



**Far North  
District Council**



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

# **AGENDA**

## **Te Hiku Community Board Meeting**

**Tuesday, 17 September 2024**

**Time: 10:00am**

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

**Membership:**

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



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

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

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

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

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

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

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

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

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

### Terms of Reference

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

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



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

## Protocols

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

1. Provide appropriate management support for the Boards.
2. Organise and host regular workshops with the Community Boards 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**  
**Te Hiku Community Board Meeting**  
**will be held in the Conference Room - Te Ahu, Cnr State Highway 1 and**  
**Mathews Avenue, Kaitia on:**  
**Tuesday 17 September 2024 at 10:00am**

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**Te Paeroa Mahi / Order of Business**

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

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

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

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

**3 TE WĀHANGA TŪMATANUI / PUBLIC FORUM****4 NGĀ TONO KŌRERO / DEPUTATION**

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

**5 NGĀ KAIKŌRERO / SPEAKERS**

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

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

**File Number:** A4666793

**Author:** Marysa Maheno, Democracy Advisor

**Authoriser:** Aisha Huriwai, Manager - Democracy Services

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

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

#### **TŪTOHUNGA / RECOMMENDATION**

**That Te Hiku Community Board confirm the minutes of the meeting held 13 August 2024 to be a true and correct record.**

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

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

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

The minutes of the meetings are attached.

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

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

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

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

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

#### **ĀPITIHINGA / ATTACHMENTS**

- 1. 2024-08-13 Te Hiku Community Board Minutes - A4829250** [↓](#) 

**Hōtaka Take Ōkawa / Compliance Schedule:**

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

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

<b>He Take Ōkawa / Compliance Requirement</b>	<b>Aromatawai Kaimahi / Staff Assessment</b>
State the level of significance (high or low) of the issue or proposal as determined by the <a href="#">Council's Significance and Engagement Policy</a>	This is a matter of low significance.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	This report complies with the Local Government Act 2002 Schedule 7 Section 28.
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	It is the responsibility of each meeting to confirm their minutes therefore the views of another meeting are not relevant.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.  State the possible implications and how this report aligns with Te Tiriti o Waitangi / The Treaty of Waitangi.	There are no implications on Māori in confirming minutes from a previous meeting. Any implications on Māori arising from matters included in meeting minutes should be considered as part of the relevant report.
Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences (for example – youth, the aged and those with disabilities).	This report is asking for the minutes to be confirmed as true and correct record, any interests that affect other people should be considered as part of the individual reports.
State the financial implications and where budgetary provisions have been made to support this decision.	There are no financial implications or the need for budgetary provision arising from this report.
Chief Financial Officer review.	The Chief Financial Officer has not reviewed this report.

**UNCONFIRMED**

Te Hiku Community Board Meeting Minutes

13 August 2024

**MINUTES OF  
TE HIKU COMMUNITY BOARD MEETING  
HELD AT THE CONFERENCE ROOM - TE AHU, CNR STATE HIGHWAY 1 AND MATTHEWS  
AVENUE, KAITAIA  
ON TUESDAY, 13 AUGUST 2024 AT 10:00AM**

**PRESENT:** Chairperson Adele Gardner, Councillor Felicity Foy, Member Darren Axe, Member Sheryl Bainbridge, Member William (Bill) Subritzky, Member Rachel Baucke.

**STAFF PRESENT:** Kathryn Trewin (Funding Advisor)(online), Maria Bullen (Democracy Advisor), Marysa Maheno (Democracy Advisor), Peggy Veen (Principal Advisor), Scott May (Manager – Stakeholder Relationships), Beverly Mitchell (Community Board Co-ordinator), Fleur Beresford (Infrastructure Business Analyst)(online), Marlema Baker (Te Kuaka Committee Coordinator)(online), Dena-Maree Hemara (Kaiarahi Kaupapa Māori)(online).

**1 KARAKIA TIMATANGA / OPENING PRAYER**

At 10:00am Member Baucke commenced the meeting with a karakia.

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

**APOLOGY**

**RESOLUTION 2024/31**

Moved: Chairperson Adele Gardner

Seconded: Member Darren Axe

**That the apology received from Deputy Chairperson John Stewart and Cr Hilda Halkyard-Harawira, be accepted and leave of absence granted.**

**CARRIED**

**3 TE WĀHANGA TŪMATANUI / PUBLIC FORUM**

- Joe King spoke about Drainage Area inaction.
- Bryce Puckey spoke about Drainage Area inaction.

**4 NGĀ TONO KŌRERO / DEPUTATIONS**

There were no deputations.

**5 NGĀ KAIKŌRERO / SPEAKERS**

- Annie Tothill spoke to item 7.1a, funding application for Artisans Affair.
- Fiona King spoke about Drainage Boards and the Bylaws that are not being dealt with.

The meeting was adjourned from 10:33am to 10:36am.

**UNCONFIRMED**

Te Hiku Community Board Meeting Minutes

13 August 2024

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

Agenda item 6.1 document number A4666787, pages 8 - 15 refers

**RESOLUTION 2024/32**

Moved: Chairperson Adele Gardner

Seconded: Member Darren Axe

**That Te Hiku Community Board confirm the minutes of the meeting held to 16 July 2024 be a true and correct record.****CARRIED****7 NGĀ PŪRONGO / REPORTS****7.1A FUNDING APPLICATIONS**

Agenda item 7.1 document number A4809963, pages 16 - 33 refers

**RESOLUTION 2024/33**

Moved: Member Rachel Baucke

Seconded: Member William (Bill) Subritzky

- a) **That Te Hiku Community Board approve the sum of \$1,800 (plus GST if applicable) be paid from the Board's Community Grant Fund account to Annie Tohill for Artisans Affair 2024.**

**CARRIED****7.1B FUNDING APPLICATIONS**

Agenda item 7.1 document number A4809963, pages 16 – 33 refers

**RESOLUTION 2024/34**

Moved: Chairperson Adele Gardner

Seconded: Member Darren Axe

- a) **That Te Hiku Community Board approve the sum of \$7095.49 (plus GST if applicable) be paid from the Board's Community Grant Fund account to Kaitāia Business Association for Kaitāia Street Cleanup; and**
- b) **That Te Hiku Community Board approve the sum of \$5,719.51 (plus GST if applicable), being the remainder for funds allocated by resolution 2022/51 on 21 June 2022, for use by the applicant towards the Kaitāia street cleaning project.**

**CARRIED***Note: Members requested that water blasting of alleyways be included as well.*

**UNCONFIRMED**

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**7.2 TOP ENERGY EASEMENT OVER RESERVE MOERUA PARK**

Agenda item 7.2 document number A4801888, pages 34 - 61 refers

**RESOLUTION 2024/35**

Moved: Member Darren Axe

Seconded: Member Rachel Baucke

**That Te Hiku Community Board recommend to Council the granting of an easement in gross in favour of Top Energy Limited for a right to convey electricity and telecommunications pursuant to section 48(1)(a) and (d) of the Reserves Act 1977 on Part Lot 27 Deposited Plan 405 contained in Record of Title NA19A/1151 being part of Moerua Park, Kaitāia on the terms set out in the form of easement instrument (Attachment 1 Schedule 2).**

**CARRIED****8 NGĀ PŪRONGO TAIPITOPITO / INFORMATION REPORTS****8.1 TE HIKU COMMUNITY BOARD AUGUST 2024 OPEN RESOLUTION REPORT**

Agenda item 8.1 document number A4667377, pages 62 - 69 refers

**RESOLUTION 2024/36**

Moved: Chairperson Adele Gardner

Seconded: Member William (Bill) Subritzky

**That Te Hiku Community Board receive the report Te Hiku Community Board August 2024 Open Resolution Report.**

**CARRIED****8.1a RENEWAL OF DRAINAGE BYLAWS****RESOLUTION 2024/37**

Moved: Member Sheryl Bainbridge

Seconded: Member Darren Axe

**That Te Hiku Community Board request confirmation that the Land Drainage Bylaws will be renewed in October 2024.**

**CARRIED****8.1b DRAINAGE BREACHES****RESOLUTION 2024/38**

Moved: Member Sheryl Bainbridge

Seconded: Member Darren Axe

**That Te Hiku Community Board request the Monitoring Team provide the Drainage Committees information on what action is being taken to monitor Land Drainage Bylaw**

Page 3



**UNCONFIRMED**

Te Hiku Community Board Meeting Minutes

13 August 2024

**breaches and how these will be enforced.****CARRIED**

*Note: Local Farmers voiced their feelings of being annoyed and disillusioned that FNDC are taking rates but not taking action to their delegations.*

*Note: Members asked that the financials for Halls be discussed before the Draft for Hall Policies is done.*

**8.2 CHAIRPERSON AND MEMBERS REPORTS**

Agenda item 8.2 document number A4810950, pages 70 - 75 refers

**RESOLUTION 2024/39**

Moved: Chairperson Adele Gardner  
Seconded: Member Darren Axe

**That Te Hiku Community Board note the August 2024 member reports from Chairperson Adele Gardner and Members Darren Axe, John Stewart and Bill Subritzky.**

**CARRIED**

*Note: Members Sheryl Bainbridge and Rachel Baucke gave verbal reports.*

At 11:28am, Councillor Felicity Foy left the meeting.

**9 TE KAPINGA HUI / MEETING CLOSE**

**Member Baucke closed the meeting with a karakia.**

**The meeting closed at 11:30am.**

**The minutes of this meeting will be confirmed at Te Hiku Community Board Meeting held on 17 September 2024.**

.....  
**CHAIRPERSON**

## **7 NGĀ PŪRONGO / REPORTS**

### **7.1 REVIEW OF COMMUNITY GRANT POLICY 2018**

**File Number:** A4866445

**Author:** Lizzie Graham, Policy Advisor

**Authoriser:** Esther Powell, Manager - Climate & Action Resilience

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

To seek recommendation from Te Hiku Community Board that Council revoke the Community Grant Policy 2018 and to adopt the Community Board Funding Policy.

#### **WHAKARĀPOOTO 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 Te Hiku Community Board recommend that Council;**

- a) Revoke the Community Grant Policy 2018**
- b) 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 (LGA), 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 LGA, 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 LGA 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:

#### 1. 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
<p>Provides clear guidelines for funding applications and allocation</p> <p>Aligns funding decisions with strategic objectives and community outcomes</p> <p>Streamlines administrative processes and enhances transparency.</p>	<p>None identified</p>

#### 2. 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
<p>None identified</p>	<p>Existing policy is outdated and does not reflect available funds</p> <p>Lack of alignment with Community Board Strategic Plans</p>

	Potential inefficiencies and inconsistencies in grant allocation processes.
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## 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.

## ĀPITI HANGA / 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 (LGA) 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 <a href="#">Council's Significance and Engagement Policy</a>	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><b>Legislation:</b></p> <p>Local Government Act 2002, section 10 and 52.</p> <p><b>Long-Term Plan Community Outcomes:</b></p> <ul style="list-style-type: none"> <li>• Proud, vibrant communities.</li> <li>• Communities that are healthy, safe and connected.</li> <li>• Prosperous communities supported by a sustainable economy.</li> </ul>
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>
<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.</p> <p>State the possible implications and how this report aligns with Te Tiriti o Waitangi / The Treaty of Waitangi.</p>	<p>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.</p>
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).	<p>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.</p>
State the financial implications and where budgetary provisions have been made to support this decision.	<p>Costs to implement the Community Grant Funding Policy will be minimal (staff resourcing) and will be met from existing budgets.</p>
Chief Financial Officer review.	<p>The Chief Financial Officer has reviewed this report.</p>



HE ARA TĀMATA  
CREATING GREAT PLACES  
*Supporting our people*

## 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.



**COMMUNITY  
GRANT  
POLICY**

**2018**

**Far North District Council**

*Te Kaunihera o Tai Tokerau ki te Raki*

5 Memorial Avenue

Private Bag 752

Kaikohe 0440

New Zealand

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

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## Introduction

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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)

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## Background

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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.

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## Objectives

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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

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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

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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

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#### 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

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### 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

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#### 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:** A4865358

**Author:** Kathryn Trewin, Funding Advisor

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

### TAKE PŪRONGO / PURPOSE OF THE REPORT

This report summarises applications for the Local Community Grant funding to enable Te Hiku Community Board to determine which application/s will receive funding at the September 2024 meeting.

### WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- Four applications have been received, requesting a total of **\$27,450**
- The Community Board has an available total of **\$113,569.66** in **Community Grant** Funding for the 2024/25 financial year.
- The Community Board has an available total of **\$93.486** in **Placemaking** Funding for the 2024/25 financial year.

#### TŪTOHUNGA / RECOMMENDATION

That Te Hiku Community Board approve the sum of **\$6,500** (plus GST if applicable) be paid from the Board's Community Grant Fund account to Doubtless Bay Fishing Competition for the 2025 Fishing Competition.

#### TŪTOHUNGA / RECOMMENDATION

That Te Hiku Community Board approve the sum of **\$3,000** (plus GST if applicable) be paid from the Board's Community Grant Fund account to Graeme Dingle Foundation for costs towards the Kiwi Can Mentoring Programme.

#### TŪTOHUNGA / RECOMMENDATION

That Te Hiku Community Board approve the sum of **\$2,000** (plus GST if applicable) be paid from the Board's Community Grant Fund account to SMC Events for costs towards the Sanitarium Weet-Bix Kids Try Challenge in Te Hiku ward.

#### TŪTOHUNGA / RECOMMENDATION

That Te Hiku Community Board approve the sum of **\$1,000** (plus GST if applicable) be paid from the Board's Community Grant Fund account to Te Kupenga Reo 2024 for costs towards venue hire of Te Ahu centre.

### 1) TĀHUHU KŌRERO / BACKGROUND

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

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

<b>Applicant and Project</b>	<b>Requested</b>	<b>Recommend</b>	<b>Comments</b>	<b>Type</b>
Doubtless Bay Fishing Competition – 2025	\$10,450	\$6,500	<p>This applicant is seeking funding towards the costs of running the 2025 Doubtless Bay Fishing Competition, with ten community groups nominated to receive any funds raised during the event. Only one quote has been provided, which is the amount recommended to provide for the event. It is noted that when the Events Investment fund existed, this applicant would generally have been referred to that fund.</p> <p>This meets community outcomes 1, 2 and 3</p>	Event
Graeme Dingle Foundation – Kiwi Can	\$11,000	\$3,000	<p>The applicant is seeking funding towards the running of their Kiwi Can mentoring programme. The Board granted them \$3,000 in the previous financial year.</p> <p>This meets community outcomes 1, 3</p>	Community
SMC Events – Sanitarium Weet-Bix Kids Try Challenge	\$5,000	\$2,000	<p>The applicant is seeking funding towards a local kids try challenge event in Te Hiku Ward.</p> <p>The Board has granted funding in the past three financial years of \$5,000. \$4,000 and \$3,000.</p> <p>This meets community outcomes 1, 3</p>	Event
Te Kupenga Reo 2024	\$1,000	\$1,000	<p>The applicant is seeking funding for venue hire to host a two-day event with speech, song, debate to encourage and normalise the use of Te Reo Māori. This is open to schools and community groups, with at least three Kaitia schools participating and a number of schools and groups (including from outside the district) indicating they will attend.</p> <p>While the applicant has indicated they have other costs that they are seeking funding for, the only expense they have asked from the Board is the hireage fee for Te Ahu.</p> <p>This meets community outcomes 1, 3 and 6</p>	Event

**TAKE TŪTOHUNGA / REASON FOR THE RECOMMENDATION**

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

For each application, the Board has three options.

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

**Option 2** Authorise partial funding

**Option 3** Decline funding

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

Each application must meet at least one community outcome from the Council's Long Term Plan.

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.

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

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

### **ĀPITI HANGA / ATTACHMENTS**

1. **Doubtless Bay Fishing Competition - A4865164** [↓](#) 
2. **Graeme Dingle Foundation - A4865167** [↓](#) 
3. **SMC Events - A4865171** [↓](#) 
4. **Te Kupenga Reo - A4865172** [↓](#) 

**Hōtaka Take Ōkawa / Compliance Schedule:**

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

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

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

**Te Hiku Community Grants Fund 2024-2025****Local Grant Application Form****Application No. THCB00004 From Doubtless Bay Fishing Contest and Auction Incorporated**

Form Submitted 20 Aug 2024, 2:34PM NZST

**Applicant Details****\* indicates a required field****Instructions****Please read carefully:**

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

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

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

**Applicant details****Applicant \***

Doubtless Bay Fishing Contest and Auction Incorporated

**Postal Address \***

Postcode, and Country are required. Country must be New Zealand

**Physical Address \***

Postcode, and Country are required. Country must be

**Website**<https://dbfc.co.nz/>

Must be a URL.

**Facebook page**

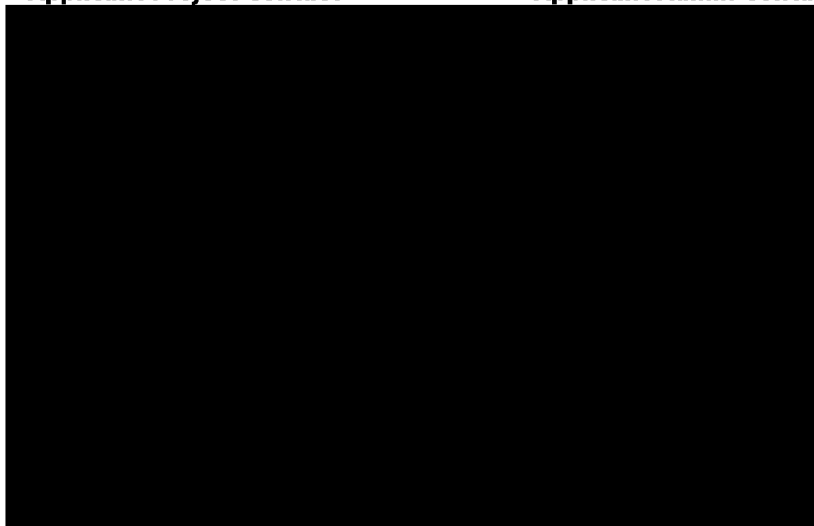
**Te Hiku Community Grants Fund 2024-2025****Local Grant Application Form****Application No. THCB00004 From Doubtless Bay Fishing Contest and Auction Incorporated**

Form Submitted 20 Aug 2024, 2:34PM NZST

**Contact details**

Contact Person One:

Contact Person Two:

**Applicant Project Contact \*****Applicant Admin Contact**A large black rectangular box redacting the contact details for both the Project and Admin contacts.**Purpose of organisation****Please briefly describe the purpose of the organisation \***

DBFCA facilitates the running of a fishing competition over Auckland/Northland Anniversary weekend each year. All fish weighed in are auctioned so local community groups can benefit from the proceeds.

This is a competition that has been running for over 40 years and enjoys enormous community support from ticket holders, community groups, local marae and community businesses.

**Number of Members \***

15

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

Clearly describe the project or event:

**Name of Activity \***

Doubtless Bay Fishing Contest and Auction

**Te Hiku Community Grants Fund 2024-2025****Local Grant Application Form****Application No. THCB00004 From Doubtless Bay Fishing Contest and Auction Incorporated**

Form Submitted 20 Aug 2024, 2:34PM NZST

**Location \***

Eastern Rugby Club, East Street, Taipa

**Will there be a charge for the public to attend or participate in the project or event? \***☒ Yes☐ No**Entry Cost****If yes, how much?**

\$80.00

Must be a dollar amount.

**Project dates:****Start Date****Date**

25/01/2025

Must be a date.

**End Date:****Date:**

26/01/2025

Must be a date.

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

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

**Project outline: \***

Please see the management plan and budget attached for more detailed information.

This fishing competition has been held around Doubtless Bay in some form since the 1970s and distributes proceeds from the auction of all fish weighed in to local community groups.

While there is a charge to enter the fishing competition, there is free entry to the event site to watch the weigh in, participate in the fish auction and support the prize-giving each day.

For the 2025 tournament, 10 community groups have been nominated to receive funds - this includes emergency services groups, the local marae, area school and sports club.

**Project Cost****\* indicates a required field****Provide a detailed cost estimate for the activity. Funding requested may not exceed 50% of the total cost.**

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

## Te Hiku Community Grants Fund 2024-2025

### Local Grant Application Form

#### Application No. THCB00004 From Doubtless Bay Fishing Contest and Auction Incorporated

Form Submitted 20 Aug 2024, 2:34PM NZST

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

**Please Note:**

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

### Budge

Expenditure	Total Cost	Amount Requested	Quotes
	Must be a dollar amount.	Must be a dollar amount.	
Rent/Venue Hire	\$	\$	No files have been uploaded
Advertising/Promotion	\$5,000.00	\$2,500.00	No files have been uploaded
Facilitator/Professional Fees	\$	\$	No files have been uploaded
Administration (inc. stationery/copying)	\$1,300.00	\$650.00	No files have been uploaded
Equipment Hire	\$6,500.00	\$2,500.00	Filename: Equip hire quote 2025.docx File size: 14.2 kB
Equipment Purchase (describe)	\$	\$	No files have been uploaded
Utilities	\$	\$	No files have been uploaded
Hardware (e.g cement, timber, nails, paint)	\$	\$	No files have been uploaded
Consumable materials (ice/fuel/water/bags)	\$725.00	\$300.00	No files have been uploaded
Refreshments	\$900.00	\$	No files have been uploaded
Travel/Mileage	\$6,000.00	\$3,000.00	No files have been uploaded
Volunteer Honorariums	\$3,500.00	\$1,500.00	No files have been uploaded



**Te Hiku Community Grants Fund 2024-2025****Local Grant Application Form****Application No. THCB00004 From Doubtless Bay Fishing Contest and Auction Incorporated**

Form Submitted 20 Aug 2024, 2:34PM NZST

Prizes	\$25,500.00	\$	No files have been uploaded
Bank/EFTPOS fees	\$500.00	\$	No files have been uploaded
Site costs (security/rubbish/recycling)	\$700.00	\$	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? \***

\$50,625

Must be a dollar amount.

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

\$10,450

Must be a dollar amount.

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

137-069-741

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

\$10,156.94

Must be a dollar amount.

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

\$10,156.94

Must be a dollar amount.

**Tagged Funds**

**Te Hiku Community Grants Fund 2024-2025****Local Grant Application Form****Application No. THCB00004 From Doubtless Bay Fishing Contest and Auction Incorporated**

Form Submitted 20 Aug 2024, 2:34PM NZST

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

<b>Purpose</b>	<b>Amount</b>
Printing - tickets, posters, pamphlets	\$4,000.00
Prizes	\$5,000.00
GST	\$1,125.00
	\$
	\$

**Total Tagged Funds****Total Expenditure Amount**

\$10,125.00

This number/amount is calculated.

**Other Funding**

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

<b>Funding Source</b>	<b>Amount</b>	<b>Decision</b>
	Must be a dollar amount.	
Ray White	\$7,500.00	Yes
Mehek Enterprises	\$1,000.00	Pending
	\$	
	\$	
	\$	

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

<b>Purpose</b>	<b>Amount</b>	<b>Date</b>	<b>Project Report Submitted</b>
	Must be a dollar amount.	Must be a date.	
Fishing competition event	\$7,500.00	19/10/2023	No
	\$		

## Te Hiku Community Grants Fund 2024-2025

### Local Grant Application Form

**Application No. THCB00004 From Doubtless Bay Fishing Contest and Auction Incorporated**

Form Submitted 20 Aug 2024, 2:34PM NZST

	\$		
	\$		

### Last page

**\* indicates a required field**

### Privacy Information

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

### Applicant Declaration

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

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

In submitting this application:

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

**Te Hiku Community Grants Fund 2024-2025****Local Grant Application Form****Application No. THCB00004 From Doubtless Bay Fishing Contest and Auction Incorporated**

Form Submitted 20 Aug 2024, 2:34PM NZST

- regular financial reporting to every full meeting of the governing body

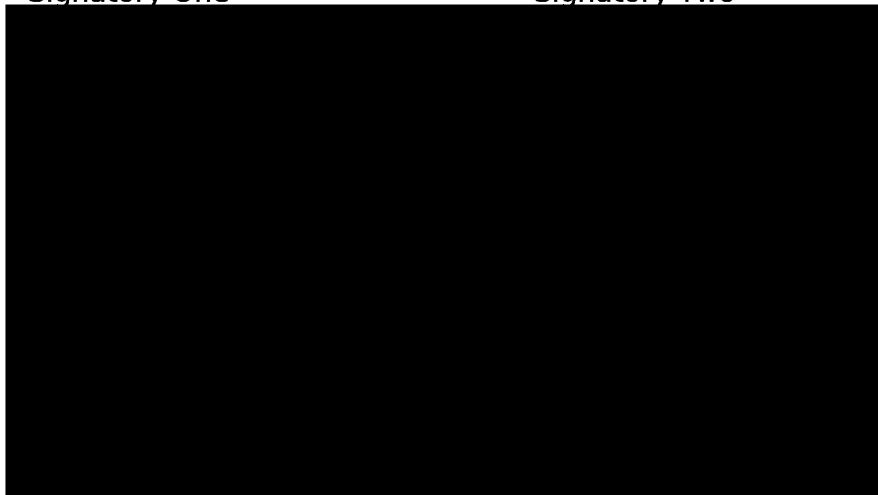
**We agree to the following conditions if we are funded by Local Community Grant Funding:**

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

**Signatures**

Signatory One

Signatory Two



**Te Hiku Community Grants Fund 2024-2025**

**Local Grant Application Form**

**Application No. THCB00004 From Doubtless Bay Fishing Contest and Auction Incorporated**

Form Submitted 20 Aug 2024, 2:34PM NZST



## Te Hiku Community Grants Fund 2024-2025 Local Grant Application Form

**Application No. THCB00002 From Graeme Dingle Foundation Far North**

Form Submitted 15 Aug 2024, 3:25PM NZST

### Applicant Details

**\* indicates a required field**

### Instructions

#### Please read carefully:

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

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

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

### Applicant details

#### Applicant \*

Graeme Dingle Foundation Far North

#### Postal Address \*

Country must be

#### Physical Address \*

Country are required. Country must be

#### Website

<https://dinglefoundation.org.nz/far-north/>

Must be a URL.

#### Facebook page

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

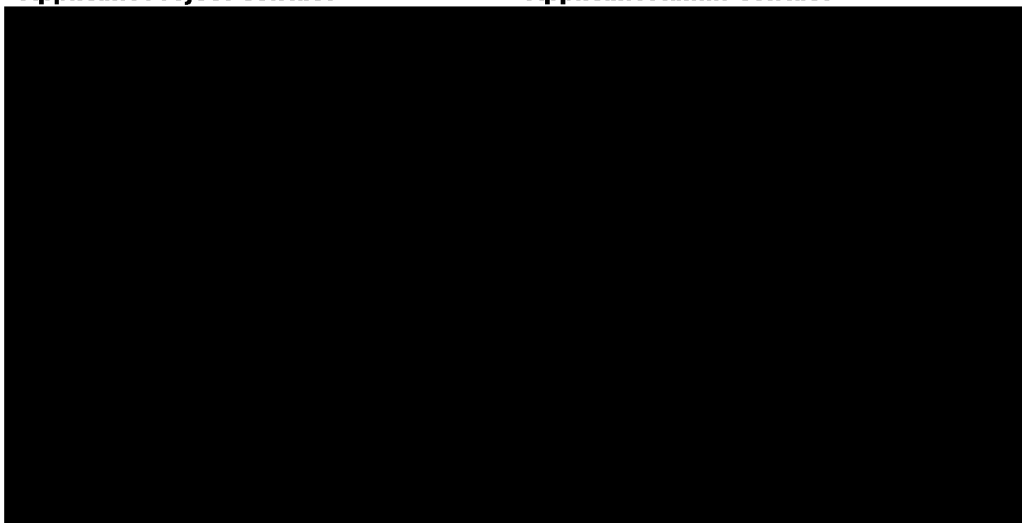
**Te Hiku Community Grants Fund 2024-2025****Local Grant Application Form****Application No. THCB00002 From Graeme Dingle Foundation Far North**

Form Submitted 15 Aug 2024, 3:25PM NZST

**Contact details**

Contact Person One:

Contact Person Two:

**Applicant Project Contact \*****Applicant Admin Contact**A large black rectangular box redacting the contact details for both the Project and Admin contacts.**Purpose of organisation****Please briefly describe the purpose of the organisation \***

The Graeme Dingle Foundation Far North supports over 1,100 children and young people across 11 schools through our early intervention youth development programmes, Kiwi Can and Nga Ara Whetu. We recognize that not all childhoods are equal, and many of our most vulnerable children live in isolated areas with limited support. Our programmes are designed to engage, enable, and empower these tamariki and rangatahi by providing positive role models and experiential learning activities that are closely integrated with the schools and communities. Our trained programme staff are members of the communities they serve, allowing them to understand the culture and needs of the youth they work with. We deliver our programmes every week during the school term, creating a reliable and consistent support network for tamariki and rangatahi.

**Number of Members \***

1102

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

Clearly describe the project or event:

## Te Hiku Community Grants Fund 2024-2025

### Local Grant Application Form

**Application No. THCB00002 From Graeme Dingle Foundation Far North**  
Form Submitted 15 Aug 2024, 3:25PM NZST

**Name of Activity \***

Kiwi Can Programme Delivery Costs

**Location \***

Te Hiku Schools

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

Start Date

End Date:

**Date****Date:**

14/10/2024

19/09/2025

Must be a date.

Must be a date.

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

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

**Project outline: \***

We are seeking funding to support the delivery costs of our early intervention programme Kiwi Can to seven Te Hiku Schools; Te Hapua School, Nga Taki School, Kaingaroa School, Peria School, Taipa School, Mangonui School, and Oruariti School. Kiwi Can gives tamariki a safe space to develop practical life skills delivered by our trained Kiwi Can Leaders who are role models to tamariki. Due to the isolation of some of our schools we incur large mileage costs every Term. It is important that our Kiwi Can Leaders are on the ground delivering experiential learning activities (learning through doing) to ensure reliable and consistent support for these tamariki. This funding will go towards Kiwi Can mileage costs from Term 4 2024 - Term 3 2025.

**Project Cost****\* indicates a required field****Provide a detailed cost estimate for the activity. Funding requested may not exceed 50% of the total cost.**

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

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



## Te Hiku Community Grants Fund 2024-2025

### Local Grant Application Form

**Application No. THCB00002 From Graeme Dingle Foundation Far North**

Form Submitted 15 Aug 2024, 3:25PM NZST

#### Please Note:

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

#### Budge

Expenditure	Total Cost	Amount Requested	Quotes
	Must be a dollar amount.	Must be a dollar amount.	
Regional Manager Support	\$60,000.00	\$0.00	No files have been uploaded
Kiwi Can Leader Salaries (x 4)	\$151,424.00	\$0.00	No files have been uploaded
Admin Costs (Accounting, Comms etc)	\$9,284.00	\$0.00	No files have been uploaded
Programme Operational Expenses	\$30,461.00	\$0.00	No files have been uploaded
Mileage	\$22,000.00	\$11,000.00	No files have been uploaded
Equipment Purchase (describe)	\$	\$	No files have been uploaded
Utilities	\$	\$	No files have been uploaded
Hardware (e.g cement, timber, nails, paint)	\$	\$	No files have been uploaded
Consumable materials (craft supplies, books)	\$	\$	No files have been uploaded
Refreshments	\$	\$	No files have been uploaded
Travel/Mileage	\$	\$	No files have been uploaded
Volunteer Expenses Reimbursement	\$	\$	No files have been uploaded
Other (describe)	\$	\$	No files have been uploaded

## Te Hiku Community Grants Fund 2024-2025

### Local Grant Application Form

**Application No. THCB00002 From Graeme Dingle Foundation Far North**  
Form Submitted 15 Aug 2024, 3:25PM NZST

Other (describe)	\$	\$	No files have been uploaded
Other (describe)	\$	\$	No files have been uploaded

### Funding Request Amount

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

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

\$22,000

Must be a dollar amount.

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

\$11,000

Must be a dollar amount.

### Financial Information

**\* indicates a required field**

#### Financial Information

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

☒ Yes ☐ No

#### GST Number

**GST Number**

090679846

#### Current Funding

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

\$18,167.00

Must be a dollar amount.

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

\$18,167.00

Must be a dollar amount.

#### Tagged Funds

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

**Te Hiku Community Grants Fund 2024-2025****Local Grant Application Form****Application No. THCB00002 From Graeme Dingle Foundation Far North**

Form Submitted 15 Aug 2024, 3:25PM NZST

Purpose	Amount
Operational Running Costs	\$18,167.00
	\$
	\$
	\$
	\$

**Total Tagged Funds****Total Expenditure Amount**

\$18,167.00

This number/amount is calculated.

**Other Funding**

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

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

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

Purpose	Amount	Date	Project Report Submitted
	Must be a dollar amount.	Must be a date.	
Nga Ara Whetu Costs (BOI College)	\$5,000.00	29/09/2023	Yes
Kiwi Can Programme Costs (Te Hiku)	\$3,000.00	20/11/2023	Yes

**Te Hiku Community Grants Fund 2024-2025**  
**Local Grant Application Form**  
**Application No. THCB00002 From Graeme Dingle Foundation Far North**  
 Form Submitted 15 Aug 2024, 3:25PM NZST

Nga Ara Whetu Costs (Northland College) (Hokianga/Kaikohe Board)	\$3,000.00	21/07/2024	No
	\$		

## Last page

\* indicates a required field

## Privacy Information

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

## Applicant Declaration

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

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

In submitting this application:

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)

## Te Hiku Community Grants Fund 2024-2025 Local Grant Application Form

**Application No. THCB00002 From Graeme Dingle Foundation Far North**

Form Submitted 15 Aug 2024, 3:25PM NZST

- The funding and its expenditure shown as sperate entries in the cash book or as a note o the accounts
- Tracking of different funding, e.g through a spreadsheet or journey entry
- regular financial reporting to every full meeting of the governing body

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

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

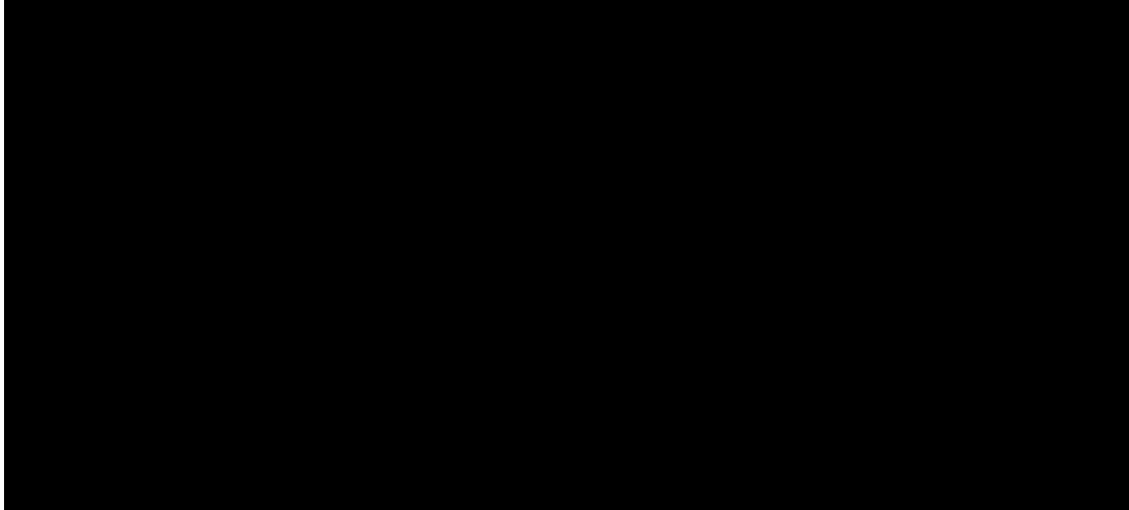
### **Signatures**

Signatory One

Signatory Two

Phone Number

**Te Hiku Community Grants Fund 2024-2025**  
**Local Grant Application Form**  
**Application No. THCB00002 From Graeme Dingle Foundation Far North**  
Form Submitted 15 Aug 2024, 3:25PM NZST



## Te Hiku Community Grants Fund 2024-2025 Local Grant Application Form

**Application No. THCB00005 From SMC Events Ltd on behalf of Sanitarium**

Form Submitted 21 Aug 2024, 11:02AM NZST

### Applicant Details

**\* indicates a required field**

### Instructions

#### Please read carefully:

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

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

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

### Applicant details

#### Applicant \*

SMC Events Ltd on behalf of Sanitarium

#### Postal Address \*

[Redacted postal address]

New Zealand

Country are required. Country must be

#### Physical Address \*

[Redacted physical address]

Country are required. Country must be

#### Website

<https://tryathlon.co.nz/>

Must be a URL.

#### Facebook page

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

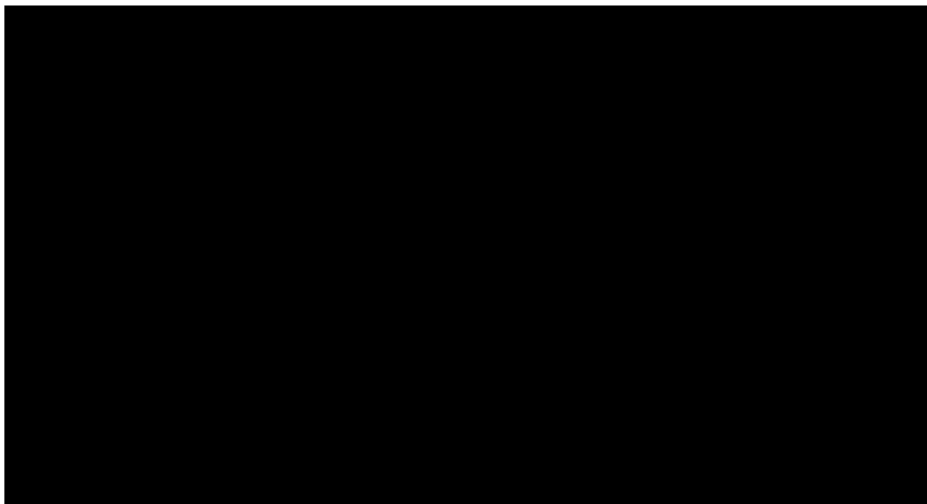
**Te Hiku Community Grants Fund 2024-2025****Local Grant Application Form****Application No. THCB00005 From SMC Events Ltd on behalf of Sanitarium**

Form Submitted 21 Aug 2024, 11:02AM NZST

**Contact details**

Contact Person One:

Contact Person Two:

**Applicant Project Contact \*****Applicant Admin Contact**A large black rectangular box redacting the contact details for both the Project and Admin contacts.**Purpose of organisation****Please briefly describe the purpose of the organisation \***

To provide a non-competitive event promoting physical activity for 5-15 year olds, delivered in a fun way to encourage participation, peer support, and a sense of achievement.

**Number of Members \***

We have a team of 8 event staff

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

Clearly describe the project or event:

**Name of Activity \***

Sanitarium Weet-Bix Kids TRY CHALLENGE

**Location \***

Location, date/time TBC in collaboration with Te Hiku Community Board and Sport Northland



**Te Hiku Community Grants Fund 2024-2025****Local Grant Application Form****Application No. THCB00005 From SMC Events Ltd on behalf of Sanitarium**

Form Submitted 21 Aug 2024, 11:02AM NZST

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

Start Date

End Date:

**Date****Date:**

01/10/2024

31/05/2025

Must be a date.

Must be a date.

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

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

**Project outline: \***

The Sanitarium Weet-Bix Kids TRY CHALLENGE is a three week, nationwide programme that encourages Kiwi kids aged 5-15 years old to get active and have fun, as they work towards achieving a physical activity goal and earning their Champions medal and TRYathlon t-shirt.

The goal for our Northland TRY CHALLENGE in School events is to successfully hold a school event across two of the boards, working alongside Sport Northland and its Healthy Active Learning team to identify one school from each of the wards as recipients for the 2024-2025 season. With a combined total attendance of 400 plus students. Free of charge to the schools and participants.

TRY CHALLENGE in Schools sees the TRYathlon delivery team planning and delivering an event for a Host school and guest schools it may invite. Healthy Active Learning teams from Regional Sports Trusts in most regions work alongside the TRYathlon team to engage and plan the event day with the Host school.

Participation helps to build resilience and a balanced hauora; vital for the personal development of our tamariki. Participants feel a sense of achievement, boost in self-esteem and confidence, inspire others, achieve personal growth, form positive activity habits, and connect the school community.

"TRY SEASON" defined as October 2024 through to May 2025.

Proceeding with the Weet-Bix Kids TRY CHALLENGE will only be possible if we are successful in receiving the \$5k requested from the local board. Last year we received a portion (\$3k) of the requested funds but went ahead regardless. Unfortunately, we will not be in a position to do that this year.

**Project Cost****\* indicates a required field**

## Te Hiku Community Grants Fund 2024-2025

### Local Grant Application Form

**Application No. THCB00005 From SMC Events Ltd on behalf of Sanitarium**

Form Submitted 21 Aug 2024, 11:02AM NZST

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

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

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

**Please Note:**

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

### Budge

Expenditure	Total Cost	Amount Requested	Quotes
	Must be a dollar amount.	Must be a dollar amount.	
Rent/Venue Hire	\$	\$	No files have been uploaded
Advertising/Promotion	\$1,274.00	\$	No files have been uploaded
Facilitator/Professional Fees	\$328.00	\$	No files have been uploaded
Administration (inc. stationery/copying)	\$	\$	No files have been uploaded
Equipment Hire	\$837.00	\$	No files have been uploaded
Equipment Purchase (describe)	\$	\$	No files have been uploaded
Utilities	\$	\$	No files have been uploaded
Hardware (e.g cement, timber, nails, paint)	\$	\$	No files have been uploaded
Consumable materials (craft supplies, books)	\$136.00	\$	No files have been uploaded
Refreshments	\$	\$	No files have been uploaded
Travel/Mileage	\$647.00	\$	No files have been uploaded

**Te Hiku Community Grants Fund 2024-2025****Local Grant Application Form****Application No. THCB00005 From SMC Events Ltd on behalf of Sanitarium**

Form Submitted 21 Aug 2024, 11:02AM NZST

Volunteer Expenses Reimbursement	\$	\$	No files have been uploaded
Other (wages/salaries)	\$5,734.00	\$	No files have been uploaded
Other (volunteers)	\$364.00	\$	No files have been uploaded
Other (security)	\$437.00	\$	No files have been uploaded
TRY CHALLENGE Kit plus t-shirt, medal etc x 400@\$15/child	\$6,000.00	\$5,000.00	No files have been uploaded

**Funding Request Amount**

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

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

\$15,756

Must be a dollar amount.

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

\$5,000

Must be a dollar amount.

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

87661520

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

\$0.00

Must be a dollar amount.

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

Form Submitted 21 Aug 2024, 11:02AM NZST

Must be a dollar amount.

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

Purpose	Amount
	\$
	\$
	\$
	\$
	\$

This number/amount is calculated.

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.	
	\$	
	\$	
	\$	
	\$	
	\$	

☒ Yes ☐ No

		Must be a date.	
--	--	-----------------	--

## Te Hiku Community Grants Fund 2024-2025

### Local Grant Application Form

**Application No. THCB00005 From SMC Events Ltd on behalf of Sanitarium**

Form Submitted 21 Aug 2024, 11:02AM NZST

	Must be a dollar amount.		
TRY CHALLENGE in Schools event Te Hiku Board	\$3,000.00	28/08/2023	Yes
TRY CHALLENGE in Schools event Kaikoh e-Hokianga Board	\$5,000.00	29/08/2023	Yes
	\$		
	\$		

### Last page

**\* indicates a required field**

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### Applicant Declaration

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

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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:

## Te Hiku Community Grants Fund 2024-2025 Local Grant Application Form

**Application No. THCB00005 From SMC Events Ltd on behalf of Sanitarium**

Form Submitted 21 Aug 2024, 11:02AM NZST

- 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)
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- The funding and its expenditure shown as sperate entries in the cash book or as a note o the accounts
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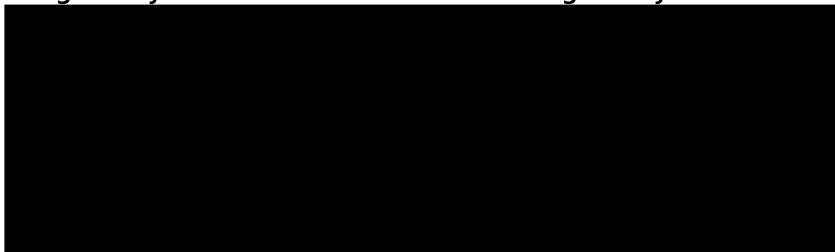
### **We agree to the following conditions if we are funded by Local Community Grant Funding:**

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

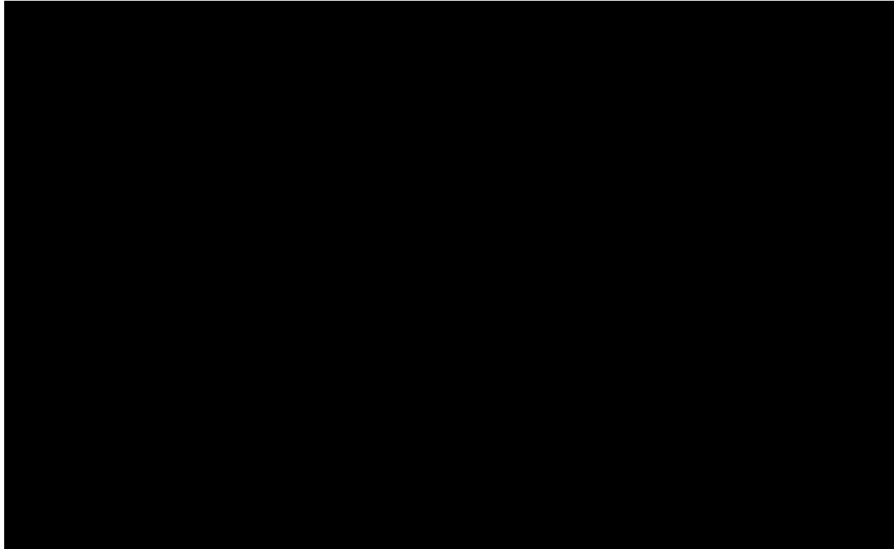
### **Signatures**

Signatory One

Signatory Two



**Te Hiku Community Grants Fund 2024-2025**  
**Local Grant Application Form**  
**Application No. THCB00005 From SMC Events Ltd on behalf of Sanitarium**  
Form Submitted 21 Aug 2024, 11:02AM NZST



## Local Grant Application Form

### Instructions

#### Please read carefully:

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

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

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

### Applicant details

Organisation	<u>Te Kupenga Reo</u>	Number of Members	<input type="text"/>
Postal Address	<div style="background-color: black; width: 100%; height: 100%; min-height: 100px;"></div>		
Physical Address			
Contact Person			
Phone Number			
Email Address			

Please briefly describe the purpose of the organisation.

Grassroots community group seeking to develop the use of Te Reo Māori and its normalisation.

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

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## Local Grant Application Form



### Project Details

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

- ☒ Te Hiku    ☐ Kaikohe-Hokianga    ☐ Bay of Islands-Whangaroa

Clearly describe the project or event:

Name of Activity Te Kupenga Reo Date 26-27 Sep 24  
Location Te Ahu Hall, Kaitāia Time 8am - 8pm

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

☐ Yes    ☒ No

If so, how much?

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

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

Te Kupenga Reo is a grassroots initiative that started in 2023. The ultimate goal is to normalise Te Reo Māori as well as provide an incentive for our local communities to freely express their use of Te Reo Māori. The 6x different events planned for Te Kupenga Reo 2024 are tailored to children right through to the kaumatua and kuia. Te Kupenga Reo being a grassroots initiative means there is no legal entity or bank account. Our aim is to seek support from local stakeholders and have them pay suppliers directly. As such, this will benefit the wider Te Reo Māori community, local vendors as well as funders.

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

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## Local Grant Application Form

### Project Cost

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

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

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

#### Please Note:

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

Expenditure	Total Cost	Amount Requested
Rent/Venue Hire	\$1,000.00	\$1,000.00
Advertising/Promotion	—	—
Facilitator/Professional Fees <sup>2</sup>	—	—
Administration (incl. stationery/copying)	—	—
Equipment Hire	—	—
Equipment Purchase (describe)	—	—
Utilities	—	—
Hardware (e.g. cement, timber, nails, paint)	—	—
Consumable materials (craft supplies, books)	—	—
Refreshments	—	—
Travel/Mileage	—	—
Volunteer Expenses Reimbursement	—	not applicable
Wages/Salary	—	not applicable
Volunteer Value (\$20/hr)	—	—
Other (describe)	—	—
<b>TOTALS</b>	<b>1,000.00</b>	<b>1,000.00</b>

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

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

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## Local Grant Application Form



### Financial Information

Is your organisation registered for GST?

☐ Yes

☒ No

GST Number

How much money does your organisation currently have?

Te Ahu Charitable Trust

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

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

Purpose	Amount
Te Kupenga Reo asks that this fund please be used to hire the Te Ahu Hall, as set out by the attached Quote from the Te Ahu Charitable Trust.	\$1,000.00
TOTAL	\$1,000.00

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

Funding Source	Amount	Approved
		Yes / Pending
		Yes / Pending
		Yes / Pending
		Yes / Pending
		Yes / Pending

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

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

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

A2686814

(version Sept 2018)

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## Local Grant Application Form



### Privacy Information

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

### Applicant Declaration

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

On behalf of: (full name of organisation)

Te Kupenga Reo

We, the undersigned, declare the following:

In submitting this application:

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

Signatory Two

Kaikohe 0440 | funding@fndc.govt.nz | Phone 0800 920 029

## Local Grant Application Form



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

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

### Signatory One

Name

Postal Address

Phone Number

Signature

### Signatory Two

Name

Postal Address

Phone Number

Signature

Position

Post Code

Mobile Number

Date

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A2686814

(version Sept 2018)

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### 7.3 PROJECT FUNDING REPORTS

**File Number:** A4865366

**Author:** Kathryn Trewin, Funding Advisor

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

#### TAKE PŪRONGO / PURPOSE OF THE REPORT

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

#### TŪTOHUNGA / RECOMMENDATION

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

- a) Aupouri Rugby Club Fishing Tournament
- b) Coast to Coast Cat Rescue
- c) Kaitaia Business Association
- d) Road Safety Education
- e) SMS Events
- f) Te Punawai

#### 1) TĀHUHU KŌRERO / BACKGROUND

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

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

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













#### TAKE TŪTOHUNGA / REASON FOR THE RECOMMENDATION

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

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

There are no financial implications or budgetary requirements.

#### ĀPITI HANGA / ATTACHMENTS

1. Aupouri Rugby Club Fishing Tournament - A4865168  
2. Coast to Coast Cat Rescue - A4865173  
3. Kaitaia Business Association - A4865169  
4. Road Safety Education - A4865166  
5. SMC Events - A4865165  
6. Te Punawai - A4865170  

**Hōtaka Take Ōkawa / Compliance Schedule:**

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

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

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



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 funding@fndc.govt.nz  
 Phone 0800 920 029

## Events Investment Post Event Report

The items below should all be expanded on in your event report. We ask that you provide summary details on this form and include it in your report. *Please complete this form in full.*

### CONTACT DETAILS

Primary contact/  
Event organiser

Address

Email address

### EVENT DETAILS

Name of event  Event date(s)

Location of event

Webpage URL

Is this event going to be held again? ☒ Yes ☐ No

If yes, when will this event be held and where?

Did this event:

Event description

### EVENT INFORMATION

**How many attendees came from:**  
*Please provide as close an estimate of the numbers as possible for each of the following categories  
 (it is better to underestimate attendance than to over estimate)*

Numbers	Northland (not incl. Far North)	Rest of N.Z.	Overseas	Far North
Participants	52	25	5	218
Spectators	135	55	10	255
Trade / Event staff	10	0	0	10

#### Accommodation used:

	Number of beds	Number of nights
Paid accommodation	115	2
Friends & family	525	2

A26873600

**HE WHENUA RANGATIRA**  
 A DISTRICT OF SUSTAINABLE PROSPERITY & WELL-BEING

Page 1





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## Events Investment Post Event Report

### How long did visitors from these areas attend your event (in days)?

Within the Far North district?	5
From the wider Northland region (not including Far North)?	3
From outside of the Northland region?	3
From overseas?	14

### EVENT REPORT

#### How did your event help us celebrate our culture and the place in which we live?

We start our competition with karakia, we have always insisted on korero Maori as much as we can. We believe this is the best way for our club and our haukainga to show case our iwi. Manaakitanga is a the best way to show our visitors that we enjoy having them attend and also look forward to them returning to our rohe year after year.

#### How did your event contribute to building stronger communities?

Our haukainga is always right behind all the events our Club and Marae hold, the support runs from clearing tracks, helping set up, holding kai stalls for fundraising (Kura, Kohanga, Marae). We have support from all our local entities - Parengarenga Inc, Te Runanga Nui o Te Aupouri Trust, Whakawhiti Ora Pai (local health clinic). During our event we promote drinking water, healthy kai, smokefree.

#### How did your event showcase the best a community had to offer in terms of sports, arts, culture, natural environment and facilities?

Our fishing environment is only accessed by private road, the allows fishermen access to Great Exhibition Bay which is a pristine environment. We have always keep entry numbers low which instills our kaitiakitanga in our rohe, we showcase our tamariki with events during the comp and on the weigh in day we have some games just for them supported by Whakawhiti Ora Pai and the Marae.

#### How did your event enhance the quality of facilities, promote the district and deliver economic benefits?

During the comp our main focus was using the funds raised to improve our facilities. We have, for many years, fundraised for improvements such as new toilets, new showers in changing rooms, new roof. With these upgrades we have found whanau are wanting to hire our club for whanau events, unveilings and birthdays. This helps our club with hire which is put back into the club for more improvements.



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## Events Investment Post Event Report

**How was your event sustainable in terms of implementing environmentally responsible practices, minimizing negative impacts on neighbourhoods and natural areas, optimizing use of resources and being financially sustainable?**

We make sure we let all the ticket holders know the rules when on our beach, no fires, no rubbish, etc. they have always made sure the rules are followed. Our whanau have always made sure our Moana is not overfished, hence the low ticket numbers. We have watched many fishing comp tickets rise during the years, our responsibilities in our rohe is to make sure we in force our kaitiakitanga.

**How unique was your event? How did it celebrate the Far North in an exciting and vibrant way?**

Our People and Moana are our most unique characteristics. The access to Great Exhibition Bay is only through private iwi land. We showcase Kura, Marae and Iwi and the exciting things they are doing not only for our people but also for our Taiao. Our tamariki are our most important asset, if we teach them how to look after taiao, manuhiri and whanau then we are winning when raising our tamariki

☐ Please tick here if you have answered these questions in your report, rather than duplicating them above.

If you have included this information in your report, please ensure you have clearly answered these questions.



**Far North  
District Council**

**Project Report  
COMMUNITY GRANT FUND - LOCAL**

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

Funding Advisor

Far North District Council Private

Bag 752

KAIKOHE 0440

**Name of organisation: Coast to Coast Cat Rescue** \_\_\_\_\_

**Name & location of project: Te Hiku Desexing and Euthanasia** \_\_\_\_\_

**Date of project/activity: July 2023 – To Date** \_\_\_\_\_

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

☒

Te Hiku

☐

Kaikohe-Hokianga

☐

Bay of Islands-Whangaroa

**Amount received from the Community Fund: \$10,000 + GST** \_\_\_\_\_

**Board meeting date the grant was approved: July 2023** \_\_\_\_\_

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

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

Supplier/Description	\$amount	Receipt/s attached (please tick)
Trap Purchase	\$ 513.57	Y
Desexing	\$6260	Y
	\$	
	\$	
Total:	\$6773.57	

**This is an interim report. Funds are still sat in bank account waiting to be used.  
Total remaining \$3740.**

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Phone: (09) 405 2750, Fax: (09) 401 2137, Email: [ask.us@fndc.govt.nz](mailto:ask.us@fndc.govt.nz), Website: [www.fndc.govt.nz](http://www.fndc.govt.nz)

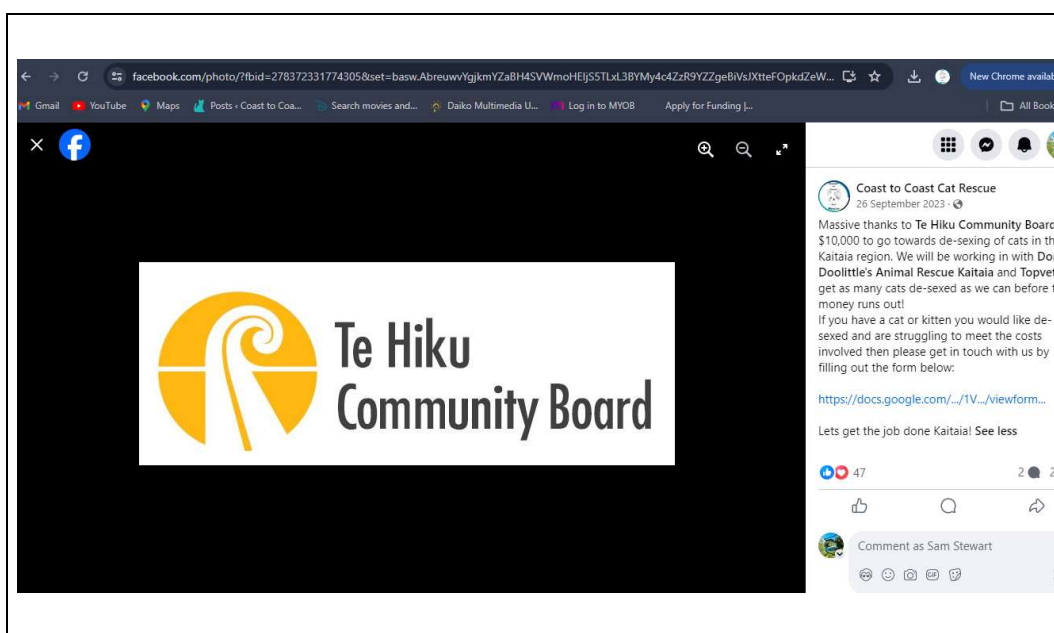
**Give a brief description of the highlights of your project including numbers participating:**

To date we have desexed 61 cats in the Kaitaia region. 10 of these were pregnant so we stopped on average 30-40 kittens in that instant from being born.

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

Cats breed like wild fire and in three years one unneutered female cat can have 376 offspring.

Cat control is such an important issue for public health reasons, for protecting our precious wildlife and for reducing the suffering of huge numbers of unwanted cats and kittens living both as companions in low decile areas as well as stray and feral in both urban and rural areas.

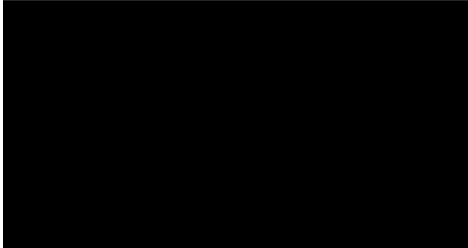
**Please provide details and attach or email photos and/or any marketing collateral that was produced for your event/project acknowledging the Community Board:**

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Phone: (09) 405 2750, Fax: (09) 401 2137, Email: ask.us@fndc.govt.nz, Website: www.fndc.govt.nz

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

<https://www.facebook.com/profile.php?id=100088046198045>

**This interim report was completed by:**





**Far North  
District Council**

**Project Report  
COMMUNITY GRANT FUND - LOCAL**

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Funding Advisor

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Bag 752

KAIKOHE 0440

**Name of organisation:** Kaitaia Business Association

**Name & location of project:** Kaitaia Master Planning

**Date of project/activity:** 2022 - 2024

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

☒

Te Hiku

☐

Kaikohe-Hokianga

☐

Bay of Islands-Whangaroa

**Amount received from the Community Fund:** \$120,000

**Board meeting date the grant was approved:** June 2022

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

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

Supplier/Description	\$amount	Receipt/s attached (please tick)
First Retail	\$34,400	
Eclipse	\$25,985.92	
Jasmax	\$15,000	
Arcline	\$7,845	
Haigh Workman	\$20,959.57	
Signs of Life	\$90	
Total:	\$104,280.49	

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

The reports allow Kaitaia CBD to have a strategic retail plan that can guide future works and allow planning for development to benefit the business sector. The next steps would be to prioritise and socialise the reports so that the community can decide where they want and where they want to see the next improvements for the town. At least 600 residents participated in the research that contributed to the Retail Strategy and Kaitaia Masterplan. This research included input from businesses, students at Kaitaia College, network meetings, Kaitaia Business Association committee meetings, individual business visits, and an online survey.

This is the first time a master plan has been created for the CBD area, intended to guide decision-making by all stakeholders, including FNDC staff. Following the creation of these documents, feedback indicated a concern about car parking availability. In response, a car parking analysis was conducted in late 2023, revealing that the peak occupancy rate is generally below 70%, indicating ample parking availability. However, the redevelopment of the PaknSave site has changed the nature of the current car park road painting outside Farmers (no Parking due to previous turn in space) which we would like returned to car spaces and allow better access to nearby retail stores. The pedestrian crossings are also faded along Commerce Street so a line remarking would be beneficial to our town.

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

Due to the wide range of contributors, the master plan should in theory benefit the entire community if it is referred to in the future and not left on a shelf or in computer filed documents!

The findings are that we require young professionals to make use of urban developments in or near the centre of town to generate more business.

The fear the community has is the type of resident that may be attracted to inner town living due to the reputation of Kainga Ora housing developments.

The plan has been carried out over an 18-month period and will be useful and beneficial if it is referred to in the decision-making processes in our community.

It would be an advantage if these three documents were able to be available to the public via the FNDC website as the current "Kaitaia plan" is very out of date.

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

These three big reports are accessible through your FNDC internal database system.

Link to Retail Strategy plan

[fndc.sharepoint.com/teams/electedmembers/CommunityBoards/Forms/AllItems.aspx?id=%2Fteams%2FCommunityBoards%2FTHCB%2F2%2EKaitaiaTownCentreRetailStrategy%2FKaitaiaRetailStrategyDraft260822byKaitaiaBusinessAssociation%2Epdf&parent=%2Fteams%2FCommunityBoards%2FTHCB%2F2%2EKaitaiaTownCentreRetailStrategy](https://fndc.sharepoint.com/teams/electedmembers/CommunityBoards/Forms/AllItems.aspx?id=%2Fteams%2FCommunityBoards%2FTHCB%2F2%2EKaitaiaTownCentreRetailStrategy%2FKaitaiaRetailStrategyDraft260822byKaitaiaBusinessAssociation%2Epdf&parent=%2Fteams%2FCommunityBoards%2FTHCB%2F2%2EKaitaiaTownCentreRetailStrategy)

Link to car parking plan

[OneDrive \(sharepoint.com\)](#)

Link to Kaitaia Master plan

[fndc.sharepoint.com/teams/electedmembers/CommunityBoards/Forms/AllItems.aspx?id=%2Fteams%2FCommunityBoards%2FTHCB%2F2%2EKaitaiaTownCentreRetailStrategy%2FKaitaiaMasterPlanbyJasmax%2Epdf&parent=%2Fteams%2FCommunityBoards%2FTHCB%2F2%2EKaitaiaTownCentreRetailStrategy](https://fndc.sharepoint.com/teams/electedmembers/CommunityBoards/Forms/AllItems.aspx?id=%2Fteams%2FCommunityBoards%2FTHCB%2F2%2EKaitaiaTownCentreRetailStrategy%2FKaitaiaMasterPlanbyJasmax%2Epdf&parent=%2Fteams%2FCommunityBoards%2FTHCB%2F2%2EKaitaiaTownCentreRetailStrategy)

It is important moving forward that we prepare our town for the Mangamuka opening just before Christmas to ensure our town looks its best for the expected influx of visitors with SH1 opening. On that note KBA

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would like permission from the THCB to use the remaining funds to do a one-off water blast clean of the awning and hanging signs in Commerce Street up to Melba Street and payment of the next Wahine Wild invoice who we engage monthly to work on gardens and the PaknSave corner round about within the CBD area. To date we have paid Wahine Wild to do the gardens monthly but have run out of funds for this year to complete. We appreciate consideration of this in preparation for Christmas.

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

[Facebook](#)

**This report was completed by:**



*NB: Please note we are still trying to track down previous invoices that in the past, were emailed directly to our late Treasurer, Stewart Russell who passed away in January this year. As our treasurer he was a chartered accountant who took care of our payments and invoices. As soon as the Eclipse invoices are emailed through I will forward to Kathryn to complete this report. A positive from this is that we now require every invoice to be uploaded to our xero accounts to avoid this situation happening again.*





**Far North  
District Council**

**Project Report  
COMMUNITY GRANT FUND - LOCAL**

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Funding Advisor

Far North District Council Private

Bag 752

**KAIKOHE 0440**

**Name of organisation:** Road Safety Education Limited

**Name & location of project:** Road Safety Programmes for Vulnerable Young Te Hiku Drivers and their Passengers

**Date of project/activity:** Program workshops were delivered 17<sup>th</sup> June 2024

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

☒

Te Hiku

☐

Kaikohe-Hokianga

☐

Bay of Islands-Whangaroa

**Amount received from the Community Fund:** \$1500.00

**Board meeting date the grant was approved:** September 2023

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

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

Supplier/Description	\$amount	Receipt/s attached (please tick)
Facilitator Fees	\$1000	✓
Venue Hire – Te Ahu Charitable Trust	\$500	✓
	\$	
<i>*Please see further details of costs in attached document</i>	\$	
Total:	\$1500	

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

Getting behind the wheel of a car as a young driver or being a young passenger with a novice driver is said to be among the most dangerous things that a person will do in their life.

With the support Te Hiku Community Board funding we were able to access and deliver our potentially life saving RYDA road safety programme to two high schools in the Te Hiku region in 2024.

40 students attended our workshop held at the Te Ahu Centre from Te Rangi Aniwaniwa and Kaitaia College. Please note: those students who were unable to attend the workshop are also positively impacted - through the use of our complementary classroom and online learning resources utilised by teaching staff. Unfortunately, Te Kura Taumata o Panguru was unable to schedule with the other schools however, we continue to work with them to book 2025 workshops.

These students improved their understanding of road safety issues and developed strategies to reduce distraction and risks making their communities safer. Students increased their understanding of challenges faced by vulnerable road users and learned strategies to anticipate others actions, and improved empathy. Students received improved insight into their personality and how this can influence their driving and reactions, a transferrable skill to improve wellbeing.

Our programme aims to reduce road trauma for the entire community by providing youth with the skills and understanding to avoid potentially dangerous situations and to speak up and become leaders. By providing these essential life skills at the time youth start to drive or take an interest in driving they are learning enduring tools that will stay with them for a lifetime.

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

RSE conducts regular and robust program evaluation designed to measure knowledge retention, attitude shift and intended and practiced behaviour change across time. As part of this evaluation we survey students and teachers.

The feedback received from Te Hiku Community Board staff attending RYDA in 2024 showed that 100% of teachers found our programme "very worthwhile". All staff stated that RYDA workshop should be compulsory for senior high school students. 100% also experienced personal changes as a result of accompanying students to RYDA, all stated an "Increased awareness of road safety issues".

After every programme we ask students to complete an anonymous online survey. 100% of the Te Hiku student respondents stated that they were "very likely" to apply the things they learn at the workshop when they are driving or being a passenger.

Students were also asked the most valuable messages or strategies they pick up from RYDA. Below are the top three responses from Te Hiku 2024 students:

- increased understanding of crash factors and their impact on the occurrence and severity of a crash,
- increased understanding of the relationship between speed and stopping distance,
- strategies to decrease distractions and risks

Please also see additional teacher and student feedback in the supporting document attached.

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

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Phone: (09) 405 2750, Fax: (09) 401 2137, Email: ask.us@fndc.govt.nz, Website: www.fndc.govt.nz

Te Hiku Community Board's support was acknowledged to students, teachers, volunteers and facilitators participating in our workshop in both our welcoming and closing addresses. Your support will also be acknowledged in our Annual Report currently being compiled as well as on our website.

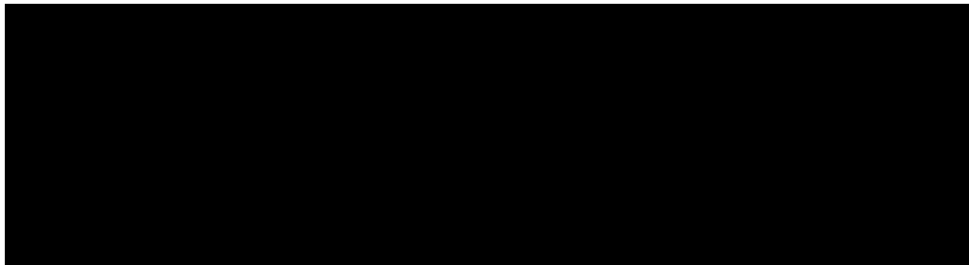
Unfortunately we did not post on our social media.

Please also see photos of students participating in our workshop in the supporting document attached.

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

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

**This report was completed by:**





**Far North  
District Council**

**Project Report  
COMMUNITY GRANT FUND - LOCAL**

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

Funding Advisor

Far North District Council Private

Bag 752

KAIKOHE 0440

**Name of organisation:** **SMC Events Ltd on behalf of Sanitarium** \_\_\_\_\_

**Name & location of project:** **Sanitarium Weet-Bix Kids TRY CHALLENGE located in Te Hiku region schools** \_\_\_\_\_

**Date of project/activity:** **12 & 13 May 2024** \_\_\_\_\_

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

☒

Te Hiku

☐

Kaikohe-Hokianga

☐

Bay of Islands-Whangaroa

**Amount received from the Community Fund:** **\$3,000** \_\_\_\_\_

**Board meeting date the grant was approved:** **28 August 2023** \_\_\_\_\_

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

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

Supplier/Description	\$amount	Receipt/s attached (please tick)
Contribution to TRY CHALLENGE Kit plus t-shirt, medal, etc x400 @ \$15/child	\$3,000	
	\$	
	\$	
	\$	
Total:	\$3,000	

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

The total number of students who participated over the two days in the Far North District Council was 881.  
For Te Hiku region, the total number of participating students was 119.  
The Host School was Awanui School.  
Participating Schools were: Awanui, Waiharara, Herekino and Pukepoto Schools.

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

This event saw four schools from the surrounding area being able to join to take part in their own TRY Challenge event. This event was very well received with many commenting on how special it was to have an opportunity such as this come to their area. Both families and community came along to cheer the children on with even the teachers enthusiastic about getting on the course and joining in with the activities.

We have received really positive feedback from the schools:

*"What an amazing day with our Whanaunga from Waiharara, Pukepoto and Herekino School. Thank you to Sport Northland, Sophia and Craig. It was drizzly but that didn't dampen our enthusiasm- let's make this an annual event Whanau!"* Awanui Primary School, Margy, Principal

*"Absolutely wonderful!"* Tracey King, Pukepoto School

Social posts from schools below:



**Far North  
District Council**

**Project Report  
COMMUNITY GRANT FUND - LOCAL**

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

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

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

Funding Advisor

Far North District Council Private

Bag 752

KAIKOHE 0440

**Name of organisation:** MESH under the umbrella of Te Wānanga o Te Rangi Aniwaniwa

**Name & location of project:** Te Punawai Repaint

**Date of project/activity:** 24 April 2024

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

Te Hiku

Kaikohe-Hokianga

Bay of Islands-Whangaroa

**Board meeting date the grant was approved:** Te Hiku Community Board 16.4.24

**Amount received:**

Te Wānanga o Te Rangi Aniwaniwa koha \$1000

Te Hiku Hauora MESH funding 18 March 2024 \$13,375

**Te Hiku Community Board** 26 June, 2024 \$16,531.25 received

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

Te Rangi Aniwaniwa Repaint Report

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

Supplier/Description	\$amount	Receipt/s attached (please tick)
22 March Castle Painters	\$15,000	
24 April Castle Painters	\$12, 750	
<b>Total:</b>	<b>\$27,250</b>	

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

Te Punawai is 21 years old and is a community facility after school hours and weekends. It was overdue a repaint for several years but with Covid - priorities changed. The completion of the repaint during term 1 holidays while students were off site was a big uplift. Another repaint will be due in 10 years.

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

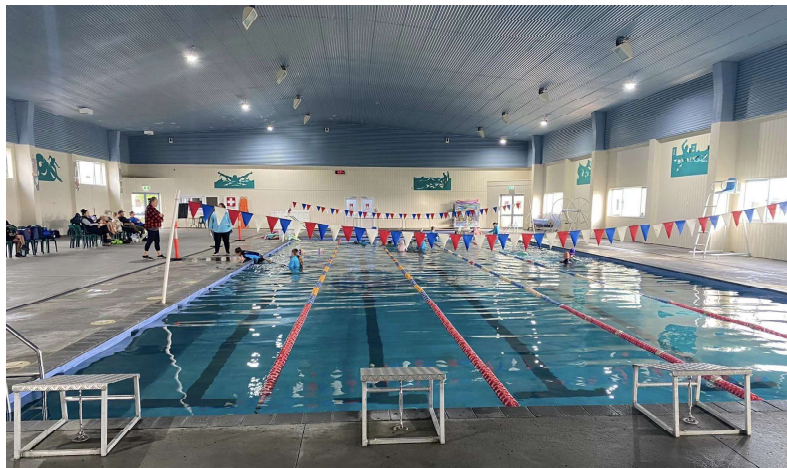
In the early years, the kura said they could not maintain the costs for running Te Punawai after hours. The community rallied together and asked to keep the facility open and Friends of the Pool evolved. With high maintenance costs, many schools closed their pools. The school Board saw the continuance of Te Punawai as an investment in all local children as a means to prevent drowning.

Te Puni Kokiri funded a secondment which presented options to the Board about how to fund community use. Eventually, the kura hired a manager whose role was to bring in income to cover maintenance and salary costs.

The Board were also looking at a joint partnership with other sports groups / Iwi to assist in seeking funds for community use of both sports facilities. The Kura prefers to focus on its main kaupapa - curriculum and school activities during the school day and wanted community events to be run independent of school staff and equipment. Many times school furniture was needed for various hired out events.

Hence the formation of MESH which was stalled in 2020 during Covid. MESH are supportive of sporting codes using the facilities for sports codes, kapa haka and hui Māori after school hours. Although Te Hiku Sports Hub has opened, there are still community users and kura groups who use the pools.

**Benefits of repaint:** "Puna Wai looks lovely and refreshed from the internal paint job done. Regular users have noticed how tired it was looking, and are complimenting how refreshed it looks. Affects of THSH opening: we've lost 2 of our regular group users (KTA Swim Club and Bubble Club) to the new pool opening. Our regular morning users hasn't declined." Wiremu Rua Britton Manager.

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

The artwork completed by Richard Murray in 2003 has been re-displayed around the whole Punawai.

## 8 NGĀ PŪRONGO TAIPITOPITO / INFORMATION REPORTS

### 8.1 ELECTED MEMBER CONFERENCE ATTENDANCE REPORT - 2024 COMMUNITY BOARD CONFERENCE

**File Number:** A4859571

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

**Authoriser:** Aisha Huriwai, Manager - Democracy Services

#### TAKE PŪRONGO / PURPOSE OF THE REPORT

An Elected Member's attendance at a conference, course, seminar or training event is subject to the provision of the Elected Members Allowances and Reimbursement Policy. This policy requires the Elected Member to provide a report to Council after attending an event in order to provide transparency to the public that ratepayer funds are being used effectively.

#### WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- Chairperson Adele Gardner and Members Sheryl Bainbridge and Rachel Baucke attended the 2024 Community Boards Conference held in Wellington 21-23 August 2024.
- Expenses for their attendance has been included in this report.
- Member John Stewart is on the Community Boards Executive Committee (CBEC) and his costs expenses were covered by LGNZ.

#### TŪTOHUNGA / RECOMMENDATION

**That Te Hiku Community Board note the report entitled 'Elected Member Conference Attendance Report – 2024 Community Boards Conference'.**

#### 1) TĀHUHU KŌRERO / BACKGROUND

The Elected Members Allowances and Reimbursement Policy sets out the provisions which apply to an Elected Member's attendance at a conference, course, seminar or training event.

The policy provides that each Elected Member may attend one conference or professional development event per representative body to which they are elected or appointed per annum.

The conference, course, seminar or training event must contribute to the Member's ability to carry out Council business and be approved by His Worship the Mayor and Chief Executive Officer, or the Council, depending on the request.

Following attendance, a report must be written by the Elected Member to the next meeting of the Community Board.

There were 6 representatives who attended the Community Board Conference from the Far North:

<b>Te Hiku Community Board</b>	<b>Kaikohe-Hokianga Community Board</b>	<b>Bay of Islands-Whangaroa Community Board</b>
Adele Gardner (Chairperson)	Jessie McVeagh	Belinda Ward (Chairperson)
John Stewart (Deputy Chairperson)		
Sheryl Bainbridge		
Rachel Baucke		



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

The Elected Members report attached provides feedback on what elected members have learned and the value to the organisation from attendance at the conference that is the subject of this report.

**Take Tūtohunga / Reason for the recommendation**

To provide information to the Community Board on the consequential travel expenses, and feedback on the conference. The aim is to provide transparency and confidence to the public that ratepayer funds are being used effectively.

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

There are no financial implications or budgetary provision required as a result of this report.

The cost for Chair Gardner, Members Bainbridge and Baucke to attend this function was a total of \$9,177.19. On average \$3,059.06 each. Costings are broken down as follows:

Flights (return)	\$3,949.80*
Conference registration	\$3,225.75
Accommodation	\$1,572.00
Incidentals (transfers and food)	\$429.64

Member Stewart's costs were covered LGNZ as a member of the organising committee.

\*The flight costs for this event were unavoidably higher than usual due to last minute changes after connecting flight delays. Staff have requested compensation for this but at the time of the report this was a work in progress.

**ĀPITI HANGA / ATTACHMENTS**

1. THCB Report to LGNZ Conference August 2024 - A4859632 [↓](#) 

**Hōtaka Take Ōkawa / Compliance Schedule:**

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

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

<b>He Take Ōkawa / Compliance Requirement</b>	<b>Aromatawai Kaimahi / Staff Assessment</b>
State the level of significance (high or low) of the issue or proposal as determined by the <a href="#">Council's Significance and Engagement Policy</a>	This is an information only report.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	The recommendation is consistent with the Elected Members Allowances and Reimbursement 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 is presented by the Te Hiku Community Board.
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 specific to māori in attending this conference.
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 is an information only report.
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 provisions.
Chief Financial Officer review.	The Chief Financial Officer has not reviewed this report.

**COMMUNITY BOARD CONFERENCE 21-23 AUGUST 2024**

Central Government's message was uncompromising: Rein in the fantasies and get back to basics.

Following the opening mihi whakatau and welcome **Prime Minister Christopher Luxon** left the meeting in no doubt that New Zealand is facing big challenges in water, resilience, roading, traffic management and rules and regulations that central government devolves to councils. He said ratepayers expect local government to do the basics and maintain assets quickly. Citing the Takina convention centre and venue as an example, he questioned whether its construction was a priority given the problems with the city's water.

Mr Luxon added that the government wants to work closely with councils, but the days of handouts are over, and the focus must be on 'must haves' not 'want to haves' with performance benchmarks to councils in areas such as finance and customer service delivery.

The government intended to amend the Local Government Act 2022 to abolish the 4 wellbeings and replace them with something resembling the Act before it was changed by the previous government. This would be something along the lines of meeting the current and future needs of communities for good-quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses.

He concluded that the government had clear expectations that ratepayers' money would be used sensibly and that both parties would have a part in setting a clear purpose and direction for the future.

**Anna Mitchell**, Fibre Frontier at Chorus spoke about expanding the fibre network and the potential of using technology including smart lighting and smart bins.

**John Allen**, CEO of WellingtonNZ said that the conference centre had a role in attracting people to Wellington to spend and engage. He said art and creativity had a role in developing growth, scientific benefit and job sustainability, citing Zealandia as an example of the first 'island' in a city in the world that has transformed a space that has grown in biodiversity. Weta Workshop was also mentioned as a creative driver for the economy.

**Mayor's taskforce for Jobs AGM: Rachel and John**

Celebrating the success for the past 12 months of Mayors Taskforce for Jobs with key insights into the Community Employment programme. Mayor Max Baxter addressed the group on the success of the program and thanked all his team for their hard work and dedication.

We then heard from the Minister of Social Development Lousie Upston who gave a heartfelt, first-hand account of what it is like to be on a benefit as a solo Mother. She recounted how it was vital to give her assistance when she was in need. However, benefits should not be viewed as a preferred option to working. The figures of young people on Job Starter benefits is alarming and the amount that are not meeting the expectations of finding employment are of equal concern. The National led government are looking to make changes to these guidelines and hope it will encourage more young people to seek employment. She confirmed a further 2 years of funding for the program which will benefit the young people of the Te Hiku Ward. A meeting has been arranged between the THCB and Mayor Moko to discuss these opportunities. Helpful tools to seek statistics for people unemployed and on the job seeker benefit was presented by a company called Dotlovesdata. Anyone can access this data, however to dig down

into specific areas of each region, FNDC would need to subscribe and pay an overall fee of around \$250 per month. This would give access to all wards in the FNDC area and should be considered.

#### **Bringing Localism to Life – Rachel**

**Do Localism:** LGNZ Chief Executive Susan Freeman-Greene reflected on the challenges in local government and how we can get better outcomes for our communities. She unveiled public polling about the effectiveness of councils and what community's think we can do to improve, and what tools can help achieve this.

We then heard from Dr Oliver Hartwich, executive director of the NZ Initiative discussed what Doing Localism means for Councils and staff and how to "bring it to life". With Changes in government and the challenges in local government he wants to see better outcomes for communities.

**Hon Simeon Brown**, Minister for Local Government said the government wants tangible outcomes and cost effective, efficient work programmes as part of a comprehensive plan that will reduce rates by stopping unnecessary spending and improve front line services. He stressed that public tolerance for waste was very low. He wants central government to concentrate on essentials such as transport and that every single dollar is to be spent wisely – there were to be no nice-to-haves in transport and a need to focus on basics. Water challenges included an infrastructure deficit, and inefficient and broken systems. CCOs could be set up as separate water entities. It would be up to local governments to find the best solutions for communities. Dept Internal Affairs would help set them up and local priorities would align with national objectives.

Mr Brown explained the framework for regional deals, saying there were three priorities – economic growth, productive connective infrastructure and affordable quality housing while cutting red tape. Councils were invited to submit applications as part of a three step process where selected regions would be invited to submit an expression of interest letter – simple and plain, not a glossy document prepared by consultants, there would be a memorandum of understanding between the region and central government and then negotiation.

**Dr Oliver Hartwich** The New Zealand Initiative said that local and central government should be on the same page. NZ Initiative would release a paper the following day; a rescue plan for democracy. His message was 'hate the game, not the player' and treat the ratepayers like customers.

**Hon Shane Jones** Minister for Regional Development. This was actually part of the Superlocal programme but because Shane Jones is from the Far North and because we were interested, a couple of us went along anyway. He said corporate profit was driving New Zealand into poverty. He explained town deals which were intended to drive small scale economic growth for quick economic gain. There have been decades of underinvestment, and the intention was for central government to provide capacity and experience so that local government can produce and develop technical proposals i.e. what does a town need to grow economic development including skills capability as there were not enough plumbers, welders and electricians for example. (Subsequent speakers noted that cycleways had a health benefit and that rain gardens captured and slowed water flow in weather events).

Empowering Communities to Prevent Drowning **Pat Millar**, Surf Lifesaving New Zealand and **Josh Carmine**, Drowning Prevention Aotearoa. Public rescue equipment and signage had been installed

at some beaches but there was a need for more at beaches, rivers, lakes and swimming holes throughout the country. Moulds can now be constructed in New Zealand. There were too many avoidable drownings in New Zealand and the public should have safe opportunities to enjoy the environment.

Fireside Chat: Working Well Together: Building a close relationship between council and Community Boards. **Mayor Moko Tepania** was part of this panel, but due to an emergency evacuation we were unable to attend this session.

## 8.2 CHAIRPERSON AND MEMBERS REPORTS

**File Number:** A4855819

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

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

### TE TAKE PŪRONGO / PURPOSE OF THE REPORT

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

### NGĀ TŪTOHUNGA / RECOMMENDATION

That Te Hiku Community Board note the September 2024 member reports from Chairperson Adele Gardner and Members Bill Subritzky, John Stewart, Rachel Baucke, Darren Axe and Sheryl Bainbridge.

### 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. 2024-09-17 Chair Gardner report - A4860248  
2. 2024-09-17 Member Subritzky report - A4859366  
3. 2024-09-17 Member Stewart report - A4859368  
4. 2024-09-17 Member Baucke report - A4859371  
5. 2024-09-17 Member Axe report - A4860243  
6. 2024-09-17 Member Bainbridge report - A4860439  



## Te Hiku Community Board Chairperson's Report

Name: Adele Gardner

Subdivision: Kaitaia Te Hiku

Date: 28 August 2024

### **Meetings Attended**

Date	Meeting
26/07/2024	Community Board Chairs catchup
29/07/2024	Te Hiku Sports Hub AGM & ordinary meeting
30/07/2024	Finance workshop
30/07/2024	Draft 30 year growth plan options for Kerikeri spatial plan
31/07/2024	Housing for the Elderly workshop
01/08/2024	Met Lazer Electrical & Hoskin Civil in Centennial Park re: lighting and skate board park
08/08/2024	Council Meeting
13/08/2024	Te Hiku Community Board Meeting – Te Ahu
13/08/2024	Meeting re: Placemaking at Taipa
21/08/2024	Community Board & LGNZ Conference – a joint information report by members Bainbridge, Stewart, Rachel and myself is in this agenda
23/08/2024	Return from LGNZ Conference
28/08/2024	Future of 11 Matthews Ave, Kaitaia workshop
28/08/2024	Future of Kaitaia Airport workshop

**Te Hiku Sports Hub Report:** This facility is going well, with over 18,000 visitors/users in the first two months of operations. There are over 600 weekly memberships, over 300 up front memberships and over 300 Learn to Swim Memberships signed up.

**Requests for Service (RFS)**

RFS number	Date	Comment
4213694	05/08/2024	Shade sail clean for Centennial/Jaycee Park  <i>Routine maintenance of the shade sails is included in the new Community Facilities Contract.</i>  <i>An annual clean will be carried out in September to remove lichen and mould.</i>

**Resource Consents**

[View resource consent applications | Far North District Council \(fndc.govt.nz\)](#)

RMA 2250035 - Housing NZ 84 - 86A Pukepoto Road & Tangonge Crescent Kaitaia. To remove houses and build 10 2 bedroom homes.

RMA 2230122 - Salvation Army 26 North Park Kaitaia. Variation of this consent and the intent is to build a larger building to increase by 92sq m.

RMA 2250053 - Wainui Farms 20 Ahipara Road. To create 2 additional lots in a Rural Productive Zone as a restricted Discretionary application.





Te Hiku  
Community Board

## Member Report

Name: Bill Subritzky  
Subdivision: Whatuwhiwhi, Awanui  
Date: 21 August 2024

### Meetings Attended

30/07/2024	Whatuwhiwhi Ratepayer meeting (refer also to community issues)
07/08/2024	APR inc meeting. Community development issues and Awanui Day planning
10/08/2024	Checking vandalism to grounds at Unahi Wharf
13/08/2024	THCB meeting - Te Ahu

### Community Issues

Issue name	Comment
Sewerage leak Awanui playground	6/8/2024 General public reported sewer leak on northern boundary of the Awanui Playground. Contacted FNDC 0800 no and within the hour the pump malfunction was fixed with no disruption to the public. Prompt response much appreciated.
Karikari works Review	30/07/2024 General check of previous RFS work development. Road graded and metaled at Puwheke and the (old) Whatuwhiwhi Rd in front of Haititai Marangai Marae. Large land slip above Perehepe Beach Walkway currently under assessment by EQC, FNDC. Review of no 44, Gillies Rd, Resource consent.
Unahi Reserve Lease Agreement	Michelle Rockell has confirmed the lease for the storage of two (2) seagoing Waka at Unahi Reserve. The Lease is with FNDC, Rungaunu Sports Club and Nga Takato.

Issue name	Comments
Representation Review	I have no problems with any final name of the Ward I was elected to represent by this community. This is currently Whatuwhiwhi. I do have problems however with the process that has occurred and in some instances the lack of due process and transparency. I understand that this community has the right to object on any Council Decision however will this community, who were invited to vote on this issue be informed of why Council is disregarding this democratic process. Issues such as this will continue to erode the positive relationship, we all strive to achieve between Council and the public we serve.

**Requests for Service (RFS)**

RFS number	Date	Comment
4216575	19/08/2024	Remove large gum tree at the intersection of Whatuwhiwhi Rd and Perehihi Rd due to the danger to residential properties and there owners
4216576	19/08/2024	Remove or trim large gum trees on the west side of Maitai Bay Rd at the start of doubtless Bay Rd. These are large enough to damage power lines and endanger the public sited on the other side of this Road
4216578	19/08/2024	More effective signage required for pedestrian safety. Highly populated residential area between the Inland Rd service station and the Council refuse station. This stretch of road has three rises in the road which totally obscures pedestrians, especially children from Traffic.



## Te Hiku Community Board Member Report

Name: John Stewart

Subdivision: Kaitaia/Ahipara

Date: 27 August 2024

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### **Meetings Attended**

Date	Meeting
21/08/2024	CBEC meeting before opening of the LGNZ conference - Wellington
21/08/2024	LGNZ Conference Opening (group report being provided by Chair Gardner and Members Sheryl and Rachel who attended the conference)
22/08/2024	LGNZ Conference – Presentations and Workshops

### **Training / Conference Attendance**

Name of Event: LGNZ Super Local Conference

Date of Event: 21-22 August 2024

Learnings: full report is submitted By Te Hiku Community Board

#### **Value for the organisation:**

There is value in networking with other boards discussing how they do things compared to us. Interesting is the majority of boards have very few meetings and their meetings are short. They don't seem to get involved in much of the placemaking and other projects that our board do.

I found the mayor taskforce for jobs presentation very interesting. member Bauke has reported for us and asked for more information so we can get involved from a Te Hiku CB local level.

Helpful tools to seek statistics for people unemployed and on the job seeker benefit was presented by a company called [DOT Loves Data](#) Anyone can access this data, however to dig down into specific areas of each region, FNDC would need to subscribe and pay an overall fee of around \$250 per month. This would give access to all wards in the FNDC area and should be considered.



## Te Hiku Community Board Member Report

Name: Rachel Baucke

Subdivision: Kaitaia

Date: 27 August 2024

### Meetings Attended

Date	Meeting	Comment
16/07/2024	Te Hiku Community Board – Te Ahu	
23/07/2024	National Community Board – Online teams	
08/08/2024	LGNZ Round table Zoom – Zoom	physical security and safety
13/08/2024	Te Hiku Community Board Monthly – Te Ahu	
13/08/2024	CCTV Update with Tom Frost	
09/08/2024	Te Ahu Monthly Board Meeting	
21/08/2024	LGNZ National Conference, Wednesday - Friday	Combined Report

### Requests for Service (RFS)

RFS number	Date	Comment
4165081 (closed)	03/07/23	<p><i>Request from Ahipara Aroha group to follow up on the RFS.</i></p> <p>Awaiting response to determine if council is wanting to install and then maintain new parking lines, and whether the works described below fit within the remit of the Road Maintenance as ordered works i.e.:</p> <p>b) outside the dairy/post office/gas station area Takahe Road, Ahipara</p> <p>c) outside Bidz takeaways 4, 6 and 9 Takahe Road,</p> <p><b><i>07/03/24 line marking is on private property and responsibility of business owner.</i></b></p>
4212265	18/07/24	<i>Park Swing has been damaged and RFS Lodged</i>

**Other Issues****School**

Discussions with Community groups and business on how to support the Christian school find suitable site etc for high school as an alternative to Kaitaia College. The Community feels our area and large capture should be able to support an alternative to Kaitaia College and have asked me to investigate support options etc.

**Update:** School has applied to be a Charter School and will know before the end of 2024 the outcome. They will then seek land and buildings and will look for possible community and council assistance.



## Te Hiku Community Board Member Report

Name: Darren Axe

Subdivision: North Cape

Date: 27 August 2024

### Meetings Attended

Date	Meeting
13/08/2024	Te Hiku Community Board
19/08/2024	DAG Kerikeri

### Requests for Service (RFS)

RFS number	Date	Comment
4215146	08/08/2024	Pot holes to be repaired outside Houhora Church and Kohunga Reo – 4 homes affected very dangerous for the elderly  <b>State Highway – RFS assigned to NZTA</b>
4216742 RFS closed	20/08/2024	Houhora Heads Road - speed limit to be changed from 100km to 50km – two elderly women killed on this road some years ago due to high speed  <hr/> <b><i>Thank you for your request to reduce speeds on Houhora Heads Road. Council has been undergoing an “area based” approach to reducing speed limits rather than by single road. Currently, Council’s Regional Speed Management Plan is on hold, pending further direction from the Ministry of Transport related to setting speed limits. We anticipate we will receive direction on the proposed rule changes later this year. The catchment which includes Houhora Heads Road is not currently scheduled for changes in this long term plan (LTP) period of 2024-2027.</i></b>



## Te Hiku Community Board Member Report

Name: Sheryl Bainbridge

Subdivision: Doubtless Bay

Date: 28 August 2024

### Meetings Attended

Date	Meeting
09/08/2024	Te Ahu Charitable Trust
13/08/2024	Te Hiku Community Board (THCB) – Te Ahu
16/08/2024	Museum at Te Ahu
21-23/08/2024	LGNZ conference

### Community Issues

Issue name	Comment
Eric Wagener, Houhora Residents & Ratepayers spoke in Public Forum at the THCB meeting on 14 May 2024 and provided copy of letter and notes - expressed concern at the council's lack of acknowledgement of community views about development. He said the Proposed District Plan made no provision for private or commercial development in the area meaning that future subdivision applications would be excessive and would hinder development in a growing area.	It is something that may attract RIF funding. <b>The district plan is following a process that now sits with commissioners and is outside of our control.</b>
26/08/2024	Requesting a response to the board's LTP submission.

### Requests for Service (RFS)

RFS number	Date	Comment
4189865 (Closed)	23/01/2024	Blocked drain at Hihi. <b>Response sent 14/08/2024</b>
4213565 (closed)	28/07/2024	Vandalism to Mangonui memorial and litter bin. <b>Response sent 15/08/2024</b>

4193857	22/02/2024	Washed out driveway. <b>26/08/24 Contract Supervisor met customer onsite and have since installed a stormwater bund.</b>
4216621	20/08/24	Request for road signage in an area where vehicles slide off Hihi Road. <b>20/08/24 with Fulton Hogan</b>
4210064	01/07/2024	Lack of lighting at Mangonui where the RV park is. <b>26/07/2024 FNHL provided a timeline for works for mid-August. 26/08/2024 Have followed up with FNHL for action.</b>
4206777	03/06/2024	Dangerous rotten window frame in Mangonui hall. <b>14/08/2024 Team Leader, Technical Operations to confirm when a full hall inspection will be done.</b>



**8.3 TE HIKU COMMUNITY BOARD SEPTEMBER 2024 OPEN RESOLUTION REPORT****File Number:** A4667379**Author:** Marysa Maheno, Democracy Advisor**Authoriser:** Aisha Huriwai, Manager - Democracy Services**TAKE PŪRONGO / PURPOSE OF THE REPORT**

To provide Te Hiku Community Board with an overview of outstanding resolutions from decisions dated from 1 January 2021.

**WHAKARĀPOOTO MATUA / EXECUTIVE SUMMARY**

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

**TŪTOHUNGA / RECOMMENDATION**

**That Te Hiku Community Board receive the report Te Hiku Community Board September 2024 Open Resolution Report.**

**TĀHUHU KŌRERO / BACKGROUND**

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

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

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

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

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

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

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

**ĀPITI HANGA / ATTACHMENTS**

1. Open Resolution Report September - A4875600  

OPEN RESOLUTION REPORT			
		<b>Division:</b> <b>Committee:</b> Te Hiku Community Board <b>Officer:</b>	<b>Printed:</b> Tuesday, 10 September 2024 8:35:08 AM <b>Date From:</b> 1/01/2021 <b>Date To:</b> 10/09/2024
Meeting	Title	Resolution	Notes
Te Hiku Community Board 13/02/2024	Deferral of North Park Toilet Construction	<b>RESOLUTION 2024/4</b> <b>That Te Hiku Community Board leave the item Deferral of North Park Toilet Construction to lie on the table.</b> <b>CARRIED</b> <i>Note: The Board request further enquiry by staff into alternative locations for the toilet.</i>	<b>19 Jul 2024 9:40am</b> Investigations to locate the North Park toilet at the end of the cul-de-sac in North Way have occurred and staff requested input and a License to Occupy the road reserve from our Transport team and this was declined for the following reasons;, <ul style="list-style-type: none"> <li>Safety issue as it is situated at end of cul-de-sac, where do people park?,</li> <li>Lack of access for both pedestrians and vehicles. If we are going to establish parking at the end of the cul-de-sac also, it will require reversing out/across track of heavy vehicles. ,</li> <li>Safety issue being installed by entrance/exit used by trucks into Pak n Save.,</li> <li>No footpaths accessing toilets.,</li> <li>OK if built 3m away from the edge of kerb in any location as below but it might encroach into the esplanade strip area. This would require an agreement/ coordination with Pak n Save for use of the strip.</li> </ul> <b>26 Jul 2024 1:05pm</b> Nothing further at this time. Still working on identifying a suitable location. This project has now been moved out to yr 4 at this time. <b>29 Aug 2024 9:38am</b> No further update at this time
Te Hiku Community Board 16/07/2024	Kaitaia Airport Update	<b>RESOLUTION 2024/28</b> <b>That Te Hiku Community Board request a regular update report on the Kaitāia Airport.</b> <b>CARRIED</b>	<b>29 Jul 2024 8:47am</b> FNHL manage on behalf of FNDC and updates go through Council meetings. <b>26 Aug 2024 2:58pm</b> Kaitāia Airport Workshop Wednesday 28 August 2024 with Councillors and CB Chairs

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Meeting	Title	Resolution	Notes
Te Hiku Community Board 7/12/2021	Notice of Motion - Waterfront Cafe and Bar - Mangonui	<b>RESOLUTION 2021/77</b> <b>That Te Hiku Community Board recommends that the Far North District Council:</b> a) approve the occupation and use of 1.5 car parking spaces (8.5m of legal road reserve) in front of the Waterfront Café, Waterfront Road Mangonui to be approved as a formal license to occupy, to the Waterfront Café and Bar. b) and prioritise and enable increased alfresco dining and activate street frontages in waterfront locations and town centres. <b>CARRIED</b>	<b>23 Jan 2024 4:18pm</b> Status is the same - currently no funding <b>05 Jul 2024 9:44am</b> Status is the same - no further update <b>26 Jul 2024 11:51am</b> THCB to consider - due to no funding, if this item should remain on action sheet. <b>29 Aug 2024 12:17pm</b> Board to consider the item remain on the report or be removed.
Te Hiku Community Board 16/07/2024	Motion	<b>RESOLUTION 2024/30</b> <b>That Te Hiku Community Board request a report on;</b> a) Operational budget and timelines for regular maintenance of channels, culverts, and floodgates in the Kaitaia area, i. Are those assets insured and is there public liability insurance if they fail and private property is damaged. b) Wastewater resource consents and discharge to land noting there is nothing in the LTP for Kaitaia.	<b>01 Aug 2024 3:51pm</b> A report is still to come below are updates that have been gathered so far: a) Land Drainage Districts - managed by FNDC 3-waters Awanui River Flood Management Scheme - managed by NRC Urban stormwater drainage system for Kaitaia - managed by FNDC 3-waters Road drainage (open channels, road crossing culverts) - managed by FNDC Roading i. AON (our insurance provider) advises: "Public Liability insurance is not related to assets, but rather your actions as a Local/Territorial Authority. So, if maintaining those channels, culverts and floodgates is part of your role, you will have cover under the Public Liability for amounts you are legally liable to pay for damage to third party property due to your negligence."

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Meeting	Title	Resolution	Notes
		<i>Note: Also a request for timeframes for when reports are expected to be received.</i>  <b>CARRIED</b>	b) The Kaitiāia WWTP resource consent is being processed by NRC. One of the proposed consent conditions of the consent says "The Consent holder must by no later than seven (7) years from commencement of this consent (or a later date agreed with NRC in the event of unexpected delays) provide a best practicable option report to the Northland Regional Council which assesses the options for discharging treated wastewater from the Kaitiāia-WWTP."  <b>09 Sep 2024 9:50am</b> Tanya Proctor: Update will be provided at October meeting.
Te Hiku Community Board 9/05/2023	Motutangi Drainage Area 2022/2023 Programme	<b>RESOLUTION 2023/35</b> <b>That the Te Hiku Community Board;</b> a) approve the reviewed Motutangi Drainage Area 2023/2024 work programme. b) amend the 2022/2023 budget \$50,000 for machine cleaning from the Motutangi Drainage Area reserve fund. c) request the proposed rate change for \$68,864 including drone hireage and machine cleaning, and dedicated staff member be reported back to the Drainage Committees. d) request a briefing from Kevin Johnson (Delivery & Operations Manager) about the monitoring and bylaw breaches and a timeline for appointment of the land drainage staff member and job description. e) request the timeline and milestones for consenting from Northland Regional Council and collaboration with the other Northland Councils.  <b>CARRIED</b>	<b>03 May 2024 8:14am</b> Preferred supplier confirmed. Contracts to be drafted for award by 30 June for FY24/27., Motutangi accessible drains sprayed., Budgets confirmed and submitted to Finance for rating purposes. <b>28 May 2024 1:54pm</b> Finalising contract details to be awarded by 30/06 <b>05 Jul 2024 8:03am</b> Currently in the last stages of Contract finalisation. <b>09 Sep 2024 9:47am</b> Status Quo

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Meeting	Title	Resolution	Notes
Te Hiku Community Board 9/05/2023	Kaitaia Drainage Area 2022/2023 Programme	<p><b>RESOLUTION 2023/33</b></p> <p>That the Te Hiku Community Board;</p> <ul style="list-style-type: none"> <li>a) approve the reviewed Kaitaia Drainage Area 2023/2024 work programme.</li> <li>b) approve the proposed 2023/24 Spraying Programme.</li> <li>c) request the proposed rate change for \$133k, including drone hireage and machine cleaning, be reported back to all Drainage Committees.</li> <li>d) and submit to Council a request for a Public Good component in the rates to be reviewed for the Long-Term Plan.</li> <li>e) request a briefing from Kevin Johnson (Delivery &amp; Operations Manager) about the monitoring and bylaw breaches and a timeline for appointment of the land drainage staff member and job description.</li> <li>f) request the timeline and milestones for consenting from Northland Regional Council and collaboration with the other Northland Councils.</li> </ul> <p><i>Note: Thank you to Fiona King and Blair King</i></p> <p style="text-align: right;"><b>CARRIED</b></p>	<p><b>03 May 2024 8:13am</b> Preferred supplier confirmed. Contracts to be drafted for award by 30 June for FY24/27., Kaitaia spraying completed., Budgets confirmed and submitted to Finance for rating purposes.</p> <p><b>28 May 2024 1:53pm</b> Finalising contract details to be awarded by 30/06</p> <p><b>05 Jul 2024 8:04am</b> Currently in the last stages of Contract finalisation.</p> <p><b>09 Sep 2024 2:14pm</b> Status Quo.</p>

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Meeting	Title	Resolution	Notes
Te Hiku Community Board 9/05/2023	Waiharara And Kaikino Drainage Areas 2022/2023 Programme	<b>RESOLUTION 2023/34</b> <b>That the Te Hiku Community Board;</b> a) approve the reviewed Waiharara and Kaikino Drainage Areas 2023/2024 work programme and b) approve Michael Steel to be contracted to clean the Waiharara and Kaikino drainage areas up to \$10,000. c) approve the use of other local spray contractors in the area. d) request the proposed rate change for Waiharara \$35,525 and Kaikino \$34,413, including drone hireage and machine cleaning, be reported back to the Drainage Committees. e) request a briefing from Kevin Johnson (Delivery & Operations Manager) about the monitoring and bylaw breaches and a timeline for appointment of the land drainage staff member and job description. f) request the timeline and milestones for consenting from Northland Regional Council and collaboration with the other Northland Councils. <div style="text-align: right;"><b>CARRIED</b></div>	<b>02 Feb 2024 12:31pm</b> The purchase order is soon to be approved <b>06 Mar 2024 12:19pm</b> EOI closes on 11 March, recruitment closed with no suitable candidates and will need to be re-advertised <b>05 Apr 2024 1:12pm</b> EOI completed with 4 interested contractors., Further drain clearing approved., Drainage role reviewed to include compliance and tradewaste. To be readvertised. <b>03 May 2024 8:13am</b> Preferred supplier confirmed. Contracts to be drafted for award by 30 June for FY24/27., Spraying complete in Kaikino. One remaining drain to be sprayed in Waiharara. Machine cleaning completed., Budgets confirmed and submitted to Finance for rating purposes. <b>28 May 2024 1:54pm</b> Finalising contract details to be awarded by 30/06 <b>05 Jul 2024 8:04am</b> Currently in the last stages of Contract finalisation. <b>09 Sep 2024 9:49am</b> Status Quo

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Meeting	Title	Resolution	Notes
Te Hiku Community Board 25/08/2020	Notice of Motion - Investigation into Divesting Rangitoto Reserve, Mangonui	<b>RESOLUTION 2020/45</b>  Moved: Member Darren Axe Seconded: Member Sheryl Bainbridge  <b>That the Te Hiku Community Board:</b>  a) requests that staff investigate the process of divesting the ownership of Rangitoto Recreation Reserve, Mangonui to the Crown.  b) requests that a report be provided back to the Te Hiku Community Board with information and options.  <b>CARRIED</b>	<b>22 Feb 2024 1:40pm</b> Consultation for classification of Rangitoto Reserves started 14 February and remains open until 14 March. This is on Council's website, and stakeholders have also been advised  <b>02 Apr 2024 12:30pm</b> Consultation for classification of Rangitoto Reserve has concluded with 12 submissions in support and 4 opposed. 2 submissions in support of the proposal wish to speak at a hearing to be organised. A report is being prepared for the Community Board.  <b>03 Jul 2024 10:11am</b> A report requesting a decision to classify Rangitoto Reserve as a historic reserve will be considered by Council at meeting on 11 July 2024.  <b>26 Jul 2024 4:02pm</b> Council resolved on 11 July that Rangitoto Reserve is to be classified as a historic reserve. Legal Services are managing further processes to complete classification.  <b>02 Sep 2024 1:13pm</b> This action has been superseded by the reserve management plan and classification actions for Rangitoto Reserve and can now be closed.
Te Hiku Community Board 16/07/2024	New Ground Lease to Te Rarawa Rugby Club Incorporated over Rarawa Memorial Domain Recreation Reserve	<b>RESOLUTION 2024/18</b>  <b>That Te Hiku Community Board recommends that Council:</b>  a) approve a new ground lease to Te Rarawa Rugby Club Incorporated over part of the Rarawa Memorial Domain Recreation Reserve being Section 151 Block IV Ahipara SD, approximately 40,468 square metres, held in New Zealand Gazette 1979, page 1202 and Recreation Reserve held in Record of Title 308444, being of Lot 4 DP 366836, approximately 6010 square metres.  <b>The terms of the proposed lease shall be:</b>  <ul style="list-style-type: none"> <li>Term: 30 Years (15+15);</li> <li>Rental: As per FNDC Fees and Charges Schedule for a Community Lease;</li> </ul>	<b>01 Aug 2024 8:24am</b> An update will be provided after Council meeting 8 August 2024.  <b>20 Aug 2024 3:06pm</b> Council granted the new lease on 8th August 2024. Lease is now being prepared and will be sent to the club for review

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Meeting	Title	Resolution	Notes
		<ul style="list-style-type: none"> <li>\$118 plus GST for 2023/24 and reviewed annually in conjunction with the FNDC Fees and Charges Schedule;</li> <li>b) with further conditions negotiated and agreed upon by the Group Manager Delivery and Operations, and Te Rarawa Rugby Club Incorporated</li> </ul> <p style="text-align: right;"><b>CARRIED</b></p>	
Te Hiku Community Board 12/12/2023	Support of Pedestrian Crossing	<p><b>RESOLUTION 2023/126</b></p> <p><b>That Te Hiku Community Board supports the petition from Pukenui residents for a pedestrian crossing on State Highway 1, at 4133 Far North Road.</b></p> <p style="text-align: right;"><b>CARRIED</b></p>	<p><b>30 May 2024 12:27pm</b> The work for a pedestrian crossing is the responsibility of NZTA Waka Kotahi. This petition has been communicated to Tim Elliot and we have conducted a site visit and reported back to council. It is on the list of NZTA's projects for consideration for next LTP. No further work for council staff at this time.</p> <p><b>27 Jun 2024 2:38pm</b> No further update since 30 May - still on hold until September</p> <p><b>26 Jul 2024 1:11pm</b> The Pukenui crossing sits with NZTA Waka Kotahi to fund, can be closed for Council staff response.</p> <p><b>20 Aug 2024 10:38am</b> The Pukenui crossing sits with NZTA Waka Kotahi to fund, can be closed for Council staff response.</p>
Te Hiku Community Board 21/11/2023	Te Hiku Community Board 2024-2027 Footpath Programme Priority	<p><b>RESOLUTION 2023/114</b></p> <p><b>That Te Hiku Community Board</b></p> <p>a) receive the report Te Hiku Community Board 2024-2027 Footpath Programme Priority report.</p> <p>b) confirm the listed locations below for inclusion in the draft 2024-2027 Long Term Plan.</p> <p>i) Mill Bay Road - SH10 to Rangakapiti, Mangonui</p> <p>ii) SH 1@ Gill, Awanui</p>	<p><b>30 May 2024 12:26pm</b> Final funding levels of the 2024-2027 LTP have not yet been determined. We will likely know which projects have attracted subsidy as well as final funded amounts by September or October. Please place this item on hold until the September meeting</p> <p><b>27 Jun 2024 2:37pm</b> No further update since 30 May - still on hold until September</p> <p><b>26 Jul 2024 1:11pm</b> Footpath priorities will be dependent on funding from NZTA – final share amount will be known by the end of September.</p> <p><b>20 Aug 2024 10:37am</b> Final funding levels will be known at the end of September, on hold until that time.</p>



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Meeting	Title	Resolution	Notes
		iii) Kaitaia - Awaroa Rd @ Pukepoto - School to approx #673, Pukepoto  iv) Kaitaia-Awaroa Rd - Okahu Rd to 240, Kaitaia  <b>CARRIED</b>	
Te Hiku Community Board 13/02/2024	Funding Applications	<b>RESOLUTION 2024/9</b>  <b>That Te Hiku Community Board leave the application from John Haines for the construction of a boardwalk at Paewhenua to lie on the table pending further information from staff regarding the consent requirements of a boardwalk, to support the following Community Outcomes:</b>  a) <b>Proud, vibrant communities.</b>  b) <b>Communities that are healthy, safe, connected and sustainable.</b>  <b>CARRIED</b>	<b>02 Apr 2024 10:14am</b> Request by Board to include this resolution in report to oversee progress.  <b>02 Apr 2024 10:15am</b> Meeting had by Funding staff, Board members and FNHL staff. Waiting for an update from FNHL staff.

**9        KARAKIA WHAKAMUTUNGA / CLOSING PRAYER**

**10      TE KAPINGA HUI / MEETING CLOSE**