community Gym currently operates 24/7. These hours are not consistent with the provisions of the lease.
- Hokianga Sailing Trust has exclusive possession of the Land for no more than 40 days in any one time of the Term, but for no more than 6 consecutive days at a time.
- Toilet facilities must be made available to all persons, members or not, when the Land is open for use.
- The Land and lease are subject to the Reserves Act 1977.
- All building work requires prior council written approval and building consent.

### **TAKE TŪTOHUNGA / REASON FOR THE RECOMMENDATION**

Over the past year, FNDC staff have received various plans and suggestions of use from the current and potential users of the Rawene Domain.

Due to the lack of some documentation and existing verbal agreements, it has proven very difficult to come to an agreement of use between all parties.

Carrying out a Geotech engineering report will determine what activities are best suited to each part of the Reserve area.

Waiting until a concept plan has been developed with the input of the local community will allow FNDC staff to support a vibrant recreation hub that satisfies all users and ensure all user agreements are documented to prevent future confusion. This will provide clarity to Hokianga Treks 4 Kids, Hokianga Community Gym, Hokianga Sailing Trust, Hokianga Mens Shed and Hokianga Bike Club.

Should the Hokianga Sailing Trust leased area be affected by the concept plan, this should be rectified via a variation to the leased area.

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

The Kaikohe – Hokianga Community Board has committed funds towards a Geo tech engineering report to determine the suitability of the land.

Ensuring FNDC Fees and Charges for new leases are invoiced will contribute to the costs of public consultation where needed.

### **ĀPITIHINGA / ATTACHMENTS**

1. Lease Rawene Domain Hokianga Sailing Club (Fully executed 2015) - A1542698 [↓](#) 
2. Variation of lease - executed Sept 2015 - A1625423 [↓](#) 
3. Proposal for a community recreation hub at Rawene Domain 21.04.2023 - A4251082 [↓](#) 
4. AKAU\_Rawene Community Recreational Hub Summary Report\_REV A - A4251265 [↓](#) 
5. Licence to Occupy Reserve fully executed (Treks 4 Kids) with map - A1542668 [↓](#) 
6. Agreement to Occupy Rawene Domain January 2023 Hokianga Treks 4 Kids fully executed - A4046317 [↓](#) 
7. Rawene Domain timeline 2008-2023 new - A4433333 [↓](#) 

## Hōtaka Take Ōkawa / Compliance Schedule:

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

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

<b>He Take Ōkawa / Compliance Requirement</b>	<b>Aromatawai Kaimahi / Staff Assessment</b>
State the level of significance (high or low) of the issue or proposal as determined by the <a href="#">Council's Significance and Engagement Policy</a>	Medium
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	FNDC Parks and Reserves Policy 2022 Reserves Act 1977 FNDC Fees and Charges 2023
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.	Local relevance only. Delegation to the Kaikohe - Hokianga Community Board 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.
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.	Engagement and collaboration with Hapu as key stakeholders in this process will be undertaken and is a priority.
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).	Public consultation and Hapu consultation will be progressed as per the Reserves Act 1977 and the FNDC Engagement Policy as part of the development of the concept plan and Reserve Management Plan. This will allow us to identify any people or groups who may be affected or have interest in the matter.
State the financial implications and where budgetary provisions have been made to support this decision.	The parts of the Reserve that are not under user agreements will need to be maintained by Council through the inclusion of the Community Services contract.
Chief Financial Officer review.	The Chief Financial Officer will review this report.

Between

**THE FAR NORTH DISTRICT COUNCIL (Lessor)**

And

**THE HOKIANGA SAILING TRUST (Lessee)**  
2559160

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DEED OF LEASE  
OF PART SECTIONS 4 AND 5, BLK XIV, MANGAMUKA SD BEING  
APPROXIMATELY 4650M<sup>2</sup> AT RAWENE DOMAIN

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Far North District Council  
Kaikohe

Hokianga Sailing Trust (assigned from Coastguard) lease part Rawene Domain 2013



THIS DEED dated the 28<sup>th</sup> day of January 2015,

BETWEEN THE FAR NORTH DISTRICT COUNCIL a body corporate pursuant to the Local Government Act 2002 (hereinafter together with its successors and assigns called ("the lessor"))

AND THE HOKIANGA SAILING TRUST 2559160 incorporated under and the Charitable Trusts Act 1957 (with its successors and permitted assigns called "the lessee")

WHEREAS the Lessor agrees to lease to the Lessee approximately 4650 square metres of Rawene Domain land which adjoins Clendon Esplanade and is more particularly described in the Schedule ("the land") and;

AND the Lessor at the request of the Lessee agrees to the construction on the Land by the Lessee of a multi-purpose storage shed ("the building").

#### 1. INTERPRETATION

In this agreement unless the context indicates otherwise:

##### 1.1 Definitions:

"**Annual Rent**" means the annual rent specified in the schedule subject to changes consequent on the Lessor's exercise of any right to review the annual rent or on the Lessee's exercise of any right to renew this lease;

"**Authority**" means and includes every governmental, local, territorial and statutory authority having jurisdiction or authority over "the land" or its use;

"**Building**" means the building and other improvements described in the schedule;

"**Commencement Date**" means the date of commencement of the Lease specified in the schedule;

"**GST**" means tax charged under the Goods and Services Tax Act 1985 and includes any tax charged in substitution for that tax;

"**Insured Risks**" means loss, damage or destruction resulting from fire, earthquake, storm, tempest and aircraft impact and any other risks which the Lessor reasonably requires to be insured against;

"**Lessee**" means the person specified as the Lessee in the Schedule and the Lessee's permitted assigns and the Lessee's agents, employees, contractors and invitees;

"**Lessee's Improvements**" means the Lessee's property situated in, or on the Land and includes all buildings, structures and improvements and all equipment and plant owned or placed on the Land by the Lessee;

"**Lessor**" means person specified as the Lessor in the schedule and includes the Lessor's permitted assigns and Lessor's agents, employees, contractors and invitees;

Hokianga Sailing Trust (assigned from Coastguard) lease – Rawene Domain



**“Outgoings”** means all rates, taxes, charges, assessments, duties, impositions and fees from time to time payable to any Authority relating to the Land;

**“Land”** means the land described in the schedule and shown hatched on the plan attached to this lease (Appendix 1) but excludes the Lessee's Improvements;

**“Term”** means the term of this lease and includes the Initial Term and (if this lease is renewed) the Renewal; and

**“Utilities”** means all utility and other services connected and/or supplied to the Land, including water, sewage, drainage, electricity, gas, telephone and rubbish collections;

- 1.2 **Building Act Terms:** the terms “Building Work:” and “code Compliance Certificate” have the meanings given to those terms in the Building Act 2004;
- 1.3 **Defined Expressions:** expressions defined in the main body of this lease have the defined meaning in the whole of this lease, including the background and the schedules;
- 1.4 **Headings:** section, clause and other headings are for ease of reference only and do not form any part of the context or affect this lease's interpretation;
- 1.5 **Joint and Several Obligations:** where two or more persons are bound by a provision in this lease, that provision will bind those persons jointly and each of them severally.
- 1.6 **Negative Obligations:** any obligation not to do anything includes an obligation not to suffer, permit or cause that thing to be done;
- 1.7 **Parties:** references to parties are references to parties to this agreement and include each party's executors, administrators and successors;
- 1.8 **Persons:** references to parties are references to individuals, companies, partnerships, associations, trusts, government departments and local authorities in each case whether or not having separate legal personality;
- 1.9 **Plural and Singular:** singular words include the plural and vice versa;
- 1.10 **Schedules:** the schedule and its contents have the same effect as if set out in the body of this lease;
- 1.11 **Schedule Terms:** the terms “Commencement Date”, “Default Interest Rate”, “Final Expiry Date”, “Initial Term”, “Renewal Term(s)”, “Rent Payment Date(s)”, “Rent Review Date(s)” and “Termination Date” together with the other terms specified in the schedule, will be interpreted by reference to the schedule;
- 1.12 **Sections, Clauses and Schedules:** references to sections, clauses and schedules are references to sections and clauses of and schedules to this agreement;
- 1.13 **Statutes and Regulations:** references to a statute include references to regulations, orders, rules or notices made under that statute and references to a statute or regulation include references to all amendments



to that statute or regulation whether by subsequent statute or otherwise;  
and

**2. GRANT OF LEASE**

Pursuant to s54(1)(a) Reserves Act 1977 the Lessor leases to the Lessee and the Lessee takes the land on lease for the Term beginning on the Commencement Date and ending on the Termination Date at the Annual Rent.

**3. RENEWAL**

**3.1 One further period of ten years**

**3.2 Holding Over:** If, other than under a renewal of this lease or the grant of a further lease, the Lessor permits the Lessee to remain in occupation of the Land after the expiry or earlier termination of the Term, the Lessee will be a monthly tenant only.

**4. RENT**

The Lessee must pay:

**4.1 Annual Payments:** the annual payment of the Annual Rent on the Commencement Date;

**4.2 No Deductions or Set-Off:** all rent and other money payable by the Lessee under this lease to the Lessor without any deduction or set-off; and

**4.3 Method:** all rent payments by direct bank payment or as the Lessor may direct.

**5. RENT REVIEW**

**5.1 Process:** The Annual Rent is subject to review on the Rent Review Dates using the process set out in clauses 5.2 – 5.4 (inclusive).

**5.2 Lessor's Notice:** The Lessor may not later than two months before each Rent Review Date give written notice to the Lessee ("Lessor's Notice") setting out the Lessor's assessment of the current rent of the Land on that particular Rent Review Date.

**5.3 Determination of dispute:** If at any time the parties shall be unable to agree upon the rent to become payable following each Review, the appropriate rent shall be determined pursuant to clause 25 hereof.

**5.4 Rent Ratchet:** The Annual Rent payable by the Lessee following a Rent Review Date must never be less than the Annual Rent payable immediately before the Rent Review Date.

**6. GST**

**6.1 Payment:** The Lessee must pay to the Lessor all GST Payable on the Annual Rent and other money payable by the Lessee under this lease. The Lessee must pay GST:

**6.1.1 Annual Rent:** on the Annual Rent on each occasion when any rent falls due for payment; and

**6.1.2 Other Money:** on any other money payable by the Lessee on demand.

**6.2 Default:** If

Hokianga Sailing Trust (assigned from Coastguard) lease – Rawene Domain



**6.2.1 Lessee Fails to Pay:** the Lessee fails to pay the Annual Rent or other money payable under this lease (including GST); and

**6.2.2 Lessor Liable to Penalty:** the Lessor becomes liable to pay additional GST or penalty tax;

Then the Lessee must pay the additional tax or penalty tax to the Lessor on demand.

## 7. DEFAULT INTEREST

If the Lessee fails to pay any instalment of the Annual Rent or any other money payable under this lease for 14 days after:

**7.1 Date Due:** the due date for payment; or

**7.2 Demand:** the date of the Lessor's demand, if there is no due date;

Then the Lessee must on demand pay interest at the Default Interest Rate on the money unpaid from the due date or the date of the Lessor's demand (as the case may be) down to the date of payment.

## 8. OUTGOINGS

**8.1 Lessee to Pay Outgoings:** The Lessee must on demand by the Lessor pay the Outgoings without deduction or set-off. If any Outgoing is not separately assessed on or charged to the Land, the Lessee must pay a fair and reasonable proportion of that Outgoing.

**8.2 Apportionment:** Any Outgoing which is not assessed or charged for a period falling wholly within the Term will be apportioned between the Lessor and the Lessee.

**8.3 Penalties:** If any Outgoing is payable by a date after which a penalty applies, the Lessee will comply with clause 8.1 if the Lessee pays that Outgoing at least five days before the penalty date.

**8.4 Lessor's Obligation:** The Lessor must pay all costs, expenses and charges relating to the Land which are not the Lessee's responsibility under this lease.

## 9. UTILITY CHARGES

**9.1 Lessee to Pay Utility Charges:** The Lessee must promptly pay to the relevant Authority or supplier all charges for Utilities (including water) which are separately metered or charged to the Land and/or Lessee's Improvements.

**9.2 Apportionment:** The Lessee must pay to the Lessor on demand a fair and reasonable proportion of the charge for any Utility which is not separately metered or charged to the Land.

**9.3 Meters:** If the Lessor or any Authority requires the Lessee to do so, the Lessee must at the Lessee's own expense install any meter or other measuring devices necessary for the proper measurement of the charges for any Utility or other services supplied to the Land and/or Lessee's Improvements.

## 10. COSTS

The Lessee must pay to the Lessor on demand:

Hokianga Sailing Trust (assigned from Coastguard) lease – Rawene Domain

  
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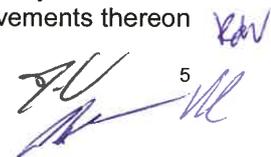
- 10.1 Legal Costs:** the legal costs for the negotiation, preparation and execution of this lease and of any renewal, extension or variation of this lease (including any variation recording a rent review); and
- 10.2 Default Costs:** all costs, charges and expenses for which the Lessor becomes liable as a result of the Lessee's breach of any of this lease's terms.

## 11. INSURANCE

- 11.1 Lessee to Insure:** The Lessee must at all times during the Term:
- 11.1.1 Lessee's Improvements:** insure and keep the Lessee's Improvements insured to their full insurable value against the Insured Risks and within 30 days of the execution of this Deed produce to the Lessor a copy of the said policy; and
- 11.1.2 Pay Premiums:** pay the premium for the insurance taken out under clause 11.1.1 when due.
- 11.2 Destruction of buildings:**
- 11.2.1 Partial Damage:** In the event of the building or any part thereof at any time during the Term being partially destroyed or damaged as a result of an Insured Risk then as often as that happens all moneys received in respect of insurance shall be expended by the Lessee with all reasonable speed in repairing the damage sustained; or
- 11.2.2 Total Destruction:** In the event of the building being totally destroyed or damaged by any cause, the Lessee may elect not to rebuild or reinstate the buildings and if the Lessee shall elect not to rebuild or reinstate the Term shall immediately cease and determine and the Lessee will demolish and clear the debris and have the site clear to the satisfaction of the Lessor.
- 11.3 Public Risk Insurance:** The Lessee must throughout the Term keep current a public risk insurance policy applicable to the Land and Lessee's Improvements and the business and activities carried on, in, or from the Land and Lessee's Improvements for:
- 11.3.1 Specified Amount:** the amount specified in the Schedule (being the amount which may be paid out arising from any single accident or event); or
- 11.3.2 Increased Amount:** any increased amount that the Lessor reasonably requires and in particular any increased amount required by the Lessor as a result of a change in government provision for Accident Compensation claims;
- and shall within 30 days of the execution of this Deed produce to the Lessor a copy of the said Public Risk Insurance Policy.

## 12. MAINTENANCE

- 12.1 Maintenance:** The Lessee must throughout the Term:
- 12.1.1 Repair:** maintain the Land and the Lessee's Improvements in good repair and make good any damage which may be done to the Land or Lessee's Improvements or any improvements thereon

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during the Term of this lease but at all times shall comply with clause 15 herein;

- 12.1.2 Keep Land Clean:** keep the land and Lessee's Improvements clean and tidy;
- 12.1.3 Removal of Rubbish:** regularly remove all rubbish and waste from the Land and the Lessee's Improvements;
- 12.1.4 Broken Glass:** replace all broken glass on the Land and the Lessee's Improvements; and
- 12.1.5 Pests:** prevent and exterminate any pest infestation on the Land and the Lessee's Improvements; and
- 12.1.6 Notice from Lessor:** upon receipt of notice in writing from the Lessor of any defect or want of repair of the Land or any building or other improvement on the Land requiring the Lessee within a reasonable time, to be specified therein, to repair the same, the Lessee shall with all reasonable speed cause the defect to be remedied and/or the repair to be made to the satisfaction of the Lessor.

### 13. USE OF LAND AND TERMINATION

#### 13.1 Permitted Use:

**13.1.1** The land and facilities to be used as a base for;

- (i) the Hokianga Volunteer Coastguard rescue boat and 4-wheel drive towing vehicle
- (ii) the local sailing and boating club
- (iii) the Rawene school sailing programme
- (iv) workshop space for repairs and maintenance for all the above groups

**13.1.2** Subject to clause 13.2 and 13.6, the Lessee must only use the Land for the Permitted Use and if at any time the Lessor is of the opinion that the Land is not being used or is not sufficiently used for the Permitted Use, the Lessor after making such enquiries as it thinks fit and giving the Lessee the opportunity of explaining the useage of the Land, and if satisfied that the Land is not being used or is not being sufficiently used for the Permitted Use, may terminate the lease whereupon the Land together with all the improvements (including Lessee's Improvements) thereon shall revert to the Lessor and no compensation shall be payable to the Lessee by the Lessor whatsoever.

#### 13.2 Public Use:

**13.2.1 Entry to the Land:** It shall be lawful for any person who is not a member of the Lessee to enter and for any reasonable space of time to remain as a spectator on the Land at all times. Any such person entering or remaining on the land shall not, so long as he/she conducts and behaves himself/herself in an orderly and seemly manner and refrains from hindering and obstructing the activities of the Lessor be deemed a trespasser.

**13.2.2 Entry to the Lessees Improvements:** The authority contained in clause 13.2.1 does not authorise any person to enter or be within or upon any buildings on the Land belonging to or used by the Lessee without the previous consent of a Club officer of the Lessee.

**13.3 Exclusive Use:**

**13.3.1 Limitation:** Notwithstanding the rights set out in clause 13.2 above, the Lessee shall be entitled with the prior written consent of the Lessor to the exclusive possession of the Land for not more than 40 days in any one year of the Term, but not for more than 6 days consecutively at any time, when a charge for admission to the Land may be made.

**13.3.2 Charges:** The amount of such charge for each day must first have been approved in writing by the Lessor and the Lessee must at its own expense cause a notice to be published in a newspaper circulated in the district setting out the day or days on which the Lessee has obtained consent to the exclusive use of the Land, such notice to be published not more than 14 days nor less than 7 days before the first day of exclusive possession.

**13.4 Provision of toilet facilities:** notwithstanding anything to the contrary within clauses 13.2 and 13.3, the Lessee will when the Land is open for use, make available to all persons whether members of the Lessee or otherwise such toilet facilities as may be requested by the Lessor.

**13.5 Hours of use:** the Lessee acknowledges and agrees that use of the building erected on the Land shall cease no later than the following times:

Sunday to Thursday: 9.30pm

Friday and Saturday: 11.30pm

Unless resource consent is granted and if so the consent hours shall be the applicable hours of use.

**13.6 Change of Permitted Use:** The Lessee may use the Land for a use or activity other than the Permitted Use but only with the Lessor's prior written consent.

**13.7 Restrictions on use:** The Lessee must;

**13.7.1 Noxious Activities and Nuisances:** not carry on any noxious, noisy or offensive business or activity in or about the Land or do anything which is or may become a nuisance or annoyance to any person, but the carrying on of the Permitted Use by the Lessee in a reasonable manner will not of itself be a breach of this clause;

**13.7.2 Resource Management Act:** not do anything which is or may become a breach of any duty imposed on any person by the Resource Management Act 1991;

**13.7.3 Health and Safety in Employment Act:** not do anything which is or may become a breach of any duty imposed on any person by the Health and Safety in Employment Act 1992;

**13.7.4 Acts, Bylaws, etc:** comply in all respects and at the Lessee's expense with all acts, bylaws, regulations, rules and requisitions

*[Handwritten signatures and initials]*  
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relating to the Land and Lessee's Improvements and the Lessee's use of the Land; and

**13.7.5 Accommodation:** under no circumstances use the Land or Lessee's Improvements for accommodation.

**13.7.6 No Right of Freehold:** The Lessee shall have not right to acquire the Freehold Title of the Land.

**13.8 Reserves Act 1977:** The Land and this lease are subject to the Reserves Act 1977 and the provisions of said act are applicable to this lease and shall be binding in all respects upon the Parties in the same manner as if such provisions had been fully set out herein and as such the Lessee accepts this lease of the Land to be held by it as tenant subject to the conditions, restrictions and covenants set forth in this lease.

#### 14. BUILDING WORK

**14.1 Approvals:** Subject to the provisions of this section, the Lessee must not carry out any Building Work or alterations or erect any signage on the Land without first giving plans and specifications of the proposed work to the Lessor and:

**14.1.1 Lessor's Consent:** obtaining the Lessor's prior written consent; and

**14.1.2 Minister's Consent:** obtaining written consent (save for in respect of signage) of the Minister of Conservation or the Minister who from time to time has the responsibility for the New Zealand Government's conservation portfolio.

**14.1.3 Building Consent:** obtaining and giving the Lessor a copy of all Building Consents required to enable the relevant Building Work to be carried out lawfully; and

**14.2 Building Act:** The Lessee must:

**14.2.1 Building Consent:** carry out all Building Work in conformity with the Building Consent produced to the Lessor under clause 14.1.3; and

**14.2.2 Compliance Certificate:** obtain a Code Compliance Certificate

#### 15. REVERSION ON TERMINATION

On termination of this lease pursuant to the terms herein by effluxion of time, surrender, breach of conditions or otherwise, the Land together with all improvements thereon shall revert to the Lessor without compensation being payable by the Lessor whatsoever.

#### 16. REMOVAL OF IMPROVEMENTS

**16.1 Conditions of Removal:** Notwithstanding anything to the contrary in clauses 13.1 and 15, if the Lessee has:

**16.1.1** Paid the rent due; and

**16.1.2** Is not in breach of any of the terms of this lease; and

**16.1.3** Has given notice sent by registered post to the Lessor three months prior to the expiration or termination of the Term of its intention to remove the Lessee's Improvements;

then the Lessee:

- 16.2 Remove Lessee's Improvements:** may remove the Lessee's Improvements from the Land; and
- 16.3 Repair Damage:** must repair any damage caused to the Land by that removal; and
- 16.4 Leave Land Tidy:** must leave the Land in a clean and tidy condition to the Lessor's reasonable satisfaction.
- 16.5 Reversion to Lessor:** In the event that the Lessee's Improvements are not removed within six calendar months of the date of expiry or termination of the Term, then the Lessee's Improvements will revert to the Lessor, who shall have the right to enter upon the Land and remove all the Lessee's Improvements and charge to the Lessee all costs of removal and storage of the Lessee's Improvements or deal with the Lessee's Improvements as it deems appropriate.
- 16.6 Lessees Right to Transfer:** Notwithstanding anything contained in clauses 16.2 and 16.5 and provided clause 16.1 has been complied with the Lessee may alternatively transfer the Lessee's Improvements which shall remain on the Land to anybody or organisation approved by the Lessor which has similar objects to the objects of the Lessee and which shall prohibit the distribution of its assets among its members and which body or organisation shall enter into a lease agreement with the Lessor for the use and enjoyment of the Land and the Lessee shall yield and deliver up the Land and the Lessee's Improvements to remain thereon in good clean and substantial order condition and repair.
- 16.7 Payment:** Nothing in this clause 16 shall render the Lessor liable to pay to the Lessee compensation for the Lessee's Improvements and if the Lessee does not exercise its right to remove or transfer the Lessee's Improvements in accordance with clauses 16.1-16.6, then the Lessee's Improvements shall revert to the Lessor without compensation being payable to the Lessee by the Lessor whatsoever.

**17. ASSIGNMENT AND SUBLEASING**

- 17.1 Control of Assignment and Subleasing:** Subject to the provisions of this section, the Lessee must not:
- 17.1.1 Assign:** assign the Lessee's interest in this lease; or
- 17.1.2 Sublease:** sublease or part with possession or share occupation of the whole or any part of the Land.
- 17.2 Lessor's Consent:** The Lessee may with the Lessor's prior written consent:
- 17.2.1 Assign:** assign the Lessee's entire interest in this lease; or
- 17.2.2 Sublease:** sublease the whole or any part of the Land.
- 17.3 Conditions:** Without limiting the grounds on which the Lessor may withhold consent under clause 17.2, the Lessor may, as a condition of any consent, require prior compliance with the following conditions:
- 17.3.1 Standing of Assignee:** the Lessee must prove to the Lessor's reasonable satisfaction that the proposed assignee or sub lessee

is responsible and, in the case of an assignment, of sound financial standing;

**17.3.2 Performance by Lessee:** the Lessee must have performed all of the Lessee's obligations under this lease up to the date of the proposed assignment or grant of the sublease;

**17.3.3 Deed of Covenant:** in the case of an assignment, the assignee must sign a deed of covenant with the Lessor agreeing to perform the Lessee's obligations under this lease but without releasing the assignor or any other person from liability under this lease; and

**17.3.4 Assignment to a Company:** in the case of an assignment to a company, the shares in which are not listed on the New Zealand Stock Exchange, the Lessor may require the assignee's directors and shareholders to guarantee the assignee's obligations under the deed of covenant signed by the assignee.

**17.4 Costs:** The Lessee must pay the Lessor's reasonable costs for any consent or application for consent under this section (including the Lessor's legal costs) and the costs of investigating the suitability of the proposed assignee or sub lessee.

## 18. LESSOR'S RIGHTS OF ENTRY

**18.1 Entry to Land by Lessor:** The Lessor may, with all necessary materials and equipment at all reasonable times and on reasonable notice (but at any time without notice in the case of an emergency), enter the Land or the Lessee's Improvements to:

**18.1.1 Inspect Land:** inspect the condition and state of repair of the Land or the Lessee's Improvements; or

**18.1.2 Compliance with Statutes, etc:** carry out any works to comply with any statutes, regulations, by-laws, ordinances, orders, proclamations, requirements of or notices by any Authority and if such works are the responsibility of the Lessee under this lease such works shall be at the Lessee's cost and all moneys expended by the Lessor in completing the works shall be payable by the Lessee to the Lessor and shall be recoverable together with interest thereon at the default rate until payment thereon as rent in arrears.

**18.2 Minimise Disturbance to Lessee:** The Lessor will take reasonable steps to minimise any disturbance to the Lessee when exercising the entry rights granted under clause 18.1.

## 19. QUIET ENJOYMENT

If the Lessee pays the Annual Rent and performs the Lessee's obligations in this lease subject to the provisions of this lease, the Lessee will be entitled to quiet enjoyment of the Land and the Lessee's Improvements without interruption by the Lessor or any person claiming under the Lessor.

## 20. DEFAULT

**20.1 Distress:** The Lessor may enter on the Land and the Lessee's Improvements and distrain for rent or other money payable by the Lessee under this lease which remains unpaid for 30 days after the due date.

**20.2 Re-Entry:** The Lessor may re-enter the Land and the Lessee's Improvements and terminate this lease if the Lessee:

**20.2.1 Failure to Pay Rent:** fails for a period of 30 days after the due date to pay any instalment of the Annual Rent or any other money payable under this lease;

**20.2.2 Failure to Perform:** fails for a period of 14 days to observe or perform any other obligation under this lease;

**20.2.3 Winding up:** is wound up or dissolved.

**20.3 Lessor May Remedy Lessee's Default:** The Lessor may, without being under any obligation to do so, remedy any default or breach by the Lessee under this lease at the Lessee's cost and all monies expended by the Lessor by reason of the default shall be payable by the Lessee to the Lessor together with interest thereon at the default rate until payment thereon and shall be recoverable as rent in arrears.

## 21. ESSENTIAL TERMS

**21.1 Essential Terms:** The Lessee's breach of the following terms is a breach of an essential term of this lease:

**21.1.1 Payment of Rent:** the covenant to pay rent or other money payable by the Lessee under this lease;

**21.1.2 Assignment and Subleasing:** the terms dealing with assignment and subleasing; or

**21.1.3 Use of Land:** the terms restricting the use of the Land.

**21.2 Waiver:** The Lessor's acceptance of any arrears of rent or other money payable under this lease is not a waiver of the essential obligation to pay any other rent or money payable under this lease.

**21.3 Compensation:** The Lessee must compensate the Lessor for any breach of an essential term of this lease. The Lessor may recover damages from the Lessee for those breaches. The Lessor's entitlement to compensation under this clause is in addition to any other remedy or entitlement of the Lessor (including the right to terminate this lease).

## 22. COMPENSATION

**22.1 Lessee's Acts or Omissions:** If any act or omission of the Lessee:

**22.1.1 Repudiation:** is a repudiation of this lease or of the Lessee's obligations under this lease; or

**22.1.2 Breach of Lease:** is a breach of any of the Lessee's obligations under this lease;

the Lessee must compensate the Lessor for the loss or damage suffered by reason of the repudiation or breach during the whole of the Term.

**22.2 Entitlement:** The Lessor's entitlement to recover damages will not be affected or limited by:

**22.2.1 Abandonment:** the Lessee abandoning or vacating the Land;

**22.2.2 Re-entry or Termination:** the Lessor electing to re-enter or to terminate this lease;

**22.2.3 Acceptance of Repudiation:** the Lessor accepting the Lessee's repudiation; or

**22.2.4 Surrender:** the parties' conduct constituting a surrender by operation of law.

**22.3 Legal Proceedings:** The Lessor may bring legal proceedings against the Lessee claiming damages for the entire Term including the periods before and after:

**22.3.1 Land Vacated:** the Lessee has vacated the Land; and

**22.3.2 Abandonment, etc:** the abandonment, termination, repudiation, acceptance of repudiation or surrender by operation of law referred to in clause 22.2;

whether the proceedings are instituted before or after that conduct.

**22.4 Mitigation of Damages:** If the Lessee vacates the Land, whether with or without the Lessor's consent, the Lessor must take reasonable steps to:

**22.4.1 Mitigate Damages:** mitigate the Lessor's damages; and

**22.4.2 Lease Land:** endeavour to lease the Land at a reasonable rent and on reasonable terms.

The Lessor's entitlement to damages will be assessed on the basis that the Lessor should have observed the obligation to mitigate damages contained in this clause. The Lessor's conduct in pursuance of the duty to mitigate damages will not by itself constitute acceptance of the Lessee's breach or repudiation, or a surrender by operation of law.

## 23. NO WAIVER

The Lessor's waiver or failure to act in response to the Lessee's breach of any of the Lessee's obligations in this lease will not operate as a waiver of:

**23.1 Waiver of Breach:** the same breach on any later occasion; or

**23.2 Waiver of Obligations:** any other obligations in this lease.

## 24. INDEMNITY

**24.1 Lessor Indemnified:** The Lessee indemnifies the Lessor against all actions, proceedings, calls, claims, demands, losses, damages, costs, expenses or liabilities of any kind suffered or incurred by the Lessor resulting from the Lessee's acts or omission.

**24.2 Repair Costs:** The Lessee must pay to the Lessor on demand the amount of all costs and expenses incurred by the Lessor in making good any damage to the Land and the Lessee's Improvements resulting from the Lessee's acts or omission.

**24.3 Extent of Indemnity:** The Lessee is liable to indemnify the Lessor only to the extent that the Lessor is not fully indemnified under any insurance policy.

## 25. RESOLUTION OF DISPUTES

**25.1 Disputes:** Any dispute, difference or question arising between the parties about:

**25.1.1 Interpretation:** the interpretation of this lease;

**25.1.2 Matters Arising:** anything contained in or arising out of this lease;

**25.1.3 Rights, Liabilities or Duties:** the rights, liabilities or duties of the Lessor or Lessee; or

**25.1.4 Other Matters:** any other matter touching on the relationship of the Lessor and the Lessee under this lease (including claims in tort as well as in contract);

will be referred to the arbitration of a single arbitrator under the Arbitration Act 1996.

**25.2 Arbitrator:** The parties must try to agree on the arbitrator. If they cannot agree, the president for the time being of the district law society for the place where the Land is situated (or his or her nominee) will, on either party's application, nominate the arbitrator.

**25.3 Action at Law:** The parties must go to arbitration under this section before they can begin any action at law (other than an application for injunctive relief).

## 26. NOTICES

**26.1 Service of Notices and Time of Service:** Any notice or document required or authorised to be delivered or served under this lease may be delivered or served:

**26.1.1 Property Law Act:** in any manner mentioned in the Property Law Act 2007 Sections 353 – 361 (Part 7); or

**26.1.2 Facsimile:** by facsimile.

**26.2 Signature of Notices:** Any notice or document to be delivered or served under this lease must be in writing and may be signed by:

**26.2.1 Attorney, etc:** any attorney, officer, employee or solicitor for the party serving or giving the notice; or

**26.2.2 Authorised Person:** the party serving the notice or any other person authorised by that party.

## 27. PROPERTY LAW ACT

The covenants and powers contained in section 218 and Schedule 3 of the Property Law Act 2007 apply to this lease unless they are inconsistent with this lease's express terms.

## 28. LEASE NOT REGISTRABLE

The Lessor does not warrant that this lease is in registrable form. The Lessee must not require registration of this lease against the title to the Land.

## 29. LESSOR'S CONSENT

The Lessor's consent under this lease is required for each occasion even if the Lessor has given consent for the same or a similar purpose on an earlier occasion.

## 30. MEMBERSHIP

Any person of good repute and eligible for membership of the Lessee may join the Lessee upon paying the necessary fee (if any) and complying with the usual rules of the Lessee.

**31. CONTINUED OPERATION OF CLAUSES:**

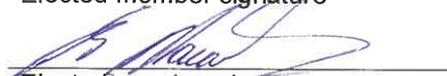
The provisions of clauses 20, 25 and 26 shall operate and have effect notwithstanding that this lease may have expired or been terminated.

**EXECUTED AS A DEED**

Executed for and on behalf of the  
**FAR NORTH DISTRICT COUNCIL**  
by two elected representatives

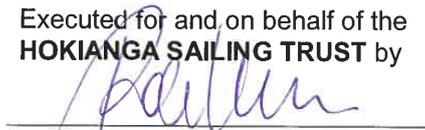
  
Elected member signature

John Vuseich  
Please print name

  
Elected member signature

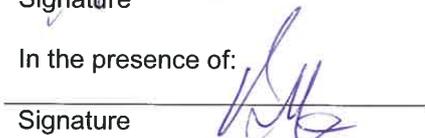
Sally Macrauley  
Please print name

Executed for and on behalf of the  
**HOKIANGA SAILING TRUST** by

  
Signature

René de Vries (President HST)  
Please print name and title

In the presence of:

  
Signature

KATARINA BLATNIK  
Please print name and occupation  
MEDICAL PRACTITIONER  
84 Waihuka rd, Oropere  
Address/occupation

  
14 Feb

## SCHEDULE

<b>Lessor:</b>	<b>FAR NORTH DISTRICT COUNCIL</b>
<b>Lessor's Address</b>	Private Bag 752, Kaikohe
<b>Lessee:</b>	<b>HOKIANGA SAILING TRUST (2559160)</b>
<b>Registered Offices:</b>	25 Honey Street, Rawene
<b>Lessee's Postal Address</b>	PO Box 5, Rawene
<b>Land:</b>	All that portion of land more particularly shown cross-hatched on the plan annexed hereto (Appendix 1) being part section 4 and 5, BLK XIV, Mangamuka SD containing approximately 4650 m <sup>2</sup> .
<b>Building:</b>	15 x 7.5 metre corrugated iron Durobuilt Industries farm shed. (Shed on site location to be agreed between lessor and lessee.)
<b>Commencement Date:</b>	1 May 2013
<b>Termination Date:</b>	30 April 2023
<b>Final Expiry Date:</b>	30 April 2033
<b>Initial Term:</b>	10 years
<b>Renewal Term(s):</b>	10 years
<b>Annual Rent:</b>	\$100 per annum plus GST
<b>Rent Review Date(s):</b>	Every three (3) years commencing 1 May 2016 1 May 2025 1 May 2019 1 May 2028 1 May 2022 1 May 2031
<b>Public Liability Insurance:</b>	\$5,000,000.00
<b>Default Rate:</b>	14% per annum

Hokianga Sailing Trust (assigned from Coastguard) lease – Rawene Domain





Hokianga Sailing Trust (assigned from Coastguard) lease – Rawene Domain

*[Handwritten signatures and initials]*  
 16 *[Handwritten initials]*



Hokianga Sailing Trust (assigned from Coastguard) lease – Rawene Domain

*[Handwritten signatures and initials]*

## CONSENT OF MINISTER

Section 54(1)(a) of the Reserves Act 1977 and to a delegation from the Minister of Conservation, the Community Support Manager, for the Northland Conservancy, Department of Conservation, hereby consents to the granting of a lease over the area of recreation reserve described in the Schedule, in accordance with the provisions of the attached draft Deed of Lease.

### **Schedule**

Approximately 4,650 m<sup>2</sup>, as shown crosshatched on the site plan in Schedule 1 of the attached draft Deed of Lease; being part Sections 4 and 5 Block XIV Mangamuka Survey District.

Classified as recreation reserve by NZ Gazette 1980 p.1283; and vested in the Far North District Council pursuant to s.26A of the Reserves Act 1977.

Dated this 24th day of June 2013

### SIGNED BY

Andrea Booth )  
Community Support Manager )



In the presence of:

Witness



Occupation

GIS Analyst

Address

2 SOUTH BEND AVE., WHANGAREI.

KAIKOHE SERVICE

11 SEP 2015

CENTRE

Between

FAR NORTH DISTRICT COUNCIL (Lessor)

And

HOKIANGA SAILING TRUST (Lessee)

---

MEMORANDUM OF  
VARIATION OF LEASE  
(Part Rawene Domain)

---

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Far North District Council  
Kaikohe



MEMORANDUM OF VARIATION OF LEASE

11 SEP 2015

CENTRE

The covenants, conditions, and restrictions contained or implied in the lease between the **Far North District Council (Lessor)** and the **Hokianga Sailing Trust (Lessee)** dated **28<sup>th</sup> January 2015** are hereby varied as follows:

The Lessor agrees to lease and the Lessee agrees to take on a lease of an additional portion of the Rawene Reserve land (part sections 4 and 5 Blk XIV Mangamuka Survey District) being an area of approximately 1000 m2 as shown on the plan annexed hereto.

Dated this 10<sup>th</sup> day of September 2015

Signed for and on behalf of the **FAR NORTH DISTRICT COUNCIL** by two elected representatives

Sally Macaulay  
Elected member signature  
[Signature]  
Elected member signature

Sally Macaulay  
Please print name  
Dr Maxwell  
Please print name

Executed for and on behalf of the **HOKIANGA SAILING TRUST** by

[Signature]  
Signature

Rene de Vries (President HST)  
Please print name and title

In the presence of:  
[Signature]  
Signature

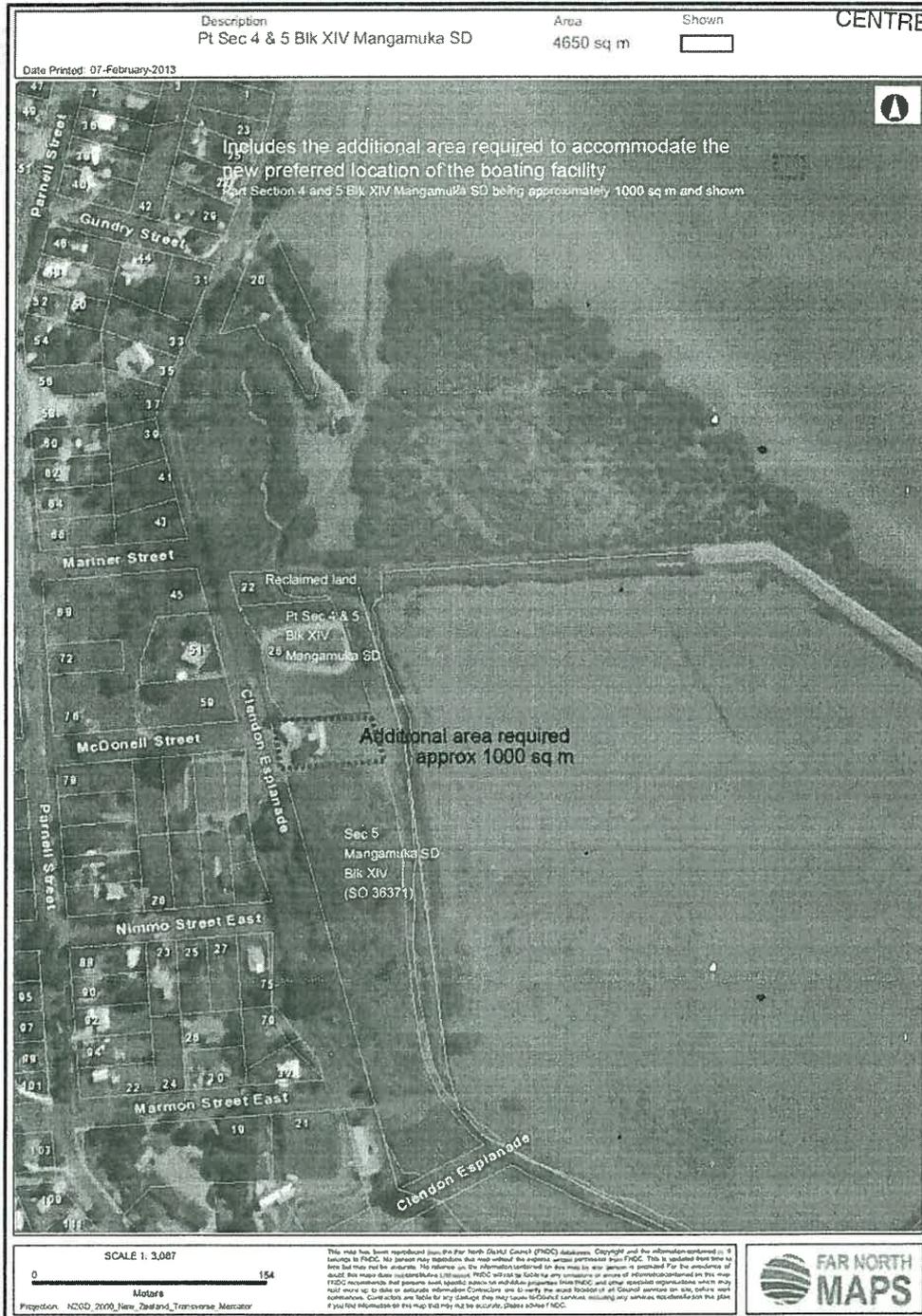


James Hikovangi Cherrington  
Please print name and occupation  
Farmer  
James H. Cherrington  
Address R.D. 3  
Kaikohē

[Handwritten signature]

11 SEP 2015

Plan of portion of reserve to be leased to Hokianga Sailing Trust



*John [Signature]*

# Proposal to Far North District Council: development of a community recreation hub at Rawene Domain recreational reserve

## Summary

**A collaborative project including Hokianga Sailing Trust, Manāki Tinana Trust, and Hokianga Mens Shed to develop a community recreation hub on Rawene Domain's recreational reserve.**

- Proposal to allocate the lease of Sections 4 and 5 of Block XIV of Mangamuka SD (SO36371) under this collaboration
- Proposal to develop the area consistent with its purpose as a classified recreation reserve.
- Proposal to develop the recreational reserve as a community collaboration project to meet the opportunities identified in the Rawene Community Plan (FNDC 2017) and the Rawene Township Plan 2019 (Waka Kotahi/Isthmus).

## Background

Hokianga Sailing Trust, Manāki Tinana Trust and Hokianga Mens Shed are developing proposals for collective use of Rawene Domain's recreational reserve. All three organisations are in process of seeking confirmed leasing, locations, and appropriate premises for their activities.

All three organisations wish to work with each other and with Far North District Council (FNDC) on the appropriate use of the reserve area. The wider community stakeholder response to Manāki Tinana Trust's consultation in February 2023 highlights the need to combine these accommodation needs with addressing the need for play space and other active recreation facilities. As their plans progress, each organisation would be bringing development plans and funding proposals to FNDC and other philanthropic funders such as Foundation North. Each will face similar issues in establishing a clear path to services, premises, and funding. It is sensible to take a collective and collaborative approach to developing the recreational reserve to meet this range of objectives.

## Proposal

Hokianga Sailing Trust, Manāki Tinana Trust and Hokianga Mens Shed are committed to working collaboratively. Representatives of each organisation now meet with each other regularly on shared opportunities and objectives, and each are established trusts/incorporated society with aligned purposes of supporting active recreation and health among the Hokianga community.

Hokianga Sailing Trust, Manāki Tinana Trust and Hokianga Mens Shed propose to work jointly with FNDC and the Hokianga Community Board to develop a plan and proposals for the development of the full recreational reserve covered in the area of sections 4 and 5, Block XIV of the Mangamuka SD SO36371. Over time this will enable us to develop a range of play, active recreation, and sport facilities appropriate to the location and the community and township plans and consistent with FNDC and Northland Regional Council strategies for spaces, places and recreation.



This will include:

- Continued use by Hokianga Sailing Trust of existing buildings including for maintenance, storage and repair of boats
- Continued use of existing gym and shower/toilet facilities by Manāki Tinana Trust, with proposals for extended facilities in line with the recent stakeholder consultation part funded by FNDC
- Confirmation of an initial location for a temporary Mens Shed so that activity is not further delayed, with planning for a more permanent location and possible building on the reserve area to follow
- Improvement of existing outdoor space to allow for extension of Manāki Tinana Trust's range of intended services in line with recent community stakeholder report
- Provision and plans for children's playground area
- Provision and plans for bike/pump tracks and walking/exercise tracks around the reserve
- Associated access, parking, and utilities to be planned for
- Assessment of sites to determine location of the various facilities across the combined two sections.
- Discussion with FNDC officers as to the optimal structure of a collaboration between Hokianga Sailing Trust, Manāki Tinana Trust and Hokianga Mens Shed to enter into lease and funding arrangements for development of the recreational area.
- Further discussion/facilitation with Ākina on developing this collaboration arrangement (e.g. consistent with the "backbone" function of the Collaborative Impact Framework model, enabling access to social enterprise/community social impact funding).

#### What next?

Hokianga Sailing Trust, Manāki Tinana Trust and Hokianga Mens Shed request FNDC to include plans for the development of Rawene Domain's recreational reserve in their strategic plans under development and to enter into discussion with Hokianga Sailing Trust, Manāki Tinana Trust and Hokianga Mens Shed on planning/terms for use of the two sections making up the recreation reserve

Hokianga Sailing Trust, Manāki Tinana Trust and Hokianga Mens Shed request FNDC officials to meet with the three organisations and include Hokianga Community Board reps Jessie McVeagh and Tanya Filia to align with the Community Board strategy.

If this approach is adopted, we will make an early funding request to the Community Board to help with site assessment by a qualified independent surveyor, to establish the extent of remediation and preparation needed to bring the reserve area into use and any other more detailed surveys required. We will also seek Community Board engagement and reconfirm with Ākina that they will work with us on the collaborative arrangement.

#### What have the three organisations done recently in preparing for a collaboration?

Since early 2022, the three organisations have shared discussions for collaboration on use of the Domain area and enhancing active recreation facilities elsewhere in Rawene as a result. This includes plans for Hokianga Sailing Trust to develop an additional facility at the waterside in Rawene for extension of sailing and education activities, currently pending Lottery funding for a feasibility study.



As part of this collaboration, discussions have taken place between FNDC and Hokianga Sailing Trust on the scope of the Trust's current lease, including early discussion on conditions of extension of lease of current area of Section 4. Hokianga Sailing Trust has confirmed and minuted a resolution (March 2023) that the purpose and activities of Manāki Tinana Trust and Hokianga Mens Shed are considered consistent with the purposes of the current lease conditions between the Sailing Trust and FNDC. Therefore, there is potential for early grants of a Licence to Occupy for these two organisations on the Sailing Trust's existing lease area.

However, in meetings with Council officers at the Domain in second half of 2022 and early 2023 it was noted that the significant increase in proposed activity within the boundaries of the current area leased by Hokianga Sailing Trust would be difficult due to constraints of physical space in the area currently leased given the number of people taking part, timing and nature of activities, traffic management, etc.

The three organisations wish to develop existing proposals in the Rawene Community Plan 2017 and the Rawene Township Plan 2019 for enhanced use of the recreational reserve area for example for a children's playground, bike track, walking paths as enhancement of the overall Rawene community.

Manāki Tinana Trust has prepared reports from stakeholder consultation by Ākau (December 2022) and Beginners Mind NZ (February 2023) with regard to expansion of its range of activities, including the current gym facilities, as part of a community recreational hub. The proposals in the Community and Township Plans were reconfirmed by Ākau workshops in 2022, and these needs were further reiterated by 20 stakeholders from across the community who contributed to Manāki Tinana Trust's consultation in February 2023.

It is sensible to bring these plans together and develop a combined programme and master plan to bring the recreational reserve area into use to support this range of activities in a safe and sustainable environment.

During late Spring 2022, exploratory discussions on establishing a collaborative arrangement across community organisations were attended by representatives of all three organisations together with Ken Ross FNDC and Mike Reid LGNZ. Separately, an initial workshop was facilitated by the Ākina Foundation in Rawene in November 2022 on the basis of a potential community collaborative approach, possibly based on the Collective Impact Framework developed by Stanford University, building local capability and resilience. Ākina Foundation are prepared to continue support/facilitation when needed and have identified expertise from similar community development projects in Kaitaia to support the project.

#### Context:

Hokianga Sailing Trust, Manāki Tinana Trust and Hokianga Mens Shed have taken the following strategies into account when preparing this proposal:

- Rawene Township Plan 2019
- FNDC Rawene Community Plan 2017
- Far North Spaces and Places (Facilities) Plan 2021-2030
- FNDC Open Spaces Strategy Research Report June 2022
- Northland Regional Council: Kōkiri Ai Te Waka Hourua: Strategy for Play, Active Recreation and Sport 2021-2030.



This proposal is endorsed on behalf of the management committees of the three organisations by:

Rene de Vries

Jenny McDougall

Neil Shaw

Hokianga Sailing Trust

Manāki Tinana Trust

Hokianga Mens Shed

20<sup>th</sup> April 2023



**Parcel: 5125265**

Par Id	5125265
Appellation	Section 5 Block XIV Mangamuka SD
Affected Surveys	SO 36371
Parcel Intent	DCDB
Statutory Actions	[Create] Recreation Reserve [Rawene Domain] New Zealand Gazette 1953 p 33
Titles	
Survey Area	20,993.00

**Parcel: 4867664**

Par Id	4867664
Appellation	Section 4 Block XIV Mangamuka SD
Affected Surveys	SO 28375
Parcel Intent	DCDB
Statutory Actions	[Create] Recreation Reserve [Rawene Domain] New Zealand Gazette 1954 p 956
Titles	
Survey Area	708.00

Manaki Tinana Trust  
Hokianga Community Cym





DRAFT

ĀKAU

**Rawene Community Recreational Hub**

Papamahi Summary Report and Aspirational Brief

27 November 2022

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## Document Control

Revision	No.	Date	By/Check
DRAFT	A	24/11/2022	MJ, RW, GG



Waka/canoe access from the Hokianga Harbour is identified on a wider site map, with the Hokianga Community Gym located at the centre

# Te Kaupapa o ĀKAU

We value the ideas that young people and whānau have for making their environment more awesome. By using design to engage taitamariki and whānau, we hope to walk alongside them from exclusion, to inclusion, to greatness.

ĀKAU strives to empower taitamariki and whānau around Aotearoa to feel more connected and creative so that they can navigate the future with confidence. We help taitamariki and whānau recognize and harness the creativity of their tupuna by involving them in tangible projects that have real impact for taitamariki, their whānau and their community.

### FOR KAIAKO & KURA

We incorporate design, Te Ao Māori and tangible outcomes into the curriculum. Through engaging with ĀKAU we help kaiako and teachers learn how to teach the foundational skill of design and how to utilize these skills to contribute to tangible design projects.

### FOR MARAE, WHĀNAU AND COMMUNITY ORGANISATIONS

We awhi community organisations to help them authentically engage taitamariki and hapori in the design of projects and different kaupapa.

ĀKAU uses a creative process to help conceptualise ideas, needs and aspirations with Marae and whānau for community projects. Community Projects could include the development of Papakainga, Marae, Public Spaces, Masterplans smaller design elements or co-designing solutions for large kaupapa. Through this process we believe we achieve great design outcomes. That is, design that is contextual and authentic, a response to local culture and surroundings.

### WHAT WE OFFER:

#### 01 ASPIRATIONAL BRIEF BUILDING

Papamahi facilitated by the ĀKAU team to ensure taitamariki and whānau voice is heard when developing a brief for community projects. Our facilitators are all skilled in helping taitamariki and whānau identify and communicate their whakaaro through a fun, creative process. These papamahi can be facilitated in Te Reo Māori.

#### 02 CONCEPT DESIGN

Creative papamahi facilitated by the ĀKAU team to develop design concepts for schools/kura, whānau, community, local and regional projects. Our team of facilitators are all skilled in helping participants work through the design process, have knowledge of Te Ao Māori and how to utilise this, working through a kaupapa Māori lens. These papamahi can be facilitated in Te Reo Māori.

#### 03 DESIGN / WHAKAAHUA

Design development by the ĀKAU network of creative professionals! ĀKAU have a network of professionals which cover a wide spectrum of design disciplines from Architects, Landscape Architects, Graphic designers and Ringatoi to name a few.



## Ka tūtaki ai te wai ki te whenua

To us, ĀKAU is the place where water meets land



ĀKAU | Rawene Community Recreational Hub | Papamahi Summary Report | 27 November 2022



DRAFT

# ÄKAU

## Papamahi Summary

# Papamahi Outline

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This papamahi/workshop was held to explore and contribute ideas toward a new community recreational hub at the Rawene Recreational Reserve

## DESIGN WERO:

To capture and collate the aspirations and ideas from the community that will contribute towards the design of a new community recreational hub at the Rawene Recreational Reserve.

## OUTCOMES:

- > An understanding of the dreams and aspirations of the community for a new community recreational hub
- > An aspirational brief to help the project move to the next phase of design

## PAPAMAHĪ:

When: Tuesday 1<sup>st</sup> November 2022

Where: Crossover Baptist Church, Rawene

Time: 10am - 2pm

## WHO:

Participants: 8 participants from the Rawene Community

Facilitated by Makareta Jahnke and Gwena Gilbert  
Kai Awhina: Symphony Morunga

## THE PROCESS:

The following activities were completed across the day:

- > History korero
- > Taonga Activity and Putake Sentence
- > Papa Kupu Aspirational Board Activity
- > Concept Model Making



The Papa Kupu Aspirational Board Activity, each group brainstorms ideas



The Taonga Activity, an object is used to spark ideas

“ I learnt about Rawene history, more words in reo māori and how creative our committee is

~ Papamahi participant



# Hokianga Community Gym Korero

## Dallon August expanded on the history of the HCG and it's beginnings

- > Over the past few years, the gym bay has been an evolving space with untapped potential.
- > It has taken time to get the space set up and running as initially people weren't entirely willing to take on the responsibility.
- > The Karate Club Sensei got the space set up and useable.
- > The community slowly has become more involved in the future of this community space.
- > Dallon brought his overseas training home to help and support the community of Rawene.
- > A tight knit committee has been formed of knowledgeable people to make the kaupapa flourish and thrive.
- > The different visions work together to maintain the gyms longevity.
- > People gravitate to this place for more than physical training. For the whanaungatanga.
- > Exciting to see the dream evolve for the community and their wellbeing.



Dallon August shares the evolution of the Hokianga Community Gym



The gym is a small piece to the puzzle – people come to it, gravitate to this area because there's something that they really like. A lot of them come to sit and talk, not just to use the gym. It doesn't have to be just about physical training, it can build muscles in the head and heart.

~Dallon August

# Korero Reflections

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After listening to the mana whenua history the participants were grouped into 3 rōpu and were asked to write kupu/words that stood out for them from the korero and history shared

## Rōpu 01

- > Hope, hope to continue to move forward with resiliency
- > Community
- > Values

## Rōpu 02

- > Te Reo Maori
- > Manakitanga
- > Hoiho/horses

## Rōpu 03

- > Hope
- > Resilience, the community is strong and has found ways to survive
- > Through kotahitanga -through support, through wananga, through working together

“ I loved the outside the box approach

~ Papamahi participant



Brainstorming aspirational ideas for a new community recreational hub



Ideas are shared following the history korero



# Taonga and Pūtake Sentence

DRAFT

## Taonga Activity

Using taonga characteristics as a reference point, rōpu came up with ideas for the community recreational hub, these formed Pūtake for the day, the narrative for which their concepts and designs can anchor back to.

Taonga: object of meaning.

Putake sentence: a tap root sentence that is woven with a purpose, direction and meaning. The tap root of a plant is the origin of its strength and life giving forces.

## Rōpu 01

- > Flexible,
- > Soft and strong
- > Dance
- > Rhythm
- > Texture
- > Woven

## Rerenga kōrero/sentence

This rōpu shared the following sentence:

- > The soft fluid movement of the poi invokes the flexibility strength and resilience of our community and its values
- > The poi is reflective of the heartbeat of the community



The poi is a strong and flexible



The rōpu discuss the qualities of the poi

“The soft fluid movement of the poi invokes the flexibility, strength and resilience of our community and its values

~ Papamahi participant

# Taonga and Pūtake Sentence

DRAFT

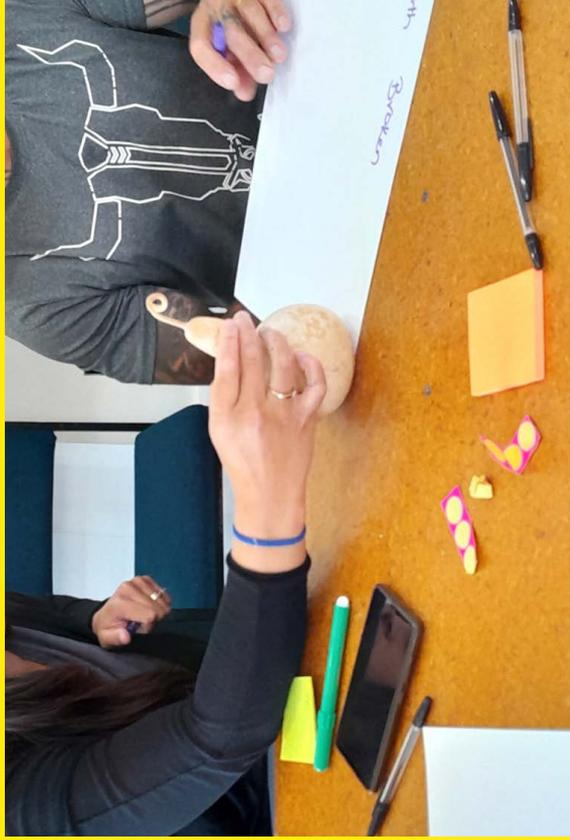
## Rōpu 02

- > Smooth
- > Broken
- > Cracks
- > Potential

### Rerenga kōrero/sentence

This rōpu shared the following sentences:

- > Fixing broken relationships
- > Generational Growth – A lot of people will come to the hub with defects, they'll take their journey and they will leave a better and stronger person
- > The cracks are reflective of the tracks the hoiho walks on, also a path we as people as families journey have been changed, even though it's fragile and it's cracked it's still stable and strong.
- > It has many defects but it is also strong and stable.



It has many defects but it is also strong and stable



This rōpu reflect on the hue/gourd and connect its qualities to an overall sentence

“ The cracks are reflective of the tracks the hoiho walks on, also a path we as people, as families journey has been changed, even though it's fragile and it's cracked, it's still stable and strong

~ Papamahi participant

# Taonga and Pūtake Sentence

## Rōpu 03

- > Strength,
- > Sturdy and lasting the test of time
- > Cultural significances

Rerenga kōrero/sentence

“ A sturdy and resilient structure that will last the test of time

~ Papamahi participant



This rōpu reflect on the patterning and strength that this pou/pillar represents

# Papa Kupu Aspirational Board Activity

## What are the aspirations for the Community Recreational Hub through the lens of Hapori, Taiao, or Matauranga?

Each group was given a papa kupu board and were asked to think about their aspirations for the new Community Recreational Hub through the lens of Hapori/Community, Taiao/The Environment and Matauranga/Education.

Top priorities were selected by people adding their sticker to their top priority on each aspiration board, these are highlighted in bold throughout the text.



The Hapori/Community Papa Kupu brainstorm

<b>Hāpori Community</b>	<p><b>Hāpori Connections</b></p> <ul style="list-style-type: none"> <li>&gt; <b>Work with sports Northland, R.A.R.A, H.E.T and Hauora Hokianga etc...</b></li> <li>&gt; Queen Ages: 50+ needs</li> <li>&gt; Coming together</li> <li>&gt; Encourage groups to participate</li> </ul> <p><b>Hāpori Health</b></p> <ul style="list-style-type: none"> <li>&gt; <b>Wellness/mental health benefits</b></li> <li>&gt; <b>Focus on movement and exercise</b></li> </ul> <p><b>Hāpori Expectations</b></p> <ul style="list-style-type: none"> <li>&gt; Consultation</li> <li>&gt; Realistic expectation</li> <li>&gt; Remain not for profit</li> <li>&gt; Affordability</li> </ul> <p><b>Hāpori Capacity</b></p> <ul style="list-style-type: none"> <li>&gt; <b>Security of space/availability</b></li> <li>&gt; <b>Being able to grow our existing membership needs</b></li> <li>&gt; <b>Centralisation – All in one place – not disjointed</b></li> <li>&gt; Space to cater for members</li> <li>&gt; Storage for gear</li> <li>&gt; Expansion – 20 strong group – 3x per week to exercise</li> <li>&gt; 24/7 availability</li> </ul>
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<b>Eco-Friendly Space</b>	<ul style="list-style-type: none"> <li>&gt; <b>Eco-friendly Space</b></li> <li>&gt; Reuse existing facilities - upgrade</li> <li>&gt; Self sustainable – Solar panels</li> <li>&gt; Collect water</li> <li>&gt; Building materials – Timber wall (historical connection with Kauri, Totara, Rata)</li> <li>&gt; Kaitiaki for the recycling and rubbish</li> </ul>
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<b>Landscape</b>	<ul style="list-style-type: none"> <li>&gt; Planting flax &amp; kawakawa, Native planting</li> <li>&gt; Fruit trees – food for the hapū</li> <li>&gt; Farming kutai/fish oysters</li> <li>&gt; Permaculture</li> <li>&gt; Restore the creek</li> <li>&gt; Attractive and beautiful landscaping</li> <li>&gt; Sculpture park</li> <li>&gt; Auhatangata – Creative Language Signage</li> </ul>
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<b>Te Taiao The Environment</b>	<p><b>Access and Connections</b></p> <ul style="list-style-type: none"> <li>&gt; <b>Weka access – Use River Awa – Access to ramp</b></li> <li>&gt; <b>Safe cycle track</b></li> <li>&gt; Track walk</li> <li>&gt; Boardwalk</li> <li>&gt; Jetty</li> <li>&gt; Parking for cars and buses</li> </ul>
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<b>Communal Facilities</b>	<ul style="list-style-type: none"> <li>&gt; Shelter for people to keep warm and dry</li> <li>&gt; A safe place for the homeless</li> <li>&gt; Shower facilities</li> <li>&gt; Water containers for people and families</li> </ul> <p><b>Outdoor Activities</b></p> <ul style="list-style-type: none"> <li>&gt; <b>Outdoor Sport Activities</b></li> <li>&gt; Outdoor obstacle courses</li> <li>&gt; Playground</li> <li>&gt; Picnic Area</li> <li>&gt; Horse Arena</li> </ul>
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# Papa Kupu Aspirational Board Activity

<p><b>Mātauranga Education</b></p> 	<p><b>Youth Support</b></p> <ul style="list-style-type: none"> <li>&gt; Youth being involved and included</li> <li>&gt; Youth groups/Mum groups/Young male groups</li> <li>&gt; Youth classes – kickboxing</li> </ul>	<p><b>Mental Health</b></p> <ul style="list-style-type: none"> <li>&gt; Mental stimulation through fitness</li> <li>&gt; Mental health within the community</li> </ul>	<p><b>New Skills/Classes</b></p> <ul style="list-style-type: none"> <li>&gt; Learning new skills – fitness, classes</li> <li>&gt; Family friendly complementary activities happening at the same time</li> <li>&gt; Wahi wānanga for the hāpori</li> <li>&gt; Antenatal classes/yoga</li> <li>&gt; Learning new physical skills – Zumba, yoga, taiaha etc..</li> <li>&gt; Option of having classes via zoom</li> <li>&gt; Team walking challenges sponsored by local businesses</li> <li>&gt; Weekly events and sport days</li> <li>&gt; Month challenge fundraising</li> <li>&gt; Easy transition between clubs – learn new skills without feeling silly</li> </ul>
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<p><b>Training/Mentoring</b></p> <ul style="list-style-type: none"> <li>&gt; Multi-purpose space</li> <li>&gt; Space for guest speakers and trainers</li> <li>&gt; Mentoring programme in administration and finance management - succession programme</li> <li>&gt; Sports team training</li> <li>&gt; Placement/internship for personal training students</li> <li>&gt; Helping those to organise themselves via fitness</li> </ul>	<p><b>Food/Health Education</b></p> <ul style="list-style-type: none"> <li>&gt; Fitness &gt; Better diet &gt; better health choices</li> <li>&gt; Health education and healthy living workshops</li> <li>&gt; Workshops - Food Education</li> <li>&gt; Food day education (poor diet = poor health = diabetes)</li> <li>&gt; Cooking workshops – food education</li> </ul>
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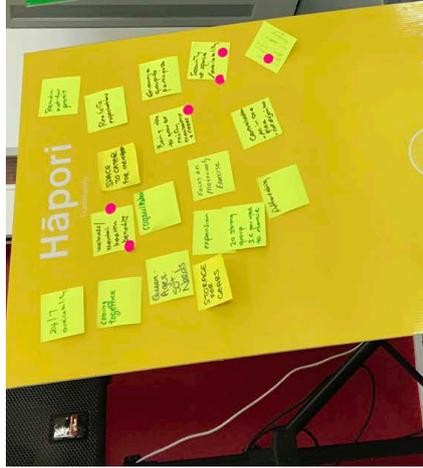
<p><b>Technology</b></p> <ul style="list-style-type: none"> <li>&gt; Technology – Interactive</li> </ul>	<p><b>Town Connections</b></p> <ul style="list-style-type: none"> <li>&gt; Town history – Walking tour</li> <li>&gt; Promote local facilities</li> <li>&gt; Providing tools and resources</li> </ul>
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# Papa Kupu Aspirational Board Activity Process

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Makareta Jahnke explains the activity



Everyone is given a chance to pick their top priority under each papa kupu



The Taiao papa kupu brainstorm is added to



Each rōpu agrees on what is important to them under the different papa kupu headings

“ I really enjoyed the positivity, creativity and enthusiasm that everyone brought to the day  
~ Papamahi participant

# Site Mapping

The rōpū gathered around a site map and in a quick fire exercise the following things were considered: What's working (Tino Pai)? What needs work? What opportunities are there?

## TINO PAI/IT WORKS

- 1 Sheltered site, awesome location!
- 2 Sailing club as neighbours
- 3 Hokianga Community Gym with 130 members
- 4 Proximity to the kohanga
- 5 Proximity to the bowling club
- 6 Land leased by the Hokianga Sailing club, good relationship here
- 7 Mangrove walk
- 8 The harbour is near, kayak access
- 9 Boat ramp up the road

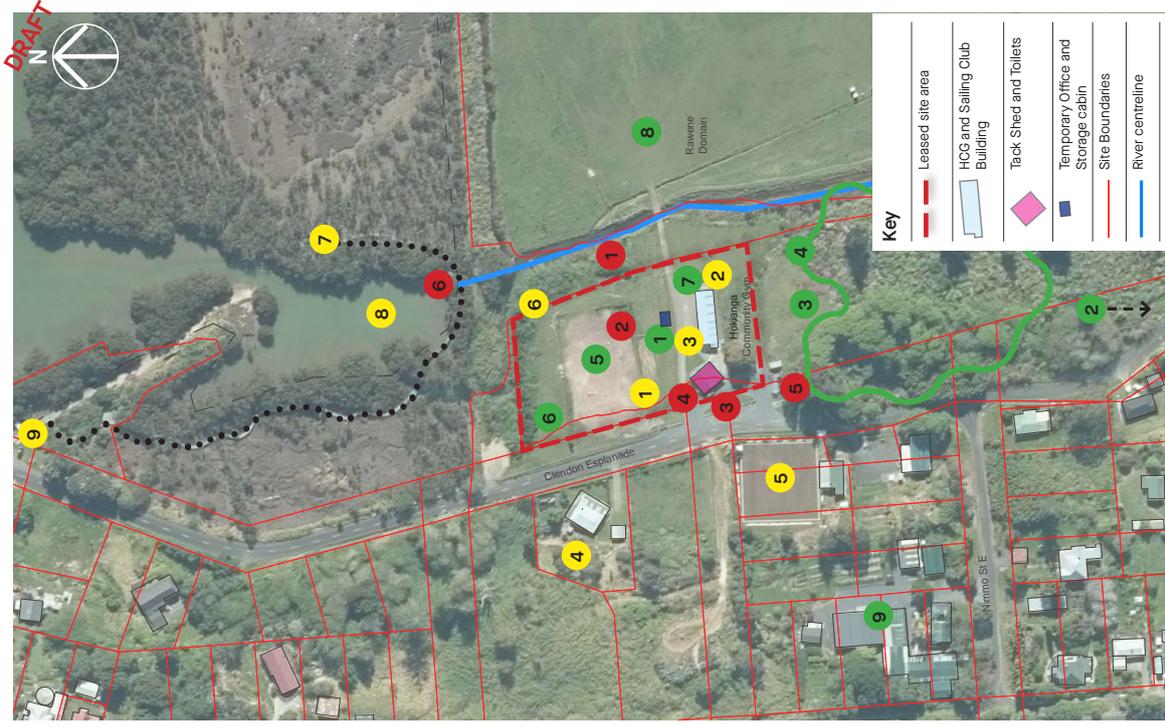
## OPPORTUNITY

- 1 A new multi-purpose community recreational hub space with a focus on health and wellbeing
- 2 School and playcentre closeby
- 3 Prime location for a playground/family area (to the south)

- 4 Bike track
- 5 Horse arena
- 6 Mens shed – location TBC, somewhere on the north side of the horstrack
- 7 Sailing club looking at new location in the future (longterm)
- 8 Racecourse on the domain – closed for now
- 9 Education facility across the road – NFP organisation

## IT COULD BE BETTER

- 1 Costal flood zone, low lying land
- 2 Safety between horses and people
- 3 Parking is an issue on a busy days
- 4 Building with toilets and tack shed – resolve use
- 5 Recycling – handy location but an eyesore
- 6 Stop bank and flooding issues, needs a review





# Concept Models

DRAFT

The last half an hour was about the making. Utilising the resources that we took with us, each rōpu worked with a bamboo framework to make a model that resembled their concept.

## Rōpu 01

This model is based on the vision for the new building at the gym, it includes:

- > outdoor activities
- > an obstacle course
- > gardens as you approach the building
- > the recycling is relocated
- > a beautiful deck area with activities on the deck

The new building includes

- > weight lifting area
- > yoga activities, swiss balls
- > a ballet barre
- > mirrors
- > indoor outdoor flow

Mental and physical wellbeing to also be considered

“ A vision for mental and physical wellbeing and including indoor-outdoor flow

~ Papamahi participant



Various activities are set up inside the building for workouts



Gardens and landscaping as a feature as you enter the building



A ballet barre and mirrors are a feature of the new building interior

# Concept Models

DRAFT

## Rōpu 02

This model focussed on the steps that are required to reach a new building, a conceptual representation.

The domain represents a lot of different things for people so this structure could represent

- > your marae
- > your church
- > your gym

Other important aspects are:

- > It's open, anyone can come in or out
- > It represents all the relationships that are needed to complete the new build
- > Natural resources have been used
- > Architectural play
- > Campfire in the middle for everyone to meet in one place to make this happen
- > It creates a foundation that won't fall

“ Each pillar represents the different community people involved – if not all balanced it's not going to stand up

~ Papamahi participant



The proposed building is open and inclusive and proposes a campfire in the middle for everyone to meet at



The foundations of the model are created



A playful roof structure is explored

# Concept Models

DRAFT

## Rōpu 03

This model had four pillars which represents the community:

- > nature
- > education
- > community involvement
- > and fun!!

The model displays:

- > feet in nature, grounded with nature at ground level
- > the heart in the centre which represents the members!
- > the blue material represents shelter and safety above

This could represent Te Whare Tapa Wha - the four pillars of wellbeing but we have created our own!

“ The heart is in the middle, the heart of everything is our members

~ Papamahi participant



The four pillars of the concept are constructed



Each pillar is decorated to represent a different meaning



The model is grounded in nature, with people at the centre

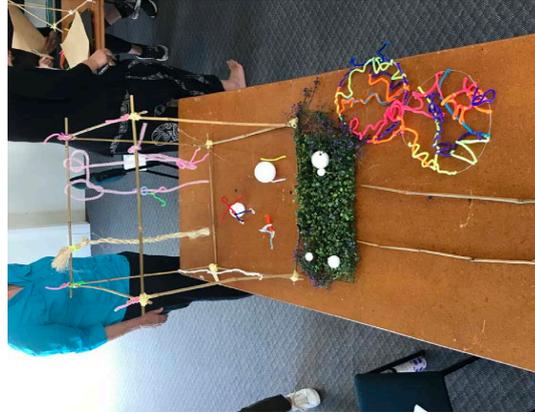
# Concept Model Summary

DRAFT

## Concept Model Main Themes:

- Roopu 01**
  - > A focus on outdoor areas which incorporate an
  - > Obstacle course
  - > Gardens
  - > Outdoor activities
  - > A beautiful deck
  - > Mental and physical wellbeing
  - > Ballet bare/mirror/weight lifting
- Roopu 02**
  - > A strong foundation through enduring relationships
  - > Natural resources
  - > Architectural play with the form of the new building
  - > Open door policy! All welcome
- Roopu 03**
  - > Four pillars which represent the community; nature, education, community involvement and fun
  - > Strong connections to nature
  - > Gym members at the centre
  - > Shelter and safety

**Outdoor connection and landscape opportunities**



Outdoor activities and gardens lead to a new building

**People at the centre, strong relationships equal solid foundations**



A strong foundation through enduring relationships is shown through a fire and communal gathering area

**A shelter for everyone in the community**



Four pillars which represent the community: nature, education, community involvement and fun

DRAFT

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## Background Research

# Operational and Functional Questionnaire Findings

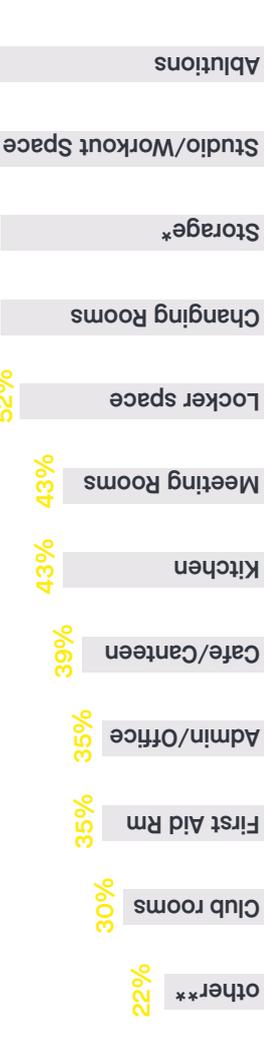
DRAFT

A questionnaire was drafted by AKAU and tailored by the Manaaki Tinana Trust to ask the community about their needs and future vision for a potential new building at the Rawene Recreational Domain. This survey was completed by 23 people from the community, with a large portion current users of the gym

## What facilities in a new building would be useful for you?

Area	%
Admin/office space	35%
Meeting Rooms	43%
Club Rooms	30%
Kitchen	43%
Cafe/Canteen/Lounge	39%
Changing Rooms	57%
First Aid Room	35%
Storage*	57%
Ablutions	74%
Studio and Workout space	61%
Locker space	52%
Other**	22%

- \*Storage for:
  - Yoga gear
  - Weights
  - Sports equipment and gear
  - Games, puzzles
- \*\*Other:
  - Conferences/lectures for themes of interest: health, fitness
  - Money raising strategies for Community
  - Performances (theatre, music, cinema and art expos)
  - More showers!
  - A drinks fridge
  - Physio office
  - Bigger carparking space
  - Spa/sauna



## What facilities in a new building would be useful for you?

“ I feel like we have such huge potential for growth with many interested people in our community who want more positive ways to improve their health and age well

~ Hokianga Community Member

“ I think the gym is the best thing to happen in the Hokianga because it benefits everybody that uses it. The trainers are top notch. It has totally changed my life

~ Existing HCG Member

# Operational and Functional Questionnaire Findings

DRAFT

Below are some thoughts and ideas from the community that shared a common vision for the development at the Rawene Recreational Domain

**In general what would you like to see the Domain used for in terms of sporting and recreational facilities / future projects?**

Connect with existing mangrove walk and extend up the banks of the Waimea river with kayak/dingys

I would love a facility that meant we could return to the regular dance etc. gathering that used to happen in the Oue hall

A stepping stool for young aspiring athletes, somewhere to train to help towards sporting careers from young to old

Swimming pool and classes. We are surrounded by rivers and ocean, tamariki need to learn to swim

**What opportunities may be possible for yourself / your group if an improved or larger facility was available on the Domain?**

Currently we have to apply for funding to rent the Rawene Town hall as an exercise space. We would like an empty space at the gym to use for zumba, yoga, pilates etc. and to store our gear

Options for extra activities and more space around equipment (hopefully improving use and safety)

If we had a bigger venue we could host events and competitions in the future

A building which is connected and provides for physical and mental health for this small community

**If Manaki Tinana Trust Hokianga Community Gym extends its facilities and a community hub available to gym members and others were to be built, how would you / your group see yourself using this space?**

It would be great to see some facilities that kids could use

Invite tutors to come and teach and have a greater reach into the community

Increase the types of classes available

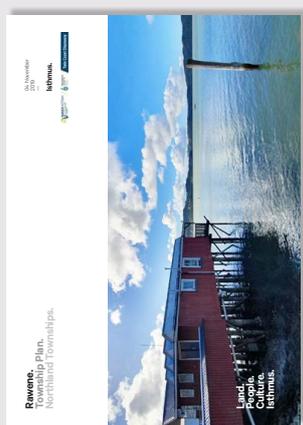
Our area is in dire need of healthy options being supported by group work

# Rawene Township Plan

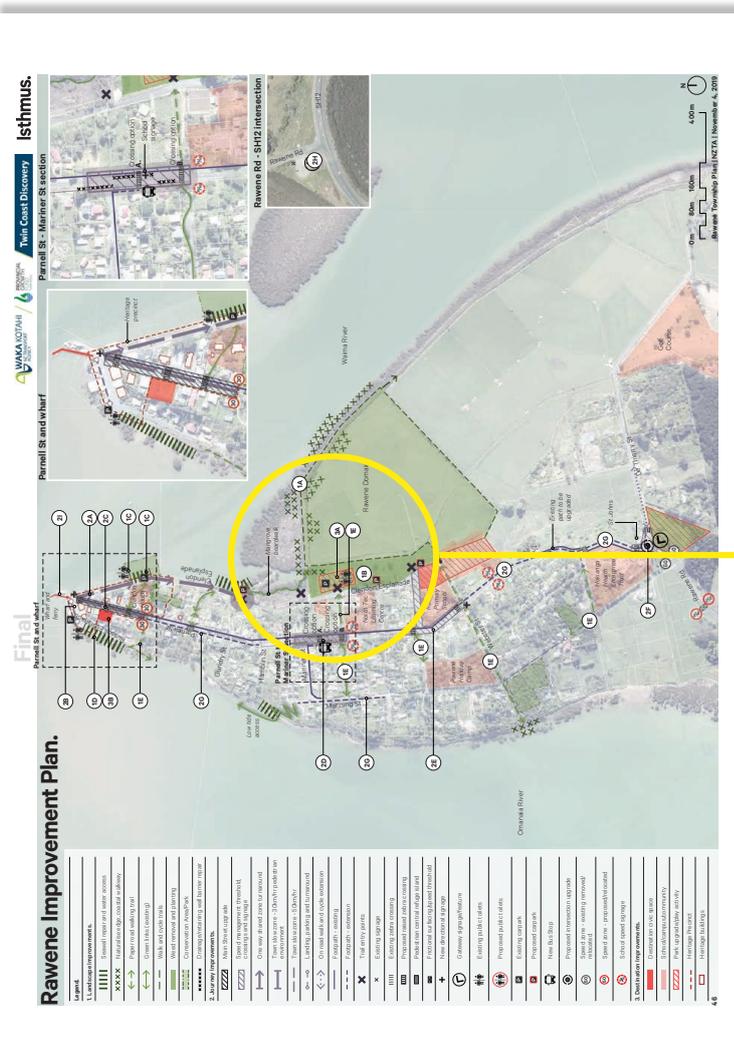
The Rawene Township Plan was developed in 2019. The community of Rawene put many hours of engagement into working with consultants to create the Plan. The Plan identifies key moves that capture the community's vision for Rawene and many small and large projects will build towards those key moves.

Several of the projects in the Township plan have a direct relationship with the Rawene Gym site.

**Opportunities to get these projects built should be considered in future masterplanning work.**



DRAFT



**Relevant Township Plan projects**

- Project 1A Rawene Domain walk and cycle trails
- Project 1B Rawene Domain entry/ edge restoration
- Project 1E Rawene green links project
- Project 3A Rawene Domain Play and Learning Hub

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**Aspirational Brief**

# Aspirational diagram

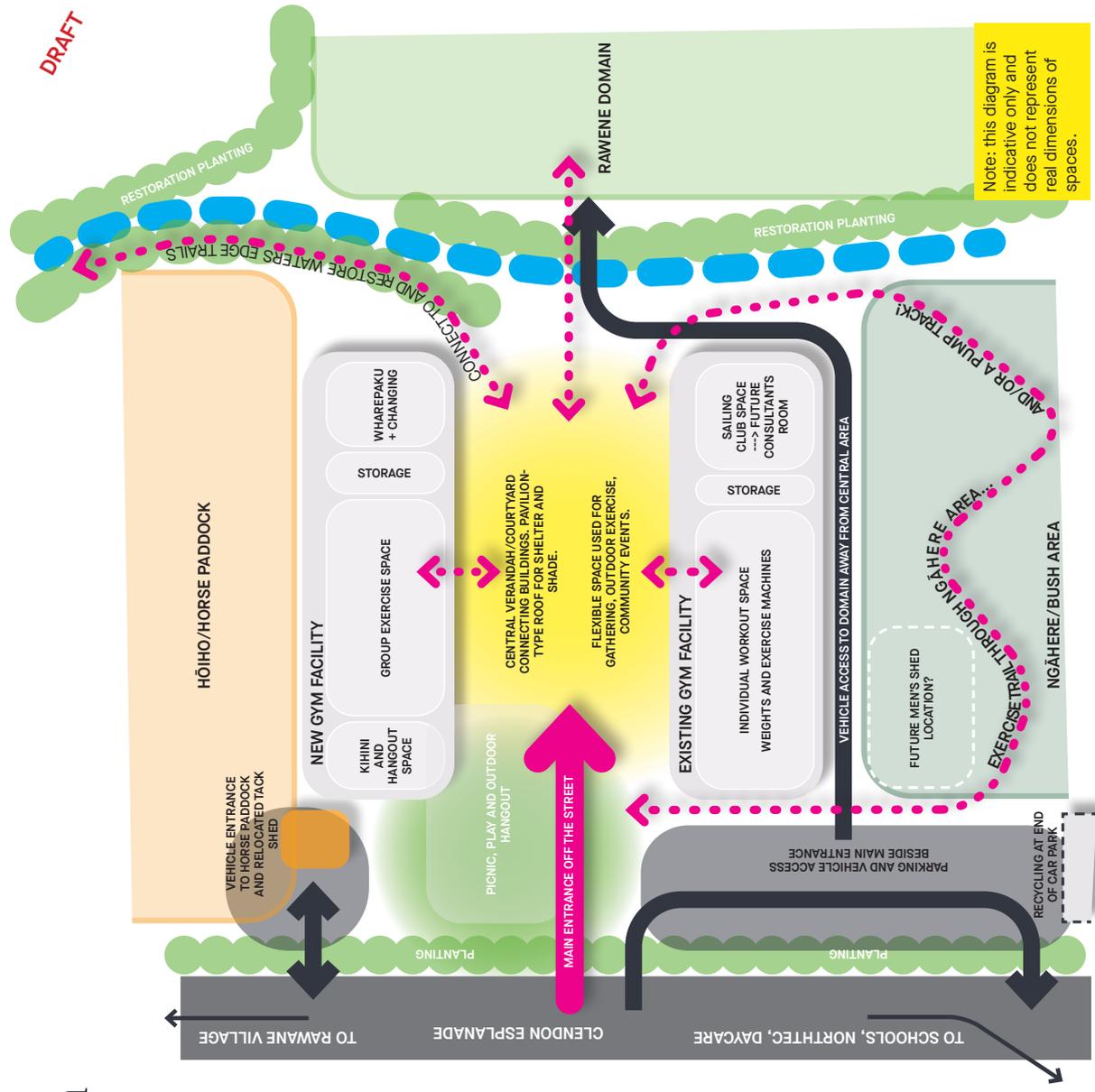
This diagram is a summary of the ideas, requirements, needs, hopes and visions of the community around Manaaki Ti mana Trust for the future of their facility. It incorporates near- and long-term ideas which could be developed as small projects over time, or pulled together as larger development projects.

**KEY PROJECT THEMES**

**01 A new facility that's fit-for-purpose**  
The most important priority for the Rawene Community is a new facility that will increase the size of the gym capacity. A new building will provide flexible space for group classes and create room for a number of other functions such as kihini/kai area, a whānau space, and new wharepaku/ablutions. Upgrades can be made to the existing building once the new facility is in place, and connecting the two buildings with a verandah or courtyard will extend the usable space significantly.

**02 Reconfiguring parking and access**  
Shifting the recycling area, rearranging carparking, and re-routing vehicle access will create more space in the centre of the site that can be used by gym-goers and other members of the community.

**03 Making the most of outdoor spaces**  
Exercise, play and whānau activities could spread out around the site with some landscaping and improvements to the outside area. Outdoor space is also key to linking in to the wider environment of Rawene, and connecting the site to the water's edge and the township. A 'Mens Shed' could be located near the carpark, or to the north of the Horse Paddock.

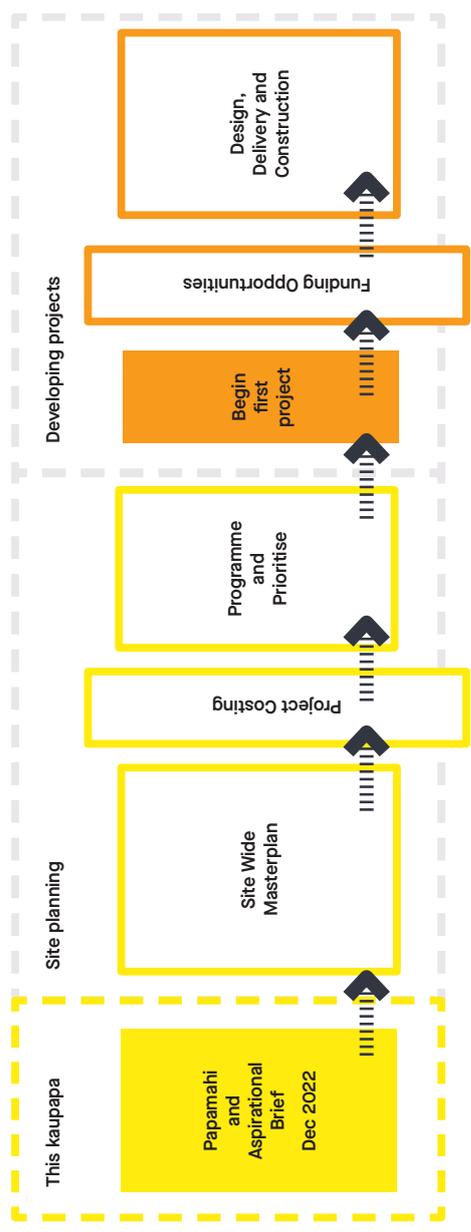


# Next Steps

DRAFT

These steps are what the Manaaki Tinana trust can expect as they work towards new and upgraded facilities

- How can the Manaaki Tinana Trust move the project forward?**
- 1\_ Site Wide Masterplan**
    - > Engage architects/designers to develop a site wide masterplan
    - > Consultant input (planning advice and engineer advice)
    - > Engage with council
  - 2\_ Costing**
    - > Project reviewed and priced by a Quantity Surveyor
  - 3\_ Programme and Prioritise**
    - > Project phases to be considered, how can the masterplan be divided into achievable projects?
    - > Which projects should come first, and which are long-term?
    - > What needs to happen before projects can get underway?
    - > Engage with council
  - 4\_ Funding**
    - > Available funding avenues considered and applied for
  - 5\_ Design and Delivery**
    - > Confirm funding
    - > Engage consultants
    - > Detailed Design of project
    - > Engage with council
    - > Construction of project





**AGREEMENT/LICENCE TO OCCUPY RECREATION RESERVE**  
**Pursuant to s53 Reserves Act 1977**

The **Far North District Council** ("the licensor") hereby grants consent to Mr Robert Jeffery Pink trustee for **Hokianga Treks for Kids Charitable Trust (2159302)** ("the licensee") to occupy part of Rawene Domain.

The land to be occupied under this Licence (hereinto referred to as "the agreed area") is shown on the plan annexed hereto, and is described as those parcels of land being: **sections 6 and 7 Block XIV Mangamuka Survey District.**

**Term of Agreement/Licence:**

Term: One (1) year  
Commencement Date: 1 June 2014  
Rental: \$100.00 plus GST per annum  
Expiry Date: 31 May 2015  
Final Expiry Date: 31 May 2019  
Rights of Renewal: Upon expiry of the one (1) year term this licence may be renewed upon the same terms and conditions provided that the licensee shall have first given to the licensor not less than one (1) calendar month's notice in writing of the intention to seek such renewal.  
All further terms shall expire on or before the final expiry date.

*Chg 103030*  
enclosed

**Conditions of Licence**

This Agreement is issued subject to the following conditions:-

- 1. Maintenance and statutory obligations:** The licensee shall at all times keep the site in a clean and tidy condition. And, where under any Act, Regulation or By-law any obligation is placed upon the licensee, the licensee shall perform all such obligations.

The licensee indemnifies the licensor against any costs or penalty (or the costs entailed in performing any such obligation) in respect of the same which might otherwise be payable by or imposed by the licensor.

- 2. Restrictions on assignment:** This licence is not assignable.

- 3. Permitted use:**

To provide a venue for the purpose of holding events and running programmes in equestrian skills for youth including training in horsemanship and mounted games.

The Licensee may from time to time be required to graze the rugby fields and to make an area available for the holding of public events.

The licensee shall not use this site or permit or suffer it to be used for any purposes other than to provide voluntary community equestrian programmes for youth without written consent of the licensor.

A handwritten signature in blue ink, appearing to be "J. Pink", located at the bottom right of the document.

The licensee shall at all reasonable times permit any authorised officer of the licensor access to the agreed area for the purpose of inspecting the land to satisfy the licensor that the terms of the licence are being complied with.

4. **Buildings:** The licensee will not erect any buildings upon the said land without the prior written consent of the licensor.
5. **Insurance:** The licensee shall be responsible for arranging its own insurance and the licensee must indemnify Council and take out a public liability insurance policy, the amount of cover must be not less than \$5,000,000.00.

**Compensation for improvements on termination of licence:** The licensee shall remove their improvements from the site and repair any damage caused by that removal and leave the whole of the agreed area in a clean and tidy condition and to the licensor's reasonable satisfaction.

**Reversion to licensor:** In the event that the licensee's improvements are not removed within three (3) calendar months of the date of expiry of this licence then the licensee's improvements will revert to the licensor who shall have the right to remove all the licensee's improvements and charge the licensee all costs of removal and storage of the licensee's improvements or deal with the improvements as it deems appropriate.

**Termination:** Either party may terminate this licence agreement whensoever it chooses, by giving no less than one (1) calendar month's notice in writing to the other party of its intention to terminate. Any notice delivered, posted, faxed or emailed shall be deemed to have been served on the day following the delivery, posting or transmission of such notice.

**Arbitration:** any dispute, difference or question arising between the parties about anything contained in or arising out of this licence will be referred to the arbitration of a single arbitrator under the Arbitration Act 1996.

**Further conditions:**

1. The licensee shall graze the football field if required and will remove horses/stock on any public occasion.
2. The licensee shall be responsible for the provision of a stock-proof fence and ensure that any horses/stock on the land do not stray from the property.
3. The licensee shall not break up, or crop any part of the said land without the prior written consent of the licensor.
4. The licensee shall control weeds to the satisfaction of the Council.
5. The licensee shall monitor the stop-banks and flood gates and immediately notify the Council of any maintenance requirements.





# Far North District Council

- 6. The licensee must promptly pay to the relevant authority or supplier all charges for utilities (including water) which are separately metered or charged to the land and/or licensee's improvements.

Dated the 24<sup>th</sup> day of January 2015

Signed for and on behalf of the  
**Far North District Council**  
 pursuant to delegated authority by  
**Jacqueline Robson**  
 GM Infrastructure and Asset Management

[Signature]

in the presence of :

Liz Davidson  
 Name  
EA to GM IAM.  
 Occupation

[Signature]  
 Signature  
2 Garden Court, Hauraki  
 Address

Signed for and on behalf of  
**Hokianga Treks for Kids Charitable Trust** by:

Robert Jeffery Pink - Trustee

[Signature]  
P.D. Mendes.  
 Signature  
7 MARINER ST.  
 Address  
BYAWENE.

in the presence of :

PATRICK D. MENDES.  
 Name  
RETIRED  
 Occupation

[Signature]  
 Signature  
7 MARINER ST.  
 Address  
BYAWENE.

# Licence to Hokianga Treks for Kids Charitable Trust Being Secs 6 & 7 Blk XIV Mangamuka SD

Date Printed: 04-April-2014



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## AGREEMENT TO OCCUPY

Dated this 12th day of January 2023.

**Between:** Far North District Council, Memorial Avenue, Kaikohe (hereinafter called "the Licensor").

**And:** Hokianga Treks 4 Kids Charitable Trust (2159302), 5 Mariner Street, Rawene (hereinafter called "the Licensee")

**Leased area:** The land and buildings located at Rawene Domain being **sections 6 and 7 Block XIV Mangamuka Survey District** (land area 213,653m<sup>2</sup> more or less)

The Licensor hereby grants to the Licensee use of the Leased area on the following terms and conditions:

**Term:** 364 days

**Commencement Date:** 1 January 2023

**Rent:** \$ 113 + gst

**Expiry Date:** 31 December 2023

**Permitted Use:**

To provide a venue for the purpose of holding events, running programmes in equestrian skill and grazing of cattle (11) to maintain the fields.

The licensee shall not use the Leased area or permit the Leased area to be used for any purpose other than the Permitted Use.

**1. Rights of renewal:**

Upon the expiry of the 364 day term this licence may be assessed for renewal upon the same terms and conditions provided the licensee shall have first given to the licensor not less than two (2) calendar months' notice in writing of the intention to seek such renewal. This clause does not give automatic right of renewal.

**2. Assignment or subletting:**

The Licensee shall not assign or sublet the Leased area.

**3: Licensee's obligations:**

The Licensee shall:

- a) At all times keep the Leased area in a clean and tidy condition and ensure all rubbish is removed.
- b) Neither make nor allow to be made any alterations or additions to the Leased area.
- c) Not permit any act or thing to be done which may be or become an unreasonable nuisance to the Licensor, adjoining property owners or members of the public.
- d) Ensure that the Leased area are safe and suitable for use by the Licensee, its employees, agents and contractors.
- e) The Licensee shall be responsible for the security of the Leased area, and for obtaining insurance for its own effects. The Licensor takes no responsibility for the loss of the Licensee's, animals, materials or equipment.

- f) Upon termination of this Agreement the Leased area shall be returned to the condition it was in prior to entry.

**4. Insurance:**

The Licensee must have public liability insurance with an amount of cover no less than two million dollars (\$2,000,000) and shall arrange adequate insurance against all reasonable insurable risks as required.

**5. Buildings and structures:**

The licensee will not erect any building or structures within the Leased area.

**6. Indemnification:**

The Licensee indemnify' s the Licensor against all actions, proceedings, liabilities, costs, expenses, demands or damages of any kind arising through any breaches of this Agreement being made by the Licensee.

**7. Termination:**

The Licensor may terminate this Agreement by either:

- a) giving one (1) months' notice in writing.
- or
- b) immediate termination by providing written notice to the Licensee if the Licensee commits a material breach of the terms and conditions.

The Licensee may terminate this Agreement by:

- a) giving one (1) months' notice in writing.

The licensee shall remove their improvements from the site and repair any damage caused by that removal and leave the whole of the agreed area in a clean and tidy condition and to the licensor's reasonable satisfaction.

**Further Terms**

- The licensee will remove horses/stock on any public occasion.
- The licensee shall be responsible for the provision of a stock-proof fence and ensure that any horses/stock on the land do not stray from the property.
- The licensee shall not break up or crop any part of the said land without the prior written consent of the licensor.
- The licensee shall control at their own cost all weeds to the satisfaction of the licensor.
- The licensee shall monitor the stop-banks and flood gates and immediately notify the licensor of any maintenance requests.

Signed for and on behalf of  
**Far North District Council**  
pursuant to delegated authority



Signature

Andy Finch

Name



Witness signature

Tania George

Name

Executive Assistant

Occupation

Signed for and on behalf of

[Name] *HOKIANGA TREKS 4 KIDS CHARITABLE TRUST*

*Robert J Pink*

Signature

*ROBERT J PINK*

Name

*Leonard B Andrewes JP*

Witness signature



Name

LEONARD BARRIE ANDREWES

27 Parnell Street

RAWENE, NZ

Occupation

Tel. 09 405 7869

**SCHEDULE 1 – SITE PLAN**

**RAWENE DOMAIN - SECTIONS 6 AND 7 BLOCK XIV MANGAMUKA SURVEY DISTRICT**



### Rawene Domain Timeline

HT4k: Hokinga Treks 4 Kids

HST: Hokianga Sailing Trust

HCGMTT: Hokianga Community Gym - Manāki Tinana Trust

HM: Hokianga Mens Shed

**2008** – Establishment of HT4K horse arena.

**2010** – Access granted to Mr Pink to utilise the old rugby shed/ablution block.

**January 2013** – Ground lease granted to HST.

**June 2014** – Licence to occupy granted to HT4K for back section of Rawene Domain.

**September 2015** – Variation to HST lease to include additional portion of land for shed. Portion of land encompasses horse arena.

**May 2016** – Variation to HST lease to include the words “physical training purposes” to clause 13.

**May 2019** – Expiry of Licence to occupy granted to HT4K for back section of Rawene Domain.

**April 2019** – Opening of HCGMTT at part of shed owned by HST.

**September 2022** – HST approached FNDC to place a removable shed on their leased area for HCGMTT to utilize as office space.

**October 2022** – HM approached FNDC to utilise part of the leased area by HST.

**November 2022** – Proposed variations of leased area to HST to permit Licences to Occupy to HM and HT4K.

**December 2022** – Response from HST requesting a meeting with FNDC and all relevant parties to discuss subleases of part of the HST leased area.

**December 2022** – Meeting with HCGMTT and HST with FNDC Community Board Coordinator to discuss draft AKAU plan.

**January 2023** – Granting of Licence to occupy granted to HT4K for back section of Rawene Domain.

**9<sup>th</sup> February 2023** – Onsite meeting with all parties to discuss potential solution on usage of HST leased area. Potential solutions found.

**28<sup>th</sup> March 2023** – Letter from HST requesting removal of HT4K horse arena and cease of use of rugby shed/ablution blocks. Request to formalise agreement with HM and HCGMTT.

**21<sup>st</sup> April 2023** – Proposal from HST, HM and HCGMTT for a community recreation hub at Rawene Domain received.

**25<sup>th</sup> May 2023** – Phone call to Mr Pink to discuss relocating horse arena to another area. Not possible or adequate.

**29<sup>th</sup> May 2023** – Email to users to state report will be presented to the Community Board and Council for a decision on use of the Rawene Domain.

**5<sup>th</sup> September 2023** – Meeting with users of the leased area to come to a solution of use. HST adamant on moving the horse arena. KT4K open to relocating to the pump track area should it be a possibility.

**27<sup>th</sup> September 2023** - Kaikohe – Hokianga Community Board nominated Rawene Domain Reserve for the development of the first Reserve Management Plan for the ward. Funding set aside to carry out a geo tech report of the reserve.

**28<sup>th</sup> September 2023** – Change of report to an information report.

### 8.3 KAIKOHE-HOKIANGA COMMUNITY BOARD NOVEMBER OPEN RESOLUTION REPORT

**File Number:** A4460371

**Author:** Imrie Dunn, Democracy Advisor

**Authoriser:** Casey Gannon, Manager - Democracy Services

#### TAKE PŪRONGO / PURPOSE OF THE REPORT

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

#### WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- Open resolutions are a mechanism to communicate progress against decisions/resolutions.
- Open resolutions are also in place for all formal elected member meetings.
- There are no open resolution items for the Kaikohe-Hokianga Community Board this month.

#### TŪTOHUNGA / RECOMMENDATION

**That the Kaikohe-Hokianga Community Board receive the report Kaikohe-Hokianga Community Board November Open Resolution Report .**

#### TĀHUHU KŌRERO / BACKGROUND

Any resolution or decision from a meeting is compiled on an open resolution status report, 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 open resolutions with staff where appropriate, and occasionally, may be in a position to provide a further verbal update at meetings following the printing of an agenda.

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

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

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

There are no financial implications or need for budgetary provision in receiving this report.

#### ĀPITIHINGA / ATTACHMENTS

1. **Open Resolution Report - November 2023 - A4466921**  

**OPEN RESOLUTION REPORT**

**Printed: Wednesday, 8 November 2023  
12:50:21 pm  
Date From: 1/01/2020  
Date To: 8/11/2023**

**Division:**  
**Committee:** Kaikohe-Hokianga Community Board  
**Officer:**

Meeting	Title	Resolution	Notes
Kaikohe-Hokianga Community Board 27/09/2023	Far North District Council Honours Board  Melissa Wood	<b>RESOLUTION 2023/95</b>  Moved: Member Mike Edmonds Seconded: Member John Vujcich  <b>That the Kaikohe-Hokianga Community Board request a report from staff explaining when the Honours Board ceased to be used and why?</b>  <b>CARRIED</b>	<b>11 Oct 2023 11:32am Wood, Melissa - Target Date Revision</b> M Wood: - The Honours Board sits with the Mayoral Office to determine what is happening with this moving forwards. As at agenda deadline: Democracy Services have requested an update from the Mayor's Office.  <b>07 Nov 2023 4:15pm Wood, Melissa - Target Date Revision</b> M.Wood. KHCB updated on 7 Nov. Declining interest and funding issues are the reason for this no longer being actively updated. Moving forward consideration is being given to community recognition in other formats.
Kaikohe-Hokianga Community Board 27/09/2023	Reserve Management Plan programme  Robin Rawson	<b>RESOLUTION 2023/99</b>  Moved: Member Jessie McVeagh Seconded: Member Tanya Filia  <b>That the Kaikohe-Hokianga Community Board recommends that;</b>  a) <b>an individual Reserve Management Plan be prepared for Rawene Domain, and that the concept plans be fast-tracked for early in 2024, and</b>  b) <b>investigate pre-engagement with all hapu connected with the Hone Heke Memorial Park in regards to the reserve classification of the park.</b>  <b>CARRIED</b>	<b>10 Oct 2023 4:15pm Rawson, Robin</b> Work continuing on project plan and property report. Initial public consultation will be in mid-January to avoid holiday period.  <b>07 Nov 2023 4:38pm Wood, Melissa</b> The RMP process for Rawene is now being progressed as BAU. Pre-engagement with hapu in regard to Hone Heke Memorial Park has been initiated and is now being progressed as BAU. FNDC Parks and Reserves Planner will provide updates to the Board on both as these progress.

**9 KARAKIA WHAKAMUTUNGA / CLOSING PRAYER**

**10 TE KAPINGA HUI / MEETING CLOSE**