



**Far North
District Council**



Te Kaunihera o Te Hiku o te Ika **AGENDA**



Friday, 20 September 2024

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

Membership:

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

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

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

Council Delegations to Community Boards - January 2013

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

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

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

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

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

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

Terms of Reference

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

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

Protocols

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

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

Far North District Council
Kaikohe-Hokianga Community Board Meeting
will be held in the Council Chamber, Memorial Avenue, Kaikohe on:
Friday 20 September 2024 at 10:00 am

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1 KARAKIA TIMATANGA / OPENING PRAYER

Pou hihiri.

Pou rarama.

Pou te whakairo.

Pou te tangata.

Pou o te aroha.

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

Haumi e. Hui e. Tāiki e!

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

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

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

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

3 TE WĀHANGA TŪMATANUI / PUBLIC FORUM

Public forum to be determined on the day.

4 NGĀ TONO KŌRERO / DEPUTATION

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

5 NGĀ KAIKŌRERO / SPEAKER

- Craig Seuseu representing SMC Events regarding agenda item 7.2 page 88 refers.
- Max Cochrane Representing Te Reo Piriwiritua Brass Band agenda item 7.2 page 82 refers.
- Melissa Williams representing Okaihau Whānau House regarding agenda item 7.2 page 73 refers.
- Rewi Tolich representing Kohukohu Fishing, Hunting and Sports Club regarding agenda item 7.2 page 59 refers.
- Deb Wilson representing Kaikohe Rugby Football Sports Club regarding agenda item 7.2 page 50 refers.
- Tiffany McQueen representing Bay of Island Hockey association regarding agenda item 7.2 page 41 refers.

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

6.1 CONFIRMATION OF PREVIOUS MINUTES

File Number: A4536110

Author: Imrie Dunn, Democracy Advisor

Authoriser: Aisha Huriwai, Manager - Democracy Services

PURPOSE OF THE REPORT

The minutes are attached to allow the Kaikohe-Hokianga Community Board to confirm that the minutes are a true and correct record of the previous meeting.

RECOMMENDATION

That the Kaikohe-Hokianga Community Board confirms the minutes of the meeting 16 August 2024 as a true and correct record.

1) BACKGROUND

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

2) DISCUSSION AND OPTIONS

The unconfirmed minutes of the meeting are attached.

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

Reason for the recommendation

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

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

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

ATTACHMENTS

1. **2024-08-16 Kaikohe-Hokianga Community Board Minutes - A4835188**  

UNCONFIRMED

Kaikohe-Hokianga Community Board Meeting Minutes

16 August 2024

**MINUTES OF
KAIKOHE-HOKIANGA COMMUNITY BOARD MEETING
HELD AT THE COUNCIL CHAMBER, MEMORIAL AVENUE, KAIKOHE
ON FRIDAY, 16 AUGUST 2024 AT 10:03AM**

PRESENT: Deputy Chairperson Tanya Filia, Member Mike Edmonds, Member Trinity Edwards, Member Harmonie Gundry, Member Jessie McVeagh, Councillor John Vujcich

STAFF PRESENT: Peggy Veen (Principal Advisor – Stakeholder Relationship), Kathryn Trewin (Funding Advisor) (online), Melissa Wood (Community Board Coordinator – Stakeholder Relationship), Aisha Huriwai (Manager – Democracy Services), Imrie Dunn (Democracy Advisor)

1 KARAKIA TIMATANGA / OPENING PRAYER

At 10:03am Deputy Chairperson Tanya Filia opened the meeting with a karakia.

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

APOLOGY

RESOLUTION 2024/85

Moved: Member Jessie McVeagh
Seconded: Councillor John Vujcich

That the apology received from Chairperson Chicky Rudkin be accepted and leave of absence granted.

CARRIED

3 TE WĀHANGA TŪMATANUI / PUBLIC FORUM

There were no Public attendees.

4 NGĀ TONO KŌRERO / DEPUTATIONS

There were no Deputations.

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

5.1 CONFIRMATION OF PREVIOUS MINUTES

Agenda item 6.1 document number A4536106, pages 8 - 13 refers.

RESOLUTION 2024/86

Moved: Councillor John Vujcich
Seconded: Member Mike Edmonds

That the Kaikohe-Hokianga Community Board confirms the minutes of the meeting 19 July 2024 as a true and correct record.

CARRIED

UNCONFIRMED

Kaikohe-Hokianga Community Board Meeting Minutes

16 August 2024

6 NGĀ PŪRONGO / REPORTS**6.1 CHAIRPERSON AND MEMBERS REPORTS**

Agenda item 7.1 document number A4536056, pages 14 - 21 refers.

RESOLUTION 2024/87Moved: Member Mike Edmonds
Seconded: Member Jessie McVeagh**That the Kaikohe-Hokianga Community Board note the August 2024 member report from Chair Chicky Rudkin, and Deputy Chair Tanya Filia.****CARRIED****7 NGĀ PŪRONGO TAIPITOPITO / INFORMATION REPORTS****7.1 KAIKOHE-HOKIANGA COMMUNITY BOARD AUGUST OPEN RESOLUTION REPORT**

Agenda item 8.1 document number A4536155, pages 33 - 36 refers.

RESOLUTION 2024/88Moved: Member Mike Edmonds
Seconded: Councillor John Vujcich**That the Kaikohe-Hokianga Community Board receive the report Kaikohe-Hokianga Community Board August Open Resolution Report.****CARRIED****8 NGĀ KAIKŌRERO / SPEAKERS**

Billie-Jo Hohepa-Ropiha representing Te Kotahitanga e Mahi Kaha Trust in regard to agenda item 7.2 page 22 refers.

6 NGĀ PŪRONGO / REPORTS CONTINUED**6.2 FUNDING APPLICATIONS**

Agenda item 7.2 document number A4826744, pages 22 - 32 refers.

RESOLUTION 2024/89Moved: Member Mike Edmonds
Seconded: Councillor John Vujcich**That the Kaikohe-Hokianga Community Board approve the sum of \$3,000 (plus GST if applicable) be paid from the Boards Community Grant Fund Account to Te Kotahitanga e Mahi Kaha Trust for the costs of a movie night in Kaikohe to celebrate Te Wiki o Te Reo 2024.****CARRIED**

UNCONFIRMED

Kaikohe-Hokianga Community Board Meeting Minutes

16 August 2024

9 TE KAPINGA HUI / MEETING CLOSE

At 10:23am, Member Harmonie Gundry closed the meeting with a karakia.

The minutes of this meeting will be confirmed at the Kaikohe-Hokianga Community Board Meeting held on 20 September 2024.

.....
CHAIRPERSON

7 NGĀ PŪRONGO / REPORTS

7.1 REVIEW OF COMMUNITY GRANT POLICY 2018

File Number: A4866460

Author: Lizzie Graham, Policy Advisor

Authoriser: Roger Ackers, Group Manager - Planning & Policy

TAKE PŪRONGO / PURPOSE OF THE REPORT

To seek recommendation from the Kaikohe-Hokianga Community Board that Council revoke the Community Grant Policy 2018 and to adopt the Community Board Funding Policy.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- The Community Grant Policy 2018, which guides the allocation of community funding from Community Boards, is due for review.
- The current Policy has become outdated due to changes in available funds and evolving community needs.
- The proposed Community Board Funding Policy aims to address these changes and align with current funding structures and community needs.

TŪTOHUNGA / RECOMMENDATION

That the Kaikohe-Hokianga Community Board recommend that Council

- revoke the Community Grant Policy 2018**
- adopt the Community Board Funding Policy**

1) TĀHUHU KŌRERO / BACKGROUND

On 15 June 2016, Council resolved that a review of all Council external policies would be completed in 2016/17 (Agenda item 8.3, document number A1726482, pages 53-57). During this review, four separate Policies were identified to be amalgamated into a single Policy covering Community Grants, namely the Community Grant Policy.

In 2017, amendments were proposed to the Policy to include the newly reinstated Infrastructure Grant Fund, and on 30 August 2017, the amended Community Grant Policy was adopted (Agenda item 4.2, document number A1888944, pages 33-54).

In 2018, further amendments were made to the Community Grant Policy following the 2018-2028 Long Term Plan deliberations where \$33,333 for placemaking was granted to each Community Board (Resolution 2018/15). Amendments were made to enable Community Boards to distribute the placemaking funds.

The current Community Grant Policy 2018 contains guidance for the Local Grant Fund, the Infrastructure Grant Fund, and Community Facility Partnerships fund. However, changes in the available funds have occurred since the policy's inception as both the Infrastructure Grant Fund and Community Facility Partnerships Fund have been discontinued, the Local Grant Fund has been rebranded as the Community Board Grant Fund, and the Pride of Place Fund has been created.

- The Pride of Place Fund is intended to support smaller communities enhance the look and feel of their communities. This fund provides support to help community projects with material, equipment, and other project expenditure. This can involve township beautification, new community assets, entranceways, cycle and walkways, river and streamside clean-up and landscaping, picnic tables and seats, signs, and artworks.
- Given these changes, the Community Grant Policy needed to be reviewed.

Council's role in providing community grants

In New Zealand, councils, as territorial authorities, play a pivotal role in facilitating community development through the provision of grants. These grants serve as crucial financial support mechanisms that empower local initiatives aimed at enhancing community wellbeing.

- Under Section 10 of the Local Government Act, the purpose of local government is to promote the social, economic, environmental, and cultural well-being of communities in the present and for the future. Councils fulfil this purpose by administering grants through various mechanisms, including specific grant programmes tailored to local needs and priorities related to the “four wellbeing's”.
- Central government has recently announced that it may amend the Local Government Act, including the purpose of local government. If this occurs, staff will review all policies and make recommendations to Council to amend accordingly. Central Government has indicated they will provide further information by the end of 2024. Currently there is no Bill before parliament. Council must continue to adhere to existing legislation.
- Under section 52 of the Local Government Act 2002, roles of Community Boards that relate to community grants include:
 - representing, and acting as advocates for, the interests of their communities
 - communicating with community organisations and special interest groups within the community.
- The Community Boards in the Far North District have delegated authority from Council to make grants from their allocated Community Funds in accordance with the associated policy. By actively participating in the allocation of community funding, Community Boards help ensure that resources are distributed equitably, projects align with local priorities, and the needs of community members are effectively met.

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

Staff have completed a separate research report (attachment 1) reviewing the Community Grant Policy. A summary of the report is provided below; for more information, please refer to the full report.

The review has identified that the Community Grant Policy (attachment 2) is outdated and does not accurately reflect the available grant funds or address the issues and opportunities with allocating grants.

- The Community Grant Policy covers three main grant types: Local Grant Fund, Infrastructure Grant Fund, and Community Facility Partnerships Fund. However, several changes in available funds have rendered the policy outdated. The Infrastructure Grant Fund and Community Facility Partnerships Fund have been discontinued, and the Local Grant Fund has been rebranded as the Community Board Grant Fund. Additionally, the Pride of Place Fund has been introduced to support community enhancement projects.
- The Policy includes application and reporting guidelines for each grant type, but feedback from Community Boards and Council's auditors has highlighted ambiguities in these guidelines, necessitating clearer and more transparent criteria. The policy also does not align with the strategic plans of the Community Boards, which outline their vision, mission, and priorities for three-year terms.
- Community Boards have played a crucial role in the review of the Community Grant Policy through workshops and feedback sessions. The Community Boards provided valuable insights into its issues and opportunities with the current policy and their feedback emphasised the importance of updating the policy.
- As part of this review the following changes are recommended which follow best practice guidelines and reflect the changes in available funds:

- Revoking the Community Grant Policy
 - Making a new policy, the Community Board Funding Policy
 - Revising the legislative context, strategic alignment, and objectives sections in the current policy to reflect current legislation and strategic priorities
 - Updating the background section of the current policy to outline the funds available.
 - Redrafting the policy wording for clarity
 - Updating the definitions section with clear and concise definition
 - Creating a new section for general policies covering guidelines on eligibility criteria, the application process and reporting and accountability requirements
 - Adding sections for the Community Board Grant Fund and Pride of Place Fund.
- Staff have prepared a draft Community Board Funding Policy incorporating these changes (attachment 3).
 -
 - The Community Board Delegations will need to be updated following the adoption of the new Policy. This update will be incorporated into the general review of delegations scheduled to take place later this year.

Options:

Option One: Recommend that Council Revoke the Community Grant Policy 2018 and Adopt the Community Board Funding Policy (recommended option)

Revoking the Community Grant Policy 2018 and adopting the Community Board Funding Policy will reflect changes in available funds and ensure alignment with the Council's strategic objectives and community outcomes as outlined in the Long-Term Plan and Community Board Strategic Plans.

Advantages	Disadvantages
Provides clear guidelines for funding applications and allocation Aligns funding decisions with strategic objectives and community outcomes Streamlines administrative processes and enhances transparency.	None identified

Option Two: Recommend that Council Maintain status quo/ Do nothing

The Community Grant Policy 2018 will remain in place, with no changes made to current processes.

Advantages	Disadvantages
None identified	Existing policy is outdated and does not reflect available funds Lack of alignment with Community Board Strategic Plans Potential inefficiencies and inconsistencies in grant allocation processes.

TAKE TŪTOHUNGA / REASON FOR THE RECOMMENDATION

Revoking the Community Grant Policy and Adopting the proposed new Community Board Funding Policy will:

- Provide consistent and streamlined policy guidance for allocating community funding
- Ensure the Policy aligns with current available funds (including the new Pride of Place Fund) and community needs
- Enhance transparency and clarity in funding application and reporting guidelines.

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

Costs to implement the Community Board Funding Policy will be minimal (staff resourcing) and will be met from existing budgets. This resourcing is expected to remain consistent with what is currently required to implement the existing policy.

Also, the Community Board Funding Policy does not determine the available funds for the Community Boards, these amounts are decided through the Annual Plan and Long-Term Plan process.

ĀPITIHINGA / ATTACHMENTS

1. **Attachment 1-Review Research Report Community Grant Policy 2018 - A4819917** [↓](#) 
2. **Attachment 2 - Community Grant Policy 2018 - A4819921** [↓](#) 
3. **Attachment 3-Community Board Funding Policy - A4782400** [↓](#) 

Hōtaka Take Ōkawa / Compliance Schedule:

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

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

2. This section is subject to Section 79 - Compliance with procedures in relation to decisions.

He Take Ōkawa / Compliance Requirement	Aromatawai Kaimahi / Staff Assessment
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	In line with the Significance and Engagement Policy, the adoption of the policy will have little effect on financial thresholds, ratepayers, or levels of service. Therefore, the level of significance is low.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	<p>Legislation: Local Government Act 2002, section 10 and 52.</p> <p>Long-Term Plan Community Outcomes:</p> <ul style="list-style-type: none"> • Proud, vibrant communities. • Communities that are healthy, safe and connected. • Prosperous communities supported by a sustainable economy.
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.	<p>This proposal has District-wide relevance as it affects the allocation of community funding by all Community Boards within the Far North District.</p> <p>To ensure that the views of the Community Boards were sought and incorporated in the review, workshops and feedback sessions were conducted with all three Community Boards.</p> <p>By engaging with the Community Boards at multiple stages of the review process, their perspectives have been thoroughly considered and incorporated into the proposed policy.</p>
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.	The Community Board Funding Policy will have positive implications for Māori in the Far North district, by ensuring that funding proposals actively involve Tangata whenua in their development.

State the possible implications and how this report aligns with Te Tiriti o Waitangi / The Treaty of Waitangi.	
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).	The persons likely to be affected include community groups, local organisations, and residents who rely on community funding for their initiatives. Their views have been considered through the workshops and feedback sessions conducted with Community Boards, who represent a diverse range of community interests.
State the financial implications and where budgetary provisions have been made to support this decision.	Costs to implement the Community Grant Funding Policy will be minimal (staff resourcing) and will be met from existing budgets.
Chief Financial Officer review.	The Chief Financial Officer has reviewed this report.

Research Report

Community Grant Policy

1 Purpose

To describe and discuss the review of the Community Grant Policy, and to explore opportunities for amendments to that policy.

2 Context and Situation

On 15 June 2016, Council resolved that a review of all Council external policies would be completed in 2016/17. During this review, four separate Policies were identified to be amalgamated into a single policy covering Community Grants, namely the Community Grant Policy to match best practice.

In 2017, amendments were proposed to the Policy to include the newly reinstated Infrastructure Grant Fund, and on 30 August 2017, the amended Community Grant Policy was adopted.

In 2018, further amendments were made to the Community Grant Policy following the 2018-2028 Long Term Plan deliberations where \$33,333 for placemaking was granted to each Community Board. In order to enable Community Boards to distribute the placemaking funds, the Community Grant Policy required amendment.

The current Community Grant Policy 2018 contains guidance for the Local Grant Fund, the Infrastructure Grant Fund, and Community Facility Partnerships fund. However, changes in the available funds have occurred since the policy's inception as both the Infrastructure Grant Fund and Community Facility Partnerships Fund have been removed and the Pride of Place Fund has been created.

The Pride of Place Fund is provided to support smaller communities enhance the look and feel of their communities. This fund provides support to help community projects with material, equipment, and other project expenditure. This can include township beautification, new community assets, entranceways, cycle and walkways, river and streamside clean-up and landscaping, picnic tables and seats, signs, and artworks.

Given these changes, there is a need to review the current Community Grant Policy.

2.1 Council's role in providing community grants

In New Zealand, councils, as territorial authorities, play a pivotal role in facilitating community development through the provision of grants. These grants serve as crucial financial support mechanisms that empower local initiatives aimed at enhancing community wellbeing.

Under Section 10 of the Local Government Act, the purpose of local government is to promote the social, economic, environmental, and cultural well-being of communities in the present and for the future. Councils fulfil this purpose by administering grants through various mechanisms, including community boards and specific grant programmes tailored to local needs and priorities related to the "four wellbeing's".

Under section 52 of the Local Government Act 2002, roles of Community Boards that relate to community grants include:

- representing, and acting as an advocate for, the interests of its community
- communicating with community organisations and special interest groups within the community

The Community Boards in the Far North District have delegated authority from Council to make grants from the allocated Community Funds in accordance with the associated policy. By actively participating in the allocation of community funding, community boards help ensure that resources are distributed equitably, projects align with local priorities, and the needs of community members are effectively met.

2.2 Community Grants in Aotearoa New Zealand

Throughout Aotearoa New Zealand, community grants play a vital role in fostering local development and supporting initiatives that enhance community wellbeing. Councils across the country, have developed their own frameworks for administering community grants, tailored to local needs and priorities. Key principles such as transparency and strategic alignment are often emphasised in these grant policies to ensure effective allocation of community funds.

3 Objectives

- To review the existing policy guidance for Council-administered community grants
- To determine whether the Community Grant Policy is the most appropriate way to address issues and opportunities related to the Pride of Place Fund
- To determine whether the Community Grant Policy has the most appropriate form or should it be amended

4 Problem and Opportunity Statement

4.1 Scope

The scope is limited to the funding administered by Community Boards in the Far North District. A Community Grant Policy can include guidance on grant types available, eligibility criteria for applicants, the application process, methods for funding allocation, and reporting requirements.

4.2 Out of Scope

Funds administered by bodies other than Community Boards are out of scope.

4.3 Feedback from Community Boards

In reviewing the Community Grant Policy, several issues and opportunities were identified by the Community Boards. The issues and opportunities identified included:

- A need for clear and transparent guidelines for both the application requirements and reporting requirements
- A need for better alignment with Community Board strategic plans and wider Council outcomes
- Communication before and after grant decisions needs to improve to enhance community engagement and ensure understanding of funding outcomes by applicants
- A need to enhance the Community Boards' understanding of the Community Grant Policy.

These issues and opportunities underscore the importance of refining the Community Grant Policy to provide better guidelines on the allocation of community funding by community boards. This will ensure transparent, equitable and efficient allocation of funds.

4.4 Auditors Advice

Council auditors, Deloitte, have provided key recommendations into improving grant funding management practices within the Council. These recommendations included:

- Once a grant resolution is made; it constitutes a legal obligation for the Council to disburse funds. This underscores the importance of making resolutions based on substantiated information rather than being contingent on future applications
- All grant resolutions must be supported by comprehensive and accurate documentation. This includes relevant timeframes, quotes, or estimates to validate the Council's legal obligation to allocate funds as per the resolution
- The importance of timely utilisation of grant funding within the current financial year wherever possible
- For projects extending over multiple financial years, considering separate applications for each fiscal period. This approach would help streamline administrative processes and ensure clarity in financial reporting
- Community Boards should conduct regular reviews of past grant resolutions.

The Community Grant Policy requires updating in response to these recommendations from Deloitte to ensure compliance with financial requirements.

5 Review of Community Grant Policy 2018

The Community Grant Policy 2018 aims to provide a guide for the allocation of community funding from Community Boards. The Policy provides context and guidance on distributing funds across three main grant types: Local Grant Fund, Infrastructure Grant Fund and Community Facility Partnerships.

There have been several changes to the funds available. Specifically, the Infrastructure Grant Fund and Community Facility Partnerships Fund have been discontinued, while the Local Grant Fund has been rebranded as the Community Board Grant Fund. Additionally, the introduction of the Pride of Place Fund represents a new funding mechanism aimed at supporting communities to enhance the look and feel of their communities. Given these changes in available funds, the Policy is no longer fit for purpose.

The Policy also includes guidance on the application and reporting requirements for each grant type. However, feedback from Community Boards and Council auditors has highlighted ambiguities within these guidelines. This feedback signals a need for clearer, more transparent criteria to ensure adequate distribution and effective utilisation of community funds.

Also, each community board has a strategic plan which covers a term of 3 years and outlines their vision, mission, and priorities. The Community Grant Policy does not include any mention of these strategic plans. Any new policy will need to ensure alignment with these strategic plans.

Considering the changes in funds and issues raised, the existing policy is no longer fit for purpose. Therefore, the Community Grant Policy requires updating to clarify guidelines, remove outdated references and incorporate provisions that reflect the removal of certain funds and the introduction of new funding mechanisms such as the Pride of Place Fund.

As part of this review the following amendments are recommended which follows best practice guidelines and reflects the changes in available funds:

- The name of the policy be changed from *Community Grant Policy* to *Community Board Funding Policy* to better reflect the scope and purpose of the funding.
- The background section is edited to outline the available funds.
- The policy wording is re-drafted, so it is easier to read.
- The definitions section is updated to include clear and concise definitions of key terms used in the policy.
- The legislative context, strategic alignment and objective sections are updated to ensure they reflect current legislation and strategic priorities.
- A new section is created to outline general policies.
- Sections covering the Community Grant Fund and Pride of Place Fund are created.

Staff have prepared a draft revised Policy which makes the changes listed above.

6 Discussion

6.1 Is a policy still the most appropriate way to manage council administrated community grants in the Far North district?

The review has identified that a policy is still the most appropriate way to manage community grant funding. Having a policy in place provides the necessary structure, guidelines, and transparency essential for equitable distribution and effective utilisation of funds across various community projects and initiatives. By updating the policy, the Council and Community Board can ensure it continues to meet legislative and financial requirements and support community and council outcomes.

6.2 Is the current policy the most appropriate form of policy?

The review has identified that the current policy is outdated and does not align with the funding options that are available. The policy requires updates to ensure outdated information is removed and address recommendations from the auditors.

7 Conclusion

This research report had identified that the Community Grant Policy should be amended to ensure it reflects the available funds adequately and addresses the issues and opportunities identified. An updated policy will ensure equitable and transparent allocation of community funds throughout the Far North District that aligns with council outcomes.



A large white circle is centered on the page. Inside the circle, the words 'COMMUNITY GRANT POLICY' are written in a bold, blue, sans-serif font, stacked vertically. The text is flanked by two horizontal blue lines, one above and one below, which have small decorative end caps.

2018

Far North District Council

Te Kaunihera o Tai Tokerau ki te Raki

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Introduction

This policy is an amalgamation of the following policies:

- Community Grant Fund – Local (# 3209)
- Community Facility Partnerships (# 3210)
- Community Assistance Framework (# 3213)
- Community Grant Fund – District (# 3214)

Background

Council supports the community to develop and provide their own facilities and services through the awarding of grants. Council also creates partnerships with community organisations to enhance the availability of and access to community facilities and services in the District (including Sport Northland, Creative Northland, museums, pools, and theatres).

As part of Council's Annual Plan and Long Term Plan processes, the Council will determine the level of contestable funding for the following financial year, to be made available for the awarding of grants to one-off projects under the conditions of this policy.

The three grant types available are the Local Grant Fund, Infrastructure Grant Fund, and Community Facility Partnership Grant Fund.

Local Grants are for projects that have a Ward or community focus. The Infrastructure Grant Fund is provided to contribute to capital infrastructure projects. Community Facility Partnerships are for major projects identified as part of Council's Annual or Long Term Planning processes.

As part of the Long Term Plan (LTP) 2018-28, Council allocated additional funding to Community Boards for Place-Making projects and additionally allocated funding for the Infrastructure Grant Fund for funding community infrastructure projects (years 1 to 3 of the LTP) and has allocated the decision making to Combined Community Boards.

Objectives

The objective of this Policy is to align allocation of grant funding to the Far North District Council's Community Outcomes as outlined in each Long Term Plan.

Section 1 – Local Grant Fund

Policies

1. The Ward's Community Board will allocate the Local Grant Fund and/or the Place-making Fund in a manner consistent with the objectives of this policy, the Community Outcomes as stated in the Long Term Plan, and the conditions listed on the application form.
2. Community Boards can determine whether an application should be funded by the Local Grant Fund and/or the Place-making Fund
3. Applications are required for either the Local Grant Fund and/or the Place-making Fund and are to be made on the official [Local Grant Application Form](#) and be accompanied by all information requested on the application form.
4. Incomplete, late, or non-complying applications will not be processed.
5. Priority will be given to community organisations and social enterprises.
6. Applications for projects/events that occur **annually** may request funding for:
 - the current year only; or
 - the remaining years of the triennium.
7. Applicants must demonstrate that they are able to deliver to the level as agreed and are willing to collaborate or partner where appropriate.
8. Applicants wishing to undertake projects on Council-owned/administered properties must comply with Council's Policies.
9. Grant funding from any Council source shall not exceed 50% of the total project costs, which may include a calculation based on volunteer time.
10. Applications in excess of \$3,000 will require the applicant to attend the Community Board meeting in which the application is heard to provide information to the Board.
11. Priority will be given to proposals which:
 - are consistent with or contribute to Council's Community Outcomes;
 - provide infrastructure or contribute significantly to placemaking;
 - fulfil demonstrated community needs or provide services not already available;
 - have a high degree of local participation and engagement;
 - benefit a significant sector of the community;
 - are likely to succeed;
 - are family-friendly;
 - have applied for funding from sources outside of Council
12. The following are not eligible for funding:
 - conference attendance;
 - political organisations;
 - retroactive funding;
 - wages or salary;

- activities deemed objectionable or that promote unhealthy behaviours;
 - commercial activities, unless of direct benefit to the community;
 - projects outside of the local area, unless of direct benefit to the local community;
 - projects on private property, unless of direct benefit to the community;
 - organisations who receive the bulk of their funding from central government (excluding the Community Organisation Grant Scheme);
 - applicants who have failed to successfully submit a Project Report for a project funded within the last five years.
13. The Community Board may, by resolution, allocate funding (including the Place-making Fund) directly to key projects identified in their strategic plans or to annual community events in their Ward. Should this create new assets with on-going operational costs, the grant approval is subject to either the Council budget holder or the Board itself agreeing to fund these on-going costs. The maximum amount funded from the Local Community Grant Fund in any financial year shall not exceed \$20,000. Additionally, the Community Board may allocate Place-making Funds up to the full allocation in any financial year.
14. All recipients of funding are required to enter into an agreement with Council or the Community Board that outlines the terms and conditions of the approved grant or contract for service. Funds will not be provided until both parties have signed the agreement.
15. 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.
16. The project report must identify:
- a. The organisation to which funding was granted;
 - b. Description of the activity, including highlights and numbers participating, with any photographs attached;
 - c. Council funding received, with receipts or explanatory notes attached;
 - d. The applicant's contribution to the activity;
 - e. Overall outcomes and main benefits of the activity.
17. Activities that occur over the period of more than one year must submit a progress report every six months to update Council or the Board on the use of the funds and current status of the project.
18. All successful applications may be subject to an audit. This audit may include finance, level of service, service quality, and inclusiveness of service.
19. Any issue that could jeopardise the completion of the project or the reporting must be reported to Council staff as soon as possible.
20. Council staff will prepare an annual report for the Community Board to review the funding programme.

Section 2 – Infrastructure Grant Fund

Policies

1. The Council through the combined Community Boards will allocate the Infrastructure Grant Fund in a manner consistent with the objectives of this policy, the Community Outcomes as stated in the Long Term Plan, and the conditions listed on the application form.
2. The Infrastructure Grant Fund is for one-off projects. One or more projects may be successful each year.
3. Applications are required to be made on the official [Infrastructure Grant Application Form](#) and be accompanied by all information requested on the application form.
4. Applications are to be called for as soon as practicable after 1 September each year.
5. Incomplete, late, or non-complying applications will not be processed.
6. Priority will be given to social and community enterprises that contribute to community wellbeing.
7. Applicants must demonstrate that they are able to deliver to the level as agreed and are willing to collaborate or partner where appropriate.
8. Applicants wishing to undertake projects on Council-owned properties must comply with Council's Policies including Health and Safety Policies and any other requirements as specified in the agreement.
9. Grant funding from any Council source shall not exceed 50% of the total project costs, which may include a calculation based on volunteer time.
10. Successful projects will:
 - provide new infrastructure;
 - provide the most direct benefit to the widest part of the identified community
 - provide open access to the identified community
 - fulfil demonstrated community needs or provide services not already available;
 - have a high degree of local participation and engagement;
 - have applied for funding from sources outside of Council
 - be consistent with or contribute to Council's Community Outcomes;
 - be likely to be economically sustainable in the long term; and
 - be family-friendly and, where possible, accessible to the mobility impaired.
11. The following are not eligible for funding:
 - repair or replacement of existing infrastructure
 - operational expenditure
 - retroactive projects
 - wages or salary
 - commercial activities, unless of direct benefit to the community;
 - projects/infrastructure outside of the district
 - applicants who have failed to successfully submit a Project Report for a project funded within the last five years.

12. All recipients of funding are required to enter into an agreement with Council that outlines the terms and conditions of the approved grant or contract for service. Funds will not be provided until both parties have signed the agreement.
13. At the completion of a project that has received 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.
14. The project report must identify:
 - The organisation to which funding was granted;
 - Description of the project, with photographs attached;
 - Council funding received, with receipts or explanatory notes attached;
 - The applicant's contribution to the project; and
 - Overall outcomes and main benefits of the project.
15. Projects that occur over the period of more than one year must submit a progress report every six months to update Council on the use of the funds and current status of the project.
16. All successful applications may be subject to an audit. This audit may include finance, level of service, service quality, and inclusiveness of service.
17. Council staff will prepare a project report to Community Boards for completed projects.
18. Projects that have been funded by the Infrastructure Grant Fund in the past, while not prohibited from applying to the fund again, will automatically rate lower than projects that are new to the fund. Projects funded in the previous funding year will not be eligible.
19. Any issue that could jeopardise the completion of the project or the reporting must be reported to Council staff as soon as possible.

Section 3 – Community Facilities Partnerships

Policies

1. As part of Council's Annual Plan/Long Term Plan process, Council will determine the level of the Community Facility and Services Funds for each financial year.
2. Applicants seeking funding are to be referred to the General Manager Corporate Services or Strategic Planning and Policy by 31 October each year for potential inclusion in Council's Long Term Plan/Annual Plan.
3. Applications for funding may be for capital works, operational expenditure, or a combination of both.
4. The applicant must:
 - provide a detailed business plan demonstrating ongoing viability
 - provide budgets and/or annual accounts
 - demonstrate that they have the appropriate capability to deliver to the level as agreed
 - demonstrate that they are willing to consider collaboration and partnering where appropriate.
5. Council staff will review applications for completeness and compliance with the objectives of this policy. Incomplete, late, or non-complying applications will not be considered as part of Council's planning process. The following are ineligible for funding:
 - Conference attendance;
 - Retroactive funding;
 - Activities deemed objectionable or that promote unhealthy behaviours;
 - Projects outside of the Far North District;
 - Political organisations;
 - Commercial applications, unless of direct benefit to the community;
 - Projects on private property, unless of direct benefit to the community;
 - Projects/services normally provided by an agency/organisation outside of Council;
 - Applicants that have failed to successfully submit a Project Report within the last five years.
6. Council will be a partner rather than a primary funder. Funding will be limited to a 50% contribution towards the total costs stated of the project, which may include voluntary labour and/or funding received from other sources. Funding recipients will be encouraged to pursue alternative funding options to achieve the best result for the activity.
7. Applicants will be advised of the outcome of the process in June, after the final plan has been adopted. All payments will take effect from the financial year commencing in the July following submission of the application. The timing of payment of funds will be negotiated by Council and the recipient on a project-by-project basis.
8. At Council's discretion, funding awarded may be for a one off amount, or may cover multiple years.
9. GST is only paid to those organisations that are GST registered.
10. All funding recipients may be subject to an audit. The audit may include finance, level of service, service quality, and inclusiveness of service.
11. Ongoing projects may require interim progress reports on a basis to be agreed in advance with the applicant.

12. At the completion of a project that received community funding, recipients are required to complete a Project Report. These reports are required 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. Recipients who do not complete this form are ineligible for Council funding for a period of five years.

13. The project report must identify:

- The organisation to which funding was granted;
- Description of the activity, including highlights and numbers participating, with any photographs attached;
- Council funding received, with receipts or explanatory notes attached;
- The applicant's contribution to the activity;
- Overall outcomes and main benefits of the activity.

Community Board Funding Policy

Adopted:
Last updated:

Background

Council supports the community to develop and provide their own facilities and services through the awarding of grants. Council also develops and maintains strategic relationships with community organisations to enhance the availability of and access to community facilities and services in the District (including Sport Northland, Creative Northland, museums, pools, and theatres).

As part of Council's Annual Plan and Long Term Plan processes, the Council will determine the level of contestable funding for the following financial year, to be made available for the awarding of grants to one-off projects under the conditions of this policy.

There are two contestable grant funds available through the Community Boards: The Community Grant Fund and the Pride of Place Fund.

The Community Grant Fund is for projects that have a Ward or community focus, this can include events, wananga and projects that are not about creating fixed assets for community use.

The Pride of Place Fund is provided to support local communities to enhance the look and feel of their communities. This fund provides support to help community projects with material, equipment, and other project expenditure. This can include township beautification, new community assets, entranceways, cycle and walkways, river and streamside clean-up and landscaping, picnic tables and seats, signs and artworks.

Application

This policy applies to the grants awarded by the Community Boards of the Far North District Council.

Definitions

The following definitions apply to this Policy:

- **Applicant**- Any individual or organization applying for funding under this policy.
- **Contestable Fund**- Where a fixed amount of money is available that applicants can compete for a portion of.
- **Community Board**- A local board established by the Far North District Council to represent and make decisions on behalf of specific wards within the district.
- **Council** – means the Far North District Council.
- **Tangata whenua**- means Māori who have historic and territorial rights over the land.
- **Placemaking**- A people-centred approach to the planning, design and management of public spaces.
- **Policy** – means the Council's adopted Community Board Funding Policy.
- **Ward**- A geographical area within the Far North District, represented by a Community Board.

Legislative Context

Under Section 10 of the Local Government Act, the purpose of local government is to promote the social, economic, environmental, and cultural well-being of communities in the present and for the future. The Community Board Funding Policy aligns closely with this purpose by directing grant funding towards projects that enhance community outcomes and wellbeing.

Strategic alignment

The policy will contribute to achieving the outcomes set out in the following strategic documents:

- Local Government Act 2002.
- The Far North District Council's Long Term Plan.
- The Far North District Council's Community Board Strategic Plans

Objective

The objective of this Policy is to align allocation of grant funding to the Far North District Council's Community Outcomes as outlined in each Long Term Plan.

Section 1- General

Policies

1. The Ward's Community Board will allocate the Community Grant Fund and/or the Pride of Place Fund in a manner consistent with the objective of this policy, the Community Outcomes as stated in the Long Term Plan, the Community Board Strategic Plans and the conditions listed on the application form.
2. Community Boards can determine whether an application should be funded by the Community Grant Fund and/or the Pride of Place Fund.
3. Applications are required for the Community Grant Fund and the Pride of Place Fund and are to be made on the official [Application Form](#) and be accompanied by all information requested on the application form.
4. Priority will be given to community organisations and social enterprises.
5. Applications for projects/events that occur **annually** may request funding for:
 - the current year only; or
 - the remaining years of the triennium.
6. Applicants must demonstrate that they are able to deliver to the level as agreed and are willing to collaborate or partner where appropriate.
7. Applicants wishing to undertake projects on Council-owned/administered properties must comply with Council's Policies, including providing written evidence that Council approves of the project.
8. If a proposal creates new Council assets with on-going operational costs, the grant approval is subject to the Council budget holder agreeing in writing to fund these on-going costs.
9. If a Community Board wishes to allocate funding to a project which will be undertaken by Far North District Council Staff, a report must be provided prior to the approval of funding by the appropriate team within Council confirming budget details, timeline and capacity to undertake the work.
10. Grant funding from any Council source shall not exceed 50% of the total project costs, which may include a calculation based on volunteer time.

11. Applications in excess of \$3,000 will require the applicant to attend the Community Board meeting in which the application is heard to provide information to the Board.
12. All recipients of funding are required to enter into an agreement with Council or the Community Board that outlines the terms and conditions of the approved grant or contract for service. Funds will not be provided until both parties have signed the agreement.
13. 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.
14. The project report must identify:
 - a. The organisation to which funding was granted;
 - b. Description of the activity, including highlights and numbers participating, with any photographs attached;
 - c. Council funding received, with receipts or explanatory notes attached;
 - d. The applicant's contribution to the activity;
 - e. Overall outcomes and main benefits of the activity.
 - f. How the recipient acknowledged the funding received.
15. Activities that occur over the period of more than one year must submit a progress report every six months to update Council or the Board on the use of the funds and current status of the project.
16. All successful applications may be subject to an audit. This audit may include finance, level of service, service quality, and inclusiveness of service.
17. Any issue that could jeopardise the completion of the project or the reporting must be reported to Council staff as soon as possible.
18. Council staff will prepare an annual report for the Community Board to review the funding programme.

Section 2- Community Grant Fund

Policies

1. Priority will be given to proposals which:
 - are consistent with or contribute to Council's Community Outcomes;
 - fulfil demonstrated community needs or provide services not already available;
 - have a high degree of local participation and engagement;
 - benefit a significant sector of the community;
 - are likely to succeed;
 - are family-friendly;
 - have applied for funding from sources outside of Council
2. The following are not eligible for funding:
 - conference attendance;
 - political organisations;
 - retroactive funding;
 - wages or salary;
 - activities deemed objectionable;
 - commercial activities, unless of direct benefit to the community;
 - projects outside of the local area, unless of direct benefit to the local community;
 - projects on private property, unless of direct benefit to the community;

- organisations who receive the bulk of their funding from central government (excluding the Community Organisation Grant Scheme); applicants who have failed to successfully submit a Project Report for a project funded within the last five years.
3. The Community Grant Fund can be allocated in full in any financial year. Any funding that remains unallocated at the end of a financial year cannot be carried over to the next financial year.

Section 3- Pride of Place Fund

Policies

1. Proposals should meet the following criteria:
 - have long term outcomes;
 - provide a significant public benefit to their community;
 - demonstrate that they have actively involved Tangata whenua and the local community in the planning and development stages of the proposal;
 - demonstrate they have engaged with relevant council staff and if new council asset(s) are being created as part of the proposal, provide evidence of written approval from council asset managers for ongoing management of the asset.
2. Priority will be given to proposals which:
 - are consistent with or contribute to Council's Community Outcomes;
 - contribute significantly to placemaking;
 - provide evidence that they have actively involved Tangata whenua and local community in the proposal.
3. The following are not eligible for funding:
 - political organisations;
 - retroactive funding;
 - wages or salary;
 - activities deemed objectionable;
 - commercial activities, unless of direct benefit to the community;
 - projects outside of the local area, unless of direct benefit to the local community;
 - projects on private property, unless of direct benefit to the community;
 - organisations who receive the bulk of their funding from central government (excluding the Community Organisation Grant Scheme);
 - applicants who have failed to successfully submit a Project Report for a project funded within the last five years.
4. The Pride of Place Fund can be allocated in full in any financial year. Any funding that remains unallocated at the end of a financial year cannot be carried over to the next financial year.

Monitoring and Implementation

- Implementation of the policy will be monitored by the Council.
- This policy will be reviewed in response to issues that may arise, every three years, at the request of the Council, or in response to changes to legislative or statutory requirements (whichever occurs first).
- Amendment to this policy following a review may be subject to a public consultative process.

7.2 FUNDING APPLICATIONS

File Number: A4868761

Author: Kathryn Trewin, Funding Advisor

Authoriser: Scott May, Manager - Stakeholder Relationships

TAKE PŪRONGO / PURPOSE OF THE REPORT

This report summarises the applications received for the Local Community Grant funding to enable the Kaikohe-Hokianga Community Board to determine which applications will receive funding at the August 2024 meeting.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- The Board has **\$85,643** to allocate for the Community Board Fund in the 2024/2025 financial year.
- The Board has **\$35,638** to allocate for the Placemaking Fund in the 2024/2025 financial year.
- Nine applications have been received, requesting a total of \$55,610.56

TŪTOHUNGA / RECOMMENDATION

- a) That the Kaikohe-Hokianga Community Board approve the sum of **\$xxx** (plus GST if applicable) be paid from the Boards Community Grant Fund Account to Bay of Islands Hockey for the costs towards hosting the NZ National Masters Tournament.

TŪTOHUNGA / RECOMMENDATION

- b) That the Kaikohe-Hokianga Community Board approve the sum of **\$xxx** (plus GST if applicable) be paid from the Boards Community Grant Fund Account to Kaikohe Rugby Football Sports Club for the costs towards hosting the 2024 Reunion.

TŪTOHUNGA / RECOMMENDATION

- c) That the Kaikohe-Hokianga Community Board approve the sum of **\$xxx** (plus GST if applicable) be paid from the Boards Placemaking Grant Fund Account to Kohukohu Fishing Hunting and Sports Club for the costs towards grounds maintenance for the 2024/25 year.

TŪTOHUNGA / RECOMMENDATION

- d) That the Kaikohe-Hokianga Community Board approve the sum of **\$xxx** (plus GST if applicable) be paid from the Boards Community Grant Fund Account to Man vs Wild for the costs towards hosting a father/son weekend.

TŪTOHUNGA / RECOMMENDATION

- e) That the Kaikohe-Hokianga Community Board approve the sum of **\$xxx** (plus GST if applicable) be paid from the Boards Community Grant Fund Account to Okaihau Whanau House for the costs towards building work.

TŪTOHUNGA / RECOMMENDATION

f) That the Kaikohe-Hokianga Community Board approve the sum of **\$xxx** (plus GST if applicable) be paid from the Boards Community Grant Fund Account to **Te Reo Piriwiritua Brass Band** for the costs towards hosting the 90th anniversary celebrations.

TŪTOHUNGA / RECOMMENDATION

g) That the Kaikohe-Hokianga Community Board approve the sum of **\$xxx** (plus GST if applicable) be paid from the Boards Community Grant Fund Account to **SMC Events** for the costs towards Kids Try series events in Kaikohe-Hokianga ward schools.

TŪTOHUNGA / RECOMMENDATION

h) That the Kaikohe-Hokianga Community Board approve the sum of **\$xxx** (plus GST if applicable) be paid from the Boards Community Grant Fund Account to **The Centre** for the costs towards children from Kaikohe West School attending a show in Kerikeri.

TŪTOHUNGA / RECOMMENDATION

i) That the Kaikohe-Hokianga Community Board approve the sum of **\$xxx** (plus GST if applicable) be paid from the Boards Community Grant Fund Account to **Northern Family Budgeting Services** for the costs towards family budgeting and support services.

1) TĀHUHU KŌRERO / BACKGROUND

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

Each application must meet at least one community outcome from the Council's LTP. The six community outcomes are as follows:

1. Proud, vibrant communities;
2. Prosperous Communities supported by a sustainable economy;
3. Communities that are safe, connected and sustainable;
4. Communities that are prepared for the unexpected;
5. A wisely managed and treasured environment that recognises the role of tangata whenua as kaitiaki;
6. We embrace and celebrate our unique culture and heritage and value it as a source of enduring pride.

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

Applicant and Project	Requested	Recommend	Comments	Type
Bay of Islands Hockey – Masters Tournament	\$16,500	\$5,000	The applicant is co-hosting the NZ National Masters Tournament with Whangarei district, with more than 90 teams and 1500 visitors expected. This is expected to bring a tourism boost into the Kaikohe area, as a host venue for games. This meets community outcomes 1, 2, 3 and 6	Art, Culture and Heritage/Event
Kaikohe Rugby Football Sports Club – 2024 Reunion	\$10,000	\$5,000	The applicant is organising a reunion for past and current members of the Kaikohe Rugby Football Sports Club. They are expecting 300-400 out of town visitors for the event, many of whom have not been in the area for some time. A number of events showcasing local tourism businesses have been arranged, giving a boost to the local economy. This meets community outcomes 1, 2, 3 and 6	Art, Culture and Heritage/Event
Kohukohu Fishing Hunting and Sports Club - Lawn mowing	\$6,000	\$6,000	The applicant has an agreement in the new (2025/26) financial year with Council to mow and maintain the grounds at the Hokianga Sports ground in Kohukohu. They are seeking assistance for the remainder of the 2024/25 year to undertake this work themselves to allow the community to continue to use the grounds and host events. This meets community outcomes 1,3 and 6	Community
Man vs Wild – Fishing Competition	\$2,088.50	\$850	The applicant has previously applied for (and been supported by) the Board for the camps they run for at risk Tamariki and their fathers. The amount recommended covers the cost of the venue hire and the boat/diver hire. This meets community outcomes 1,3 and 6	Art, Culture and Heritage/Event

Applicant and Project	Requested	Recommend	Comments	Type
Okaihau Whanau House – Building Work	\$3,000	Leave to lie	The applicant is still working on submitting their report for previous funding received from this Board for works on the property. It is recommended that the Board leave their application to lie on the table until the completed report is received. This meets community outcomes 1,3 and 6	Infrastructure
Te Reo Piriwiritua Brass Band – 90 Year Anniversary	\$8,680	\$5,000	The applicant is hosting the 90 th anniversary celebrations of the founding of the brass band, which is integral in events and commemorations in the ward. They are expecting more than 200 attendees, many from outside the district, and are seeking help with funding equipment hire for the weekend. This meets community outcomes 1,3 and 6	Art, Culture and Heritage/Event
SMC Events – Try Series	\$5,000	\$2,000	The applicant has been funded by the Board over previous years for events that involve Tamariki from schools in the ward. The amount recommended would be towards advertising/promotion and equipment hire costs. This meets community outcomes 1,3 and 6	Art, Culture and Heritage/Event
The Centre – Kids are stinky	\$404	\$404	The applicant is seeking funding for 55 children from Kaikohe West School to attend a show in Kerikeri, with the costs requested to cover the bus hire. This meets community outcomes 1, 3	Art, Culture and Heritage/Event
Northern Community Family Service – financial mentoring and whanau support	\$3,938	\$3,938	The applicant provides budgeting and family support for families in the Bay of Islands area. They are requesting funding to assist in continuing to provide these services. This meets community outcomes 1, 2, 3	Community Development

TAKE TŪTOHUNGA / REASON FOR THE RECOMMENDATION

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

For each application the Board has three options.

Option 1 Authorise funding for the full amount requested.

Option 2 Authorise partial funding.

Option 3 Decline funding.

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

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

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

ĀPITIHINGA / ATTACHMENTS

1. Bay of Islands Hockey Association - A4868714 [↓](#) 
2. Kaikohe Rugby Football Sports Club - A4868726 [↓](#) 
3. Kohukohu Fishing Hunting and Sports Club - A4868723 [↓](#) 
4. Man vs Wild - A4868721 [↓](#) 
5. Okaihau Whanau House - A4868728 [↓](#) 
6. Piriwiritana Brass Band - A4868716 [↓](#) 
7. SMC Events - A4868720 [↓](#) 
8. The Centre - A4868717 [↓](#) 
9. Northern Family Budgeting Services - A4874817 [↓](#) 

HŌTAKA TAKE ŌKAWA / COMPLIANCE SCHEDULE:

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

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

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

Kaikohe-Hokianga Community Grants Fund 2024-2025
Local Grant Application Form
Application No. KHCB00006 From Bay of Islands Hockey Association
Form Submitted 19 Aug 2024, 10:03PM NZST

Applicant Details

*** indicates a required field**

Instructions

Please read carefully:

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

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

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

Applicant details

Applicant *

Bay of Islands Hockey Association

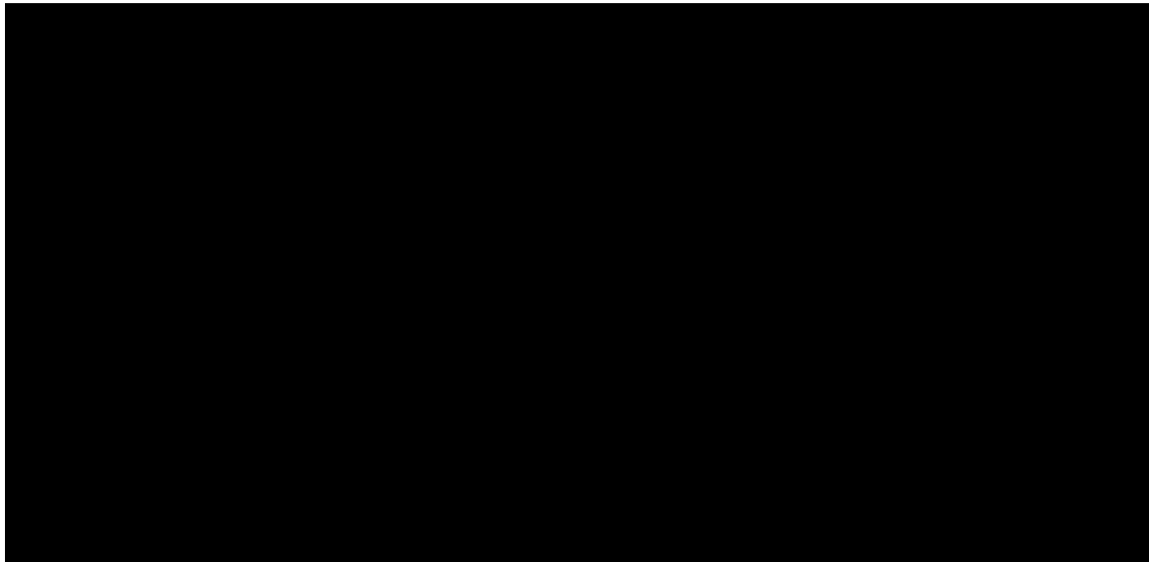


**Kaikohe-Hokianga Community Grants Fund 2024-2025
 Local Grant Application Form
 Application No. KHCB00006 From Bay of Islands Hockey Association**
 Form Submitted 19 Aug 2024, 10:03PM NZST

Contact details

Contact Person One:

Contact Person Two:



Purpose of organisation

Please briefly describe the purpose of the organisation *

To provide hockey at our hockey turf in Kaikohe to members of all ages of the Far North Community.

We currently have players from Kaitaia, Coopers Beach, Kohukohu, Okaihau, Kerikeri, Paihia, Kawakawa and Kaikohe and surroundings.

Number of Members *

254

Project Details

*** indicates a required field**

Project Details

Clearly describe the project or event:

Name of Activity *

Hockey Masters Tournament 2025

Location *

BOI Hockey Turf, Kaikohe

Kaikohe-Hokianga Community Grants Fund 2024-2025 Local Grant Application Form

Application No. KHCB00006 From Bay of Islands Hockey Association
Form Submitted 19 Aug 2024, 10:03PM NZST

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

Yes No

If so, how much?

Start Date *

23/02/2025

Must be a date.

End Date *

01/03/2025

Must be a date.

Time

Approx: 8am - 8pm (Still awaiting confirmed draw)

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 NZ National Masters Tournament is Hockey New Zealand's premier national event, drawing over 90 teams and more than 1500 participants. In 2020, the tournament generated approximately 10,000 bed nights and contributed a major economic impact of \$1.8 million to the hosting region, characterized by a high daily spend market. For the upcoming tournament, the BOI Hockey Association, in partnership with Northland Hockey, is proud to co-host this prestigious event.

This event will have a significant positive impact on our community, benefiting a wide range of stakeholders:

Local Businesses: The influx of participants, officials, and supporters will provide a substantial boost to local businesses, including hotels, restaurants, and retail outlets, contributing to economic growth.

Sports Enthusiasts and Participants: Local schools, community groups, local hockey players and sports fans will have the unique opportunity to engage with and learn from high-level competitors, raising the profile of hockey and sport in general in the region.

Youth and Community Groups: The event will inspire our local youth by exposing them to top-level sportsmanship, potentially increasing participation in local sports programs.

Volunteers: The event will offer meaningful volunteer opportunities, allowing community members to develop new skills, build networks, and gain valuable experience in event management. Volunteers gain valuable experience in event management, hospitality, and logistics, which enhances their employability and can be leveraged for future community events. Local community members who take on leadership roles during the event can continue to use and develop these skills in other community projects or organizations.

Tourism Sector: The tournament will attract visitors to the region, showcasing our natural beauty and hospitality, which can lead to repeat tourism and long-term economic benefits. The event showcases the region to a wider audience, encouraging repeat visits and sustained tourism growth. Relationships built with tourism operators and businesses can

Kaikohe-Hokianga Community Grants Fund 2024-2025 Local Grant Application Form Application No. KHCB00006 From Bay of Islands Hockey Association

Form Submitted 19 Aug 2024, 10:03PM NZST

lead to future events and collaborations. Local businesses and sponsors involved in the event can forge lasting partnerships that benefit the community economically.

The NZ National Masters Tournament will significantly broaden the range of activities and experiences available to our community in several ways:

Promoting Sports and Healthy Lifestyles: By hosting such a high-caliber event, we will encourage community-wide engagement in sports and physical activities, promoting healthy lifestyles.

Enhancing Cultural Exchange: With teams and supporters coming from across the country, the event will foster cultural exchange and understanding, enriching the social fabric of our community.

Providing Educational Opportunities: The event will serve as a platform for local schools and youth groups to learn about teamwork, perseverance, and the values of sportsmanship.

Creating Long-Term Community Assets: The funding will help us invest in equipment, infrastructure, and skills that will benefit the community long after the event has concluded, ensuring a lasting legacy. Investment in local sports facilities, such as hockey fields, lighting, seating, and changing rooms, which will be used by the community long after the event. Purchase of high-quality sports equipment (e.g., goals, nets, training aids) that can be utilized by local teams and schools in future practices and tournaments.

Reputation Building: Successfully hosting a national event can enhance the community's reputation as a destination for sports and events, leading to more opportunities to host similar events in the future.

Cultural Legacy: The event can leave a lasting cultural impact, inspiring local traditions or annual community activities centered around sports and healthy living.

Support from the community board is crucial to the success of this event and will ensure that the benefits extend beyond the tournament itself. Your investment will not only help us deliver an outstanding event but will also contribute to the long-term growth and vitality of our community.

Project Cost

*** indicates a required field**

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

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

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

Please Note:

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

Kaikohe-Hokianga Community Grants Fund 2024-2025
Local Grant Application Form
Application No. KHCB00006 From Bay of Islands Hockey Association
 Form Submitted 19 Aug 2024, 10:03PM NZST

Budge

Expenditure	Total Cost	Amount Requested	Quotes
	Must be a dollar amount Must be a dollar amount.	Must be a dollar amount Must be a dollar amount.	
Rent/Venue Hire	\$	\$	<i>No files have been uploaded</i>
Advertising/Promotion	\$	\$	<i>No files have been uploaded</i>
Facilitation/Professional Fees	\$	\$	<i>No files have been uploaded</i>
Administration	\$7,500.00	\$7,500.00	Filename: Admin Costs (1).pdf File size: 40.7 kB
Equipment Hire	\$4,230.00	\$4,230.00	Filename: Eftpos Quotes.pdf File size: 119.0 kB Filename: Quote QU0027.pdf File size: 52.4 kB Filename: QUOTE-3390.pdf File size: 265.6 kB Filename: Quote97625.pdf File size: 128.9 kB Filename: Tents and Events Quote.pdf File size: 39.7 kB
Equipment Purchase	\$20,275.00	\$0.00	<i>No files have been uploaded</i>
Utilities	\$	\$	<i>No files have been uploaded</i>
Hardware (e.g cement, timber)	\$	\$	<i>No files have been uploaded</i>
Consumable materials	\$	\$	<i>No files have been uploaded</i>
Refreshments	\$2,800.00	\$1,200.00	Filename: Officials Catering.pdf File size: 34.9 kB

**Kaikohe-Hokianga Community Grants Fund 2024-2025
Local Grant Application Form
Application No. KHCB00006 From Bay of Islands Hockey Association**
Form Submitted 19 Aug 2024, 10:03PM NZST

Travel/Mileage	\$	\$	No files have been uploaded
Volunteer Expenses Reimbursements	\$14,700.00	\$0.00	Filename: Volunteer Hours.pdf File size: 40.6 kB
Other (Security)	\$3,570.00	\$3,570.00	Filename: Security Quotes.pdf File size: 76.2 kB
Other (Liquor License)	\$575.00	\$0.00	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? *

\$53,650

Must be a dollar amount.

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

\$16,500

Must be a dollar amount.

Financial Information

*** indicates a required field**

Is your organisation registered for GST? *

Yes No

Current Funding

How much money does your organisation currently have? *

\$27,295.32

Must be a dollar amount.

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

\$17,670.00

Must be a dollar amount.

Tagged Funds

**Kaikohe-Hokianga Community Grants Fund 2024-2025
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List the purpose and the amounts of money already tagged or committed (if any):

Purpose	Amount
	Must be a dollar amount.
Liquor License	\$575.00
Goals/Balls	\$7,576.00
Affiliation Fees	\$6,507.00
Light usage	\$1,012.00
Prizegiving	\$1,000.00
Turf Maintenance	\$1,000.00

Total Tagged Funds

Total Expenditure Amount
\$20,275.00
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.	
TAB	\$20,275.00	Pending

Previous Funding from FNDC

Have you previously received funding from FNDC? *
 Yes No

Declaration

Privacy Information

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

Kaikohe-Hokianga Community Grants Fund 2024-2025
Local Grant Application Form
Application No. KHCB00006 From Bay of Islands Hockey Association
Form Submitted 19 Aug 2024, 10:03PM NZST

Applicant Declaration

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

On behalf of: (full name of organisation)

Bay of Islands Hockey Association

New Section

We, the undersigned, declare the following:

In submitting this application:

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

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

1. To uplift any funding granted within 3 months of the date of the letter of agreement. failure to do so will result in loss of the grant money.
2. To spend the funding within 12 months of the date of grant approval unless written approval for an extension is obtained from Council before that 12 month period ends.
3. To spend the funding only for the purpose(s) approved by the Far North District Council unless written approval for a change of purpose(s) is obtained **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.

**Kaikohe-Hokianga Community Grants Fund 2024-2025
Local Grant Application Form
Application No. KHCB00006 From Bay of Islands Hockey Association**
Form Submitted 19 Aug 2024, 10:03PM NZST

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

Signatory One



Kaikohe-Hokianga Community Grants Fund 2024-2025
Local Grant Application Form
Application No. KHCB00009 From Kaikohe Rugby Football Sports Club
Form Submitted 7 Aug 2024, 11:23AM NZST

Applicant Details

*** indicates a required field**

Instructions

Please read carefully:

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

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

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

Applicant details

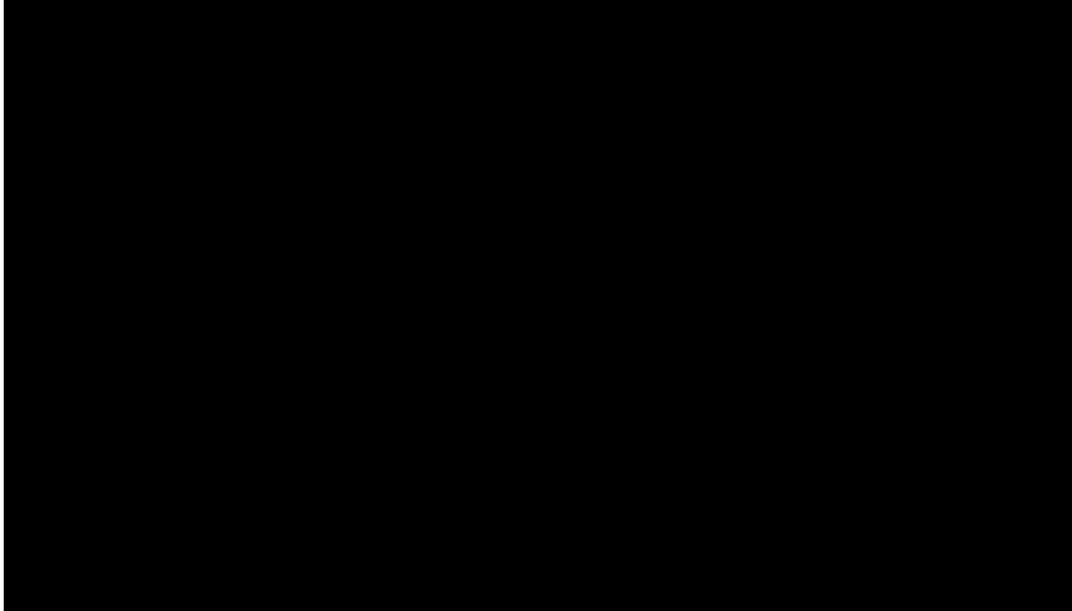
Applicant *

Kaikohe Rugby Football Sports Club



Kaikohe-Hokianga Community Grants Fund 2024-2025
Local Grant Application Form
Application No. KHCB00009 From Kaikohe Rugby Football Sports Club
Form Submitted 7 Aug 2024, 11:23AM NZST

Contact details



Purpose of organisation

Please briefly describe the purpose of the organisation *

Kaikohe Rugby Football and Sports Club provides rugby, league and other sporting activities for members of the community from 5yrs onwards. We encourage families and individuals to participate in team sports and hopefully open a doorway to the world of regional, national and international sports. We try to invite newly arrived residents of the community to join us and go out of our way to ease their way into our town knowing we are a friendly and helpful community.

Number of Members *

272

Project Details

*** indicates a required field**

Project Details

Clearly describe the project or event:

Name of Activity *

KRFSC Reunion 2024

Kaikohe-Hokianga Community Grants Fund 2024-2025 Local Grant Application Form

Application No. KHCB00009 From Kaikohe Rugby Football Sports Club
Form Submitted 7 Aug 2024, 11:23AM NZST

Location *

15 Penney Cres Kaikohe

Will there be a charge for the public to attend or participate in the project or event?
 Yes
 No
If so, how much?

\$100 per person - this includes meals, bus trips, entertainment, activities and meals

Start Date *

18/10/2024

Must be a date.

End Date *

19/10/2024

Must be a date.

Time

5pm start 18/10/24

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:

There will be many locals coming 'home' for the reunion. We expect 300 to 400 people. Also a lot returning to the town who lived here for schooling or work and have moved all over the globe. Reuniting friendships made during working or farming in the area.

We are showcasing the aspects of the area and the high profile people who have succeeded in various ways. We have tours visiting the ngawha hot springs, industrial park, cycle track, sportsville papa hawaiki, pioneer village, golf club, farm visits plus past and present rugby and netball games. Traditional food and local stalls invited to show off local talent.

Friday night - meet and greet, pick up rego packs, light dinner and entertainment.

Memorabilia, photos, slide shows, videos etc of past and present highlights. Saturday morning - free buses taking in the above new and improved highlights of the town. Saturday afternoon will be past and present netball and rugby games. Saturday evening - unveiling of the new and updated honours board and presentation to Cheryl Waaka and David Haynes as life members - dinner and entertainment.

Project Cost

*** indicates a required field**

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

Kaikohe-Hokianga Community Grants Fund 2024-2025 Local Grant Application Form

Application No. KHCB00009 From Kaikohe Rugby Football Sports Club
Form Submitted 7 Aug 2024, 11:23AM NZST

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

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

Please Note:

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

Budge

Expenditure	Total Cost	Amount Requested	Quotes
	Must be a dollar amount Must be a dollar amount.	Must be a dollar amount Must be a dollar amount.	
Rent/Venue Hire	\$0.00	\$0.00	<i>No files have been uploaded</i>
Advertising/Promotion	\$	\$	<i>No files have been uploaded</i>
Facilitation/Professional Fees	\$	\$	<i>No files have been uploaded</i>
Administration	\$	\$	<i>No files have been uploaded</i>
Equipment Hire	\$17,411.00	\$5,000.00	Filename: hire equipment.pdf File size: 1.4 MB Filename: KRFSC cowleys quote.pdf File size: 411.9 kB Filename: KRFSC tents and events.pdf File size: 270.3 kB Filename: Quote.pdf File size: 411.9 kB
Equipment Purchase		\$	<i>No files have been uploaded</i>
Utilities	\$9,500.00	\$2,000.00	Filename: KRFSC equipment purchase.pdf File size: 643.4 kB

Kaikohe-Hokianga Community Grants Fund 2024-2025 Local Grant Application Form

Application No. KHCB00009 From Kaikohe Rugby Football Sports Club
Form Submitted 7 Aug 2024, 11:23AM NZST

Hardware (e.g cement, timber)	\$2,238.08	\$1,000.00	Filename: KRFSC hardware quote.pdf File size: 891.2 kB
Consumable materials	\$5,250.00	\$2,000.00	Filename: EMBASSY Invoice KRFSC.docx File size: 17.0 kB
Refreshments	\$17,200.00	\$	Filename: KRFSC catering quote.pdf File size: 712.8 kB Filename: received_745874967545244.png File size: 51.3 kB
Travel/Mileage	\$	\$	<i>No files have been uploaded</i>
Volunteer Expenses Reimbursements	\$	\$	<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>

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? *

\$51,899

Must be a dollar amount.

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

\$10,000

Must be a dollar amount.

Financial Information

*** indicates a required field**

Is your organisation registered for GST? *

**Kaikohe-Hokianga Community Grants Fund 2024-2025
Local Grant Application Form**
Application No. KHCB00009 From Kaikohe Rugby Football Sports Club
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Yes No

GST Number

GST Number *
043-328 859

Current Funding

How much money does your organisation currently have? *
\$32,000.00
Must be a dollar amount.

How much of this money is already committed to a specific purpose? *
\$10,000.00
Must be a dollar amount.

Tagged Funds

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

Purpose	Amount
	Must be a dollar amount.
electricity	\$4,000.00
lease	\$500.00
insurance	\$3,000.00
incidentals for general purpose running of club	\$2,500.00
	\$

Total Tagged Funds

Total Expenditure Amount
\$0.00
This number/amount is calculated.

Other Funding

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

Funding Source	Amount	Decision
	Must be a dollar amount.	
	\$	
	\$	

Kaikohe-Hokianga Community Grants Fund 2024-2025 Local Grant Application Form

Application No. KHCB00009 From Kaikohe Rugby Football Sports Club
Form Submitted 7 Aug 2024, 11:23AM NZST

Previous Funding from FNDC

Have you previously received funding from FNDC? *

Yes No

Previous Funding from FNDC

Purpose	Amount	Date	Project Report Submitted
	Must be a dollar amount.	Must be a date.	
rural travel fund	\$2,000.00	23/04/1924	Yes
	\$		

Declaration

Privacy Information

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

Applicant Declaration

This declaration must be signed by two people from your organisation who are 18 years of age or older with the authority to sign on behalf of the organisation. Signatories cannot 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)

Kaikohe Rugby Football Sports Club

New Section

We, the undersigned, declare the following:

In submitting this application:

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

Kaikohe-Hokianga Community Grants Fund 2024-2025 Local Grant Application Form

Application No. KHCB00009 From Kaikohe Rugby Football Sports Club
Form Submitted 7 Aug 2024, 11:23AM NZST

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

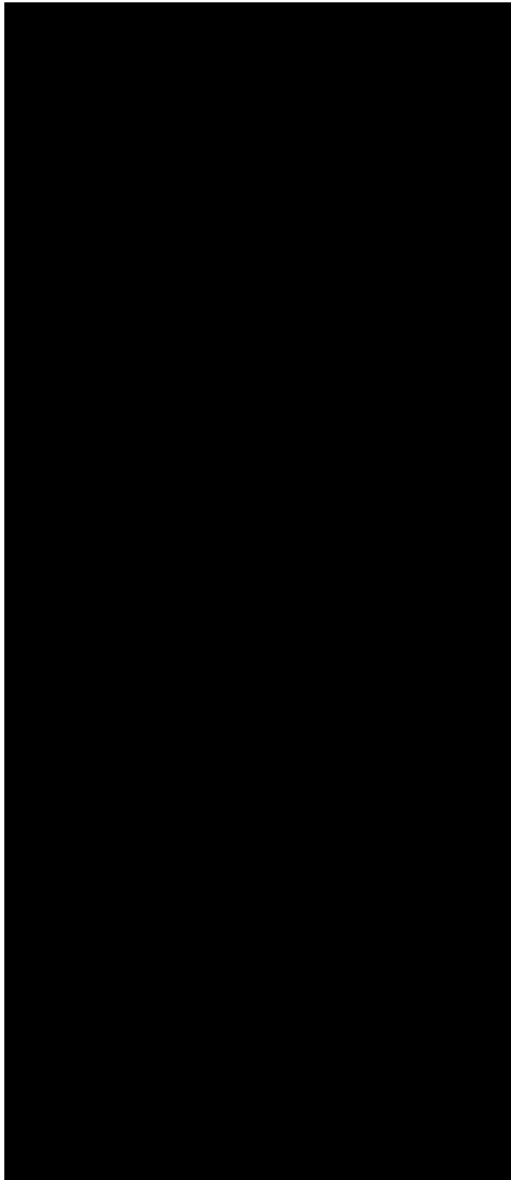
We agree to the following conditions if we are funded by Local Community Grant Funding:

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

Signatory One

Name

Kaikohe-Hokianga Community Grants Fund 2024-2025
Local Grant Application Form
Application No. KHCB00009 From Kaikohe Rugby Football Sports Club
Form Submitted 7 Aug 2024, 11:23AM NZST



Kaikohe-Hokianga Community Grants Fund 2024-2025 Local Grant Application Form

Application No. KHCB00005 From KohuKohu Fishing, hunting and Sports Club

Form Submitted 13 Jul 2024, 9:28AM NZST

Applicant Details

* indicates a required field

Instructions

Please read carefully:

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

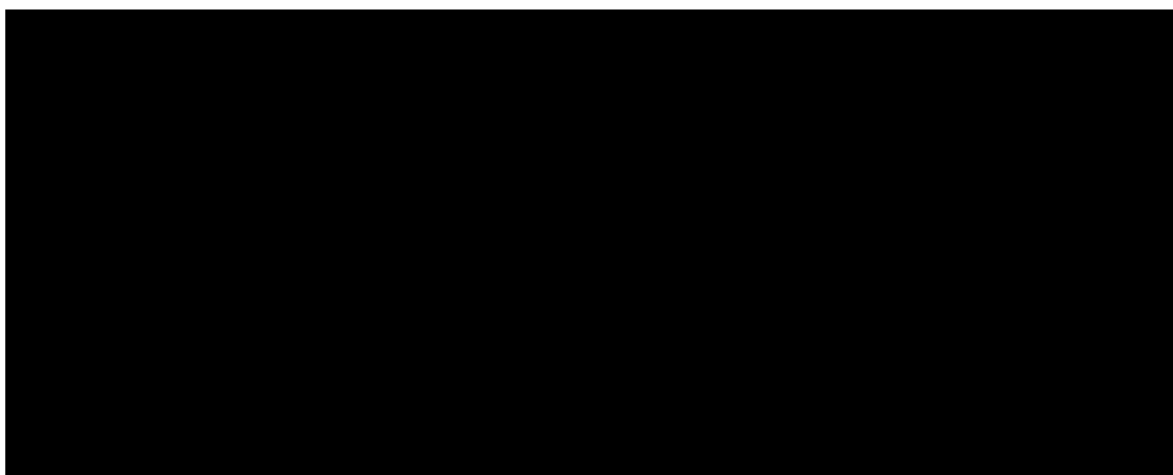
The following *must* be submitted along with this application form:

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

Applicant details

Applicant *

KohuKohu Fishing, hunting and Sports Club



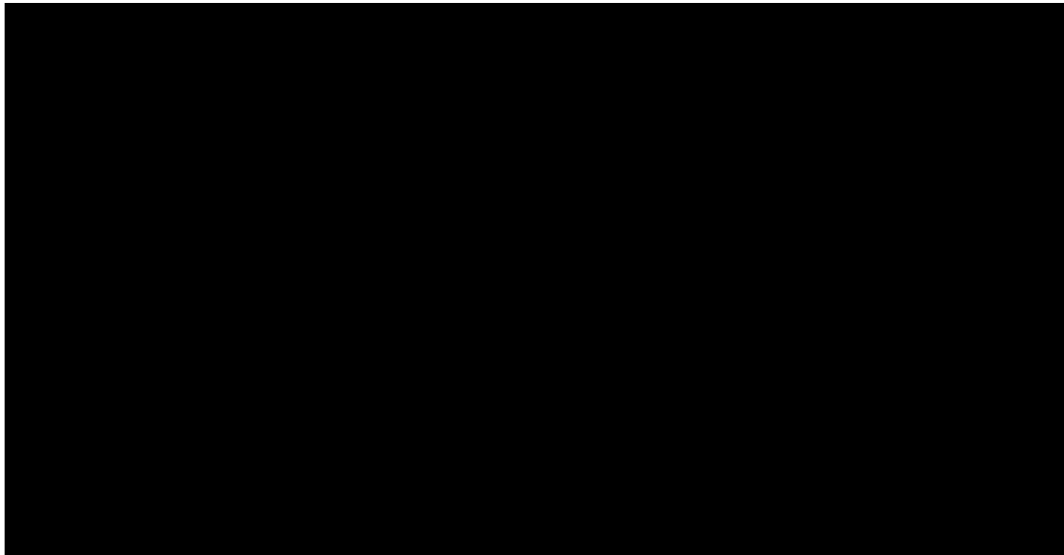
**Kaikohe-Hokianga Community Grants Fund 2024-2025
 Local Grant Application Form
 Application No. KHCB00005 From KohuKohu Fishing, hunting and Sports Club**

Form Submitted 13 Jul 2024, 9:28AM NZST

Contact details

Contact Person One:

Contact Person Two:



Purpose of organisation

Please briefly describe the purpose of the organisation *

Kohukohu, nestled within the Hokianga Sports grounds, stands as the sole sports grounds for the local community. This vital facility is more than just a place for athletic events; it is a cornerstone of community life. It provides a safe and welcoming environment for people of all ages to engage in sports, fostering physical health and social connections. The importance of Kohukohu extends beyond the physical activities it hosts. It is a gathering place where friendships are forged, skills are honed, and community spirit is strengthened. As the only sports grounds in the area, it plays an essential role in promoting an active and united community.

Number of Members *

250

Project Details

*** indicates a required field**

Project Details

Clearly describe the project or event:

Name of Activity *

7.3 PROJECT FUNDING REPORTS

File Number: A4868742
Author: Kathryn Trewin, Funding Advisor
Authoriser: Scott May, Manager - Stakeholder Relationships

TAKE PŪRONGO / PURPOSE OF THE REPORT

Recipients of funds from the Community Board's Local Grant Fund must complete and submit a project report no later than two months after the completion of their project.

TŪTOHUNGA / RECOMMENDATION

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

- a) Hokianga Community Education Trust
- b) Hokianga Bowling Club
- c) Kohukohu Community Library
- d) Momentum Charitable Trust
- e) Ngā Mahi Toi o Horeke
- f) Rawene Golf Family Fun Day
- g) SMC Events – Kids Try Series
- h) Volunteering Northland

1) TĀHUHU KŌRERO / BACKGROUND

Clause 15 of the Community Grant Policy states that: "At the completion of a project that received community funding, recipients are required to complete a Project Report. These reports must be received no later than two months after the completion of the project, or, if the activity is ongoing, within two months of the funding being spent. Recipients who do not complete this form are ineligible for Council funding for a period of five years."

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

Copies of the project reports are attached for the Board's information. Should Board members have concerns or issues with these reports, these should be discussed at this part of the meeting.















TAKE TŪHOTUNGA / REASON FOR THE RECCOMENDATION

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

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

There are no financial implications or budgetary requirements.

ĀPITIHINGA / ATTACHMENTS

1. Hokianga Community Education Trust - A4868724  
2. Hokianga Bowling Club - A4868718  
3. Kohukohu Community Library - A4868719  
4. Momentum Charitable Trust - A4868727  
5. Nga Mahi Toi o Horeke - A4868725  
6. Rawene Golf Family Fun Day - A4868722  
7. SMC Events - Kids Try series - A4868729  

8. Volunteering Northland - A4868715  

HŌTAKA TAKE ŌKAWA / COMPLIANCE SCHEDULE:

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

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

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

7.4 CHAIRPERSON AND MEMBERS REPORTS

File Number: A4536060

Author: Melissa Wood, Community Board Coordinator

Authoriser: Aisha Huriwai, Manager - Democracy Services

TE TAKE PŪRONGO / PURPOSE OF THE REPORT

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

NGĀ TŪTOHUNGA / RECOMMENDATION

That the Kaikohe-Hokianga Community Board note the September 2024 member reports from Chair Chicky Rudkin and Deputy Chair Tanya Filia.

TE TĀHUHU KŌRERO / BACKGROUND

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

TE MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND NEXT STEPS

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

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

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

REASON FOR THE RECOMMENDATION

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

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

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

NGĀ ĀPITIHINGA / ATTACHMENTS

1. KHCB Chair Rudkin Report - August 2024 - A4860904 [↓](#) 
2. KHCB Deputy Chair Filia Report - August 2024 - A4861055 [↓](#) 

8 NGĀ PŪRONGO TAIPITOPITO / INFORMATION REPORTS

8.1 HOKIANGA FERRY LIAISON GROUP MEETING 18TH JULY 2024

File Number: A4861537

Author: Aaron Reilly, Operations Specialist Lighting & Transport

Authoriser: Tanya Proctor, Head of Infrastructure Strategy

TAKE PŪRONGO / PURPOSE OF THE REPORT

The purpose of the information report is to inform the Kaikohe – Hokianga Community Board of the meeting that was held with the Hokianga Ferry Liaison Group on 18th July 2024 and provide a copy of the minutes to the Board.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- The Hokianga Ferry Liaison Group (HFLG) met on 18th July 2024 in the Rāwene and Districts Community Development (RAD) Centre in Rāwene. A copy of the minutes is attached.
- The next HFLG meeting is scheduled for the 1st November 2024 in Rāwene.

TŪTOHUNGA / RECOMMENDATION

That the Kaikohe-Hokianga Community Board receive the report Hokianga Ferry Liaison Group Meeting 18th July 2024.

TĀHUHU KŌRERO / BACKGROUND

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

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

A copy of the draft meeting minutes held on 18th July 2024 is attached (refer attachment 1).

MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND NEXT STEPS

The next HFLG meeting is scheduled for the 1st of November 2024 and will be held in Rāwene and Districts Community Development Centre.

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

The community stakeholder members of the Group expressed their disappointment that Elected Members were not attending the meetings with regularity. It was requested that staff highlight this matter within this information report.

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

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

ĀPITIHINGA / ATTACHMENTS

1. **Attachment 1 - Hokianga Ferry Liaison Group Meeting Minutes - 18th July 2024 - A4863304**  

8.2 KAIKOHE-HOKIANGA COMMUNITY BOARD SEPTEMBER OPEN RESOLUTION REPORT

File Number: A4536178

Author: Imrie Dunn, Democracy Advisor

Authoriser: Aisha Huriwai, Manager - Democracy Services

TAKE PŪRONGO / PURPOSE OF THE REPORT

To provide the Kaikohe-Hokianga Community Board with an overview of outstanding open resolutions from decisions dated from 1 January 2021.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- Open resolutions are a mechanism to communicate progress against decisions/resolutions.
- Open resolutions are also in place for all formal elected member meetings.
- There are no open resolution items for the Kaikohe-Hokianga Community Board this month.

TŪTOHUNGA / RECOMMENDATION

That the Kaikohe-Hokianga Community Board receive the report Kaikohe-Hokianga Community Board September Open Resolution Report.

TĀHUHU KŌRERO / BACKGROUND

Any resolution or decision from a meeting is compiled on an open resolution status report, to capture actions triggered by Board decisions. Staff provide updates on progress against tasks that are not yet completed.

MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND NEXT STEPS

Community Board coordinators assist in following up outstanding open resolutions with staff where appropriate, and occasionally, may be in a position to provide a further verbal update at meetings following the printing of an agenda.

The outstanding tasks are often multi-facet projects that take longer to fully complete.

Where a decision differs to the recommendation of staff there may be unintended consequences or challenges that take longer for staff to work through.

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

There are no financial implications or need for budgetary provision in receiving this report.

ĀPITIHINGA / ATTACHMENTS

1. Open Resolution Report - A4878817 [↓](#) 

9 KARAKIA WHAKAMUTUNGA / CLOSING PRAYER

10 TE KAPINGA HUI / MEETING CLOSE