



**Far North  
District Council**



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

# **AGENDA**

## **Te Hiku Community Board Meeting**

**Tuesday, 21 November 2023**

**Time: 10:00 am**

**Location: Conference Room - Te Ahu  
Cnr State Highway 1 and Mathews  
Avenue  
Kaitaia**

**Membership:**

Member Adele Gardner – Chairperson  
Member John Stewart – Deputy Chairperson  
Cr Felicity Foy  
Member Darren Axe  
Member Sheryl Bainbridge  
Member William (Bill) Subritzky  
Member Rachel Baucke



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

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

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

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

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

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

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

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

8. To allocate names for previously unnamed local roads, reserves and other community facilities, and recommend to Council name changes of previously named roads, reserves, and community facilities subject to consultation with the community.
9. To consider the provisions of new and reviewed reserve management plans for recommendation to the Council in accordance with the Reserves Act 1977, and hear or participate in the hearing of submissions thereto, as considered appropriate by the Council.
10. To provide recommendations to the Council in respect of applications for the use and/or lease of reserves not contemplated by an existing reserve management plan.
11. Prohibit the use of skateboards in specified locations within their communities, in accordance with Council's Skating Bylaw 1998.
12. Recommend new bylaws or amendments to existing bylaws.
13. Prepare and review management plans for local cemeteries within budget parameters and in a manner consistent with Council Policy.
14. Exercise the following powers in respect of the Council bylaws within their community:
  - a) Control of Use of Public Spaces – Dispensations on signs
  - b) Mobile Shops and Hawkers – Recommend places where mobile shops and/or hawkers should not be permitted.
  - c) Parking and Traffic Control – Recommend parking restrictions, and areas where complying camping vehicles may park, and consider and grant dispensations in accordance with clause 2007.2
  - d) Public Places Liquor Control – Recommend times and places where the possession or drinking of alcohol should be prohibited.
  - e) Speed Limits – Recommend places and speed limits which should be imposed.
15. To appoint Community Board members to speak on behalf of their community in respect of submissions or petitions.
16. Specific to the Bay of Islands-Whangaroa Community Board – consider any recommendations of the Paihia Heritage Working Group and make appropriate recommendations to Council on the development of a draft Plan Change and a Section 32 analysis on heritage provisions for Paihia.
17. Specific to Te Hiku Community Board – the Kaitia Drainage Area Committee, Waiharara and Kaikino Drainage Area Committee and Motutangi Drainage Area Committee.
18. 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.
19. 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.
20. 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.
21. Subject to a report from the appropriate managers and the appropriate budgetary provision, to make decisions in respect of civic amenities including the levels of service, and the provision or removal of an amenity not provided for elsewhere in these delegations.

### Terms of Reference

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

1. Comment on adverse performance to the Chief Executive in respect of service delivery.
2. Assist their communities in the development of structure plans, emergency management community response plans, and community development plans.
3. Assist their communities to set priorities for Pride of Place programmes.

4. Have special regard for the views of Māori.
5. Have special regard for the views of special interest groups, e.g. disabled, youth, aged, etc.
6. Actively participate in community consultation and advocacy and keep Council informed on local issues.
7. Seek and report to Council community feedback on current issues by:
  - a) Holding a Community forum prior to Board meetings
  - b) Varying the venues of Board meetings to enable access by members of the community
8. Monitor and make recommendations to Council to improve effectiveness of policy.
9. Appoint a member to receive Annual Plan\Long Term Council Community Plan submissions pertinent to the Board area, attend hearings within the Board area, and attend Council deliberations prior to the Plan adoption.

## Protocols

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

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

**Far North District Council**  
**Te Hiku Community Board Meeting**  
**will be held in the Conference Room - Te Ahu, Cnr State Highway 1 and**  
**Mathews Avenue, Kaitia on:**  
**Tuesday 21 November 2023 at 10:00 am**

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**Te Paeroa Mahi / Order of Business**

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**1 KARAKIA TIMATANGA / OPENING PRAYER****2 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**

To be confirmed on the day.

**4 NGĀ TONO KŌRERO / DEPUTATION**

- Hayley Tapatahi representing Aupouri Ngati Kahu Te Rarawa Trust (ANT) regarding Tangonge Domain update

**5 NGĀ KAIKŌRERO / SPEAKERS**

- Roz Dennis and Leanne Tasker representing Cruzn the Bay 2024 item 7.3a refers
- Andrea Panther representing Kaitaia Business Association – CCTV Costs item 7.3b refers
- Rachel Palmer representing Rongopai House Community Trust item 7.3d refers
- Huia Cooper and Junny Abraham representing Te Hapua Komiti Whaiti item 7.3e refers
- Representative from Te Pokapu Tiaki Taioa o Te Tai Tokerau item 7.3f refers

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

### **6.1 CONFIRMATION OF PREVIOUS MINUTES**

**File Number:** A4454914

**Author:** Ellie Greenwood, Democracy Advisor

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

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

The minutes are attached to allow Te Hiku Community Board to confirm that the minutes are a true and correct record of the previous meetings.

#### **TŪTOHUNGA / RECOMMENDATION**

**That Te Hiku Community Board confirms the minutes of the meeting held 24 October 2023, to be a true and correct record.**

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

Local Government Act 2002 Schedule 7 Section 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) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS**

The minutes of the meetings are attached.

The Te Hiku Community Board Standing Orders Section 27.3 states that no discussion may arise on the substance of the minutes at any succeeding meeting, except as to their correctness.

#### **Take Tūtohunga / Reason for the recommendation**

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

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

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

#### **ĀPITIHINGA / ATTACHMENTS**

1. THCB\_20231024\_MIN\_2616 - A4454954 [↓](#) 

**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.	This report complies with the Local Government Act 2002 Schedule 7 Section 28.
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 meeting to confirm their minutes therefore the views of another meeting are not relevant.
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 on Māori in confirming minutes from a previous meeting. Any implications on Māori arising from matters included in meeting minutes 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 minutes to be confirmed as true and correct record, 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 arising from this report.
Chief Financial Officer review.	The Chief Financial Officer has not reviewed this report.

**MINUTES OF  
TE HIKU COMMUNITY BOARD MEETING  
HELD AT THE CONFERENCE ROOM - TE AHU, CNR STATE HIGHWAY 1 AND MATHEWS  
AVENUE, KAITAIA  
ON TUESDAY, 24 OCTOBER 2023 AT 10:00 AM**

**PRESENT:** Chairperson Adele Gardner, Member Darren Axe, Member Sheryl Bainbridge, Member John Stewart, Member William (Bill) Subritzky, Member Rachel Baucke

**IN ATTENDANCE:** Cr Hilda Halkyard-Harawira

**STAFF PRESENT:** Ellie Greenwood (Democracy Advisor – Democracy Services), Casey Gannon (Manager – Democracy Services), Kathryn Trewin (Funding Advisor – Stakeholder Relationships), Grace Hamlin (Support Officer – Stakeholder Relationships), Beverly Mitchell (Community Board Coordinator – Stakeholder Relationships), Harley Alexander (virtually) (Multimedia Strategy & Communication – Communications and Engagement), Fleur Beresford (virtually) (Democracy Advisor – Democracy Services)

**1 KARAKIA TIMATANGA / OPENING PRAYER**

Chairperson Adele Gardner commenced the meeting and Member Rachael Baucke opened with a karakia.

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

**2a APOLOGIES**

**RESOLUTION 2023/91**

Moved: Chairperson Adele Gardner

Seconded: Member Darren Axe

**That the apology from Cr Felicity Foy be accepted and leave of absence be granted.**

**CARRIED**

Member John Stewart declared a conflict of interest in relation to a funding application for Snapper Bonanza, item 7.1 refers.

Cr Hilda Halkyard-Harawira declared a conflict of interest in relation to public forum speaker Rangaunu Sports Club.

**3 TE WĀHANGA TŪMATANUI / PUBLIC FORUM**

Ron Lloyd

- Unhealthy environment on Kohumaru Road, Mangonui regarding the dust as he has just recovered from a stroke.
- Advised multiple vehicles use this road including logging trucks causing the dust to spread.
- Requesting dust suppressant.
- An RFS has been entered, he is requesting further communication.

**4 NGĀ TONO KŌRERO / DEPUTATIONS**

Nirelle McDonald representing Rangaunu Sports Club in regard to waka ama compound at Unahi Wharf.

**5 NGĀ KAIKŌRERO / SPEAKERS**

Rachel Farrell representing Raukauri Music Therapy (virtually) item 7.2c refers  
George Faalogo representing Graham Dingle Foundation item 7.2a refers  
Chloe Philips-Harris representing Great Northern Gallop item 7.1c refers  
Hinemoa Tipene representing He Whanau Marama Trust item 7.2b refers  
John Stewart representing Snapper Bonanza item 7.1a refers  
*Absent - Thomas Hinz representing Circability Trust (virtually) item 7.1b refers*

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

Agenda item 6.1 document number A4426176, pages 8 – 16 refers.

**RESOLUTION 2023/92**

Moved: Chairperson Adele Gardner  
Seconded: Member William (Bill) Subritzky

**That Te Hiku Community Board confirms the minutes of the meeting held 26 September 2023, to be a true and correct record.**

**CARRIED****7 NGĀ PŪRONGO / REPORTS****7.1a EVENT INVESTMENT FUNDING APPLICATIONS**

Agenda item 7.1 document number A4413442, pages 17 - 20 refers.

**RESOLUTION 2023/93**

Moved: Member Darren Axe  
Seconded: Member Rachel Baucke

**That Te Hiku Community Board leave the funding application from the Circability Trust to lie on the table until the applicant is available to speak to the application**

**CARRIED****7.1b EVENT INVESTMENT FUNDING APPLICATIONS**

Agenda item 7.1 document number A4413442, pages 17 - 20 refers.

**RESOLUTION 2023/94**

Moved: Member William (Bill) Subritzky  
Seconded: Member Darren Axe

**That Te Hiku Community Board**

- c) declines the application from Great Northern Gallop for Great Northern Gallop 2024, to support the following Community Outcomes:
- i) Proud, vibrant communities.
  - ii) Communities that are healthy, safe, connected and sustainable.

**CARRIED****7.2a FUNDING APPLICATIONS**

Agenda item 7.2 document number A4413345, pages 21 - 48 refers.

**RESOLUTION 2023/95**

Moved: Member John Stewart

Seconded: Member William (Bill) Subritzky

**That Te Hiku Community Board**

- a) approves the sum **\$3,000** (plus GST if application) to be paid from the Board's Community Grant Fund account to Graeme Dingle Foundation for mileage for outreach in Te Hiku Ward, to support the following Community Outcomes:
- i) Proud, vibrant communities.
  - ii) Communities that are healthy, safe, connected and sustainable.

**CARRIED****7.2b FUNDING APPLICATIONS**

Agenda item 7.2 document number A4413345, pages 21 - 48 refers.

**RESOLUTION 2023/96**

Moved: Chairperson Adele Gardner

Seconded: Member Darren Axe

**That Te Hiku Community Board**

- b) approves the sum **\$5,000** (plus GST if application) to be paid from the Board's Community Fund account to He Whanau Marama Trust for 2023 Christmas Parade and festival to support the following Community Outcomes:
- i) Proud, vibrant communities.
  - ii) Communities that are healthy, safe, connected and sustainable.

**CARRIED****7.2c FUNDING APPLICATIONS**

Agenda item 7.2 document number A4413345, pages 21 - 48 refers.

**RESOLUTION 2023/97**

Moved: Member Rachel Baucke

Seconded: Member William (Bill) Subritzky

Te Hiku Community Board Meeting Minutes - **Unconfirmed**

24 October 2023

**That Te Hiku Community Board**

- c) approves the sum **\$1,500** (plus GST if application) to be paid from the Board's Community Fund account to **Raukatauri Music Therapy** for music therapy for Te Hiku tamariki, to support the following Community Outcomes:
- i) **Proud, vibrant communities.**
  - ii) **Communities that are healthy, safe, connected and sustainable.**

**CARRIED****7.3a SUMMER 2023 RURAL TRAVEL FUNDING APPLICATIONS**

Agenda item 7.3 document number A4413257, pages 49 - 53 refers.

**RESOLUTION 2023/98**

Moved: Member John Stewart  
 Seconded: Member Rachel Baucke

- a) that Te Hiku Community Board allocates Rural Travel Grant funding in accordance with the recommendations received from Sport Northland as follows:
- i) Ahipara Boardriders \$1,300
  - ii) Nga Hoe Horo Canoe Club Pawarenga \$2,000
  - iii) Kaitaia Gymnastic Club \$1,000

**CARRIED****7.3b SUMMER 2023 RURAL TRAVEL FUNDING APPLICATIONS**

Agenda item 7.3 document number A4413257, pages 49 - 53 refers.

**RESOLUTION 2023/99**

Moved: Member John Stewart  
 Seconded: Member Rachel Baucke

- b) that Te Hiku Community Board rescinds funding granted to the following applicants at their meeting of 1 June 2021 (Resolution 2021/29) as the funding was not uplifted by the applicants and the applications are now out of time.

Te Rarawa Rugby Club	\$1,739.13
Pukepoto School	\$150
Pompallier School	\$500
Pamapurua School	\$1,200.00
<b>TOTAL</b>	<b>3,589.13</b>
	<b>CARRIED</b>

**7.4 RURAL TRAVEL FUND REPORTS**

Agenda item 7.4 document number A4417582, pages 54 - 61 refers.

**RESOLUTION 2023/100**

Moved: Chairperson Adele Gardner

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Seconded: Member William (Bill) Subritzky

**That Te Hiku Community Board note the project reports received from:**

- a) **Ahipara Boardriders**
- b) **Mangonui Netball Centre**
- c) **Phoenix Netball**

**CARRIED**

## **7.5 PROJECT FUNDING REPORTS**

Agenda item 7.5 document number A4419485, pages 62 - 65 refers.

### **RESOLUTION 2023/101**

Moved: Member John Stewart

Seconded: Member William (Bill) Subritzky

**That Te Hiku Community Board note the project report received from Kaitia Business Association – CCTV.**

**CARRIED**

## **8 NGĀ PŪRONGO TAIPITOPITO / INFORMATION REPORTS**

### **8.1 TE HIKU COMMUNITY BOARD ACTION SHEET UPDATE OCTOBER 2023**

Agenda item 8.1 document number A4427236, pages 66 - 73 refers.

#### **RESOLUTION 2023/102**

Moved: Chairperson Adele Gardner

Seconded: Member Rachel Baucke

**That Te Hiku Community Board receive the report Te Hiku Community Board Action Sheet October 2023.**

**CARRIED**

The meeting was adjourned from 11.09am to 11.25am.

At 11:23 am, Member Sheryl Bainbridge left the meeting.

The meeting resumed at 11:25am.

### **8.2 CHAIRPERSON AND MEMBER REPORTS**

Agenda item 8.2 document number A4426284, pages 74 - 79 refers

#### **RESOLUTION 2023/103**

Moved: Member William (Bill) Subritzky

Seconded: Member Rachel Baucke

**That the Te Hiku Community Board note the October 2023 reports from Chairperson Adele Gardner and Members Darren Axe, and Bill Subritzky.**

**CARRIED**

*Note verbal reports:*

*Member John Stewart*

- *Notice of public meetings*
- *Playground at Houhora - people are parking on the footpath and not adhering to signage*
- *Ākora website request*
- *Issues around parking at the hospital and yellow signs*

**Member Rachael Baucke**

- *Attended online meetings whilst in Australia*
- *Attended Ahipara awareness meeting*

**Cr Hilda Halkyard-Harawira**

- *Update regarding Kaitaia Airport*
- *Update regarding Ngakahu Trust*
- *Update Moringai at Ahipara*
- *Update regarding Haiti-tai-marangai (Whatuwhiwhi)*

**9 KARAKIA WHAKAMUTUNGA / CLOSING PRAYER**

Cr Hilda Halkyard-Harawira closed the meeting with a karakia.

**10 TE KAPINGA HUI / MEETING CLOSE**

The meeting closed at 11.56am.

The minutes of this meeting will be confirmed at the Te Hiku Community Board Meeting held on 21 November 2023.

.....  
**CHAIRPERSON**

## 7 NGĀ PŪRONGO / REPORTS

### 7.1 SETTING OF MEETING DATES FOR 2024

**File Number:** A4468895

**Author:** Ellie Greenwood, Democracy Advisor

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

#### TAKE PŪRONGO / PURPOSE OF THE REPORT

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

#### WHAKARĀPOOTO MATUA / EXECUTIVE SUMMARY

- Each Community Board is responsible for setting their own meeting dates.
- The report recommends that Te Hiku Community Board meets four weekly.
- The Community Board have in the previous triennium held meetings every six weeks on a Tuesday.
- Council adopted its formal meeting calendar on 16 November 2023.

#### TŪTOHUNGA / RECOMMENDATION

**That Te Hiku Community Board adopt the following meeting dates for Te Hiku Community Board**

- **Tuesday 13 February 2024**
- **Tuesday 19 March 2024**
- **Tuesday 16 April 2024**
- **Tuesday 14 May 2024**
- **Tuesday 18 June 2024**
- **Tuesday 16 July 2024**
- **Tuesday 13 August 2024**
- **Tuesday 17 September 2024**
- **Tuesday 22 October 2024**
- **Tuesday 19 November 2024**
- **Tuesday 17 December 2024**

### 1) TĀHUHU KŌRERO / 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) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

This report recommends that Te Hiku Community Board meet on Tuesdays every four weeks. Exceptions to this and the rationale is set out below:

- 19 March – 5 weeks – to avoid a clash with Council
- 17 September – 5 weeks – to avoid a clash with Council

- 22 October – 5 weeks – to avoid a clash with Council

The formal meeting calendar proposed to Council is that Council and Committee meetings would be held on a 4 weekly rotation and that Te Miromiro (ARF) would be held quarterly. As part of the Formal Meeting Calendar adoption by Council reserve dates have been set aside for workshops.

Community Board meeting dates are considered in the development of the proposed 2024 Council 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 Te Hiku Community Board meetings for the 2024 calendar year.

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

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

### **ĀPITIHINGA / ATTACHMENTS**

1. **Community Board 2024 Meeting Calendar - A4468936** [↓](#) 

**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.
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 Chief Financial Officer has not reviewed this report.





Formal Meetings																																										
2024																																										
	January			February			March			April			May			June			July			August			September			October			November			December								
Sat																1															Sat											
Sun																2															Sun											
Mon	1	NEW YEAR'S								1	EASTER MONDAY					3	KING'S BIRTHDAY			1										2		Mon										
Tue	2	NEW YEAR'S								2						4				2			30							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			5		Thu								
Fri	5			2				1		5			3			7				5			2						6			1		Fri								
Sat	6			3				2		6			4			8				6			3						7			2		Sat								
Sun	7			4				3		7			5			9				7			4						8			3		Sun								
Mon	8			5				4		8			6			10				8			5						9			4		Mon								
Tue	9			6			WAITANGI	5		9			7			11				9			6						10			5		Tue								
Wed	10			7				6		10			8			12				10			7						11		9	CMBIND CBS	6		11		Wed					
Thu	11			8			COUNCIL	7					11		COUNCIL	9			COUNCIL	13			COUNCIL	8			COUNCIL	12			COUNCIL	10			7		12		COUNCIL		Thu	
Fri	12			9				8					12			10				14			9						13			11			8		13			Fri		
Sat	13			10				9					13			11				15			13						14			12			9		14			Sat		
Sun	14			11				10					14			12				16			14						15			13			10		15			Sun		
Mon	15			12				11					15			13				17			15						16			14			11		16			Mon		
Tue	16			13			THCB	12					16		THCB	14		THCB	18		THCB	16		THCB	13		THCB	17		THCB	15			12			9		17		THCB	Tue
Wed	17			14				13					17			15			19			17			14			18			16			13			10		18			Wed
Thu	18			15			BOI/WCB	14			COUNCIL		18		BOI/WCB	16		BOI/WCB	20		BOI/WCB	18		BOI/WCB	15		BOI/WCB	19		BOI/WCB	17		COUNCIL	14		COUNCIL	11		19		BOI/WCB	Thu
Fri	19			16			KHCB	15					19		KHCB	17		KHCB	21		KHCB	19		KHCB	16		KHCB	20														



## 7.2 TE HIKU STATEMENT OF COMMUNITY BOARD FUND ACCOUNT AS AT 30 SEPTEMBER 2023

**File Number:** A4436620

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

**Authoriser:** Jonathan Slavich, Chief Financial Officer

### TAKE PŪRONGO / PURPOSE OF THE REPORT

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

### TŪTOHUNGA / RECOMMENDATION

**That the Te Hiku Community Board receive the report Te Hiku Statement of Community Board Fund Account as at 30 September 2023.**

### TĀHUHU KŌRERO / BACKGROUND

The statement is attached for the Board's information and to provide sufficient information to enable the Board to allocate funds in accordance with the funds available. In accordance with the Community Grant Policy, section 10, *"applications in excess of \$3,000 may require the applicant to attend a Board meeting, subject to the Chairperson's discretion"*.

	Community Board	Placemaking Fund
<b>Community Fund Account balance as at 01 July 2022</b>	<b>\$141,710.00</b>	<b>\$100,000.00</b>
• <b>Plus, unused funds from 2022-2023</b>	<b>\$43,131.56</b>	<b>\$38,539.39</b>
• <b>Less funds granted and uplifted to 30 September 2023</b>	<b>\$38,808.00</b>	<b>\$47,279.00</b>
• <b>Less funds not uplifted from previous community meetings (committed to projects)</b>	<b>\$7,395.00</b>	<b>\$30,000.00</b>
<b>Community Fund Account balance as at 30 September 2023</b>	<b>\$138,638.56</b>	<b>\$61,260.39</b>

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

Board members will consider the applications on the agenda and decide on what level of funding to allocate. The balance as at 30 September 2023 in the Community Fund account is \$138,638.56 and the balance in the Placemaking Fund account is \$61,260.39.

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

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

The Far North District Council has delegated the allocation of relevant community board funds to the Te Hiku Community Board. The statement of the Community Fund account as at 30 September 2023 is attached.

**ĀPITI HANGA / ATTACHMENTS**

1. **Statement of Te Hiku Community Fund Account as at 30 September 2023 - A4436603** [↓](#)





Far North District Council  
**Te Hiku Community Board**

Statement of Community Fund Account as at 30-September-2023

<b>Far North District Council</b>		
<b>Te Hiku Community Board</b>		
	<b>Community Board</b>	<b>Placemaking</b>
Allocation Grants & Donations Annual Budget 2022-23	141,710.00	
Community Board Placemaking Fund		100,000.00
<b>Community Fund Account Balance as at 1 July 2023</b>	<b>\$ 141,710.00</b>	<b>\$ 100,000.00</b>
Rescinded resolution for unspent placemaking funding that was allocated in the 2021/22 financial year to XCape Design Ltd, Hawthorn Landscape Architects and Northland Planning		36,539.39
Unused funds from 2022/23 - Volunteering Northland for first aid and volunteer resilience training	2,000.00	
Unused funds from 2022/23 - Waipapakauri JMB Rugby Club for venue and equipment hire and promotion of the Waipapakauri Hunting and Fishing Competition Annual Fundraiser	2,660.00	
Unused funds from 2022/23 - Whatu Collective for Matariki Puanga workshops 2023	5,000.00	
Unused funds from 2022/23 - Coopers Beach bowling Club for carpark	10,000.00	
Unused funds from 2022/23 - Community Grant Carryover from FY 21/22	23,471.56	
Rescinded Resolution - Removal of a Monkey Apple Tree in the Coopers Beach Shopping Centre		2,000.00
<b>Plus, unused funds from 2022-23</b>	<b>\$ 43,131.56</b>	<b>\$ 38,539.39</b>
	<b>\$ 184,841.56</b>	<b>\$ 138,539.39</b>
<b>Less Expenditure 2023/24 (Funds Uplifted)</b>	<b>Community Board</b>	<b>Placemaking</b>
<b>July 23</b>		
Waipapakauri JMB Rugby Club for venue and equipment hire and promotion of the Waipapakauri Hunting and Fishing Competition Annual Fundraiser	2,660.00	
Whatu Collective for Matariki Puanga workshops 2023	5,000.00	
Coopers Beach bowling Club for carpark	10,000.00	
Volunteering Northland for first aid and volunteer resilience training	2,000.00	
Coast to Coast Cat Rescue for volunteer support and animal care in the Te Hiku ward area	10,000.00	
Peria School for equipment hire to support their 150th anniversary	2,165.00	

<b>Community Fund Account balance as at 30 September 2023</b>	<b>\$ 138,638.56</b>	<b>\$ 61,260.39</b>
	<b>Community Board</b>	<b>Placemaking</b>

Te Runanga o Te Rarawa for holding a three-day conference on the future management of Te Oneroa a Tōhe with the provision that the outcomes of the event and any the actions to address these outcomes along with a copy of the event report is provided		5,000.00
Far North Torpedo Fishing Competition for equipment hire	3,000.00	
<b>August 23</b>		
Kaitaia Business Association for the Te Hiku Revitalisation Projects		33,749.00
Kaitaia Sports And Leisure Trust for 2023 Boxing event animal care	2,733.00	
<b>September 23</b>		
Dementia Northland for running a whanau and Carer workshop	1,250.00	
Ahipara Aroha for CCTV installation in Ahipara		8,530.00
<b>Less funds granted and uplifted to 30 September 2023</b>	<b>\$ 38,808.00</b>	<b>\$ 47,279.00</b>
<b>Balance as at 30 September 2023</b>	<b>\$ 146,033.56</b>	<b>\$ 91,260.39</b>
<b>Less funds not uplifted from previous community meetings at 30 September 2023</b>		
<b>Meeting 29.08.23</b>		
Oruaiti School for installation of signage on a mountain biking trail	2,830.00	
Potahi Marae for installation of a playground available for use by the public		30,000.00
<b>Meeting 26.09.23</b>		
Esther Louise for photo and frame props for the Kaitaia filming of <i>Loloma</i> , provided filming takes place and the film is shown in the Kaitaia area	200.00	
Te Hiku Roller Skating for Sunday skating sessions at Te Ahu	1,365.00	
SMC Events for Te Hiku Sanitarium Weet-Bix Kids TRY Challenge	3,000.00	
<b>Less funds not uplifted from previous community meetings (committed to projects)</b>	<b>\$ 7,395.00</b>	<b>\$ 30,000.00</b>

### 7.3 FUNDING APPLICATIONS

**File Number:** A4461842

**Author:** Kathryn Trewin, Funding Advisor

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

#### TAKE PŪRONGO / PURPOSE OF THE REPORT

This report summarises applications for the Local Community Grant funding to enable the Te Hiku Community Board to determine which application/s will receive funding at the November 2023 meeting.

#### WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- Six applications were received for funding, requesting a total of **\$63,480**
- The Community Board has an available total of **\$129,138.56** in **Community Grant** Funding for the 2023/24 financial year.
- The Community Board has an available total of **\$59,260.39** in **Placemaking** Funding for the 2023/24 financial year.

#### TŪTOHUNGA / RECOMMENDATION

That Te Hiku Community Board

- a) approves the sum **\$1,500** (plus GST if application) to be paid from the Board's Community Grant Fund account to Cruzn the Bay for 2024 Cruzn the Bay in Te Hiku Ward, to support the following Community Outcomes:
- i) Proud, vibrant communities.
  - ii) Communities that are healthy, safe, connected and sustainable.

#### TŪTOHUNGA / RECOMMENDATION

That Te Hiku Community Board

- b) approves the sum **\$7,500** (plus GST if application) to be paid from the Board's Community Grant Fund account to Kaitaia Business Association for CCTV operation and maintenance costs in Te Hiku Ward, to support the following Community Outcomes:
- i) Proud, vibrant communities.
  - ii) Communities that are healthy, safe, connected and sustainable.

#### TŪTOHUNGA / RECOMMENDATION

That Te Hiku Community Board

- c) approves the sum **\$935** (plus GST if application) to be paid from the Board's Community Grant Fund account to Ray Clark/Kaitaia Knights Chess Club for venue hire costs in Te Hiku Ward, to support the following Community Outcomes:
- i) Proud, vibrant communities.
  - ii) Communities that are healthy, safe, connected and sustainable.

#### TŪTOHUNGA / RECOMMENDATION

That Te Hiku Community Board

<p>d) approves the sum <b>\$4,235</b> (plus GST if application) to be paid from the Board's Community Grant Fund account to <u>Rongopai House Community Trust</u> for purchasing a freezer and storage equipment in Te Hiku Ward, to support the following Community Outcomes:</p> <p>i) Proud, vibrant communities.</p> <p>ii) Communities that are healthy, safe, connected and sustainable.</p>
<p><b>TŪTOHUNGA / RECOMMENDATION</b></p> <p>That Te Hiku Community Board</p> <p>e) approves the sum <b>\$4,313</b> (plus GST if application) to be paid from the Board's Community Grant Fund account to <u>Te Hapua Komiti Whaiti</u> for repairs and waterproofing of the Te Hapua Ratana Church building the Bay in Te Hiku Ward, to support the following Community Outcomes:</p> <p>i) Proud, vibrant communities.</p> <p>ii) Communities that are healthy, safe, connected and sustainable.</p>
<p><b>TŪTOHUNGA / RECOMMENDATION</b></p> <p>That Te Hiku Community Board</p> <p>f) approves the sum <b>\$2,500</b> (plus GST if application) to be paid from the Board's Community Grant Fund account to <u>Te Pokapu Tiaki o Te Tai Tokerau Trust</u> for regenerative greening and traditional craft community workshops in Te Hiku Ward, to support the following Community Outcomes:</p> <p>i) Proud, vibrant communities.</p> <p>ii) Communities that are healthy, safe, connected and sustainable.</p>

## 1) TĀHUHU KŌRERO / BACKGROUND

The applications have 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 an event that was held for the first time in 2023. The organisers are trying to grow it so that it is not just taking place in the BOIW ward. They are bringing the participants into Te Hiku ward for the first time, in the hopes that it will stimulate interest for following events.	Event
Kaitaia Business Association – CCTV Costs	\$7,500	\$7,500	The Association was previously granted \$6,000 over two years (\$12,000) for the ongoing monitoring and maintenance of the CCTV in the Kaitaia township.	Infrastructure
Ray Clark – Kaitaia	\$935	\$935	The club has recently started and is working with other local community	Social

Applicant and Project	Requested	Recommend	Comments	Type
Knights Chess Club			organisations to encourage youth participation, including in fundraising events. They are seeking assistance with costs of venue hire for the club to meet.	
Rongopai House Community Trust	\$4,235	\$4,235	The Trust is providing food and support for disadvantaged members of the wider Kaitia community. They are seeking assistance in purchasing a freezer and storage shelving to be able to better provide for those they are helping.	Social
Te Hapua Komiti Whaiti	\$4,313	\$4,313	The applicant is seeking assistance with funding for repairs to the Ratana church building, which is a focal point for the wider Te Hapua community.	Infrastructure
Te Pokapu Tiaki Taioa o Te Tai Tokerau	\$5,000	\$2,500	The applicant is seeking funding to provide free regenerative green spaces and traditional craft workshops for the wider Kaitia community.	Social

### TAKE TŪTOHUNGA / REASON FOR THE RECOMMENDATION

The applicant/s is required to complete a standard application form and provide supporting information.

For each application, the Board has three options.

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

**Option 2** Authorise partial funding







**Option 3** Decline funding

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

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

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

### ĀPITI HANGA / ATTACHMENTS

1. Cruzn the Bays 2024 - A4464531 [↓](#) 
2. Kaitia Business Association - A4464528 [↓](#) 
3. Ray Clark - Kaitia Chess - A4464534 [↓](#) 
4. Rongopai Trust - A4464530 [↓](#) 
5. Te Hapua Komiti Whaiti - A4464535 [↓](#) 
6. Te Pokapu Tiaki Taioa o Te Tai Tokerau - A4464532 [↓](#) 

**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.	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	Cruz'n the Bayz	Number of Members	6
Postal Address	[Redacted Address]		
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.

[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.

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>	<b>113,885</b>	<b>41,497</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
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

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



### 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

Signato

Sig

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

A2686814

(version Sept 2018)

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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

Postal Address

Phone Number

Signature

### Signatory Two

Name

Postal Address

Phone Number

Signature

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

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(version Sept 2018)

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**Te Hiku Community Grants Fund 2023-2024**  
**Local Grant Application Form**  
**Application No. THCB00002 From Kaitaia Business Association**  
Form Submitted 19 Oct 2023, 3:24PM 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 \*

Kaitaia Business Association

---

Must be a URL.

**Te Hiku Community Grants Fund 2023-2024**  
**Local Grant Application Form**  
**Application No. THCB00002 From Kaitaia Business Association**  
Form Submitted 19 Oct 2023, 3:24PM NZDT

### Contact details

**Position \***

Deputy Chair

**Position**

Committee Member

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

---

Must be an email address.

---

Must be an email address.

### Purpose of organisation

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

Kaitaia Business Association is a registered Incorporated Society made up of local businesses. It's a 'not for profit' volunteer group which benefits local businesses and the wider community by driving projects that support economic growth in Kaitaia.

**Number of Members \***

240

### Project Details

**\* indicates a required field**

#### Project Details

Clearly describe the project or event:

**Name of Activity \***

CCTV Maintenance and Repairs

**Location \***

Kaitaia

**Te Hiku Community Grants Fund 2023-2024**  
**Local Grant Application Form**  
**Application No. THCB00002 From Kaitaia Business Association**  
Form Submitted 19 Oct 2023, 3:24PM NZDT

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

☐ Yes

☒ No

**Project dates:**

Start Date

End Date:

**Date**

**Date:**

01/07/2023

30/06/2025

Must be a date.

Must be a date.

**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 seeking funding support to ensure the continued maintenance and repair of the CCTV network in Kaitaia, a vital asset for our community. Over the past seven years, the Kaitaia community has relied on this CCTV network in the KTA Business District and nearby residential areas. This network has been operational, offering real-time monitoring during peak periods, serving as a valuable tool for our local law enforcement to deter unwanted behavior and maintain public safety.

The continued success of this initiative hinges on the diligent monitoring of the CCTV network, along with essential maintenance, upgrades, and servicing. The Kaitaia Business Association (KBA), which has previously received and greatly appreciated support from the Te Hiku Community Board, is once again seeking assistance. We are looking for contributions to support ongoing maintenance and servicing of this critical camera network. To enhance community involvement and reduce costs, the KBA intends to collaborate with local community groups, such as the KTA Fire Brigade, for the cleaning and upkeep of community-owned cameras.

Funding for this initiative would significantly benefit our entire community, ensuring the continued operation of our CCTV network. It is worth noting that KTA businesses with cameras connected have already shown their commitment by maintaining their own cameras and contributing to monitoring costs. By providing this funding, we can collectively safeguard the safety and security of our community while reinforcing the vital partnership between local businesses, community groups, and law enforcement.

**Project Cost**

**\* indicates a required field**

**Provide a detailed cost estimate for the activity. Funding requested may not**

## Te Hiku Community Grants Fund 2023-2024

### Local Grant Application Form

Application No. THCB00002 From Kaitaia Business Association

Form Submitted 19 Oct 2023, 3:24PM NZDT

#### 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 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

### Budge

Expenditure	Total Cost	Amount Requested	Quotes
	Must be a dollar amount.	Must be a dollar amount.	
Rent/Venue Hire	\$	\$	No files have been uploaded
Advertising/Promotion	\$	\$	No files have been uploaded
Facilitator/Professional Fees	\$	\$	No files have been uploaded
Administration (inc. stationery/copying)	\$	\$	No files have been uploaded
Equipment Hire	\$	\$	No files have been uploaded
Equipment Purchase (describe)	\$	\$	No files have been uploaded
Utilities	\$	\$	No files have been uploaded
Hardware (e.g cement, timber, nails, paint)	\$	\$	No files have been uploaded
Consumable materials (craft supplies, books)	\$	\$	No files have been uploaded
Refreshments	\$	\$	No files have been uploaded
Travel/Mileage	\$	\$	No files have been uploaded

**Te Hiku Community Grants Fund 2023-2024**  
**Local Grant Application Form**  
**Application No. THCB00002 From Kaitaia Business Association**  
 Form Submitted 19 Oct 2023, 3:24PM NZDT

Volunteer Expenses Reimbursement	\$	\$	No files have been uploaded
Other (describe) Maintenance and Repairs, servicing per annum for 2 years	\$7,500.00	\$7,500.00	No files have been uploaded
Other (describe)	\$	\$	No files have been uploaded
Other (describe)	\$	\$	No files have been uploaded

### 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? \***

\$15,000

Must be a dollar amount.

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

\$15,000

Must be a dollar amount.

### Financial Information

**\* indicates a required field**

#### Financial Information

**If your organisation registered for GST \***

☒ Yes ☐ No

#### GST Number

**GST Number**

066-987-299

#### Current Funding

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

\$265,656.04

Must be a dollar amount.

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

\$255,027.00

**Te Hiku Community Grants Fund 2023-2024**  
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Must be a dollar amount.

### Tagged Funds

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

Purpose	Amount
Kaitaia Master plan - still in progress	\$37,860.97
Resilience Training - business booster courses still in progress	\$162,167.00
Digital Boost Grant training fee	\$10,000.00
CCTV	\$30,000.00
KBA Co-ordinator	\$15,000.00

### Total Tagged Funds

**Total Expenditure Amount**

\$255,027.97

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 date.	

**Te Hiku Community Grants Fund 2023-2024**  
**Local Grant Application Form**  
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	Must be a dollar amount.		
Kaitaia Masterplan	\$120,000.00	15/07/2022	No
CCTV Maintenance	\$12,000.00	15/10/2021	Yes
	\$		
	\$		

## Last page

\* indicates a required field

## 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.*

### **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:
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  - 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)

**Te Hiku Community Grants Fund 2023-2024****Local Grant Application Form****Application No. THCB00002 From Kaitaia Business Association**

Form Submitted 19 Oct 2023, 3:24PM NZDT

- 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:**

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10. To lay a complaint with the Police and notify the Far North District Council immediately if any of the funding is stolen or misappropriated.

**Signatures****Position \***

Deputy Chair

**Position**

Committee Member

**Postal Address****Phone Number**

**Te Hiku Community Grants Fund 2023-2024**  
**Local Grant Application Form**  
**Application No. THCB00002 From Kaitaia Business Association**  
Form Submitted 19 Oct 2023, 3:24PM NZDT

**Phone Number**

**Mobile Number**

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

**Date**

18/10/2023

Must be a date.

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

**Date**

18/10/2023

Must be a date.

**Te Hiku Community Grants Fund 2023-2024**  
**Local Grant Application Form**  
Application No. THCB00014 From Ray Clark - DRAFT

## Applicant Details

Kaitia Service Centre

11 OCT 2023

\* 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.
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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.

### 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 \*

Kaitia Knights Chess Club

Website

Must be a URL.

Facebook page

Page 1 of 9

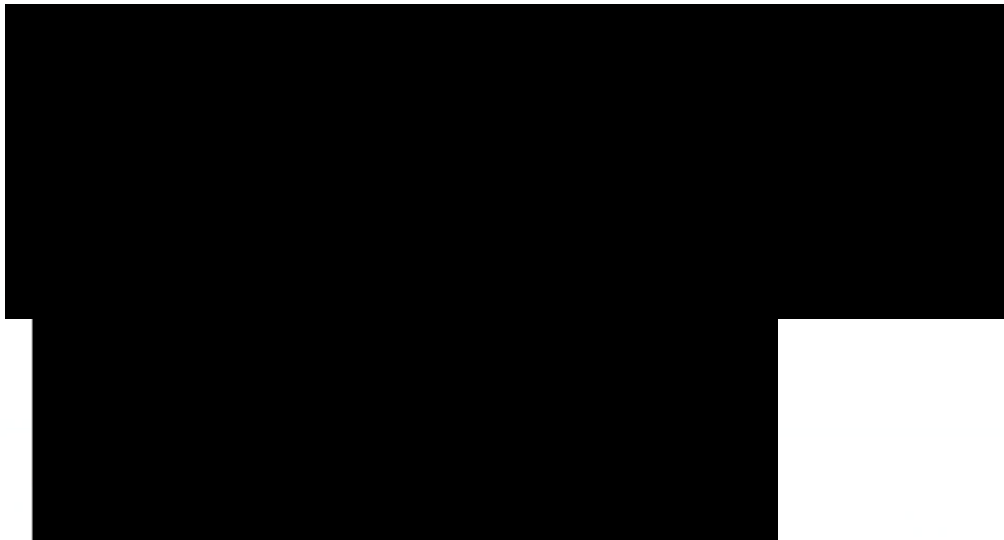
\* Kia Ora, I'm happy  
to come in & speak to  
this application if needed  
please.  
Ray Clark.  
021-974-157.

**Te Hiku Community Grants Fund 2023-2024  
Local Grant Application Form  
Application No. THCB00014 From Ray Clark - DRAFT**

**Contact details**

Contact Person One:

Contact Person Two:

A large black rectangular box redacting the contact details for both Contact Person One and Contact Person Two.

**Purpose of organisation**

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

We are a small group of volunteers who enjoy playing the game of chess with the goal of promoting the game in our community. It's a club open to all skill levels and is targeted for all locals that have an interest in chess.

**Number of Members \***

15

**Project Details**

**\* indicates a required field**

**Project Details**

Clearly describe the project or event:

**Name of Activity \***

Kaitaia Knights Chess Club (meet bi monthly)

**Location \***

Te Ahu Centre - Conference Room.

**Te Hiku Community Grants Fund 2023-2024**  
**Local Grant Application Form**  
Application No. THCB00014 From Ray Clark - DRAFT

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

☒ Yes

☐ No

**Entry Cost**

**If yes, how much?**

\$5.00

Must be a dollar amount.

**Project dates:**

**Start Date**

**Date**

25/11/2023

Must be a date.

**End Date:**

**Date:**

23/11/2024

Must be a date.

**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: \***

The Kaitia Knights chess club was started in September 2022 and has around 15 regular members meeting bi monthly in the conference room of the Te Ahu Centre. We have a mix of younger (5yrs) and older (60yrs plus) players. Some days we have had 20 plus participants ranging from a young father bringing his two under 7yrs sons to a grandfather with his teenage grandson. Mothers with their children have also participated.

Participants are able to learn a new game or to enhance their current skills, to make new friendships and to also increase socialization opportunities.

Benefits of playing chess include :

- >improving focus and concentration levels
- >develop children's problem solving skills
- >improve memory function
- >help prevent alzheimers and dementia

The club also collaborates with the following local community agencies and businesses :

Te Whatu Ora - promoting participation to those in our community with a disability

Signs of Life - local business providing signage

Moko Kaur - local business sponsoring a trophy and plaques for club championship 14th October 2023.

Working bee - fundraiser - clearing a large section - \$400.00

Future plans include :

Attending the Far North Chess Championship, Kerikeri, 28th October 2023. Author has

## Te Hiku Community Grants Fund 2023-2024 Local Grant Application Form Application No. THCB00014 From Ray Clark - DRAFT

arranged use of a Te Whatu Ora 10 seater van.

The committee has voted on and agreed upon a club name and logo with plans to purchase club tee shirts.

To actively engage with other chess clubs in Northland a couple of times per year.

To pursue other fundraising ideas e.g. sausage sizzle/karaoke/healthy soup (food truck owner has offered to koha one days sales to the club).

### Project Cost

**\* indicates a required field**

**Provide a detailed cost 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 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

### Budge

Expenditure	Total Cost	Amount Requested	Quotes
	Must be a dollar amount.	Must be a dollar amount.	
Rent/Venue Hire	\$900.00	\$450.00	No files have been uploaded
Advertising/Promotion	\$	\$	No files have been uploaded
Facilitator/Professional Fees	\$	\$	No files have been uploaded
Administration (inc. stationery/copying)	\$	\$	No files have been uploaded
Equipment Hire	\$	\$	No files have been uploaded
Equipment Purchase (describe)	\$777.00	\$388.00	No files have been uploaded

**Te Hiku Community Grants Fund 2023-2024**  
**Local Grant Application Form**  
 Application No. THCB00014 From Ray Clark - DRAFT

Utilities	\$	\$	No files have been uploaded
Hardware (e.g cement, timber, nails, paint)	\$	\$	No files have been uploaded
Consumable materials (craft supplies, books)	\$	\$	No files have been uploaded
Refreshments	\$194.00	\$97.00	No files have been uploaded
Travel/Mileage	\$	\$	No files have been uploaded
Volunteer Expenses Reimbursement	\$	\$	No files have been uploaded
Other (describe)	\$	\$	No files have been uploaded
Other (describe)	\$	\$	No files have been uploaded
Other (describe)	\$	\$	No files have been uploaded

### 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? \***

\$1,871

Must be a dollar amount.

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

\$935

Must be a dollar amount.

### Financial Information

**\* indicates a required field**

#### Financial Information

**If your organisation registered for GST \***

☐ Yes ☒ No

#### Current Funding

**Te Hiku Community Grants Fund 2023-2024**  
**Local Grant Application Form**  
 Application No. THCB00014 From Ray Clark - DRAFT

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

\$445.00

Must be a dollar amount.

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

\$445.00

Must be a dollar amount.

### Tagged Funds

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

Purpose	Amount
Room hireage 30/09	\$45.00
Club tee shirts	\$400.00
	\$
	\$
	\$

### Total Tagged Funds

**Total Expenditure Amount**

\$445.00

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.	
Working bee 02/09	\$400.00	
	\$	
	\$	
	\$	
	\$	

### Previous Funding from FNDC

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

☐ Yes ☒ No

**Te Hiku Community Grants Fund 2023-2024**  
**Local Grant Application Form**  
 Application No. THCB00014 From Ray Clark - DRAFT

## Last page

\* indicates a required field

## Privacy Information

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*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.*

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

In submitting this application:

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

1. To uplift any funding granted within 3 months of the date of the letter of agreement. failure to do so will result in loss of the grant money.

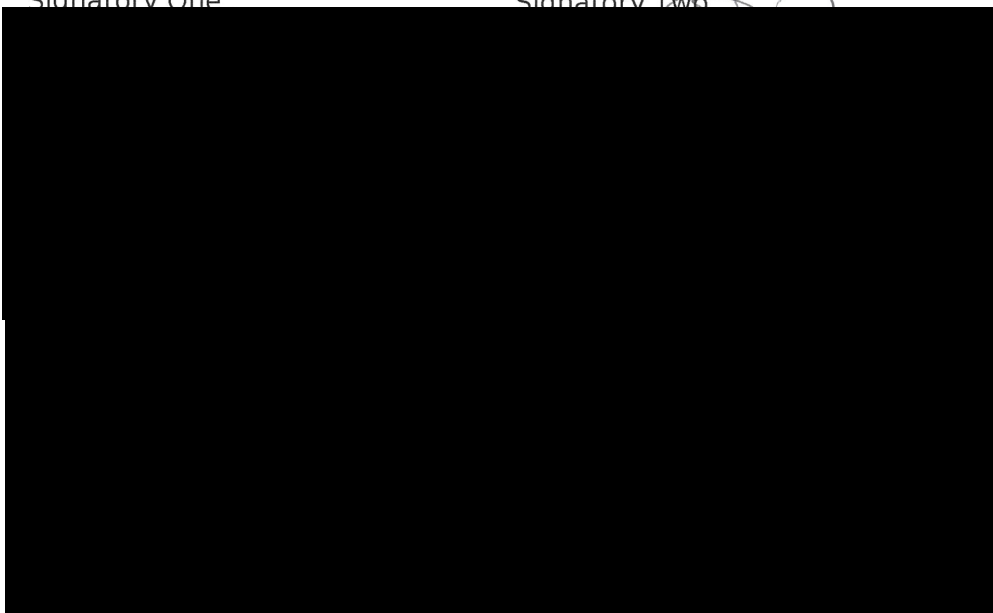
**Te Hiku Community Grants Fund 2023-2024**  
**Local Grant Application Form**  
Application No. THCB00014 From Ray Clark - DRAFT

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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.

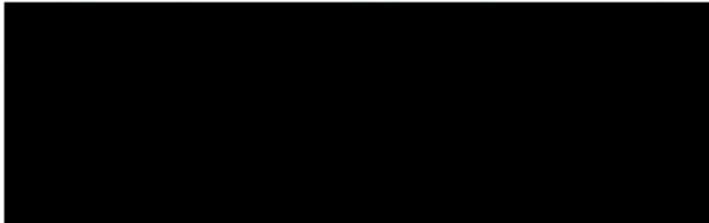
### Signatures

Signatory One

Signatory Two



**Te Hiku Community Grants Fund 2023-2024**  
**Local Grant Application Form**  
Application No. THCB00014 From Ray Clark - DRAFT



## 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

<b>Organisation</b>	<input type="text" value="Rongopai House Community Trust"/>	Number of Members	<input type="text" value="100"/>
Postal Address	<div style="background-color: black; width: 100%; height: 100%; min-height: 150px;"></div>		
Physical Address			
<b>Contact Person</b>			
Phone Number			
Email Address			

Please briefly describe the purpose of the organisation.

We operate to meet the needs of those living with the effects of poverty, domestic violence, child abuse & sexual abuse and alcohol and drug addiction. Rongopai House is a safe space for healing & learning.

## 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.

### Community Board Grant Request

Rongopai House is at the heart a wellness centre where we provide a safe place for them to be, to heal, to find a new way of living life and to make the changes to better themselves as parents and in turn creating a more hopeful future for their children and whanau. We intend to bring hope and lasting change to struggling whanau. Due to the nature of our work regarding abuse, toxic relationships, and unhealthy home environments our Whanau Support Services include mental health, referral services, relationships, addiction, violence, counselling and budgeting advice.

Services consist of one-on-one direct support with our Whanau Coach (registered health practitioner), and access to multi agency support through referral services. Feed My Lambs is a 2.5-hour held Tuesdays and Thursdays Wahine support group for mothers and their Tamariki Group sessions provides connection, emotional support, and life skill learning opportunities (growing food and cooking, to increase nutrition intake, live healthier lifestyles and learn how to make cheap affordable meals that their children will enjoy.)

Each person attending receives a nutrition meal, with access to mother support packs and access to a small food bank in tough times. We currently share an old fridge with broken draws and small capacity for our needs. We require a large fridge freezer to store frozen meals, excess seasonal produce to be used in workshops and feed my lambs shared meals. We have no adequate storage facilities for our dried, food bank, mother support packs, and workshop resources. We seek to resolve this by purchasing two sturdy shelving units and storage boxes. An additional corner cupboard will create a storage space.

## 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	37,990	
Advertising/Promotion		
Facilitator/Professional Fees <sup>2</sup>		
Administration (incl. stationery/copying)	1000	
Equipment Hire		
Equipment Purchase (describe) Fridge Storage Shelves. Storage Boxes.	3299 496 440	4235
Utilities	3600	
Hardware (e.g. cement, timber, nails, paint)	925	
Consumable materials (craft supplies, books)	5000	
Refreshments		
Travel/Mileage		
Volunteer Expenses Reimbursement		
Wages/Salary	101,580	not applicable
Volunteer Value (\$20/hr)		not applicable
Other (describe) Mothers support Food bank supplies	4500 300	
<b>TOTALS</b>	<b>149,805</b>	<b>4235</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 083-149-922

How much money does your organisation currently have? 183,560.41

How much of this money is already committed to specific purposes? 183,560.41

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

Purpose	Amount
OPERATION & PROJECT	83,560.41
Organisation Saving (reserve)	100,000
TOTAL	183,560.41

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

Funding Source	Amount	Approved
Tindal Anglican Care Foundation	7500	Yes / Pending
Lottery Community Fund	30,000	Yes / Pending
Foundation North	75,000	Yes / Pending
5x Small Funds	41670	Yes / Pending
		Yes / Pending

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

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

## 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)**

Rongopai House Community Trust

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

In submitting this application:

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

[Redacted signature box]

## 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 Two

Name	<u>Dino Horas</u>	Position	
Postal Address	<u>47 Church Road Kaitia</u>	Post Code	
Phone Number	<u>09 408 0528</u>	Mobile Number	<u>021 841 959</u>
Signature		Date	<u>2/11/2023</u>

**Te Hiku Community Grants Fund 2023-2024****Local Grant Application Form****Application No. THCB00018 From Te Hapua Komiti Whaiti**

Form Submitted 6 Nov 2023, 6:14PM 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 \***

Te Hapua Komiti Whaiti

**Website**

Must be a URL.

**Facebook page**

**Te Hiku Community Grants Fund 2023-2024****Local Grant Application Form****Application No. THCB00018 From Te Hapua Komiti Whaiti**

Form Submitted 6 Nov 2023, 6:14PM NZDT

**Contact details**

Contact Person One:

**Applicant Project Contact \***

Contact Person Two:

**Applicant Admin Contact****Position \***

Komiti Chairperson

**Position**

Komiti Member

**Phone Number****Phone Number****Mobile Number****Mobile Number****Email****Email \*****Address**

Must be an email address.

Must be an email address.

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

Ratana Established Church of New Zealand. Weekly Sunday gathering, which preform weddings, unveilings, christenings and healing.

**Number of Members \***

215

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

Clearly describe the project or event:

**Name of Activity \***

Repairs &amp; Maintenance for Community Celebrations

**Location \***

Te Hapua

**Te Hiku Community Grants Fund 2023-2024****Local Grant Application Form****Application No. THCB00018 From Te Hapua Komiti Whaiti**

Form Submitted 6 Nov 2023, 6:14PM NZDT

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

Start Date

End Date:

**Date****Date:**

27/11/2023

18/12/2023

Must be a date.

Must be a date.

**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: \***

Community will benefit the Repairs & Maintenance. It will mean continuity for further gatherings and celebrations.

Repairs & Maintenance.

Two bell towers which is a key structure of the entire building, needs repairs.

The building needs to be waterproofed.

**Project Cost****\* indicates a required field****Provide a detailed cost 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 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

**Te Hiku Community Grants Fund 2023-2024****Local Grant Application Form****Application No. THCB00018 From Te Hapua Komiti Whaiti**

Form Submitted 6 Nov 2023, 6:14PM NZDT

**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.	
Rent/Venue Hire	\$	\$	<i>No files have been uploaded</i>
Advertising/Promotion	\$	\$	<i>No files have been uploaded</i>
Facilitator/Professional Fees	\$	\$	<i>No files have been uploaded</i>
Administration (inc. stationery/copying)	\$	\$	<i>No files have been uploaded</i>
Equipment Hire	\$5,015.00	\$2,507.00	Filename: Kirk & Denny Labour.jpeg File size: 430.0 kB
Equipment Purchase (describe)	\$3,611.00	\$1,805.00	Filename: Place Makers Pg 1.jpeg File size: 356.4 kB Filename: Place Makers Pg 2.jpeg File size: 544.6 kB
Utilities	\$	\$	<i>No files have been uploaded</i>
Hardware (e.g cement, timber, nails, paint)	\$	\$	<i>No files have been uploaded</i>
Consumable materials (craft supplies, books)	\$	\$	<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 Reimbursement	\$	\$	<i>No files have been uploaded</i>
Other (describe)	\$	\$	<i>No files have been uploaded</i>
Other (describe)	\$	\$	<i>No files have been uploaded</i>
Other (describe)	\$	\$	<i>No files have been uploaded</i>

**Te Hiku Community Grants Fund 2023-2024****Local Grant Application Form****Application No. THCB00018 From Te Hapua Komiti Whaiti**

Form Submitted 6 Nov 2023, 6:14PM NZDT

**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? \***

\$8,626

Must be a dollar amount.

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

\$4,313

Must be a dollar amount.

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

\$1,769.00

Must be a dollar amount.

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

\$1,164.56

Must be a dollar amount.

**Tagged Funds**

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

Purpose	Amount
Crombie Lockwood	\$1,164.56
	\$
	\$
	\$
	\$

**Total Tagged Funds**

**Te Hiku Community Grants Fund 2023-2024****Local Grant Application Form****Application No. THCB00018 From Te Hapua Komiti Whaiti**

Form Submitted 6 Nov 2023, 6:14PM NZDT

**Total Expenditure Amount**

\$1,164.56

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**Last page****\* indicates a required field****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.*

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

In submitting this application:

**Te Hiku Community Grants Fund 2023-2024****Local Grant Application Form****Application No. THCB00018 From Te Hapua Komiti Whaiti**

Form Submitted 6 Nov 2023, 6:14PM NZDT

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

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

1. To uplift any funding granted within 3 months of the date of the letter of agreement. failure to do so will result in loss of the grant money.
2. To spend the funding within 12 months of the date of grant approval unless written approval for an extension is obtained from Council before that 12 month period ends.
3. To spend the funding only for the purpose(s) approved by the Far North District Council unless written approval for a change of purpose(s) is obtained **an advance** from the Community Board.
4. To return to the Far North District Council any portion of the funding that we do not spend. If our payment includes GST we will return the GST component of the amount to be returned.
5. To acknowledge the receipt of Community Board funds as a separate entry in our accounts, or in a note to our accounts, in our organisation's annual report.
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.

**Te Hiku Community Grants Fund 2023-2024**  
**Local Grant Application Form**  
**Application No. THCB00018 From Te Hapua Komiti Whaiti**  
Form Submitted 6 Nov 2023, 6:14PM NZDT

## Signatures

Signatory One

**Name \***

Signatory Two

**Name**

**Position \***

Te Hapua Whaiti Komiti Chairperson

**Position**

Te Hapua Komiti Whaiti Treasurer

**Postal Address**

**Postal Address**

**Phone Number**

**Phone Number**

**Mobile Number**

**Mobile Number**

**Email**

Must be an email address.

**Email**

Must be an email address.

**Date**

06/11/2023

Must be a date.

**Date**

06/11/2023

Must be a date.

**Te Hiku Community Grants Fund 2023-2024****Local Grant Application Form****Application No. THCB00015 From Te Pokapu Tiaki Taiao O Te Tai Tokerau Trust**

Form Submitted 5 Nov 2023, 2:51PM 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 \***

Te Pokapu Tiaki Taiao O Te Tai Tokerau Trust

---

Must be a URL.

**Te Hiku Community Grants Fund 2023-2024****Local Grant Application Form****Application No. THCB00015 From Te Pokapu Tiaki Taiao O Te Tai Tokerau Trust**

Form Submitted 5 Nov 2023, 2:51PM NZDT

**Contact details****Position \***

Funding &amp; Finance Officer

**Position****Phone Number****Mobile Number****Email Address**

Must be an email address.

Must be an email address.

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

Our Vision: The land, water and inhabitants flourish now and into the future.

Our Mission: We strengthen connections by creating and nurturing local eco-hubs, facilitating meaningful learning opportunities, and contributing to resourceful communities.

Our Values: Generating a culture of respect and connection towards Te Taiao (the environment), ourselves and others; Creating resilience through nourishing local self-determination and participatory democracy; Living the change to create Te Tiriti-based ecological social and economic justice; Inclusiveness through caring, sharing and cooperation; Building a thriving community with meaningful connections.

1. The EcoCentre provides info, advice, low-cost products to help people live healthy, sustainable lives.
2. Zero Waste Kaitia: a campaign to eliminate single use plastic in Kaitia. Includes a Commercial Compost Project.
3. Tai Tokerau Timebank (TTT): providing peer to peer help, support and contribution to community projects, using time credits
4. Maara Kai O Te Hapori Community Gardens: we work alongside disadvantaged community members: sharing skills, knowledge, experience around growing and eating healthy food.
5. Ano Ano: workshops, presentations, recycling, upcycling, supporting skills development, encouraging social inclusivity. Includes our Clothing Rescue project, which reduces textiles ending up in landfill.
6. Regenerating Green Spaces: clearing local green spaces and water-ways of rubbish and invasive pests and replanting with natives and food producing plants to support native flora

**Te Hiku Community Grants Fund 2023-2024****Local Grant Application Form****Application No. THCB00015 From Te Pokapu Tiaki Taiao O Te Tai Tokerau Trust**

Form Submitted 5 Nov 2023, 2:51PM NZDT

and fauna and responsible foraging. Utilising workshops to help with sustainability practices.

**Number of Members \***

350

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

Clearly describe the project or event:

**Name of Activity \***

Regenerative Green Spaces and Traditional Crafts Workshops

**Location \***

Kaitaia Green Spaces and Water-ways; Ano Ano Kaitaia

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

Start Date

End Date:

**Date****Date:**

01/02/2024

31/01/2025

Must be a date.

Must be a date.

**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: \***

Our overall plan for this program is to regenerate green spaces (including waterways) in Kaitaia to create a network that can help to revitalise the native flora and fauna and provide an opportunity for the community to learn about, contribute to, and benefit from, the natural environment. This will be achieved through the clearing of these areas of rubbish and invasive plants and supporting the growth of natives.

Where appropriate, we will also be planting food sources, such as fruit trees, and rongoa gardens, to provide local community members with a network of resources that are available for responsible foraging. This will help to bring fresh food to the tables of all of our

## Te Hiku Community Grants Fund 2023-2024

### Local Grant Application Form

Application No. THCB00015 From Te Pokapu Tiaki Taiao O Te Tai Tokerau Trust

Form Submitted 5 Nov 2023, 2:51PM NZDT

community members.

A major part of this are our workshops. Our workshops are designed to follow along a natural seasonal cycle, celebrating each of the seasons as they occur, and teaching responsible foraging through practice and the telling of our oral traditions.

Each workshop will consist of two main parts: the first being the 'giving' section, where 50% of the time is spent in caring for the environment, whether this be through picking up rubbish, clearing weeds, planting trees, pest control, or building habitats for native fauna. The second part of the workshops is the 'receiving' section where participants learn recipes (such as cooking, using local ingredients); develop crafts/skills (such as whittling, weaving, cordage, toys, rongoa); participate in the arts using natural resources found in the area (music; garden art; bird houses; sandcastles).

There will be times, particularly in inclement weather, when the workshops need to be relocated to an indoors location, eg Ano Ano. These workshops will be based around traditional crafts, using materials foraged from the green spaces (such as weaving, cordage and rongoa making) and/or creating items for use outdoors (such as bug motels and bird houses).

All workshops have a component of telling of oral histories from the diverse backgrounds of the participants.

## Project Cost

**\* indicates a required field**

**Provide a detailed cost 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 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

## Budge

Expenditure	Total Cost	Amount Requested	Quotes
	Must be a dollar amount.	Must be a dollar amount.	

**Te Hiku Community Grants Fund 2023-2024****Local Grant Application Form****Application No. THCB00015 From Te Pokapu Tiaki Taiao O Te Tai Tokerau Trust**

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Advertising/Promotion	\$1,320.00	\$	Filename: Regenerative Green Spaces - Program Outline.pdf File size: 247.3 kB
Facilitator/Professional Fees	\$9,000.00	\$2,100.00	Filename: Merryn Smith - Contract.pdf File size: 1.5 MB
Administration (inc. stationery/copying)	\$1,294.00	\$284.00	Filename: Regenerative Green Spaces - Program Outline.pdf File size: 247.3 kB
Equipment Purchase (describe)	\$2,016.00	\$2,016.00	Filename: Mitre10 Gardening Equipment.pdf File size: 236.1 kB  Filename: Real Good Kiwi Gear _ Macpac.pdf File size: 310.8 kB  Filename: Te Pokapū Tiaki Taiao O Te Tai Tokerau Trust---Hercules Instant Shelter Quotation (1) (2).pdf File size: 86.3 kB
Consumable materials (craft supplies, books)	\$600.00	\$600.00	Filename: Regenerative Green Spaces - Program Outline.pdf File size: 247.3 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? \***

\$14,230

Must be a dollar amount.

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

\$5,000

Must be a dollar amount.

**Te Hiku Community Grants Fund 2023-2024****Local Grant Application Form****Application No. THCB00015 From Te Pokapu Tiaki Taiao O Te Tai Tokerau Trust**

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**Financial Information****\* indicates a required field****Financial Information****If your organisation registered for GST \***☒ Yes ☐ No**GST Number****GST Number**

071-849-252

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

\$143,611.00

Must be a dollar amount.

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

\$114,952.00

Must be a dollar amount.

**Tagged Funds**

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

Purpose	Amount
Operational Costs (Contractors)	\$60,953.00
Flood relief	\$7,000.00
Rent	\$4,000.00
Timebank Contractors, Admin Costs, and Workshops	\$33,586.00
Community Garden Contractors, Equipment & plants	\$4,892.00
Zero Waste - Kaitia Market Recycling Equipment	\$2,176.00
Educational Support	\$323.00
Ano Ano Workshop Supplies	\$254.00
Suppliers and other Creditors	\$1,768.00

**Total Tagged Funds**

**Te Hiku Community Grants Fund 2023-2024****Local Grant Application Form****Application No. THCB00015 From Te Pokapu Tiaki Taiao O Te Tai Tokerau Trust**

Form Submitted 5 Nov 2023, 2:51PM NZDT

**Total Expenditure Amount**

\$114,952.00

This number/amount is calculated.

**Other Funding**

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

<b>Funding Source</b>	<b>Amount</b>	<b>Decision</b>
	Must be a dollar amount.	
Foundation North	\$6,000.00	Yes
EHA	\$3,230.00	Yes
	\$	
	\$	

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

<b>Purpose</b>	<b>Amount</b>	<b>Date</b>	<b>Project Report Submitted</b>
	Must be a dollar amount.	Must be a date.	
Roadshow Workshops - materials	\$960.00	01/12/2022	No
Kaikohe-Hokianga Workshops	\$960.00	01/09/2022	No
BOI Equipment and workshops	\$4,920.00	01/09/2022	No
Ano Ano Clothing Rescue (CUE)	\$5,000.00	01/06/2022	Yes
Creative Communities Workshops	\$2,500.00	01/06/2022	Yes

**Last page****\* indicates a required field****Privacy Information**

**Te Hiku Community Grants Fund 2023-2024****Local Grant Application Form****Application No. THCB00015 From Te Pokapu Tiaki Taiao O Te Tai Tokerau Trust**

Form Submitted 5 Nov 2023, 2:51PM NZDT

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.*

**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.

**Te Hiku Community Grants Fund 2023-2024****Local Grant Application Form****Application No. THCB00015 From Te Pokapu Tiaki Taiao O Te Tai Tokerau Trust**

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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.

**Signatures**

Signatory Two

**Name****Position****Position \***

Funding and Finance Officer

**Postal Address****Phone Number****Mobile Number****Email**

Must be an email address.

Must be an email address.

**Date****Date**

Must be a date.

## 7.4 PROJECT FUNDING REPORTS

**File Number:** A4464582

**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 Te Hiku Community Board note the project report received from:**

- a) R Tucker Thompson Youth Sailing Trust
- b) 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 TŪTOHUNGA / REASON FOR THE RECOMMENDATION

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

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

There are no financial implications or budgetary requirements.

### ĀPITI HANGA / ATTACHMENTS

1. R Tucker Thompson Youth Sailing Trust - A4464533  
2. Whatu Creative - A4464529  

**Hōtaka Take Ōkawa / Compliance Schedule:**

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

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

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



**Far North  
District Council**

**Project Report  
COMMUNITY GRANT FUND - LOCAL**

F0080402

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

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

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

Funding Advisor

Far North District Council

Private Bag 752

KAIKOHE 0440

<b>Name of organisation:</b>	R. Tucker Thompson Sail Training Trust
<b>Name &amp; location of project:</b>	Youth Development Programme
<b>Date of project/activity:</b>	14 to 20 August 2023

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

☒

Te Hiku

☐

Kaikohe-Hokianga

☐

Bay of Islands-Whangaroa

<b>Amount received from the Community Fund:</b>	\$4,000 plus gst
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<b>Board meeting date the grant was approved</b>	May 2023
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**Please give details of how the money was spent:**

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

Supplier/Description	\$amount	Receipt/s attached (please tick)
This funding supported two trainees onto our 7-day Youth Development Voyage	\$4,000	
	\$	
	\$	
	\$	
Total:	\$4,000.00	

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

Report below

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](mailto:ask.us@fndc.govt.nz), Website: [www.fndc.govt.nz](http://www.fndc.govt.nz)

1

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

[www.facebook.com/rtuckert](https://www.facebook.com/rtuckert)

**Date:**

18 October 2022

2

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](mailto:ask.us@fndc.govt.nz), Website: [www.fndc.govt.nz](http://www.fndc.govt.nz)



**Far North  
District Council**

**Project Report  
COMMUNITY GRANT FUND - LOCAL**

F0080402

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

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

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

Funding Advisor

Far North District Council

Private Bag 752

**KAIKOHE 0440**

**Name of organisation:** Whatu Creative

**Name & Location of Project:** Te Āhureke 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:** \$5000, \$5000, \$2000

**Board meeting date the grant was approved:** 05/06/23, 15/06/23, 08/06/23

**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 Āhuareka 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:**

Kaikohe 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 TE HIKU COMMUNITY BOARD 2024-2027 FOOTPATH PROGRAMME PRIORITY****File Number:** A4468760**Author:** Elizabeth Stacey, NTA Road Safety and Traffic Engineer**Authoriser:** Jeffrey Devine, NTA Strategy and Planning Manager**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 Te Hiku 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 Te Hiku Community Board**

- a) receive the report Te Hiku Community Board 2024-2027 Footpath Programme Priority report.**
- b) 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.

<b>Project</b>	<b>Area</b>	<b>Estimate</b>	<b>Comments</b>
Mill Bay Road - SH10 to Rangakapiti	Mangonui	\$250,000	Design complete, construction only
SH 1 @ Gill	Awanui	\$150,000	Design complete, construction only
Kaitaia - Awaroa Rd @ Pukepoto - School to approx #673	Pukepoto	\$1,400,000	Construct at minimum 2.5m shared path width
Kaitaia-Awaroa Rd - Okahu Rd to 240	Kaitaia	\$40,000	Design only

Table 1

**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 Te Hiku 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 Te Hiku 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.

**ĀPITI HANGA / 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.	

## 8 NGĀ PŪRONGO TAIPITOPITO / INFORMATION REPORTS

### 8.1 CHAIRPERSON AND MEMBER REPORTS

**File Number:** A4458482

**Author:** Beverly Mitchell, Community Board Coordinator

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

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

The reason for the recommendation is to note the reports from the Chairperson and Members. The reports provide feedback to the community on matters of interest or concern to the Community Board and how the Community Board has communicated with community organisations and special interest groups within the community.

#### NGĀ TŪTOHUNGA / RECOMMENDATION

That the Te Hiku Community Board note the November 2023 reports from Chairperson Adele Gardner and Members Darren Axe, and Bill Subritzky, Rachel Baucke and Sheryl Bainbridge.

#### 1) TE TĀHUHU KŌRERO / BACKGROUND

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

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

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

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

The reports from the Chairperson and Members are attached.











#### Te Take Tūtohunga / Reason for the recommendation

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

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

There are no financial implications or the need for budgetary provision as a result of this report.

#### NGĀ ĀPITI HANGA / ATTACHMENTS

1. THCB Chair Gardner report for Nov 2023 - A4459163  
2. THCB Member Axe report Nov 2023 - A4459162  
3. THCB Member Subritzky report Nov 2023 - A4459165  
4. THCB Member Baucke report Nov 2023 - A4459167  
5. THCB Member Bainbridge report Nov 2023 - A4463768  

**Te 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>Te 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>	Not applicable.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Not applicable.
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 is a Community Board report.
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.	Not applicable.
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).	Yes.
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.



## Te Hiku Community Board Chairperson's Report

Name: Adele Gardner

Subdivision: Kaitaia Te Hiku

Date: 9 October 2023 – 2 November 2023

### **Meetings Attended**

Date	Meeting
09/10/2023	Transport Committee workshop
09/10/2023	Transport Committee meeting
11/10/2023	Meeting with Far North Holdings
13/10/2023	Te Ahu Trust meeting
16/10/2023	Tour of the new Te Hiku Sports Hub
17/10/2023	Long Term Plan workshop
19/10/2023	Council meeting
24/10/2023	Te Hiku Community Board meeting
30/10/2023	Transport Committee workshop
31/10/2023	Northland Inc workshop
01/11/2023	Te Hiku Project Working Group meeting
02/11/2023	Land Drainage interviews

### **Report:**

#### Northland Inc workshop

Advocacy for Northland Economic needs to Central Government and channel for Central Government Programmes and Funding into Northland. Also advocacy for and delivered \$8.63M into Northland of which \$3.6M was distributed into the Far North District Council to help businesses after Cyclone Gabrielle. Northland Inc support Northland Events of which 90 Mile Beach Snapper Bonanza and Ahipara Maori Surfing Champs received funding in Te Hiku.

#### Te Hiku Sports Hub

There is no confirmed date as to when the new swimming pool complex will be open.



## Te Hiku Community Board Member Report

Name: Darren Axe

Subdivision: North Cape

Date: 31 October 2023

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### **Meetings Attended**

Date	Meeting
07/10/2023	Visit 30 Houhora Heads Road - drainage problem has been fixed
10/10/2023	Attended ratepayers meeting Houhora



**Te Hiku  
Community Board**

## Member Report

Name: Bill Subritzky  
Subdivision: Whatuwhiwhi, Awanui  
Date: 2 November 2023

### Meetings Attended

11/10/2023	Addressed ratepayer group. Re Overview of Awanui Township development
11/10/2023	Kaingaroa Hall meeting
21/10/2023	Awanui School reunion
22/10/2023	Rangiputa ratepayer's meeting
24/10/2023	Te Hiku Community Board meeting
25/10/2023	APR inc Meeting. Plus working bee
04/09/2023	APR inc meeting. Awanui Day planning

### Community Issues

Issue name	Comment
	<p><b>TOKERAU BEACH WASTE WATER</b> (RFS: 4180526) The email and media release reporting the recent wastewater spill, at the northern end of Tokerau Beach (1<sup>st</sup> November) highlights the environmental risk this waste line poses to the environment and the community. Existing Problems and the potential for major future problems in these lines were reported and inspected by the former CE, me, and Councillor Foy. Remedial work was later carried out. The latest problem in this line warrants an immediate full inspection of this entire infrastructure and immediate action if required.</p> <p><b>GILLIES ACCESS ROAD TO BEACH</b> (RFS: 4149424) Initial work was carried out on the Gillies Access Road to the Rangiputa beach. This work focussed on the ramp gradient allowing easier access to and exit from the beach. As we were expecting adverse weather with heavy rainfall forecasted the community proposed to continue the work once the weather had settled.</p>

	<p><b>UNAHU WHARF RESERVE (RFS:4180987)</b></p> <p>At the Te Hiku Board meeting on 24th October, Rangaunu Sports Club requested an area to store their Wakas on the Unahi Reserve. I drew attention to the fact that Awanui Progressive and Ratepayers Inc, had a Memorandum of Agreement with Council to manage this area and that we needed to confirm who was responsible for making this decision. According to Councils Reserve Bylaws, “there is to be no storage of boats trailers or equipment on a reserve and only an appointed officer/s can make this decision to allow storage.</p> <p><i>In regard to the lease process for this site, the steps are as follows:</i></p> <ul style="list-style-type: none"> <li>• <i>Engage with Awanui Progressive &amp; Ratepayers Inc to get their input over the proposed lease as they oversee the Awanui Wharf.</i></li> <li>• <i>Engage with Iwi/hapu of the area to notify of the proposed lease.</i></li> <li>• <i>A report will be presented to the Te Hiku Community Board to recommend to Council on the granting of a lease.</i></li> <li>• <i>The recommendation from the Te Hiku Community Board is then presented via a report to Council who will make the final decision on the granting of a lease.</i></li> <li>• <i>Terms of the lease are then negotiated with the lessee.</i></li> <li>• <i>Consent will then need to be given from FNDC staff to erect a new building within the leased area.</i></li> <li>• <i>The lessee will then need to obtain building consent to erect the new building – please note, granting of the lease does not imply building consent is given.</i></li> </ul> <p><i>As the section is fee simple, no public consultation is required.</i></p> <p><i>The earliest this report can be presented to the Te Hiku Community Board is the 12th of December meeting and will not be presented to Council until the New Year.</i></p>
	<p><b>NORFOLK PINES (RFS:4180953)</b></p> <p>There are 2 pine trees on a severe lean between Gillies Off ramp and the Rangiputa settlement (one may have already fallen over) these are on Council Reserve) Could these be removed as soon as possible to avoid any accident. I have placed an RFS.</p>



## Te Hiku Community Board Member Report

Name: Rachel Baucke

Subdivision: Kaitaia

Date: 1 November 2023

### Meetings Attended

Date	Meeting	Comment
26/09/2023	THCB Monthly Meeting (via Teams)	
18/10/2023	Ahipara Awareness Meeting	Planning for the future – What we have done and where we are going. Requests to follow up: <b>*RFS to follow up</b> <b>*Update on Painted lines</b> <b>*Cycle ways update</b>
24/10/2023	THCB Monthly Meeting	
24/10/2023	National Community Boards Hui	Online though Teams

### Community Issues

Issue name	Comment
Mosaics in Commerce Street	Ongoing issue/Actions for the CB.
Rubbish at Ruaroa Road	Seeking Residents feedback about whether the refuse pick up remains at end of the road. <b>A residence Poll has been conducted and strong vote to not have the pickup point any more as its causing too much mess and abuse.</b> <b>We have requested a caged bin from northland Waste, however if they refuse, we will request the facility be withdrawn.</b>

**Requests for Service (RFS)**

RFS number	Date	Comment
RFS4165081	August 23	<p><i>Request from Ahipara Aroha group to follow up on the RFS.</i></p> <p><i>Thank you for your RFS regarding footpath safety in Ahipara. The footpath between the school and marae is currently of substandard width and narrowly separated from the roadway. Width between the edge of pavement and the footpath is too narrow in many locations for the installation of barrier or bollards. Under the footpath renewal program, these footpaths will be upgraded to 1.8m and further separated from the roadway or kerbed. The number of footpaths renewed or repaired each year is subject to available funding. We will submit the broken barrier request to maintenance.</i></p> <p><i>I am following up on the maintenance request and will report back to them.</i></p> <p><b>28-Aug-2023 Fulton Hogan</b></p> <p><b>Inspected and jobs programmed for rail repairs and a footpath repair.</b></p> <p><b>Customer has been contacted and RFS closed.</b></p>



## Te Hiku Community Board Member Report

Name: Sheryl Bainbridge

Subdivision: Doubtless Bay

Date: 3 November 2023

### Meetings Attended

Date	Meeting	Comment
16/10/2023	Visit to Te Hiku Sports Club	It's going to be awesome.
24/10/2023	Te Hiku Community Board meeting	Query sent to Democracy Services on frequency of Members' reports to be completed a week following a meeting – can process date be extended? <b><i>With Democracy services for comment.</i></b>
31/10/2023	Kaitaia College prizegiving	

### Community Issues

Issue name	Comment
Combined Community Board Workshop - Water Tanks	As previously mentioned, the subject has been kicked around for years but apparently no policy has been developed. Why not? It's only a matter of time before we have a severe drought and while it's too late for existing buildings, surely new builds should have an additional water tank for gardens and car washing as a consent condition. If global warming is becoming an issue, then this is a practical, sensible way to address one of the impacts. Still waiting. Again.  <b><i>3/11/2023: CBC Co-ordinator awaiting status from Manager – Strategy &amp; Policy</i></b>
Museum	The museum report is <u>attached</u> . The museum is now open on Saturdays and have had some good programmes including Oral History training from Alexander Turnbull Library staff.

Taipa RFS:4122784	Re: Taipa Foreshore. Please ensure that as local representative I am updated. <b>NTA advised 6-7 potholes were filled in September.</b>
Northland Age article 10 August	Ratepayers who have talked to me want to see resilience and repairs to existing council assets done now so that they can see what their rates are paying for. Perhaps the 'lite LTP' will take this into consideration.
State Highway referendum on the condition of the roads – Northland Age 2 November	It is pleasing to see the mayor supporting this referendum that is advertising more spending on maintenance. However the draft Government policy statement on land transport, although there is now a greater focus on reconstruction of damaged infrastructure and greater resilience, still rates reducing emissions as its third priority. Waka Kotahi, like everyone else, should live within its means, so reducing emissions, which statistics show only amounts to 0.09% of global emissions should be a lower priority as should the road to zero programme when again, statistics show that most accidents are due to poor or impaired driving habits. Consultation on the 2024 GPS on land transport has closed, but perhaps a new government may look at requests for taxpayers' money to be allocated with some degree of wisdom. <b>Recommendation: That the Te Hiku Community Board supports the Far North District Council's promotion of a petition for a referendum to address the condition of the country's roads.</b>

**Requests for Service (RFS)**

RFS number	Date	Comment
4157755 4115220	Countless times	Pothole Coopers Beach carpark has been the subject of at least 20 emails and has been 'fixed' at least 3-4 times. The 'fix' lasts a few weeks and then the pothole develops again. Apparently, it will be properly fixed this financial year. Not quite good enough when cars continue to bottom out. Why wasn't it done properly in the first place? <b>28/09/2023 Network Supervisor met with Mark onsite and agreed upon a repair to occur prior to Christmas. See also email sent 31/08/2023 by GM, NTA – for consideration through LTP process.</b>  <b>Leave this on here until something is done permanently, please.</b>



**COMMUNITY &  
ENGAGEMENT  
MONTHLY  
REPORT**

**September 2023**

**HE ARA TĀMATA  
CREATING GREAT PLACES**  
*Supporting our people*

## Executive Summary Monthly Report

September 2023

**Executive Summary**

The Community and Engagement Group is made up of the Te Ahu Museum and Archives, Libraries, Customer Services, Visitor Information Services (isites), and Communications and Engagement Team, all of which provide a variety of services that benefit communities in the Far North District. These services are aligned with Council's vision of creating great places and supporting our people.

**Reporting Period:** April 2023 to September 2023

This monthly report is presented in a 6-month rolling period to highlight trends, spikes, and troughs, with a focus on the closing period month's operational activity updates, key metrics being tracked, and data analysis.

**Authors of the following detailed reports include:** Ruben Garcia, Group Manager – Community & Engagement, Whina Te Whiu, Manager – Te Ahu Museum and Archives, Nicola Smith, Manager – Libraries and Customer Services, Julia Crane, Manager – Visitor Information Services, and Ken Lewis, Manager – Communications & Engagement.

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## Te Ahu Museum and Archives Monthly Report

September 2023

## Te Ahu Museum and Archives

**Whina Te Whiu** – Manager Te Ahu Museum and Archives, reports:

Te Ahu Museum and Archives (formerly known as the Far North Regional Museum) was established in Kaitiaki in 1969, with the treasured responsibility to collect, care for, and keep alive the precious histories and stories of the Far North region. Our unwavering commitment is to deliver captivating and informative experiences to our visitors, all while safeguarding and celebrating our distinctive cultural heritage.

Museums play a vital role in our communities, and we have witnessed a strong and enthusiastic response from people returning to museums after the challenges posed by the COVID-19 pandemic. As restrictions ease and people seek meaningful experiences, museums provide a space for connection, exploration, and reflection, reaffirming the enduring appeal and value of museums in people's lives<sup>1</sup>.

**Operational Highlights September 2023:**

- The New Zealand Rugby Museum's exhibition, "Herstory of Women's Rugby," graced the halls of Te Ahu for a month, offering visitors a compelling journey through three pivotal eras: the formative years, the emergence of regular competitions spanning from 1980 to 2000, including World Cup events and Sevens teams, and the remarkable accomplishments of the Black Ferns from 2000 to 2021.
- The exhibition received tremendous support from the community, with esteemed rugby figures Rawinia Everitt and Krystal Murray lending their presence and endorsement, further enriching the experience.
- Mary Daun is on a 6-month leave, and we have initiated the recruitment process to bring Kellee Morunga onto the museum staff.
- Amid the challenges posed by the COVID-19 pandemic, all of our dedicated retired volunteers had to step back from their roles. Over the past month, we've been diligently working to rebuild our volunteer team. We've pursued an active outreach strategy, leveraging local newspaper promotions, online campaigns, and collaboration with the charitable organization Volunteering Northland. We are pleased to announce that our efforts have borne fruit, as we have successfully recruited two new volunteers who will be joining our team in October.
- Internship – The negotiations for a 3-month internship funded by Creative Northland have been finalised, and we are currently awaiting approval to proceed with recruitment.

**Key Performance Metrics**

The following pages include key performance metrics we track to better understand our business activities. All reporting metrics are reported in a 6-month rolling period (hereafter referred to the 'reporting period') to help identify trends, dips, and spikes. Analysis of the illustrated data is provided for each month.

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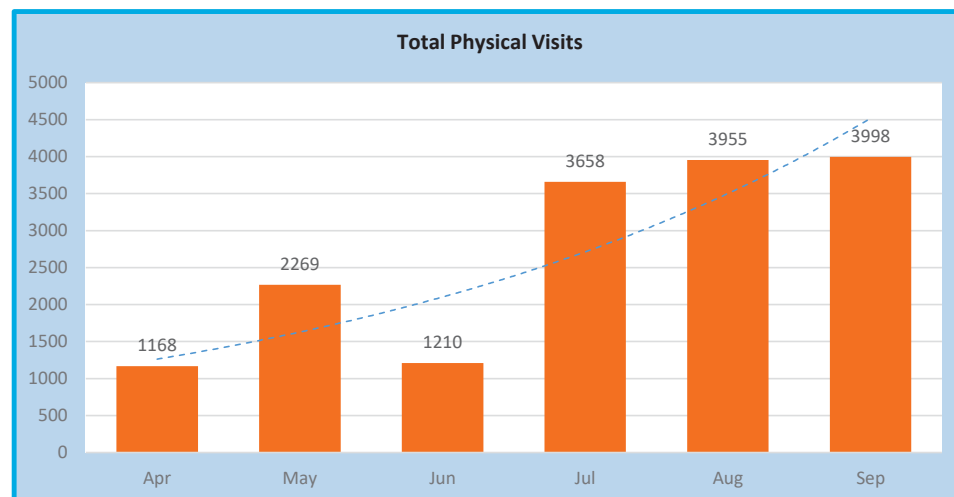
<sup>1</sup> 2022, July. BERL *The Value of Museums and Galleries in Aotearoa*. Museums Aotearoa. [Source](#)

## Te Ahu Museum and Archives Monthly Report

September 2023

**Total Physical Visits**

Museum physical visits are crucial as it reflects the museum's popularity and relevance in the community. This metric also highlights seasonal fluctuations in visitor numbers. For example, the museum sees increases from October to December due to national and international visitors arriving in Kaitia; and from May to September, local schools plan their visits to the museum. Higher attendance is directly related to wider reach, greater impact, and increase in revenue.



Te Ahu Museum and Archives, Figure 1 - Total visits for the recent 6-month period.

**Total Museum Visits September Analysis**

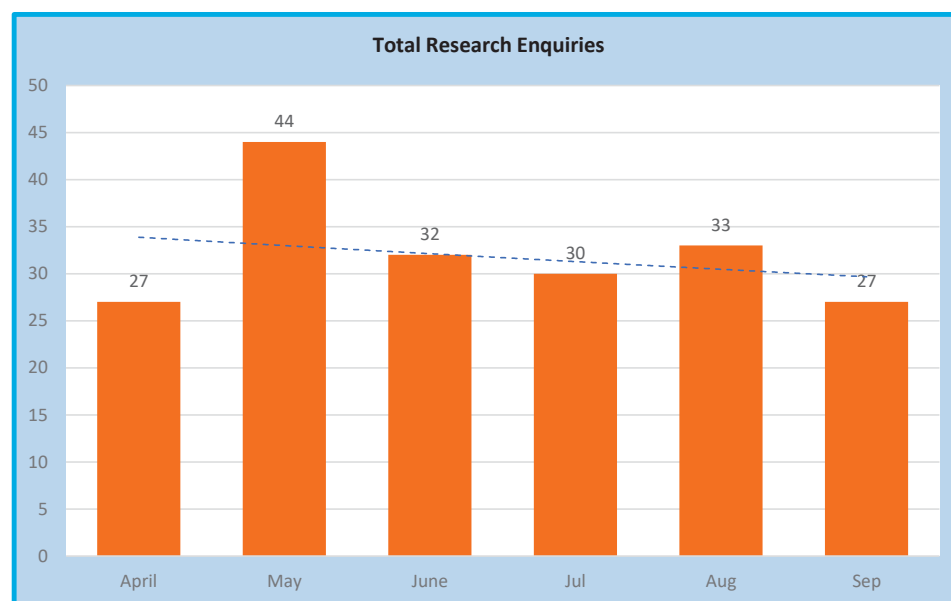
- In the current reporting period, there has been a remarkable 240% increase in recorded visitors, with the number rising to 3,998 compared to last year's figure of 1,073 for the same period in 2022.
- Additionally, there is a notable 1.5% increase from the previous month. It's particularly intriguing to observe this growth, especially considering the high popularity of the Aotearoa in space exhibition and interactive program that took place last month.
- After the immensely successful Aotearoa in Space interactive program in July, the New Zealand Rugby Museum's exhibition titled "Herstory of Women's Rugby" was featured at Te Ahu for a month. It provided visitors with a captivating exploration of three significant historical periods. The strong local interest in the exhibition was evident from the number of visitors it attracted this month.
- The Communications Team is providing valuable support for our communications and marketing efforts, extending their assistance to encompass the creation of engaging promotional content through video production for online channels such as the museum's Facebook page and website, as well as the FNDC's Facebook page and website.
- Additionally, they are also lending their expertise in captivating crafting graphics to enhance our overall outreach efforts.

## Te Ahu Museum and Archives Monthly Report

September 2023

**Total Research Enquiries**

Tracking research enquiries gauge the level of interest and engagement from researchers, scholars, and academics. Higher research enquiries indicate the museum's reputation as a reliable and valuable resource for historical or cultural information. Research enquiries can highlight emerging trends or topics of interest within the academic community, special interests' groups, and local community. Research enquiries have the potential to generate revenue for the museum, especially when museum staff are asked to provide research on behalf of the clients.



*Te Ahu Museum and Archives, Figure 2 - Includes research enquiries via walk ins, phone, and email channels.*

**Total Research Enquiries September Analysis**

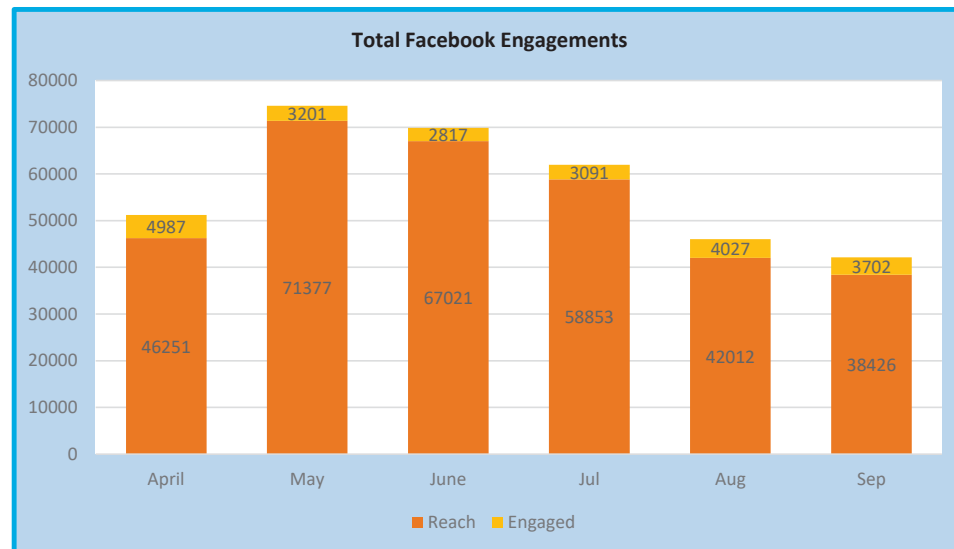
- In September, we observed a minor decline in research activity 18%, marking the lowest point since April 2023. This decrease can be attributed to a significant number of staff members taking leave this month, which has consequently slowed down our ability to respond to research inquiries promptly.
- Over the past 10 months, we have experienced a consistent upward trend in our research area. When compared to the same period last year, we have seen a substantial increase of 55% in research activities in 2023.
- Family history and local history related to the Far North region continues to be the most popular subject (27) followed by Tertiary/Academic (0), School based assignments (0), and other institutions (0).

## Te Ahu Museum and Archives Monthly Report

September 2023

**Total Facebook Engagement**

Facebook engagement, such as likes, comments, and shares, indicate the level of interaction and interest from the museum's online audience. Higher engagement metrics suggest a broader reach and increased visibility of the museum's content, leading to a greater impact on the social media platform. Facebook engagements serve as a measure of how effectively the museum's content resonates with our online community. It provides insights into what type of posts or topics generate the most interest, facilitating the creation of more engaging and relevant content.



*Te Ahu Museum and Archives, Figure 3 – Total Facebook engagement, including Reach and Engaged statistics.*

**Total Facebook Engagement Sep Analysis**

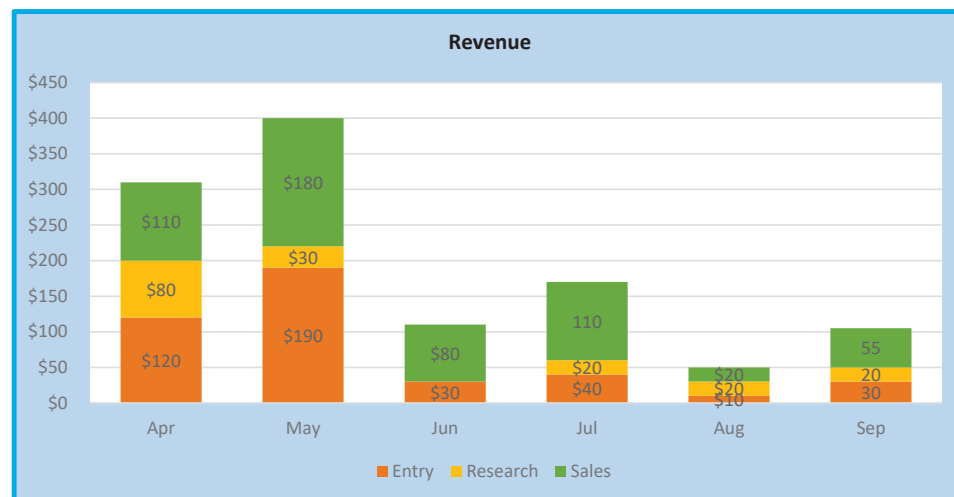
- For the month of September, we produced and published 11 posts - posting frequency changed from 3 or 4 times to 2 or 3 times a week. One of the main reasons for this was staff spent more time engaging face to face with visitors, and staffing.
- This month we focussed on marketing and promoting video and media content for the Aotearoa in Space program, Herstory the story of NZ Women's rugby and Te Ahu Museum collections.
- We only posted 3 history posts which may have contributed to the 25% decrease in reach but a 30% increased engagement.
- Surprisingly, there was an 64% increase in audiences between 25 to 34-year-olds engaging in our posts for this month.
- The museum's Facebook page saw a 39.5% increase from the same period last year (33,003 in 2022).

## Te Ahu Museum and Archives Monthly Report

September 2023

**Total Revenue Generated**

Revenue is generated by a) Entry by donation, b) Research, c) Book Sales, and d) Philanthropic – grants and fundraising. All the revenue is administered by the Far North Museum Trust and is used for: power and phone at offsite Storage (Pioneer House), security and pest control at offsite storage, purchasing of conservation and exhibition supplies, external marketing, and booking traveling national exhibitions.



Te Ahu Museum and Archives, Figure 4 – Includes revenue generated by donation by entry, paid research, and books sales only.

**Total Revenue Generated September Analysis**

- A 110% increase in total revenue generation from sales and research was achieved.
- \$5,000 from Te Papa was secured for the restoration of the Broadwood piano.
- Investigating cashless donations and entry fees.

**Te Ahu Museum and Archives Conclusion**

The data collected from September 2023 not only offers valuable insights into the positive aspects of the services and products offered by Te Ahu Museum but also highlights areas that require improvement. This analysis emphasises the importance of establishing consistent and high-quality experiences for our visitors, both locals and out-of-towners.

The "Herstory of Women's Rugby" exhibition at Te Ahu, following the successful Aotearoa in Space interactive program in July, marked a remarkable journey through three pivotal eras of women's rugby. The exhibition's ability to draw a high number of local visitors underscores the profound impact and interest it generated within the community. This event not only celebrated the rich history of women's rugby but also highlighted the enduring enthusiasm and support of the local audience, making it a memorable and significant addition to the cultural landscape.

## 8.2 TE HIKU COMMUNITY BOARD NOVEMBER 2023 OPEN RESOLUTION REPORT

**File Number:** A4469026

**Author:** Ellie Greenwood, Democracy Advisor

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

### TAKE PŪRONGO / PURPOSE OF THE REPORT

To provide Te Hiku Community Board with an overview of outstanding resolutions from decisions dated from 1 January 2020.

### WHAKARĀPOOTO 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.

### TŪTOHUNGA / RECOMMENDATION

**That Te Hiku Community Board receive the report Te Hiku Community Board November 2023 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 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.

### ĀPITI HANGA / ATTACHMENTS

1. November Open Resolution Report - A4469073 [↓](#) 

OPEN RESOLUTION REPORT			
Division: Committee: Te Hiku Community Board Officer:		Printed: Thursday, 9 November 2023 12:23:51 PM Date From: 1/01/2020 Date To: 9/11/2023	
Meeting	Title	Resolution	Notes
Te Hiku Community Board 7/12/2021	Notice of Motion - Waterfront Cafe and Bar – Mangonui <b>Beverly Mitchell</b>	<b>RESOLUTION 2021/77</b> <b>That Te Hiku Community Board recommends that the Far North District Council:</b> <ol style="list-style-type: none"> <li>approve the occupation and use of 1.5 car parking spaces (8,5m of legal road reserve) in front of the Waterfront Café, Waterfront Road Mangonui to be approved as a formal license to occupy, to the Waterfront Café and Bar.</li> <li>and prioritise and enable increased alfresco dining and activate street frontages in waterfront locations and town centres.</li> </ol> <b>CARRIED</b>	<b>30 Jan 2023 4:24pm Mitchell, Beverly</b> Waterfront Café is now Jesse's on the Waterfront, new operator (Mr Moa) - CB has approved the placemaking decision for a parklet dining space and customer is unsure if he wants to pursue a parklet. Customer is continuing with Alfresco dining application. <b>29 May 2023 2:06pm Mitchell, Beverly</b> Requested an update from Elizabeth Stacey, NTA <b>18 Jul 2023 1:33pm Whiu, Rhonda-May</b> Alfresco Dining application report in 1 August board agenda <b>27 Sep 2023 8:29am Mitchell, Beverly</b> From THCB meeting of 26/9/23 - There is currently no funding. Sheryl Bainbridge also advised there have been no adverse incidents resulting from the current parking configuration.
Te Hiku Community Board 25/08/2020	Notice of Motion - Investigation into Divesting Rangitoto Reserve, Mangonui <b>Robin Rawson</b>	<b>RESOLUTION 2020/45</b> <b>That the Te Hiku Community Board:</b> <ol style="list-style-type: none"> <li>requests that staff investigate the process of divesting the ownership of Rangitoto Recreation Reserve, Mangonui to the Crown.</li> <li>requests that a report be provided back to the Te Hiku Community Board with information and options.</li> </ol> <b>CARRIED</b>	<b>14 Sep 2023 3:05pm Baker, Marlema</b> The Rangitoto Reserve, Mangonui report was submitted to Council at their meeting held 24 August 2023. Council resolved to: a) approve the initiation of a public consultation process under Section 16 of the Reserves Act 1977 to classify Rangitoto Reserve (Allot 71 PSH of Mangonui East) as a Historic Reserve. b) appoint Te Hiku Community Board to hear any submissions received in response to the consultation process and to make recommendations to the Council in respect of the reserve classification. c) staff develop a Management Plan under s41 of the Reserves Act to eradicate the invasive wattle trees and moth plants. <b>08 Oct 2023 2:33pm Rawson, Robin</b> Work continuing on project plan. Initial public consultation will be in mid-January to avoid holiday period.
Te Hiku Community Board 9/05/2023	Kaitaia Drainage Area 2022/2023 Programme <b>Andy Finch</b>	<b>RESOLUTION 2023/33</b> <b>That the Te Hiku Community Board;</b> <ol style="list-style-type: none"> <li>approve the reviewed Kaitaia Drainage Area 2023/2024 work programme.</li> <li>approve the proposed 2023/24 Spraying Programme.</li> </ol>	<b>08 Nov 2023 8:23am Finch, Andy</b> Appointment of Drainage District Specialist progressing. EO for 3 year spraying contract being prepared. Tanya Proctor progressing drain spraying work this year.

OPEN RESOLUTION REPORT			
		Division: Committee: Te Hiku Community Board Officer:	Printed: Thursday, 9 November 2023 12:23:51 PM Date From: 1/01/2020 Date To: 9/11/2023
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		c) request the proposed rate change for \$133k, including drone hireage and machine cleaning, be reported back to all Drainage Committees. d) and submit to Council a request for a Public Good component in the rates to be reviewed for the Long-Term Plan. e) request a briefing from Kevin Johnson (Delivery & Operations Manager) about the monitoring and bylaw breaches and a timeline for appointment of the land drainage staff member and job description. f) request the timeline and milestones for consenting from Northland Regional Council and collaboration with the other Northland Councils. <b>CARRIED</b>	
Te Hiku Community Board 9/05/2023	Waiharara And Kaikino Drainage Areas 2022/2023 Programme Andy Finch	<b>RESOLUTION 2023/34</b> That the Te Hiku Community Board; a) approve the reviewed Waiharara and Kaikino Drainage Areas 2023/2024 work programme and b) approve Michael Steel to be contracted to clean the Waiharara and Kaikino drainage areas up to \$10,000. c) approve the use of other local spray contractors in the area. d) request the proposed rate change for Waiharara \$35,525 and Kaikino \$34,413, including drone hireage and machine cleaning, be reported back to the Drainage Committees. e) request a briefing from Kevin Johnson (Delivery & Operations Manager) about the monitoring and bylaw	<b>11 May 2023 4:51pm Baker, Marlema - Reallocation</b> Action reassigned to Finch, Andy by Baker, Marlema <b>23 Jun 2023 12:16pm Finch, Andy</b> Action awaiting approval of budgets at Council Annual Plan meetig on 29 June. <b>18 Jul 2023 4:50pm Finch, Andy</b> Budget confirmed- delivery of ereource to deliver work programme underway. <b>08 Nov 2023 8:25am Finch, Andy</b> Appointment of Drainage Distrcit Specialist progressing. EOI for 3 year spraying contract being prepared. Tanya Proctor progressing drain spraying work this year.

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		breaches and a timeline for appointment of the land drainage staff member and job description. f) request the timeline and milestones for consenting from Northland Regional Council and collaboration with the other Northland Councils. <b>CARRIED</b>	
Te Hiku Community Board 9/05/2023	Motutangi Drainage Area 2022/2023 Programme Andy Finch	<b>RESOLUTION 2023/35</b> That the Te Hiku Community Board; a) approve the reviewed Motutangi Drainage Area 2023/2024 work programme. b) amend the 2022/2023 budget \$50,000 for machine cleaning from the Motutangi Drainage Area reserve fund. c) request the proposed rate change for \$68,864 including drone hireage and machine cleaning, and dedicated staff member be reported back to the Drainage Committees. d) request a briefing from Kevin Johnson (Delivery & Operations Manager) about the monitoring and bylaw breaches and a timeline for appointment of the land drainage staff member and job description. e) request the timeline and milestones for consenting from Northland Regional Council and collaboration with the other Northland Councils. <b>CARRIED</b>	11 May 2023 4:51pm Baker, Marlema - Reallocation Action reassigned to Finch, Andy by Baker, Marlema 23 Jun 2023 12:16pm Finch, Andy Action awaiting adoption of Annual Plan budgets at Council meeting on 29 June. 18 Jul 2023 4:50pm Finch, Andy Budget confirmed- recruitment of resource to deliver work programme underway. 08 Nov 2023 8:25am Finch, Andy Appointment of Drainage District Specialist progressing. EOI for 3 year spraying contract being prepared. Tanya Proctor progressing drain spraying work this year.
Te Hiku Community Board 1/08/2023	Lease extension request Aupouri Ngati Te Rarawa (ANT) Trust Michelle Rockell	<b>RESOLUTION 2023/59</b> That the Te Hiku Community Board recommends that Council: a) approve the renewal of a further 5 year term, expiring on 31 August 2028, as allowed for in the current lease to Aupouri Ngāti Kahu – Te Rarawa Trust over Tangonge	11 Aug 2023 3:57pm Rockell, Michelle Lease to be presented to 23rd September Council meeting 11 Oct 2023 2:09pm Greenwood, Ellie Council carried resolution in September 2023 27 Oct 2023 8:16am Rockell, Michelle Public consultation to commence on the 30th October for 4 weeks

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		<p>Domain, being Recreation Reserve DP 108 Title NA530/132, located at 63 Bonnet Road, Kaitaia.</p> <p>The terms being:</p> <ul style="list-style-type: none"> <li>Term: 5 years</li> <li>\$118 plus GST per year in conjunction with the Fees &amp; Charges Policy for 2023/24 and reviewed annually.</li> </ul> <p>b) recommends to Council that the public consultation process is commenced on the granting of a new ground 30 (15+15) year lease to Aupōuri Ngāti Kahu – Te Rarawa Trust over Tangonge Domain, being Recreation Reserve DP 108 Title NA530/132, located at 63 Bonnet Road, Kaitaia.</p> <p>The terms of the proposed lease shall be:</p> <ul style="list-style-type: none"> <li>Term: 30 Years (15+15)</li> <li>Rental: As per FNDC Fees and Charges Schedule for a Community lease.</li> <li>\$118 plus GST for 2022/23 and reviewed annually in conjunction with the FNDC Fees and Charges Schedule.</li> </ul> <p>c) is appointed to hear any submissions received in response to the consultation process and to make recommendations to Council.</p> <p style="text-align: right;"><b>CARRIED</b></p>	
Te Hiku Community Board 1/08/2023	Ground Lease to Doubtless Bay Sea Scouts - East Street Taipa Michelle Rockell	<b>RESOLUTION 2023/60</b>  <b>That the Te Hiku Community Board:</b>	<b>14 Sep 2023 3:22pm Baker, Marlema</b> Lease to be presented to 21st September Council meeting <b>11 Oct 2023 2:13pm Greenwood, Ellie</b> Council carried resolution in September 2023 <b>27 Oct 2023 8:16am Rockell, Michelle</b>

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		<p>a) recommends to Council that the public consultation process is commenced on the granting of a new ground lease to Scouts Aotearoa over part of the Recreation Reserve being approximately 860 square metres of Part Allot 5 PSH OF Taipa, held in New Zealand Gazette 1984 page 104.</p> <p>The terms of the proposed lease shall be:</p> <p>Term: 15 Years (5+5+5)</p> <p>Rental: As per FNDC Fees and Charges Schedule for a Community lease.</p> <ul style="list-style-type: none"> <li>\$113 plus GST for 2022/23 and reviewed annually in conjunction with the FNDC Fees and Charges Schedule.</li> </ul> <p>b) is appointed to hear any submissions received in response to the consultation process and to make recommendations to Council.</p> <p style="text-align: right;"><b>CARRIED</b></p>	Public consultation to commence on the 2nd November for 4 weeks
Te Hiku Community Board 26/09/2023	Action Items raised during Public Forum Shayne Storey	<p><b>ITEMS</b></p> <p>That the Te Hiku Community Board requests;</p> <p>a) that the Chief Executive meet with the Board urgent to hear urgent drainage issues.</p> <p>b) a Land Drainage Bylaw workshop between the CE 3 Drainage Committees, Te Hiku Community Board and staff from the Legal, Policy and Compliance teams.</p> <p>c) that Te Hiku Community Board and Drainage Committees be involved in the renewal of the Land Drainage Bylaw in May</p>	<p><b>11 Oct 2023 3:27pm Greenwood, Ellie - Reallocation</b> Action reassigned to Finch, Andy by Greenwood, Ellie - Per Bev this action will be updated by Andy Finch</p> <p><b>12 Oct 2023 9:08am Finch, Andy</b> Guy to attend community board meeting re drainage issues.</p> <p><b>12 Oct 2023 9:38am Greenwood, Ellie - Reallocation</b> Action reassigned to Storey, Shayne by Greenwood, Ellie - Reallocated as per request from Roger Ackers, Group Manager - Policy and Planning</p> <p><b>12 Oct 2023 10:10am Storey, Shayne</b></p>

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		and that there is a report on this at the May 2024 Community Board meeting.  d) that staff member from the Compliance team attend the next Community Board meeting. Preferably Kevin Johnson or someone who understands all 5 stormwater differences.	item (b) re: bylaw workshop. Staff are not certain a workshop is the best way to manage land drainage issues at this time. Staff will wait until after the CE has met with the Community Board to initiate steps moving forward., item (c) re: Land Drainage Bylaw Review. The bylaw is due for review by October 2024. The Te Hiku Community Board and the Drainage Committee will definitely be involved in the review process.

**9 KARAKIA WHAKAMUTUNGA / CLOSING PRAYER**

**8 TE KAPINGA HUI / MEETING CLOSE**