



**Far North
District Council**



Te Kaunihera o Te Hiku o te Ika

AGENDA



Wednesday, 16 April 2025

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

Membership:

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

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

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

Council Delegations to Community Boards - January 2013

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

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

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

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

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

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

Terms of Reference

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

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

Protocols

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

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

Far North District Council
Kaikohe-Hokianga Community Board Meeting
will be held in the Council Chamber, Memorial Avenue, Kaikohe on:
Wednesday 16 April 2025 at 10:00 AM

Te Paeroa Mahi / Order of Business

1	Karakia Tīmatanga / Opening Prayer	7
2	Ngā Whakapāha Me Ngā Pānga Mema / Apologies and Conflicts of Interest	7
3	Te Wāhanga Tūmatanui / Public Forum	7
4	Ngā Tono Kōrero / Deputation.....	7
5	Ngā Kaikōrero / Speakers	7
6	Te Whakaaetanga o Ngā Meneti o Mua / Confirmation of Previous Minutes	8
	6.1 Confirmation of Previous Minutes	8
7	Ngā Pūrongo / Reports.....	18
	7.1 Alfresco dining licences for comment.....	18
	7.2 Okaihau Traffic Calming Petition Response	28
	7.3 Winter 2025 Rural Travel Funding Applications	31
	7.4 Project Funding Reports	35
	7.5 Funding Applications.....	47
	7.6 Chairperson and Members Reports	201
8	Ngā Pūrongo Taipitopito / Information Reports	205
	8.1 Kaikohe - Hokianga Community Hall Annual Information 2023-2024.	205
	8.2 Local Authority Elections 2025 Guidelines for Elected Members.....	309
	8.3 Kaikohe-Hokianga Community Board Open Resolution Report	342
9	Te Wāhanga Tūmataiti / Public Excluded	347
	9.1 Confirmation of Previous Minutes - Public Excluded	347
	9.2 Infrastructure Acceleration Fund - Kaikohe Water and Wastewater Upgrades	347
10	Karakia Whakamutunga / Closing Prayer	348
11	Te Kapinga Hui / Meeting Close	348

1 KARAKIA TĪMATANGA / OPENING PRAYER

Pou hihiri.

Pou rarama.

Pou te whakairo.

Pou te tangata.

Pou o te aroha.

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

Haumi e. Hui e. Tāiki e!

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

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

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

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

[Elected Member - Register of Interests](#)

3 TE WĀHANGA TŪMATANUI / PUBLIC FORUM

To be determined on the day.

4 NGĀ TONO KŌRERO / DEPUTATION

TAMATI WARMINGTON REGARDING A PUBLIC ARTS SPACE IN KAIKOHE.

5 NGĀ KAIKŌRERO / SPEAKERS

- Carlie Reynolds from Momentum Charitable Trust in regard to agenda item 7.5e, page 47 refers.
- Maryann Connor from Paua Trust in regard to agenda item 7.5f, page 48 refers.
- Representative from Tapuhaeri ki te rangi from (Tautoro Titans) in regard to agenda item 7.5g, page 48 refers.
- George Faalogo from Graeme Dingle Foundation in regard to agenda item 7.5j, page 48 refers.
- Megan Hepi from Ngā Taonga o Kaikohe in regard to agenda item 7.5l, page 48 refers.

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

6.1 CONFIRMATION OF PREVIOUS MINUTES

File Number: A5130006

Author: Amber Wihongi-Alderton, Democracy Advisor

Authoriser: Aisha Huriwai, Manager - Democracy Services

TAKE PŪRONGO / PURPOSE OF THE REPORT

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

TŪTOHUNGA / RECOMMENDATION

That the Kaikohe-Hokianga Community Board confirm the minutes of the meeting held 21 February 2025 to be a true and correct record.

1) TĀHUHU KŌRERO / BACKGROUND

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

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

The minutes of the meetings are attached.

The Kaikohe-Hokianga 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. 2025-02-21 Kaikohe-Hokianga Community Board Minutes - A5152814**  

Hōtaka Take Ōkawa / Compliance Schedule:

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

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

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

**MINUTES OF
KAIKOHE-HOKIANGA COMMUNITY BOARD MEETING
HELD AT THE COUNCIL CHAMBER, MEMORIAL AVENUE, KAIKOHE
ON FRIDAY, 21 FEBRUARY 2025 AT 10:03 AM**

PRESENT: Deputy Chairperson Tanya Filia, Member Mike Edmonds, Member Trinity Edwards (online), Member Harmonie Gundry, Member Jessie McVeagh

IN ATTENDANCE: Councillor Babe Kapa, Kōwhai - Deputy Mayor Kelly Stratford

STAFF PRESENT: Melissa Wood (Community Board Coordinator), Maria Bullen (Democracy Advisor), Kathryn Trewin (Funding Advisor), Piripi Rakena (Kaiarahi Kaupapa Māori).

1 KARAKIA TIMATANGA / OPENING PRAYER

At 10:00am, Deputy Chair Tanya Filia commenced the meeting and opened with a karakia.

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

APOLOGY

RESOLUTION 2025/1

Moved: Member Jessie McVeagh

Seconded: Member Harmonie Gundry

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

CARRIED

3 TE WĀHANGA TŪMATANUI / PUBLIC FORUM

- Linda Bracken from Kaikohe Business Association shared community feedback and updates.

4 NGĀ TONO KŌRERO / DEPUTATIONS

- Robert Newport speaking in relation to the traffic calming/speed bumps petition in Ōkaihau.

ATTACHMENTS TABLED AT MEETING

Attachments tabled at meeting

- 1 Petition Supporting Documents
- 2 Speed Calming Petition - Written Signatures
- 3 Letter received from Shaun Reilly

MOTION**RESOLUTION 2025/2**

Moved: Member Mike Edmonds

Seconded: Member Jessie McVeagh

That the Kaikohe-Hokianga Community Board ask Council staff members responsible for traffic counting measures do a preliminary investigation and report back to the Kaikohe-Hokianga Community Board at the earliest convenience.

CARRIED**5 NGĀ KAIKŌRERO / SPEAKERS**

- Ngāwai Tuson representing Te Roopu Kaumatua Kuia o Te Whare Tapu o Ngapuhi in regard to agenda item 7.5 page 86 refers.
- Anastasia Potter representing Youthline Auckland Charitable Trust in regard to agenda item 7.5 page 92 refers.
- Shane Watts and Josh Matini representing One Life Production in regard to agenda item 7.5 page 112 refers.

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

Agenda item 6.1 document number A4536127, pages 8 - 17 refers

RESOLUTION 2025/3

Moved: Member Mike Edmonds

Seconded: Member Jessie McVeagh

That the Kaikohe-Hokianga Community Board confirm the minutes of the meeting 22 November and 4 December 2024 as a true and correct record.

CARRIED**7 NGĀ PŪRONGO / REPORTS****7.1 RECOMMENDATION FOR VESTING OF RECREATION RESERVE**

Agenda item 7.1 document number A5046674, pages 18 - 25 refers

RESOLUTION 2025/4

Moved: Member Mike Edmonds

Seconded: Member Jessie McVeagh

That the Kaikohe-Hokianga Community Board recommend to Council that:

- Proposed Lot 93 of 2250013-RMACOM is vested with Council as a recreation reserve**
- Proposed Lot 400 of 2250013-RMACOM is vested with Council as a local purpose (esplanade) reserve.**

CARRIED

7.2 AMENITY LIGHTING PRIORITIES

Agenda item 7.2 document number A5008208, pages 26 - 35 refers

RESOLUTION 2025/5

Moved: Member Mike Edmonds

Seconded: Member Jessie McVeagh

That the Kaikohe-Hokianga Community Board approve:

- a) The installation of the Amenity lights as**
 - i) Priority #1, Financial Year 2024/25 - Kaikohe Marino Court EV Charging Station**
 - ii) Priority #2, Financial Year 2025/26 - Ōmāpere Freese Park Playground**
 - iii) Priority #3, Financial Year 2026/27 – Ōpononi Fairlie Crescent/SH12 Walkway**
- b) the ongoing operational expenditure of \$1,500 per annum for each of the lights over the next three years (2024/2027).**

CARRIED

7.3 GROUND LEASE REQUESTS OVER KAIKOHE LANDFILL

Agenda item 7.3 document number A4945860, pages 36 - 66 refers

RESOLUTION 2025/6

Moved: Member Jessie McVeagh

Seconded: Member Harmonie Gundry

That the Kaikohe – Hokianga Community Board recommend that Council deny all new ground lease requests over Part 3 and 4 DP 22327 Blk XV Omapere SD, located at Recreation Road, Kaikohe and vested in Far North District Council as recreation reserve, known as the Kaikohe Landfill, due to health and safety risks.

Abstained: Deputy Chairperson Tanya Fila

CARRIED

7.4 NEW GROUND LEASE TO KOHUKOHU BOWLING CLUB INCORPORATED OVER 22 BEACH ROAD, KOHUKOHU

Agenda item 7.4 document number A5039534, pages 67 - 72 refers

RESOLUTION 2025/7

Moved: Member Mike Edmonds

Seconded: Member Jessie McVeagh

That the Kaikohe - Hokianga Community Board:

- a) recommend to Council that the process is commenced on the granting of a new ground lease to Kohukohu Bowling Club Incorporated over part of the Recreation Reserve being Part Lot 2 DP 23934 and Pt Sec 81 Blk X Mangamuka SD, approximately 2,555.4 square metres, held in New Zealand Gazette 1981 page 1917 held in Record of Title NA636/269.**

The terms of the proposed lease shall be:

- Term: 30 Years (10+10+10)
 - Annual Rental: \$121 plus GST for 2024/25 and reviewed annually in conjunction with the FNDC Fees and Charges Schedule.
- b) agrees to hear any submissions received in response to the consultation process and to make recommendations to Council.

CARRIED

7.5 FUNDING APPLICATIONS

Agenda item 7.5 document number A5003857, pages 73 - 131 refers

RESOLUTION 2025/8

Moved: Member Mike Edmonds

Seconded: Member Jessie McVeagh

- a) That the Kaikohe-Hokianga Community Board approve the sum of \$1,570 (plus GST if applicable) be paid from the Boards Community Grant Fund Account to South Hokianga Memorial Hall Committee for the costs towards the purchase of a floor polisher for the hall.

CARRIED

7.5 FUNDING APPLICATIONS

Agenda item 7.5 document number A5003857, pages 73 - 131 refers

RESOLUTION 2025/9

Moved: Member Jessie McVeagh

Seconded: Member Harmonie Gundry

- b) That the Kaikohe-Hokianga Community Board approve the sum of \$5,500 (plus GST if applicable) be paid from the Boards Community Placemaking Fund Account to Te Roopu Kaumatua Kuia o Te Whare Tapu o Ngāpuhi for the costs towards purchasing a trailer for use in the rohe.

CARRIED

7.5 FUNDING APPLICATIONS

Agenda item 7.5 document number A5003857, pages 73 - 131 refers

RESOLUTION 2025/10

Moved: Member Jessie McVeagh

Seconded: Member Mike Edmonds

- c) That the Kaikohe-Hokianga Community Board approve the sum of \$3,000 (plus GST if applicable) be paid from the Boards Community Grant Fund Account to Youthline Auckland Charitable Trust for the costs towards operating the helpline service.

CARRIED

7.5 FUNDING APPLICATIONS

Agenda item 7.5 document number A5003857, pages 73 - 131 refers

RESOLUTION 2025/11

Moved: Member Jessie McVeagh
Seconded: Member Harmonie Gundry

- d) That the Kaikohe-Hokianga Community Board approve the sum of \$5,000 (plus GST if applicable) as granted to the Ōkaihau Community Association on 12 April 2023 (resolution 2023/25) for the design and pricing of a kitchen and/or toilet for the Ōkaihau hall be instead utilised for the purchase of refrigerators and a microwave for the hall kitchen.**

CARRIED**7.5 FUNDING APPLICATIONS**

Agenda item 7.5 document number A5003857, pages 73 - 131 refers

RESOLUTION 2025/12

Moved: Member Mike Edmonds
Seconded: Member Jessie McVeagh

- e) That the Kaikohe-Hokianga Community Board leave the application from Whenua Warrior for the costs towards community gardens to lie on the table until the applicant provides supporting information for their application.**

CARRIED**7.5 FUNDING APPLICATIONS**

Agenda item 7.5 document number A5003857, pages 73 - 131 refers

MOTION

Moved: Member Tanya Filia
Seconded: Member Jessie McVeagh

- f) That the Kaikohe-Hokianga Community Board approve the sum of \$xxx (plus GST if applicable) be paid from the Boards Community Grant Fund Account to One Life Productions for the costs towards composing and producing a song.**

LOST**7.5 FUNDING APPLICATIONS**

Agenda item 7.5 document number A5003857, pages 73 - 131 refers

RESOLUTION 2025/13

Moved: Member Mike Edmonds
Seconded: Member Jessie McVeagh

- g) That the Kaikohe-Hokianga Community Board approve the sum of \$1,150 (plus GST if applicable) be paid from the Boards Community Grant Fund Account to Ohaeawai Taiaimai Residents and Ratepayers Association for the costs towards the 2025**

Taiamai Day.**CARRIED**

Item 7.5h, funding application for Kohukohu Hall Committee was withdrawn before the meeting.

7.6 PROJECT FUNDING REPORTS

Agenda item 7.6 document number A5071459, pages 132 - 162 refers

RESOLUTION 2025/14

Moved: Member Jessie McVeagh

Seconded: Member Mike Edmonds

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

- a) **Hokianga Bowling Club**
- b) **Hokianga Country Music Festival**
- c) **Kaikohe Rugby Football and Sports Club**
- d) **Northland Edible Garden Trail**
- e) **Ohaeawai Residents and Ratepayers**
- f) **Okaihau Whanau House**
- g) **R Tucker Thompson**
- h) **South Hokianga Growers Market**
- i) **St Mary's Church, Kohukohu**
- j) **Taheke Hall Committee**
- k) **Te Pu o Te Wheke Community Gallery**
- l) **The Centre – Children are Stinky**

CARRIED**7.7 NEW ROAD NAME: 12-16 MANGAKAHIA ROAD, KAIKOHE**

Agenda item 7.7 document number A5019336, pages 163 - 166 refers

RESOLUTION 2025/15

Moved: Member Mike Edmonds

Seconded: Member Tanya Fila

That the Kaikohe-Hokianga Community Board name a right of way currently located at 12-16 Mangakahia Road, Kaikohe, "Te Ara Tika".

CARRIED**7.8 CHAIRPERSON AND MEMBERS REPORTS**

Agenda item 7.8 document number A4536072, pages 167 - 174 refers

RESOLUTION 2025/16

Moved: Member Jessie McVeagh

Seconded: Member Mike Edmonds

That the Kaikohe-Hokianga Community Board note the December 2024 - January 2025 member reports from Chair Chicky Rudkin, and Deputy Chair Tanya Filia.

CARRIED

8 NGĀ PŪRONGO TAIPITOPITO / INFORMATION REPORTS

8.1 KOHUKOHU SPEED LIMITS UPDATE

Agenda item 8.1 document number A4998427, pages 175 - 176 refers

RESOLUTION 2025/17

Moved: Member Jessie McVeagh
Seconded: Deputy Chairperson Tanya Filia

That the Kaikohe-Hokianga Community Board receive the report Kohukohu Speed Limits Update.

CARRIED

8.2 CONDITION ASSESSMENT SUMMARY FOR COUNCIL HALLS

Agenda item 8.2 document number A4990097, pages 177 - 180 refers

RESOLUTION 2025/18

Moved: Member Mike Edmonds
Seconded: Member Jessie McVeagh

That the Kaikohe-Hokianga Community Board receive the report Condition Assessment Summary for Council Halls.

CARRIED

8.3 HOKIANGA FERRY LIAISON GROUP MEETING 1ST NOVEMBER 2024

Agenda item 8.3 document number A5006026, pages 181 - 186 refers

RESOLUTION 2025/19

Moved: Member Mike Edmonds
Seconded: Member Jessie McVeagh

That the Kaikohe-Hokianga Community Board receive the report Hokianga Ferry Liaison Group Meeting 1st November 2024.

CARRIED

8.4 KAIKOHE-HOKIANGA COMMUNITY BOARD FEBRUARY OPEN RESOLUTION REPORT

Agenda item 8.4 document number A4536189, pages 187 - 189 refers

RESOLUTION 2025/20

Moved: Member Mike Edmonds

Seconded: Member Jessie McVeagh

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

CARRIED

RESOLUTION TO EXCLUDE THE PUBLIC

RESOLUTION 2025/21

Moved: Member Mike Edmonds

Seconded: Member Jessie McVeagh

That the public be excluded from the following parts of the proceedings of this meeting.

The general subject matter of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48 of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
9.1 - Removal and Appointment of Cemetery Trustees - Waiotemarama Cemetery	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7.

CARRIED

9 TE KAPINGA HUI / MEETING CLOSE

At 11:39am, Member Harmonie Gundry concluded the meeting with a karakia.

The minutes of this meeting will be confirmed at the Kaikohe-Hokianga Community Board Meeting held on 21 March 2025.

.....
CHAIRPERSON

7 NGĀ PŪRONGO / REPORTS

7.1 ALFRESCO DINING LICENCES FOR COMMENT

File Number: A5119968

Author: Ken Ward, Team Leader - Monitoring

Authoriser: Trent Blakeman, Acting Group Manager - Delivery and Operations

TAKE PŪRONGO / PURPOSE OF THE REPORT

To allow the Kaikohe-Hokianga Community Board the ability to provide comment on the renewal alfresco dining applications from A New Era Café and Kaikohe Bakehouse.

WHAKARĀPOOTO MATUA / EXECUTIVE SUMMARY

The above-named businesses have applied for renewal of their existing Alfresco Dining licences. All businesses have paid the necessary application fee.

The Kaikohe – Hokianga Community Board has delegation over activities on reserves and can comment on alfresco dining applications

TŪTOHUNGA / RECOMMENDATION

That the Kaikohe-Hokianga community board:

Pursuant to the Council resolution passed on 30 June 2022, provide comment on the renewal of alfresco dining approval applications from: A New Era Café and Kaikohe Bakehouse.

TĀHUHU KŌRERO / BACKGROUND

On the 30 June 2022, Council passed a resolution that delegates authority to Community Boards to comment on alfresco dining applications.

Prior to 30 June 2022, alfresco dining applications were assessed against the “Alfresco Dining Policy 2014”, and only applications that were declined were considered by the relevant Community Board. This Policy was revoked by Council on 30 June 2022.

On 19 May 2022, Council adopted the “Road Use Bylaw 2022”. The purpose of this bylaw is to regulate or control the use of roads and adjoining land by –

- (a) vehicles; and
- (b) stands, stalls or mobile shops; and
- (c) animals; and
- (d) structures, vegetation or other things that may affect road safety or the environment.

Part 4, clause 13 of the “Road Use Bylaw 2022” requires a person to obtain written approval from Council to allow them to occupy any part of a road with structures for providing food or beverage services.

Part 7 of the “Road Use Bylaw 2022” outlines the application, assessment and approval process. In particular, clause 20 outlines the conditions that can be imposed on all approvals granted under Part 7 of the Bylaw.

Alfresco dining approvals expire 30 June each year. Approval holders are required to renew their approval before it expires each year. If an approval holder renews their approval before the approval expires, their approval will continue to have effect until such time a decision is made on the renewal application.

Applicants have paid all necessary fees.

None of the premises have been subject to complaints.

The owners of premises have complied with approved dining plans and have applied for replication of existing seating requirements.

Copies of all draft approvals for the period 1/7/24 – 30/6/25 can be found in attachment 1-2.

MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND NEXT STEPS

On 30 June 2022, Council delegated to Community Board authority to comment on alfresco dining applications.

The following options proposed for the Kaikohe-Hokianga Community Board to consider in regard to the alfresco dining approvals:

Option no.	Option Description	Advantages	Disadvantages
1	Provide comment on the alfresco dining renewal approval applications.	Applications comply with the "Road Use Bylaw 2022".	There are no disadvantages.

TAKE TŪTOHUNGA / REASON FOR THE RECOMMENDATION

There is only one option to enable the Kaikohe-Hokianga Community Board to provide comment on the renewal of alfresco dining approval and new alfresco dining approval which will contribute towards the final decision on the alfresco dining applications.

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. The applicants have paid the required application fee for the renewal of alfresco dining approval

ĀPITIHINGA / ATTACHMENTS

1. **A New Era Cafe - A5119141**  
2. **Kaikohe Bakehouse - A5119145**  

Hōtaka Take Ōkawa / Compliance Schedule:

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

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

He Take Ōkawa / Compliance Requirement	Aromatawai Kaimahi / Staff Assessment
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	<p>The Alfresco Dining Policy 2014 was revoked on 30 June 2022. Regulation of alfresco dining is outlined in the Road Use Bylaw 2022.</p> <p>The rules around approvals for alfresco dining are essentially unchanged, and therefore the level of significance for the recommendation to comment on the renewal of alfresco dining applications or new alfresco dining application is considered low.</p>
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	2022 – Part 4 clause 13 and Part 7.
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	The Kaikohe-Hokianga Community Board have delegation over activities on reserves but also has delegation to comment on alfresco dining applications.
<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>Māori had an opportunity to contribute during the consultation process on the new Road Use Bylaw 2022.</p> <p>The Road Use Bylaw 2022 was adopted on 19 May 2022.</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).	Regulation of alfresco dining is of relevance to hospitality businesses, their employees, and all community members and visitors to the Far North District. However, the rules around licenses for alfresco dining have not changed in their effect, and therefore the level of significance of this decision is low.

State the financial implications and where budgetary provisions have been made to support this decision.	There are no financial implications to this decision
Chief Financial Officer review.	The Chief Financial Officer has reviewed this report.

3 July 2024

Edward Ivan Bishop
PO Box 63
Rawene 0443

ALFRESCO DINING LICENCE

Alfresco Approval Number: ALF-99
Trading Name: A New Era Cafe
Trading Location: 1 Parnell Street, Rawene 0443

Dear Sir / Madam,

Please find below your "Alfresco Dining Approval" to occupy a public space, pursuant to the Council's "Road Use Bylaw 2022". Please ensure your approval and approved plan is on display within the premises for public viewing. With the Council's move to a timelier digital operating method, and a focus on minimising increases in operating costs, approvals can now be provided digitally, and lamination is no longer a requirement. If you have any questions regarding this, please contact our Compliance Administration team at compliance.admin@fndc.govt.nz.

If you have any queries or concerns, please do not hesitate to contact our Compliance Administration team via email compliance.admin@fndc.govt.nz or on our free phone number 0800 920 029.

Yours sincerely,



Rochelle Deane
Manager – Compliance, Delivery and Operations

ALFRESCO DINING APPROVAL

Alfresco Dining Approval to occupy a public space, pursuant to Council's "Road Use Bylaw 2022". This approval is granted under delegated authority to the Licensee for the purposes scheduled below under any conditions stated.

Licensee: Edward Ivan Bishop
Registration of: A New Era Cafe
Site Address: 1 Parnell Street, Rawene 0443
Approval Number: ALF-99

Unless sooner surrendered or revoked this licence shall remain in force until **30 June 2025**.



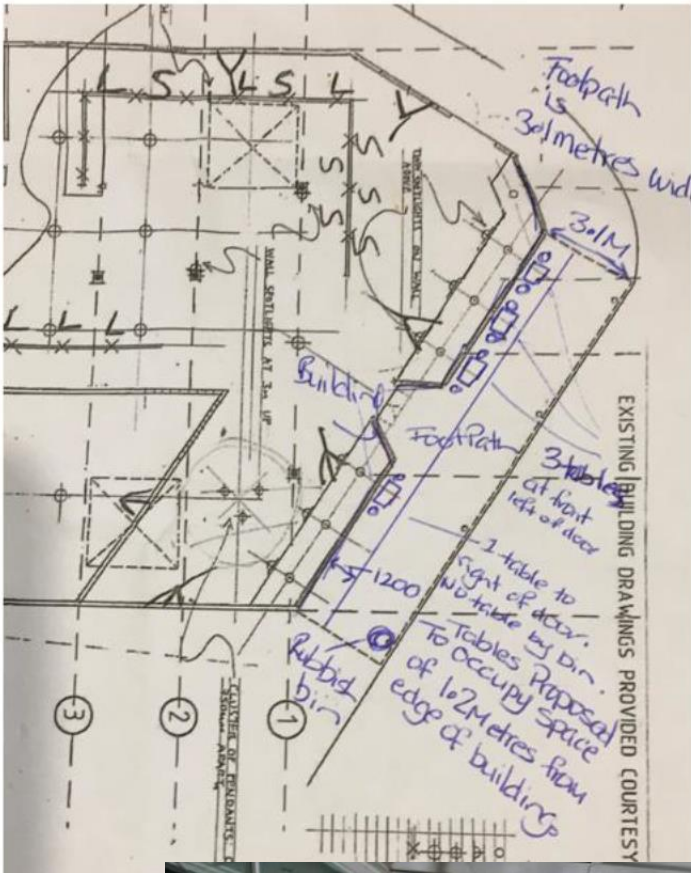
.....
Signed on behalf of the Far North District Council

This approval allows the Licensee to occupy the public space in the designated area shown on the attached plan and on the following conditions:

CONDITIONS:

1	Annual inspection is required. Approval and approved plan must be on display at all times of trading. Approval is for 4 tables with chairs
2	Trading is limited to the area designated on the approved plan; the Licensee is required to remove all items used for alfresco dining by 10pm each day unless otherwise specified in writing
3	The maximum area in which the extended operation can take place must leave a minimum of 1.5 metres clear access for pedestrian traffic and must maintain both pedestrian and vehicular traffic flow in a sensible and safe manner. Patrons will not allow guide dogs, prams, or personal items to obstruct the walkway zone
4	If you are serving alcohol in the alfresco dining area for which this approval pertains to, you cannot serve alcohol in the designated area unless your alcohol licence includes the designated area. The Alfresco dining approval does not override your responsibilities under the Sale & Supply of Alcohol Act 2012
5	The designated area and facilities provided must be cleaned and maintained to a standard acceptable to Council
6	The Council accepts no responsibility for any damage or physical injury caused by the Licensees operation. The Licensee ensures they meet their "a Person Conducting a Business or Undertaking – PCBU" and Health & Safety requirements in particular consideration to safety of their staff and their customers within the public space
7	The activity will not obstruct or interfere with the use of Council Street furniture or rubbish bins. No existing street element or asset may be moved, relocated, or modified without the written consent of Council
8	Where smoking is permitted, each table in an alfresco dining area must be supplied with a windproof ashtray at all times and the business be responsible for the litter generated by patrons. Council promotes the identification of smoking and non-smoking areas within alfresco dining where practical
9	No noise or other disturbance creating a nuisance or causing detriment to the amenity of the neighbourhood in the opinion of Council are allowed
10	No tables or chairs or displays are permitted where the proposed area is adjacent to a bus stop, taxi stand or pedestrian crossing
11	Approval is not transferrable, if there is a change in ownership the new owner must apply for approval
12	The Licensee for which this approval is granted must abide by the direction of authorized Council Officers
13	Council can revoke the approval if any conditions are not being met or any problem cannot be resolved
14	Public liability Insurance of \$500,000 must be carried by the Licensee
15	Owners must comply with their resource consents and other licences (e.g. alcohol licence) and seek at their own expense any additional approvals regarding the extension of their premises. Any approval granted by Council to use public space in accordance with this "Road Use Bylaw 2022" will not automatically imply compliance with any other regulatory issue.

ALFRESCO APPROVED PLAN



Approved Plans
Date: 30/06/2023
T.P. Graham



4 July 2024

NS168 Limited
73 Broadway
Kaikohe 0405

ALFRESCO DINING LICENCE

Alfresco Approval Number: ALF-88
Trading Name: Kaikohe Bakehouse Cafe
Trading Location: 77 Broadway, Kaikohe 0405

Dear Sir / Madam,

Please find below your "Alfresco Dining Approval" to occupy a public space, pursuant to the Council's "Road Use Bylaw 2022". Please ensure your approval and approved plan is on display within the premises for public viewing. With the Council's move to a timelier digital operating method, and a focus on minimising increases in operating costs, approvals can now be provided digitally, and lamination is no longer a requirement. If you have any questions regarding this, please contact our Compliance Administration team at compliance.admin@fndc.govt.nz.

If you have any queries or concerns, please do not hesitate to contact our Compliance Administration team via email compliance.admin@fndc.govt.nz or on our free phone number 0800 920 029.

Yours sincerely,



Rochelle Deane
Manager – Compliance, Delivery and Operations

ALFRESCO DINING APPROVAL

Alfresco Dining Approval to occupy a public space, pursuant to Council's "Road Use Bylaw 2022". This approval is granted under delegated authority to the Licensee for the purposes scheduled below under any conditions stated.

Licensee: NS168 Limited
Registration of: Kaikohe Bakehouse Cafe
Site Address: 9999 Broadway, Kaikohe 0405
Approval Number: ALF-88

Unless sooner surrendered or revoked this licence shall remain in force until **30 June 2025**.



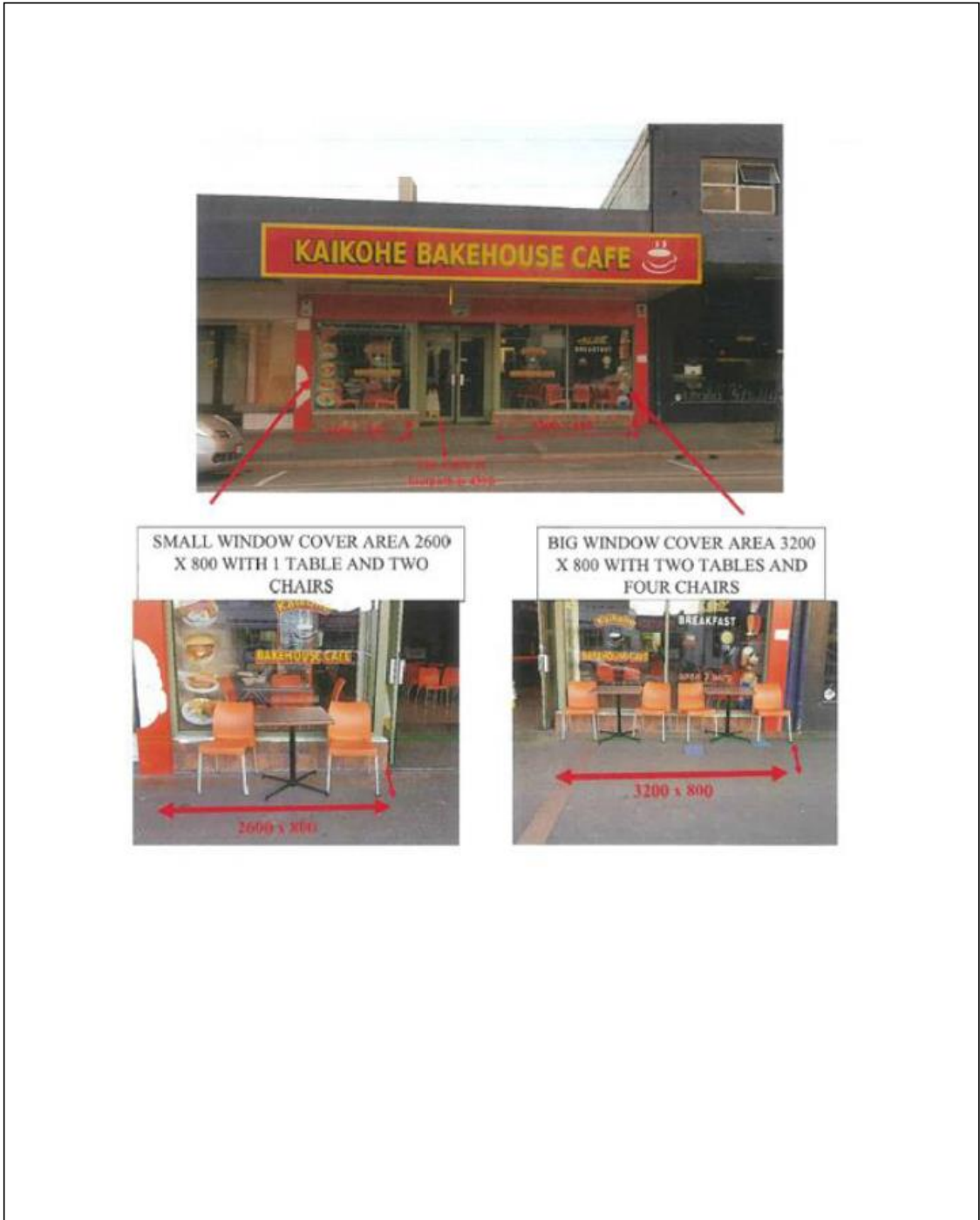
.....
Signed on behalf of the Far North District Council

This approval allows the Licensee to occupy the public space in the designated area shown on the attached plan and on the following conditions:

CONDITIONS:

1	Annual inspection is required. Approval and approved plan must be on display at all times of trading. Approval is for 3 tables with chairs.
2	Trading is limited to the area designated on the approved plan; the Licensee is required to remove all items used for alfresco dining by 10pm each day unless otherwise specified in writing
3	The maximum area in which the extended operation can take place must leave a minimum of 1.5 metres clear access for pedestrian traffic and must maintain both pedestrian and vehicular traffic flow in a sensible and safe manner. Patrons will not allow guide dogs, prams, or personal items to obstruct the walkway zone
4	If you are serving alcohol in the alfresco dining area for which this approval pertains to, you cannot serve alcohol in the designated area unless your alcohol licence includes the designated area. The Alfresco dining approval does not override your responsibilities under the Sale & Supply of Alcohol Act 2012
5	The designated area and facilities provided must be cleaned and maintained to a standard acceptable to Council
6	The Council accepts no responsibility for any damage or physical injury caused by the Licensees operation. The Licensee ensures they meet their "a Person Conducting a Business or Undertaking – PCBU" and Health & Safety requirements in particular consideration to safety of their staff and their customers within the public space
7	The activity will not obstruct or interfere with the use of Council Street furniture or rubbish bins. No existing street element or asset may be moved, relocated, or modified without the written consent of Council
8	Where smoking is permitted, each table in an alfresco dining area must be supplied with a windproof ashtray at all times and the business be responsible for the litter generated by patrons. Council promotes the identification of smoking and non-smoking areas within alfresco dining where practical
9	No noise or other disturbance creating a nuisance or causing detriment to the amenity of the neighbourhood in the opinion of Council are allowed
10	No tables or chairs or displays are permitted where the proposed area is adjacent to a bus stop, taxi stand or pedestrian crossing
11	Approval is not transferrable, if there is a change in ownership the new owner must apply for approval
12	The Licensee for which this approval is granted must abide by the direction of authorized Council Officers
13	Council can revoke the approval if any conditions are not being met or any problem cannot be resolved
14	Public liability Insurance of \$500,000 must be carried by the Licensee
15	Owners must comply with their resource consents and other licences (e.g. alcohol licence) and seek at their own expense any additional approvals regarding the extension of their premises. Any approval granted by Council to use public space in accordance with this "Road Use Bylaw 2022" will not automatically imply compliance with any other regulatory issue.

ALFRESCO APPROVED PLAN



APPROVED PLAN
DATE: 2 AUGUST 2023
Dave

7.2 OKAIHAU TRAFFIC CALMING PETITION RESPONSE

File Number: A5129500

Author: Elizabeth Stacey, Team Leader - Capital Works & Renewals

Authoriser: Tanya Proctor, Head of Infrastructure

TAKE PŪRONGO / PURPOSE OF THE REPORT

The purpose of the report is to address the petition for traffic calming filed by the Ōkaikau Community Association in February, 2025.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- The Ōkaikau Community Association has filed a petition with the Kaikohe Hokianga Community Board requesting the installation of traffic calming measures on Settlers Way, Ōkaikau
- Traffic calming measures in Ōkaikau have been included in the road safety ten year work plan, currently programmed for 2028.
- The posted speed on Settlers Way is currently 50kph. The average daily traffic count on Settlers Way is 1719 with 11% heavy vehicles. The 85th percentile speed is 53kph and the maximum speed noted on recent traffic counts was 103kph.
- Settlers Way is home to businesses, two schools, a community hall and Pou Herenga Tai Twin Coast Cycle Trail.

TŪTOHUNGA / RECOMMENDATION

That the Kaikohe Hokianga Community Board recommend to Te Koukou Infrastructure Committee:

That Council fund the installation of two temporary, rubberised raised crossings and associated lighting on Settlers Way, Ōkaikau as identified in Option 1. of the report.

1) TĀHUHU KŌRERO / BACKGROUND

Settlers Way, Ōkaikau serves the Ōkaikau commercial centre, Ōkaikau Primary School and Ōkaikau College as well as sharing the same alignment as Pou Herenga Tai Twin Coast Cycle Trail. There is a mix of vehicle, pedestrian and cycle traffic that result from these shared activities. The Ōkaikau community has requested, for some time, traffic calming measures to be installed for the safety of all road users. On Tuesday, 28 January a cyclist was struck and killed by a vehicle travelling on Settlers Way. In the wake of this fatal crash, a petition calling for traffic calming was filed with the Kaikohe Hokianga Community Board at their February meeting.

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

Mid-block raised crossings are included in the NZTA Safe System toolkit as a primary safe system intervention. In order for a project to meet the investment criteria the total project cost must be less than \$300,000 per location, be on a roadway posted at less than 60kph and be on a Main Street, Activity Street or Urban Connector under the One Network Framework. Supplementing the safe system toolkit, FNDC has evaluated and ranked roadways for traffic calming features based on a number of factors including proximity to schools and the central business district, potential for cut through or high speed drivers, crash history, and proximity to parks, cycle trails or other pedestrian generators. According to the NZTA Safety System toolkit a raised midblock crossing reduces the chances of a death and serious injury crash by 20%.

In developing the 10-year road safety plan, Settlers Way was evaluated by staff and found to require the installation of two raised crossings; at the current zebra crossing serving school students (raised zebra crossing) and within the CBD near the intersection of Lawn Street (raised courtesy crossing).

In 2024, FNDC submitted a proposed package of traffic calming treatments totalling \$1.86 million over the 2024-2027 LTP period. Of these submitted projects only one project (Kaitaia Intermediate) was approved.

Raised crossings are required to be lit if pedestrians will use them outside of daylight hours. AS/NZS 1158.4:2015 outlines requirements for lighting at pedestrian crossings.

The petition submitted by the Ōkaikau Community Association aligns with the staff recommended treatment for Settlers Way. Elected members may wish to consider funding traffic calming improvements at this location with the local share that was identified for the overall traffic calming programme in the 2024-2027 LTP.

Option 1:

Fund the installation of two temporary, rubberised raised crossing and associated lighting. This option has several advantages including shorter design and construction timelines as well as reduced cost. This option would address the immediate need for the community and the identified products have a ten year life span. Design and installation could be completed in this fiscal year. A permanent, concrete crossing could be considered for future NZTA subsidy.

Estimated cost for a raised temporary zebra crossing, a raised temporary courtesy crossing and associated permanent lighting is approximately \$195,000. There will be an ongoing maintenance issue, as temporary crossing point such as this can become loose under traffic.

Option 1 is the recommended option.

Option 2:

Fund the installation of two permanent raised crossings and associated lighting. This option has higher associated costs and longer design and construction periods. However, a permanent installation has a longer design life than rubberised crossings. It is unlikely that design and construction of a permanent installation could be completed this fiscal year.

Estimated cost for a raised zebra crossing, a raised courtesy crossing and associated permanent lighting is approximately \$580,000.

Option 3:

Defer funding of raised crossings and associated lighting until the 27-30 LTP period. This option is not recommended as it does not address a recognised safety need and the desires of the community.

TAKE TŪTOHUNGA / REASON FOR THE RECOMMENDATION

Option 1, installation of temporary raised crossings, meets an immediate community need and recognises the limits of Council's unsubsidised budgets. The proposed ten-year life of the preferred option will allow Council to plan for permanent infrastructure.

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

The proposed cost of Option 1 is \$195,000. The council has uncommitted local share for projects that were not selected for subsidy by NZTA in this work category.

ĀPITIHINGA / ATTACHMENTS

Nil

Hōtaka Take Ōkawa / Compliance Schedule:

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

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

He Take Ōkawa / Compliance Requirement	Aromatawai Kaimahi / Staff Assessment
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	Although important to the Ōkaikau community the overall level of significance of this report is considered low. Based on the petition submitted it is indicated this project would be supported by the Ōkaikau community.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	This project aligns with the NZTA safe system toolkit and supports communities that are healthy, safe, connected and sustainable.
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	The Community Board does not have the financial delegation to approve this project but support of this project to Te Koukou Infrastructure Committee will document the Board's view.
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 specific consultation has been completed with iwi/hapu. The proposed project increases road safety for all users.
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).	Ōkaikau Primary School, Ōkaikau College, Pou Herenga Tai Twin Coast Cycleway Trust, Ōkaikau businesses and community members will all be affected by the outcome of this report.
State the financial implications and where budgetary provisions have been made to support this decision.	Financial implications to Council 2024-2025 budgets have been considered.
Chief Financial Officer review.	This report has been submitted to the CFO for review.

7.3 WINTER 2025 RURAL TRAVEL FUNDING APPLICATIONS

File Number: A5131373

Author: Kathryn Trewin, Funding Advisor

Authoriser: Aisha Huriwai, Manager - Democracy Services

TAKE PŪRONGO / PURPOSE OF THE REPORT

To allocate Rural Travel Funding for the 2025 winter sporting season.

TŪTOHUNGA / RECOMMENDATION

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

Te Kura o Omanaia	\$260.00
Tāheke United JMB	\$565.00
Ōpononi JMB	\$520.00
Mangamuka School	Decline
Kaikohe Rugby Football Sports Club Inc	\$1,810.00
Kaikohe Amateur Football Club	\$470.00
Horeke School	Decline
Hokianga Sports Club	\$315.00
Bay of Islands Hockey Association	\$210.00
Whero Ha Community Trust	\$310.00
Ōtaua Sports Club Inc	\$630.00
<u>Hokianga Womens Rugby</u>	<u>\$420.00</u>
TOTAL	\$5,510.00

Note:

- 1 Hayley Paul, the Sport Northland Community Connector, declared her conflict of interest with the application from Hokianga Sports Club. This application was considered by the other members of the panel.
- 2 Applications from Horeke and Mangamuka Schools are declined as they do not meet the criteria for Rural Travel Funding (as set by Sport New Zealand). They are eligible for funding from Tū Manawa funding from Sport Northland and were referred to them for consideration.

1) TĀHUHU KŌRERO / BACKGROUND

Council receives funding from Sport New Zealand based on a per capita basis and gave the three Community Boards delegated authority to allocate the funding. Each Board receives a sum based on the number of people between ages five and nineteen living in their respective areas. Figures are based on the 2013 census results. This funding round is the second of two funding rounds for the current financial year, for sporting activities taking place in winter, or until approximately September 2025 when the next round of funding is allocated.

Council advertises that funding is available approximately one month before applications close online (including on Council's Facebook page), with the closing dates notified on the Rural Travel Funding page at the start of each calendar year (when the Community Board meetings dates are set). The Sport Northland representatives also forward information of the fund to clubs and schools that they work with as a more targeted approach to advertise the funding is available.

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

It is each Community Board's role to determine which applications best meet the criteria and will have the most positive broad effect in their communities. The following table is a guide to the funding criteria.

Funding is available for activities taking place within the district. It is understood, that in some cases, competitions do not exist within the district and travel is required in which case the Community Boards may use their discretion.

Project reports for any previous grants have been received from all the current applicants. The funding recommendation summary is attached, with applications being provided under separate cover to the Board.

	Sport New Zealand (Rural Travel)
What are the Objectives?	Subsidise travel for junior teams participating in local sport competition.
How much is available?	\$29,363 across the Far North District
Funding is not available for	Activities taking place during school hours, coaches, referees, club/school sport administration, travel to training.
Who can apply?	Schools and clubs.
What age group is funding for?	Funding is available for youth/children aged 5 - 19 years of age.
Eligible Sports	Sports that have regular grass roots competitions such as netball, hockey, rugby, rugby league, softball, football, touch rugby, basketball.

Applicants are advised, when granted funds, that the funds are to be uplifted within three months and that a project report form is required if they wish to be eligible to apply for future funding.

Take Tūtohunga / Reason for the recommendation

To fulfil the requirements of the Sport NZ Rural Travel Fund agreement with Sport New Zealand to increase participation in sport by young people living in rural communities.

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

Council now receives one grant annually from Sport New Zealand. Sport Northland no longer offer Tū Manawa funding through Councils and undertake granting of this funding themselves.

The total budget for rural travel funding for the 2024/25 financial year is \$29,363. The percentage of youth throughout the district is translated into percentages to calculate the percentage of funding each Board can allocate. The amount the board has available to grant for the Winter travel round is \$5,510.

ĀPITIHINGA / ATTACHMENTS

1. KHCB - Rural Travel Summary - A5131386 [↓](#) 

HŌTAKA TAKE ŌKAWA / COMPLIANCE SCHEDULE:

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

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

He Take Ōkawa / Compliance Requirement	Aromatawai Kaimahi / Staff Assessment
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	This is a matter of low significance.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Sport New Zealand/Far North District Council funding agreement
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.
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 rural travel fund applications to be approved, any interests that affect other people should be considered as part of the individual applications.
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.

Name & Location Of Organisation Applying	Club Or School	Application Approved / Declined	Amount Requested (\$)	Amount Allocated (\$)	Purpose Of Travel Grant	Number of Young People Impacted (Primary & Secondary Aged)					Disabled Individuals - no. who received support from RTF	Benefits Of Receiving Funding
						Primary School Aged	Secondary School Aged	Total	No. of female applicants	No. of male applicants		
Te Kura o Omanaia	School		\$ 750.00	\$ 260.00	To attend training and competitions	22	3	25	20	5	0	Students able to attend and participate in physical activities
Taheke United JMB	Club		\$ 1,862.58	\$ 565.00	To attend training and competitions	54	0	54	10	44	0	Students able to attend and participate in physical activities
Opononi JMB	Club		\$ 1,000.00	\$ 520.00	To attend training and competitions	40	10	50	50	0	0	Students able to attend and participate in physical activities
Mangamuka School	School		\$ 500.00	Decline	To attend training and competitions within school hours	11	0	11	3	8	0	Students able to attend and participate in physical activities
Kaikohe Rugby Football Sports Club Inc	Club		\$ 8,000.00	\$ 1,810.00	To attend training and competitions	50	123	173	20	153	0	Students able to attend and participate in physical activities
Kaikohe Amateur Football Club	Club		\$ 5,000.00	\$ 470.00	To attend training and competitions	15	30	45	20	25	0	Students able to attend and participate in physical activities
Horeke School	School		\$ 500.00	Decline	To attend training and competitions within school hours	15	7	22	11	11	0	Students able to attend and participate in physical activities
Hokianga Sports Club	Club		\$ 800.00	\$ 315.00	To attend training and competitions	20	10	30	25	5	0	Students able to attend and participate in physical activities
Bay of Islands Hockey Association	Club		\$ 2,500.00	\$ 210.00	To attend training and competitions	15	5	20	10	10	0	Students able to attend and participate in physical activities
Whero Ha Community Trust	Club		\$ 2,000.00	\$ 310.00	To attend training and competitions	9	21	30	20	10	5	Students able to attend and participate in physical activities
Otaua Sports Club Inc	Club		\$ 2,000.00	\$630.00	To attend training and competitions	30	30	60	45	15	0	Students able to attend and participate in physical activities
Hokianga Womens Rugby	Club		\$ 2,000.00	\$ 420.00	To attend training and competitions	0	40	40	0	40	0	Students able to attend and participate in physical activities

KHCB

Amount Available (Total)	5510
Granted	\$ 5,510.00
Balance	\$ -
Number of participants	527
Request \$ divided by participants	56.76
Available \$ divided by participants	10.46

7.4 PROJECT FUNDING REPORTS

File Number: A5139323
Author: Kathryn Trewin, Funding Advisor
Authoriser: Aisha Huriwai, Manager - Democracy Services

TAKE PŪRONGO / PURPOSE OF THE REPORT

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

TŪTOHUNGA / RECOMMENDATION

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

- a) Kaikohe and Districts Sportsville – Fence
- b) Kohukohu Community Library
- c) Manaki Tinana Trust – Carpark
- d) Manaki Tinana Trust – Hall Hire
- e) South Hokianga Hall Committee – Floor Polisher

1) TĀHUHU KŌRERO / BACKGROUND

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

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

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

TAKE TŪHOTUNGA / REASON FOR THE RECCOMENDATION

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

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

There are no financial implications or budgetary requirements.

ĀPITIHINGA / ATTACHMENTS

- 1. Kaikohe and Districts Sportsville - A5139311  
- 2. Kohukohu Community Library - A5139308  
- 3. Manaki Tinana Trust - Carpark - A5139320  
- 4. Manaki Tinana Trust - Hall Hire - A5139309  
- 5. South Hokianga Hall Committee - A5139307  

HŌTAKA TAKE ŌKAWA / COMPLIANCE SCHEDULE:

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

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

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

Kaikohe-Hokianga Community Board July 2023 - June 2024 Project Report Form

Application No. KHC00045 From Kaikohe and Districts Sportsville
Incorporated

Form Submitted 18 Dec 2024, 11:01AM NZDT

Project Report - Community Grant Fund

* indicates a required field

Project Report

At the completion of a project that received community funding, recipients are required, as stated in the Community Grant Policy, to submit a Project Report to the Community Board. Project Reports are to be received no later than two months after the completion of the project or if the activity is ongoing, within two months of the funding being spent. Applicants who fail to provide a project report within the required time will not be considered for future funding.

Name

Kaikohe and Districts Sportsville

Name and Location of Project/Activity

Replacing Fencing Lindvart Park Kaikohe

Date of Project/Activity

Start date 1 September. Not finished yet due to fencer being on holiday. Gates around public toilets due in new year.

Which Community Board did you receive funding from?

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

Amount received from the Community Board

22264

Must be a number.

When was the funding approved?

21/06/2024

Must be a date.

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

Expenditure

Supplier/Description

\$

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Kaikohe-Hokianga Community Board July 2023 - June 2024 Project Report Form

**Application No. KHC00045 From Kaikohe and Districts Sportsville
Incorporated**

Form Submitted 18 Dec 2024, 11:01AM NZDT

Aaron Treadwell materials	\$3,528.00
Aaron Treadwell materials	\$8,192.17
Aaron Treadwell labour	\$7,630.00
Aaron Treadwell gates	\$2,913.83

Project Information

Give a brief description of the highlights of your project/activity, including number of participants

Aaron Treadwell has completed all the fencing except for some gates around Lindvart Park. He completed this with his wife and son.

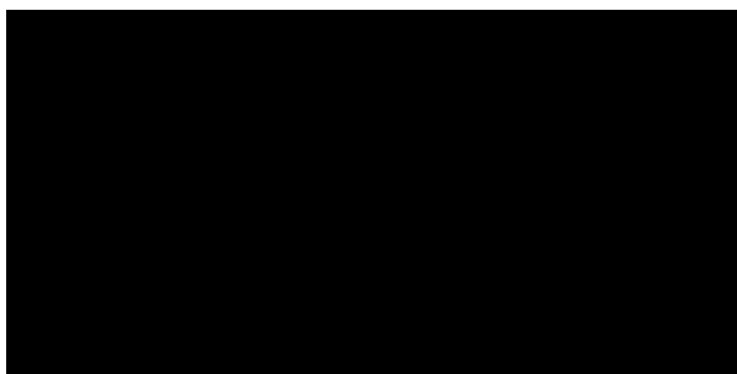
Describe how your project benefited the community and your evaluation of the project outcomes *

There have been 4 immediate benefits. The first was that Lindvart Park now looks much better. The second is that motorbikes are no longer able to enter through the gaps in the fence. The third is that there is improved pedestrian access. The fourth is that the stormwater pond is fenced off which prevents accidental drownings.

Please provide details of how you acknowledged the funding you received from the Board (including any photos or marketing collateral) *

We have acknowledged the grant in our annual Performance Report (final audited copy yet to be returned). Once the gates are up we shall acknowledge the grant through our Facebook page. When our new website is up and running early next year we shall acknowledge FNDC on our funders page.

If you have a website or Facebook page that we can link to, please provide details
facebook.com/groups/kdsportsville





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

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

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

Funding Advisor

Far North District Council Private

Bag 752

KAIKOHE 0440

FNDG MAIL

21 MAR 2025

Name of organisation: KOHUKOHU COMMUNITY LIBRARY

Name & location of project: UPDATE/REPRINT KOHUKOHU PHONEBOOK

Date of project/activity: NOV 2024 to MARCH 2025

Which Community Board did you receive funding from?

☐ Te Hiku

☒ Kaikohe-Hokianga

☐ Bay of Islands-Whangaroa

Amount received from the Community Fund: \$400

Board meeting date the grant was approved: NOV 2024

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)
MAYPARK PRINT - PRINTING	\$862-50	Bank Statement
	\$	
	\$	
	\$	
Total:	\$	

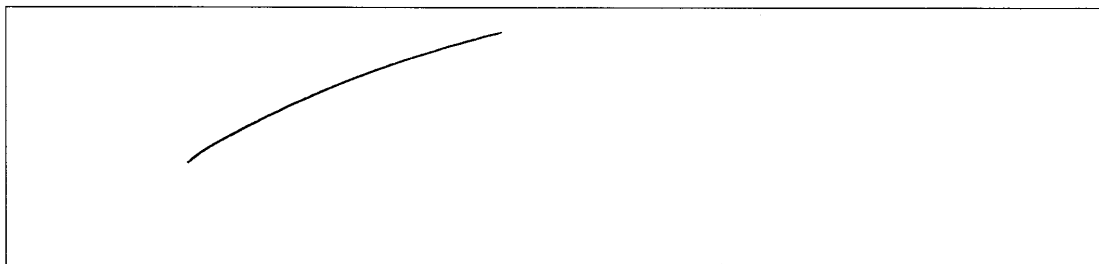
Give a brief description of the highlights of your project including numbers participating:

7-10 volunteers researched/^{compiled} the data needed for the phonebook.
Emergency services | local Hauora Clinic | business community all contributed information.

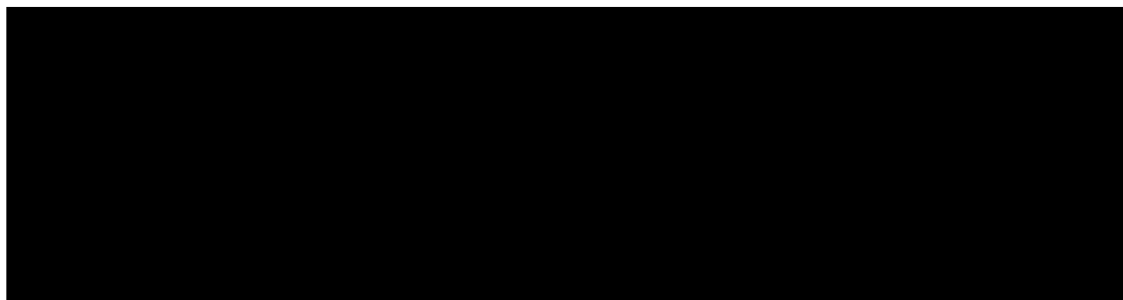
Describe the main findings in your evaluation of the project/event; describe how your project/event benefited the community:

We printed 100 copies of the book and have almost sold out.
Apart from the private listings, the phonebook contains information on local tradespeople/services, Hauora, Emergency services + procedures, and information/contacts for all community groups.
A valuable (and valued) resource for the Kohukohu community.

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



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



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

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

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

Far North District Council Private
Bag 752

KAIKOHE 0440

Name of organisation: Manaki Tinana Trust Hokianga Community Gym

Name & location of project: Carpark Extension at Gym

Clendon Esplanade, Rawene

Date of project/activity: March 2025

Which Community Board did you receive funding from? Kaikohe-Hokianga

Amount received from the Community Fund: \$10,563.00

Board meeting date the grant was approved: November 2024

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
Q Based Holdings Limited	7101.25	Yes
Wright Farms and Quarries	4950.75	Yes
Total:	12052.00	



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

The Gym currently has nearly 200 members, and most of them travel to their workouts by car. The existing carpark was small and inadequate, often full, and had depressions in it which formed puddles after rain.

Members very much appreciate the increased carpark size, which allows for ease of parking and greater visibility when turning. Being able to keep their feet drier when coming in and out of the Gym is an added bonus

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

Increasing the carpark area has benefitted not only the Gym, but also the Sailing Trust, with which we share a building. They are able to park and turn with boat trailers much more easily now.

The carpark space will also be available to any Bowling Club members and visitors coming to tournaments (the Bowling Club is directly across the road from the Gym), and also members of the public attending events on the Domain.

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

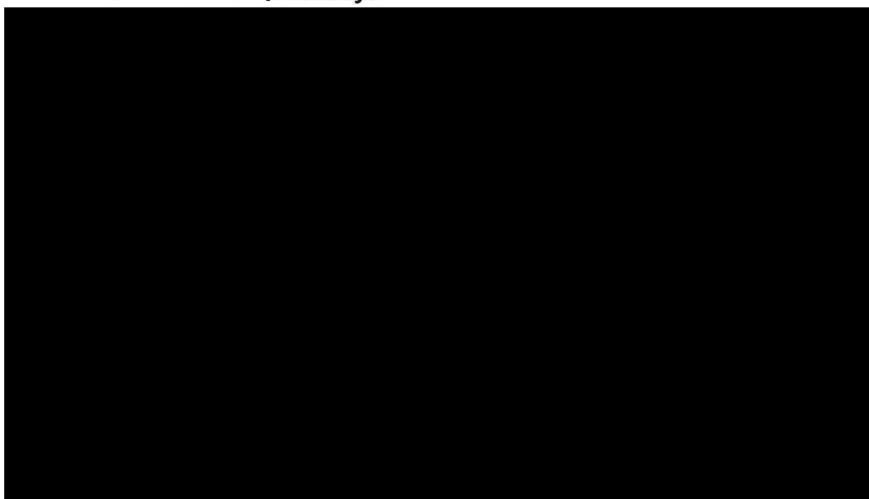
Attached:

- * 2 invoices
- * Bank statement showing payment
- * Photos of new carpark
- * Hokianga Community Gym member newsletter

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

Hokianga Community Gym.

This report was completed by:



Date: 18.3.25



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

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

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

Funding Advisor

Far North District Council Private

Bag 752

KAIKOHE 0440

Name of organisation: Manaki Tinana Trust Hokianga Community Gym

Name & location of project: Rawene Town Hall rental for Queenagers Over 50's exercise classes

Date of project/activity: Nov 2023 - Mar 2025

Which Community Board did you receive funding from?

Te Hiku

Kaikohe-Hokianga

Bay of Islands-Whangaroa

Amount received from the Community Fund: \$1040.00

Board meeting date the grant was approved: Nov 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)
Rawene Town Hall Committee hall hire Dec 2023- April 2024 Interim report submitted 30/4/24	\$330.00	Submitted Previously
Rawene Town Hall Committee hall hire May 2024 - Feb 2025 Final report	\$710.00	Yes
Total:	\$1040.00	



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

This grant was to pay for twice-weekly hireage of the Rawene Town Hall for senior women's exercise classes. Between 10-20 women attend consistently, maintaining their fitness, health and well-being. The varied programme includes yoga, pilates, Swiss ball, aerobics, dance, and chair exercises. All classes are run by unpaid volunteer tutors.

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

The "Queenagers" fitness group is comprised of a group of up to 20 women aged over 50. They meet to exercise in a supportive, age-appropriate environment, without the financial barrier of having to pay individually for Hall hireage.

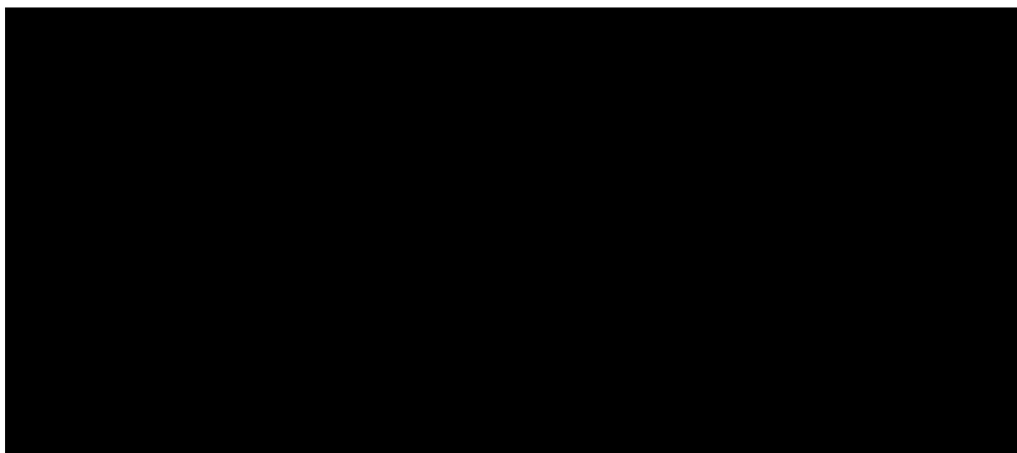
Please provide details and attach or email photos and/or any marketing collateral that was produced for your event/project acknowledging the Community Board:

This is the final report of expenditure.
As requested, and interim report was submitted on 30.4.24.
The project extended over a year with monthly invoicing from the Rawene Hall Committee.
This report covers the period 30.4.24 - 4.3.25.
We have attached invoices from the Rawene Hall Committee, and bank statements showing payment for that period.

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

Hokianga Community Gym.

This report was completed by:



Date: 20.3.2025



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 PDF attachment via email is preferred) OR:

Funding Advisor
Far North District Council Private
Bag 752
KAIKOHE 0440

Name of organisation: South Hokianga War Memorial Hall Committee

Name & location of project: Opunui

Date of project/activity: Received Machine 26th March 2025

Which Community Board did you receive funding from?

☐ Te Hiku

☒ Kaikohe-Hokianga

☐ Bay of Islands-Whangaroa

Amount received from the Community Fund: \$1570.00

Board meeting date the grant was approved: February 2025

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)
Northland Cleaning Supplies	\$	
Karcher Floor Scrubber Machine	\$240.79	✓
& accessories	\$	
	\$	
Total:	\$240.79	

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

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

We are so grateful to the Kaitake-Hokianga Community Board for the funds we have received to enable our committee as the minders of our community hall to maintain & keep the floors of our hall in perfect

Describe the main findings in your evaluation of the project/event; describe how your project/event benefited the community: condition by purchasing this floor scrubber/

Polisher

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

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

7.5 FUNDING APPLICATIONS

File Number: A5139326

Author: Kathryn Trewin, Funding Advisor

Authoriser: Aisha Huriwai, Manager - Democracy Services

TAKE PŪRONGO / PURPOSE OF THE REPORT

This report summarises the applications received for the Local Community Grant funding to enable the Kaikohe-Hokianga Community Board to determine which applications will receive funding at the April 2025 meeting.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- The Board has **\$33,645** funds remaining to allocated for the 2024/25 financial year (\$4,867 in the Community Board Fund and \$28,778 in the Placemaking Fund).
- Twelve applications have been received, requesting a total of \$38,082.
- A request for approval for an amendment to an application already approved has also been received.

TŪTOHUNGA / RECOMMENDATION

- a) That the Kaikohe-Hokianga Community Board approve the sum of **\$1,652** (plus GST if applicable) be paid from the Boards Community Grant Fund Account to Tania Pomana for the costs towards the Matariki 2025 wananga with FNDC libraries in Kaikohe-Hokianga Ward.

TŪTOHUNGA / RECOMMENDATION

- b) That the Kaikohe-Hokianga Community Board approve the sum of **\$1,666** (plus GST if applicable) be paid from the Boards Community Grant Fund Account to Jannine Pikari for the costs towards the Matariki 2025 wananga with FNDC libraries in Kaikohe-Hokianga Ward.

TŪTOHUNGA / RECOMMENDATION

- c) That the Kaikohe-Hokianga Community Board approve the sum of **\$1,706** (plus GST if applicable) be paid from the Boards Community Grant Fund Account to Korari Enterprises for the costs towards the Matariki 2025 wananga with FNDC libraries in Kaikohe-Hokianga Ward.

TŪTOHUNGA / RECOMMENDATION

- d) That the Kaikohe-Hokianga Community Board approve the sum of **\$792** (plus GST if applicable) be paid from the Boards Community Grant Fund Account to Medina Koni for the costs towards the Matariki 2025 wananga with FNDC libraries in Kaikohe-Hokianga Ward.

TŪTOHUNGA / RECOMMENDATION

- e) That the Kaikohe-Hokianga Community Board approve the sum of **\$1,000** (plus GST if applicable) be paid from the Boards Community Grant Fund Account to Momentum

Charitable Trust for the costs towards life education and financial courses at Kaikohe Probation Centre.

TŪTOHUNGA / RECOMMENDATION

- f) That the Kaikohe-Hokianga Community Board approve the sum of **\$3,500** (plus GST if applicable) be paid from the Boards Community Grant Fund Account to **Paua Trust/Maryann Connor** for the costs towards operating a Matariki movie in Rawene.

TŪTOHUNGA / RECOMMENDATION

- g) That the Kaikohe-Hokianga Community Board approve the sum of **\$3,000** (plus GST if applicable) be paid from the Boards Community Grant Fund Account to **Tupuhaere ki te rangi (Tautoro Titans Club)** for the costs towards running an after-school programme for rangatahi.

TŪTOHUNGA / RECOMMENDATION

- h) That the Kaikohe-Hokianga Community Board approve the sum of **\$2,257** (plus GST if applicable) be paid from the Boards Community Grant Fund Account to **Hokianga Historical Society** for the costs towards purchase and installation of a heat pump.

TŪTOHUNGA / RECOMMENDATION

- i) That the Kaikohe-Hokianga Community Board approve the sum of **\$2,000** (plus GST if applicable) be paid from the Boards Community Grant Fund Account to **Hokianga Community Education Trust** for the costs towards a Matariki Toi Māori showcase and wananga.

TŪTOHUNGA / RECOMMENDATION

- j) That the Kaikohe-Hokianga Community Board approve the sum of **\$2,000** (plus GST if applicable) be paid from the Boards Community Grant Fund Account to **Graeme Dingle Foundation** for the costs towards running a mentoring Ngā Ara Whetū at Northland College.

TŪTOHUNGA / RECOMMENDATION

- k) That the Kaikohe-Hokianga Community Board approve the sum of **\$1,000** (plus GST if applicable) be paid from the Boards Community Grant Fund Account to **Denise Brophy** for the costs towards running a Youth Week Sports Tournament in Kaikohe.

TŪTOHUNGA / RECOMMENDATION

- l) That the Kaikohe-Hokianga Community Board approve the sum of **\$2,500** (plus GST if applicable) be paid from the Boards Community Grant Fund Account to **Ngā Taonga o Kaikohe** for the costs towards running financial education wananga for the Kaikohe/Ngāwha community.

TŪTOHUNGA / RECOMMENDATION

m) That resolution 2024/131 for funding in the sum of **\$12,000** (plus GST if applicable) to Maihi Memorial Trust for the 2025 CPI event be amended as follows:

- a. **\$4,000** (plus GST if applicable) be paid to the applicant for the 2025 Heke Half Marathon; and
- b. the balance of **\$8,000** (plus GST if applicable) be paid to the applicant for the 2026 CHI Festival subject to the updated documentation required being submitted and approved by Council no later than February 2026.

1) TĀHUHU KŌRERO / BACKGROUND

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

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

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

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

Applicant and Project	Requested	Recommend	Comments	Type
Tania Pomana - Printing	\$1,652	\$1,652	These applications are for a series of workshops to be run at the FNDC libraries over Matariki, showcasing Māori art and culture. The Board supported similar applications in 2024, and applications have been made to all three Boards for wananga in their area. This application is only for wananga in Kaikohe-Hokianga Ward. These applications meet community outcomes 1,2,3 and 5.	Art, culture and heritage
Jannine Pikari - Rongoa	\$1,666	\$1,666		
Korari Enterprises - Papermaking	\$1,706	\$1,706		
Medina Koni - Raranga	\$792	\$792		

Applicant and Project	Requested	Recommend	Comments	Type
Momentum Charitable Trust – Life and financial skills programmes	\$4,290	\$1,000	<p>This is the third application from this organisation for the same project. They were granted \$2,145 (50% of the total cost) in April 2024 and their application was left to lie in November 2024 – this application is a new application and separate from the one left to lie in November.</p> <p>This application meets community outcomes 3, 4, 5 and 6</p>	Community
Paua Trust/Maryann Connor – Matariki movies in Rawene	\$5,000	\$3,500	<p>The applicant was part of the group that ran a similar event in Kaikohe last year, when the movie Moana was played in te reo at a free community event for Matariki. This year, they are planning on running the event at Simson Park in Moerewa and at the Rawene school.</p> <p>This meets community outcomes 2, 3 and 5</p>	Event
Tupuhaere ki te rangi (Tautoro Titans Club) – After school programme	\$5,983	\$3,000	<p>The applicant is seeking funds to run an afterschool programme in Kaikohe for rangatahi.</p> <p>This meets community outcomes 1, 2, 3 and 5</p>	Community
Hokianga Historical Society Inc – heat pump purchase and installation	\$2,257	\$2,257	<p>The applicant is seeking funds to install a heat pump at the historical society to help control the temperature at the society and protect the taonga.</p> <p>This meets community outcomes 1, 2, 3 and 5</p>	Infrastructure
Hokianga Community Education Trust – Toi Māori Matariki showcase and wananga	\$2,920	\$2,000	<p>The applicant is seeking funding to hold an art showcase and run wananga based around Toi Māori for matariki.</p> <p>This meets community outcomes 1, 2, 3 and 5</p>	Art/Culture/Heritage

Applicant and Project	Requested	Recommend	Comments	Type
Grame Dingle Foundation – Mentoring Programme at Northland College	\$5,000	\$2,000	<p>The applicant is seeking funding for costs associated with running a mentoring programme at Northland College.</p> <p>The Board has previously supported this programme with a grant in June 2024 for \$3,000.</p> <p>This meets community outcomes 2, 3 and 5.</p>	Community
Denise Brophy – Youth Week Sports Tournament 2025	\$1,815	\$1,000	<p>The applicant is seeking funding towards holding a sports tournament for Youth Week 2025. The costs they have included on their application are specifically for prizes, hall hire and a bond for the hall. Prizes are something that are not generally funded by Community Boards, but the applicant does have other costs that they will incur, including acquiring the sports equipment for the event.</p> <p>This meets community outcomes 2, 3 and 5.</p>	Event
Ngā Taonga o Kaikohe – Financial education for Kaikohe/Ngā community	\$5,000	\$2,500	<p>The applicant runs free of charge classes around financial literacy from a Te Ao Māori perspective. They are seeking funding to continue running these classes.</p> <p>This meets community outcomes 1, 2, 3 and 5.</p>	Community
Maihi Memorial Park Charitable Trust – CHI Festival 2025	\$12,000	<p>\$4,000 from 2024/25 FY</p> <p>\$8,000 from 2025/26 FY</p>	<p>The applicant was granted \$12,000 at the November 2024 Board meeting towards the costs of running the CHI Festival 2025, including the Heke Half Marathon, subject to all requirement documentation being received by February 2025.</p> <p>Council staff have been working intensively with the applicant, with the Waste Management Plan being submitted and approved on 4 April 2025, allowing the permit to be issued by Council for this event.</p> <p>On 11 March 2025, the applicant advised that the festival was</p>	Event

Applicant and Project	Requested	Recommend	Comments	Type
			<p>postponed until 2026 to allow time to seek additional funding for the event. They subsequently advised that the half marathon would still go ahead.</p> <p>The applicant is requesting the funding granted be released in full for their event.</p> <p>If the Board is still prepared to fund this event, it is recommended that \$4,000 be released for the 2024 half marathon with the balance of the funds (\$8,000) to be released in by the end of January 2026 when the applicant has submitted updated documentation to allow a permit to be issued for the 2026 event. Specifically, this documentation would be:</p> <ul style="list-style-type: none"> • Updated Waste Management Plan • Updated Health and Safety Plan • Updated letter from LINZ and the lease-holder of the property, confirming their approval for the event to take place • Updated list of food vendors • If the scope of the event is substantially changed, an updated traffic management plan will also be required. • A completed project report for the 2025 Heke Half Marathon that is accepted by the Board. 	

TAKE TŪTOHUNGA / REASON FOR THE RECOMMENDATION

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

For each application the Board has three options.

Option 1 Authorise funding for the full amount requested.

Option 2 Authorise partial funding.














Option 3 Decline funding.

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

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

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

ĀPITIHINGA / ATTACHMENTS

1. Tania Pomana - A5139316 [↓](#) 
2. Jannine Pikari - A5139319 [↓](#) 
3. Korari Enterprises - A5139324 [↓](#) 
4. Medina Koni - A5139317 [↓](#) 
5. Momentum Charitable Trust - A5139312 [↓](#) 
6. Maryann Connor - Paua Trust - A5139310 [↓](#) 
7. Tupuhaere ki te rangi - A5139315 [↓](#) 
8. Hokianga Historical Society - A5139321 [↓](#) 
9. Hokianga Community Education Trust - A5139314 [↓](#) 
10. Graeme Dingle Foundation - A5139313 [↓](#) 
11. Denise Brophy - A5139306 [↓](#) 
12. Nga Taonga o Kaikohe - A5139318 [↓](#) 
13. Maihi Memorial Park Charitable Trust - A4968697 [↓](#) 

HŌTAKA TAKE ŌKAWA / COMPLIANCE SCHEDULE:

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

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

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

Kaikohe-Hokianga Community Grant Fund Jan - June 2025 Community Board Funding Application Form (Dec 2024) Application No. KHCB022 From Ms Tania Pomana

Form Submitted 20 Mar 2025, 1:15PM NZDT

Before you Begin

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 2 of the [Community Grant Policy](#) to ensure you are eligible.
- All applications are to be submitted 20 clear working days prior to the Community Board meeting where the application will be considered. Deadline dates are on the Council's website.
- Incomplete, late or non-complying applications will not be considered.
- Applicants who have failed to complete a Project Report for previous funding granted within the last five years are not eligible for funding.
- If there's anything on this form you're not sure of, please contact the Community Development team at freephone 0800 920 029 or funding@fndc.govt.nz - we're happy to help.

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

- Two quotes for purchases where practicable, **or** evidence of expected purchases. If you are unable to provide quotes, a written explanation as to why this is not possible should be provided
- Details of all other funding secured or pending approval for this project (minimum 50%)
- Financial details - this can be a profit and loss statement or simple statement of account
- Programme outline or Business Plan (if applying for operating costs)
- Written permission should be provided for activities taking place on Council land, public roads or private property not owned by the applicant

Applicant Details

* indicates a required field

Fund Type

Which fund are you applying for? *

- ☒ Community Grant Fund ☐ Pride of Place Fund

Applicant details

Applicant *

Ms Tania Pomana

NZ Charity Registration Number (CRN)

New Zealand Charities Register Information

Reg Number

Legal Name

Kaikohe-Hokianga Community Grant Fund Jan - June 2025
Community Board Funding Application Form (Dec 2024)
Application No. KHCB022 From Ms Tania Pomana
Form Submitted 20 Mar 2025, 1:15PM NZDT

Other Names

Reg Status

Charity's Street Address

Charity's Postal Address

Telephone

Fax

Email

Website

Reg Date

Must be formatted correctly.

If you are a registered charity, please enter your registration number.

What sector do you/your organisation work in? *

Arts/Culture/Heritage

Website

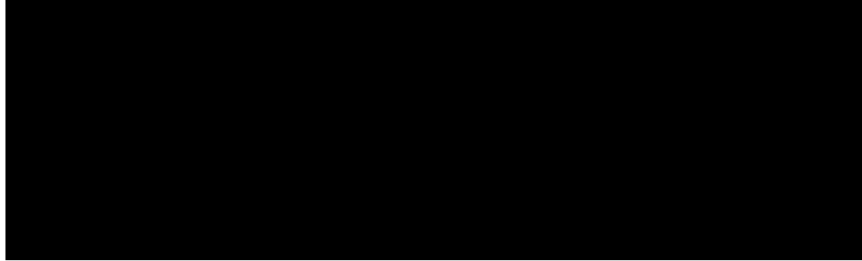
Must be a URL.

Facebook page

Creative Wahine

Contact details

Kaikohe-Hokianga Community Grant Fund Jan - June 2025
Community Board Funding Application Form (Dec 2024)
Application No. KHCBO22 From Ms Tania Pomana
Form Submitted 20 Mar 2025, 1:15PM NZDT



Purpose of organisation

Please briefly describe the purpose of the organisation *

I am an individual artist, I operate as Creative Wahine. My practice is multi-disciplinary. I have run various workshops focussing on creativity as a mode to self healing/awareness. My purpose as a facilitator is to encourage the reality that everybody is creative and creativity is important.

Must be no more than 50 words.

Number of Members *

1

Project Details

*** indicates a required field**

Community Board

Community Board Priorities

If you are applying for funding across more than one ward, you need to make a separate application to each Board.

Each community board has their own priorities. You can view them at [Community Board Plans | Far North District Council](#)

Which Community Board are you applying to? *

☐ Te Hiku (Northern) Community Board ☐ Bay of Islands-Whangaroa (Eastern) Community Board ☒ Kaikohe-Hokianga (Western) Community Board

Project name *

Puanga/matariki workshop series FNDC Libraries Gelli Printing - Colour Flow

Type of Activity

What is the main purpose of your activity?

Please refer to the guidance notes for definitions.

If you are holding an event, it is recommended that you also look at the guidance for what permits may be required and the timeframes for applications - information can be found at: [What is your event? | Far North District Council \(fndc.govt.nz\)](#)

Kaikohe-Hokianga Community Grant Fund Jan - June 2025 Community Board Funding Application Form (Dec 2024) Application No. KHC022 From Ms Tania Pomana

Form Submitted 20 Mar 2025, 1:15PM NZDT

If you are proposing building or creating a physical item to go on Council property, or an item become the responsibility of Council, please contact the Funding Advisor before you lodge an application to find out more information on what is needed before an application can be accepted. Your application may be delayed going to the Board while this process is worked through.

Type of Activity *

- ☒ Art/Culture/Heritage
- ☐ Event
- ☐ Infrastructure
- ☐ Community
- ☐ Environmental
- ☐ Sport and Recreation

Project Dates

Start Date

Date

01/06/2025

Must be a date.

End Date:

Date:

30/06/2025

Must be a date.

Project Details

Location *

Kaikohe Library

Must be no more than 10 words.
(Town or area)

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

- ☐ Yes
- ☒ No

If yes, how much?

Must be a whole dollar amount (no cents).

How many active participants (including volunteers) are taking part? *

2

Must be a number.

How many visitors/audience members/clients do you expect? *

25

Must be a number.

Have you engaged with tangata whenua about your project? *

☐ Yes

☒ No

If yes, please provide evidence of any engagement you have undertaken

Have you engaged with the community about your project? *

Page 4 of 12

Kaikohe-Hokianga Community Grant Fund Jan - June 2025 Community Board Funding Application Form (Dec 2024) Application No. KHC022 From Ms Tania Pomana

Form Submitted 20 Mar 2025, 1:15PM NZDT

☐ Yes

☒ No

If yes, please provide evidence of any engagement you have undertaken

Project Outline

Outline your activity and the services/experiences it will provide.

Who will benefit from your project and how? *

The project will be a part of the Matariki celebrations 2025, in the form of x4 creative workshops, that will take place at the Far North Libraries, (Kaikohe, Kaitaia, Kawakawa & Kāeo). Dates to be confirmed. The workshops will be Geli-Printing workshops, that are inclusive of all ages. The activity itself is a nice easy application of paint, which is then turned into a monoprint. The kōrero behind the activity will be around Matariki, Wellbeing and how colours can represent each individuals understanding. I would like each participant to choose their favourite print for a photograph which will be turned into a photobook as a resource for the library. Each person who participates in the workshops will walk away with their own prints, a fun time of creativity, a chance to connect with others and the opportunity to see their work in the library.

Must be no more than 150 words.

What Community Outcome(s) does your project meet? *

- ☒ A wisely managed and treasured environment that recognises the role of tangata whenua as kaitiaki
- ☐ We embrace and celebrate our unique culture and heritage and value it as a source of enduring pride
- ☐ Proud, vibrant communities
- ☐ Prosperous communities supported by a sustainable economy
- ☒ Communities that are healthy, safe, connected and sustainable
- ☒ Connected communities that are prepared for the unexpected

At least 1 choice must be selected.

How does your project meet the Community Outcome(s) you have selected above? *

The project itself will be part of this years Matariki Celebrations, which is a tangata whenua practice, and therefore acknowledges and affirms tangata whenua's role of kaitiaki of Māori traditions and way of life. The time spent with others in the workshops doing something new, and sharing that environment with people they may not know, helps create connection to others and the library environment.

Must be no more than 250 words.

Project Cost

*** indicates a required field**

- When applying for funding from your community board, the amount requested should generally be less than 50% of the total cost of the project. If you are requesting more than 50% of the total cost of the project, you must speak with the Funding Advisor before submitting your application.

Kaikohe-Hokianga Community Grant Fund Jan - June 2025 Community Board Funding Application Form (Dec 2024) Application No. KHC022 From Ms Tania Pomana

Form Submitted 20 Mar 2025, 1:15PM NZDT

- A minimum of two quotes should be provided for each item funding is requested for. If this is not possible, a letter should be provided with the application explaining why this is not done

Funding Request Amount

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

What is the total cost of your project? *

\$4,956.00

Must be a dollar amount.

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

\$1,652.00

Must be a dollar amount.

Completing your budget

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

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

Amount Requested Column - provide (against the item) the amount you are requesting from the Board. This may be the same amount as shown in the Total Cost Column.

- 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

Budget

Expenditure	Total Cost	Amount Requested	Quotes	
	Must be a dollar amount.	Must be a dollar amount.		
Travel	\$1,156.00	\$127.00	Filename: Travel Cost.pdf File size: 1.3 MB	
Accommodation	\$400.00	\$130.00	Filename: Screen Shot 2025-03-10 at 10.19.53 AM (1).png File size: 787.4 kB	

Kaikohe-Hokianga Community Grant Fund Jan - June 2025 Community Board Funding Application Form (Dec 2024) Application No. KHC022 From Ms Tania Pomana

Form Submitted 20 Mar 2025, 1:15PM NZDT

Photobooks	\$250.00		<div>Filename: Screen Shot 2025-03-10 at 10.24.33 AM.png</div> <div>File size: 1.0 MB</div>	
Facilitator	\$2,400.00	\$600.00	<div>Filename: Creative inv (1).pdf</div> <div>File size: 934.9 kB</div>	
Art Supplies	\$750.00	\$375.00	<div>Filename: Screen Shot 2025-03-10 at 10.46.47 AM.png</div> <div>File size: 382.4 kB</div> <div>Filename: Screen Shot 2025-03-10 at 10.46.54 AM.png</div> <div>File size: 459.5 kB</div> <div>Filename: Screen Shot 2025-03-10 at 10.47.04 AM.png</div> <div>File size: 374.5 kB</div>	
			No files have been uploaded	
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Kaikohe-Hokianga Community Grant Fund Jan - June 2025
Community Board Funding Application Form (Dec 2024)
Application No. KHCB022 From Ms Tania Pomana

Form Submitted 20 Mar 2025, 1:15PM NZDT

			No files have been uploaded	
			No files have been uploaded	

Financial Information

*** indicates a required field**

Financial Information

If your organisation registered for GST *

☐ Yes ☒ No

Current Funding

How much money does your organisation currently have? *

\$0.00

Must be a dollar amount.

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

\$0.00

Must be a dollar amount.

Tagged Funds

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

Purpose	Amount
0.00	\$0.00

Total Tagged Funds

Total Expenditure Amount

\$0.00

This number/amount is calculated.

Other Funding

Kaikohe-Hokianga Community Grant Fund Jan - June 2025 Community Board Funding Application Form (Dec 2024) Application No. KHCBO22 From Ms Tania Pomana

Form Submitted 20 Mar 2025, 1:15PM NZDT

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.	
Te Hiku CB	\$1,652.00	Pending
BOI Whangaroa	\$1,652.00	Pending
Kamahi volunteer	\$200.00	Yes

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.	
Creative Commu-nites	\$2,500.00	25/10/2023	Yes

Supporting Financial Information

When applying for funding, you need to provide us with a profit and loss statement, an audited financial report or a copy of your bank statement.

1 Name of supporting financial document *

Bank Statement

1 Supporting Financial document *

Filename: Screen Shot 2025-03-10 at 11.12.51 AM.png
File size: 315.9 kB

2 Name of supporting financial document

Kaikohe-Hokianga Community Grant Fund Jan - June 2025 Community Board Funding Application Form (Dec 2024) Application No. KHC022 From Ms Tania Pomana

Form Submitted 20 Mar 2025, 1:15PM NZDT

2 Supporting Financial Document

No files have been uploaded

3 Name of supporting financial document

3 Supporting Financial Document

No files have been uploaded

Applicant Declaration

*** 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)

Page 10 of 12

**Kaikohe-Hokianga Community Grant Fund Jan - June 2025
Community Board Funding Application Form (Dec 2024)
Application No. KHCB022 From Ms Tania Pomana**

Form Submitted 20 Mar 2025, 1:15PM NZDT

- A regularly maintained PAYE record (if applicable)
- The funding and its expenditure shown as separate entries in the cash book or as a note to the accounts
- Tracking of different funding, e.g through a spreadsheet or journey entry
- regular financial reporting to every full meeting of the governing body

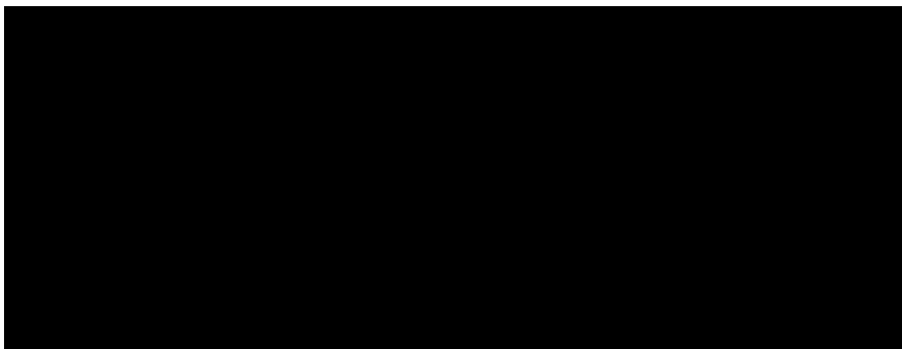
We agree to the following conditions if we are funded by Local Community Grant Funding:

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

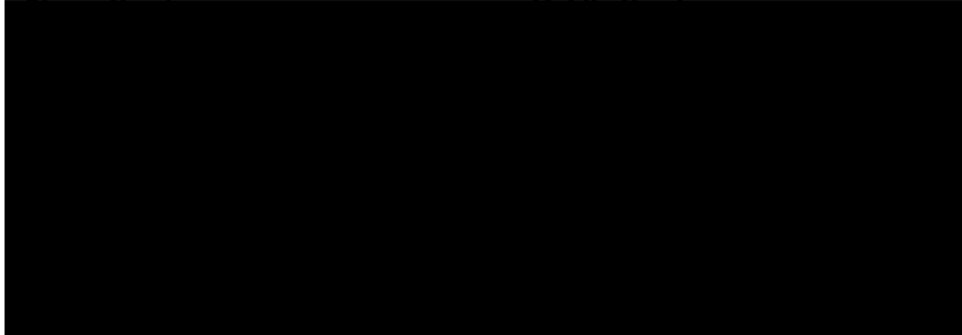
Signatures

Signatory One

Signatory Two



Kaikohe-Hokianga Community Grant Fund Jan - June 2025
Community Board Funding Application Form (Dec 2024)
Application No. KHCBO22 From Ms Tania Pomana
Form Submitted 20 Mar 2025, 1:15PM NZDT



Date

19/02/2025

Must be a date.

Any other supporting documentation

If you have any other documents you would like us to consider with your application that you have not attached elsewhere in this application, please attach them below. If possible, please attach as pdf documents.

If you have more than three additional supporting information documents, please contact funding@fndc.govt.nz

1 Additional Supporting Document Name

1 Additional Supporting Information

No files have been uploaded

2 Additional Supporting Document Name

2 Additional Supporting Information

No files have been uploaded

3 Additional Supporting Document Name

3 Additional Supporting Information

No files have been uploaded

Kaikohe-Hokianga Community Grant Fund Jan - June 2025 Community Board Funding Application Form (Dec 2024) Application No. KHCB017 From Jannine Pikari

Form Submitted 18 Mar 2025, 4:03PM NZDT

Before you Begin

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 2 of the [Community Grant Policy](#) to ensure you are eligible.
- All applications are to be submitted 20 clear working days prior to the Community Board meeting where the application will be considered. Deadline dates are on the Council's website.
- Incomplete, late or non-complying applications will not be considered.
- Applicants who have failed to complete a Project Report for previous funding granted within the last five years are not eligible for funding.
- If there's anything on this form you're not sure of, please contact the Community Development team at freephone 0800 920 029 or funding@fndc.govt.nz - we're happy to help.

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

- Two quotes for purchases where practicable, **or** evidence of expected purchases. If you are unable to provide quotes, a written explanation as to why this is not possible should be provided
- Details of all other funding secured or pending approval for this project (minimum 50%)
- Financial details - this can be a profit and loss statement or simple statement of account
- Programme outline or Business Plan (if applying for operating costs)
- Written permission should be provided for activities taking place on Council land, public roads or private property not owned by the applicant

Applicant Details

* indicates a required field

Fund Type

Which fund are you applying for? *

☒ Community Grant Fund

☐ Pride of Place Fund

Applicant details

Applicant *

Jannine Pikari

NZ Charity Registration Number (CRN)

New Zealand Charities Register Information

Reg Number

Legal Name

Kaikohe-Hokianga Community Grant Fund Jan - June 2025
Community Board Funding Application Form (Dec 2024)
Application No. KHCB017 From Jannine Pikari
Form Submitted 18 Mar 2025, 4:03PM NZDT

Other Names

Reg Status

Charity's Street Address

Charity's Postal Address

Telephone

Fax

Email

Website

Reg Date

Must be formatted correctly.

If you are a registered charity, please enter your registration number.

What sector do you/your organisation work in? *

Other: Rongoa

[Redacted content]

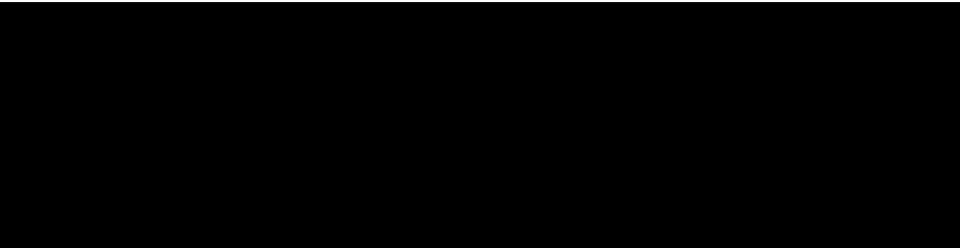
Contact details

Contact Person One:

Contact Person Two:

[Redacted content]

Kaikohe-Hokianga Community Grant Fund Jan - June 2025
Community Board Funding Application Form (Dec 2024)
Application No. KHCB017 From Jannine Pikari
Form Submitted 18 Mar 2025, 4:03PM NZDT



Purpose of organisation

Please briefly describe the purpose of the organisation *

To self-empower ngā tangata katoa through the practice of rongoa Māori.

I help to create a safe place for people to reclaim, enhance and take responsibility for their hauora.

"Te toto o te tangata, he kai, te oranga o te tangata, he whenua"

Must be no more than 50 words.

Number of Members *

2

Project Details

*** indicates a required field**

Community Board

Community Board Priorities

If you are applying for funding across more than one ward, you need to make a separate application to each Board.

Each community board has their own priorities. You can view them at [Community Board Plans | Far North District Council](#)

Which Community Board are you applying to? *

☐ Te Hiku (Northern)
Community Board

☐ Bay of Islands-Whangaroa
(Eastern) Community Board

☒ Kaikohe-Hokianga
(Western) Community Board

Project name *

Puanga/Matariki series FNDC Libraries

Type of Activity

What is the main purpose of your activity?

Please refer to the guidance notes for definitions.

If you are holding an event, it is recommended that you also look at the guidance for what permits may be required and the timeframes for applications - information can be found at: [What is your event? | Far North District Council \(fndc.govt.nz\)](#)

Kaikohe-Hokianga Community Grant Fund Jan - June 2025 Community Board Funding Application Form (Dec 2024) Application No. KHCB017 From Jannine Pikari

Form Submitted 18 Mar 2025, 4:03PM NZDT

If you are proposing building or creating a physical item to go on Council property, or an item become the responsibility of Council, please contact the Funding Advisor before you lodge an application to find out more information on what is needed before an application can be accepted. Your application may be delayed going to the Board while this process is worked through.

Type of Activity *

- ☒ Art/Culture/Heritage
- ☐ Event
- ☐ Infrastructure
- ☐ Community
- ☐ Environmental
- ☐ Sport and Recreation

Project Dates

Start Date

Date

01/06/2025

Must be a date.

End Date:

Date:

30/06/2025

Must be a date.

Project Details

Location *

Kaikohe Library

Must be no more than 10 words.
(Town or area)

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

- ☐ Yes
- ☒ No

If yes, how much?

Must be a whole dollar amount (no cents).

How many active participants (including volunteers) are taking part? *

3

Must be a number.

How many visitors/audience members/clients do you expect? *

25

Must be a number.

Have you engaged with tangata whenua about your project? *

- ☒ Yes
- ☐ No

If yes, please provide evidence of any engagement you have undertaken

Have you engaged with the community about your project? *

Page 4 of 12

Kaikohe-Hokianga Community Grant Fund Jan - June 2025 Community Board Funding Application Form (Dec 2024) Application No. KHCB017 From Jannine Pikari

Form Submitted 18 Mar 2025, 4:03PM NZDT

☒ Yes

☐ No

If yes, please provide evidence of any engagement you have undertaken

Project Outline

Outline your activity and the services/experiences it will provide.

Who will benefit from your project and how? *

All ages, ethnicities, capabilities in our community will find something to take away from our workshops. Over two hours participants will learn about releasing tension through rakau and kohatu work. We will explore the benefits of meditation hā ki roto, hā ke waho and how to connect to their own mana. Each participant will learn about some of the rongoa in our taiao and the relevance of Puanga and Matariki as we shift into the next phase of the maramataka. Participants will go away with free samples of Rongoa mirimiri and wai to aid with supporting their own Hauora.

Must be no more than 150 words.

What Community Outcome(s) does your project meet? *

- ☒ A wisely managed and treasured environment that recognises the role of tangata whenua as kaitiaki
- ☒ We embrace and celebrate our unique culture and heritage and value it as a source of enduring pride
- ☒ Proud, vibrant communities
- ☒ Prosperous communities supported by a sustainable economy
- ☒ Communities that are healthy, safe, connected and sustainable
- ☒ Connected communities that are prepared for the unexpected

At least 1 choice must be selected.

How does your project meet the Community Outcome(s) you have selected above? *

Our rongoa Māori workshop will create a safe space for people to connect through the sharing of matauranga Māori. The workshop aims to help tangata take responsibility for their own hauora and empower our communities to find that collective strength so we can promote the wellbeing of everyone through the support rongoa Māori.

Must be no more than 250 words.

Project Cost

*** indicates a required field**

- When applying for funding from your community board, the amount requested should generally be less than 50% of the total cost of the project. If you are requesting more than 50% of the total cost of the project, you must speak with the Funding Advisor before submitting your application.
- A minimum of two quotes should be provided for each item funding is requested for. If this is not possible, a letter should be provided with the application explaining why this is not done

Kaikohe-Hokianga Community Grant Fund Jan - June 2025 Community Board Funding Application Form (Dec 2024) Application No. KHCB017 From Jannine Pikari

Form Submitted 18 Mar 2025, 4:03PM NZDT

Funding Request Amount

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

What is the total cost of your project? *

\$13,333.00

Must be a dollar amount.

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

\$1,666.00

Must be a dollar amount.

Completing your budget

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

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

Amount Requested Column - provide (against the item) the amount you are requesting from the Board. This may be the same amount as shown in the Total Cost Column.

- 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

Budget

Expenditure	Total Cost	Amount Requested	Quotes	
	Must be a dollar amount.	Must be a dollar amount.		
Labour	\$9,000.00	\$1,000.00	Filename: Invoice.jpg File size: 2.0 MB	
Travel	\$509.00	\$130.00	Filename: Invoice.jpg File size: 2.0 MB	
Rongoa products	\$1,364.00	\$536.00	Filename: Invoice.jpg File size: 2.0 MB	
			No files have been uploaded	

Kaikohe-Hokianga Community Grant Fund Jan - June 2025 Community Board Funding Application Form (Dec 2024) Application No. KHCB017 From Jannine Pikari

Form Submitted 18 Mar 2025, 4:03PM NZDT

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			No files have been uploaded	

Financial Information

*** indicates a required field**

Financial Information

If your organisation registered for GST *

☒ Yes ☐ No

GST Number

GST Number

45 137 546

Current Funding

How much money does your organisation currently have? *

\$43.00

Must be a dollar amount.

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

Kaikohe-Hokianga Community Grant Fund Jan - June 2025
Community Board Funding Application Form (Dec 2024)
Application No. KHCB017 From Jannine Pikari
Form Submitted 18 Mar 2025, 4:03PM NZDT

\$43.00

Must be a dollar amount.

Tagged Funds

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

Purpose	Amount
Business expenditure	\$42.00

Total Tagged Funds

Total Expenditure Amount

\$42.00

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.	
Kaimahi volunteer	\$500.00	Yes
Te Hiku CB	\$1,666.00	Pending
BOI CB	\$3,333.00	Pending

Previous Funding from FNDC

Have you previously received funding from FNDC? *

☐ Yes ☒ No

Supporting Financial Information

When applying for funding, you need to provide us with a profit and loss statement, an audited financial report or a copy of your bank statement.

Kaikohe-Hokianga Community Grant Fund Jan - June 2025 Community Board Funding Application Form (Dec 2024) Application No. KHCB017 From Jannine Pikari

Form Submitted 18 Mar 2025, 4:03PM NZDT

1 Name of supporting financial document *

Bank statement

1 Supporting Financial document *

Filename: bank statement.jpg

File size: 2.4 MB

2 Name of supporting financial document

2 Supporting Financial Document

No files have been uploaded

3 Name of supporting financial document

3 Supporting Financial Document

No files have been uploaded

Applicant Declaration

*** 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.

Kaikohe-Hokianga Community Grant Fund Jan - June 2025 Community Board Funding Application Form (Dec 2024) Application No. KHCB017 From Jannine Pikari

Form Submitted 18 Mar 2025, 4:03PM NZDT

3. We have attached our organisations most recent statement of income and expenditure, annual accounts, or other financial documents that demonstrate its ability to manage a grant.

4. Individuals associated with our organisation will not receive a salary or any other pecuniary gain from the proceeds of any grant money arising from this application.

5. The details given in all sections of this application are true and correct to the best of our knowledge, and reasonable evidence has been provided to support our application.

6. We have the following set of internal controls in place:

- Two signatories to all bank accounts (if applicable)
- a regularly maintained and current cashbook or electronic equivalent
- A person responsible for keeping the financial records of the organisation
- A regularly maintained tax record (if applicable)
- A regularly maintained PAYE record (if applicable)
- The funding and its expenditure shown as separate entries in the cash book or as a note to the accounts
- Tracking of different funding, e.g. through a spreadsheet or journal entry
- regular financial reporting to every full meeting of the governing body

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

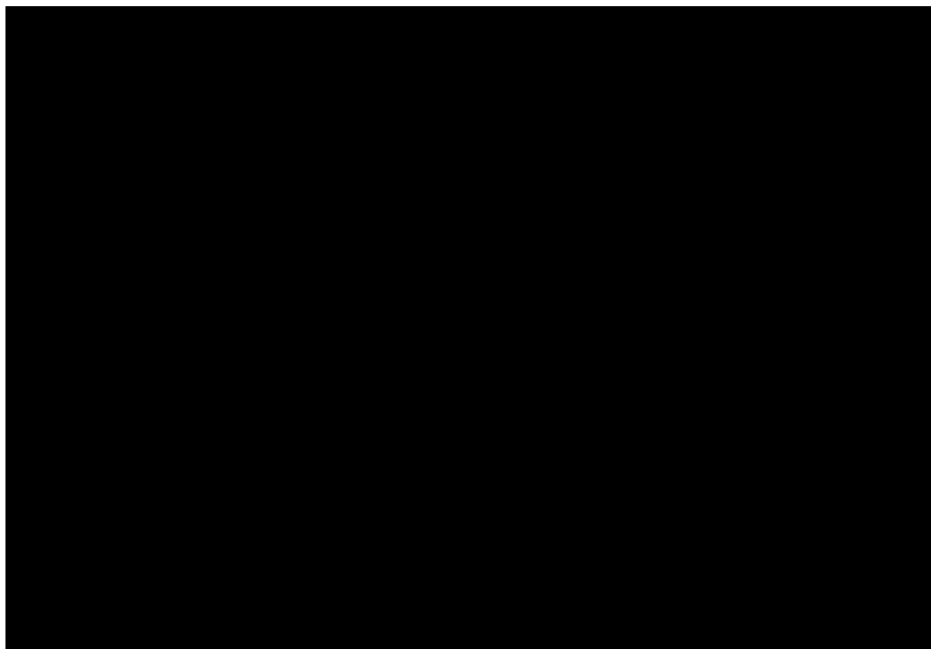
1. To uplift any funding granted within 3 months of the date of the letter of agreement. failure to do so will result in loss of the grant money.
2. To spend the funding within 12 months of the date of grant approval unless written approval for an extension is obtained from Council before that 12 month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

Signatures

Signatory One

Signatory Two

Kaikohe-Hokianga Community Grant Fund Jan - June 2025
Community Board Funding Application Form (Dec 2024)
Application No. KHCB017 From Jannine Pikari
Form Submitted 18 Mar 2025, 4:03PM NZDT



Date

18/03/2025

Must be a date.

Date

18/03/2025

Must be a date.

Any other supporting documentation

If you have any other documents you would like us to consider with your application that you have not attached elsewhere in this application, please attach them below. If possible, please attach as pdf documents.

If you have more than three additional supporting information documents, please contact funding@fndc.govt.nz

1 Additional Supporting Document Name

pictures from previous workshops

1 Additional Supporting Information

Filename: 480999958_995483335977885_7424957587229289153_n.jpg

File size: 11.1 kB

Filename: 481147494_995476975978521_2296420923124440903_n.jpg

File size: 209.1 kB

Filename: 481148862_995876105938608_6897993551456038483_n.jpg

File size: 32.4 kB

Filename: 481457235_995487395977479_8280381298261079750_n.jpg

File size: 10.8 kB

Kaikohe-Hokianga Community Grant Fund Jan - June 2025 Community Board Funding Application Form (Dec 2024) Application No. KHCB010 From Korari Enterprises

Form Submitted 18 Mar 2025, 3:45PM NZDT

Before you Begin

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 2 of the [Community Grant Policy](#) to ensure you are eligible.
- All applications are to be submitted 20 clear working days prior to the Community Board meeting where the application will be considered. Deadline dates are on the Council's website.
- Incomplete, late or non-complying applications will not be considered.
- Applicants who have failed to complete a Project Report for previous funding granted within the last five years are not eligible for funding.
- If there's anything on this form you're not sure of, please contact the Community Development team at freephone 0800 920 029 or funding@fndc.govt.nz - we're happy to help.

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

- Two quotes for purchases where practicable, **or** evidence of expected purchases. If you are unable to provide quotes, a written explanation as to why this is not possible should be provided
- Details of all other funding secured or pending approval for this project (minimum 50%)
- Financial details - this can be a profit and loss statement or simple statement of account
- Programme outline or Business Plan (if applying for operating costs)
- Written permission should be provided for activities taking place on Council land, public roads or private property not owned by the applicant

Applicant Details

* indicates a required field

Fund Type

Which fund are you applying for? *

☒ Community Grant Fund

☐ Pride of Place Fund

Applicant details

Applicant *

Korari Enterprises

NZ Charity Registration Number (CRN)

New Zealand Charities Register Information

Reg Number

Legal Name

**Kaikohe-Hokianga Community Grant Fund Jan - June 2025
Community Board Funding Application Form (Dec 2024)**

Application No. KHCB010 From Korari Enterprises

Form Submitted 18 Mar 2025, 3:45PM NZDT

Other Names

Reg Status

Charity's Street Address

Charity's Postal Address

Telephone

Fax

Email

Website

Reg Date

Must be formatted correctly.

If you are a registered charity, please enter your registration number.

What sector do you/your organisation work in? *

Other: raranga/ paper making

Contact details

Contact Person One:

Contact Person Two:

Kaikohe-Hokianga Community Grant Fund Jan - June 2025
Community Board Funding Application Form (Dec 2024)
Application No. KHCB010 From Korari Enterprises
Form Submitted 18 Mar 2025, 3:45PM NZDT

Purpose of organisation

Please briefly describe the purpose of the organisation *

'Korari Enterprises' is an organisation that has set up infrastructure for a paper mill with the aim to reignite the fibre/textile industry in Northland and nation wide. By blending tradition with innovation. Kōrari paper making becomes a symbol of cultural resilience and sustainability.

Must be no more than 50 words.

Number of Members *

4

Project Details

*** indicates a required field**

Community Board

Community Board Priorities

If you are applying for funding across more than one ward, you need to make a separate application to each Board.

Each community board has their own priorities. You can view them at [Community Board Plans | Far North District Council](#)

Which Community Board are you applying to? *

☐ Te Hiku (Northern) Community Board ☐ Bay of Islands-Whangaroa (Eastern) Community Board ☒ Kaikohe-Hokianga (Western) Community Board

Project name *

Puanga/Matariki workshop series FNDC Libraries

Type of Activity

What is the main purpose of your activity?

Please refer to the guidance notes for definitions.

If you are holding an event, it is recommended that you also look at the guidance for what permits may be required and the timeframes for applications - information can be found at: [What is your event? | Far North District Council \(fndc.govt.nz\)](#)

Kaikohe-Hokianga Community Grant Fund Jan - June 2025 Community Board Funding Application Form (Dec 2024) Application No. KHC010 From Korari Enterprises

Form Submitted 18 Mar 2025, 3:45PM NZDT

If you are proposing building or creating a physical item to go on Council property, or an item become the responsibility of Council, please contact the Funding Advisor before you lodge an application to find out more information on what is needed before an application can be accepted. Your application may be delayed going to the Board while this process is worked through.

Type of Activity *

- ☒ Art/Culture/Heritage
- ☐ Event
- ☐ Infrastructure
- ☐ Community
- ☐ Environmental
- ☐ Sport and Recreation

Project Dates

Start Date

Date

01/06/2025

Must be a date.

End Date:

Date:

30/06/2025

Must be a date.

Project Details

Location *

Kaikohe Library

Must be no more than 10 words.
(Town or area)

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

- ☐ Yes
- ☒ No

If yes, how much?

Must be a whole dollar amount (no cents).

How many active participants (including volunteers) are taking part? *

3

Must be a number.

How many visitors/audience members/clients do you expect? *

60

Must be a number.

Have you engaged with tangata whenua about your project? *

- ☒ Yes
- ☐ No

If yes, please provide evidence of any engagement you have undertaken

Have you engaged with the community about your project? *

Page 4 of 12

Kaikohe-Hokianga Community Grant Fund Jan - June 2025 Community Board Funding Application Form (Dec 2024) Application No. KHCB010 From Korari Enterprises

Form Submitted 18 Mar 2025, 3:45PM NZDT

☒ Yes

☐ No

If yes, please provide evidence of any engagement you have undertaken

Project Outline

Outline your activity and the services/experiences it will provide.

Who will benefit from your project and how? *

The workshop series is aimed at all ages and capabilities. We aim to create accessibility to all our community. It will be an opportunity for creativity, healing and connection. Participants will have 2hrs to complete a kōrari pukapuka that they can then use to tell their story. It will become a keepsake to mark their first step in contributing to the revitalisation of kōrari as a natural and sustainable resource. They will learn the process of paper making with this amazing fibre and be introduced to the endless possibilities and uses of korari

Must be no more than 150 words.

What Community Outcome(s) does your project meet? *

- ☒ A wisely managed and treasured environment that recognises the role of tangata whenua as kaitiaki
- ☒ We embrace and celebrate our unique culture and heritage and value it as a source of enduring pride
- ☒ Proud, vibrant communities
- ☒ Prosperous communities supported by a sustainable economy
- ☒ Communities that are healthy, safe, connected and sustainable
- ☒ Connected communities that are prepared for the unexpected

At least 1 choice must be selected.

How does your project meet the Community Outcome(s) you have selected above? *

Our series of workshops will highlight many of the community outcomes including - teaching participants about our treasured kōrari and how we as kaitiaki can play a vital role in the preservation and production of a useful textile. As part of learning about how we can play our part in preservation we will naturally create those connections with people and build proud and vibrant communities. The kōrari industry has so much potential to create prosperous communities supported by a sustainable economy for our Far North District that we aim to ignite the interest of all participants through these workshops.

Must be no more than 250 words.

Project Cost

*** indicates a required field**

- When applying for funding from your community board, the amount requested should generally be less than 50% of the total cost of the project. If you are requesting more than 50% of the total cost of the project, you must speak with the Funding Advisor before submitting your application.
- A minimum of two quotes should be provided for each item funding is requested for. If this is not possible, a letter should be provided with the application explaining why this is not done

Kaikohe-Hokianga Community Grant Fund Jan - June 2025 Community Board Funding Application Form (Dec 2024) Application No. KHCB010 From Korari Enterprises

Form Submitted 18 Mar 2025, 3:45PM NZDT

Funding Request Amount

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

What is the total cost of your project? *

\$10,238.00

Must be a dollar amount.

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

\$1,706.00

Must be a dollar amount.

Completing your budget

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

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

Amount Requested Column - provide (against the item) the amount you are requesting from the Board. This may be the same amount as shown in the Total Cost Column.

- 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

Budget

Expenditure	Total Cost	Amount Requested	Quotes	
	Must be a dollar amount.	Must be a dollar amount.		
Labour	\$8,250.00	\$1,000.00	Filename: Invoice.pdf File size: 300.0 kB	
Travel	\$358.00	\$119.00	Filename: Invoice.pdf File size: 300.0 kB	
resources	\$1,280.00	\$587.00	Filename: Invoice.pdf File size: 300.0 kB	

Kaikohe-Hokianga Community Grant Fund Jan - June 2025 Community Board Funding Application Form (Dec 2024) Application No. KHCB010 From Korari Enterprises

Form Submitted 18 Mar 2025, 3:45PM NZDT

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Financial Information

*** indicates a required field**

Financial Information

If your organisation registered for GST *

☐ Yes ☒ No

Current Funding

How much money does your organisation currently have? *

\$1.00

Must be a dollar amount.

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

\$1.00

Must be a dollar amount.

Kaikohe-Hokianga Community Grant Fund Jan - June 2025 Community Board Funding Application Form (Dec 2024) Application No. KHC010 From Korari Enterprises

Form Submitted 18 Mar 2025, 3:45PM NZDT

Tagged Funds

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

Purpose	Amount
personal expenditure	\$1.00

Total Tagged Funds

Total Expenditure Amount

\$1.00

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.	
Kaimahi - volunteer	\$500.00	Yes
Te Hiku CB	\$1,706.00	Pending
BOI Whangaroa CB	\$1,706.00	Pending

Previous Funding from FNDC

Have you previously received funding from FNDC? *

☐ Yes ☒ No

Supporting Financial Information

When applying for funding, you need to provide us with a profit and loss statement, an audited financial report or a copy of your bank statement.

1 Name of supporting financial document *

Bank account

Kaikohe-Hokianga Community Grant Fund Jan - June 2025 Community Board Funding Application Form (Dec 2024) Application No. KHC010 From Korari Enterprises

Form Submitted 18 Mar 2025, 3:45PM NZDT

1 Supporting Financial document *

Filename: Bus_First_Oncall_Account.pdf
File size: 32.3 kB

2 Name of supporting financial document

2 Supporting Financial Document

No files have been uploaded

3 Name of supporting financial document

3 Supporting Financial Document

No files have been uploaded

Applicant Declaration

* 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.

Kaikohe-Hokianga Community Grant Fund Jan - June 2025
Community Board Funding Application Form (Dec 2024)
Application No. KHCB010 From Korari Enterprises

Form Submitted 18 Mar 2025, 3:45PM NZDT

5. The details given in all sections of this application are true and correct to the best of our knowledge, and reasonable evidence has been provided to support our application.

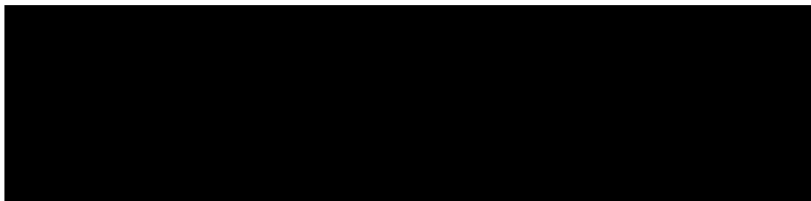
6. We have the following set of internal controls in place:

- Two signatories to all bank accounts (if applicable)
- a regularly maintained and current cashbook or electronic equivalent
- A person responsible for keeping the financial records of the organisation
- A regularly maintained tax record (if applicable)
- A regularly maintained PAYE record (if applicable)
- The funding and its expenditure shown as separate entries in the cash book or as a note to the accounts
- Tracking of different funding, e.g through a spreadsheet or journey entry
- regular financial reporting to every full meeting of the governing body

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

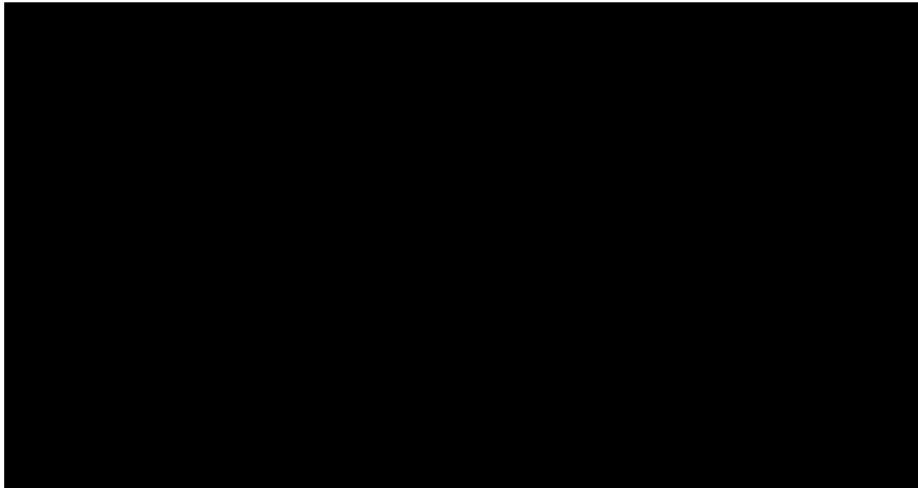
1. To uplift any funding granted within 3 months of the date of the letter of agreement. failure to do so will result in loss of the grant money.
2. To spend the funding within 12 months of the date of grant approval unless written approval for an extension is obtained from Council before that 12 month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

Signatures



Kaikohe-Hokianga Community Grant Fund Jan - June 2025
Community Board Funding Application Form (Dec 2024)
Application No. KHC010 From Korari Enterprises
Form Submitted 18 Mar 2025, 3:45PM NZDT

Director/Practitioner



Date

18/03/2025

Must be a date.

11/03/2025

Must be a date.

Any other supporting documentation

If you have any other documents you would like us to consider with your application that you have not attached elsewhere in this application, please attach them below. If possible, please attach as pdf documents.

If you have more than three additional supporting information documents, please contact funding@fndc.govt.nz

1 Additional Supporting Document Name

Kōrari pukapuka

1 Additional Supporting Information

Filename: IMG_2145.jpg

File size: 3.7 MB

2 Additional Supporting Document Name

Kōrari pukapuka

2 Additional Supporting Information

Filename: IMG_2146.jpg

File size: 3.2 MB

3 Additional Supporting Document Name

kōrari

Kaikohe-Hokianga Community Grant Fund Jan - June 2025
Community Board Funding Application Form (Dec 2024)
Application No. KHCB010 From Korari Enterprises

Form Submitted 18 Mar 2025, 3:45PM NZDT

3 Additional Supporting Information

Filename: IMG_1403.jpg
File size: 3.3 MB

Filename: IMG_1612.jpg
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File size: 1.4 MB

Kaikohe-Hokianga Community Grant Fund Jan - June 2025 Community Board Funding Application Form (Dec 2024) Application No. KHCB009 From Ms Medina Koni

Form Submitted 18 Mar 2025, 3:38PM NZDT

Before you Begin

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 2 of the [Community Grant Policy](#) to ensure you are eligible.
- All applications are to be submitted 20 clear working days prior to the Community Board meeting where the application will be considered. Deadline dates are on the Council's website.
- Incomplete, late or non-complying applications will not be considered.
- Applicants who have failed to complete a Project Report for previous funding granted within the last five years are not eligible for funding.
- If there's anything on this form you're not sure of, please contact the Community Development team at freephone 0800 920 029 or funding@fndc.govt.nz - we're happy to help.

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

- Two quotes for purchases where practicable, **or** evidence of expected purchases. If you are unable to provide quotes, a written explanation as to why this is not possible should be provided
- Details of all other funding secured or pending approval for this project (minimum 50%)
- Financial details - this can be a profit and loss statement or simple statement of account
- Programme outline or Business Plan (if applying for operating costs)
- Written permission should be provided for activities taking place on Council land, public roads or private property not owned by the applicant

Applicant Details

* indicates a required field

Fund Type

Which fund are you applying for? *

☒ Community Grant Fund

☐ Pride of Place Fund

Applicant details

Applicant *

Ms Medina Koni

NZ Charity Registration Number (CRN)

New Zealand Charities Register Information

Reg Number

Legal Name

Kaikohe-Hokianga Community Grant Fund Jan - June 2025
Community Board Funding Application Form (Dec 2024)
Application No. KHCB009 From Ms Medina Koni
Form Submitted 18 Mar 2025, 3:38PM NZDT

Other Names

Reg Status

Charity's Street Address

Charity's Postal Address

Telephone

Fax

Email

Website

Reg Date

Must be formatted correctly.

If you are a registered charity, please enter your registration number.

What sector do you/your organisation work in? *

Other: Raranga

Website

Must be a URL.

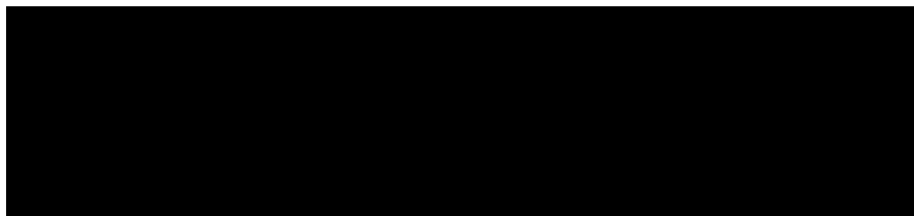
Facebook page

Contact details

Contact Person One:

Contact Person Two:

Kaikohe-Hokianga Community Grant Fund Jan - June 2025
Community Board Funding Application Form (Dec 2024)
Application No. KHC009 From Ms Medina Koni
Form Submitted 18 Mar 2025, 3:38PM NZDT



Purpose of organisation

Please briefly describe the purpose of the organisation *

To inspire others in the art of raranga, to understand it's significance and the responsibility of passing this matauranga on.

Weaving is more than a craft; it is a powerful act of connection and preservation. To continue and ensure the art of raranga and whatu will continue to thrive.

Must be no more than 50 words.

Number of Members *

1

Project Details

*** indicates a required field**

Community Board

Community Board Priorities

If you are applying for funding across more than one ward, you need to make a separate application to each Board.

Each community board has their own priorities. You can view them at [Community Board Plans | Far North District Council](#)

Which Community Board are you applying to? *

☐ Te Hiku (Northern)
Community Board

☐ Bay of Islands-Whangaroa
(Eastern) Community Board

☒ Kaikohe-Hokianga
(Western) Community Board

Project name *

Puanga/Matariki workshop series FNDC Libraries

Type of Activity

What is the main purpose of your activity?

Please refer to the guidance notes for definitions.

If you are holding an event, it is recommended that you also look at the guidance for what permits may be required and the timeframes for applications - information can be found at: [What is your event? | Far North District Council \(fndc.govt.nz\)](#)

Kaikohe-Hokianga Community Grant Fund Jan - June 2025 Community Board Funding Application Form (Dec 2024) Application No. KHC009 From Ms Medina Koni

Form Submitted 18 Mar 2025, 3:38PM NZDT

If you are proposing building or creating a physical item to go on Council property, or an item become the responsibility of Council, please contact the Funding Advisor before you lodge an application to find out more information on what is needed before an application can be accepted. Your application may be delayed going to the Board while this process is worked through.

Type of Activity *

- ☒ Art/Culture/Heritage
- ☐ Event
- ☐ Infrastructure
- ☐ Community
- ☐ Environmental
- ☐ Sport and Recreation

Project Dates

Start Date

Date

01/06/2025

Must be a date.

End Date:

Date:

30/06/2025

Must be a date.

Project Details

Location *

Kaikohe, Kerikeri, Kaitaia, Kawakawa

Must be no more than 10 words.

(Town or area)

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

- ☐ Yes
- ☒ No

If yes, how much?

Must be a whole dollar amount (no cents).

How many active participants (including volunteers) are taking part? *

3

Must be a number.

How many visitors/audience members/clients do you expect? *

25

Must be a number.

Have you engaged with tangata whenua about your project? *

- ☒ Yes
- ☐ No

If yes, please provide evidence of any engagement you have undertaken

Have you engaged with the community about your project? *

Page 4 of 12

Kaikohe-Hokianga Community Grant Fund Jan - June 2025 Community Board Funding Application Form (Dec 2024) Application No. KHC009 From Ms Medina Koni

Form Submitted 18 Mar 2025, 3:38PM NZDT

☒ Yes

☐ No

If yes, please provide evidence of any engagement you have undertaken

Project Outline

Outline your activity and the services/experiences it will provide.

Who will benefit from your project and how? *

A workshop using traditional Māori whatu techniques to create a contemporary maukaki (neckpiece) that speaks to wellbeing based upon the stars of the Matariki cluster and their associated colours.

This workshop will focus on blending traditional Māori whatu (weaving) techniques with modern interpretations of cultural symbols, drawing inspiration from the Matariki star cluster.

The process will highlight the importance of wellbeing, emphasizing both the material and spiritual aspects of the craft. The workshop is aimed at all ages and abilities. Everyone who attends will be introduced to Te Ao Māori through raranga and whatu and will benefit from the healing properties of this practice

Must be no more than 150 words.

What Community Outcome(s) does your project meet? *

- ☒ A wisely managed and treasured environment that recognises the role of tangata whenua as kaitiaki
- ☒ We embrace and celebrate our unique culture and heritage and value it as a source of enduring pride
- ☒ Proud, vibrant communities
- ☒ Prosperous communities supported by a sustainable economy
- ☒ Communities that are healthy, safe, connected and sustainable
- ☒ Connected communities that are prepared for the unexpected

At least 1 choice must be selected.

How does your project meet the Community Outcome(s) you have selected above? *

• Once completed, participants can reflect on how their work connects to their own journey towards wellbeing. Share the significance of their designs, what star or star cluster they chose, and how it resonates with them personally.

• Discuss how whatu (and weaving in general) has been a means of storytelling and maintaining connection to culture for Māori people, and how it serves as a spiritual practice for wellbeing.

The workshop is aimed at all ages and will be an opportunity for the communities of the district to connect,

This would be an enriching workshop that combines cultural education, hands-on weaving techniques, and personal expression through the symbolism of Puanga and Matariki and the significance in Te Ao Māori.

Must be no more than 250 words.

Project Cost

*** indicates a required field**

Kaikohe-Hokianga Community Grant Fund Jan - June 2025 Community Board Funding Application Form (Dec 2024) Application No. KHC009 From Ms Medina Koni

Form Submitted 18 Mar 2025, 3:38PM NZDT

- When applying for funding from your community board, the amount requested should generally be less than 50% of the total cost of the project. If you are requesting more than 50% of the total cost of the project, you must speak with the Funding Advisor before submitting your application.
- A minimum of two quotes should be provided for each item funding is requested for. If this is not possible, a letter should be provided with the application explaining why this is not done

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? *

\$6,342.00

Must be a dollar amount.

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

\$793.00

Must be a dollar amount.

Completing your budget

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

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

Amount Requested Column - provide (against the item) the amount you are requesting from the Board. This may be the same amount as shown in the Total Cost Column.

- 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

Budget

Expenditure	Total Cost	Amount Requested	Quotes
	Must be a dollar amount.	Must be a dollar amount.	
Travel	\$302.00	\$75.00	Filename: Quote - Medina Koni 1 .pdf File size: 57.7 kB

Kaikohe-Hokianga Community Grant Fund Jan - June 2025 Community Board Funding Application Form (Dec 2024) Application No. KHC009 From Ms Medina Koni

Form Submitted 18 Mar 2025, 3:38PM NZDT

synthetic cord	\$540.00	\$135.00	Filename: Cost of cord.jpg File size: 375.1 kB	
Labour	\$5,500.00	\$583.00	Filename: Quote - Medina Koni 1.pdf File size: 57.7 kB	
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Financial Information

* indicates a required field

Financial Information

If your organisation registered for GST *

☐ Yes ☒ No

Kaikohe-Hokianga Community Grant Fund Jan - June 2025
Community Board Funding Application Form (Dec 2024)
Application No. KHC009 From Ms Medina Koni
Form Submitted 18 Mar 2025, 3:38PM NZDT

Current Funding

How much money does your organisation currently have? *

\$48.27

Must be a dollar amount.

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

\$48.27

Must be a dollar amount.

Tagged Funds

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

Purpose	Amount
Personal expenditure	\$48.27

Total Tagged Funds

Total Expenditure Amount

\$48.27

This number/amount is calculated.

Other Funding

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

Funding Source	Amount	Decision
	Must be a dollar amount.	
volunteer kaimahi	\$500.00	Yes
Te Hiku CB	\$793.00	Pending
BOI Whangaroa CB	\$1,585.00	Pending

Previous Funding from FNDC

Have you previously received funding from FNDC? *

Kaikohe-Hokianga Community Grant Fund Jan - June 2025 Community Board Funding Application Form (Dec 2024) Application No. KHC009 From Ms Medina Koni

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☐ Yes ☒ No

Supporting Financial Information

When applying for funding, you need to provide us with a profit and loss statement, an audited financial report or a copy of your bank statement.

1 Name of supporting financial document *

Bank Statement

1 Supporting Financial document *

Filename: MK Bank account.jpeg
File size: 114.5 kB

2 Name of supporting financial document

2 Supporting Financial Document

No files have been uploaded

3 Name of supporting financial document

3 Supporting Financial Document

No files have been uploaded

Applicant Declaration

*** 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:

Page 9 of 12

Kaikohe-Hokianga Community Grant Fund Jan - June 2025 Community Board Funding Application Form (Dec 2024) Application No. KHC009 From Ms Medina Koni

Form Submitted 18 Mar 2025, 3:38PM NZDT

In submitting this application:

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

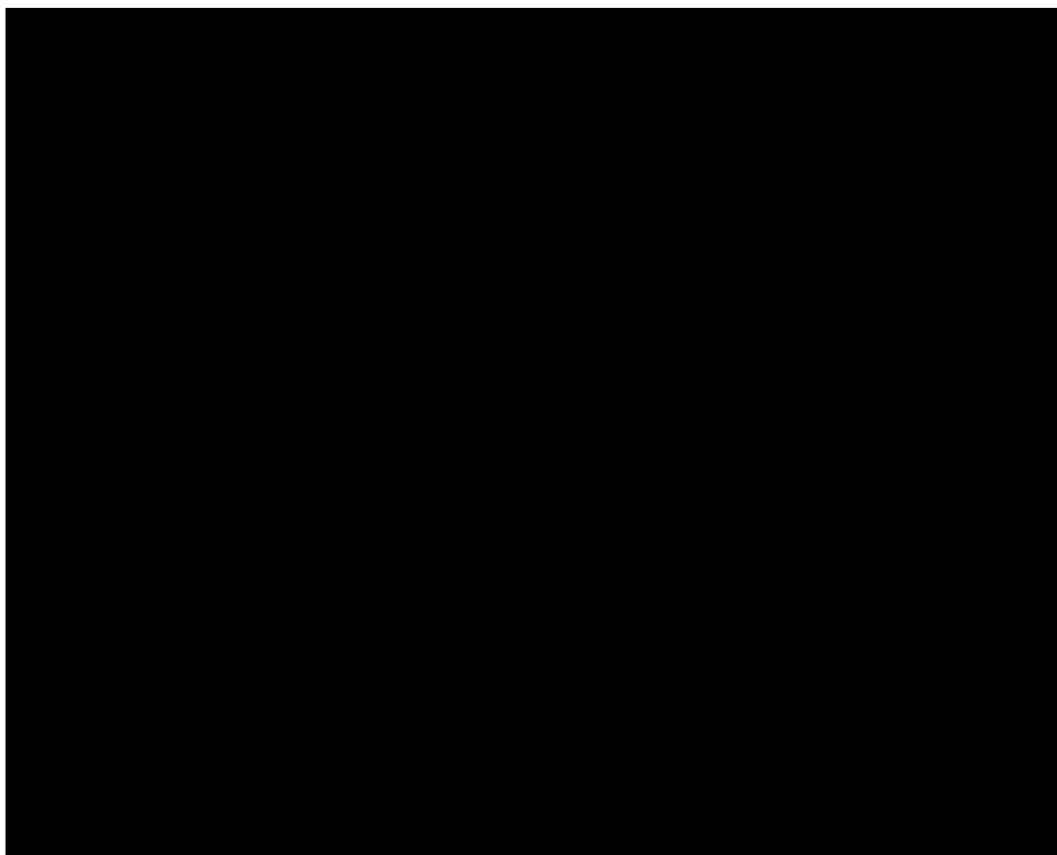
We agree to the following conditions if we are funded by Local Community Grant Funding:

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

Kaikohe-Hokianga Community Grant Fund Jan - June 2025
Community Board Funding Application Form (Dec 2024)
Application No. KHC009 From Ms Medina Koni
Form Submitted 18 Mar 2025, 3:38PM NZDT

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



Any other supporting documentation

If you have any other documents you would like us to consider with your application that you have not attached elsewhere in this application, please attach them below. If possible, please attach as pdf documents.

If you have more than three additional supporting information documents, please contact funding@fndc.govt.nz

1 Additional Supporting Document Name

Examples of maukaki

1 Additional Supporting Information

Filename: maukaki 1.jpeg

Kaikohe-Hokianga Community Grant Fund Jan - June 2025
Community Board Funding Application Form (Dec 2024)
Application No. KHCB011 From Momentum Charitable Trust
Form Submitted 12 Mar 2025, 9:39AM NZDT

Before you Begin

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- Financial details - this can be a profit and loss statement or simple statement of account
- Programme outline or Business Plan (if applying for operating costs)
- Written permission should be provided for activities taking place on Council land, public roads or private property not owned by the applicant

Applicant Details

*** indicates a required field**

Fund Type

Which fund are you applying for? *

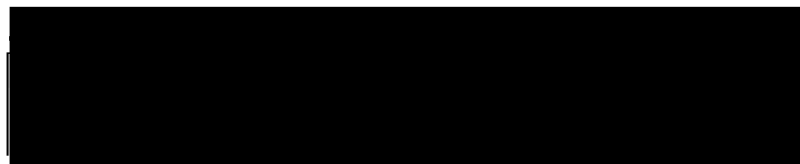
☒ Community Grant Fund

☐ Pride of Place Fund

Applicant details

Applicant *

Momentum Charitable Trust

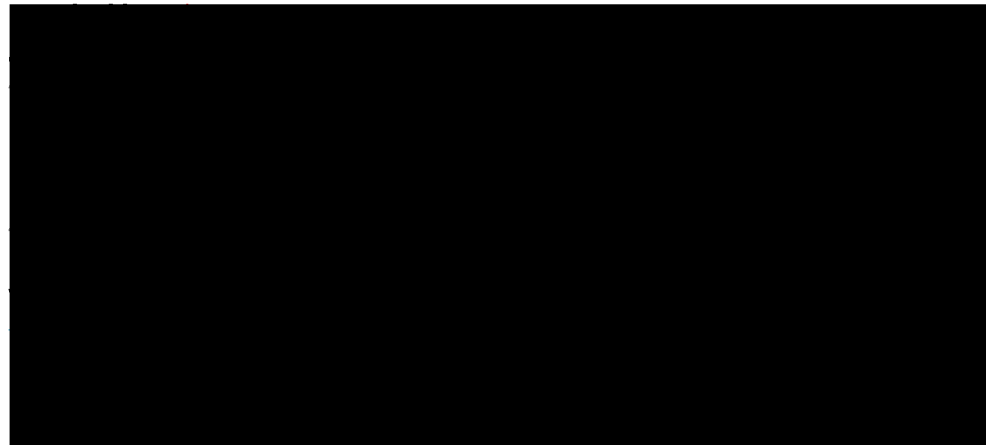


Kaikohe-Hokianga Community Grant Fund Jan - June 2025
Community Board Funding Application Form (Dec 2024)
Application No. KHCB011 From Momentum Charitable Trust
Form Submitted 12 Mar 2025, 9:39AM NZDT

A large black rectangular redaction box covering the top section of the form.

If you are a registered charity, please enter your registration number:

What sector do you/your organisation work in? *
Community/Social Services

A large black rectangular redaction box covering the middle section of the form.

Contact details

Contact Person One:

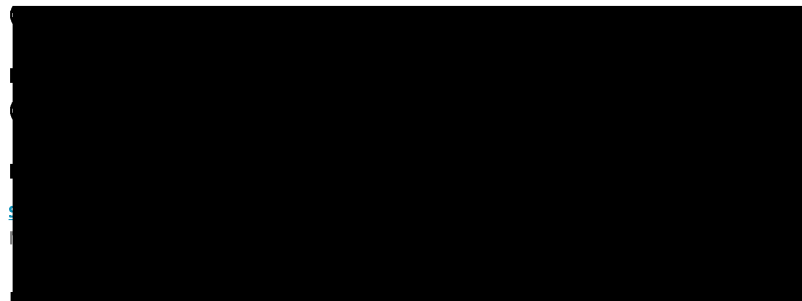
Contact Person Two:

Applicant Project Contact *

Applicant Admin Contact

A black rectangular redaction box covering the contact details section.

Kaikohe-Hokianga Community Grant Fund Jan - June 2025
Community Board Funding Application Form (Dec 2024)
Application No. KHCB011 From Momentum Charitable Trust
Form Submitted 12 Mar 2025, 9:39AM NZDT



Purpose of Organisation

Please briefly describe the purpose of the organisation *

Momentum provides education and support for people in prison, on probation, or serving community-based sentences, equipping them with life skills for reintegration. Through tailored programmes, we address systemic barriers and empower participants to build stable, law-abiding lives, reducing reoffending and easing pressure on the justice system.
Must be no more than 50 words.

Number of Members *

5

Project Details

*** indicates a required field**

Community Board

Community Board Priorities

If you are applying for funding across more than one ward, you need to make a separate application to each Board.

Each community board has their own priorities. You can view them at [Community Board Plans | Far North District Council](#)

Which Community Board are you applying to? *

☐ Te Hiku (Northern) Community Board ☐ Bay of Islands-Whangaroa (Eastern) Community Board ☒ Kaikohe-Hokianga (Western) Community Board

Project name *

Life and financial skills programmes at Kaikohe Probation Centre.

Type of Activity

What is the main purpose of your activity?

Please refer to the guidance notes for definitions.

Kaikohe-Hokianga Community Grant Fund Jan - June 2025
Community Board Funding Application Form (Dec 2024)
Application No. KHCB011 From Momentum Charitable Trust
Form Submitted 12 Mar 2025, 9:39AM NZDT

If you are holding an event, it is recommended that you also look at the guidance for what permits may be required and the timeframes for applications - information can be found at: [What is your event? | Far North District Council \(fndc.govt.nz\)](https://www.fndc.govt.nz/what-is-your-event/)

If you are proposing building or creating a physical item to go on Council property, or an item become the responsibility of Council, please contact the Funding Advisor before you lodge an application to find out more information on what is needed before an application can be accepted. Your application may be delayed going to the Board while this process is worked through.

Type of Activity *

- ☐ Art/Culture/Heritage
☐ Event
☐ Infrastructure
☒ Community
☐ Environmental
☐ Sport and Recreation

Project Dates

Start Date

Date

01/05/2025

Must be a date.

End Date:

Date:

31/07/2025

Must be a date.

Project Details

Location *

Kaikohe probation Centre - 19/17 Station Road, Kaikohe

Must be no more than 10 words.

(Town or area)

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

- ☐ Yes ☒ No

If yes, how much?

Must be a whole dollar amount (no cents).

How many active participants (including volunteers) are taking part? *

40

Must be a number.

How many visitors/audience members/clients do you expect? *

0

Must be a number.

Have you engaged with tangata whenua about your project? *

- ☐ Yes
☒ No

Kaikohe-Hokianga Community Grant Fund Jan - June 2025
Community Board Funding Application Form (Dec 2024)
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Form Submitted 12 Mar 2025, 9:39AM NZDT

If yes, please provide evidence of any engagement you have undertaken

Have you engaged with the community about your project? *

- ☒ Yes
☐ No

If yes, please provide evidence of any engagement you have undertaken

Project Outline

Outline your activity and the services/experiences it will provide.

Who will benefit from your project and how? *

Momentum Charitable Trust, in partnership with Life101, will deliver two one-day life and financial skills programmes at the Kaikohe Probation Centre in May - July 2025. These interactive workshops will provide participants with practical skills in:

- Employment readiness – C.V. writing, job applications, interview preparation, and workplace expectations.
- Financial literacy – Budgeting, saving, managing a bank account, and financial goal-setting.
- Personal development – Self-worth, emotional intelligence, communication, and goal-setting.

Up to 40 individuals on probation or recently released from prison will directly benefit, gaining essential skills to secure employment, manage finances, and reintegrate positively into their communities. These project supports Kaikohe-Hokianga Community Board's priorities by fostering vibrant, prosperous, safe, and connected communities. Participants will develop confidence, resilience, and independence, reducing reoffending and strengthening community well-being.

Must be no more than 150 words.

What Community Outcome(s) does your project meet? *

- ☐ A wisely managed and treasured environment that recognises the role of tangata whenua as kaitiaki
- ☐ We embrace and celebrate our unique culture and heritage and value it as a source of enduring pride
- ☒ Proud, vibrant communities
- ☒ Prosperous communities supported by a sustainable economy
- ☒ Communities that are healthy, safe, connected and sustainable
- ☒ Connected communities that are prepared for the unexpected

At least 1 choice must be selected.

How does your project meet the Community Outcome(s) you have selected above? *

This project aligns with Kaikohe-Hokianga Community Board's priorities by empowering participants with life and financial skills that strengthen their independence, employment prospects, and community connections.

1. Proud, Vibrant Communities

- Participants build self-worth, confidence, and a sense of purpose, enabling them to contribute positively to their whānau and community.
- The programmes foster personal growth and resilience, encouraging participants to engage positively with society.

Kaikohe-Hokianga Community Grant Fund Jan - June 2025
Community Board Funding Application Form (Dec 2024)
Application No. KHCB011 From Momentum Charitable Trust
Form Submitted 12 Mar 2025, 9:39AM NZDT

2. Prosperous Communities Supported by a Sustainable Economy

- Employment readiness training (C.V. writing, interview skills) increases job opportunities, reducing reliance on social services.
- Financial literacy education (budgeting, saving, goal-setting) equips participants to manage money responsibly, leading to long-term financial stability.

3. Healthy, Safe, Connected, and Sustainable Communities

- Providing practical skills and support reduces reoffending, creating safer communities.
- Strengthening communication and interpersonal skills helps participants rebuild relationships and stay connected to their communities.

By equipping individuals with tools for success, this project creates safer, more vibrant, and economically sustainable communities in Kaikohe-Hokianga.

Must be no more than 250 words.

Project Cost

* indicates a required field

- When applying for funding from your community board, the amount requested should generally be less than 50% of the total cost of the project. If you are requesting more than 50% of the total cost of the project, you must speak with the Funding Advisor before submitting your application.
- A minimum of two quotes should be provided for each item funding is requested for. If this is not possible, a letter should be provided with the application explaining why this is not done

Funding Request Amount

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

What is the total cost of your project? *

\$4,290.00

Must be a dollar amount.

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

\$4,290.00

Must be a dollar amount.

Completing your budget

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

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

Kaikohe-Hokianga Community Grant Fund Jan - June 2025
Community Board Funding Application Form (Dec 2024)
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Amount Requested Column - provide (against the item) the amount you are requesting from the Board. This may be the same amount as shown in the Total Cost Column.

- 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

Budget

Expenditure	Total Cost	Amount Requested	Quotes	
	Must be a dollar amount.	Must be a dollar amount.		
1-day 'Work-Ready, World-Ready' for up to 20 individuals at the Kaikohe Probation Centre.	\$2,145.00	\$2,145.00	<div>Filename: Letter of Explanation.pdf File size: 259.7 kB</div> <div>Filename: Quote .pdf File size: 74.7 kB</div>	
1-day 'Money&Me' for up to 20 individuals at the Kaikohe Probation Centre	\$2,145.00	\$2,145.00	<div>Filename: Letter of Explanation.pdf File size: 259.7 kB</div> <div>Filename: Quote .pdf File size: 74.7 kB</div>	
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Kaikohe-Hokianga Community Grant Fund Jan - June 2025
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Application No. KHCB011 From Momentum Charitable Trust
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Financial Information

* indicates a required field

Financial Information

If your organisation registered for GST *

☒ Yes ☐ No

GST Number

GST Number
126095929

Current Funding

How much money does your organisation currently have? *

\$4,731.55

Must be a dollar amount.

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

\$4,731.55

Must be a dollar amount.

Tagged Funds

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

Purpose	Amount
1-day life and financial skills programmes at Auckland Probation Centres.	\$4,731.55

Kaikohe-Hokianga Community Grant Fund Jan - June 2025
Community Board Funding Application Form (Dec 2024)
Application No. KHCB011 From Momentum Charitable Trust
Form Submitted 12 Mar 2025, 9:39AM NZDT

Total Tagged Funds

Total Expenditure Amount

\$4,731.55

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.	
We would apply to Oxford Sports Trust for the remainder needed to complete the project.	\$2,145.00	Pending

Previous Funding from FNDC

Have you previously received funding from FNDC? *

☒ Yes ☐ No

Previous Funding from FNDC

Purpose	Amount	Date	Project Report Submitted
	Must be a dollar amount.	Must be a date.	
Life and financial skills programmes at Kaikohe Probation Centre.	\$2,145.00	19/03/2025	Yes

Kaikohe-Hokianga Community Grant Fund Jan - June 2025
Community Board Funding Application Form (Dec 2024)
Application No. KHCB011 From Momentum Charitable Trust
Form Submitted 12 Mar 2025, 9:39AM NZDT

Supporting Financial Information

When applying for funding, you need to provide us with a profit and loss statement, an audited financial report or a copy of your bank statement.

1 Name of supporting financial document *
Accounts

1 Supporting Financial document *

Filename: Accounts.pdf
File size: 206.1 kB

2 Name of supporting financial document
Bank Statement

2 Supporting Financial Document

Filename: Bank Statement.pdf
File size: 184.7 kB

3 Name of supporting financial document
Deposit Slip

3 Supporting Financial Document

Filename: Deposit Slip.pdf
File size: 226.0 kB

Applicant Declaration

*** 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

Kaikohe-Hokianga Community Grant Fund Jan - June 2025
Community Board Funding Application Form (Dec 2024)
Application No. KHCB011 From Momentum Charitable Trust

Form Submitted 12 Mar 2025, 9:39AM NZDT

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

We, the undersigned, declare the following:

In submitting this application:

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

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

1. To uplift any funding granted within 3 months of the date of the letter of agreement. failure to do so will result in loss of the grant money.
2. To spend the funding within 12 months of the date of grant approval unless written approval for an extension is obtained from Council before that 12 month period ends.
3. To spend the funding only for the purpose(s) approved by the Far North District Council unless written approval for a change of purpose(s) is obtained **an advance** from the Community Board.
4. To return to the Far North District Council any portion of the funding that we do not spend. If our payment includes GST we will return the GST component of the amount to be returned.
5. To acknowledge the receipt of Community Board funds as a separate entry in our accounts, or in a note to our accounts, in our organisation's annual report.
6. To acknowledge any financial contribution from Far North District Council on signage and in any publicity relating to the project. Contact the Funding Team for digital imagery.
7. To make available any files or records that relate to the expenditure of this funding for inspection if requested by the Far North district Council or its auditors.
8. To complete and return a Project Report within **two months** of the end of the project, or, if the activity is ongoing, within two months of the funding being spent. applicants

Kaikohe-Hokianga Community Grant Fund Jan - June 2025
Community Board Funding Application Form (Dec 2024)
Application No. KHCB011 From Momentum Charitable Trust
Form Submitted 12 Mar 2025, 9:39AM NZDT

- 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.

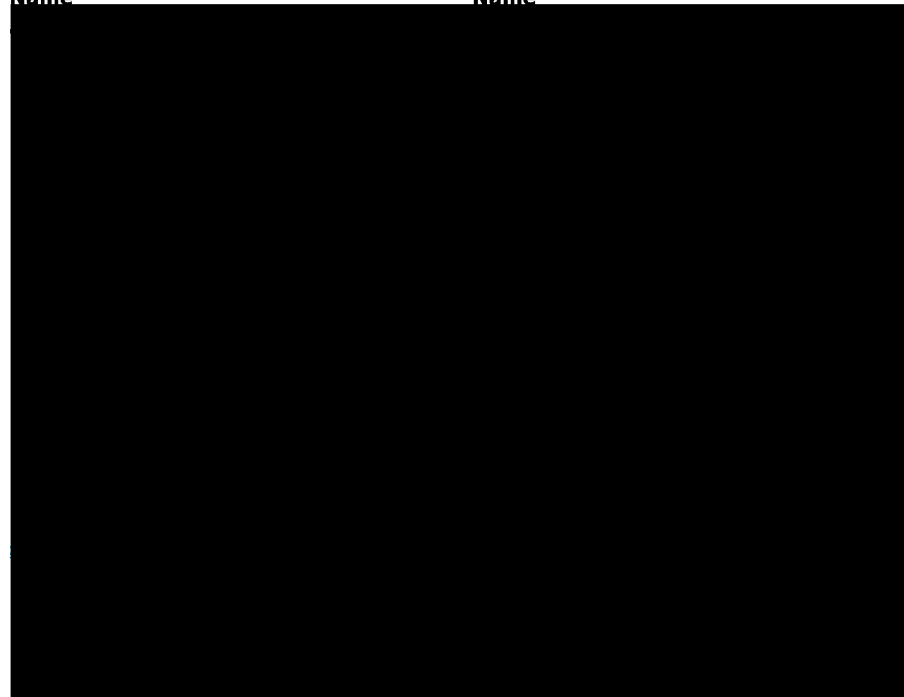
Signatures

Signatory One

Signatory Two

Name *

Name



Must be a date.

Must be a date.

Any other supporting documentation

If you have any other documents you would like us to consider with your application that you have not attached elsewhere in this application, please attach them below. If possible, please attach as pdf documents.

If you have more than three additional supporting information documents, please contact funding@fndc.govt.nz

Kaikohe-Hokianga Community Grant Fund Jan - June 2025
Community Board Funding Application Form (Dec 2024)
Application No. KHCB019 From Ms maryann connor
Form Submitted 22 Mar 2025, 7:59PM NZDT

Before you Begin

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 2 of the [Community Grant Policy](#) to ensure you are eligible.
- All applications are to be submitted 20 clear working days prior to the Community Board meeting where the application will be considered. Deadline dates are on the Council's website.
- Incomplete, late or non-complying applications will not be considered.
- Applicants who have failed to complete a Project Report for previous funding granted within the last five years are not eligible for funding.
- If there's anything on this form you're not sure of, please contact the Community Development team at freephone 0800 920 029 or funding@fndc.govt.nz - we're happy to help.

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

- Two quotes for purchases where practicable, **or** evidence of expected purchases. If you are unable to provide quotes, a written explanation as to why this is not possible should be provided
- Details of all other funding secured or pending approval for this project (minimum 50%)
- Financial details - this can be a profit and loss statement or simple statement of account
- Programme outline or Business Plan (if applying for operating costs)
- Written permission should be provided for activities taking place on Council land, public roads or private property not owned by the applicant

Applicant Details

*** indicates a required field**

Fund Type

Which fund are you applying for? *

- ☒ Community Grant Fund ☐ Pride of Place Fund

Applicant details

Applicant *

Ms maryann connor

NZ Charity Registration Number (CRN)

New Zealand Charities Register Information
Reg Number
Legal Name

**Kaikohe-Hokianga Community Grant Fund Jan - June 2025
Community Board Funding Application Form (Dec 2024)
Application No. KHCB019 From Ms maryann connor
Form Submitted 22 Mar 2025, 7:59PM NZDT**

Other Names
Reg Status
Charity's Street Address
Charity's Postal Address
Telephone
Fax
Email
Website
Reg Date

Must be formatted correctly.
If you are a registered charity, please enter your registration number.

What sector do you/your organisation work in? *
Community/Social Services

[Redacted content]

Contact details

Contact Person One:

Contact Person Two:

[Redacted content]

Kaikohe-Hokianga Community Grant Fund Jan - June 2025
Community Board Funding Application Form (Dec 2024)
Application No. KHCB019 From Ms maryann connor
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Purpose of organisation

Please briefly describe the purpose of the organisation *

We are a newly formed Trust awaiting confirmation of our registration. Paua Trust (people achieving unique aims). Our purpose is to work for and with individuals, their Whanau and their Communities by providing initiatives and opportunities for other them to flourish.
Must be no more than 50 words.

Number of Members *

4

Project Details

*** indicates a required field**

Community Board

Community Board Priorities

If you are applying for funding across more than one ward, you need to make a separate application to each Board.

Each community board has their own priorities. You can view them at [Community Board Plans | Far North District Council](#)

Which Community Board are you applying to? *

☐ Te Hiku (Northern) Community Board ☐ Bay of Islands-Whangaroa (Eastern) Community Board ☒ Kaikohe-Hokianga (Western) Community Board

Project name *

Matariki Movies under the Star's

Type of Activity

What is the main purpose of your activity?

Please refer to the guidance notes for definitions.

If you are holding an event, it is recommended that you also look at the guidance for what permits may be required and the timeframes for applications - information can be found at: [What is your event? | Far North District Council \(fndc.govt.nz\)](#)

Kaikohe-Hokianga Community Grant Fund Jan - June 2025
Community Board Funding Application Form (Dec 2024)
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If you are proposing building or creating a physical item to go on Council property, or an item become the responsibility of Council, please contact the Funding Advisor before you lodge an application to find out more information on what is needed before an application can be accepted. Your application may be delayed going to the Board while this process is worked through.

Type of Activity *

- ☐ Art/Culture/Heritage
☒ Event
☐ Infrastructure
☐ Community
☐ Environmental
☐ Sport and Recreation

Project Dates

Start Date

Date

14/06/2025

Must be a date.

End Date:

Date:

14/06/2025

Must be a date.

Project Details

Location *

Rawene School Field

Must be no more than 10 words.
(Town or area)

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

- ☐ Yes ☒ No

If yes, how much?

Must be a whole dollar amount (no cents).

How many active participants (including volunteers) are taking part? *

15

Must be a number.

How many visitors/audience members/clients do you expect? *

250

Must be a number.

Have you engaged with tangata whenua about your project? *

- ☒ Yes
☐ No

If yes, please provide evidence of any engagement you have undertaken

Have you engaged with the community about your project? *

Page 4 of 12

Kaikohe-Hokianga Community Grant Fund Jan - June 2025
Community Board Funding Application Form (Dec 2024)
Application No. KHCB019 From Ms maryann connor
Form Submitted 22 Mar 2025, 7:59PM NZDT

- ☒ Yes
☐ No

If yes, please provide evidence of any engagement you have undertaken

Project Outline

Outline your activity and the services/experiences it will provide.

Who will benefit from your project and how? *

Free Outdoor Movie night under the star's for all ages 0 to 100 + years

Celebrating Matariki with an event that the whole family can participate in with cost not being a barrier to attend. Giving rural communities access the activities that are offered in urban area's.

Positive family environments with a no alcohol and smoke free event.

Fostering a sense of Community and belonging and shared experiences.

Volunteers will gain a sense of fulfillment, develop new skills and meet like minded people in their community.

Community groups have been invited to support and opportunities to engage with the Community in a positive environment.

Must be no more than 150 words.

What Community Outcome(s) does your project meet? *

- ☐ A wisely managed and treasured environment that recognises the role of tangata whenua as kaitiaki
☒ We embrace and celebrate our unique culture and heritage and value it as a source of enduring pride
☒ Proud, vibrant communities
☐ Prosperous communities supported by a sustainable economy
☒ Communities that are healthy, safe, connected and sustainable
☐ Connected communities that are prepared for the unexpected

At least 1 choice must be selected.

How does your project meet the Community Outcome(s) you have selected above? *

Our Matariki Event screening of the film COCO explores themes of family, tradition, and the connection with ancestors.

Tying in with the themes of Matariki being a time to remember those who have passed, celebrate the present, and look forward to the new year.

With people gather to remember their ancestors, share food, sings songs, tell stories, and play music.

There will be local talent and cultural performances.

This event will be an alcohol, smoking and drug free event promoting healthy lifestyle choices.

Must be no more than 250 words.

Project Cost

*** indicates a required field**

Kaikohe-Hokianga Community Grant Fund Jan - June 2025
Community Board Funding Application Form (Dec 2024)
Application No. KHCB019 From Ms maryann connor
Form Submitted 22 Mar 2025, 7:59PM NZDT

- When applying for funding from your community board, the amount requested should generally be less than 50% of the total cost of the project. If you are requesting more than 50% of the total cost of the project, you must speak with the Funding Advisor before submitting your application.
- A minimum of two quotes should be provided for each item funding is requested for. If this is not possible, a letter should be provided with the application explaining why this is not done

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? *

\$15,100.00

Must be a dollar amount.

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

\$5,000.00

Must be a dollar amount.

Completing your budget

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

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

Amount Requested Column - provide (against the item) the amount you are requesting from the Board. This may be the same amount as shown in the Total Cost Column.

- 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

Budget

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

Kaikohe-Hokianga Community Grant Fund Jan - June 2025
Community Board Funding Application Form (Dec 2024)
Application No. KHCB019 From Ms maryann connor
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Production & Screening Costs	\$5,000.00	\$5,000.00	<div>Filename: Estimate for Outdoor Screen #1.docx File size: 12.4 kB</div> <div>Filename: Outdoor Cinema Quote #1.pdf File size: 24.3 kB</div>	
Security	\$1,000.00		No files have been uploaded	
Waste Management	\$1,000.00		No files have been uploaded	
Marketing & Promotional	\$1,000.00		No files have been uploaded	
Jumpy Castle	\$1,200.00		No files have been uploaded	
Event Planner & Coordinator	\$2,500.00		No files have been uploaded	
Indemnity Insurance	\$400.00		No files have been uploaded	
Venue Hire	\$500.00		No files have been uploaded	
Volunteer Hours	\$2,500.00		No files have been uploaded	
			No files have been uploaded	
			No files have been uploaded	
			No files have been uploaded	
			No files have been uploaded	
			No files have been uploaded	
			No files have been uploaded	

Financial Information

* indicates a required field

Financial Information

Kaikohe-Hokianga Community Grant Fund Jan - June 2025
Community Board Funding Application Form (Dec 2024)
Application No. KHCB019 From Ms maryann connor
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If your organisation registered for GST *

☐ Yes ☒ No

Current Funding

How much money does your organisation currently have? *

\$5,900.00

Must be a dollar amount.

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

\$5,900.00

Must be a dollar amount.

Tagged Funds

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

Purpose	Amount
Marketing	\$1,000.00
Event Planner & Coordination	\$2,500.00
Indemnity Insurance	\$400.00
Marketing & Promotion	\$1,000.00
Waste Management	\$1,000.00

Total Tagged Funds

Total Expenditure Amount

\$5,900.00

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.	
Sponsorship - Jumpy Castle	\$1,200.00	Pending
Sponsorship - Security	\$1,000.00	Pending
Volunteers 10 x 10 hours @ \$25	\$2,500.00	Pending

Kaikohe-Hokianga Community Grant Fund Jan - June 2025
Community Board Funding Application Form (Dec 2024)
Application No. KHCB019 From Ms maryann connor
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Previous Funding from FNDC

Have you previously received funding from FNDC? *

☐ Yes ☒ No

Supporting Financial Information

When applying for funding, you need to provide us with a profit and loss statement, an audited financial report or a copy of your bank statement.

1 Name of supporting financial document *

N/A

1 Supporting Financial document *

Filename: Project Document.docx
File size: 1.2 MB

2 Name of supporting financial document

2 Supporting Financial Document

No files have been uploaded

3 Name of supporting financial document

3 Supporting Financial Document

No files have been uploaded

Applicant Declaration

*** indicates a required field**

Privacy Information

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Kaikohe-Hokianga Community Grant Fund Jan - June 2025
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 - A regularly maintained PAYE record (if applicable)
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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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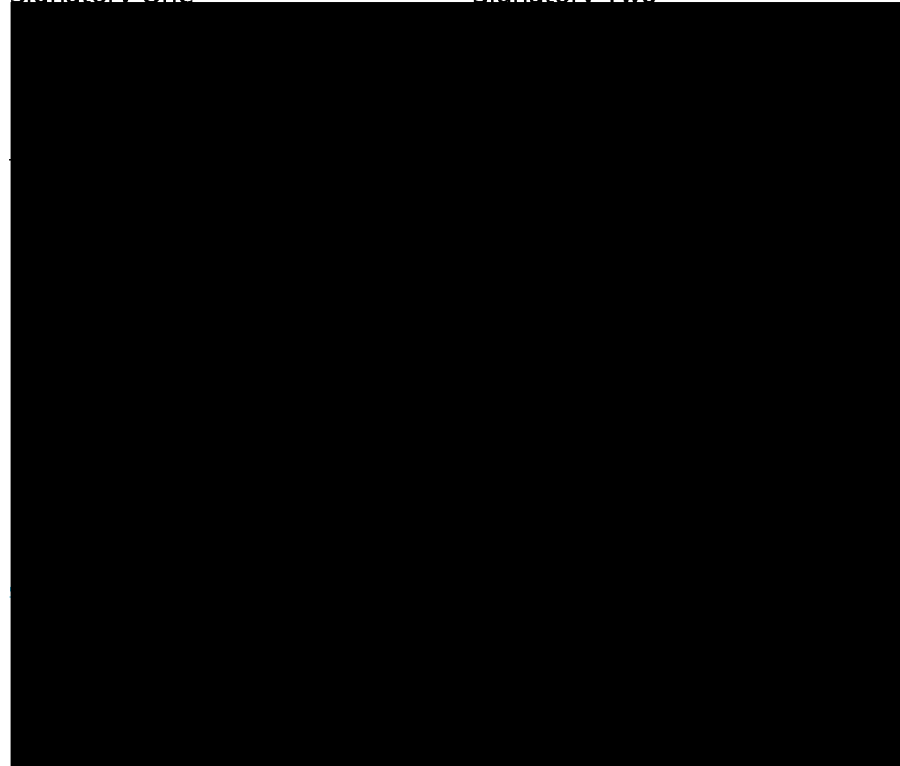
**Kaikohe-Hokianga Community Grant Fund Jan - June 2025
Community Board Funding Application Form (Dec 2024)
Application No. KHCB019 From Ms maryann connor
Form Submitted 22 Mar 2025, 7:59PM NZDT**

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

Signatures

Signatory One

Signatory Two



Any other supporting documentation

If you have any other documents you would like us to consider with your application that you have not attached elsewhere in this application, please attach them below. If possible, please attach as pdf documents.

If you have more than three additional supporting information documents, please contact funding@fndc.govt.nz

1 Additional Supporting Document Name

Kaikohe-Hokianga Community Grant Fund Jan - June 2025
Community Board Funding Application Form (Dec 2024)
Application No. KHCB025 From Tupuhaere ki te rangi (Tautoro Titans Club)
Form Submitted 23 Mar 2025, 3:14PM NZDT

Before you Begin

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 2 of the [Community Grant Policy](#) to ensure you are eligible.
- All applications are to be submitted 20 clear working days prior to the Community Board meeting where the application will be considered. Deadline dates are on the Council's website.
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- Applicants who have failed to complete a Project Report for previous funding granted within the last five years are not eligible for funding.
- If there's anything on this form you're not sure of, please contact the Community Development team at freephone 0800 920 029 or funding@fndc.govt.nz - we're happy to help.

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

- Two quotes for purchases where practicable, **or** evidence of expected purchases. If you are unable to provide quotes, a written explanation as to why this is not possible should be provided
- Details of all other funding secured or pending approval for this project (minimum 50%)
- Financial details - this can be a profit and loss statement or simple statement of account
- Programme outline or Business Plan (if applying for operating costs)
- Written permission should be provided for activities taking place on Council land, public roads or private property not owned by the applicant

Applicant Details

*** indicates a required field**

Fund Type

Which fund are you applying for? *

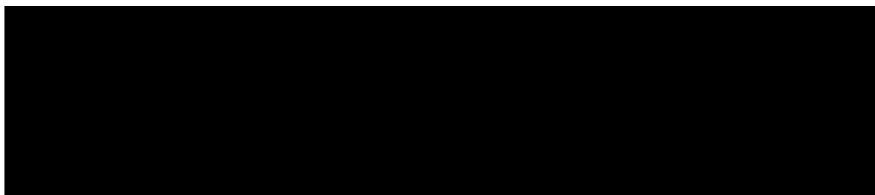
☒ Community Grant Fund

☐ Pride of Place Fund

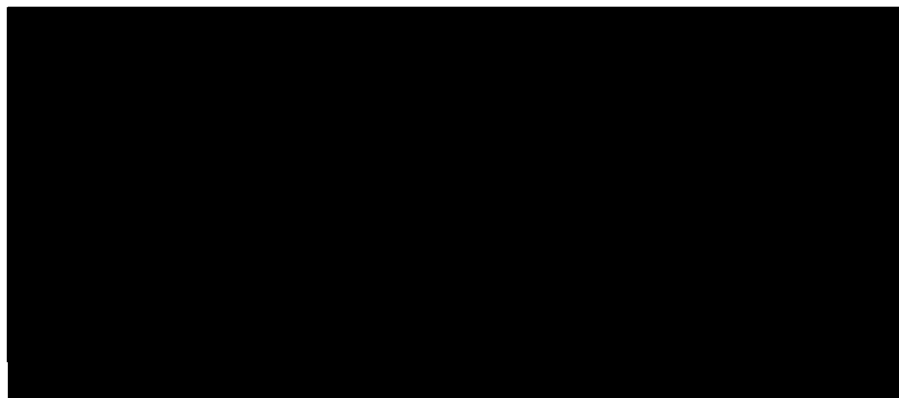
Applicant details

Applicant *

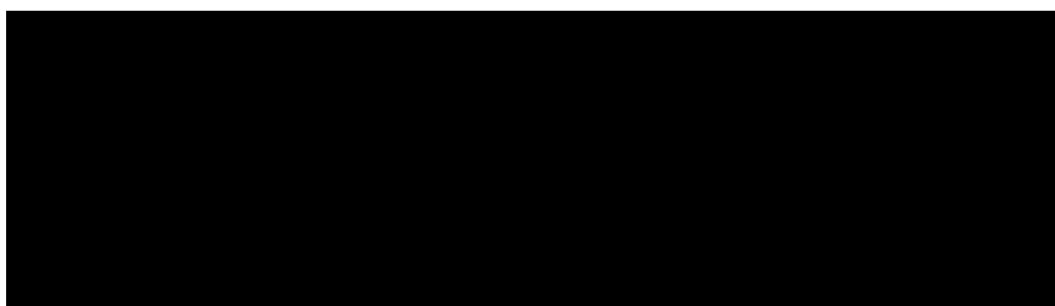
Tupuhaere ki te rangi (Tautoro Titans Club)

A large black rectangular box used to redact information, likely the applicant's contact details or address.

Kaikohe-Hokianga Community Grant Fund Jan - June 2025
Community Board Funding Application Form (Dec 2024)
Application No. KHCB025 From Tupuhaere ki te rangi (Tautoro Titans Club)
Form Submitted 23 Mar 2025, 3:14PM NZDT



What sector do you/your organisation work in? *
Sport/Recreation



Website

Must be a URL.

Facebook page

Contact details

Contact Person One:

Applicant Project Contact *

Mr Matthew Kopa

Position *

Chair

Phone Number

Contact Person Two:

Applicant Admin Contact

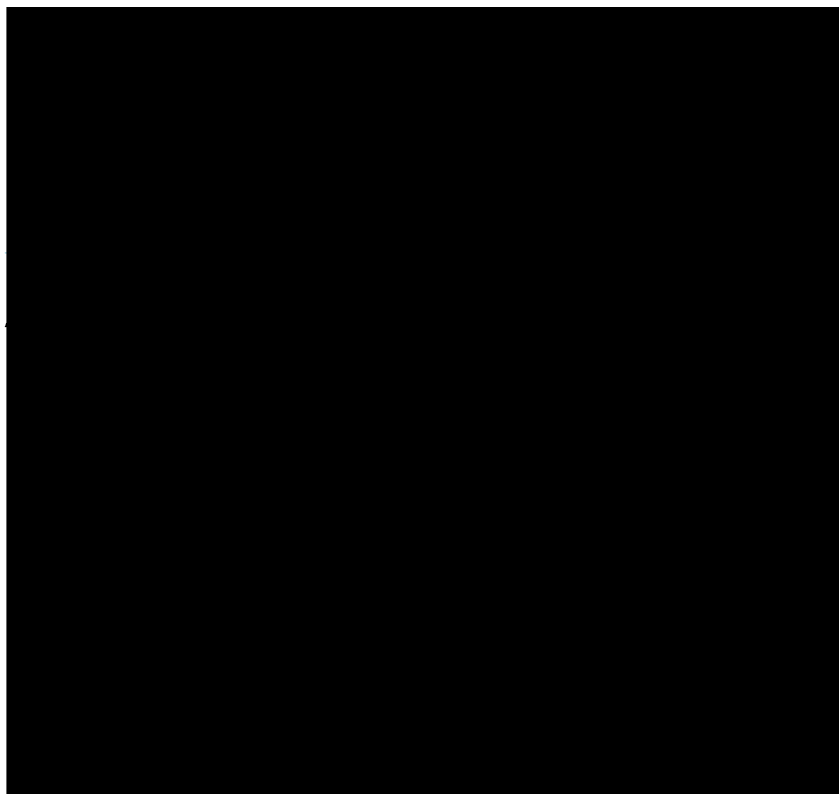
Miss Jean Cook

Position

Admin/ Director

Phone Number

Kaikohe-Hokianga Community Grant Fund Jan - June 2025
Community Board Funding Application Form (Dec 2024)
Application No. KHC025 From Tupuhaere ki te rangi (Tautoro Titans Club)
Form Submitted 23 Mar 2025, 3:14PM NZDT



Purpose of organisation

Please briefly describe the purpose of the organisation *

Tautoro Titans Club, under the umbrella of Tupuhere Ki Te Rangi, empowers tamariki through sports, fostering discipline, teamwork, and hauora (well-being). We provide opportunities in rugby, league, touch, and more, uniting whānau and community to support youth development, helping tamariki grow, thrive, and succeed on and off the field

Must be no more than 50 words.

Number of Members *

40

Project Details

*** indicates a required field**

Community Board

Kaikohe-Hokianga Community Grant Fund Jan - June 2025 Community Board Funding Application Form (Dec 2024) Application No. KHCB025 From Tupuhaere ki te rangi (Tautoro Titans Club) Form Submitted 23 Mar 2025, 3:14PM NZDT

Community Board Priorities

If you are applying for funding across more than one ward, you need to make a separate application to each Board.

Each community board has their own priorities. You can view them at [Community Board Plans | Far North District Council](#)

Which Community Board are you applying to? *

☐ Te Hiku (Northern) Community Board ☐ Bay of Islands-Whangaroa (Eastern) Community Board ☒ Kaikohe-Hokianga (Western) Community Board

Project name *

Titans Junior League after school programme

Type of Activity

What is the main purpose of your activity?

Please refer to the guidance notes for definitions.

If you are holding an event, it is recommended that you also look at the guidance for what permits may be required and the timeframes for applications - information can be found at: [What is your event? | Far North District Council \(fndc.govt.nz\)](#)

If you are proposing building or creating a physical item to go on Council property, or an item become the responsibility of Council, please contact the Funding Advisor before you lodge an application to find out more information on what is needed before an application can be accepted. Your application may be delayed going to the Board while this process is worked through.

Type of Activity *

☐ Art/Culture/Heritage
☐ Event
☐ Infrastructure
☐ Community
☐ Environmental
☒ Sport and Recreation

Project Dates

Start Date

Date

28/04/2025

Must be a date.

End Date:

Date:

27/06/2025

Must be a date.

Project Details

Location *

Kaikohe

Must be no more than 10 words.
(Town or area)

Kaikohe-Hokianga Community Grant Fund Jan - June 2025
Community Board Funding Application Form (Dec 2024)
Application No. KHCB025 From Tupuhaere ki te rangi (Tautoro Titans Club)
Form Submitted 23 Mar 2025, 3:14PM NZDT

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

☐ Yes ☒ No

If yes, how much?

Must be a whole dollar amount (no cents).

How many active participants (including volunteers) are taking part? *

80

Must be a number.

How many visitors/audience members/clients do you expect? *

80

Must be a number.

Have you engaged with tangata whenua about your project? *

☐ Yes

☒ No

If yes, please provide evidence of any engagement you have undertaken

Have you engaged with the community about your project? *

☐ Yes

☒ No

If yes, please provide evidence of any engagement you have undertaken

Project Outline

Outline your activity and the services/experiences it will provide.

Who will benefit from your project and how? *

This program will primarily benefit tamariki in Kaikohe and surrounding areas, providing them with an accessible opportunity to engage in rugby league. By bringing the module closer to home, we reduce barriers to participation, ensuring that local whānau can easily support their children's involvement in sport. Tamariki will gain valuable life skills such as teamwork, discipline, and resilience, contributing to their overall personal development and well-being. Additionally, the program will create a positive and supportive environment for whānau to connect, share experiences, and engage with their community. Through the provision of kai, healthy snacks, and a safe space to play, we aim to enhance the sense of belonging and promote hauora (well-being) for all participants. This initiative will have a lasting impact by fostering a love for sport and creating opportunities for ongoing growth and community involvement.

Must be no more than 150 words.

What Community Outcome(s) does your project meet? *

☐ A wisely managed and treasured environment that recognises the role of tangata whenua as kaitiaki

☒ We embrace and celebrate our unique culture and heritage and value it as a source of enduring pride

☒ Proud, vibrant communities

☒ Prosperous communities supported by a sustainable economy

☒ Communities that are healthy, safe, connected and sustainable

☒ Connected communities that are prepared for the unexpected

Kaikohe-Hokianga Community Grant Fund Jan - June 2025

Community Board Funding Application Form (Dec 2024)

Application No. KHCB025 From Tupuhaere ki te rangi (Tautoro Titans Club)

Form Submitted 23 Mar 2025, 3:14PM NZDT

At least 1 choice must be selected.

How does your project meet the Community Outcome(s) you have selected above? *

Our program aligns with these community outcomes by embracing and celebrating the unique culture and heritage of our tamariki and whānau. We foster pride and a sense of belonging, which strengthens the connection to our community. Through sport, we create proud, vibrant communities where tamariki develop life skills that build their self-esteem and contribute to their success. By offering a safe, supportive environment, we promote healthy, connected, and sustainable communities. The program also ensures our whānau are actively engaged and prepared, fostering resilience and solidarity. By supporting our tamariki in sports, we contribute to building a prosperous future, nurturing not only their well-being but also strengthening the fabric of our community. This initiative creates a space where everyone can thrive, ensuring that our community is equipped to face challenges and grow together.

Must be no more than 250 words.

Project Cost

* indicates a required field

- When applying for funding from your community board, the amount requested should generally be less than 50% of the total cost of the project. If you are requesting more than 50% of the total cost of the project, you must speak with the Funding Advisor before submitting your application.
- A minimum of two quotes should be provided for each item funding is requested for. If this is not possible, a letter should be provided with the application explaining why this is not done

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? *

\$7,000.00

Must be a dollar amount.

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

\$5,983.00

Must be a dollar amount.

Completing your budget

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

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

Kaikohe-Hokianga Community Grant Fund Jan - June 2025

Community Board Funding Application Form (Dec 2024)

Application No. KHC025 From Tupuhaere ki te rangi (Tautoro Titans Club)

Form Submitted 23 Mar 2025, 3:14PM NZDT

Amount Requested Column - provide (against the item) the amount you are requesting from the Board. This may be the same amount as shown in the Total Cost Column.

- 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

Budget

Expenditure	Total Cost	Amount Requested	Quotes	
	Must be a dollar amount.	Must be a dollar amount.		
Kai	\$5,000.00	\$5,000.00	Filename: new world.pdf File size: 111.0 kB	
Gazebo	\$329.00	\$329.00	Filename: bunnings gazebo quote.pdf File size: 104.3 kB	
BBQ	\$248.00	\$248.00	Filename: BBQ.pdf File size: 104.8 kB	
Chairs	\$55.60	\$55.60	Filename: bunnings chair quote.pdf File size: 76.9 kB	
First aid	\$350.00	\$350.00	Filename: d3 First Kits.pdf File size: 164.4 kB	
			No files have been uploaded	
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			No files have been uploaded	
			No files have been uploaded	

Kaikohe-Hokianga Community Grant Fund Jan - June 2025
Community Board Funding Application Form (Dec 2024)
Application No. KHC025 From Tupuhaere ki te rangi (Tautoro Titans Club)
Form Submitted 23 Mar 2025, 3:14PM NZDT

			No files have been uploaded	
			No files have been uploaded	
			No files have been uploaded	
			No files have been uploaded	
			No files have been uploaded	
			No files have been uploaded	

Financial Information

*** indicates a required field**

Financial Information

If your organisation registered for GST *

☐ Yes ☒ No

Current Funding

How much money does your organisation currently have? *

\$0.00

Must be a dollar amount.

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

\$0.00

Must be a dollar amount.

Tagged Funds

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

Purpose	Amount

Kaikohe-Hokianga Community Grant Fund Jan - June 2025
Community Board Funding Application Form (Dec 2024)
Application No. KHC025 From Tupuhaere ki te rangi (Tautoro Titans Club)
Form Submitted 23 Mar 2025, 3:14PM NZDT

Total Tagged Funds

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

Other Funding

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

Funding Source	Amount	Decision
	Must be a dollar amount.	

Previous Funding from FNDC

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

Supporting Financial Information

When applying for funding, you need to provide us with a profit and loss statement, an audited financial report or a copy of your bank statement.

1 Name of supporting financial document *
Letter of Budget

1 Supporting Financial document *
Filename: Budget Letter-Afterschool programme.pdf
File size: 69.7 kB

2 Name of supporting financial document

2 Supporting Financial Document
No files have been uploaded

3 Name of supporting financial document

Kaikohe-Hokianga Community Grant Fund Jan - June 2025
Community Board Funding Application Form (Dec 2024)
Application No. KHC025 From Tupuhaere ki te rangi (Tautoro Titans Club)
Form Submitted 23 Mar 2025, 3:14PM NZDT

3 Supporting Financial Document

No files have been uploaded

Applicant Declaration

*** 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:

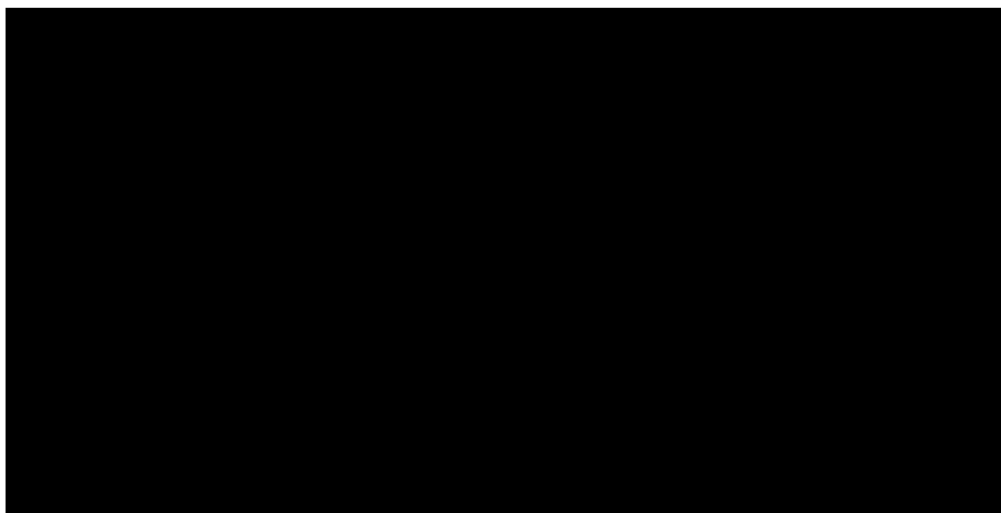
1. We have the authority to commit our organisation to this application and we have been duly authorised by our governing body.
2. We acknowledge and agree that the Far North District Council may disclose or obtain information related to the funding of the organisation from any other government department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

Kaikohe-Hokianga Community Grant Fund Jan - June 2025
Community Board Funding Application Form (Dec 2024)
Application No. KHCB025 From Tupuhaere ki te rangi (Tautoro Titans Club)
Form Submitted 23 Mar 2025, 3:14PM NZDT

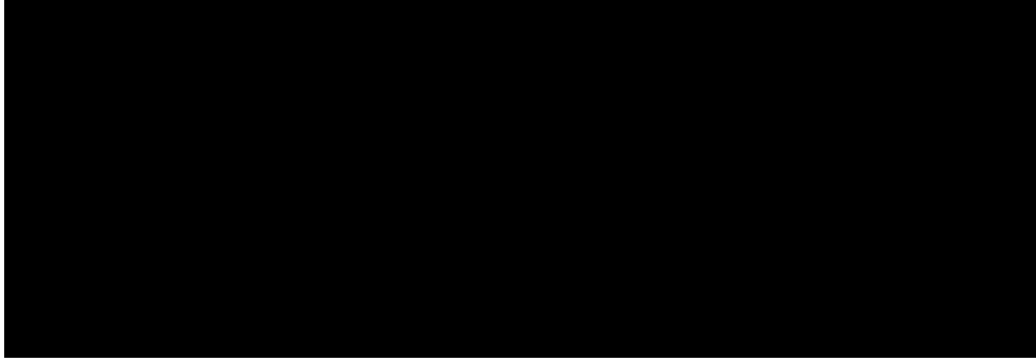
We agree to the following conditions if we are funded by Local Community Grant Funding:

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

Signatures



Kaikohe-Hokianga Community Grant Fund Jan - June 2025
Community Board Funding Application Form (Dec 2024)
Application No. KHCB025 From Tupuhaere ki te rangi (Tautoro Titans Club)
Form Submitted 23 Mar 2025, 3:14PM NZDT



Any other supporting documentation

If you have any other documents you would like us to consider with your application that you have not attached elsewhere in this application, please attach them below. If possible, please attach as pdf documents.

If you have more than three additional supporting information documents, please contact funding@fndc.govt.nz

1 Additional Supporting Document Name

1 Additional Supporting Information

Filename: funding letter afterschool programme.pdf
File size: 3.9 MB

2 Additional Supporting Document Name

2 Additional Supporting Information

No files have been uploaded

3 Additional Supporting Document Name

3 Additional Supporting Information

No files have been uploaded

Kaikohe-Hokianga Community Grant Fund Jan - June 2025

Community Board Funding Application Form (Dec 2024)

Application No. KHCB024 From Hokianga Historical Society Inc

Form Submitted 21 Mar 2025, 12:10PM NZDT

Before you Begin

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 2 of the [Community Grant Policy](#) to ensure you are eligible.
- All applications are to be submitted 20 clear working days prior to the Community Board meeting where the application will be considered. Deadline dates are on the Council's website.
- Incomplete, late or non-complying applications will not be considered.
- Applicants who have failed to complete a Project Report for previous funding granted within the last five years are not eligible for funding.
- If there's anything on this form you're not sure of, please contact the Community Development team at freephone 0800 920 029 or funding@fndc.govt.nz - we're happy to help.

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

- Two quotes for purchases where practicable, **or** evidence of expected purchases. If you are unable to provide quotes, a written explanation as to why this is not possible should be provided
- Details of all other funding secured or pending approval for this project (minimum 50%)
- Financial details - this can be a profit and loss statement or simple statement of account
- Programme outline or Business Plan (if applying for operating costs)
- Written permission should be provided for activities taking place on Council land, public roads or private property not owned by the applicant

Applicant Details

*** indicates a required field**

Fund Type

Which fund are you applying for? *

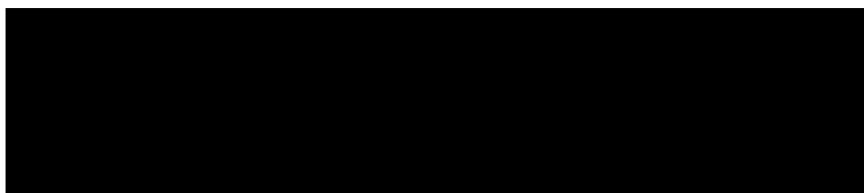
☒ Community Grant Fund

☐ Pride of Place Fund

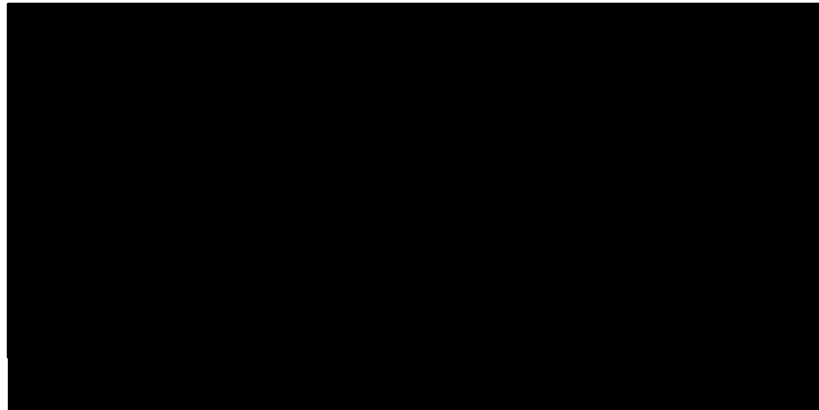
Applicant details

Applicant *

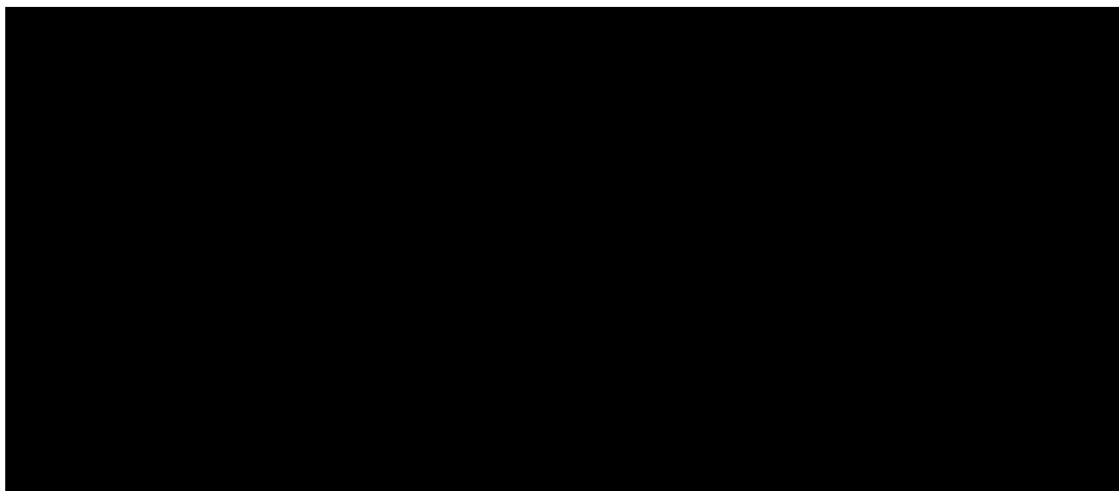
Hokianga Historical Society Inc



Kaikohe-Hokianga Community Grant Fund Jan - June 2025
Community Board Funding Application Form (Dec 2024)
Application No. KHCB024 From Hokianga Historical Society Inc
Form Submitted 21 Mar 2025, 12:10PM NZDT



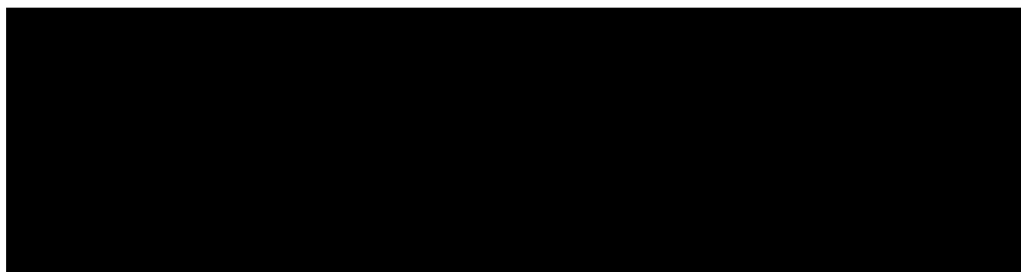
What sector do you/your organisation work in? *
Arts/Culture/Heritage



Contact details

Contact Person One:

Contact Person Two:



Kaikohe-Hokianga Community Grant Fund Jan - June 2025
Community Board Funding Application Form (Dec 2024)
Application No. KHCB024 From Hokianga Historical Society Inc
Form Submitted 21 Mar 2025, 12:10PM NZDT

Purpose of organisation

Please briefly describe the purpose of the organisation *

The Hokianga Historical Society was established in 1965 to preserve the history of Hokianga through a collection of archives. These are available to the public at the Hokianga Museum. We are all volunteers, from the staff to the Board.

Must be no more than 50 words.

Number of Members *

102

Project Details

*** indicates a required field**

Community Board

Community Board Priorities

If you are applying for funding across more than one ward, you need to make a separate application to each Board.

Each community board has their own priorities. You can view them at [Community Board Plans | Far North District Council](#)

Which Community Board are you applying to? *

☐ Te Hiku (Northern)
Community Board

☐ Bay of Islands-Whangaroa
(Eastern) Community Board

☒ Kaikohe-Hokianga
(Western) Community Board

Project name *

Heatpump for museum

Type of Activity

What is the main purpose of your activity?

Please refer to the guidance notes for definitions.

Kaikohe-Hokianga Community Grant Fund Jan - June 2025 Community Board Funding Application Form (Dec 2024) Application No. KHCB024 From Hokianga Historical Society Inc

Form Submitted 21 Mar 2025, 12:10PM NZDT

If you are holding an event, it is recommended that you also look at the guidance for what permits may be required and the timeframes for applications - information can be found at: [What is your event? | Far North District Council \(fndc.govt.nz\)](https://www.fndc.govt.nz/what-is-your-event/)

If you are proposing building or creating a physical item to go on Council property, or an item become the responsibility of Council, please contact the Funding Advisor before you lodge an application to find out more information on what is needed before an application can be accepted. Your application may be delayed going to the Board while this process is worked through.

Type of Activity *

- ☒ Art/Culture/Heritage
- ☐ Event
- ☐ Infrastructure
- ☐ Community
- ☐ Environmental
- ☐ Sport and Recreation

Project Dates

Start Date

Date

01/04/2025

Must be a date.

End Date:

Date:

30/06/2025

Must be a date.

Project Details

Location *

14 Waiana Place, Omapere, Northland, New Zealand

Must be no more than 10 words.

(Town or area)

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

- ☐ Yes
- ☒ No

If yes, how much?

Must be a whole dollar amount (no cents).

How many active participants (including volunteers) are taking part? *

0

Must be a number.

How many visitors/audience members/clients do you expect? *

0

Must be a number.

Have you engaged with tangata whenua about your project? *

- ☐ Yes
- ☒ No

Kaikohe-Hokianga Community Grant Fund Jan - June 2025 Community Board Funding Application Form (Dec 2024) Application No. KHCBO24 From Hokianga Historical Society Inc

Form Submitted 21 Mar 2025, 12:10PM NZDT

If yes, please provide evidence of any engagement you have undertaken

Have you engaged with the community about your project? *

☐ Yes

☒ No

If yes, please provide evidence of any engagement you have undertaken

Project Outline

Outline your activity and the services/experiences it will provide.

Who will benefit from your project and how? *

We currently have no heating system in our museum. Installing a heatpump would benefit our dedicated volunteers and our valued visitors from Hokianga and further afield. We provide a service for Hokianga whānau and for Hokianga tourism and a heatpump would be part of our manaaki to them.

Must be no more than 150 words.

What Community Outcome(s) does your project meet? *

- ☒ A wisely managed and treasured environment that recognises the role of tangata whenua as kaitiaki
- ☒ We embrace and celebrate our unique culture and heritage and value it as a source of enduring pride
- ☒ Proud, vibrant communities
- ☐ Prosperous communities supported by a sustainable economy
- ☒ Communities that are healthy, safe, connected and sustainable
- ☐ Connected communities that are prepared for the unexpected

At least 1 choice must be selected.

How does your project meet the Community Outcome(s) you have selected above? *

Our heatpump project recognises the importance of the Hokianga Historical Society in maintaining a taonga resource in our community, a role we have played since 1965 and continue to do so. The museum and archives acknowledges the role of tangata whenua as kaitiaki, working closely with local hapū and with our kura too.

We believe we have a unique cultural heritage and we endeavour to showcase it and celebrate it through our archives, our museum and our dedicated volunteers and our visitors. In so doing we believe we add to the sustainability and connectivity of our Hokianga community.

Must be no more than 250 words.

Project Cost

*** indicates a required field**

- When applying for funding from your community board, the amount requested should generally be less than 50% of the total cost of the project. If you are requesting more than 50% of the total cost of the project, you must speak with the Funding Advisor before submitting your application.

Kaikohe-Hokianga Community Grant Fund Jan - June 2025 Community Board Funding Application Form (Dec 2024) Application No. KHCBO24 From Hokianga Historical Society Inc

Form Submitted 21 Mar 2025, 12:10PM NZDT

- A minimum of two quotes should be provided for each item funding is requested for. If this is not possible, a letter should be provided with the application explaining why this is not done

Funding Request Amount

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

What is the total cost of your project? *

\$4,514.00

Must be a dollar amount.

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

\$2,257.00

Must be a dollar amount.

Completing your budget

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

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

Amount Requested Column - provide (against the item) the amount you are requesting from the Board. This may be the same amount as shown in the Total Cost Column.

- 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

Budget

Expenditure	Total Cost	Amount Requested	Quotes	
	Must be a dollar amount.	Must be a dollar amount.		
\$4,513	\$4,513.00	\$2,256.00	Filename: Heatpump quotes.pdf File size: 1.3 MB	
			No files have been uploaded	
			No files have been uploaded	
			No files have been uploaded	

Kaikohe-Hokianga Community Grant Fund Jan - June 2025
Community Board Funding Application Form (Dec 2024)
Application No. KHCB024 From Hokianga Historical Society Inc

Form Submitted 21 Mar 2025, 12:10PM NZDT

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			No files have been uploaded	

Financial Information

*** indicates a required field**

Financial Information

If your organisation registered for GST *

☐ Yes ☒ No

Current Funding

How much money does your organisation currently have? *

\$26,252.00

Must be a dollar amount.

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

\$18,959.00

Must be a dollar amount.

Tagged Funds

Kaikohe-Hokianga Community Grant Fund Jan - June 2025
Community Board Funding Application Form (Dec 2024)
Application No. KHC024 From Hokianga Historical Society Inc
Form Submitted 21 Mar 2025, 12:10PM NZDT

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

Purpose	Amount
Future building development	\$18,959.00

Total Tagged Funds

Total Expenditure Amount
\$18,959.00
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

Supporting Financial Information

When applying for funding, you need to provide us with a profit and loss statement, an audited financial report or a copy of your bank statement.

1 Name of supporting financial document *
2024 Annual report and accounts

1 Supporting Financial document *

Kaikohe-Hokianga Community Grant Fund Jan - June 2025 Community Board Funding Application Form (Dec 2024) Application No. KHCBO24 From Hokianga Historical Society Inc

Form Submitted 21 Mar 2025, 12:10PM NZDT

Filename: 2024 Annual Report and Accounts.pdf
File size: 1.9 MB

2 Name of supporting financial document

Bank accounts

2 Supporting Financial Document

Filename: Bank accounts.pdf
File size: 379.8 kB

3 Name of supporting financial document

3 Supporting Financial Document

No files have been uploaded

Applicant Declaration

* 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.

Kaikohe-Hokianga Community Grant Fund Jan - June 2025
Community Board Funding Application Form (Dec 2024)
Application No. KHCB024 From Hokianga Historical Society Inc
Form Submitted 21 Mar 2025, 12:10PM NZDT

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

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

1. To uplift any funding granted within 3 months of the date of the letter of agreement. Failure to do so will result in loss of the grant money.
2. To spend the funding within 12 months of the date of grant approval unless written approval for an extension is obtained from Council before that 12 month period ends.
3. To spend the funding only for the purpose(s) approved by the Far North District Council unless written approval for a change of purpose(s) is obtained **in advance** from the Community Board.
4. To return to the Far North District Council any portion of the funding that we do not spend. If our payment includes GST we will return the GST component of the amount to be returned.
5. To acknowledge the receipt of Community Board funds as a separate entry in our accounts, or in a note to our accounts, in our organisation's annual report.
6. To acknowledge any financial contribution from Far North District Council on signage and in any publicity relating to the project. Contact the Funding Team for digital imagery.
7. To make available any files or records that relate to the expenditure of this funding for inspection if requested by the Far North District Council or its auditors.
8. To complete and return a Project Report within **two months** of the end of the project, or, if the activity is ongoing, within two months of the funding being spent. Applicants who fail to provide a project report within this timeframe will not be considered for funding for a 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.

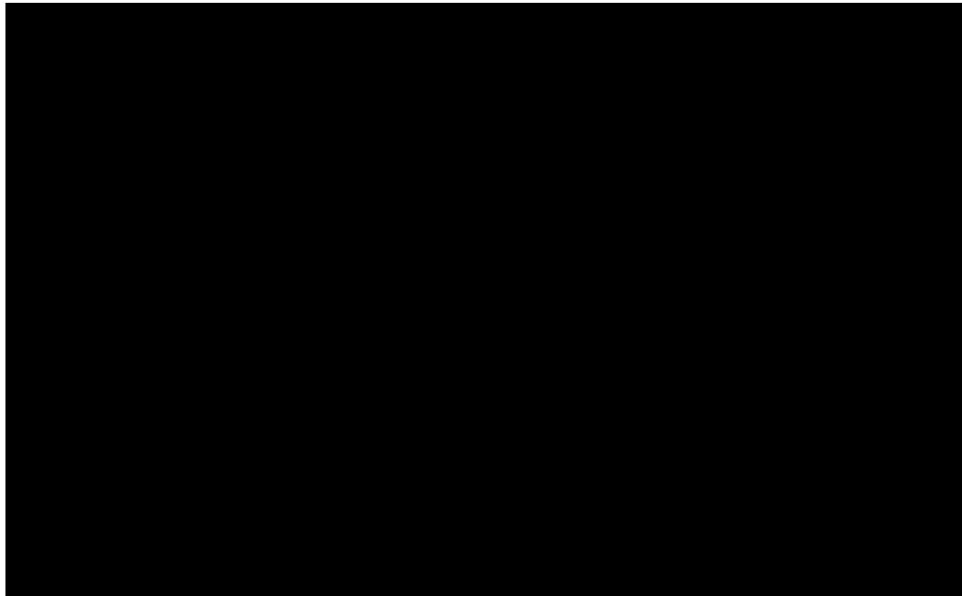
Signatures

Signatory One

Signatory Two



Kaikohe-Hokianga Community Grant Fund Jan - June 2025
Community Board Funding Application Form (Dec 2024)
Application No. KHCB024 From Hokianga Historical Society Inc
Form Submitted 21 Mar 2025, 12:10PM NZDT



Date

21/03/2025

Must be a date.

Date

21/03/2025

Must be a date.

Any other supporting documentation

If you have any other documents you would like us to consider with your application that you have not attached elsewhere in this application, please attach them below. If possible, please attach as pdf documents.

If you have more than three additional supporting information documents, please contact funding@fndc.govt.nz

1 Additional Supporting Document Name

1 Additional Supporting Information

No files have been uploaded

2 Additional Supporting Document Name

2 Additional Supporting Information

No files have been uploaded

3 Additional Supporting Document Name

3 Additional Supporting Information

Page 11 of 12

Kaikohe-Hokianga Community Grant Fund Jan - June 2025

Community Board Funding Application Form (Dec 2024)

Application No. KHCB016 From Hokianga Community Education

Form Submitted 20 Mar 2025, 9:55PM NZDT

Before you Begin

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 2 of the [Community Grant Policy](#) to ensure you are eligible.
- All applications are to be submitted 20 clear working days prior to the Community Board meeting where the application will be considered. Deadline dates are on the Council's website.
- Incomplete, late or non-complying applications will not be considered.
- Applicants who have failed to complete a Project Report for previous funding granted within the last five years are not eligible for funding.
- If there's anything on this form you're not sure of, please contact the Community Development team at freephone 0800 920 029 or funding@fndc.govt.nz - we're happy to help.

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

- Two quotes for purchases where practicable, **or** evidence of expected purchases. If you are unable to provide quotes, a written explanation as to why this is not possible should be provided
- Details of all other funding secured or pending approval for this project (minimum 50%)
- Financial details - this can be a profit and loss statement or simple statement of account
- Programme outline or Business Plan (if applying for operating costs)
- Written permission should be provided for activities taking place on Council land, public roads or private property not owned by the applicant

Applicant Details

*** indicates a required field**

Fund Type

Which fund are you applying for? *

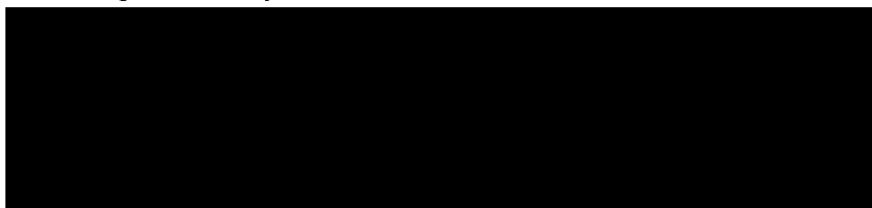
☒ Community Grant Fund

☐ Pride of Place Fund

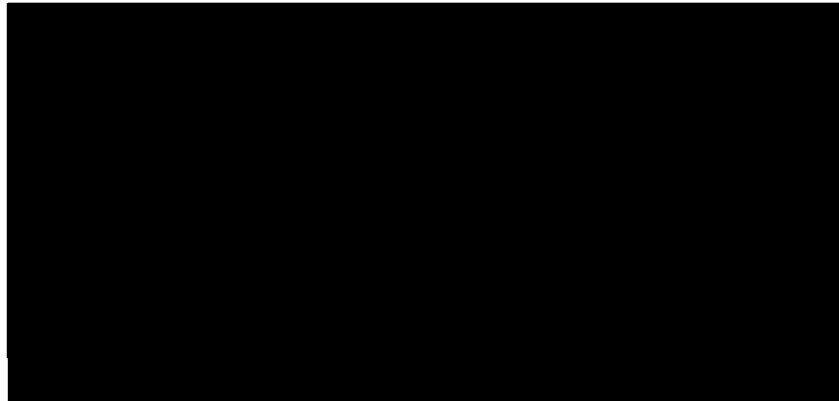
Applicant details

Applicant *

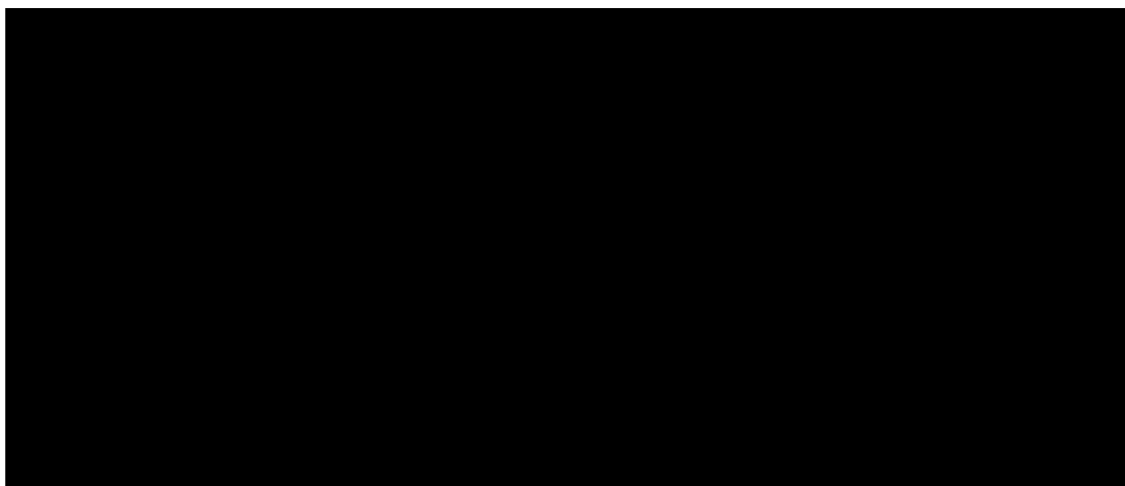
Hokianga Community Education



Kaikohe-Hokianga Community Grant Fund Jan - June 2025
Community Board Funding Application Form (Dec 2024)
Application No. KHCB016 From Hokianga Community Education
Form Submitted 20 Mar 2025, 9:55PM NZDT



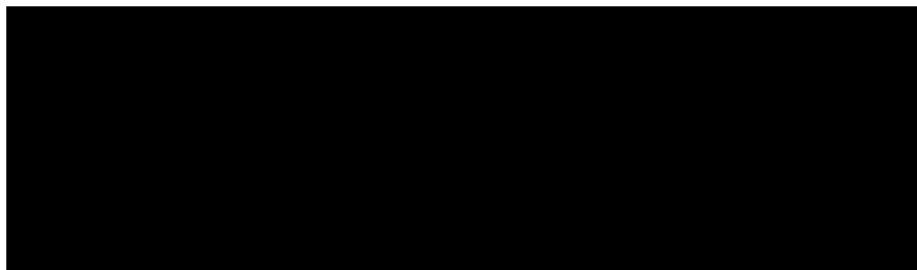
What sector do you/your organisation work in? *
Arts/Culture/Heritage



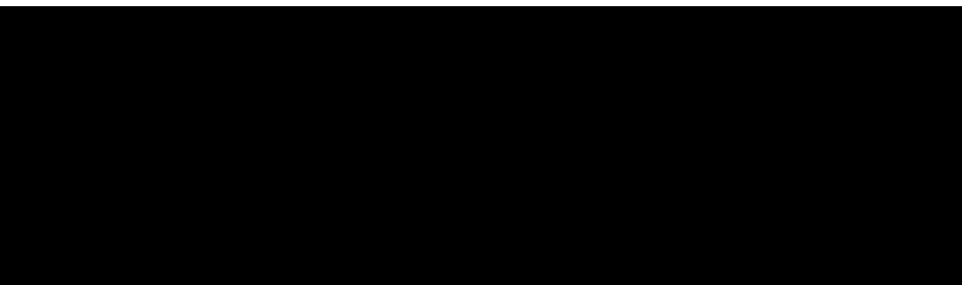
Contact details

Contact Person One:

Contact Person Two:



Kaikohe-Hokianga Community Grant Fund Jan - June 2025
Community Board Funding Application Form (Dec 2024)
Application No. KHCB016 From Hokianga Community Education
Form Submitted 20 Mar 2025, 9:55PM NZDT



Purpose of organisation

Please briefly describe the purpose of the organisation *

Ako Hokianga has a mission to provide diverse and high-quality arts programmes for our community. Workshops at the Rawene Campus have drawn strong community engagement, with participants benefiting from expert tutoring and opportunities to create, learn together. Our commitment to inclusivity has driven outreach beyond Rawene, connecting with surrounding hāpori

Must be no more than 50 words.

Number of Members *

12

Project Details

*** indicates a required field**

Community Board

Community Board Priorities

If you are applying for funding across more than one ward, you need to make a separate application to each Board.

Each community board has their own priorities. You can view them at [Community Board Plans | Far North District Council](#)

Which Community Board are you applying to? *

☐ Te Hiku (Northern) Community Board ☐ Bay of Islands-Whangaroa (Eastern) Community Board ☒ Kaikohe-Hokianga (Western) Community Board

Project name *

Nga Whetu Toi o Hokianga

Type of Activity

What is the main purpose of your activity?

Please refer to the guidance notes for definitions.

Kaikohe-Hokianga Community Grant Fund Jan - June 2025 Community Board Funding Application Form (Dec 2024) Application No. KHC016 From Hokianga Community Education

Form Submitted 20 Mar 2025, 9:55PM NZDT

If you are holding an event, it is recommended that you also look at the guidance for what permits may be required and the timeframes for applications - information can be found at: [What is your event? | Far North District Council \(fndc.govt.nz\)](https://www.fndc.govt.nz/what-is-your-event/)

If you are proposing building or creating a physical item to go on Council property, or an item become the responsibility of Council, please contact the Funding Advisor before you lodge an application to find out more information on what is needed before an application can be accepted. Your application may be delayed going to the Board while this process is worked through.

Type of Activity *

- ☒ Art/Culture/Heritage
- ☐ Event
- ☐ Infrastructure
- ☐ Community
- ☐ Environmental
- ☐ Sport and Recreation

Project Dates

Start Date

Date

04/04/2025

Must be a date.

End Date:

Date:

19/06/2025

Must be a date.

Project Details

Location *

Hokianga

Must be no more than 10 words.
(Town or area)

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

- ☒ Yes
- ☐ No

If yes, how much?

\$25.00

Must be a whole dollar amount (no cents).

How many active participants (including volunteers) are taking part? *

200

Must be a number.

How many visitors/audience members/clients do you expect? *

150

Must be a number.

Have you engaged with tangata whenua about your project? *

- ☒ Yes
- ☐ No

Kaikohe-Hokianga Community Grant Fund Jan - June 2025

Community Board Funding Application Form (Dec 2024)

Application No. KHCB016 From Hokianga Community Education

Form Submitted 20 Mar 2025, 9:55PM NZDT

If yes, please provide evidence of any engagement you have undertaken

Have you engaged with the community about your project? *

☒ Yes

☐ No

If yes, please provide evidence of any engagement you have undertaken

Project Outline

Outline your activity and the services/experiences it will provide.

Who will benefit from your project and how? *

As we showcase our Toi Maori artists we will bring authenticity to this event, often Matariki has become commercialised we want to bring it back to our Hokianga Toi Māori tikanga. Benefits will be to the 7 chosen Toi artists who will be showcased in a rare opportunity to share their skill and associated tikanga. All attendees will learn cultural knowledge and significance of our local Taonga in relation to Mātauranga and Puuanga.

Kuia Kaumatua who will be invited free of charge to all our events fostering inclusivity and respect for elders. Arts community and exhibition spaces such as Manea Cultural centre. Local business people will be supported as we purchase all our kai and bring people into town. Rangitahi over 16 are welcomed to the events. Outside communities such as Maungamuka, Kohukohu, Kaikohe where we will bring artist in for delivery of programs which are truly Hokianga.

Must be no more than 150 words.

What Community Outcome(s) does your project meet? *

- ☒ A wisely managed and treasured environment that recognises the role of tangata whenua as kaitiaki
- ☒ We embrace and celebrate our unique culture and heritage and value it as a source of enduring pride
- ☒ Proud, vibrant communities
- ☒ Prosperous communities supported by a sustainable economy
- ☒ Communities that are healthy, safe, connected and sustainable
- ☒ Connected communities that are prepared for the unexpected

At least 1 choice must be selected.

How does your project meet the Community Outcome(s) you have selected above? *

Nga Whetu Toi o Hokianga is wrapped in Tikanga and cultural significance. Our people are Tangata Whenua, and our Taonga is locally resourced. As we showcase our Toi Māori we bring authenticity to this event.

This is a beautiful place to begin a kaupapa that not only recognizes the significance of art but also honors our surroundings, Taiao. There is much to learn about Puuanga, and we hope to share content that teaches people about the different aspects of our whetū when she rises—through karakia, waiata, and kōrerorero mātauranga—showcasing the vibrant community we have.

The materials (raupatu) used to create our Toi are locally collected, incorporating the knowledge of our Taiao and sustainability practices into this kaupapa. We take pride in who we are and celebrate our cultural heritage. We believe that this strengthens pride and vibrancy within our communities and within ourselves.

Our artists build sustainability through their tikanga, ensuring that Toi practices and self-

Kaikohe-Hokianga Community Grant Fund Jan - June 2025 Community Board Funding Application Form (Dec 2024) Application No. KHC016 From Hokianga Community Education

Form Submitted 20 Mar 2025, 9:55PM NZDT

determined business models continue for future generations. The people of Hokianga are diverse, inclusive, and individualistic in their artistic approaches to creative businesses—many of which are essential for our survival and success.

We demonstrate resilience through our support for one another, ensuring that we thrive and achieve hauora outcomes aligned with our mahi. This resilience flows through our communities when we share our culture, strengthening our collective well-being.

All workshops are Drug and Alcohol free safe environments

Must be no more than 250 words.

Project Cost

*** indicates a required field**

- When applying for funding from your community board, the amount requested should generally be less than 50% of the total cost of the project. If you are requesting more than 50% of the total cost of the project, you must speak with the Funding Advisor before submitting your application.
- A minimum of two quotes should be provided for each item funding is requested for. If this is not possible, a letter should be provided with the application explaining why this is not done

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? *

\$17,320.00

Must be a dollar amount.

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

\$2,920.00

Must be a dollar amount.

Completing your budget

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

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

Amount Requested Column - provide (against the item) the amount you are requesting from the Board. This may be the same amount as shown in the Total Cost Column.

- 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

Kaikohe-Hokianga Community Grant Fund Jan - June 2025 Community Board Funding Application Form (Dec 2024) Application No. KHCB016 From Hokianga Community Education

Form Submitted 20 Mar 2025, 9:55PM NZDT

- Do not use the dollar sign (\$), just enter the dollar value

Budget

Expenditure	Total Cost	Amount Requested	Quotes	
	Must be a dollar amount.	Must be a dollar amount.		
7 artists	\$6,250.00	\$2,000.00	<div>Filename: Copy of project-budget-template.xls File size: 41.5 kB</div> <div>Filename: Copy of project-budget-template.xls File size: 41.5 kB</div>	
marketing costs	\$531.30	\$420.00	<div>Filename: Invoice marketing .pdf File size: 25.7 kB</div>	
Arts Curating	\$500.00	\$500.00	<div>Filename: 1005-HCET-Hokianga-2.pdf File size: 46.4 kB</div>	
			No files have been uploaded	
			No files have been uploaded	

Financial Information

* indicates a required field

Financial Information

If your organisation registered for GST *

☐ Yes ☒ No

Current Funding

How much money does your organisation currently have? *

\$74,993.55

Must be a dollar amount.

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

Kaikohe-Hokianga Community Grant Fund Jan - June 2025
Community Board Funding Application Form (Dec 2024)
Application No. KHCB016 From Hokianga Community Education
Form Submitted 20 Mar 2025, 9:55PM NZDT

\$74,993.00

Must be a dollar amount.

Tagged Funds

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

Purpose	Amount
Nga Torehina(umbrella)	\$780.00
Hokianga Publishers	\$1,508.69
Ako Rent- Coordinator Tutors fees	\$44,445.68
He kete kai (Umbrella)	\$27,039.17
HCET operational	\$1,220.00

Total Tagged Funds

Total Expenditure Amount

\$74,993.54

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.	
Creative communities	\$2,400.00	Yes

Previous Funding from FNDC

Have you previously received funding from FNDC? *

☒ Yes ☐ No

Previous Funding from FNDC

Purpose	Amount	Date	Project Report Submitted
		Must be a date.	

Kaikohe-Hokianga Community Grant Fund Jan - June 2025 Community Board Funding Application Form (Dec 2024) Application No. KHCB016 From Hokianga Community Education

Form Submitted 20 Mar 2025, 9:55PM NZDT

	Must be a dollar amount.		
Publishing 8-12-23	\$1,470.00	08/12/2023	Yes
Publishing	\$3,000.00	05/09/2023	Yes

Supporting Financial Information

When applying for funding, you need to provide us with a profit and loss statement, an audited financial report or a copy of your bank statement.

1 Name of supporting financial document *
performance report

1 Supporting Financial document *

Filename: HCET Performance_Report-1.pdf
File size: 680.2 kB

2 Name of supporting financial document

2 Supporting Financial Document
No files have been uploaded

3 Name of supporting financial document

3 Supporting Financial Document
No files have been uploaded

Applicant Declaration

*** 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

Kaikohe-Hokianga Community Grant Fund Jan - June 2025 Community Board Funding Application Form (Dec 2024) Application No. KHCB016 From Hokianga Community Education

Form Submitted 20 Mar 2025, 9:55PM NZDT

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

We, the undersigned, declare the following:

In submitting this application:

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

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

1. To uplift any funding granted within 3 months of the date of the letter of agreement. failure to do so will result in loss of the grant money.
2. To spend the funding within 12 months of the date of grant approval unless written approval for an extension is obtained from Council before that 12 month period ends.
3. To spend the funding only for the purpose(s) approved by the Far North District Council unless written approval for a change of purpose(s) is obtained **an advance** from the Community Board.
4. To return to the Far North District Council any portion of the funding that we do not spend. If our payment includes GST we will return the GST component of the amount to be returned.
5. To acknowledge the receipt of Community Board funds as a separate entry in our accounts, or in a note to our accounts, in our organisation's annual report.
6. To acknowledge any financial contribution from Far North District Council on signage and in any publicity relating to the project. Contact the Funding Team for digital imagery.
7. To make available any files or records that relate to the expenditure of this funding for inspection if requested by the Far North district Council or its auditors.
8. To complete and return a Project Report within **two months** of the end of the project, or, if the activity is ongoing, within two months of the funding being spent. applicants

Kaikohe-Hokianga Community Grant Fund Jan - June 2025
Community Board Funding Application Form (Dec 2024)
Application No. KHCB016 From Hokianga Community Education
Form Submitted 20 Mar 2025, 9:55PM NZDT

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

Date

19/03/2025

Must be a date.

19/03/2025

Must be a date.

Any other supporting documentation

If you have any other documents you would like us to consider with your application that you have not attached elsewhere in this application, please attach them below. If possible, please attach as pdf documents.

If you have more than three additional supporting information documents, please contact funding@fndc.govt.nz

**Kaikohe-Hokianga Community Grant Fund Jan - June 2025
Community Board Funding Application Form (Dec 2024)
Application No. KHCB016 From Hokianga Community Education**

Form Submitted 20 Mar 2025, 9:55PM NZDT

1 Additional Supporting Document Name

Support letter

1 Additional Supporting Information

Filename: Kiki Marama support letter .docx

File size: 13.8 kB

2 Additional Supporting Document Name

Marketing Booklet for Program

2 Additional Supporting Information

Filename: Final:Final print version .pdf

File size: 14.9 MB

3 Additional Supporting Document Name

3 Additional Supporting Information

No files have been uploaded

Kaikohe-Hokianga Community Grant Fund Jan - June 2025
Community Board Funding Application Form (Dec 2024)
Application No. KHCB008 From Graeme Dingle Foundation Far North
Form Submitted 18 Feb 2025, 7:14PM NZDT

Before you Begin

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 2 of the [Community Grant Policy](#) to ensure you are eligible.
- All applications are to be submitted 20 clear working days prior to the Community Board meeting where the application will be considered. Deadline dates are on the Council's website.
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- Applicants who have failed to complete a Project Report for previous funding granted within the last five years are not eligible for funding.
- If there's anything on this form you're not sure of, please contact the Community Development team at freephone 0800 920 029 or funding@fndc.govt.nz - we're happy to help.

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

- Two quotes for purchases where practicable, **or** evidence of expected purchases. If you are unable to provide quotes, a written explanation as to why this is not possible should be provided
- Details of all other funding secured or pending approval for this project (minimum 50%)
- Financial details - this can be a profit and loss statement or simple statement of account
- Programme outline or Business Plan (if applying for operating costs)
- Written permission should be provided for activities taking place on Council land, public roads or private property not owned by the applicant

Applicant Details

*** indicates a required field**

Fund Type

Which fund are you applying for? *

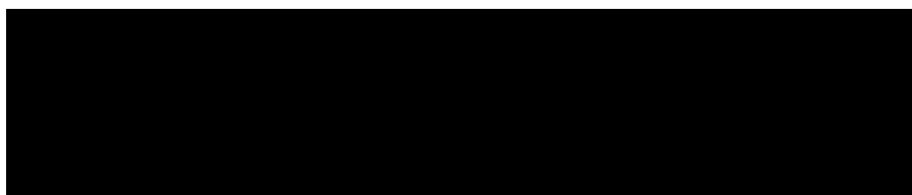
☒ Community Grant Fund

☐ Pride of Place Fund

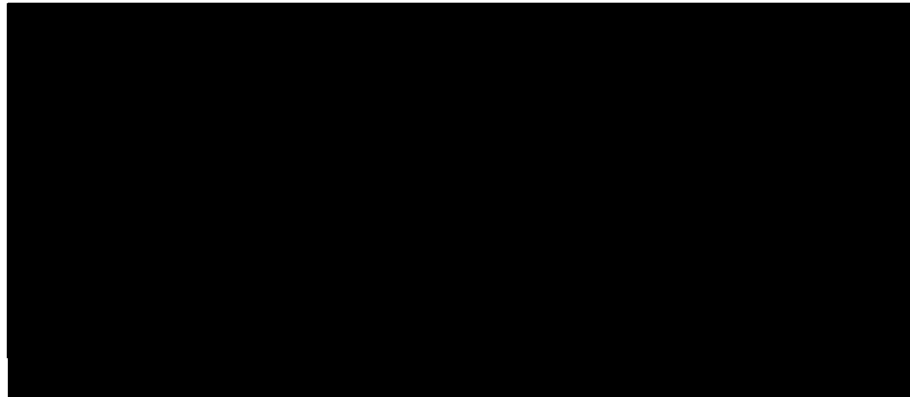
Applicant details

Applicant *

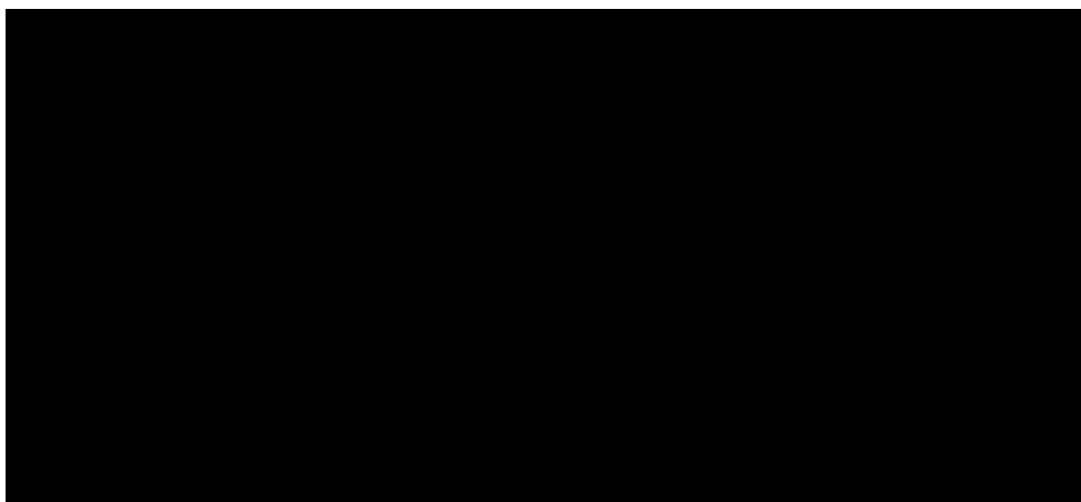
Graeme Dingle Foundation Far North

A large black rectangular box used to redact information, likely the applicant's contact details or address.

Kaikohe-Hokianga Community Grant Fund Jan - June 2025
Community Board Funding Application Form (Dec 2024)
Application No. KHC008 From Graeme Dingle Foundation Far North
Form Submitted 18 Feb 2025, 7:14PM NZDT



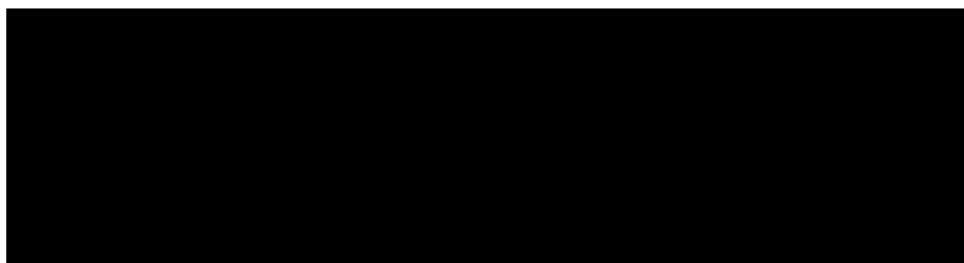
What sector do you/your organisation work in? *
Education



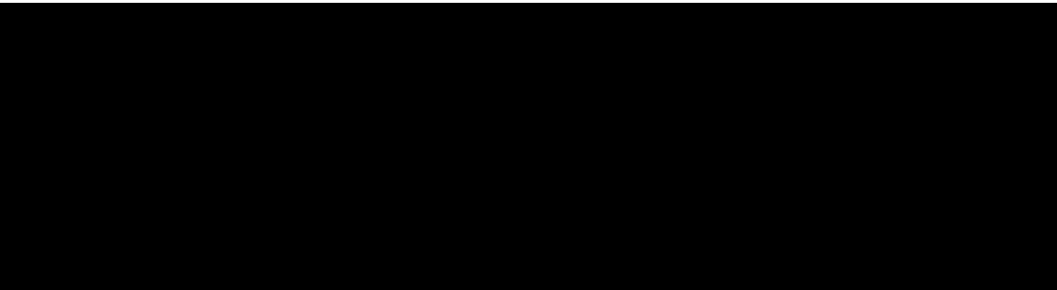
Contact details

Contact Person One:

Contact Person Two:



Kaikohe-Hokianga Community Grant Fund Jan - June 2025
Community Board Funding Application Form (Dec 2024)
Application No. KHCBO08 From Graeme Dingle Foundation Far North
Form Submitted 18 Feb 2025, 7:14PM NZDT



Purpose of organisation

Please briefly describe the purpose of the organisation *

Graeme Dingle Foundation Far North has been operating throughout the community delivering youth development programmes for the last 17 years. We support over 1000 tamariki and rangatahi across 11 Schools across the Far North to develop life skills and reach their full potential.

Must be no more than 50 words.

Number of Members *

1202

Project Details

*** indicates a required field**

Community Board

Community Board Priorities

If you are applying for funding across more than one ward, you need to make a separate application to each Board.

Each community board has their own priorities. You can view them at [Community Board Plans | Far North District Council](#)

Which Community Board are you applying to? *

☐ Te Hiku (Northern) Community Board ☐ Bay of Islands-Whangaroa (Eastern) Community Board ☒ Kaikohe-Hokianga (Western) Community Board

Project name *

Nga Ara Whetu Term 2 delivery support - Northland College, Kaikohe

Type of Activity

What is the main purpose of your activity?

Please refer to the guidance notes for definitions.

Kaikohe-Hokianga Community Grant Fund Jan - June 2025

Community Board Funding Application Form (Dec 2024)

Application No. KHC008 From Graeme Dingle Foundation Far North

Form Submitted 18 Feb 2025, 7:14PM NZDT

If you are holding an event, it is recommended that you also look at the guidance for what permits may be required and the timeframes for applications - information can be found at: [What is your event? | Far North District Council \(fndc.govt.nz\)](https://www.fndc.govt.nz/what-is-your-event/)

If you are proposing building or creating a physical item to go on Council property, or an item become the responsibility of Council, please contact the Funding Advisor before you lodge an application to find out more information on what is needed before an application can be accepted. Your application may be delayed going to the Board while this process is worked through.

Type of Activity *

- ☐ Art/Culture/Heritage
- ☐ Event
- ☐ Infrastructure
- ☒ Community
- ☐ Environmental
- ☐ Sport and Recreation

Project Dates

Start Date

Date

28/04/2025

Must be a date.

End Date:

Date:

11/07/2025

Must be a date.

Project Details

Location *

Northland College, Kaikohe
Must be no more than 10 words.
(Town or area)

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

- ☐ Yes
- ☒ No

If yes, how much?

\$0.00

Must be a whole dollar amount (no cents).

How many active participants (including volunteers) are taking part? *

88

Must be a number.

How many visitors/audience members/clients do you expect? *

0

Must be a number.

Have you engaged with tangata whenua about your project? *

- ☐ Yes
- ☒ No

Kaikohe-Hokianga Community Grant Fund Jan - June 2025
Community Board Funding Application Form (Dec 2024)
Application No. KHC008 From Graeme Dingle Foundation Far North
Form Submitted 18 Feb 2025, 7:14PM NZDT

If yes, please provide evidence of any engagement you have undertaken

Have you engaged with the community about your project? *

☒ Yes

☐ No

If yes, please provide evidence of any engagement you have undertaken

Project Outline

Outline your activity and the services/experiences it will provide.

Who will benefit from your project and how? *

Ngā Ara Whetū was a programme developed to strengthen the self-identity and life skills of rangatahi to support their future pathways through a tuakana/teina model. The ultimate outcome we are striving for is to create socially and academically engaged rangatahi. The goals of the programme include:

- To strengthen whanaungatanga and support the kura culture and values
- Develop a sense of responsibility and connectedness to the kura and wider community
- Provide mentoring opportunities to build rangatahi identity and support their future pathways

Must be no more than 150 words.

What Community Outcome(s) does your project meet? *

☐ A wisely managed and treasured environment that recognises the role of tangata whenua as kaitiaki

☒ We embrace and celebrate our unique culture and heritage and value it as a source of enduring pride

☒ Proud, vibrant communities

☒ Prosperous communities supported by a sustainable economy

☐ Communities that are healthy, safe, connected and sustainable

☐ Connected communities that are prepared for the unexpected

At least 1 choice must be selected.

How does your project meet the Community Outcome(s) you have selected above? *

We want to create a youth population in our community who are strong, resilient individuals who are proud of their heritage and have positive future life pathways. Many of the rangatahi in our community are at risk of social and/or academic disengagement, with some already showing signs of antisocial behaviour. We have developed the programme by drawing on insights and evaluations of the programme, and engaging with kura and the needs of the rangatahi. The goals of Nga Ara Whetu is include:

- To strengthen whanaungatanga and support the kura culture and values
- Develop a sense of responsibility and connectedness to the kura and wider community
- Provide mentoring opportunities to build rangatahi identity and support their future

Ultimately we want to build a stronger youth population in our community who are Caring – Manaaki, Courageous – Maia, and Collaborative – Tūhono.

Must be no more than 250 words.

Project Cost

Kaikohe-Hokianga Community Grant Fund Jan - June 2025

Community Board Funding Application Form (Dec 2024)

Application No. KHC008 From Graeme Dingle Foundation Far North

Form Submitted 18 Feb 2025, 7:14PM NZDT

* indicates a required field

- When applying for funding from your community board, the amount requested should generally be less than 50% of the total cost of the project. If you are requesting more than 50% of the total cost of the project, you must speak with the Funding Advisor before submitting your application.
- A minimum of two quotes should be provided for each item funding is requested for. If this is not possible, a letter should be provided with the application explaining why this is not done

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? *

\$13,500.00

Must be a dollar amount.

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

\$5,000.00

Must be a dollar amount.

Completing your budget

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

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

Amount Requested Column - provide (against the item) the amount you are requesting from the Board. This may be the same amount as shown in the Total Cost Column.

- 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

Budget

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

**Kaikohe-Hokianga Community Grant Fund Jan - June 2025
Community Board Funding Application Form (Dec 2024)
Application No. KHCB008 From Graeme Dingle Foundation Far North**
Form Submitted 18 Feb 2025, 7:14PM NZDT

Regional Manger Support	\$5,000.00	\$5,000.00	Filename: Northl and College Budget (Term 2).pdf File size: 162.2 k B	
Programme Co-ordinator	\$7,750.00	\$0.00	No files have been uploaded	
Mileage	\$625.00	\$0.00	No files have been uploaded	
Admin Costs	\$125.00	\$0.00	No files have been uploaded	
			No files have been uploaded	
			No files have been uploaded	
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			No files have been uploaded	

Financial Information

*** indicates a required field**

Financial Information

If your organisation registered for GST *

☒ Yes ☐ No

Kaikohe-Hokianga Community Grant Fund Jan - June 2025
Community Board Funding Application Form (Dec 2024)
Application No. KHC008 From Graeme Dingle Foundation Far North
Form Submitted 18 Feb 2025, 7:14PM NZDT

GST Number

GST Number

090-697-846

Current Funding

How much money does your organisation currently have? *

\$24,909.00

Must be a dollar amount.

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

\$24,909.00

Must be a dollar amount.

Tagged Funds

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

Purpose	Amount
Programmes and Operations	\$24,909.00

Total Tagged Funds

Total Expenditure Amount

\$24,909.00

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.	
Community Events (TBC)	\$96.00	Pending
Rano Community Trust	\$6,000.00	Pending
Other Grants (TBC)	\$1,500.00	Pending
Donations	\$903.00	Pending

Kaikohe-Hokianga Community Grant Fund Jan - June 2025
Community Board Funding Application Form (Dec 2024)
Application No. KHCB008 From Graeme Dingle Foundation Far North
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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.	
Kiwi Can Term 3 & 4	\$6,000.00	11/02/2025	No
Kiwi Can Term 4	\$3,000.00	30/09/2024	Yes
Nga Ara Whetu (BOI College)	\$5,000.00	30/09/2024	No
Nga Ara Whetu (Northladn College)	\$3,000.00	25/06/2024	Yes

Supporting Financial Information

When applying for funding, you need to provide us with a profit and loss statement, an audited financial report or a copy of your bank statement.

1 Name of supporting financial document *

Audited Accounts 2023

1 Supporting Financial document *

Filename: 2023 Accounts.pdf
File size: 5.0 MB

2 Name of supporting financial document

2 Supporting Financial Document

Filename: Profit & Loss 1 Jan to 31 Dec 2024.pdf
File size: 22.3 kB

3 Name of supporting financial document

3 Supporting Financial Document

No files have been uploaded

Kaikohe-Hokianga Community Grant Fund Jan - June 2025
Community Board Funding Application Form (Dec 2024)
Application No. KHC008 From Graeme Dingle Foundation Far North
Form Submitted 18 Feb 2025, 7:14PM NZDT

Applicant Declaration

* 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
 - 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.

Kaikohe-Hokianga Community Grant Fund Jan - June 2025
Community Board Funding Application Form (Dec 2024)
Application No. KHCB008 From Graeme Dingle Foundation Far North
Form Submitted 18 Feb 2025, 7:14PM NZDT

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

**Kaikohe-Hokianga Community Grant Fund Jan - June 2025
Community Board Funding Application Form (Dec 2024)
Application No. KHC008 From Graeme Dingle Foundation Far North**
Form Submitted 18 Feb 2025, 7:14PM NZDT

Date

18/02/2025

Must be a date.

Date

18/02/2025

Must be a date.

Any other supporting documentation

If you have any other documents you would like us to consider with your application that you have not attached elsewhere in this application, please attach them below. If possible, please attach as pdf documents.

If you have more than three additional supporting information documents, please contact funding@fndc.govt.nz

1 Additional Supporting Document Name

1 Additional Supporting Information

Filename: Supporting Document .pdf

File size: 1.4 MB

2 Additional Supporting Document Name

2 Additional Supporting Information

Filename: NAW Programme Report 2024.pdf

File size: 122.0 kB

3 Additional Supporting Document Name

3 Additional Supporting Information

No files have been uploaded

Kaikohe-Hokianga Community Grant Fund Jan - June 2025 Community Board Funding Application Form (Dec 2024) (Version 2 of 2)

Application No. KHCB027 From Ms Denise Brophy

Form Submitted 24 Mar 2025, 5:00PM NZDT

Before you Begin

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 2 of the [Community Grant Policy](#) to ensure you are eligible.
- All applications are to be submitted 20 clear working days prior to the Community Board meeting where the application will be considered. Deadline dates are on the Council's website.
- Incomplete, late or non-complying applications will not be considered.
- Applicants who have failed to complete a Project Report for previous funding granted within the last five years are not eligible for funding.
- If there's anything on this form you're not sure of, please contact the Community Development team at freephone 0800 920 029 or funding@fndc.govt.nz - we're happy to help.

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

- Two quotes for purchases where practicable, **or** evidence of expected purchases. If you are unable to provide quotes, a written explanation as to why this is not possible should be provided
- Details of all other funding secured or pending approval for this project (minimum 50%)
- Financial details - this can be a profit and loss statement or simple statement of account
- Programme outline or Business Plan (if applying for operating costs)
- Written permission should be provided for activities taking place on Council land, public roads or private property not owned by the applicant

Applicant Details

*** indicates a required field**

Fund Type

Which fund are you applying for? *

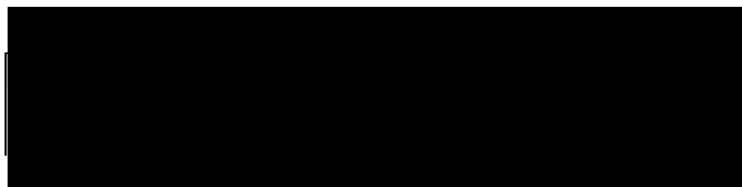
☒ Community Grant Fund

☐ Pride of Place Fund

Applicant details

Applicant *

Ms Denise Brophy



Page 1 of 12

**Kaikohe-Hokianga Community Grant Fund Jan - June 2025
Community Board Funding Application Form (Dec 2024) (Version
2 of 2)**

Application No. KHCB027 From Ms Denise Brophy

Form Submitted 24 Mar 2025, 5:00PM NZDT

Other Names

Reg Status

Charity's Street Address

Charity's Postal Address

Telephone

Fax

Email

Website

Reg Date

Must be formatted correctly.

If you are a registered charity, please enter your registration number.

What sector do you/your organisation work in? *

Education

[Redacted content]

Facebook page

NA

Contact details

Contact Person One:

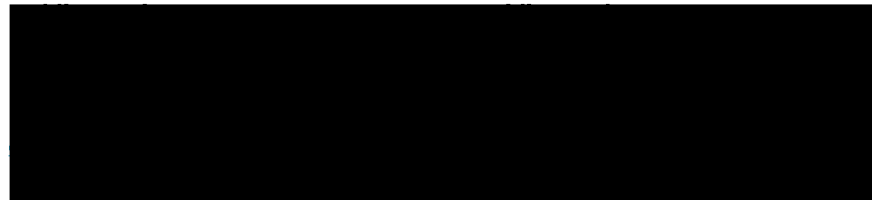
Contact Person Two:

[Redacted content]

Kaikohe-Hokianga Community Grant Fund Jan - June 2025 Community Board Funding Application Form (Dec 2024) (Version 2 of 2)

Application No. KHCB027 From Ms Denise Brophy

Form Submitted 24 Mar 2025, 5:00PM NZDT



Purpose of organisation

Please briefly describe the purpose of the organisation *

Organising an event for the upcoming Youth Week on Friday 23rd May 2025 from 3pm to 6pm, with other community providers.

Vision: Empowering our Tamariki.

Where: Kaikohe Skatepark and Memorial Hall (to be booked).

Major prizes for youth participation.

Must be no more than 50 words.

Number of Members *

24

Project Details

*** Indicates a required field**

Community Board

Community Board Priorities

If you are applying for funding across more than one ward, you need to make a separate application to each Board.

Each community board has their own priorities. You can view them at [Community Board Plans | Far North District Council](#)

Which Community Board are you applying to? *

☐ Te Hiku (Northern)
Community Board

☐ Bay of Islands-Whangaroa
(Eastern) Community Board

☒ Kaikohe-Hokianga
(Western) Community Board

Project name *

Empowering our Tamariki - Sports Day

Type of Activity

What is the main purpose of your activity?

Please refer to the guidance notes for definitions.

Kaikohe-Hokianga Community Grant Fund Jan - June 2025 Community Board Funding Application Form (Dec 2024) (Version 2 of 2)

Application No. KHCB027 From Ms Denise Brophy

Form Submitted 24 Mar 2025, 5:00PM NZDT

If you are holding an event, it is recommended that you also look at the guidance for what permits may be required and the timeframes for applications - information can be found at: [What is your event? | Far North District Council \(fndc.govt.nz\)](https://www.fndc.govt.nz/what-is-your-event/)

If you are proposing building or creating a physical item to go on Council property, or an item become the responsibility of Council, please contact the Funding Advisor before you lodge an application to find out more information on what is needed before an application can be accepted. Your application may be delayed going to the Board while this process is worked through.

Type of Activity *

- ☐ Art/Culture/Heritage
- ☐ Event
- ☐ Infrastructure
- ☒ Community
- ☐ Environmental
- ☐ Sport and Recreation

Project Dates

Start Date

Date

23/05/2025

Must be a date.

End Date:

Date:

23/05/2025

Must be a date.

Project Details

Location *

Memorial Hall and Skate Park area

Must be no more than 10 words.

(Town or area)

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

- ☐ Yes
- ☒ No

If yes, how much?

\$0.00

Must be a whole dollar amount (no cents).

How many active participants (including volunteers) are taking part? *

100

Must be a number.

How many visitors/audience members/clients do you expect? *

100

Must be a number.

Have you engaged with tangata whenua about your project? *

- ☒ Yes
- ☐ No

Kaikohe-Hokianga Community Grant Fund Jan - June 2025 Community Board Funding Application Form (Dec 2024) (Version 2 of 2)

Application No. KHCB027 From Ms Denise Brophy

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If yes, please provide evidence of any engagement you have undertaken

Have you engaged with the community about your project? *

☒ Yes

☐ No

If yes, please provide evidence of any engagement you have undertaken

Project Outline

Outline your activity and the services/experiences it will provide.

Who will benefit from your project and how? *

Rangataha, their whanau, our community and local youth providers.

Young People aged 15 to 24: skill development, identify new talents and strengths, social connections, empowerment and personal growth.

Community: Increased awareness about issues and challenges facing our young people in Kaikohe, fostering a more supportive community environment with cohesion. Being positive active role models for our youth and community for future opportunities.

Whanau: holistic approach for wellness and wellbeing. Engagement to lead stronger community members, and support their whanau, leading and participate by example for stronger social interaction skills, and fosters a sense of connectedness and mutual support.

Must be no more than 150 words.

What Community Outcome(s) does your project meet? *

☐ A wisely managed and treasured environment that recognises the role of tangata whenua as kaitiaki

☐ We embrace and celebrate our unique culture and heritage and value it as a source of enduring pride

☒ Proud, vibrant communities

☐ Prosperous communities supported by a sustainable economy

☒ Communities that are healthy, safe, connected and sustainable

☐ Connected communities that are prepared for the unexpected

At least 1 choice must be selected.

How does your project meet the Community Outcome(s) you have selected above? *

Working together to make our rangatahi proud of who they are, where they come from. Community Pride and Vibrancy: youth empowerment, involving young people in planning and executing our events to create a sense of ownership and pride. This empowerment leads to increase community engagement and buzzing (vibrant) atmosphere.

Highlighting local talent to highlight their talents and achievements which boosts confidence and displays community strengths from within.

Cultural celebrations such as Youth Week, celebrates diversity, fostering a sense of unity and pride in our community.

Communities that are healthy, safe, connected, and sustainable provides opportunities for our young people to connect with peers, mentors, and community leaders, to find and understand what is in our community which will strengthen their social bonds. Educating our young people, their whanau, and our community to connect with the right support and information, for any of their challenges which creates ongoing economical sustainability.

Must be no more than 250 words.

**Kaikohe-Hokianga Community Grant Fund Jan - June 2025
Community Board Funding Application Form (Dec 2024) (Version
2 of 2)**

Application No. KHCB027 From Ms Denise Brophy

Form Submitted 24 Mar 2025, 5:00PM NZDT

Project Cost

*** indicates a required field**

- When applying for funding from your community board, the amount requested should generally be less than 50% of the total cost of the project. If you are requesting more than 50% of the total cost of the project, you must speak with the Funding Advisor before submitting your application.
- A minimum of two quotes should be provided for each item funding is requested for. If this is not possible, a letter should be provided with the application explaining why this is not done

Funding Request Amount

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

What is the total cost of your project? *

\$1,815.00

Must be a dollar amount.

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

\$1,815.00

Must be a dollar amount.

Completing your budget

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

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

Amount Requested Column - provide (against the item) the amount you are requesting from the Board. This may be the same amount as shown in the Total Cost Column.

- 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

Budget

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

Kaikohe-Hokianga Community Grant Fund Jan - June 2025 Community Board Funding Application Form (Dec 2024) (Version 2 of 2)

Application No. KHCB027 From Ms Denise Brophy

Form Submitted 24 Mar 2025, 5:00PM NZDT

Major Prizes	\$1,655.00	\$1,655.00	Filename: YW Major Prizes.pdf File size: 223.7 kB	
Bond	\$625.00	\$625.00	Filename: Sharp Scanner_20250324_150452.pdf File size: 287.0 kB	
Hire Fee	\$160.00	\$160.00	Filename: Sharp Scanner_20250324_165549.pdf File size: 423.6 kB	
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Financial Information

* Indicates a required field

Financial Information

**Kaikohe-Hokianga Community Grant Fund Jan - June 2025
Community Board Funding Application Form (Dec 2024) (Version
2 of 2)**

Application No. KHCB027 From Ms Denise Brophy

Form Submitted 24 Mar 2025, 5:00PM NZDT

If your organisation registered for GST *

☐ Yes ☒ No

Current Funding

How much money does your organisation currently have? *

\$0.00

Must be a dollar amount.

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

\$0.00

Must be a dollar amount.

Tagged Funds

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

Purpose	Amount

Total Tagged Funds

Total Expenditure Amount

\$0.00

This number/amount is calculated.

Other Funding

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

Funding Source	Amount	Decision
	Must be a dollar amount.	
0.00		

Kaikohe-Hokianga Community Grant Fund Jan - June 2025 Community Board Funding Application Form (Dec 2024) (Version 2 of 2)

Application No. KHCB027 From Ms Denise Brophy

Form Submitted 24 Mar 2025, 5:00PM NZDT

Previous Funding from FNDC

Have you previously received funding from FNDC? *

☐ Yes ☒ No

Supporting Financial Information

When applying for funding, you need to provide us with a profit and loss statement, an audited financial report or a copy of your bank statement.

1 Name of supporting financial document *

None

1 Supporting Financial document *

Filename: Sharp Scanner_20250324_122359.pdf
File size: 15.5 kB

2 Name of supporting financial document

2 Supporting Financial Document

No files have been uploaded

3 Name of supporting financial document

3 Supporting Financial Document

No files have been uploaded

Applicant Declaration

*** 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.

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Kaikohe-Hokianga Community Grant Fund Jan - June 2025 Community Board Funding Application Form (Dec 2024) (Version 2 of 2)

Application No. KHCB027 From Ms Denise Brophy

Form Submitted 24 Mar 2025, 5:00PM NZDT

cannot live at the same address. They must have a daytime contact phone number and be contactable during normal business hours.

We, the undersigned, declare the following:

In submitting this application:

1. We have the authority to commit our organisation to this application and we have been duly authorised by our governing body.
2. We acknowledge and agree that the Far North District Council may disclose or obtain information related to the funding of the organisation from any other government department or agenda, private person, or organisation.
3. We have attached our organisations most recent statement of income and expenditure, annual accounts, or other financial documents that demonstrate its ability to manage a grant.
4. Individuals associated with our organisation will not receive a salary or any other pecuniary gain from the proceeds of any grant money arising from this application.
5. The details given in all sections of this application are true and correct to the best of our knowledge, and reasonable evidence has been provided to support our application.
6. We have the following set of internal controls in place:
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 - The funding and its expenditure shown as separate entries in the cash book or as a note to the accounts
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We agree to the following conditions if we are funded by Local Community Grant Funding:

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

**Kaikohe-Hokianga Community Grant Fund Jan - June 2025
Community Board Funding Application Form (Dec 2024) (Version
2 of 2)**

Application No. KHCB027 From Ms Denise Brophy

Form Submitted 24 Mar 2025, 5:00PM NZDT

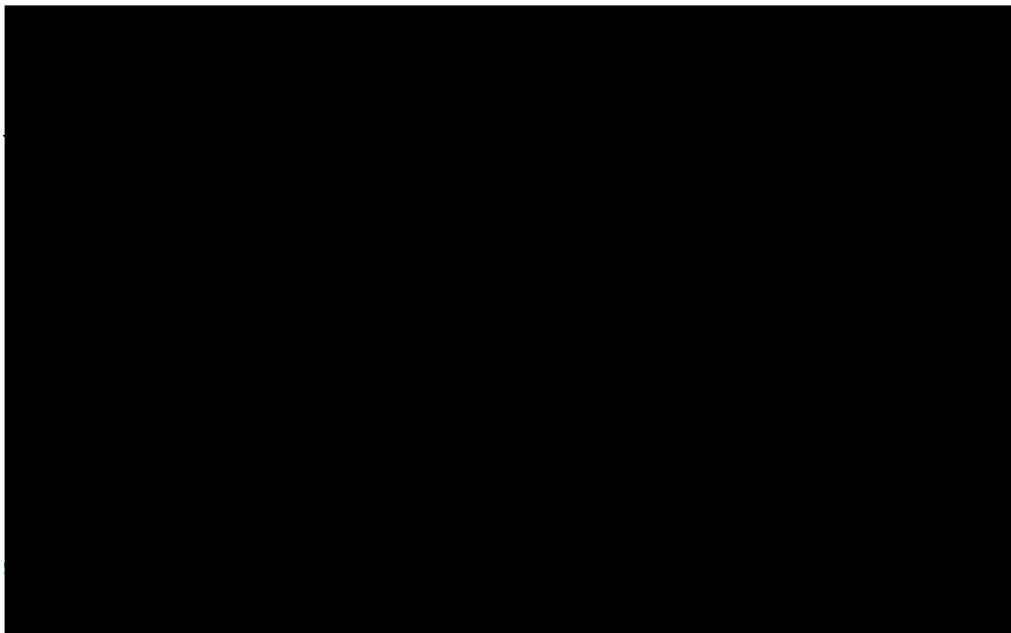
9. To inform the Far North District Council of significant changes in our organisation before this application has been considered, or the funding has been fully used and accounted for (such as change in contact details, office holders, financial situation, intention to wind up or cease operations, or 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



Date

Must be a date.

24/03/2025

Must be a date.

Any other supporting documentation

If you have any other documents you would like us to consider with your application that you have not attached elsewhere in this application, please attach them below. If possible, please attach as pdf documents.

If you have more than three additional supporting information documents, please contact funding@fndc.govt.nz

1 Additional Supporting Document Name

Page 11 of 12

**Kaikohe-Hokianga Community Grant Fund Jan - June 2025
Community Board Funding Application Form (Dec 2024) (Version
2 of 2)**

Application No. KHCB027 From Ms Denise Brophy

Form Submitted 24 Mar 2025, 5:00PM NZDT

Meeting and Attendance sheet

1 Additional Supporting Information

Filename: YW MeetingAttendance.pdf

File size: 672.3 kB

2 Additional Supporting Document Name

Brainstorming

2 Additional Supporting Information

Filename: YW Brainstorming session.pdf

File size: 483.3 kB

3 Additional Supporting Document Name

Waste Management Plan

3 Additional Supporting Information

Filename: Waste Management Form..pdf

File size: 228.5 kB

Kaikohe-Hokianga Community Grant Fund Jan - June 2025 Community Board Funding Application Form (Dec 2024) Application No. KHCB018 From MEGAN HEPI - DRAFT

Before you Begin

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 2 of the [Community Grant Policy](#) to ensure you are eligible.
- All applications are to be submitted 20 clear working days prior to the Community Board meeting where the application will be considered. Deadline dates are on the Council's website.
- Incomplete, late or non-complying applications will not be considered.
- Applicants who have failed to complete a Project Report for previous funding granted within the last five years are not eligible for funding.
- If there's anything on this form you're not sure of, please contact the Community Development team at freephone 0800 920 029 or funding@fndc.govt.nz - we're happy to help.

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

- Two quotes for purchases where practicable, **or** evidence of expected purchases. If you are unable to provide quotes, a written explanation as to why this is not possible should be provided
- Details of all other funding secured or pending approval for this project (minimum 50%)
- Financial details - this can be a profit and loss statement or simple statement of account
- Programme outline or Business Plan (if applying for operating costs)
- Written permission should be provided for activities taking place on Council land, public roads or private property not owned by the applicant

Applicant Details

* indicates a required field

Fund Type

Which fund are you applying for? *

☒ Community Grant Fund

☐ Pride of Place Fund

Applicant details

Applicant *

Mrs MEGAN HEPI Ngā Taonga o Kaikohe

NZ Charity Registration Number (CRN)

New Zealand Charities Register Information

Reg Number

Legal Name

**Kaikohe-Hokianga Community Grant Fund Jan - June 2025
Community Board Funding Application Form (Dec 2024)
Application No. KHCBO18 From MEGAN HEPI - DRAFT**

Other Names

Reg Status

Charity's Street Address

Charity's Postal Address

Telephone

Fax

Email

Website

Reg Date

Must be formatted correctly.

If you are a registered charity, please enter your registration number.

What sector do you/your organisation work in? *

Community/Social Services

[Redacted content]

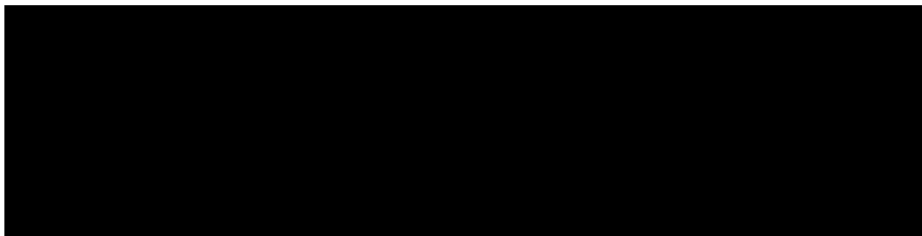
Contact details

Contact Person One:

Contact Person Two:

[Redacted content]

**Kaikohe-Hokianga Community Grant Fund Jan - June 2025
Community Board Funding Application Form (Dec 2024)
Application No. KHCB018 From MEGAN HEPI - DRAFT**



Purpose of organisation

Please briefly describe the purpose of the organisation *

Mission Statement: Ngā Taonga o Kaikohe

To nurture and empower the Kaikohe community by embracing diversity, fostering cultural pride, and providing holistic support. We strive to create an environment where every individual can thrive and achieve prosperity in all facets of life.

Must be no more than 50 words.

Number of Members *

5

Project Details

*** indicates a required field**

Community Board

Community Board Priorities

If you are applying for funding across more than one ward, you need to make a separate application to each Board.

Each community board has their own priorities. You can view them at [Community Board Plans | Far North District Council](#)

Which Community Board are you applying to? *

☐ Te Hiku (Northern)
Community Board

☐ Bay of Islands-Whangaroa
(Eastern) Community Board

☒ Kaikohe-Hokianga
(Western) Community Board

Project name *

The Ngā Taonga o Kaikohe - Te Hono programme

Type of Activity

What is the main purpose of your activity?

Please refer to the guidance notes for definitions.

If you are holding an event, it is recommended that you also look at the guidance for what permits may be required and the timeframes for applications - information can be found at: [What is your event? | Far North District Council \(fndc.govt.nz\)](#)

Kaikohe-Hokianga Community Grant Fund Jan - June 2025 Community Board Funding Application Form (Dec 2024) Application No. KHC018 From MEGAN HEPI - DRAFT

If you are proposing building or creating a physical item to go on Council property, or an item become the responsibility of Council, please contact the Funding Advisor before you lodge an application to find out more information on what is needed before an application can be accepted. Your application may be delayed going to the Board while this process is worked through.

Type of Activity *

- ☐ Art/Culture/Heritage
- ☐ Event
- ☐ Infrastructure
- ☒ Community
- ☐ Environmental
- ☐ Sport and Recreation

Project Dates

Start Date

Date

05/03/1925

Must be a date.

End Date:

Date:

08/08/2025

Must be a date.

Project Details

Location *

Kaikohe and surrounding communities

Must be no more than 10 words.

(Town or area)

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

- ☐ Yes
- ☒ No

If yes, how much?

Must be a whole dollar amount (no cents).

How many active participants (including volunteers) are taking part? *

15

Must be a number.

How many visitors/audience members/clients do you expect? *

100

Must be a number.

Have you engaged with tangata whenua about your project? *

☒ Yes

☐ No

If yes, please provide evidence of any engagement you have undertaken

Have you engaged with the community about your project? *

Page 4 of 12

Kaikohe-Hokianga Community Grant Fund Jan - June 2025 Community Board Funding Application Form (Dec 2024) Application No. KHCB018 From MEGAN HEPI - DRAFT

☒ Yes

☐ No

If yes, please provide evidence of any engagement you have undertaken

Project Outline

Outline your activity and the services/experiences it will provide.

Who will benefit from your project and how? *

The Ngā Taonga o Kaikohe - Te Hono program offers culturally rooted financial education to uplift the Kaikohe and Ngāwhā communities. Workshops will cover KiwiSaver, hardship withdrawals, first home buying, and pensions, equipping participants with essential financial knowledge. Held at marae and other venues, the program embraces Te Ao Māori values, incorporating karakia and whanaungatanga to create a supportive learning environment. Guest speakers, including financial advisors, will provide expert guidance, while practical resources will reinforce learning. The program benefits whānau, rangatahi, kaumātua, first home buyers, and the broader community by increasing financial literacy, fostering cultural pride, and building resilience.

Must be no more than 150 words.

What Community Outcome(s) does your project meet? *

- ☐ A wisely managed and treasured environment that recognises the role of tangata whenua as kaitiaki
- ☒ We embrace and celebrate our unique culture and heritage and value it as a source of enduring pride
- ☒ Proud, vibrant communities
- ☒ Prosperous communities supported by a sustainable economy
- ☒ Communities that are healthy, safe, connected and sustainable
- ☒ Connected communities that are prepared for the unexpected

At least 1 choice must be selected.

How does your project meet the Community Outcome(s) you have selected above? *

We embrace and celebrate our unique culture and heritage and value it as a source of enduring pride: By incorporating Te Ao Māori values and utilizing marae, your program fosters cultural appreciation and pride.

Proud, vibrant communities: The program strengthens community bonds through collaborative learning and shared experiences.

Communities that are healthy, safe, connected and sustainable: Offering financial education equips individuals and families with the tools to achieve financial stability, contributing to healthier and more resilient communities.

Prosperous communities supported by a sustainable economy: By enhancing financial literacy, the program empowers participants to make informed decisions that support economic well-being.

Must be no more than 250 words.

Project Cost

*** indicates a required field**

Kaikohe-Hokianga Community Grant Fund Jan - June 2025 Community Board Funding Application Form (Dec 2024) Application No. KHCB018 From MEGAN HEPI - DRAFT

- When applying for funding from your community board, the amount requested should generally be less than 50% of the total cost of the project. If you are requesting more than 50% of the total cost of the project, you must speak with the Funding Advisor before submitting your application.
- A minimum of two quotes should be provided for each item funding is requested for. If this is not possible, a letter should be provided with the application explaining why this is not done

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? *

\$10,000.00

Must be a dollar amount.

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

\$5,000.00

Must be a dollar amount.

Completing your budget

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

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

Amount Requested Column - provide (against the item) the amount you are requesting from the Board. This may be the same amount as shown in the Total Cost Column.

- 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

Budget

Expenditure	Total Cost	Amount Requested	Quotes	
	Must be a dollar amount.	Must be a dollar amount.		
Venue Rental	\$2,000.00	\$1,000.00	No files have been uploaded	
Materials and Resources	\$700.00	\$350.00	No files have been uploaded	

**Kaikohe-Hokianga Community Grant Fund Jan - June 2025
Community Board Funding Application Form (Dec 2024)
Application No. KHC018 From MEGAN HEPI - DRAFT**

Expert Speakers or Financial advisors	\$2,200.00	\$1,100.00	No files have been uploaded	
Marketing and Promotion	\$800.00	\$400.00	No files have been uploaded	
Catering	\$1,600.00	\$800.00	No files have been uploaded	
Cultural Activities	\$1,400.00	\$700.00	No files have been uploaded	
Transportation/koha	\$800.00	\$400.00	No files have been uploaded	
Evaluation/Feedback	\$500.00	\$250.00	No files have been uploaded	
			No files have been uploaded	
			No files have been uploaded	
			No files have been uploaded	
			No files have been uploaded	
			No files have been uploaded	
			No files have been uploaded	
			No files have been uploaded	

Financial Information

*** indicates a required field**

Financial Information

If your organisation registered for GST *

☐ Yes ☒ No

Current Funding

How much money does your organisation currently have? *

My own money -

Must be a dollar amount.

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

Kaikohe-Hokianga Community Grant Fund Jan - June 2025
Community Board Funding Application Form (Dec 2024)
Application No. KHCB018 From MEGAN HEPI - DRAFT

\$5,000.00
Must be a dollar amount.

Tagged Funds

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

Purpose	Amount

Total Tagged Funds

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

Other Funding

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

Funding Source	Amount	Decision
	Must be a dollar amount.	

Previous Funding from FNDC

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

Supporting Financial Information

When applying for funding, you need to provide us with a profit and loss statement, an audited financial report or a copy of your bank statement.

Kaikohe-Hokianga Community Grant Fund Jan - June 2025 Community Board Funding Application Form (Dec 2024) Application No. KHCB018 From MEGAN HEPI - DRAFT

1 Name of supporting financial document *

1 Supporting Financial document *

No files have been uploaded

2 Name of supporting financial document

2 Supporting Financial Document

No files have been uploaded

3 Name of supporting financial document

3 Supporting Financial Document

No files have been uploaded

Applicant Declaration

*** 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.

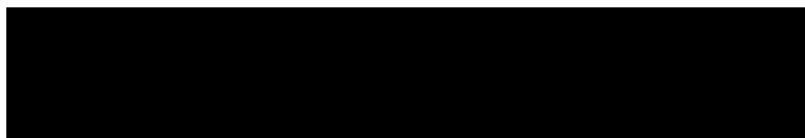
**Kaikohe-Hokianga Community Grant Fund Jan - June 2025
Community Board Funding Application Form (Dec 2024)
Application No. KHCB018 From MEGAN HEPI - DRAFT**

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

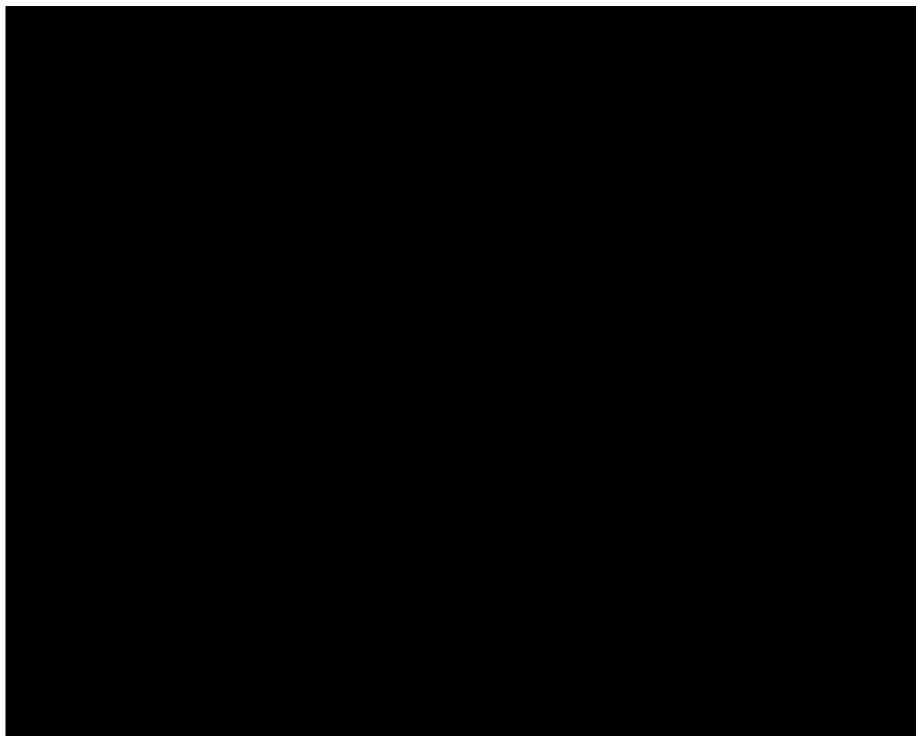
We agree to the following conditions if we are funded by Local Community Grant Funding:

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

Signatures



**Kaikohe-Hokianga Community Grant Fund Jan - June 2025
Community Board Funding Application Form (Dec 2024)
Application No. KHCB018 From MEGAN HEPI - DRAFT**



Any other supporting documentation

If you have any other documents you would like us to consider with your application that you have not attached elsewhere in this application, please attach them below. If possible, please attach as pdf documents.

If you have more than three additional supporting information documents, please contact funding@fndc.govt.nz

1 Additional Supporting Document Name

1 Additional Supporting Information

No files have been uploaded

2 Additional Supporting Document Name

2 Additional Supporting Information

No files have been uploaded

3 Additional Supporting Document Name

3 Additional Supporting Information

Page 11 of 12

**Kaikohe-Hokianga Community Grant Fund Jan - June 2025
Community Board Funding Application Form (Dec 2024)
Application No. KHC018 From MEGAN HEPI - DRAFT**

No files have been uploaded

Local Grant Application Form

Kaikohe Service Centre

18 OCT 2024



Instructions

Please read carefully:

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

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

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

Applicant details

Organisation

Maihi Memorial Park Charitable Trust

Number of Members

5

Postal Address

Physical Address

Contact Person

Phone Number

Email Address

Please briefly describe the purpose of the organisation.

C.H.I. ie - Culture, History & Identity inclusive organisation
that celebrates & emphasises people of all cultures

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

Local Grant Application Form



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 Multi-Cultural C.H.I. Festival 2025 Date 19th 20th April 2025

Location Kaikōhe Aerodrome Time 9am - 10am

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

If so, how much? Heke half marathon (Students free) - Music first \$50-100 (Adults \$150) TBC.

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.

2025 - Heke Half marathon opens to College students & adults to undertake physical activity (run, jog, walk) to explore the diversity, historic names, places, Maori, significant to Kaikohe etc. Rangihoua - Kahurangi etc.

(3) Korowai - Maori Cloaks will be presented to the first (3) college students crossing the finish line. Adults prices will depend on entries. All will be received in the Arena that they may celebrate their achievements together.

The purpose of our events is to expose, explore & celebrate the manifold cultures of our place. We promote whāke - the heart of Hapū Kaikohe. (Sun 20th - 25)

C.H.I. Music Festival, music enhances the C.H.I. Kaupapa bringing people together embracing their culture, heritage & identity.

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A2686814

(version Sept 2018)

Page 2

Local Grant Application Form



Project Cost

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

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

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

Please Note:

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

Expenditure	Total Cost	Amount Requested
Rent/Venue Hire		
Advertising/Promotion	400.00	
Facilitator/Professional Fees ²		
Administration (incl. stationery/copying)	150.00	
Equipment Hire	40,185.10	
Equipment Purchase (describe) Traffic Management, TB + security	16,180.00	
Utilities Waste Transfer	1,041.38	
Hardware (e.g. cement, timber, nails, paint)		
Consumable materials (craft supplies, books)		
Refreshments		
Travel/Mileage		
Volunteer Expenses Reimbursement		
Wages/Salary		not applicable
Volunteer Value (\$20/hr) 880hrs	17,600.00	not applicable
Other (describe) Bonds - T.B.C.		
TOTALS	57,956.40	25,000.00

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

Local Grant Application Form



Financial Information

Is your organisation registered for GST?

☐ Yes

☒ No

GST Number

How much money does your organisation currently have?

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

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

Purpose	Amount
Deposit Ken Hire - (P100's)	\$500.00
TOTAL	

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

Funding Source	Amount	Approved
NONE		Yes / Pending
FNDC: letter supporting		Yes / Pending
Most funding - NGA		Yes / Pending
reviewed yet?		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
Community Services			Y / N
\$5,000		12/8/22	Y / N
			Y / N
Te Kapa Kāi Ora Fund.			Y / N

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(version Sept 2018)

Page 4

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)

Maihi Memorial Park Charitable Trust

We, the undersigned, declare the following:

In submitting this application:

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

Signatory One

Signatory Two

L. P. MAMU

[Signature]

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A2686814

(version Sept 2018)

Page 5

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

Willie Pua Maihi

Position

Chairman

Postal Address

Phone Number

Signature

Signatory Two

Name

Skella Mclellan

Position

Secretary

Postal Address

Phone Number

Signature

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A2686814

(version Sept 2018)

Page 6

7.6 CHAIRPERSON AND MEMBERS REPORTS

File Number: A5084925

Author: Melissa Wood, Community Board Coordinator

Authoriser: Aisha Huriwai, Manager - Democracy Services

TE TAKE PŪRONGO / PURPOSE OF THE REPORT

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

NGĀ TŪTOHUNGA / RECOMMENDATION

That the Kaikohe-Hokianga Community Board note the March 2025 member report from Chair Chicky Rudkin.

TE TĀHUHU KŌRERO / BACKGROUND

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

TE MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND NEXT STEPS

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

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

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

REASON FOR THE RECOMMENDATION

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

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

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

NGĀ ĀPITIHINGA / ATTACHMENTS

1. KHCB Chair Rudkin report March 2025 - A5103351 [↓](#) 



Member's Report

Name: Chairperson Chicky Rudkin

Subdivision: Kaikohe

Date: March 2025

Meetings Attended

Date	Meeting	Comments
28 November	Business Call meeting	
28 November	Community Board Network online hui	Jane Hindle BOI Whangaroa Community Board – guest speaker
4 December	Extraordinary Kaikohe Hokianga Community Board meeting	Late funding application
10 December	Annual Plan 2025/2026	Continued discussion regarding the Annual Plan
12 December	Council Hui	
12 December	Kaikohe Placemaking Project	Council navigator Project programme Public engagement survey form
17 February	Community Board Chair catch up with Mayor Moko	
26 February	Community Board Chairs Delivery and Operations	Discussed dump stations, toilets, Citycare contract,
3 March	Kaikohe Library and Civic Hub Steering Group meeting	Finalising detail of design stage ready for tender process
12 March	Kaikohe Placemaking Steering Group meeting	Updates and discussion on next steps.

Requests for Service

RFS Number	Comment
RFS 4202662	Bus shelters project – Licence has been fully executed this project now sits with the community to finalise. Completed FNDC end.
RFS49033	State of rubbish bins along Broadway, continue to be an issue. Several new bins will be installed along Broadway, and works will be scheduled to install once they arrive. Anticipated before the end of the financial year.
RFS50750	Hokianga Ferry – passenger fee. Staff are aware of the community concerns in relation to this specific fare and have agreed to include it as part of the next fare review. There is not a set date at present however the process is that FNDC has an agreement to provide annual revenue and operating costs to NZTA. Based on this, a decision is made if and when a formal fare review is required. FNDC has recently supplied this information to NZTA and in discussion have advised a fare review would commence after the completion of the financial year so that we have a complete picture of the operating costs and revenue.
RFS4156590	Reed Park trees have been assessed. Information received from the District Wide tree assessment project identified that the trees in Reed Park are in good and safe condition. The Facilities Team indicated they will be programming some de-limbing, tidying up specific trees as needed. This work is to be scheduled. The team have confirmed FNDC will be doing tree maintenance at Reed Park. An arborist was engaged for an assessment for tree health and corrective pruning required who identified several trees, other than what had been specifically raised. Another company was then engaged to quote up the work required. This work will be carried out by Mid-May of this year and Facilities staff will provide an information report on our tree assessment work programme once completed, as there are other trees included in Kaikohe - Hokianga ward.
RFS4215690	Orrs/Taheke Road corner, awaiting update re suction sweeper. Council contractor carryout the sweep on behalf of NZTA and claim a percentage of costs due to it being in an urban area as contributing the majority of runoff. Once the sweep has been undertaken this will be evaluated if it requires more attention to remove. No advice on timeframe received yet
4237610	Seat and Lane between library square and Broadway in need of some maintenance attention. The seat has been vandalised also with graffiti / etched in by the looks. A request will be put to Citycare to clean up the seats. The planter boxes are being followed up.
4243992	Signage for Waimirangi Marae ana P"àpoto Urupa Local residents are requesting signage for these 2 venues situated in Waihou, along West Coast Road, Panguru. The Roading team have ordered new signs to be installed.
4244309	Lots of debris in gutters and weeds along this section of Mangakahia Road outside number 36 where many children cross daily. Have had a number of slips and falls due to the amount and dryness of debris. An RFS is with FNDC roading.

Other KHBC matters

- The recent Hockey Masters tournament played at the Lindvart Park Hockey turf was a huge success. A huge congratulations to the Hockey members and their whanau for the extensive work that went into making this venue such a super event.
- I have raised again with staff the concern I and other community members have with the continual closure of the new toilets next to Papa Hawaiiki. I am concerned that visitors to our town that park overnight in this area have no access to toilet facilities.
- Mr Willie Maihi has contacted myself and many other FNDC members about continued concerns he has with funding and most recently the area commonly known as Lindvart Park. I am aware that FNDC staff have assisted him with funding support but I am unsure how to assist with his latest request re Lindvart Park/Maihi Park.
- At our most recent meeting the Okaihau Business Association urged us to consider traffic calming/speed bumps for their community. They presented a solid case with 600 plus signatures on their petition. There was an RFS 4237848 raised by a community member, letters of support from the two schools along Settlers Way, Okaihau. I would encourage staff to progress this request to keep this small rural community safe.

Report prepared by Chicky Rudkin

8 NGĀ PŪRONGO TAIPITOPITO / INFORMATION REPORTS

8.1 KAIKOHE - HOKIANGA COMMUNITY HALL ANNUAL INFORMATION 2023-2024.

File Number: A5111261

Author: Michelle Rockell, Team Leader - Property Management

Authoriser: Trent Blakeman, Acting Group Manager - Delivery and Operations

TAKE PŪRONGO / PURPOSE OF THE REPORT

The purpose of the report is to present to the Kaikohe - Hokianga Community Board the 2023-2024 Annual General Meeting (AGM) minutes, financial statement and statistical data as provided by Kaikohe Senior Citizens Hall, Kohukohu Town Hall, Ōkaihau Hall, Rāwene Hall, Tāheke Hall and South Hokianga War Memorial Hall Committees.

WHAKARĀPOOTO MATUA / EXECUTIVE SUMMARY

- The 2016 Community Halls Policy requires Community Hall Committees that occupy Council owned halls to provide annual accounts and statistical information on the usage of the hall, income received, and any investments made in the hall.
- This report presents the information received from those Community Hall Committees in response to letters sent by Council staff.

TŪTOHUNGA / RECOMMENDATION

That the Kaikohe-Hokianga Community Board receive the report Kaikohe - Hokianga Community Hall Annual Information 2023-2024.

TĀHUHU KŌRERO / BACKGROUND

Several Council owned community halls are managed by community committees as per the Hall and Facilities Strategy dated June 2015 (attached) and the Community Halls Policy dated September 2016 (attached).

The Hall and Facilities Strategy notes Councils vision for community halls is “A network of fit for purpose, affordable community facilities that connect and support resilient, healthy and vibrant communities.”

The Community Halls Policy includes the following key statements:

- Ensure that the communities current and future needs for halls or similar facilities are met.
- Ensure that communities take active roles in facilitating the provision of an appropriate number of accessible, safe and well-maintained facilities.
- Adopt preferred frameworks for Councils involvement in community halls and for partnership arrangements.
- Encourage and enhance the capability of communities to improve their facilities.

The Policy also outlines the responsibilities between Council, Community Board and that of the Hall Committee.

The following table identifies the ownership details of the community halls per Ward:

	Council owned on Council land	Council owned on Crown land	Community owned on Council land	Community owned on Community land
Kaikohe – Hokianga Ward	Kaikohe War Memorial, Kohukohu, South Hokianga War Memorial, Kaikohe Senior Citizen's, Hōreke, Ōkaihau, Rāwene	Tāheke Community Centre		Broadwood, Ngawha, Waimamaku, Umawera
Te Hiku Ward	Herekino, Mangonui Oruru remains closed	Lake Ohia, Kaingaroa	Whatuwhiwhi	Fairburn, Waiharara, Araiawa <i>Takahue – no longer exists</i>
Bay of Islands – Whangaroa Ward	Paihia, Russell, Totara North, Waipapa, Whangaroa Memorial (Kaeo), Whangaroa Village	Maromaku	Moerewa	Opuā, Pakaraka

In November each year, Council staff contact the various hall committees that occupy Council owned halls, reminding them of the need to provide Council with a copy of their AGM minutes, financial statements and usage data as per the letter and template attached.

It is the intention of Council staff to present the Community Hall Committee information to the appropriate Community Board around April/May annually.

At the time of writing this report, community hall information had not been received from Hōreke Hall Committee. All other information reports are attached to this report. Below is a summary of the returned information:

Kaikohe Senior Citizens Hall

- Total number of bookings: 276, including:
 - 10 regular community bookings
 - 15 casual bookings
 - 4 commercial bookings
- Improvements Completed: New hot water urn installed.
- Maintenance Completed – General maintenance, ie leaking tap

Kohukohu Town Hall

- Total number of bookings 17 and school use.
- Improvements Completed: 6 community working bees for cleaning, weed control, pest control, washing, sweeping, de nailing walls, preparation to paint kitchen and supper room, repairing stair handrail, and miscellaneous small jobs.
- Maintenance Completed: Cleaning and pest management, grounds maintenance, years of rubbish removed.

Ōkaihau Hall

- Total number of bookings: 127
 - 103 Community bookings
 - 24 casual bookings
- Maintenance Completed: Replacement of heaters in supper room. Replacement of LED light in main hall. Replacement of curtains with roller blinds in main hall.

Rāwene Hall

- Total number of bookings: 356
 - 344 community bookings
 - 12 casual bookings
- Improvements Completed: 2023-2024 Incorporated in upgrade
- Maintenance Completed: External stainless steel preparation/clearing facility.

South Hokianga War Memorial Hall

- Total number of bookings: 69
- Improvements Completed: Total hall upgrade
- Maintenance Completed: Main door lock entrance

Tāheke Hall

- Total number of bookings: 18
 - 4 community bookings
 - 14 private bookings
- Improvements Completed: Major refurbishment of hall facility.

MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND NEXT STEPS

Board members will consider the content of the information received.

The Community Board will decide what steps to take with those Community Hall Committees who have yet to provide the information requested as per the 2016 Community Halls Policy.

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

The following asset information is current as of 16 October 2024.

Depreciation

Name	Replacement cost	Written down value	Annual depreciation	Annual depreciation actuals 2022/23
Hōreke Hall	1,645,453	314,258	34,367	28,846
Kaikohe Memorial Hall	5,801,130	821,038	122,251	92,407
Kohukohu Hall	1,340,342	361,754	32,117	32,117
Ōkaihau Hall	2,480,010	482,119	46,986	32,108
Ōpononi Hall	3,559,960	392,376	63,570	41,075
Rāwene Hall	2,370,881	715,568	55,755	39,728
Tāheke Hall	832,835	581,050	20,974	21,804
Total	18,030,611	3,668,163	376,020	288,085

Capital spend

	Actuals 2019/20	Actuals 2020/21	Actuals 2021/22	Actuals 2022/23	Actuals 2023/24
New works					
Disability access halls	72,229	3,102	-	-	-
Hōreke Hall	-	45,185	-	-	-
Kaikohe Memorial Hall renewals	-	-	8,786	265,316	1,538
Total	72,229	48,287	8,786	265,316	1,538
Renewals					
Hōreke Hall	105,120	-	-	-	-
Kaikohe Memorial hall renewals	-	-	-	42,508	-
Kohukohu Hall	8,560	8,416	10,950	21,615	61
Ōkaihau Hall	-	-	-	22,867	17,872
Ōpononi Hall renewals	-	-	3,259	794,323	1,572
Rāwene Hall	-	46,780	-	27,349	350,396
Tāheke Hall	7,504	321,481	95,810	-	-
Total	121,184	376,677	110,019	908,662	369,901
Total capital spend	121,184	376,677	110,019	908,662	369,901









Depreciation fund reserve

	Actuals 2019/20	Actuals 2020/21	Actuals 2021/22	Actuals 2022/23	Actuals 2023/24	Projected 2024/25
Opening balance	(1,973,325)	(2,123,820)	(1,902,982)	(1,988,620)	(1,188,160)	(965,125)
Debt repayment - current	4,052	8,715	14,516	20,508	33,967	34,115
Renewals withdrawals	108,126	336,469	28,489	923,994	378,890	956,224
Depreciation	(262,673)	(248,692)	(277,132)	(288,086)	(379,644)	(379,970)
Unfunded depreciation funding (50%)	-	124,346	148,489	144,043	189,822	188,011
Closing balance	(2,123,820)	(1,902,982)	(1,988,620)	(1,188,160)	(965,125)	(166,745)

Operational costs

	Actuals 2019/20	Actuals 2020/21	Actuals 2021/22	Actuals 2022/23	Actuals 2023/24	LTP budgets Year 1 2024/25	LTP budgets Year 2 2025/26	LTP budgets Year 3 2026/27
Income								
Rates	(469,800)	(264,617)	(329,812)	(398,630)	(471,690)	(462,874)	(519,855)	(471,269)
Recoveries	-	(480)	-	-	(261)	-	-	-
Rental and hire charges	(15,181)	(21,105)	(3,396)	(19,346)	(16,550)	(15,000)	(15,000)	(15,000)
Total	(484,980)	(286,202)	(333,209)	(417,976)	(488,501)	(477,874)	(534,855)	(486,269)
Direct costs								
Asset costs - depreciation	311,594	248,692	296,978	303,334	394,730	378,620	382,432	386,702
Contractor and professional fees	5,236	11,483	12,891	19,811	22,932	12,765	60,507	3,637
Depreciation not funded	-	(124,346)	(148,489)	(144,043)	(189,822)	(188,011)	(188,011)	(188,011)
Interest cost	2,673	3,246	5,495	9,180	22,075	34,009	32,733	29,756
Personnel	34,088	45,198	38,837	38,340	36,015	39,336	40,201	41,047
Power	3,329	4,690	3,695	3,716	4,148	3,831	3,908	3,994
Total	356,921	188,963	209,406	230,338	290,077	280,550	331,771	277,125
Indirect costs								
Allocations	72,502	47,488	69,043	117,795	139,461	111,136	115,172	124,514
Cleaning	78	722	55	-	1,560	5,000	5,100	5,212
Doubtful debt and doubtful debt penalty	6,214	(860)	772	4,330	(1,057)	-	-	-
Insurance	12,805	19,452	23,259	28,371	30,728	23,882	24,360	24,895
Mobile	488	505	(10)	-	-	-	-	-
Rates expense	6,509	8,893	9,120	9,569	10,027	11,531	11,762	12,020
Repairs and maintenance buildings	19,305	8,022	11,729	15,380	4,551	25,100	25,602	20,952
Repairs and maintenance equipment	3,473	687	1,417	1,091	2,819	8,300	8,466	8,652
Security	3,630	3,257	6,218	3,300	3,650	6,000	6,120	6,254
Valuation fees	940	2,845	-	4,686	4,130	2,546	2,597	2,654
Water charges	2,113	6,226	2,199	3,117	2,554	3,829	3,905	3,991
Total	128,059	97,238	123,802	187,639	198,424	197,324	203,084	209,144
Net	-	-	-	-	-	-	-	-

ĀPITI HANGA / ATTACHMENTS

1. **Community Halls Policy 2016 - A5111153** [↓](#) 
2. **Halls and Facilities Strategy 2015 - A5111151** [↓](#) 
3. **2023-2024 - Kohukohu Town Hall - Annual Information & Statistics - A5118209** [↓](#) 
4. **2023-2024 Annual Hall Information & Statistics - Taheke Hall - A5118205** [↓](#) 
5. **2023-2024 Annual Hall Information & Statistics Kaikohe Senior Citizens Hall - A5118204** [↓](#) 
6. **2023-2024 Annual Hall Information & Statistics Okaihau Hall - A5153451** [↓](#) 
7. **2023-2024 Hall Info & Statistics - South Hokianga War Memorial Hall - A5153430** [↓](#) 
8. **2023-24 Hall Info & Statistics - Rawene Hall - A5153435** [↓](#) 

Community Halls Policy

Adopted: 8 September, 2016

Background

Each Community Board has delegated responsibility for community buildings that provide a space for social interaction. These facilities (hereafter referred to as 'halls') may be used for leisure, arts, cultural, educational, sporting and other community activities. They may accommodate community groups and organisations.

The policy gives effect to the **Far North District Council - Halls and Facilities Strategy 2015**. It provides additional guidance on the management of community halls either owned by the Council or situated on Council land.

As at May 2016, there were 16 Council owned halls on Council land, 4 Council owned halls on Crown land and 2 community owned halls on Council land. See Appendix 1 for a schedule of facilities.

Objective

A network of fit for purpose affordable community facilities that connect and support resilient, healthy and vibrant communities.

Policies

1. Ensure that communities' current and future needs for halls or similar facilities are met.
 - a. Council aims to have a network of community venues across the district so people can meet and participate in the life of their communities. The network consists of both Council and non-Council owned facilities. It is important that the community has access to a variety of spaces and venues. Who owns those facilities is secondary to their existence and function.
 - b. Halls will not be acquired unless it can be demonstrated that they are fit for purpose, with affordable facilities to meet current and projected community needs.
2. Ensure that communities take active roles in facilitating the provision of an appropriate number of accessible, safe and well maintained facilities.
 - a. Community Boards support communities in achieving their goals for facilities by providing expertise, supporting establishment of a Community Trust, and, if appropriate, contributing funds. Ownership of new facilities may remain with the community, usually managed by a community not-for-profit entity.
 - b. Council will actively encourage and support organisations to provide community access to existing venues, such as school halls and church meeting spaces.
 - c. Council will consider innovative types of facilities in response to diverse community needs and to changing trends in community and leisure activities. These could include multi-purpose facilities and facilities as part of commercial, retail, or residential developments.
3. Adopt preferred frameworks for the Council's involvement in community halls and for partnership arrangements.
 - a. The Council leases land, buildings, or land and buildings to community groups for a wide range of activities. It may transfer ownership of a hall to a community not-for-profit organisation where the community wants to take a greater role.
 - b. Council has a partnership approach to community facilities consistent with [the Community Grant Policy](#).

- c. If Council is building a new facility or developing an existing facility, it will actively seek opportunities to do so in partnership with other organisations, such as schools or churches.
 - d. Where no community organisation or committee can be formed within the community, the facility may be managed by the Community Board (or by the Council in exceptional instances, such as the Kaikohe Memorial Hall).
 - e. Community Boards, through consultation with their community, may retain ownership and have a Hall Committee under delegated authority to oversee the hall's operation.
4. Encourage and enhance the capability of communities to improve their facilities.
- a. The Council will consider community-empowered management and community-led divestment.
 - b. Communities will be encouraged to upgrade halls by their own resources, including through seeking external funding and voluntary work.

Procedures for Hall Committees

1. When Community Boards have a Hall Committee under delegated authority to oversee the hall's operation, the following procedures will apply:
 - a. The Committee will have a minimum of 5 elected members. In addition, a Community Board Member will be seconded to the committee to provide a liaison and advisory role, but shall not hold an office on the Committee.
 - b. The Committee will hold an Annual General Meeting every 12 months; this meeting must be publicly notified. Elections will take place at the Annual General Meeting. As Council's financial year starts in July, this is the suggested month for elections.
 - c. The Committee will produce annual audited accounts and statistical information on the usage of the hall, income received and any investments made in the hall.
 - d. The Committee is responsible for all bookings, fee collections and resolving any operational issues.
 - e. The Committee is responsible for all operational expenditure, including water, pan charges, power, phone, and cleaning.
 - f. Public halls owned by Council are non-rateable, except for water and sewerage charges.
 - g. The Committee is responsible for internal maintenance, refurbishments, and purchase of replacement equipment, but not for building renewals.
 - h. The Committee is responsible for insurance of the hall committee's chattels, such as chairs, tables, and crockery. Council will insure the facility, which will include fixtures such as stoves and zip water heaters.
 - i. Where fee income does not meet expenses, an approach can be made through the Community Board for a one-off grant or for the Community Board to fund a specific shortfall each financial year. The Committee's Community Board Member will advise if fees may need to be increased or if a hall may no longer meet the community's needs.

The table below gives a summary of the relative responsibilities of Council, Community Board and Hall Committee:

Council Responsibility	Community Board Responsibility	Hall Committee Responsibility
Asset management	Governance	Operation
Delegations	Appointment of Committee Advisor	AGM & appointment of Committee and Officers
Renewals and upgrades planning and delivery	Reporting of income, expenditure & usage	Bookings management
To maintain the external building envelope		Internal maintenance of building and equipment
Water & wastewater infrastructure provision and maintenance		Replacement of internal equipment
Insurance payments		Water & wastewater rates
Car park & grounds control, maintenance and upgrades		Services & utilities payments
Fences control, maintenance and upgrades		Cleaning

Halls and Facilities Strategy

June 2015



Foreword

A discussion document was adopted for consultation in conjunction with the draft 2015-2025 Long Term Plan by Council in December 2014.

It was amended to reflect the feedback from Hall Committees, Community Boards and the general public and presented, as a strategy, to the Strategy and Governance Committee, which recommended its adoption to Council.

This strategy was adopted by Council on 5 June 2015. It was subsequently (14 September 2015) updated with the Council, vision, mission and objectives as adopted by Council as part of the Long Term Plan and with the District Vision (as per the 5 June 2015 resolution).

At the same time the reference to ASB was updated to Foundation North and Appendix 1 – **Policy #5003 – Community Facilities/Community Halls** (which is to be reviewed as a result of this strategy) was attached.

A table of contents was also added, and minor typographical errors corrected.



Contents

Foreword2

Executive Summary4

Introduction6

Current situation7

Analysis of the problems or issues for Council9

Discussion document feedback..... 11

Strategy development..... 13

Vision for Community Halls..... 14

Strategic objectives..... 14

How do we get there/Solutions..... 15

Implementation plan, monitoring and evaluation..... 18

Appendix 19

Policy #5003 - Community Facilities / Community Halls 19

Executive Summary

Council signalled in its 2012-2022 Long Term Plan that it would develop a sustainable approach to management and provision of community halls and buildings.

To do this Council needed to clarify what Council's future role might be. To determine this Council developed a discussion document and sought, in conjunction with the development of the 2015-2025 Long Term Plan, the community's views on various options for ownership, management, governance, and funding of existing and new facilities.

Feedback from hall committees, Community Boards and the general public has been considered and has influenced Council's strategy.

The following principles of the strategy provide the foundation and a reference point for future decision making:

- **Integrated Network**
- **Efficient Use**
- **Hierarchy**
- **Affordability**
- **Agreed Standard**
- **Support Resilient Communities**

Council's vision for community halls is:

A network of fit for purpose affordable community facilities that connect and support resilient, healthy and vibrant communities.

The Council's strategic objectives are to:

- Ensure that communities' current and future needs for halls or similar facilities are met.
- Ensure that communities take active roles in facilitating the provision of an appropriate number of accessible, safe and well maintained facilities.
- Adopt preferred frameworks for the Council's involvement in community halls and for partnership arrangements.
- Encourage and enhance the capability of communities to improve their facilities.



Integrated network and hierarchy

Council recognises an integrated network and hierarchy of private, community and Council owned facilities providing a range of types, sizes and configurations. The network and hierarchy will guide Council's decisions on the ownership, including divestment of management, governance and funding of existing and new facilities.

The hierarchy is:

- **Facilities of Local Importance**
These facilities are local halls and facilities that are fit for purpose and serve a local community catchment.
- **Facilities of Local Significance**
War Memorial Halls/Heritage buildings – these local facilities are fit for purpose and are more significant as they were either built as a war memorial or have heritage status.
- **Facilities of District Importance**
These are facilities of District importance that serve a larger catchment that will cross ward boundaries. They are multi-functional in nature and deliver a wider range of events that include regional events, events of a commercial nature as well as community events. These facilities provide economic benefit to the District by attracting visitors. These facilities must also provide affordable and accessible venue options for community use and are generally on Council land. Turner Centre and Te Ahu will be recognised as Facilities of District Importance.

Funding

Local facilities will be funded locally (through the community rate either directly or through grants from the Community Board).

Facilities of District Importance will be funded from the district wide general rate directly or indirectly through a Contract for Services and agreed Key Performance Indicators (KPIs).

Council will investigate further a contestable fund for works and operational subsidies for community owned facilities.

Ownership and Management models

The strategy sets out Council's policy for managing Council owned halls that is an enhanced status quo. The strategy also provides alternative options that will be considered on a case by case basis that include:

1. Community empowered management (with a greater role in managing the facility including prioritising what repairs and maintenance or renewal work might be scheduled).
2. Community led divestment (effectively selling the building but not the land).
3. Council led divestment of non-strategic facilities.

Council's vision for community halls is:

A network of fit for purpose affordable community facilities that connect and support resilient, healthy and vibrant communities

Introduction

In the Far North there are 32 community halls; 20 are owned and funded by Council and 12 are owned and managed by their respective communities without any direct funding from the Council.

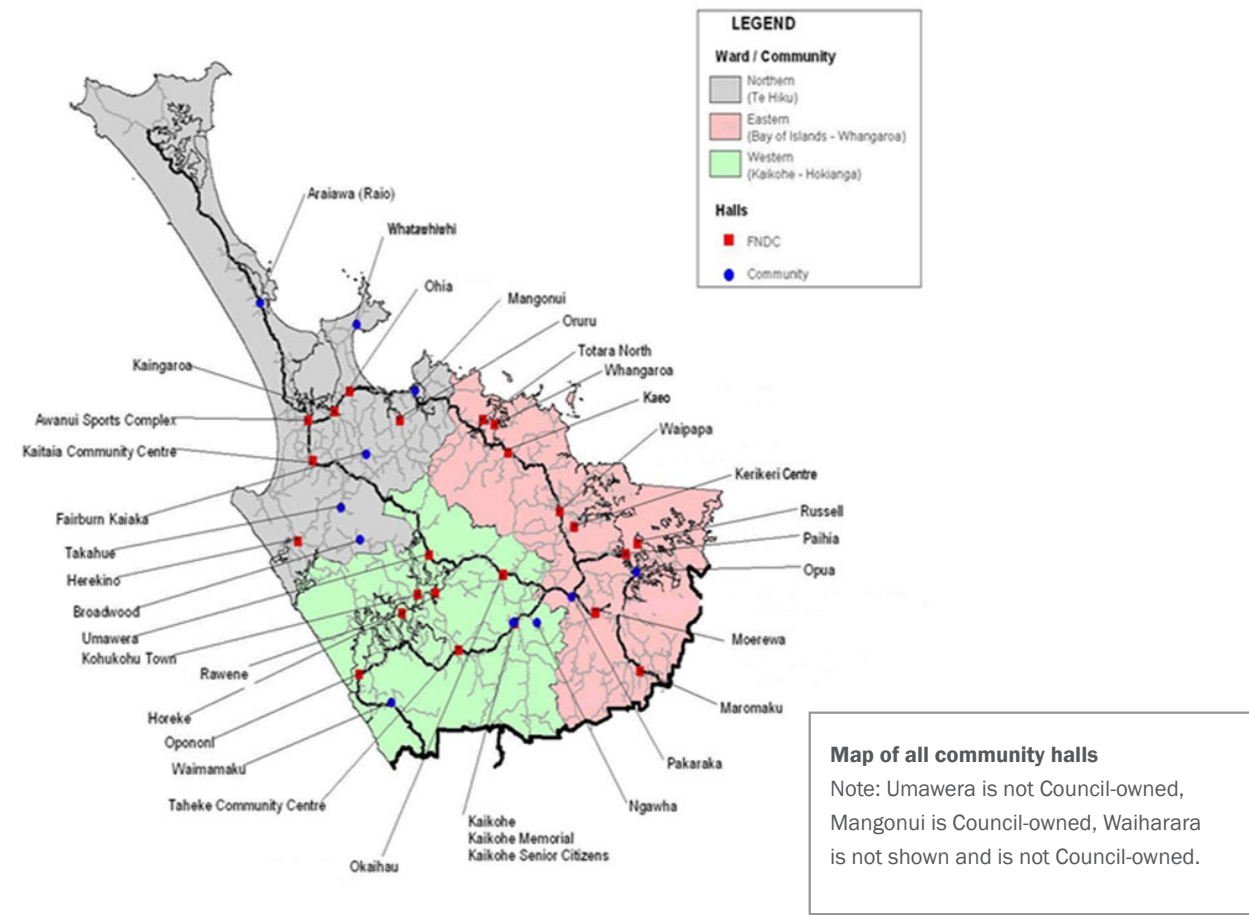
Some of these facilities are fit for purpose. Some of them are not and require substantial investment to make them fit for purpose.

Two communities have told Council they want to take ownership of their local hall facilities and our current policy does not permit this.

Council highlighted through the Long Term Plan 2012-2022 its intention to undertake a fundamental reappraisal of Council's role in owning, maintaining and promoting Council owned community halls.

Council wanted to develop a framework for determining what its future role might be, acknowledging that should Council's role change this will need to be signaled to the community and may require a change to **Policy #5003 – Community Facilities/Community Halls**.

Council developed a discussion document setting out the current situation, issues and possible options for consideration for funding, managing, and supporting an appropriate number of strategically located community halls in the District, both directly and indirectly. It sought community, hall committee and Community Board feedback and adopted this strategy in June 2015.



Current Situation

Activity Rationale

Council has traditionally had a role in the provision of community halls as they “recognise the importance to the community of providing a range of public spaces strategically located where they can meet exchange information and hold events.”

Council owned halls have generally been inherited from previous territorial authorities. The only exception is the Horeke hall that was transferred to Council from the community in 2000. Some halls in small communities were originally schools that were closed in the last 60 years. Some halls have historic and/or memorial value as well as providing places for the community to gather.

Council's objective for this activity is:

“Council provides and supports a range of accessible, affordable, safe and well maintained community and civic buildings strategically located around the district”.

Ownership and Management

Ownership of the halls, the facilities and the land, is varied and complex, which reflects historic circumstances.

Of the 32 community halls:

- Ten halls are community owned buildings on community owned land: Opuia, Pakaraka, Ngawha, Waimamaku, Broadwood, Takahue, Fairburn, Umawera, Waiharara and Araiawa.
- Two halls are community owned on Council land: Whatuwhiwhi and Moerewa.
- Sixteen are Council owned on Council land: Herekino, Kaikohe, Kohukohu, South Hokianga, Paihia, Russell, Kaikohe Senior Citizens, Mangonui, Horeke, Okaihau, Oruru, Rawene, Totara North, Waipapa and Whangaroa Memorial Hall [Kao].
- Four are Council-owned on Crown land: Taheke Community Centre, Maromaku, Kaingaroa and Lake Ohia.

Council's management approach is set out in **Policy #5003 – Community Facilities/Community Halls**. This policy was adopted by Council in 2004 and a copy is attached in Appendix 1.

Council takes responsibility for the maintenance of the external envelope of the building, building compliance [BWO], insurance and maintenance of effluent fields, water supplies, car parks and fences of any hall that it owns.

Local hall committees take responsibility for the day-to-day management of the facility, the interior maintenance, interior refurbishments and purchase of replacement equipment such as stoves etc. The hall committee is also responsible for insurance of the hall committee's chattels such as chairs, tables and crockery. This is generally funded from user fees, local fundraising, community grant fundraising or other funders.

The exception to this is the Kaikohe Memorial Hall which is booked directly through Council's District Office, Kaikohe and Council officers manage the day to day issues. Council also employs a cleaner/custodian and this position is funded through the community rate.

Council is embarking on proactive asset management to provide appropriately timed and suitably funded renewal programs based on the condition of the asset.

Funding and Renewal program

The Council is required by legislation to collect sufficient revenue to fund the long term replacement (renewal) of assets it may own including halls and community buildings. For community halls this a significant cost funded from the community rate.

Community hall assets are renewed at the end of their useful life, which is when their condition is such that they are unserviceable or it is considered that the condition of the asset causes an unacceptable level of risk to health and safety, security or the environment.

Remission of Rates on land Owned or Used by a Charitable or Community Organisation

Council provides rating relief to certain charitable and community organisations including those that

provide community halls. Council may agree to remit up to 100% of the rates payable, however this does not apply to rates for the supply of services such as water or sewerage etc.

Demographics/Geography

The Far North doesn't have the rural to urban drift that may have happened in other areas of the country and our rural areas are not depopulating.

Up until 2008 the Far North townships were growing more rapidly therefore the percent of people in towns grew more than rural areas. But during this period the Far North had a relatively stable rural usually resident population.

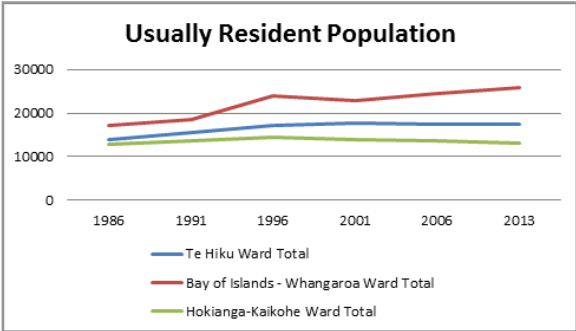
This past decade though, the Far North District has seen small town decline and in the last half of this decade even the bigger townships have declined as most new developments have been in the rural hinterland outside the larger townships (in both the Eastern and Northern Wards).

The population of the Far North has declined slightly from 55,848 residents (Census 2006), down to 55,734 based on September 2013 statistics (these figures have since been revised). This decline is against the trend of our neighbours in Whangarei, Auckland and in the Kaipara. It is also a significant change to the growth rate in the preceding inter-Census period (2001–2006).

Population growth and decline has not been even throughout the District. The following graph illustrates how the resident population has changed across the Wards since 1986.

Nearly half, 46%, of the District's residents live in 6 settlement areas. These areas are Kaitaia, Kaikohe, Kawakawa–Moerewa, Kerikeri, the Bay of Islands crescent [Russell, Opua, Te Haumi, Paihia, Waitangi and Haruru Falls] and the ribbon development from Mangonui to Taipa and extending around Doubtless Bay up the Karikari Peninsular to Whatuwhiwhi.

Another 12.5% residents live within the smaller townships of Awanui, Ahipara, Kaeo-Whangaroa, Kohukohu, Rawene, Omapere, Opononi, Okaihau and Ohaeawai.



More than 40% of the District's residents do not reside within a township of any kind, but rather on a rural or coastal lifestyle property.

Maori comprise the majority in most parts of the District, with the exception of the Eastern Ward. In the West and Northern Wards, numerous communities are comprised of 70-90% Maori. The majority of Maori residing in the Far North are affiliated to local Iwi/hapu. For iwi/hapu Maori, the first choice for a community gathering is more likely to be their local marae than a community hall.

Nearly half of all community halls (Council and non-Council) are outside the urban settlements and small townships. However, 70% of Council owned halls are in urban settlements. Council owned halls that are the exceptions to this are Herekino, Taheke Community Centre, Oruru, Maromaku, Kaingaroa and Lake Ohia.

Kaikohe-Hokianga Ward with the smallest portion of the District's population at 23% and a declining population has 38% of all community halls. It also has the highest number of Council owned community halls that are predominantly located in small townships with the exception of Taheke Community Centre.

Te Hiku Ward, with 31% of the District's population has a third of all community halls. Of these, eight are in rural areas and only two are in townships. There are five Council owned community halls in the ward and Mangonui is the only one in a township.

The Bay of Islands-Whangaroa Ward has 46% of the Districts population and 30% of all community halls. Council owns seven halls with only one located in a rural area (Maromaku).

Analysis of the problems or issues for Council

Current State of Council Halls

Most of Council's halls are over 50 years old, and in some cases are no longer fit for purpose. Many do not meet current building standards that require disability compliant toilets and barrier free access.

Kitchens are often old and need to be upgraded to comply with current health standards for food preparation.

Structural issues have been identified in two halls; Oruru and Horeke that require major investment to remedy. Even if they were made structurally sound they may not be fit for purpose and still require further modernisation. Council has signaled in the Long Term Plan that prior to undertaking this work, Council will consult with the community to determine if this is value for money in terms of the investment required.

Maintenance and energy costs for these older buildings are high compared with modern facilities.

Council has stated it needs to balance future maintenance and upgrade costs of community halls and buildings with the level of use and what the community can afford.

Additionally, the cost of funding for asset renewal is a significant cost that Council must provide for. Community or private owned halls do not need to fund depreciation in the same way.

War Memorial or Heritage Status

Some halls have significance beyond their simple facility, such as having War Memorial status or heritage status. This significance is an important aspect of the hall and why it is valued by the community. Accessing war memorial funding has changed the ownership of some facilities e.g. South Hokianga War Memorial Hall was transferred to Council to enable access to post WWII funding to build war memorials. Decisions about the future of halls that contain war memorials will need to be done in consultation with the Returned Services Association.





Hierarchy of Community Facilities

More recently Council has elected to support Te Ahu in Kaitaia and the Turner Centre in Kerikeri being community facilities that attract visitors from a wider catchment than what a traditional community hall might. These venues can host regional cultural events of a commercial nature.

These facilities are also multi-functional and are expected to provide a range of affordable and accessible venue options for community use as well. Getting the balance right between commercial return and community use is a challenge for both those managing these facilities and for Council to identify the appropriate balance in community of district rate funding.

The development of these two facilities has created a de-facto community facility hierarchy. Council support for these facilities is from the district rate and is based on the premise that these facilities provide economic benefit to the region by attracting visitors to and locals from across the District.

Council is also considering, as one of a number of options to achieve building compliance and increase accommodation capacity for the organisation the re-development of the Kaikohe Service Centre/Memorial Hall/Library. This could create another District facility hub that may require a mix of community/district funding.

Greater Range of Options

There is now a competing range of more modern privately or community owned meeting venues available for hire in the District such as the Order of St John in Rawene, Kerikeri and Kawakawa, Red Cross, Rarawa Rugby Clubrooms and the Doubtless Bay Tennis Clubrooms.

Also it is common for school halls to be available for wider community use rather than just be used as educational facilities. Additionally, some schools have accessed community grants funds such as Foundation North grants on the understanding that these community facilities are to be available for the wider community (such as Taipa Area School Marae or Kawakawa Primary school hall).

The greater choice of venues that are fit for purpose i.e. easy to heat, modern kitchen, offers a range of sizes has lead to a decline in the use of Council owned halls - particularly in rural locations.

Potential Second Life/Retrofitting

There is potential for other community uses to be made of some community halls such as recreation centres or community centres. Community centres are open normal business hours or potentially longer. They would have a different layout, including space for semi-permanent recreation or social services. They could have hot desks for visiting agencies or community use. The community is best placed to determine if this is a future option.

Demographics and Supply

Low population and low usage of halls is an indicator that community resilience is in decline in some areas such as Lake Ohia, Kaingaroa, Oruru and Takahue.

In particular the Kaikohe-Hokianga ward has a small and declining population and yet it is supporting a higher number of Council owned halls then other wards. These halls are generally well used and are meeting the needs of small urban settlements.

Over time a trend has developed whereby Council has retained ownership in community halls that are generally located in urban settlements. The exception to this is in the Te Hiku ward where four rural halls are retained in communities with very small and declining populations in Lake Ohia, Kaingaroa, Oruru and Takahue.

Community owned versus Council owned

There are a number of examples of well-maintained halls that are community owned. An advantage of this ownership model is that they can access grant funding that Council is ineligible for. A further advantage is that the community ownership model requires a level resilience to be in place to provide for the long term governance and maintenance of these facilities. The responsibility for the facility may initiate the resilience and corresponding community pride and connections.

The flip side to this is that there needs to be a level of resilience and a local desire to take on community ownership of facilities. Oruru community and the South Hokianga RSA (Opononi) want to take on the ownership of their local halls.

Discussion document feedback

In February 2015 as part of the pre-consultation, Community Boards and Hall Committees were asked for feedback on the draft Halls and Facilities Strategy - Discussion Document 2015.

The document was also consulted on simultaneously with the 2015-2025 Long Term Plan.

Feedback was received from Whangaroa, Waipapa, Totara North, Russell, Herekino, Kaingaroa, Okaihau, Paihia, Rawene and Kohukohu Hall Committees. In summary:

Majority support the status quo and added:

- There was appreciation for Council's investment in their halls and they considered they had a good relationship with Council staff.
- If Council changed the responsibility for maintenance (Council external Committee interior) this would cause rents to increase significantly.
- They would like to be in a position to be able to access external funding (i.e. non-Council funding).
- When Council is financially constrained this is generally reflected in communities and therefore there is no capacity for communities to take on more financial responsibility.
- Some committees believe they were already empowered in the current arrangements.

There was also support for:

- Retaining strategic facilities especially those used for civil defense purposes.
- Facilitating community ownership if there is a desire.
- Looking at alternative ownership arrangements if there was no local support or future demand for a hall. However, this option would need to involve consultation with community and special interest groups e.g. RSA and the community given the option of purchasing the hall.

- A hierarchy including heritage and war memorial classification.
- Consideration of new facilities (Bledisloe Domain pavilion and a further low-cost facility in Kerikeri were given as examples).

Feedback was received from the Kaikohe-Hokianga Community Board:

- Future options for management would need to provide benefits to the community that outweigh the additional workload for the community.
- More information would be required about a contestable fund especially if there was a change in the responsibility of the hall committee. E.g. would they be responsible for insurance, or rates? Would the fund include depreciation?).
- Smaller communities have limited financial and human resources and would need to prioritise what would be supported and this could be at the expense of halls.
- Community empowered management had some support.
- Another option put forward was a town council committee that had an overview of all community facilities e.g. sewerage scheme, water and hall.
- Mixed support for district funding of Turner Centre/Te Ahu.

In summary, there was strong support for the status quo however if communities wanted alternative management arrangements these should be considered on a case by case basis.

Two submissions were received from the general public:

- Financial support should be given to the Oruru Hall Committee as it is an important local infrastructure asset meeting a community need.
- Turner Centre is an important asset that will become a liability if not supported by Council.

Strategy development

Guiding principles

The guiding principles of the strategy provide the foundation and a reference point for future decision making. They guide the choices and tradeoffs that have been considered. They also need to be consistent with Council's vision, mission statement, values and strategic objectives.

Council consulted on a draft vision for the District in the 2015-2025 Long Term Plan:

"The place where people love to be."

This has subsequently been amended to reflect the outcome of the district wide visioning process. (The District Vision was adopted by Council in August 2015.)

"HE WHENUA RANGATIRA - A DISTRICT OF SUSTAINABLE PROSPERITY AND WELL BEING."

Council's vision for itself is:

Council will be a capable, trusted and innovative civic leader, serving and inspiring people, maximising opportunities to empower communities and meet their changing needs; while creating great places.

A mission statement tells people how the Council will achieve their vision. Council's mission statement in the 2015-2025 Long Term Plan is:

"Working together to enable culturally strong, healthy, vibrant, resilient, prosperous, connected people and communities."

Council's strategic objectives for the next three years that relate to this strategy are:

- **Prudent financial management within long term strategic planning**
- **Safe, healthy, resilient places and people**
- **Sustainable, affordable, equitable infrastructure that contributes to the economic progress and social wellbeing of the District**

It is proposed that the principles of the strategy be:

Integrated network – Council owned facilities are only part of the network of halls, community centres and meeting spaces that are available to the community.

Hierarchy – Council will support a range of halls and community facilities in a community, district and regional context.

Agreed standard – Council owned facilities will be accessible to all members of the community regardless of age or physical ability, be well maintained and comply with building, fire and health regulations applicable to the community, district and regional context of the facility.

Efficient use – Council will encourage alternative management and ownership arrangements of Council owned halls that make more efficient use of existing facilities.

Affordable – Council will consult with communities to determine the level of support for funding upgrades of Council owned facilities.

Support resilient vibrant communities – Facilities should be retained where they are in the right place to support strong vibrant communities.

Council's vision for itself is:

Council will be a capable, trusted and innovative civic leader, serving and inspiring people, maximising opportunities to empower communities and meet their changing needs; while creating great places

Vision for Community Halls

A key part of developing strategy and setting strategic direction is articulating a vision for the desired state of the future. A vision is a concise summary statement describing the world as it would ideally exist if current issues could be fully addressed.

Council's vision for community halls is:

A network of fit for purpose affordable community facilities that connect and support resilient, healthy and vibrant communities.

Strategic Objectives

The vision needs to be supported by strategic objectives as these define those things that need to be achieved to bring about our desired future.

The Council's strategic objectives based on the agreed principles are to:

- Ensure that communities' current and future needs for halls or similar facilities are met.
- Ensure that communities take active roles in facilitating the provision of an appropriate number of accessible, safe and well maintained facilities.
- Adopt preferred frameworks for the Council's involvement and for flexible partnership arrangements.
- Encourage and enhance the capability of communities to improve their facilities.

How do we get there/ Solutions

Council will achieve its vision for community halls by implementing the following:

Integrated Network and Hierarchy

Council will recognise an integrated network and hierarchy of private, community and Council district and local community facilities so that a range of facility types, sizes, configurations are available to meet the needs of the district's communities. This network and hierarchy will be used to guide Council's decisions on the ownership, management and governance and funding of existing and new facilities.

Facilities of Local Importance - these facilities are local halls and facilities that are fit for purpose and serve a local community catchment and provide opportunities for events or to provide local services.

Facilities of Local Significance - War Memorial Halls/Heritage buildings – these facilities are fit for purpose and are more significant as they were either built as a war memorial or have heritage status. These serve a local community catchment and provide opportunities for the community to hold events or provide local services

Any change proposed to a War Memorials Hall will need to be done in consultation with the Returned Services Association. Any change to a heritage building needs to recognise the constraints of the heritage status and will require input from Heritage New Zealand.

Facilities of District Importance – these are facilities of District importance that serve a larger catchment that will cross ward boundaries. They are multi-functional in nature and deliver a wider range of events that include regional events, events of a commercial nature as well as community events. These facilities provide economic benefit to the District by attracting visitors. These facilities must also provide affordable and accessible venue options for community use.

These are not always Council owned facilities although they are generally on Council land,

e.g. Turner Centre and Te Ahu. Getting the balance right between commercial return and community use is a challenge for these facility owners. These facilities often require Council support for them to be sustainable and provide for the care of their assets.

Council may invest in these facilities through a Contract for Service with agreed key performance indicators consistent with **Policy #3213 - Community Assistance**.

Council's Funding

Facilities of Local Importance or Local Significance will be funded from the community rate either directly or through grants from the Community Board.

Facilities of District Importance will be funded from the district wide general rate directly or indirectly through a Contract for Service and agreed Key Performance Indicators. They could also apply to Community Board – Local Grants to offset costs for providing for community use at non-commercial rates. The Community Board would consider the merits of any application.

Contestable Fund

Alternative management or ownership options would be made more attractive to the community if Council sets up a contestable fund in each ward.

Council will investigate further the establishment of a contestable fund for works and operational subsidies for community owned facilities.

This contestable fund would need to be consistent with the principles of **Policy #3213 - Community Assistance** to enhance access to facilities, to broaden the range of facilities, to enhance volunteer capability to provide services and supplement the resources of Council from external sources (a minimum of 50% funding for projects from sources other than Council).

The fund could be applied to for either work programs or for an operational subsidy.



Ownership and Management

Council’s policy on the management and operation of community halls is:

- 1. Council will take responsibility for the maintenance of the external envelope of the building, building compliance [BWOF], insurance and maintenance of effluent fields, water supplies, car parks and fences of any halls that it owns.
- 2. Local hall committees take responsibility for the day-to-day management of the facility, the interior maintenance, interior refurbishments and purchase of replacement equipment such as stoves etc.
- 3. Local hall committees will be responsible for insurance of chattels such as chairs, tables and crockery. This will be funded from user fees, local fundraising or grant applications to community grant funds or other funders.
- 4. Hall committees will become not-for-profit legal entities or under the umbrella of one to ensure there is a high level of accountability and transparency and to maximise the opportunity to access external funding.
- 5. Hall Committees will report annually to Community Boards on the level of facility use, income received and any investment they may have made in the facility.

Council will consider on a case by case basis the ownership and management options below. When considering these proposals Council will need to consider **Policy #2124 – Significance and Engagement** and determine which proposals and decisions are significant and Council’s community engagement strategy.

1. Community empowered management

Council would consider proposals from the community to take on a greater role in managing the facility including prioritising repairs and maintenance, renewal work or re-development. This arrangement would be formalised through an agreement with Council. This would require a not-for-profit entity being established. The proposal may come from:

- A hall committee
- A community group
- A primary or main user

The agreement would require the following roles to be undertaken:

- i. Determine the communities current and future needs.
- ii. Provide the facility to meet the needs.
- iii. Ensure the building is compliant for its intended use.
- iv. Monitor and provide to Council usage records.
- v. Manage income and expenditure and report to Council.
- vi. Put forward repairs and maintenance/renewal schedules for Council consideration.
- vii. Make applications for external funding for re-development .

The organisation would need to demonstrate to Council it had the skills and capacity to undertake this role. The organisation would be able to apply to external funders.

2. Community led divestment (effectively selling the building but not the land)

Council would consider proposals from the community to take on a greater role in managing and re-developing their facility. This would require a not-for-profit entity being established and the transfer of the ownership of a hall building[s] and a license to occupy for the land to:

- A community group
- A primary or main user
- Private entity

The transfer would be subject to entering into an agreement to undertake the following roles:

- i. Determine the communities current and future needs.
- ii. Provide the facility to meet the needs.
- iii. Ensure the building is compliant for its intended use.
- iv. Monitor and provide to Council usage records.



- v. Manage income and expenditure and report to Council.
- vi. Put forward applications to secure sufficient funding.

The organisation would need to demonstrate to Council it had the skills and capacity to undertake this role. They could apply to other funders such as Foundation North or Lotteries.

3. Council led divestment of non-strategic facilities

The following principles would be used to determine non-strategic facilities:

- Integrated network/Hierarchy – Determine if existing non-Council facilities are capable of meeting current and projected demand. The measure will be within 20 minutes distance to nearest similar facility.
- Affordable/Agreed standard/Support resilient communities – A facility which has significant deferred maintenance or needs a major upgrade to meet an agreed standard and this work could not be justified because of the low level of use the building will not be retained. The measure may be usage verses cost to upgrade to agreed standard.

Non-strategic facilities will be divested to the community. This would be a Council led divestment process and if there is no identified community demand or likely future demand or community interest the properties would be made available for a non-community use or sold.

Developing New Facilities

If the community demand indicates the need for a new facility, further detailed analysis will be undertaken. This analysis will look at the community facility needs and opportunities in a particular geographical area (a local community or ward). It will take into account verified community needs and all potential opportunities for meeting those needs.

Community Boards will consider developing a new community facility when:

- i. The community has demonstrated a need and demand.
- ii. A more detailed analysis of the criteria used for the level of provision confirms the local need for a new facility.
- iii. The supply of existing facilities (Council and non Council) is unable to meet local demand (current and projected supply and demand).
- iv. A facility in a particular area is at the end of its useful life. This could be a Council or non-Council owned community facility.
- v. Existing Council facilities are not fit for their intended purpose and are unsuitable for redevelopment.
- vi. No viable partnership or brokerage opportunities for meeting community demand have been identified.

If Council confirms there is an identified need for a new facility it may be included in a Long Term Plan for public feedback.

Implementation plan,
monitoring and evaluation

Actions:

- 1. Review **Policy #5003 – Community Facilities/Community Halls** to align with the strategic plan.
- 2. Develop a Schedule for inclusion in **Policy #5003 of Halls of Local Importance, Local Significance and Facilities of District Importance** and their funding sources.
- 3. Investigate further the contestable fund concept.
- 4. Work with Hall Committees to assist them to become a not-for-profit legal entity, determine reporting requirements and provide opportunities to learn more about accessing non-Council funding sources.
- 5. Consider alternative ownership and/or management arrangements on a case by case basis.

Policy #5003 – Community
Facilities/Community Halls

1. BACKGROUND

Each Community Board has a number of facilities on their asset register, mostly halls, that provide a focus point for communities to gather together for both social and community activities. At the present time, these facilities are being managed in an ‘ad hoc’ way. This does not mean that facilities are being run inefficiently and well on behalf of Council and the community, but rather that there is a large divergence in the management styles. This divergence confuses management committees and often inhibits the communication required for communities to make proactive decisions on their facility requirements.

This policy shall:

- i. Clarify the types of arrangements Community Boards have for their facilities.
- ii. To set procedures in place to ensure effective management of these facilities.
- iii. To give more control of long-term decision making to communities.

Styles of Management and Ratings Liability

There are four distinct types of management:

- i. Community elected committees manage the hall operation on behalf of the Community Board. This includes all operational charges unless expressly remitted by the Community Board and the Community Board has budgeted for these amounts annually. As of July 1, 2003 all public halls owned or used by Council, apart from applicable service charges, are non-rateable. In this instance, Council is responsible for the external envelope and building compliance issues only. Examples of this style are the Waipapa, Herekino and Rawene Halls.
- ii. Once again, community elected committees manage the hall operation on behalf of the Community Board, but Council Customer Services Liaison staff manage bookings, bonds and other payments including invoicing and/or receipting customers. An example in this case would be Whangaroa Memorial Hall, Kaeo.

- iii. Halls and other facilities are either leased or sold to community groups who have a mandate to offer the facility for public use or in some instances the public good. The community may dictate the level of service required and the facility may have a predominant designated purpose. In instances where the facility is used exclusively for sports and the arts, 50% of the normal rate will apply. An example is Awanui Sports Complex.
- iv. The hall or facility is for the exclusive use of a single charitable or community organisation. In this instance, Council may consider an application for a rates remission. Examples are Plunket Rooms, the Order of St Johns and the New Zealand Scouts.

Types of Facilities

Community centres

The term ‘community centre’ covers facilities that provide opportunities for social interaction, activities, recreation, events, programmes, interest-based courses and meeting spaces that benefit the local community. In their operation, community centres may employ paid staff and volunteers, who are proactive and innovative in meeting local community needs, open to all groups in the community, non competitive and complement other resources in the community. Community Centres are owned by Council and funded through Community Rates.

Community halls

The term ‘community hall’ covers facilities that provide opportunities for social interaction, activities, recreation, events, programmes, interest-based courses and meeting spaces that benefit the local community. A community hall may be hired for private purposes. To meet operational costs, secure new equipment and fund internal maintenance expenses or renewals, hall management committees use hall income. Council provides planned maintenance and renewal of the exterior envelope through depreciation funds.

Community leases

The Council leases land, buildings or land and buildings to community groups for a wide range of activities.

Partnerships

Wherever possible and appropriate, Council will take a partnership approach in its community facility asset management, development and divestment (Council in all partnerships must be guided by the Policy on Partnership with the Private Sector).

This means that:

- i. If Council is building a new facility or developing an existing facility, it will actively seek opportunities to do so in partnership with other organisations and agencies (e.g. schools or churches).
- ii. If divesting of a community facility, Council will consider any proposals by a third party to manage and develop it as a community facility.
- iii. Council will actively encourage and seek ways to support schools and other organisations to provide community access to venues such as school halls and church meeting spaces. Such spaces will then form part of the district- wide network of facilities.

New types of facilities

In response to the District's increasingly diverse communities and changing trends in community and leisure activities, Council will consider innovative and different types of facilities. These could include multi-purpose facilities and facilities as part of commercial, retail or residential developments. They could include dedicated or purpose-build facilities (e.g. for young people or for performing arts).

Community Boards may in the first instance, support communities in achieving their goals in regards to new facilities by providing expertise, supporting the establishment of a Community Trust and if appropriate, contribute funds. Ownership of new facilities would remain with the community, usually managed by a Community Trust.

War memorials

Council recognises the special value of War Memorial Halls and will not seek to divest or lease the facility without the direct support of

the RSA. If the Memorial is removed to another special purpose facility, then the hall will revert to Community Hall status.

District wide level of provision

Council aims to have a network of community venues across the District so people can meet and participate in the life of their communities. The network will consist of both Council and non-Council owned facilities. It is important that the community has access to a variety of spaces and venues. Who owns those facilities is secondary to their existence and function.

A catalogue of facilities

From a planning perspective, there is a need to catalogue all facilities along with specified use and contact persons. All non-Council facility 'owners' will be given the opportunity to list on Council's web site along with appropriate details.

Developing new facilities

If Community demand indicates the need for a new facility, further detailed analysis will be undertaken. This analysis will look at the community facility needs and opportunities in a particular geographical area (a local community or ward). It will take into account verified community needs and all potential opportunities for meeting those needs.

Community Boards will consider developing a new community facility when:

- i. A need has been demonstrated through the development of the Long Term Community Plan.
- ii. A more detailed analysis of the criteria used for the level of provision confirms the local need for a new facility (an example is the recreation plan).
- iii. The supply of existing community facilities (Council and non-Council) is unable to meet local demand (current and projected supply and demand).
- iv. A facility in a particular area is at the end of its useful life. This could be a Council or non-Council owned community facility.
- v. Existing Council facilities are not fit for their

intended purpose and are unsuitable for redevelopment.

6. No viable partnership or brokerage opportunities for meeting community demand have been identified.

Redevelop existing facilities

If monitoring indicates the need to redevelop an existing facility, further detailed analysis will be undertaken. This analysis will look at the community facility needs and opportunities in a particular geographical area (a local community or ward). It will take into account verified community needs and all potential opportunities for meeting those needs. However, the primary focus will be on the facility in question and how best to develop it to meet changing needs and demands.

Council will consider redeveloping an existing facility when:

- i. A more detailed analysis of the criteria used for indicating the appropriate ward/district - wide level of provision confirms a local need for a change or development of a particular.
- ii. There are relatively high levels of facility use and the facility cannot meet demand (usage data).
- iii. There is demand or pressure for facilities to meet different or greater levels of needs than are currently addressed (supply and demand, needs assessment, demographic trends).
- iv. The physical design and size of the facility is unsuitable for preferred community use, is unable to meet demand or is better suited to another use (supply and demand, needs assessment).
- v. The condition of the building is good and warrants redevelopment to meet changing demand.
- vi. There is relatively high customer satisfaction with this current facility.
- vii. The building is of historical or War Memorial status.
- viii. There are no viable partnership or brokerage

opportunities to meet different or increased needs.

- ix. There are major operational issues affecting the viability of the operation (e.g. conflict between commercial use and community use).

Divestment

Community Boards may indicate that it would be appropriate to divest a particular facility.

Divestment options could include:

- i. Selling the facility.
- ii. Council using the facility for non-community purposes (e.g. commercial use/lease).
- iii. Using the facility as leverage for community based partnership. A number of issues may indicate that divestment is a good option to explore. Examples include: Close proximity of similar facilities (geographical spread), very low usage and/or an apparent over supply of community facilities (usage data, supply and demand), a change in demographics resulting in a community which does not match user profiles (community and user demographics).
- iv. Planned community facility developments (Council or non-Council) that would meet community demand.
- v. A facility design that is no longer suitable for the community and cannot easily be rectified.
- vi. A facility which requires major work, but this work could not be justified because of the poor condition of the building.

If divestment is an option, then a detailed analysis will be undertaken. The analysis will focus on a particular geographical location. Within this context, it will explore whether or not it was appropriate to divest of the particular community facility.

In particular, the analysis will cover: current and projected demand; the ability of existing and any planned facilities to meet the projected demand; the condition of the facility in question and its potential for redevelopment; opportunities to use the facility as leverage for a community partnership to operate.

A recommendation to divest of a community facility will only be made if:

- i. There is little current or projected community demand or,
- ii. Existing and planned facilities are capable of meeting current and projected demand (supply and demand).
- iii. The facility is not a War Memorial Hall.
- iv. The facility is not meeting demand and does not have the potential to be redeveloped to meet any projected demand.
- v. The building has reached the end of its useful life and community needs can be met in other ways.
- vi. The community indicates that they want ownership in order to offer services that may be commercial or non inclusive of a wider community.

2. GOALS

The goal of the Community Services Department is to ensure the existence of a network of venues across each ward for people to meet and participate in the life of their communities. These Community Facilities may be used for leisure, arts, cultural, educational, sporting and community activities. They may also provide accommodation for community groups and organisations. The provision of accessible community venues contributes to the development of strong communities.

3. POLICY STATEMENTS

Council believes that halls provide an important link for the people of each community and will actively encourage devolvement of the facility to the community.

Community Boards are responsible for audited annual accounts and statistical information regarding the hall. This responsibility is delegated to the organisation/committee managing the hall on behalf of the Board.

Where no community organisation or committee can be formed within the community, the facility will revert back to the Community Board for management. Options for the Board may be

devolvement; sale/demolition or mothballing while community consultation is carried out. Refer to “Background”

4. PROCEDURES

Some Community Boards through consultation with their community will continue to want to retain ‘ownership’ and have a hall committee as delegated authority to oversee the halls operation. The following procedures are required.

- i. The committee will have a minimum of 5 elected members. A Community Board Member will be seconded to the committee to provide a liaison/advisory role, but cannot take office.
- ii. The Hall Committee shall hold an Annual General Meeting every 12 months – this meeting must be publicly notified. Elections will take place at the Annual General Meeting. As Council’s financial year starts in July, this is the suggested month for elections.
- iii. As of July 2003, community halls on reserve land will no longer be rated so there will not be a need for the Community Boards to budget for rates on behalf of most Hall Committees.
- iv. Hall committees will be responsible for all bookings, fee collections and resolving any operational problems.
- v. Where Hall Committees are the delegated bodies on behalf of Community Boards, they are responsible for producing annual audited accounts and statistical information in regards to use and numbers of users.
- vi. Hall committees will be responsible for all operational expenditure including water, pan charges, power, phone and cleaning. All public halls owned by Council will not be rateable whether on reserve land or not. These halls are still rateable for water and sewerage.
- vii. Hall committees will be responsible for all internal maintenance, refurbishments and purchase of replacement equipment such as stoves etc.
- viii. Where fees’ income does not meet expenses, the following procedures may be followed: An approach can be made through the Community

Board for a one off grant or for the Community Board to fund a specific shortfall each financial year. The Committee’s Community Board Member will advise.

- a. Fees may need to be increased reflecting a full fees recovery scenario.
- b. A hall may no longer meet the communities needs (refer to Background, section 1).
- ix. Council is responsible for the external envelope and building compliance issues but wishes to devolve more of the planning to community. To this end, a working party will be formed. Members will be the Committee’s Community Board Member, an elected Committee representative and a Council Officer. They will develop a long-term strategy for maintaining the facility and put forward the renewal or capital projects to the Community Board to be included in the Long Term Strategic Plan or Annual Plan.
- x. Council will insure the facility but this may not include Committee chattels such as crockery but will include fixtures such as stoves, Zip hot water heaters etc.

2023-24 Hall Information and Statistics

HALL DETAILS			
Name of Hall:	Kohukohu Town Hall		
Physical address:	Beach Road, Kohukohu		
Postal address:	NA		
Booking Officer Name	(Booking Officer will be added to our website) Magdalena		
Booking Officer Contact Info	Ph.:	Mobile: 0273439440	Email: oratiocor@gmail.com
Afterhours Contact Name	Lennox Stones		
Afterhours Contact Info	Ph.:	Mobile: 02102376326	Email: Ann.lennox@xtra.co.nz
Emergency Contact Name	Same as above		
Emergency Contact Info	Ph.:	Mobile:	Email:

HALL COMMITTEE DETAILS				
Position	Name	Postal Address	Email address	Phone number
Chairperson	John Wigglesworth	[REDACTED]	[REDACTED]	[REDACTED]
Secretary	Viv McGowan	[REDACTED]	[REDACTED]	[REDACTED]
Treasurer	Angela Lush	[REDACTED]	[REDACTED]	[REDACTED]
Committee Member	Miguel L (John)	[REDACTED]	[REDACTED]	[REDACTED]
Committee Member	Lennox Stones	[REDACTED]	[REDACTED]	[REDACTED]
Committee Member	Brian Crooks	[REDACTED]	[REDACTED]	[REDACTED]
Committee Member				

Please feel free to add any further updates on the reverse of form or on an additional sheet of paper

COMMITTEE MEETING DETAILS	
How often does the Committee meet annually?	10 times annually
How often did the Committee meet in the year?	Same as above
Date of the last AGM?	31 st August 2024

HALL INFORMATION	
Usage Data	
Number of bookings:	17 + school (15-17)
Number of estimated users:	Estimated – 400 - 500
Type of use	
Community (regular users):	School, Community meetings, meetings with Council and other groups
Casual (one off):	
Commercial:	None
Hire rates (per hour)	
Community:	\$10 per hour for main hall - \$5 per hour for supper room (all negotiable)
Casual:	Same (but not negotiable)
Commercial:	same
Other:	same
2023/2024 Financial Statement	Attached: Yes
Building Warrant of Fitness	Photo attached as display in the hall : No
Evacuation Plan	Photo attached as display in the hall : Yes
Insurance - Contents	No Value:
Improvements completed	6 community working bees were held during the year for cleaning, weed control, pest control, washing, sweeping, de-nailing walls, preparing to paint kitchen and supper room, repairing stair handrail, and more small jobs.
Maintenance completed	Cleaning and pest management. Grounds maintained. Walls de-nailed. Many years of rubbish removed.
Other:	Preparations for painting of kitchen and supper room (undertaken post June 2024)

Council is also improving its website content, and we would like to provide a basic description of what the hall can be booked for and how to make a booking etc. If you could provide information about the following, which we believe will help potential hall hirers that would be much appreciated:

Hall / meeting room details and capacities e.g.: Main hall – 250 pp	Main Hall capacity: 150 Supper Room: 50
Kitchen facilities	(Kitchen cleaned and washed, prepared for painting in July 2024.) S/S sink unit – stove and water heater in poor repair. Fridge. Dishwasher. Plates, cups and saucers.
Toilets	3 pan womens – outside mens.
Disabled access	None for toilet, but wheelchair entrance to main hall and supper room.
Parking	Outside on street
Furniture available	>150 chairs and 20 tables.
Other facilities / assets available e.g.: stage, lighting, heating	Stage with curtain (needs repair). No heating.

Checklist:

Yes/No	Form fully completed
Yes/No	Photo of BWOFF on display
Yes/No	Photo of Evacuation procedure on display
Yes/No	Copy of Audited Financial Accounts if relevant
Yes/No	Copy of Annual Financial Accounts for period 1 July 2023 to 30 June 2024
Yes/No	Other (funding report, funding requests)
Yes/No	Invite to attend the Community Board meeting

Thank you for your co-operation.

Kohukohu Town Hall – Treasurer's Report for Year Ending 31st March 2024 FY.24

I was co-opted to the role of Treasurer following the resignation of Vicki Lowe.

I received all the available financial files and information from Vicki and have met with her personally to facilitate the hand-off.

Thanks to Vicki for the carefully collated set of information passed on to me and thanks to Lesley Emmett for reviewing the prior accounts.

Historically the Town Hall Committee has used a March balance date.

These accounts are for the period 1st April 2023 to 31st March 2024.

Kohukohu Town Hall					
1 April 2023 to 31 March 2024					
Opening Balance - Society Account	00		\$2,111.68		
Opening Balance - Business Saver Account	50		\$ 114.08		
Total Opening Balance			<u>\$2,225.76</u>		
Income Received					\$1,151.50
Expenses Paid					\$1,426.91
Net Profit/Loss					-\$ 275.41
Closing Balance - Society Account	00		\$1,834.56		
Closing Balance - Business Saver Account	50		\$ 115.79		
Total Closing Balance			<u>\$1,950.35</u>		

Chairman's Report

Kohukohu Town Hall Committee

1 July 2022 to 30 June 2024

Prepared by John Wigglesworth, August 2024

Introduction

Tena koutou katoa.

This is the Chairman's Report for the Kohukohu Town Hall Committee covering the year July 2023 to June 2024. It aims to outline the main activities, achievements, and challenges of the Committee during the year.

I was elected as Chair of the Committee at the AGM in August 2023, and I have served the Committee in this capacity throughout the year.

Summary of Key Activities

10 committee meetings

3 public / community meetings

1 public meeting held with Scott May, Community Facilities Manager, FNDC

8 working bees

The main agenda items of the committee meetings were issues associated with bringing the Town Hall back to an acceptable standard. This included discussion about the condition of the main hall, kitchen and supper room.

The public meetings were held in recognition of the previous year's interim committee desire to be more transparent to the community about Town Hall issues. These meetings consulted on, reported on, and discussed working bees, maintenance projects and fundraising. The Council's proposed upgrade project was also discussed.

Achievements and Progress

The Committee successfully achieved its goal of demonstrating to the Council and community that the hall is cared for and is a desirable facility for rental following years of physical neglect. This was achieved by a series of improvement projects that were undertaken despite the risk

that they may have had only temporary benefit until the start of Council's proposed upgrade project.

All the kitchen surfaces were cleaned, prepared and repainted. They are now of an acceptable standard for food preparation. The supper room had been used for many years as a storage and junk repository. It has now been cleared out and one of the walls with recently installed raw plywood lining has been painted.

Nails and staples in the walls of the main hall have been removed, and one of the sash windows to date has been rehung. The main hall and stage areas have been cleaned and scrubbed. Pest control measures have significantly minimised re-infestation.

The outside grounds have been cleared of major weeds and edges have been regularly mowed.

The work undertaken during the working bees has improved the Town Hall's condition and made the Hall more attractive for rent and use.

Although still modest, the Hall received more rental revenue this financial year than in the previous five years.

The Town Hall Committee sought and received donations of money, paint, materials and other support from the community. Acknowledgements and thanks to everyone who responded and offered support in various forms during the year. The achievements this year have been the result of a shared community effort.

Later in the year the Committee made a successful application to the Cyclone Gabrielle Relief Fund, consisting of a \$20,000 grant to replace equipment and support projects that improve community resiliency through the upgrade of the hall and its facilities.

The financial performance saw a modest deficit.

Challenges and Issues

In recent years, there have been strongly held opinions in the community about the condition of the hall and whether it should or shouldn't be open. The Committee undertook its mandate and commitment to keep the Hall open despite contentious views, often of a personal nature, still being aired in the community and on the shared email forum.

The most challenging and contentious issue was the scope of the Council's upgrade project and the resultant closure of the hall. Council reported late in the year that it did not have sufficient resources, and that the upgrade had been cancelled.

The cancellation of the project and its associated funding, leaves the Town Hall with unresolved structural issues; namely the sagged piles in the corner of the main hall (between the front entrances), and the raised piles around the centre of the hall where the doors to the

supper room and main hall conjoin. An improved design and solution are also required to improve the toilet facilities.

The Treasurer, Vicki Lowe and Secretary, Colin Smith resigned their positions during the year. This created logistical challenges associated with bank account signatories and the continuation of these essential functional roles. Angela Lush was co-opted to the Committee and to the Treasurer role in April. The Secretary role was not replaced as the resignation occurred only a few months from the AGM. I covered the secretarial duties in the interim.

Future Plans and Recommendations

I recommend that the future Committee continues the series of working bees and small upgrade / maintenance projects. These have the dual benefit of renewing the hall and at the same time engaging the Committee and community in the shared activity of caring for the hall. These were enjoyable events during the year and helped to resolve the issues about the condition of the hall and the feelings associated with them.

I recommend that the future Committee work with the Council to engage in a modest project to repair the sagging piles in the main hall.

I recommend that the Committee promote the benefits of the facility to the community to increase utilisation and rental revenue (to meet operational costs only).

I recommend that the future Committee complete the equipment and fittings upgrade in accord with the expectations of the Cyclone Gabrielle Relief Fund

I recommend that the Committee apply for financial support to the Council / Community Board to undertake other renewal and improvement projects, including relocating the main tank from outside the front entrance, grounds landscaping, installing window protection shutters, heating systems, and stage and curtain repairs.

Acknowledgements

I wish to wholeheartedly thank the members of the current committee for their dedication to achieving the Committee's goals during the year. Every member has made a worthy contribution. I particularly wish to thank Magdalena, our bookings officer, and Angela Lush for stepping in to the Treasury role and for initiating the successful funding application.

I acknowledge and thank Vicki Lowe and Colin Smith for their services to the Committee and the roles that they fulfilled.

And lastly I wish to thank the many people in the community who have provided support to the hall with donations, physical support and words of encouragement during the year.

Attn Cheryl Henry
20/01/2025
By hand

2023-24 Hall Information and Statistics

HALL DETAILS			
Name of Hall:	TAHEKE UNITED COMMUNITY CENTRE (TAHEKE HALL)		
Physical address:	3272 State Highway 12, Taheke, Hokianga		
Postal address:	C/O The Secretary, 393 Rawene Road, RD 3, Kaikohe 0473		
Booking Officer Name	(Booking Officer will be added to our website) AUGUSTINE HENRY		
Booking Officer Contact Info	Ph.: 094014713	Mobile: 021-2636861	Email:
Afterhours Contact Name	Elle Reihana		
Afterhours Contact Info	Ph.: NA	Mobile: 022-1626300	Email: ellenicereihanaruka@gmail.com
Emergency Contact Name	Craig Goodhew		
Emergency Contact Info	Ph.: NA	Mobile: 027-4639383	Email: craiggoodhew@hotmail.co.nz

HALL COMMITTEE DETAILS				
Position	Name	Postal Address	Email address	Phone number
Chairperson	Dawn Waru			
Secretary	Elle Reihana Ruka			
Treasurer	Avril Tagataese			
Committee Member	Annie Jane Mokaraka			
Committee Member	Bella Kire			
Committee Member	Marie Mischewski			
Committee Member	Robert Mokaraka			

Please feel free to add any further updates on the reverse of form or on an additional sheet of paper

COMMITTEE MEETING DETAILS	
How often does the Committee meet annually?	Six plus as required
How often did the Committee meet in the year?	Six
Date of the last AGM?	3 March 2024

HALL INFORMATION	
Usage Data	
Number of bookings:	14 private; 4 affiliated groups (JMB rugby; League; Youth Group; Netball – groups use facility for trainings, Saturday games, functions)
Number of estimated users:	Private – varies depending on occasion – say 50-100; JMB rugby – 100 kids, 60 parent support/coaches/managers;
Type of use	
Community (regular users):	TUJMB Rugby; VURLC (league); Penekahi Netball Club, Waitekaremo Youth Group Trainings, Saturday games, Fundraising events; Social Events, Whanau Day;
Casual (one off):	Special occasions; birthdays; meetings; wakes; fundraising events
Commercial:	Nil
Hire rates (per hour)	
Community:	\$100 per day/night plus \$100 bond
Casual:	\$50 meeting (2-3 hours)
Commercial:	Annual affiliation fee for major users \$1,000 and small group users \$150
Other:	
2023/2024 Financial Statement	Attached: Yes / No
Building Warrant of Fitness	Photo attached as display in the hall: Yes / No – Not required historic building
Evacuation Plan	Photo attached as display in the hall: Yes / No
Insurance - Contents	Yes / No Value:
Improvements completed	Major refurbishment of hall facility undertaken by FNDC.
Maintenance completed	
Other:	

Council is also improving its website content, and we would like to provide a basic description of what the hall can be booked for and how to make a booking etc. If you could provide information about the following, which we believe will help potential hall hirers that would be much appreciated:

Hall / meeting room details and capacities e.g.: Main hall – 250 pp	100 pp
Kitchen facilities	Stove, extractor, oven, urn, sink, fridge (no dishwasher)
Toilets	Three separate toilets – disable, men's, women's.
Disabled access	Ramp at rear of hall
Parking	Designated carpark in front of hall
Furniture available	Tables and chairs
Other facilities / assets available e.g.: stage, lighting, heating	

Checklist:

Yes/No	Form fully completed
Yes/No	Photo of BWOFF on display
Yes/No	Photo of Evacuation procedure on display
Yes/No	Copy of Audited Financial Accounts if relevant
Yes/No	Copy of Annual Financial Accounts for period 1 July 2023 to 30 June 2024
Yes/No	Other (funding report, funding requests)
Yes/No	Invite to attend the Community Board meeting

Thank you for your co-operation.

30/3/24
Larged

Society Name: TAHEKE UNITED COMMUNITY CENTRE INCORPORATED

Society No: 2642991

Financial Statement for year ended: 31 March 2024

INCOME	\$
Affiliation fees	1,450.00
Hireage fees	2,580.00
Total Income	\$4,030.00
EXPENSES	
Power accounts	1,685.12
Bank fees	20.00
Refund bond	300.00
Administration	35.00
Total Expenses	\$2,040.12
Net surplus/(loss)	\$1,990.00
Transfer from 00 account to investment account	5,000.00
FNDC Funding for fence	5,000.00
ASSETS	
Cash on hand	46.20
Bank account 00	10,159.34
Investment account	5,000.00
Clubroom equipment	1,500.00
Total Assets	\$16,705.54
LIABILITIES	\$0
Accumulated funds as at 31 March 2024	\$16,705.54

FINANCIAL STATEMENT FOR YEAR ENDING 2024

I certify that this financial statement has been submitted to and approved by the members at the Annual General Meeting/General Meeting held on 03 March 2024

Signed E Reihana Ruka

Ellenice Reihana Ruka



Name and description: Ellenice Reihana Ruka(Treasurer)

Dated 03 March 2024

2023-24 Hall Information and Statistics

HALL DETAILS			
Name of Hall:	KAIKOHE SENIOR CITIZENS HALL		
Physical address:	55 Tawanui Road KAIKOHE		
Postal address:	PO BOX 83 KAIKOHE 0440		
Booking Officer Name	(Booking Officer will be added to our website) Lorraine COCHRANE		
Booking Officer Contact Info	Ph.:	Mobile: 021-0830 8064	Email: jloc@xtra.co.nz
Afterhours Contact Name			
Afterhours Contact Info	Ph.:	Mobile: 021-0830 8064	Email:
Emergency Contact Name	Lorraine COCHRANE 021-0830 8064 jloc@xtra.co.nz Anna DALTON 022-678 3997 ana.dalton@icloud.com		
Emergency Contact Info	Ph.:	Mobile:	Email:

HALL COMMITTEE DETAILS				
Position	Name	Postal Address	Email address	Phone number
Chairperson	Lawrence WITEHIRA-MASON			
Secretary	Lorraine COCHRANE			
Treasurer	Lorraine COCHRANE			
Committee Member	Anna DALTON			
Committee Member	Shaun REILLY			
Committee Member				
Committee Member				

Please feel free to add any further updates on the reverse of form or on an additional sheet of paper

COMMITTEE MEETING DETAILS	
How often does the Committee meet annually?	Quarterly or when the need arises
How often did the Committee meet in the year?	3
Date of the last AGM?	19 October 2023

HALL INFORMATION	
Usage Data	
Number of bookings:	276
Number of estimated	29
Type of use	
Community (regular	10
Casual (one off):	15
Commercial:	4
Hire rates (per hour)	
Community:	\$60.00 up to 4 hours minimum
Casual:	\$60.00 up to 4 hours minimum
Commercial:	\$80.00 up to 4 hours minimum
Other:	Kaumatua / Kuia events by koha – ie Mid North Friendship Club, Agewell, Age Concern
2023/2024 Financial Statement	Attached: Yes / No
Building Warrant of Fitness	Photo attached as display in the hall : Yes / No , as this the Councils' responsibility
Evacuation Plan	Photo attached as display in the hall : Yes / No
Insurance - Contents	Yes / No Value:
Improvements completed	New hot Water Urn
Maintenance completed	General maintenance ie leaking tap
Other:	

Council is also improving its website content, and we would like to provide a basic description of what the hall can be booked for and how to make a booking etc. If you could provide information about the following, which we believe will help potential hall hirers that would be much appreciated:

Hall / meeting room details and capacities e.g.: Main hall – 250 pp	80-100 seated comfortably
Kitchen facilities	2x Stoves / Ovens 1x Commercial Fridge 1x Pie Warmer 1x Microwave Wall Mounted Constant Boiler (Hot Water Urn) Crockery, Cutlery, Serving Utensils
Toilets	1x Disable Toilet 1x Ladies Toilet 1x Men's Toilet 2x Individual Urinal Units
Disabled access	Yes
Parking	Minimal Parking
Furniture available	10x Trestle Tables 80x Chairs
Other facilities / assets available e.g.: stage, lighting, heating	3x Heat Pumps Wi-fi Monitored Alarm & Smoke Alarm System

Checklist:

Yes /No	Form fully completed
Yes /No	Photo of BWOF on display
Yes /No	Photo of Evacuation procedure on display
Yes /No	Copy of Audited Financial Accounts if relevant
Yes /No	Copy of Annual Financial Accounts for period 1 July 2023 to 30 June 2024
Yes /No	Other (funding report, funding requests)
Yes /No	Invite to attend the Community Board meeting

Thank you for your co-operation.

SUMMARY CASHBOOK: 01/07/23 TO 30/06/24

Free Up Account, Account No. 38-9023-0658260-00 (Bank 1)
Kiwibank, Kaikohe

Opening balance 6,887.26

Add: Deposits

ACCOUNT	TITLE		
181	Alarm Monitoring (Monthly)	120.75	
195	Hall Hire	6,490.00	
205	Sundry Income	49.13	
360	Equipment	100.00	
	Total Deposits		6,759.88
			13,647.14

Less: Payments

ACCOUNT	TITLE		
180	Alarm (R & M)	333.62	
181	Alarm Monitoring (Monthly)	483.00	
309	Bank Charges	12.00	
315	Cleaning Supplies	719.70	
320	Custodian Fee	3,900.00	
360	Equipment	3,008.21	
428	Repair & Maintenance	441.17	
460	One NZ	330.00	
	Total Payments		9,227.70
	Closing balance		4,419.44

Printed on Sunday 3 November, 2024 at 2:27 pm

ACCOUNT DETAILS REPORT**ACCOUNTS 180 TO 460, DATE RANGE 01/07/23 TO 30/06/24****Free Up Account, Account No. 38-9023-0658260-00 (Bank 1)****Kiwibank, Kaikohe****180 Alarm (R & M)**

		<i>Debit</i>	<i>Credit</i>	<i>Balance</i>
01/07/23	Opening balance			0.00
07/07/23	DPay-1 13 ARA Group Servicing	313.62		313.62
20/12/23	DPay-1 22 L Cochrane (Vodafone Top up re Alarm)	20.00		333.62
30/06/24	Closing balance			333.62

181 Alarm Monitoring (Monthly)

		<i>Debit</i>	<i>Credit</i>	<i>Balance</i>
01/07/23	Opening balance			0.00
20/07/23	DPay-1 15 ARA Group NZ Ltd	40.25		40.25
20/08/23	DPay-1 4 ARA Group NZ Ltd	40.25		80.50
11/09/23	Dep-1 26 Income (Overpayment re ASB / Kiwibank)		120.75	-40.25
20/09/23	DPay-1 6 ARA Group NZ Ltd	40.25		0.00
20/10/23	DPay-1 10 ARA Group NZ Ltd	40.25		40.25
20/11/23	DPay-1 13 ARA Group NZ Ltd	40.25		80.50
20/12/23	DPay-1 16 ARA Group NZ Ltd	40.25		120.75
30/01/24	DPay-1 19 ARA Group NZ Ltd	40.25		161.00
20/02/24	DPay-1 23 ARA Group NZ Ltd	40.25		201.25
20/03/24	DPay-1 26 ARA Group NZ Ltd	40.25		241.50
20/04/24	DPay-1 29 ARA Group NZ Ltd	40.25		281.75
20/05/24	DPay-1 33 ARA Group NZ Ltd	40.25		322.00
20/06/24	DPay-1 36 ARA Group NZ Ltd	40.25		362.25
30/06/24	Closing balance			362.25

195 Hall Hire

		<i>Debit</i>	<i>Credit</i>	<i>Balance</i>
01/07/23	Opening balance			0.00
05/07/23	Dep-1 1 Income (M Kelleher)		100.00	-100.00
07/07/23	Dep-1 2 Income (POK)		60.00	-160.00
07/07/23	Dep-1 3 Income (Lawrence)		50.00	-210.00
14/07/23	Dep-1 4 Income (POK)		60.00	-270.00
19/07/23	Dep-1 5 Income (G Tuhiwai)		60.00	-330.00
21/07/23	Dep-1 6 Income (POK)		60.00	-390.00
28/07/23	Dep-1 7 Income (POK)		60.00	-450.00
31/07/23	Dep-1 8 Income (G Tuhiwai)		120.00	-570.00
10/08/23	Dep-1 10 Income (M Horton)		150.00	-720.00
11/08/23	Dep-1 11 Income (POK)		60.00	-780.00
18/08/23	Dep-1 16 Income (Alzheimers Society)		480.00	-1,260.00
18/08/23	Dep-1 17 Income (POK)		60.00	-1,320.00
25/08/23	Dep-1 18 Income (POK)		60.00	-1,380.00
30/08/23	Dep-1 19 Income (G Tuhiwai - Te Waiora)		120.00	-1,500.00
01/09/23	Dep-1 20 Income (POK)		60.00	-1,560.00
05/09/23	Dep-1 21 Income (S Reilly)		60.00	-1,620.00
05/09/23	Dep-1 22 Income (W Witute)		80.00	-1,700.00
06/09/23	Dep-1 23 Income (S Matene)		80.00	-1,780.00
07/09/23	Dep-1 24 Income (M Horton)		60.00	-1,840.00
08/09/23	Dep-1 25 Income (POK)		60.00	-1,900.00
15/09/23	Dep-1 27 Income (POK)		60.00	-1,960.00
22/09/23	Dep-1 28 Income (POK)		60.00	-2,020.00
26/09/23	Dep-1 29 Income (LK Ingles)		35.00	-2,055.00
26/09/23	Dep-1 30 Income (S Reilly)		60.00	-2,115.00
26/09/23	Dep-1 31 Income (S Reilly)		27.00	-2,142.00
29/09/23	Dep-1 32 Income (POK)		60.00	-2,202.00
04/10/23	Dep-1 33 Income (Lawrence)		50.00	-2,252.00
06/10/23	Dep-1 34 Income (POK)		60.00	-2,312.00
13/10/23	Dep-1 35 Income (POK)		60.00	-2,372.00
13/10/23	Dep-1 36 Income (Lawrence)		160.00	-2,532.00
18/10/23	Dep-1 37 Income (Flo's Cafe)		60.00	-2,592.00
20/10/23	Dep-1 38 Income (POK)		60.00	-2,652.00

Printed on Sunday 3 November, 2024 at 2:27 pm

ACCOUNT DETAILS REPORT**ACCOUNTS 180 TO 460, DATE RANGE 01/07/23 TO 30/06/24****Free Up Account, Account No. 38-9023-0658260-00 (Bank 1)****Kiwibank, Kaikohe****195 Hall Hire (continued)**

			<i>Debit</i>	<i>Credit</i>	<i>Balance</i>
27/10/23	Dep-1	39	Income (POK)	60.00	-2,712.00
03/11/23	Dep-1	40	Income (POK)	60.00	-2,772.00
10/11/23	Dep-1	41	Income (POK)	60.00	-2,832.00
10/11/23	Dep-1	42	Income (Vianne Moon)	60.00	-2,892.00
10/11/23	Dep-1	43	Income (Lawrence)	90.00	-2,982.00
15/11/23	Dep-1	44	Income (S Ashby - KSDA)	300.00	-3,282.00
17/11/23	Dep-1	45	Income (POK)	60.00	-3,342.00
24/11/23	Dep-1	46	Income (POK)	60.00	-3,402.00
01/12/23	Dep-1	47	Income (POK)	60.00	-3,462.00
07/12/23	Dep-1	48	Income (L Harris - Hokianga Taiwhenua)	60.00	-3,522.00
08/12/23	Dep-1	49	Income (POK)	60.00	-3,582.00
08/12/23	Dep-1	50	Income (Lawrence)	100.00	-3,682.00
15/12/23	Dep-1	52	Income (POK)	60.00	-3,742.00
21/12/23	Dep-1	53	Income (Northland Regional Council)	80.00	-3,822.00
09/01/24	Dep-1	54	Income (MSD)	180.00	-4,002.00
15/01/24	Dep-1	55	Income (MSD)	60.00	-4,062.00
19/01/24	Dep-1	56	Income (Lawrence)	100.00	-4,162.00
26/01/24	Dep-1	57	Income (MN Friendship Club)	150.00	-4,312.00
09/02/24	Dep-1	58	Income (POK)	60.00	-4,372.00
14/02/24	Dep-1	50	Income (Agewell)	150.00	-4,522.00
16/02/24	Dep-1	51	Income (POK)	60.00	-4,582.00
23/02/24	Dep-1	52	Income (POK)	60.00	-4,642.00
23/02/24	Dep-1	53	Income (Lawrence)	70.00	-4,712.00
25/02/24	Dep-1	54	Income (A Rauti)	150.00	-4,862.00
28/02/24	Dep-1	55	Income (NRC)	80.00	-4,942.00
01/03/24	Dep-1	56	Income (POK)	60.00	-5,002.00
08/03/24	Dep-1	57	Income (POK)	60.00	-5,062.00
15/03/24	Dep-1	58	Income (POK)	60.00	-5,122.00
22/03/24	Dep-1	59	Income (POK)	60.00	-5,182.00
29/03/24	Dep-1	60	Income (POK)	60.00	-5,242.00
05/04/24	Dep-1	61	Income (POK)	60.00	-5,302.00
09/04/24	Dep-1	62	Income (Lawrence)	68.00	-5,370.00
12/04/24	Dep-1	63	Income (POK)	60.00	-5,430.00
12/04/24	Dep-1	64	Income (Lawrence)	100.00	-5,530.00
19/04/24	Dep-1	65	Income (POK)	60.00	-5,590.00
22/04/24	Dep-1	66	Income (Papa Georgina)	140.00	-5,730.00
26/04/24	Dep-1	67	Income (POK)	60.00	-5,790.00
03/05/24	Dep-1	68	Income (POK)	60.00	-5,850.00
09/05/24	Dep-1	69	Income (Ngahua - PA)	60.00	-5,910.00
10/05/24	Dep-1	70	Income (POK)	60.00	-5,970.00
15/05/24	Dep-1	71	Income (Lawrence)	100.00	-6,070.00
30/05/24	Dep-1	72	Income (POK)	60.00	-6,130.00
31/05/24	Dep-1	73	Income (Te Piiti Whanau Hui)	60.00	-6,190.00
06/06/24	Dep-1	74	Income (POK)	60.00	-6,250.00
13/06/24	Dep-1	75	Income (POK)	60.00	-6,310.00
17/06/24	Dep-1	76	Income (JP Training Hui)	60.00	-6,370.00
20/06/24	Dep-1	77	Income (POK)	60.00	-6,430.00
27/06/24	Dep-1	78	Income (POK)	60.00	-6,490.00
30/06/24			Closing balance		-6,490.00

205 Sundry Income

			<i>Debit</i>	<i>Credit</i>	<i>Balance</i>
01/07/23			Opening balance		0.00
08/08/23	Dep-1	9	Income (Closed A/C at ASB)	49.13	-49.13
30/06/24			Closing balance		-49.13

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ACCOUNT DETAILS REPORT**ACCOUNTS 180 TO 460, DATE RANGE 01/07/23 TO 30/06/24****Free Up Account, Account No. 38-9023-0658260-00 (Bank 1)****Kiwibank, Kaikohe****309 Bank Charges**

		<i>Debit</i>	<i>Credit</i>	<i>Balance</i>
01/07/23	Opening balance			0.00
03/11/23	DPay-1 12 Kiwibank	3.00		3.00
30/11/23	DPay-1 15 Kiwibank	3.00		6.00
30/04/24	DPay-1 32 Kiwibank	6.00		12.00
30/06/24	Closing balance			12.00

315 Cleaning Supplies

		<i>Debit</i>	<i>Credit</i>	<i>Balance</i>
01/07/23	Opening balance			0.00
07/07/23	DPay-1 14 Northland Cleaning Supplies	309.14		309.14
10/08/23	DPay-1 3 Northland Cleaning Supplies	144.31		453.45
20/12/23	DPay-1 17 Northland Cleaning Supplies	266.25		719.70
30/06/24	Closing balance			719.70

320 Custodian Fee

		<i>Debit</i>	<i>Credit</i>	<i>Balance</i>
01/07/23	Opening balance			0.00
20/07/23	DPay-1 1 A Dalton	300.00		300.00
20/08/23	DPay-1 5 A Dalton	300.00		600.00
20/09/23	DPay-1 7 A Dalton	300.00		900.00
20/10/23	DPay-1 11 A Dalton	300.00		1,200.00
20/11/23	DPay-1 14 A Dalton	300.00		1,500.00
20/12/23	DPay-1 21 A Dalton	300.00		1,800.00
30/01/24	DPay-1 20 A Dalton	350.00		2,150.00
20/02/24	DPay-1 24 A Dalton	350.00		2,500.00
20/03/24	DPay-1 27 A Dalton	350.00		2,850.00
20/04/24	DPay-1 30 A Dalton	350.00		3,200.00
20/05/24	DPay-1 34 A Dalton	350.00		3,550.00
20/06/24	DPay-1 37 A Dalton	350.00		3,900.00
30/06/24	Closing balance			3,900.00

360 Equipment

		<i>Debit</i>	<i>Credit</i>	<i>Balance</i>
01/07/23	Opening balance			0.00
13/12/23	Dep-1 51 Income (Replacement)		100.00	-100.00
20/12/23	DPay-1 18 Northland Maintenance Plumbing (Constant Boiler / Urn)	2,716.62		2,616.62
01/03/24	DPay-1 25 Bunnings Ltd (Trestle Tables)	291.59		2,908.21
30/06/24	Closing balance			2,908.21

428 Repair & Maintenance

		<i>Debit</i>	<i>Credit</i>	<i>Balance</i>
01/07/23	Opening balance			0.00
07/07/23	DPay-1 12 Bunnings Ltd	214.95		214.95
10/08/23	DPay-1 2 The Warehouse (Toilet Brushes)	22.80		237.75
29/09/23	DPay-1 8 Northland Maintenance Plumbing	144.91		382.66
06/10/23	DPay-1 9 Bunnings Ltd	58.51		441.17
30/06/24	Closing balance			441.17

460 One NZ

		<i>Debit</i>	<i>Credit</i>	<i>Balance</i>
01/07/23	Opening balance			0.00
18/04/24	DPay-1 28 Spark Business	150.00		150.00
20/04/24	DPay-1 31 One NZ	60.00		210.00
20/05/24	DPay-1 35 Spark Business	60.00		270.00
20/06/24	DPay-1 38 Spark Business	60.00		330.00
30/06/24	Closing balance			330.00

Printed on Sunday 3 November, 2024 at 2:27 pm

ACCOUNT DETAILS REPORT

ACCOUNTS 180 TO 460, DATE RANGE 01/07/23 TO 30/06/24
Free Up Account, Account No. 38-9023-0658260-00 (Bank 1)
Kiwibank, Kaikohe

Total of range (180 to 460)	9,227.70	6,759.88	2,467.82
------------------------------------	-----------------	-----------------	-----------------

Printed on Sunday 3 November, 2024 at 2:27 pm

BANK RECONCILIATION REPORT AS AT 30/06/24

Free Up Account, Account No. 38-9023-0658260-00 (Bank 1)
Kiwibank, Kaikohe

Balance per bank statement	4,419.44	In funds
Add: Outstanding Deposits	0.00	
	<hr/>	
	4,419.44	
Less: Unpresented Cheques	0.00	
	<hr/>	
ADJUSTED BANK BALANCE	4,419.44	In funds
	<hr/>	
BALANCE PER CASHBOOK	4,419.44	In funds
	<hr/>	

Reconciliation is in balance.

Printed on Sunday 3 November, 2024 at 2:31 pm

FIRE ACTION NOTICE

IF YOU DISCOVER A FIRE

WARN OTHER BUILDING OCCUPANTS

BY SHOUTING "FIRE, FIRE, FIRE" & DIAL 111
FROM A SAFE PHONE - ASK FOR FIRE, ADVISE
THE HALL LOCATION - 55 TAWANUI ROAD,
KAIKOHE (NEAREST INTERSECTION
BROADWAY & TAWANUI ROAD)

FIREFIGHTING EQUIPMENT IS LOCATED AT THE
MAIN ENTRANCE / EXIT OF THIS HALL

WHEN WARNED OF A FIRE IN THIS BUILDING

SHOUT "FIRE, FIRE, FIRE"

YOU MUST LEAVE THE BUILDING IMMEDIATELY
USING THE NEAREST EXIT WHICH ARE LOCATED

- 1) IN HALLWAY BY THE TOILETS,
- 2) THE FIRE EXIT DOOR IN THE MAIN HALL
- 3) MAIN ENTRANCE LEFT SIDE OF THE HALL

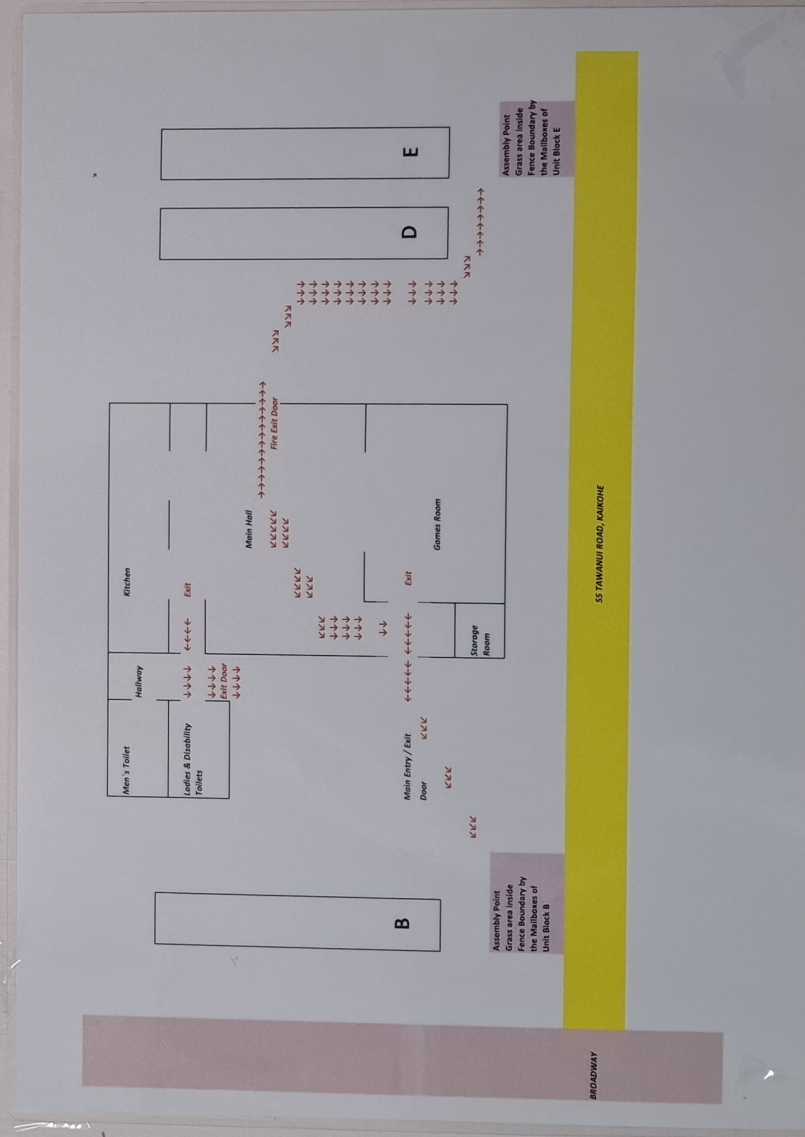
ASSEMBLE ON GRASS AREA OUTSIDE
BLOCK "B OR E"

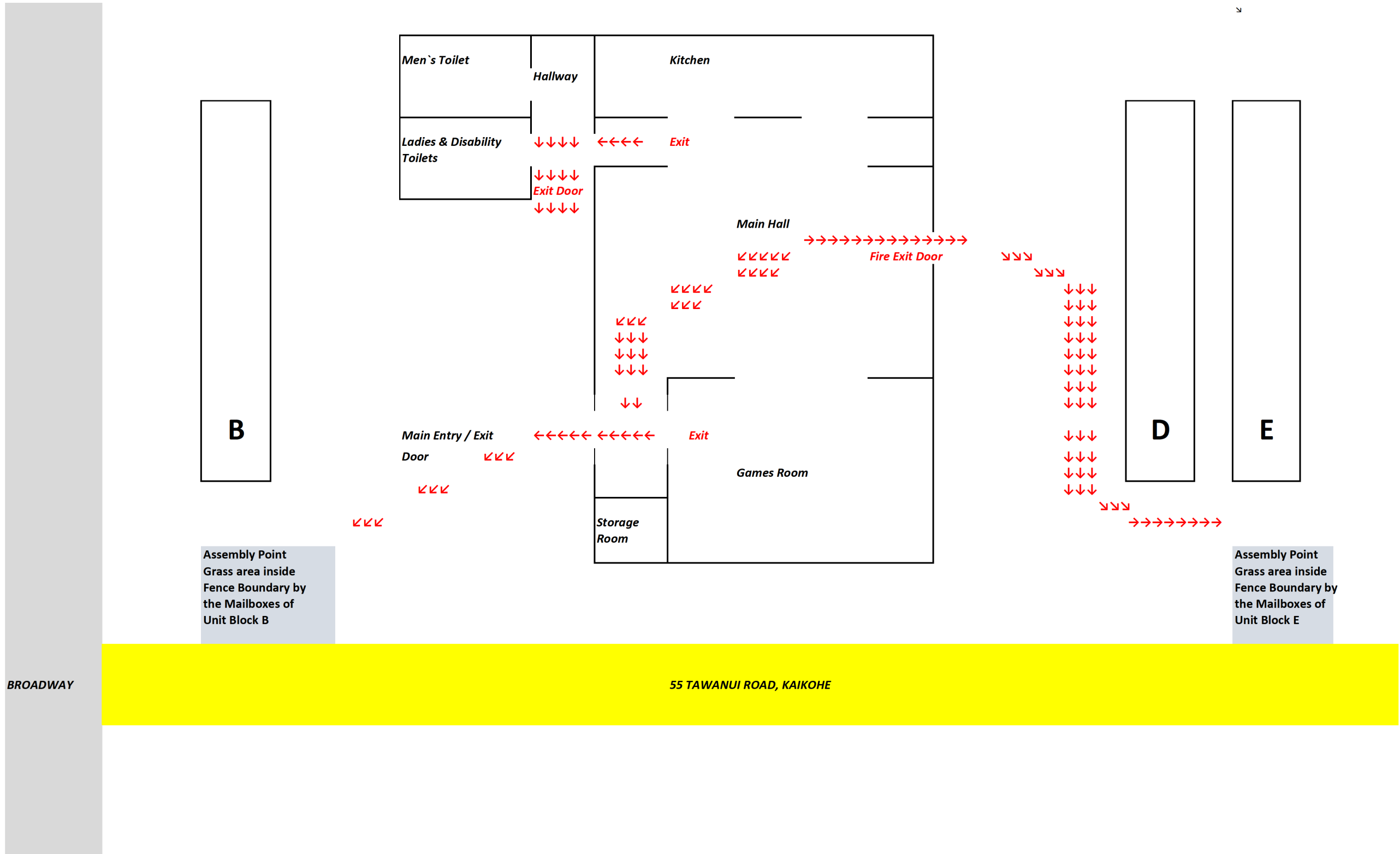
IF YOU REQUIRE ASSISTANCE TO EVACUATE,
CALL OUT TO YOUR GROUP CO-ORDINATOR

DRY P
FIRE EXTI



0800 4 WORMALD
WGS14





FIRE ACTION NOTICE

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FROM A SAFE PHONE – ASK FOR FIRE, ADVISE
THE HALL LOCATION – 55 TAWANUI ROAD,
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- 2) THE FIRE EXIT DOOR IN THE MAIN HALL**
- 3) MAIN ENTRANCE LEFT SIDE OF THE HALL**

**ASSEMBLE ON GRASS AREA OUTSIDE
BLOCK “B OR E”**

***IF YOU REQUIRE ASSISTANCE TO EVACUATE,
CALL OUT TO YOUR GROUP CO-ORDINATOR***

2023-24 Hall Information and Statistics

HALL DETAILS			
Name of Hall:	Okaihau Community Hall		
Physical address:	9 Settlers Way. Okaihau		
Postal address:	C/o 8 Waikerikeri Ford Rd, RD1, Okaaiahau 0475		
Booking Officer Name	Karen Campbell		
Booking Officer Contact Info	Ph.:	Mobile: 0212967466	Email: rkcampbell@xtra.co.nz
Afterhours Contact Name	Karen Campbell		
Afterhours Contact Info	Ph.:		
Emergency Contact Name	Karen Campbell		
Emergency Contact Info	Ph.:		

HALL COMMITTEE DETAILS				
Position	Name	Postal Address	Email address	Phone number
Chairperson	Robert (Blue) Newport			
Secretary	Lindy Mason			
Treasurer	Karen Campbell			
Committee Member				
Committee Member				
Committee Member				
Committee Member				

Please feel free to add any further updates on the reverse of form or on an additional sheet of paper

COMMITTEE MEETING DETAILS	
How often does the Committee meet annually?	Once per month, except January - on the first Monday of each month.
How often did the Committee meet in the year?	11
Date of the last AGM?	05/08/24

HALL INFORMATION	
Usage Data	
Number of bookings:	127
Number of estimated users:	No idea – just tell people the max number permitted & don't query the numbers unless it's a big event.
Type of use	
Community (regular users):	103
Casual (one off):	24
Commercial:	0
Hire rates (per hour)	
Community:	
Casual:	
Commercial:	
Other:	We don't hire by the hour. We have day & evening rates, and also summer & winter rates. Copy of hire-rates attached.
2023/2024 Financial Statement	Attached: Yes / No
Building Warrant of Fitness	Photo attached as display in the hall : Yes / No FNDC owns the Hall, so BOW is their responsibility. To our knowledge there is no BOW.
Evacuation Plan	Photo attached as display in the hall : Yes / No
Insurance - Contents	Yes / No Value:
Improvements completed	
Maintenance completed	Replacement of heaters in supper room. Replacement of LED light in main hall. Replacement of curtains with roller blinds in the main-hall.
Other:	

Council is also improving its website content, and we would like to provide a basic description of what the hall can be booked for and how to make a booking etc. If you could provide information about the following, which we believe will help potential hall hirers that would be much appreciated:

Hall / meeting room details and capacities e.g.: Main hall – 250 pp	Hall total – max capacity = 415 Main Hall = Refer FNDC for details Supper Room = Refer FNDC for details
Kitchen facilities	Main Kitchen: Two ovens, microwave, 2 x hot-water zips (although 1 not working), kettle, H/W cylinder, fridge, 2 x sink Small kitchen: 1 x h/w zip, pie-warmer, sink, cups & saucers, 2 x large teapots
Toilets	Ladies – 3 stalls, incl 1 disability toilet Mens – 1 urinal, 1 stall (disability)
Disabled access	Ramp into the hall. Disability toilets limited – mens toilet door won't shut if a wheelchair is in there. No handrails in either disability toilet.
Parking	Street parking. Limited parking (on grass) at the rear of the hall.
Furniture available	20 x trestle tables 140 fabric covered chairs 13 wooden pews 45 plastic chairs
Other facilities / assets available e.g.: stage, lighting, heating	Stage curtains Main Hall – roller blinds Wall-heaters Supper Room – curtains Wall-heaters

Checklist:

Yes/ No	Form fully completed
Yes /No	Photo of BWOFF on display
Yes/ No	Photo of Evacuation procedure on display
Yes/ No	Copy of Audited Financial Accounts if relevant
Yes/ No	Copy of Annual Financial Accounts for period 1 July 2023 to 30 June 2024
Yes /No	Other (funding report, funding requests)
Yes /No	Invite to attend the Community Board meeting

Thank you for your co-operation.

OKAIHAU COMMUNITY ASSOCIATION

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2023

CONTENTS	Page No
Auditors Report	1
Approval of Financial Report	3
Statement of Receipts and Payments - 150 Year celebrations	4
Statement of Receipts and Payments - Okaihau Community Association	5
Statement of Income and Expenditure - Okaihau Community Association	6
Statement of Financial Position - Okaihau Community Association	7
Statement of Receipts and Payments - Okaihau Tennis Club	8



PO Box 98, Okaihau • Phone 09 401 0198 • Fax: 09 401 0487 • Email: info@adelemaraki.co.nz

Independent Auditors Report To the Officers Okaihau Community Association

Report on the Audit of the Financial Statements

Qualified Opinion

We have audited the financial statements of Okaihau Community Association which comprise the Financial position as at 30 June 2023, and the statements of Receipts and Payments and the Statement of Income and Expenditure for the 30 June 2023 then ended. In our opinion, except for the possible effects of the matter described in the Basis for Qualified Opinion section of our report, the accompanying financial statements are prepared, in all material respects, in accordance with Special Purpose Financial Reporting Framework for For-Profit Entities (SPFR for FPEs), issued by Chartered Accountants Australia & New Zealand.

Basis for Qualified Opinion

Control over the revenues from Hall hire, subscription, fundraising and donations, prior to be recorded is limited, and there are no practical audit procedures to determine the effect of this limited control.

We conducted our audit in accordance with International Standards on Auditing (New Zealand) (ISAs (NZ)). Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of Okaihau Community Association in accordance with Professional and Ethical Standard 1 (Revised) Code of Ethics for Assurance Practitioners issued by the New Zealand Auditing and Assurance Standards Board, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Other than in our capacity as auditor we have no further relationship with, or interests in, Okaihau Community Association.

Restriction on Responsibility

This report is made solely to the Officers, as a body, in accordance with the specific source of audit duty, e.g. constitution of Okaihau Community Association. Our audit work has been undertaken so that we might state to the Officers those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Officers as a body, for our audit work, for this report, or for the opinions we have formed.

Officer's Responsibility for the Financial Statements

The Officers are responsible on behalf of the entity for determining that the framework adopted is acceptable in Okaihau Community Association's circumstances, the preparation of financial statements, and for such internal control as the Officer's determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Officers are responsible on behalf of the entity for assessing the entity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Officer's either intend to liquidate the entity or to cease operations, or have no realistic alternative but to do so.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (NZ) will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with ISAs (NZ), we exercise professional judgement and maintain professional scepticism throughout the audit.

Our Independent audit report was completed on the 01 August 2022 and our qualified opinion is expressed as at that date.



Adele M Maraki
Kaikohe
6 August 2023

OKAIHAU COMMUNITY ASSOCIATION

Approval of Financial Report

FOR THE YEAR ENDED 30 JUNE 2023

The Trustees are pleased to present the approved financial report including the historical financial statements of Okaihau Community association for year ended 30 June 2023.

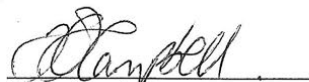
APPROVED



Robert Newport

Chairperson

Date 7 August 2023



Karen Campbell

Treasurer

Date 7 August 2023

OKAIHAU COMMUNITY ASSOCIATION

STATEMENT OF RECEIPTS AND PAYMENTS FOR THE YEAR ENDED 30 JUNE 2023

2022 RECEIPTS- 150 Years	2023
- Cabaret Ticket Sales	2,230.00
- OCA - Hall Hire -received in error	40.00
FNDC - Kitchen Upgrade received in error	5,000.00
- OCA - Library Book Sale-received in error	140.00
1,555.95 FNDC - Main Hall Lighting Upgrade	
425.00 FNDC - Welcome Sign Replacement	
1,980.95	7,410.00
PAYMENTS - 150 Years	
150.00 Petrol Vouchers - Auditor	150.01
- OCA - oo A/c Reimburse Libray Book Sale	140.00
- OCA - Hall Hire -received in error - reimburse	40.00
- FNDC - Kitchen Upgrade received in error-reimburse	5,000.00
410.59 OCA - reimburse ladder purchase/2 Library Books	
425.00 OCA - reimburse Welcome Sign replacement	
1,555.95 OCA - reimburse Main Hall Lighting Upgrade	
Cabaret Expenses	
- Okaihau College - Tickets	12.08
- M Haynes - Liquor License	207.00
- T Sanders - Reimbursement	2,150.00
- OCA - Hall Hire	200.00
2,541.54	7,899.09
- 560.59 Excess Receipts over Payments	- 489.09
 1,273.41 Plus Bank Balance at 1 July 2022	 712.82
712.82 Balance per Bank Statement 4 July 2023	223.73

OKAIHAU COMMUNITY ASSOCIATION

STATEMENT OF RECEIPTS AND PAYMENTS FOR THE YEAR ENDED 30 JUNE 2023

2022 RECEIPTS	2023
1,227.40 Hall Hire	1,756.00
22.00 Subscriptions	28.00
15.00 Memorial Board Entries	-
4.10 Donation	400.70
425.00 FNDC Welcome Sign Replacement	-
410.59 150th A/c Reimbursement Ladder and 2 150th Books	-
1,555.95 FNDC Main Hall lighting Upgrade	-
- Bond	100.00
- Library Book Sales	374.90
- FNDC - Kitchen Design	5,000.00
- NZ Police - CCTV Grant	30,000.00
Christmas Gala	
500.00 Prize Money- Donation	-
- Stalls	60.00
- Cuppa	12.60
- Xmas Tree Competition	82.50
150.00 Unused Prize Money	-
4,310.04	37,814.70
PAYMENTS	
900.00 Hall Expenses	1,000.00
869.23 Power	935.83
113.47 Repairs and Maintenance	-
350.00 Petrol Vouchers	150.01
85.10 Photocopying - Christmas Gala	60.72
- CCTV	31,820.50
150.00 Christmas Gala Expenses	24.45
- Christmas Gala Prize Money	320.00
- Replacement Table	64.90
- Sound System	249.99
- Photocopying - Okaihau Safety Flyer	115.00
425.50 Welcome Sign Replacement	-
1,555.95 Main Hall lighting Upgrade	-
38.80 History Board Maintenance	-
1,331.00 Chair Cleaning and Supper Room	-
199.90 Chair Trolleys	-
27.60 Gift	-
221.98 Stationery	-
6,268.53	34,741.40
- 1,958.49 Excess Receipts over Payments	3,073.30
5,526.30 Plus Bank Balance at 1 July 2022	3,567.81
- Plus Unpresented Cheque	-
- Plus Receipts deposited from previous year	-
5,526.30	3,567.81
3,567.81 Balance per Bank Statement 4 July 2023	6,641.11

OKAIHAU COMMUNITY ASSOCIATION

STATEMENT OF INCOME EXPENDITURE FOR THE YEAR ENDED 30 JUNE 2023

2022 INCOME	2023	
1980.95 150 Years Total Receipts	7,410.00	
15.00 Memorial Board Entries	-	
1227.40 Hall Hire	1,756.00	
22.00 Subscriptions	28.00	
33.42 Interest - 150 Account	208.24	
122.61 Interest - Term Investment and 51 Account	524.48	
0.00 NZ Police CCTV Grant	30,000.00	
150.00 Christmas Gala income	155.10	
0.00 Bond	100.00	
0.00 Sales - Library Books	374.90	
1555.95 FNDC - Main Hall Light Upgrade	-	
425.00 FNDC - Welcome Sign Replacement	-	
410.59 150th A/c Reimburse Ladder and 2 books	-	
0.00 Christmas Gala Prize Money	320.00	
4.10 Donation	400.70	
<u>5,947.02</u>		<u>\$ 41,277.42</u>
EXPENDITURE		
2541.54 150 Years Payments	7,899.09	
1439.30 Depreciation	4,528.87	
103.47 Repairs and Maintenance	-	
900.00 Hall Expenses	1,100.00	
869.23 Power	935.83	
85.10 Christmas Gala Expenses	85.17	
150.00 Christmas Gala Prize Money	320.00	
350.00 Petrol Vouchers	150.01	
231.98 Stationery	-	
0.00 Photocopying -Okaihau Safety Flyer	115.00	
27.60 Gift	-	
425.50 Welcome Sign Replacement	-	
330.00 Outstanding Hall Hire Written Off	-	
1555.95 Main Hall Light Upgrade	-	
1331.00 Supper Room and Chair Cleaning	-	
<u>10,340.67</u>		<u>\$ 15,133.97</u>
<u>-4,393.65</u> Excess Income over Expenditure		<u>\$ 26,143.45</u>

OKAIHAU COMMUNITY ASSOCIATION

STATEMENT OF FINANCIAL POSITION FOR THE YEAR ENDED 30 JUNE 2023

2022 ACCUMULATED FUNDS				
\$	42,494.38	Balance as at 30 June 2022		38,100.73
-\$	4,393.65	Excess Income over Expenditure		26,143.45
\$	38,100.73			64,244.18
Represented by : Current Assets				
\$	3,567.81	Cash at Bank - ASB - 00 Account		6,641.11
\$	3,797.17	Cash at Bank - ASB - 51 Account		3,920.44
\$	19,003.02	Investments		19,404.23
\$	712.82	150 years - ASB - 01 Account		223.73
\$	10,227.40	150 years - ASB - Term Investment		10,435.64
	37308.22			40,625.15
Non Current Assets		Cost	Accum Depn	Net Book Value
71.30	Seats	1,350.00	1285.83	64.17
104.57	Tables	1,980.00	1885.89	94.11
1,354.83	Carpet	6,234.00	5014.65	1219.35
182.99	Plant	2,962.81	2798.12	164.69
180.27	Plant - Zip	1,202.84	1040.60	162.24
216.25	Refrigerator 2	1,700.00	1505.38	194.62
21.41	Vacuum Clnr	199.00	179.73	19.27
439.02	Okaihau Sign 2	1,398.98	1003.86	395.12
141.34	Stove 1	810.00	682.80	127.20
378.93	Stove 2	1,400.00	1058.97	341.03
393.91	Memorial Brd	1,658.75	1304.23	354.52
234.11	Sound System	1,365.75	1155.05	210.70
712.70	Tunnel Sign	2,170.63	1529.20	641.43
3,033.99	History Board	6,598.70	3868.11	2730.59
694.38	Curtains	1,092.00	467.06	624.94
73.86	Chairs x 17	170.00	103.53	66.47
2,281.70	Welcome Sign x 2	2,535.22	481.69	2053.53
2,122.32	120 Chairs	2,596.11	686.02	1910.09
315.53	Ladder	379.02	95.04	283.98
199.90	Chair Trolley x 2	199.90	19.99	179.91
-	Tables	64.90	6.49	58.41
-	Sound System	249.99	25.00	224.99
-	CCTV	31,820.50	3182.05	28638.45
	13,153.30			\$ 40,759.82
	50,461.52	TOTAL ASSETS		\$ 81,384.97
Current Liabilities				
345.60	Two Ponga Park Fund			345.60
200.00	Bond-NZ Dairy \$100 Taylor-Tuiloma \$100 Out the Gate \$100			300.00
2,493.76	Baptist Church Future Community Project			2,493.76
500.00	Xmas Gala - Prizes carried over			180.00
0.00	FNDC - Kitchen Design			5,000.00
8,821.43	FNDC - Focus Project Fund			8,821.43

OKAIHAU COMMUNITY ASSOCIATION

STATEMENT OF FINANCIAL POSITION FOR THE YEAR ENDED 30 JUNE 2023

<u>12,360.79</u>	TOTAL LIABILITIES	<u>17,140.79</u>
<u>38,100.73</u>	Net Assets	<u>64,244.18</u>

OKAIHAU COMMUNITY ASSOCIATION

Tennis Club

STATEMENT OF RECEIPTS AND PAYMENTS FOR THE YEAR ENDED 30 JUNE 2023

2022 RECEIPTS	2023
0.00 Reimburse - Incorrect Acc - Hall Hire	40.00
0.00 Reimburse - Incorrect Acc- L Smith	100.00
0.00 Reimburse - Incorrect Acc - FNDC	5,000.00
0.00	5,140.00
PAYMENTS	
Ground Rental Memorial Committee	40.00
Incorrect Acc -L Smith	100.00
Incorrect Acc - Hall Hire	40.00
0.00 Incorrect Acc - FNDC	5,000.00
0.00	5,180.00
0.00 Excess Receipts over Payments	-
	40.00
Plus Bank Balance 1 July 2022	517.23
Balance per Bank Statement 4 July 2023	477.23

STATEMENT OF INCOME AND EXPENDITURE FOR THE YEAR ENDED 30 JUNE 2023

2022	2023
INCOME	
122.61 Interest - Term Investment and 50 Account	624.41
EXPENDITURE	
- Ground Rental	40.00
122.61 EXCESS INCOME OVER EXPENDITURE	584.41

STATEMENT OF FINANCIAL POSITION FOR THE YEAR ENDED 30 JUNE 2023

2,022.00	2,023.00
ACCUMULATED FUNDS	
24,224.35 Balance as at 30 June 2021	24,346.96
122.61 Excess Income over Expenditure	584.41
24,346.96	24,931.37
<i>Represented by</i>	
Current Assets	
517.23 Cash at Bank - ASB - 00 Account	477.23
5,841.99 Cash at Bank - ASB - 50 Account	6,015.18
17,987.74 Investments	18,438.96
24,346.96 Net Assets	24,931.37

OKAIHAU COMMUNITY ASSOCIATION

FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2024

CONTENTS	Page No
Auditors Report	1
Approval of Financial Report	3
Statement of Receipts and Payments - 150 Year celebrations	4
Statement of Receipts and Payments - Okaihau Community Association	5
Statement of Income and Expenditure - Okaihau Community Association	6
Statement of Financial Position - Okaihau Community Association	7
Statement of Receipts and Payments - Okaihau Tennis Club	8



PO Box 98, Okaihau • Phone 09 401 0198 • Fax: 09 401 0487 • Email: info@adelemaraki.co.nz

Independent Auditors Report To the Officers Okaihau Community Association

Report on the Audit of the Financial Statements

Qualified Opinion

We have audited the financial statements of Okaihau Community Association which comprise the Financial position as at 30 June 2024, and the statements of Receipts and Payments and the Statement of Income and Expenditure for the 30 June 2024 then ended. In our opinion, except for the possible effects of the matter described in the Basis for Qualified Opinion section of our report, the accompanying financial statements are prepared, in all material respects, in accordance with Special Purpose Financial Reporting Framework for For-Profit Entities (SPFR for FPEs), issued by Chartered Accountants Australia & New Zealand.

Basis for Qualified Opinion

Control over the revenues from Hall hire, subscription, fundraising and donations, prior to be recorded is limited, and there are no practical audit procedures to determine the effect of this limited control.

We conducted our audit in accordance with International Standards on Auditing (New Zealand) (ISAs (NZ)). Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of Okaihau Community Association in accordance with Professional and Ethical Standard 1 (Revised) Code of Ethics for Assurance Practitioners issued by the New Zealand Auditing and Assurance Standards Board, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Other than in our capacity as auditor we have no further relationship with, or interests in, Okaihau Community Association.

Restriction on Responsibility

This report is made solely to the Officers, as a body, in accordance with the specific source of audit duty, e.g. constitution of Okaihau Community Association. Our audit work has been undertaken so that we might state to the Officers those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Officers as a body, for our audit work, for this report, or for the opinions we have formed.

Officer's Responsibility for the Financial Statements

The Officers are responsible on behalf of the entity for determining that the framework adopted is acceptable in Okaihau Community Association's circumstances, the preparation of financial statements, and for such internal control as the Officer's determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Officers are responsible on behalf of the entity for assessing the entity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Officer's either intend to liquidate the entity or to cease operations, or have no realistic alternative but to do so.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (NZ) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with ISAs (NZ), we exercise professional judgement and maintain professional scepticism throughout the audit.

Our Independent audit report was completed on the 30 July 2024 and our qualified opinion is expressed as at that date.



Adele M Maraki
Kaikohe
30 July 2024

OKAIHAU COMMUNITY ASSOCIATION
Approval of Financial Report
FOR THE YEAR ENDED 30 JUNE 2024

The Trustees are pleased to present the approved financial report including the historical financial statements of Okaihau Community association for year ended 30 June 2024.

APPROVED


Robert Newport

Chairperson

Date 5/08/24


Karen Campbell

Treasurer

Date 5 August 2024

OKAIHAU COMMUNITY ASSOCIATION

STATEMENT OF RECEIPTS AND PAYMENTS FOR THE YEAR ENDED 30 JUNE 2024

2023 RECEIPTS- 150 Years	2024
2230.00 Cabaret Ticket Sales	0.00
40.00 OCA -Hall Hire -received in error	0.00
5000.00 FNDC - Kitchen Upgrade	0.00
0.00 Railway Story Board Donation	200.00
140.00 OCA - Library Book Sale - received in error	30.00
7410.00	230.00
PAYMENTS - 150 Years	
150.01 Petrol Vouchers - Auditor	0.00
140.00 OCA - reimburse Llibrary Book Sale	30.00
5000.00 FNDC - Kitche Upgrade - received in error	0.00
0.00 Railway Story Board Donation Payment	200.00
40.00 OCA - reimburse - Hall Hire - received in error	0.00
Cabaret Expenses	
12.08 Okaihau College - Tickets	0.00
207.00 M Haynes - Liquor License	0.00
2150.00 T Sanders - Reimbursement	0.00
200.00 OCA - Hall Hire	0.00
7,899.09	230.00
-489.09 Excess Receipts over Payments	0.00
 712.82 Plus Bank Balance at 4 July 2023	 223.73
\$ 223.73 Balance per Bank Statement 30 June 2024	\$ 223.73

OKAIHAU COMMUNITY ASSOCIATION

STATEMENT OF RECEIPTS AND PAYMENTS FOR THE YEAR ENDED 30 JUNE 2024

2023 RECEIPTS		2024
1,756.00	Hall Hire	3220.80
28.00	Subscriptions	34.00
0.00	Memorial Board Entries	120.00
	Transfer from 150th A/c	5000.00
400.70	Donations	515.00
0.00	Northland Regional Council - Civil Defence	1960.00
100.00	Bond	400.00
0.00	Defibrillator Contribution	1000.00
374.90	Sale of Library Books, Shelves and Chairs	305.00
0.00	Sale of Tables	200.00
5,000.00	FNDC Kitchen Design	0.00
30,000.00	NZ Police CCTV	0.00
	Christmas Gala	
0.00	Prize Money- Donation	500.00
60.00	Stalls	50.00
12.60	Cuppa	0.00
82.50	Xmas Tree Competition	161.10
0.00	Unused Prize Money	45.00
37,814.70		13510.90
PAYMENTS		
1,000.00	Hall Expenses	1200.00
935.83	Power	946.91
0.00	Repairs and Maintenance	326.48
150.01	Petrol Vouchers	0.00
60.72	Photocopying - Christmas Gala	70.73
0.00	Memorial Board Entries	40.25
24.45	Christmas Gala Expenses	31.48
320.00	Christmas Gala Prize Money	400.00
0.00	Bond Refunds	200.00
0.00	Gas Oven	1610.74
0.00	Blinds Main Hall	1086.50
0.00	Contribution to Rail Story Board	732.55
64.90	9 Trestle Tables	656.09
31,820.50	CCTV	920.00
0.00	Stationery	0.00
249.99	Sound System	0.00
115.00	Photocopying - Okaihau Safety Flyer	0.00
34,741.40		8221.73
\$ 3,073.30	Excess Receipts over Payments	\$ 5,289.17
3,567.81	Plus Bank Balance at 4 July 2023	6641.11
6,641.11	Balance per Bank Statement 30 June 2024	\$ 11,930.28

OKAIHAU COMMUNITY ASSOCIATION

STATEMENT OF INCOME AND EXPENDITURE

FOR THE YEAR ENDED 30 JUNE 2024

2023 INCOME	2024
7,410.00 150 Years Total Receipts	230.00
0.00 Memorial Board Entries	120.00
1,756.00 Hall Hire	3220.80
28.00 Subscriptions	34.00
208.24 Interest - 150 Account (01 A/c)	231.04
524.48 Interest - Term Investment and 51 Account	907.42
30,000.00 NZ Police Grant - CCTV	0.00
0.00 Defibrillator Contribution	1000.00
155.10 Christmas Gala - Income	211.10
100.00 Bond	200.00
374.90 Sales - Library Books/Shelves/Chairs	305.00
320.00 Christmas Gala Prize Money	500.00
0.00 Christmas Gala -unused Prize Money	45.00
0.00 Gain on Sale of Tables	105.89
400.70 Donation	515.00
41,277.42	\$ 7,625.25
EXPENDITURE	
7,899.09 150 Years Payments	230.00
4,528.87 Depreciation	4372.00
0.00 Repairs and Maintenance	326.48
1,100.00 Hall Expenses	1200.00
935.83 Power	946.91
85.17 Christmas Gala Expenses	102.21
320.00 Christmas Gala Prize Money	400.00
150.01 Petrol Vouchers	0.00
115.00 Photocopying - Okaihau Safety Flyer	0.00
0.00 Memorial Board Entries	40.25
0.00 Contribution to Story Board	732.55
15,133.97	\$ 8,350.40
26,143.45 Excess Income over Expenditure	-\$ 725.15

OKAIHAU COMMUNITY ASSOCIATION

STATEMENT OF FINANCIAL POSITION FOR THE YEAR ENDED 30 JUNE 2024

2023 ACCUMULATED FUNDS		2024
38,100.73	Balance as at 30 June 2023	\$ 64,244.18
26,143.45	Excess Income over Expenditure	-\$ 725.15
64,244.18		<u>\$ 63,519.03</u>
Represented by : Current Assets		
\$ 6,641.11	Cash at Bank - ASB - 00 Account	\$ 11,930.28
\$ 3,920.44	Cash at Bank - ASB - 51 Account	\$ 4,121.16
\$ 19,404.23	Investments	\$ 20,212.76
\$ 223.73	150 years - ASB - 01 Account	\$ 223.73
\$ 10,435.64	150 years - ASB - Term Investment	\$ 5,765.55
		<u>\$ 42,253.48</u>
\$ 40,625.15		
Non Current Assets		
	Cost	Accum Depn Value
64.17 Seats	1,350.00	1292.96 57.04
94.11 Tables	1,980.00	1895.30 sold
1219.35 Carpet	6,234.00	5150.14 1083.86
164.69 Plant	2,962.81	2816.42 146.39
162.24 Plant - Zip	1,202.84	1058.63 144.21
194.62 Refrigerator 2	1,700.00	1527.00 173.00
19.27 Vacuum Clnr	199.00	181.87 17.13
395.12 Okaihau Sign 2	1,398.98	1047.76 351.22
127.20 Stove 1	810.00	696.93 113.07
341.03 Stove 2	1,400.00	1096.86 303.14
354.52 Memorial Brd	1,658.75	1343.62 315.13
210.70 Sound System	1,365.75	1178.46 187.29
641.43 Tunnel Sign	2,170.63	1600.47 570.16
2730.59 History Board	6,598.70	4171.51 2427.19
624.94 Curtains	1,092.00	536.50 555.50
66.47 Chairs x 17	170.00	110.92 59.08
2053.53 Welcome Sign x 2	2,535.22	709.86 1825.36
1910.09 120 Chairs	2,596.11	898.26 1697.85
283.98 Ladder	379.02	126.60 252.42
179.91 Chair Trolley x 2	199.90	37.98 161.92
58.41 Tables	64.90	12.33 52.57
224.99 Sound System	249.99	47.50 202.49
28638.45 CCTV	31820.50	6045.90 25774.61
0.00 Gas Oven	1,610.14	67.11 1543.03
0.00 Blinds Main Hall	1,086.50	72.43 1014.07
0.00 9 Trestle Tables	656.09	65.61 590.48
0.00 CCTV	920.00	92.00 828.00
40,759.82		<u>\$ 40,446.20</u>
81,384.97	TOTAL ASSETS	<u>\$ 82,699.68</u>

OKAIHAU COMMUNITY ASSOCIATION

STATEMENT OF FINANCIAL POSITION FOR THE YEAR ENDED 30 JUNE 2024

Current Liabilities		
345.60	Two Ponga Park Fund	345.60
300.00	Bond - NZ Dairy-Taylor-Tuiloma-Out the Gate \$100 each	500.00
	L Shepherd-Kiwi Coast-Okaihau College	
2,493.76	Baptist Church Future Community Project	2,493.76
5,000.00	FNDC - Kitchen Design	5,000.00
0.00	Defibrillator Donations	1,000.00
0.00	Civil Defence	349.26
180.00	Xmas Gala - Prizes carried over	325.00
8,821.43	FNDC - Focus Project Fund	8,821.43
17,140.79	TOTAL LIABILITIES	19,180.65
64,244.18	Net Assets	63,519.03

OKAIHAU TENNIS CLUB

STATEMENT OF FINANCIAL POSITION FOR THE YEAR ENDED 30 JUNE 2024

STATEMENT OF RECEIPTS AND PAYMENTS FOR THE YEAR ENDED 30 JUNE 2024

2023		2024
	RECEIPTS	
40	Reimburse Incorrect Acc - Hall Hire	
5000	Reimburse Incorrect Acc - FNDC	
100	Reimburse - Incorrect Acc - L Smith	100.00
	Reimburse - Incorrect Acc - Bond Refund	100.00
	Reimburse - Incorrect Acc - K Campbell - Signosaurus	40.25
	Reimburse - Incorrect Acc - Trade Depot	1610.74
	Reimburse - Incorrect Acc - L smith	100.00
	Reimburse Incorrect Acc - L Smith	200.00
	Reimburse Incorrect Acc - K Campbell -Blind Chain	55.20
5140	PAYMENTS	2206.19
40.00	Ground Rental - 4 years	
	K Campbell - Spray	38.89
	K Campbell - Paint	34.09
40	Reimburse Incorrect Acc - Hall Hire	
5000	Reimburse Incorrect Acc - FNDC	
100.00	Incorrect Acc - L Smith	100.00
	Incorrect Acc - Bond Refund	100.00
	Incorrect Acc - K Campbell - Signosaurus	40.25
	Incorrect Acc - Trade Depot	1610.74
	Incorrect Acc - L smith	100.00
	Incorrect Acc - L Smith	200.00
	Incorrect Acc - K Campbell -Blind Chain	55.20
5180.00		2279.17
-40.00	Excess Payments over Receipts	-72.98
517.23	Plus Bank Balance 1 July 2023	477.23
477.23	Balance per Bank Statement 30 June 2024	404.25

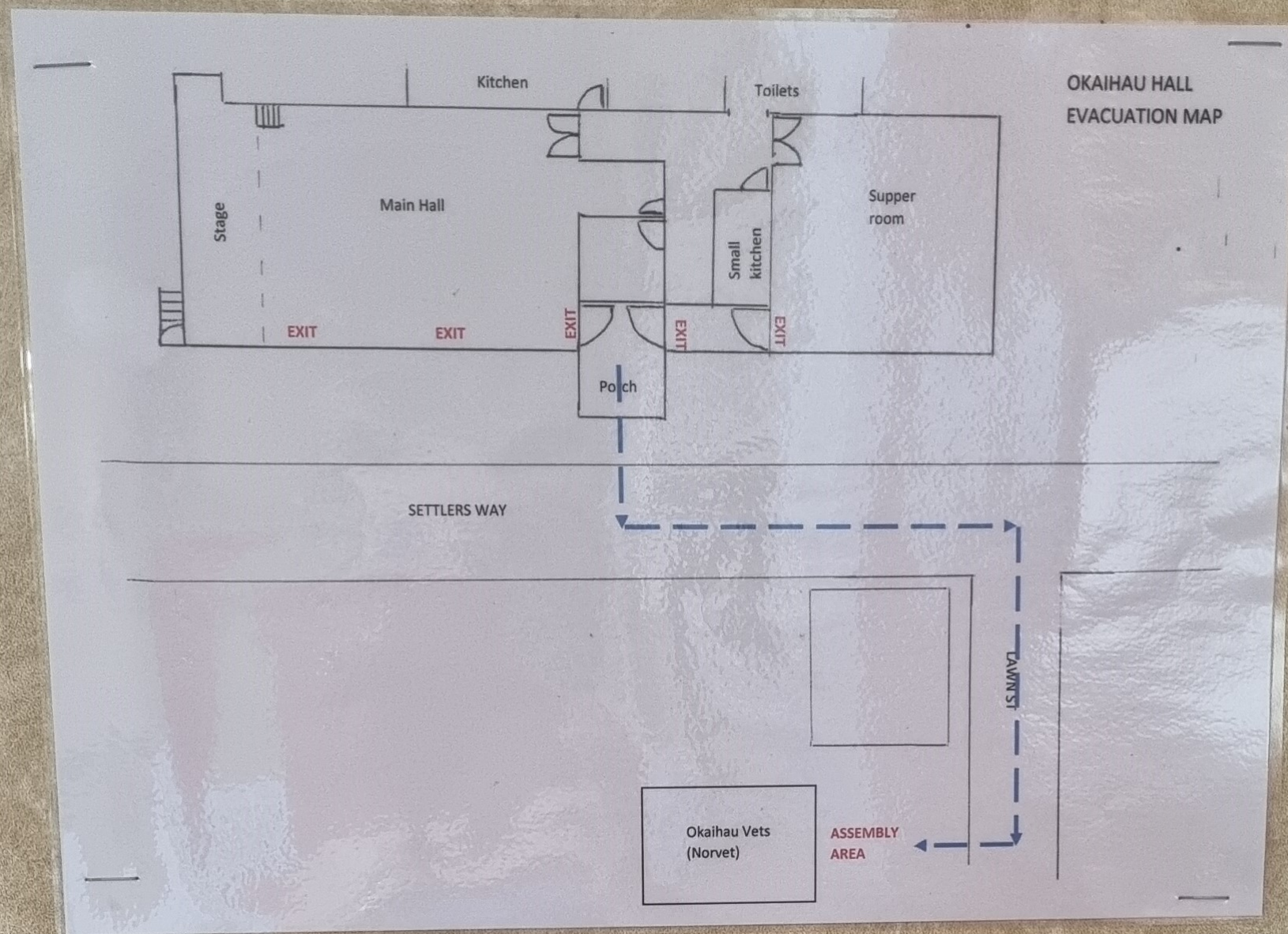
STATEMENT OF INCOME AND EXPENDITURE FOR THE YEAR ENDED 30 JUNE 2024

2025		2024
	INCOME	
624.41	Interest - Term Investment and 50 Account	1057.29
	EXPENDITURE	
40.00	Ground Rental	
0.00	Spray	39.89
0.00	Paint	34.09
0.00	Steve Rogers - Graffiti Guard	1736.50
		1810.48
584.41	EXCESS EXPENDITURE OVER INCOME	753.19

OKAIHAU TENNIS CLUB

STATEMENT OF FINANCIAL POSITION FOR THE YEAR ENDED 30 JUNE 2024

2023		2024
	ACCUMULATED FUNDS	
24,346.96	Balance as at 30 June 2023	\$ 24,931.37
584.41	Excess Expenditure over income	-753.19
<u>24,931.37</u>		<u>\$ 24,178.18</u>
	<i>Represented by</i>	
	Current Assets	
517.23	Cash at Bank - ASB - 00 Account	404.25
5841.99	Cash at Bank - ASB - 50 Account	4547.06
17987.74	Investments	19227.87
<u>\$ 24,346.96</u>	Net Assets	<u>\$ 24,179.18</u>



Okaihau Community Hall
9 Settlers Way, Okaihau

EVACUATION PROCEDURE

IF YOU DISCOVER A FIRE:-

Sound the Evacuation Alarm:- Airhorn
Leave the building by the nearest safe marked **EXIT**
Call the Fire Service immediately
– provide the address at the top of this notice

Dial 111

WHEN YOU ARE WARNED OF A FIRE IN THIS BUILDING:-

Leave the building by the nearest safe marked **EXIT**

ASSEMBLE AT THE DESIGNATED AREA:-

Outside Okaihau Vets, Lawn St

Stay at the Assembly point until the "ALL CLEAR" is given

FIRE EXTINGUISHER LOCATED AT:- Exit Door

FIRE HOSE REEL LOCATED AT:- Front of Hall

2023-24 Hall Information and Statistics

HALL DETAILS			
Name of Hall:	South Hokianga War Memorial Hall		
Physical address:	15 Hokianga Harbour Drive, Opononi . 0473		
Postal address:	P.O. Box 13, Opononi, 0473		
Booking Officer Name	Marina Stewart		
Booking Officer Contact Info	Ph.:	Mobile: 021 1854581	Email: opononihall@gmail.com
Afterhours Contact Name	Clyde Samson		
Afterhours Contact Info	Ph.:	Mobile: 021 425042	Email: clyde84@yahoo.co.nz
Emergency Contact Name	Clyde Samson		
Emergency Contact Info	Ph.:	Mobile: 021 0425042	Email: Clyde84@yahoo.co.nz

HALL COMMITTEE DETAILS				
Position	Name	Postal Address	Email address	Phone number
Chairperson	Clyde Samson	██████████	██████████z	██████████
Secretary	Lyn Adams	██████████	██████████	██████████

Treasurer	Marina Stewart	P.O. Box 57, Opononi	marinajbarlow@gmail.com	021 1854581
Committee Member	Penny Samson	18 Waianga Place	Penelope7048@yahoo.com	021 180 5621
Committee Member	Jo Tucker	205 Hokianga Harbour Drive	jo@omatel.com	021 08856984
Committee Member	Diane Hunia	26 Koutu Beach Road	hunia.diane@gmail.com	021 1126601
Committee Member	Trevor Rudolph	12 Waianga Place	trudolph@xtra.co.nz	021 2852101

Please feel free to add any further updates on the reverse of form or on an additional sheet of paper

COMMITTEE MEETING DETAILS	
How often does the Committee meet annually?	Every 2 – 3 months
How often did the Committee meet in the year?	5 times
Date of the last AGM?	Wednesday 12 th September

HALL INFORMATION	
Usage Data	
Number of bookings:	69
Number of estimated users:	27
Type of use	
Community (regular users):	Hokianga Lions/ Opononi Omapere Residents & Ratepayers Assn, RSA, Hokianga Market, Houora Hokianga Health

Casual (one off):	Yoga sessions, Soap and Candle Sessions, SPCA, FNDC, Wedding, Anniversary, Birthday, Maori organisation meetings	
Commercial:		
Hire rates (per hour)		
Community:	\$25.00- if using kitchen \$30	
Casual:	\$25.00	
Commercial:		
Other:		
2023/2024 Financial Statement	Attached: Yes	
Building Warrant of Fitness	Photo attached as display in the hall : Yes	
Evacuation Plan	Photo attached as display in the hall : Yes	
Insurance - Contents	Yes / No	Value:
Improvements completed	Total Hall Upgrade	
Maintenance completed	Main Door lock entrance	
Other:		

Council is also improving its website content, and we would like to provide a basic description of what the hall can be booked for and how to make a booking etc. If you could provide information about the following, which we believe will help potential hall hirers that would be much appreciated:

Hall / meeting room details and capacities e.g.: Main hall	Main Hall- seats 254\ Supper Room- seats 36 Meeting Room- seats 42 Kitchen- 6
Kitchen facilities	Fully equipped commercial kitchen
Toilets	Mens Ladies
Disabled access	one
Parking	yes
Furniture available	Tables, Chairs
Other facilities / assets available e.g.: stage, lighting, heating	Sound system, Microphones, Projector, Screen, Whiteboard, Fan

Checklist:

Yes/	Form fully completed
Yes/	Photo of BWOF on display
Yes/	Photo of Evacuation procedure on display

No	Copy of Audited Financial Accounts if relevant
Yes	Copy of Annual Financial Accounts for period 1 July 2023 to 30 June 2024
Yes/No	Other (funding report, funding requests) Waiting on outcome of Application for funding for a floor cleaner/polisher This was furnished on 7 th October 2024 but due to a mix up by staff it was not added to the relevant applications for consideration.
Yes	Invite to attend the Community Board meeting

Thank you for your co-operation.

OPONONI HALL-South Hokianga War Memorial Hall Committee

15 Hokianga Harbour Drive. P.O. Box 33, Kaikohe 0445- Email: opononihall@gmail.com

Statement of Income and Expenditure for the Financial year 01st August 2023 to 31st July 2024

INCOME		2023/24	EXPENDITURE	2023/24
Opening Balance brought forward		3,504.77		
			Cleaning Materials	1,087.74
Hall Hire		9,195.50	Minor Assets- (kitchen items/whiteboard)	747.69
Donations		1,250.00	Repairs and Maintenance (5910.74) Council	6,665.95
Sale of Hall items		1,642.73	Water Rates	189.63
Repairs and Maintenance (Council)		5910.74	Stationery	118.73
Hokianga Glass Works Ltd	\$1,337.20		Caretaker (wages)	2,131.25
Good Power Electrical Ltd	\$3,670.79		Gifts (Dave & Jenny)	622.99
Brian Crooks Building- Stairs	\$ 902.75		Bank fees	40.00
	\$5,910.74		Meridian Energy Power	2,157.86
		<u>\$17,998.97</u>		<u>\$13,761.84</u>
Plus Balance brought forward (\$3,504.77		<u>\$21,503.74</u>		
Balance Bank a/c Wed 31st July24		7,741.90		
AGM: 11/9/2024 -TREASURER -	<u>Marina Stewart</u>			

South Hokianga War Memorial Hall Committee

15 Hokianga Harbour Drive, PO Box 13, Opononi, Kaikohe, 0445. Email OpononiHall@gmail.com

Chairman: Clyde Samson 021 425042: Secretary: Lyn Adams 027 7366201:

Treasurer/Booking Clerk: Marina Stewart 021 1854581

OPONONI HALL BOOKING CONTRACT & PRICE GUIDE

Date of Hire:

Hall, Meeting Room, Supper Room, Kitchen, All (circle venue

required) **HIRER OR REPRESENTATIVE OF HIRER:**

I accept responsibility for the hire of the Hall, including the following rules:

1. The Hall including the stage, meeting room, kitchen, supper room and lavatories are to be left in a clean and tidy condition to the satisfaction of the caretaker at the cessation of the hire period. By mutual agreement cleaning may be carried out the following day if the hall is not booked. Full instructions for the cleaning procedure are posted within the premises. Please follow all instructions. By prior arrangement cleaning can be undertaken by a contractor for a negotiated fee.
2. Any damage to the hall or fittings are to be made good by the hirer. If this is not done within seven days a contractor will be employed by the hall committee and the account forwarded to the organisation or individual hiring the hall.
3. All lights, fittings and switches are not to be interfered with unless permission is given by the Committee.
4. No Hall equipment is to be removed from the hall.
5. No Smoking anywhere within the premises.
6. Where alcohol is involved strictly no drinking in the foyer or the immediate Hall surrounds. Where applicable, an alcohol licence is obtained from the Far North District Licensing Committee. 7. No nails or staples are to be driven into the walls of the hall. Suspending cables are available to attach decorations.
8. The hall is limited for the hirer between the hours of 8.00am until 12.00 midnight unless specifically arranged beforehand. No overnight stays are allowed.

The hall is maintained jointly between the Far North District Council and the Opononi Hall Committee. A maintenance and cleaning programme is in place. During the hire period, should the hirer become aware of any defect in the hall facility, including any electrical fitting, appliance or water supply, or any issue which they believe could impact on the health and safety of hall users, they will notify the hall committee so that this may be investigated and rectified.

All hirers are expected to leave the hall in clean and tidy condition, including removal of rubbish, and to be mindful of the health and safety of the environment for the next user. We employ a caretaker to check after each event and report if cleaning is not satisfactory.

Hirers will be invoiced the month following the hire, please pay promptly.

If you wish to pay online the bank account is as follows: Name: South Hokianga War Memorial Hall Committee, Account Number: 12-3097-0212504-00

I understand and accept the above: (signed)..... (dated).....

South Hokianga War Memorial Hall Committee

15Hokianga Harbour Drive, PO Box 13, Opononi, Kaikohe, 0445. Email OpononiHall@gmail.com

HEALTH & SAFETY POLICY

The Opononi Hall Committee recognises its responsibility to ensure and promote the health and safety of users of the hall. This policy should be read in conjunction with the Hall Hire Agreement, the Fire Evacuation Scheme and the Host Responsibility Policy.

For all hires there will be a nominated warden who will be responsible for advising the attendees

- of:
1. The emergency exits and the evacuation procedures
 2. The location of facilities such as rest rooms
 3. The point of contact for any other queries for the duration of the hire
 4. The hall has two normal points of entry and exit. These are the main entrance through the hall foyer and via the supper room (which has another external entrance)
 5. In case of a Fire or other emergency a set of fire exit doors are located in the North West corner.

The warden will also be responsible for:

1. Dealing with the cleanup if there is any breakages or accidents
2. Advising the hall committee of any damage
3. Ensuring that there is no abuse of cleaning equipment supplied by the hall
4. Ensuring that the hall is left in clean and tidy state

Fire or Emergency (refer the attached Fire Evacuation Scheme)

In the event of a fire or other imminent emergency incident all occupants of the hall must evacuate the hall by one of the 3 exits and assemble in one of the 3 x designated assembly areas. These areas and routes are located on notices placed around the hall complex.

The Warden is required to uplift a Fire Warden high visibility jacket from either the disabled toilet in the hall or the peg rack outside the women's toilet in the RSA. The warden then checks that all occupants have assembled, with a head count if appropriate, or physical check. The warden, or delegate, is required to check the rest rooms in the assembly process.

Alcohol Consumption (refer the attached Host Responsibility Policy)

Alcohol consumption is permitted on the premises however hirers must comply with local liquor licensing laws and the attached hall's Host Responsibility Policy at all times.

Hall Capacity & Maximum Occupancy

The maximum capacity for the hall and stage area is 254 persons, for the kitchen and supper room is 42 persons and for the meeting room is 39 people. The maximum total capacity of all hall areas is 335 persons

I understand and accept the above:

(signed).....(dated).....

South Hokianga War Memorial Hall Committee

15 Hokianga Harbour Drive, PO Box 13, Opononi, Kaikohe, 0445. Email OpononiHall@gmail.com

FIRE EVACUATION SCHEME

The following document details the method of carrying out a safe, prompt and efficient evacuation of the Opononi Hall and the attached Hokianga Memorial RSA located at 15 Hokianga Harbour Drive, Opononi, in the case of fire or when the fire alarm sounds:

Fire Safety

- The paths used to evacuate the building must be kept clear and unobstructed at all times. Nothing should be stored in escape routes. Exit doors must be available and easy to operate so that occupants are able to escape in the case of fire.
- Possible causes of fire, or the reasons that a fire will spread if one does break out, should be carefully managed. This includes managing the use of open flames, how flammable liquids are stored and used, where goods are packaged and unpackaged, and how certain flammable materials are stored. • Fire Action Notices telling people what to do must be clearly visible to occupants.

Evacuation Procedure

- If you discover a fire, you should warn other occupants of the building by shouting FIRE FIRE FIRE and operating one of the two call points which are located at the main front entry doors and at the fire egress doors leading out to the driveway on the South side adjacent to the market store. • When building occupants are warned of a fire they should evacuate immediately
- The routes to exit the Hall are via the main entry doors, via the supper room doors and via the emergency exit doors in the NW corner of the hall.
- The routes to exit the RSA are the fire exit door in the NE corner of the RSA and the fire exit door in the SE corner of the RSA and out via the outside covered area.
- The hall assembly areas are Assembly Area A for the NW fire doors, and Assembly Area B for the Main Entry and Supper Room doors. • The RSA assembly areas are Assembly Area B for the NE exit door and Assembly area C for the rear covered area.
- Provide assistance to anyone that requires it to evacuate. It is important that all occupants are warned of the fire and are able to exit the building.
- Once people have exited the building, they should gather at one of the 3 assembly areas as detailed.
- It will be determined that the evacuation is complete by the designated Fire Warden or other designated person checking that the building is clear and accounting for all building occupants • When a fire occurs, Fire & Emergency should be alerted by dialling 111 from a phone outside the building. • Firefighting equipment comprising of a fire extinguisher and a hose reel are positioned in the supper room. Only use this equipment if you are trained and confident to use it. Always ensure that you are between the fire and a way out and that evacuation of the building is underway.

Maintaining the Evacuation Scheme

Trial Evacuations are carried out every 6 months at the start and finish of daylight saving.

I understand and accept the above:

(signed).....(dated).....

South Hokianga War Memorial Hall Committee

15 Hokianga Harbour Drive, PO Box 13, Opononi, Kaikohe, 0445. Email OpononiHall@gmail.com

HOST RESPONSIBILITY POLICY

The Hall is available for hire to local groups and individuals for functions which may or may not include the consumption of alcohol. The hall committee takes seriously its obligation to look after the Hall and to encourage responsible use.

Alcohol Options

There are several options available to a hirer who wishes to consume alcohol as part of the hire of the hall. These are:

1. A special licence in accordance with the Sale & Supply of Alcohol Act 2012. There is a cost to apply for a special licence and normally needs 4-5 weeks to process. This is applied for by the hall hirer. 2. BYO for a **private** function where public access is not permitted. The hall committee may consider a request for hire of the hall for a BYO function, however the hirer is responsible for notifying the BYO event with the Far North District Council.
3. The RSA holds a Club alcohol licence that covers the hall and this may be able to be used if the hall hirer is a member of the HM RSA or another affiliated RSA.

For further information regarding alcohol licensing go to [Special alcohol licence | Far North District Council \(fndc.govt.nz\)](https://www.fndc.govt.nz)

Host Responsibility Principles

Should the hire be accepted, the hirer must confirm that they understand the principles of Host Responsibility which include:

1. Alternative transport options
2. The provision of non-alcoholic and low-alcohol beverages and water
3. The availability of food at all times alcohol is sold, supplied or consumed
4. Responsible and safe consumption
5. The provision of adequate security
6. Alcohol cannot be provided to intoxicated persons
7. Alcohol will not be served to those under 18 years of age or inebriated people.

Conditions

There is to be **NO** consumption of alcohol in the foyer or in the immediate hall surrounds.

Where alcohol is to be consumed a \$300 bond will be charged. This bond will be refunded if the hall is left in a satisfactory condition. If it is deemed the premises are not clean enough a cleaner will be contracted to clean the hall at the hirer's cost.

Should any incident or complaints be received as a result of your event where alcohol is involved, a meeting will be arranged to discuss the matter. This may result in future requests to hire the hall being declined.

I understand and accept the above: (signed).....(dated).....

South Hokianga War Memorial Hall Committee

15 Hokianga Harbour Drive, PO Box 13, Opononi, Kaikohe, 0445. Email OpononiHall@gmail.com

OPONONI HALL CHARGES - PRICE GUIDE

Main Hall (max 254 persons)

\$25 per hour or part thereof. Setting up evening before or next day cleaning \$25per hour.

Supper Room (max 36 persons)

\$25 per hour or part thereof. Setting up evening before or next day cleaning \$25per hour.

Meeting Room (max 42 persons)

\$25 per hour or part thereof. Setting up evening before or next day cleaning \$25 per hour. Use

of Kitchen (max 6 persons)

\$25 per hour or part thereof.

Extras:

A portable PA system (basic sound system) is available for hire at \$100 per hire. A laptop with USB input and a data projector and screen is available for hire at \$100 per hire. **A \$100**

fee will be charged if chairs and tables are not put back as they were prior to use

A refundable \$300 cleaning bond is payable for large events and will be used to employ a cleaner if the hirer fails to adequately clean the premises

A refundable \$300 bond is payable where liquor is involved or the committee deem appropriate

The Hall Committee manages the hall on behalf of the FNDC. Income from hall hirers is used to pay for hall expenses such as power, water, internal building maintenance, cleaning materials and the caretaker.

As a guide organisations, individuals and community groups are expected to pay for the use of the hall. This includes funerals. Some groups using the hall for community fundraising will not be charged however a \$25 caretaker checking fee will apply and an additional \$10 for use of the kitchen if required. This includes OORRA, Lions, Coastguard, Hokianga Health and the RSA. The Hall Committee have the final say on who pays.

SOUTH HOKIANGA WAR MEMORIAL HALL COMMITTEE 12-3097-0212504-00

ASB		Deposit	
ASB BANK LIMITED KAIKOHE		Date	
Depositor's name		Notes	No
Reference		\$100	
		\$50	
		\$20	
		\$10	
		\$5	
		Coin	
		Cheques per term	
Credit account of			
SOUTH HOKIANGA WAR MEMORIAL HALL COMMITTEE			
Funds included in this deposit cannot be drawn against until proceeds have been cleared.		\$	

⑈ 123097⑈ 0212504⑈00 ⑈ 50

5



Fireco Limited
• Ph: 0800 101 232
• Email: info@fireco.co.nz
• Web: www.fireco.co.nz
• PO Box 1517, Whangarei

SPECIFIED SYSTEM REPORT AND DECLARATION (S-RAD) Compliance Schedule #1275

This report has been issued in lieu of a Form 12A. Its purpose is to:

- enable a BWOF Report and Declaration (B-RAD) to be supplied and displayed in the building.
- Inform the building owner and the territorial authority about the reasons procedure were missed and advise the current performance status of the specified systems.

This report does not enable a building warrant of fitness to be supplied and displayed.

THE BUILDING

Building Name: Opononi RSA Hall	Level / Unit number: -
Street address of building: 15 Hokianga Harbour Drive, Opononi 0473	Compliance schedule anniversary: 30 th April 2025

THE OWNER

Name of Owner: Far North District Council	Contact Number:
Mailing Address:	

SPECIFIED SYSTEMS

SS1/2 – Automatic or Manual for emergency warning systems
SS1/4 – Emergency lighting systems
SS14/2 – Signs relating to a system or feature specified.
SS15/2 – Final exits
SS15/4 – Signs to facilitate evacuation

IQP DECLARATION

Missed Procedures

A Form 12A for the above specified system was unable to be issued due to one or more of the following scheduled inspection, maintenance, and reporting (IMR) procedures of the compliance schedule not being carried out:


Procedure	Reason
Monthly inspection	This is a new property for Fireco since Oct 23

Measures put in place (or will be) to ensure the procedures are not missed in the future:
Fireco has been contracted as the service agent going forward.

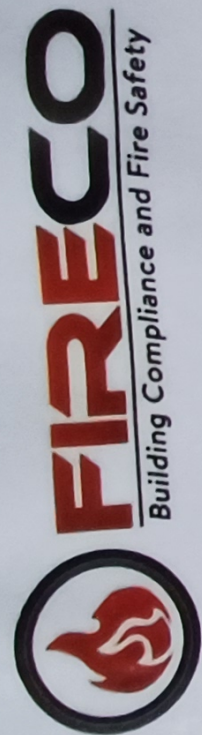
Performance of the System

The above specified system is currently performing to the performance standard stated in the compliance schedule as at the date stated below:

The missed IMR procedures have materially affected the ability of the specified system to perform to the performance standard for that system: N

 Signature of agent on behalf of the owner Registered IQP – JP Dignon – IQP 00229 Fireco Limited	13 May 2024 Date
--	----------------------------





Fireco Limited
• Ph: 0800 101 232
• Email: info@fireco.co.nz
• Web: www.fireco.co.nz
• PO Box 1517, Whangarei

Building Warrant of Fitness Report and Declaration

Non-compliance with compliance schedule # 1275

This report has been issued in lieu of a building warrant of fitness (BWOF). Its purpose is to notify building occupants:
1. That one or more procedures required for a BWOF to be supplied and displayed were not carried out.
2. About the current performance status of each specified system.

THE BUILDING	
Building name: Opononi RSA Hall	Street address of building: 15 Hokianga Harbour Drive, Opononi 0473
Legal Description: LOT 1 DP 42588 LOT 1 DP 117209	Location within site / block:-

OWNERS DECLARATION

A BWOF was unable to be supplied and displayed because one or more scheduled inspection and/or maintenance procedures of the compliance schedule was not carried out.

The following table details whether a specific system was affected by the missed procedures and the current performance of the specified system with its respective performance standard.

SPECIFIED SYSTEM SUMMARY REPORT				
Specified system	Procedure Missed	Currently Performing	Form 12A Supplied	S-RAD Supplied
SS2 - Automatic or Manual for Emergency Warning systems	Fireco took over site in Oct 23 Don't have 1yr of inspections	Yes	No	Yes
SS4 - Emergency lighting system	Fireco took over site in Oct 23 Don't have 1yr of inspections	Yes	No	Yes
SS14/2 - Signs relating to a system or feature specified	Fireco took over site in Oct 23 Don't have 1yr of inspections	Yes	No	Yes
SS15/2 - Final exits	Fireco took over site in Oct 23 Don't have 1yr of inspections	Yes	No	Yes
SS15/4 - Signs for communication	Fireco took over site in Oct 23 Don't have 1yr of inspections	Yes	No	Yes

For more information on inspection, maintenance and reporting procedures missed and/or current performance details, please see the individual Specified System Report and Declaration (S-RAD) for the specified system concerned.



Signature of agent on behalf of and with the authority of the owner

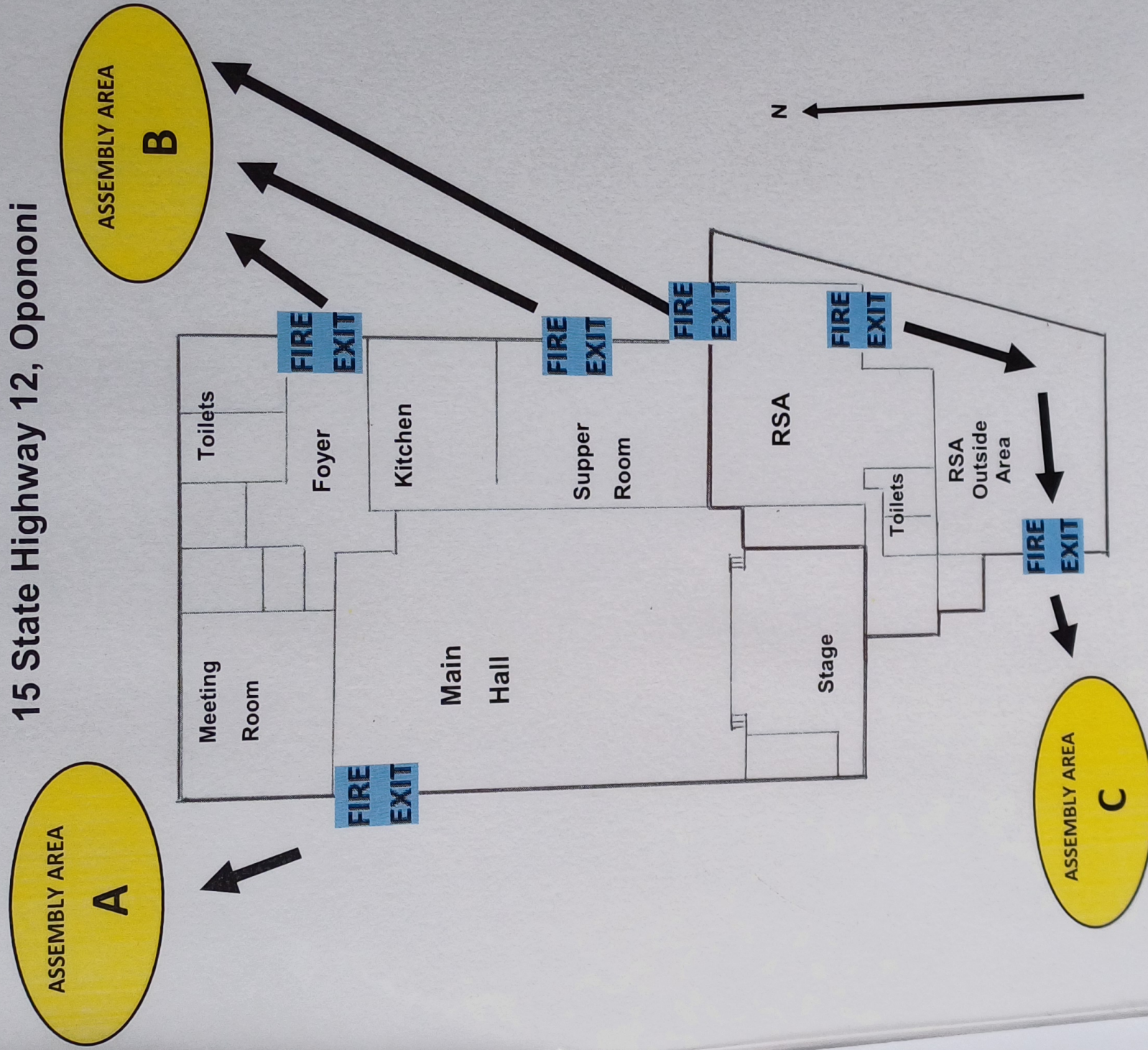
Date: 13 May 2024

OWNER / AGENT	
Name: JP Dignon	Mailing address: 10 Cameron Street, Whangarei
Company: Fireco Limited	Contact number: 0800 101 232
BUILDING USE AND OCCUPANCY	
Current, lawfully established use: 4.0 Communal nonresidential	Activity Group: CL Fire Design category: -
Level / Unit number: -	Occupant load: 316 Highest Fire Hazard Category: CA
Compliance Schedule	
Compliance Schedule Anniversary: 30 th April 2025	Location where compliance schedule is kept: Onsite

FIRE EVACUATION PLAN

Opononi Hall & Hokianga Memorial RSA

15 State Highway 12, Opononi



2023-24 Hall Information and Statistics

HALL DETAILS			
Name of Hall:	RAWENE COMMUNITY HALL		
Physical address:	9 PARNELL ST, RAWENE 0437		
Postal address:	C/O BOX 96, RAWENE 0443		
Booking Officer Name	MICHAEL ALBRECHT		
Booking Officer Contact Info	Ph.:021 137 1097	Mobile:021 137 1097	rawenehall@gmail.com
Afterhours Contact Name	MICHAEL ALBRECHT		
Afterhours Contact Info	Ph. 021 137 1097:	Mobi021 137 1097le:	:rawenehall@gmail.com
Emergency Contact Names	Tina Quitta Claire White Gwen Freese		
Emergency Contact Info	AS ABOVE		

HALL COMMITTEE DETAILS				
Position	Name	Postal Address	Email address	Phone number
Chairperson	Claire Kaahu White	Box 72 , Rawene 0443		
Secretary	Gwen Freese	Boox 79, Rawene 0443		
Treasurer	Michael Albrecht	Box 96 Rawene 0443		
Committee Member	Tina Quitta	Box 164 Rawene 0443		
Committee Member	Christina Fath	Box 708 Kaikohe 0440		
Committee Member	Jesse Mc Veagh	Box 96 Rawene0443		
Committee Member	Paul Hamilton	181 Ohuri Rd RD3 Kaikohe 0483		

Please feel free to add any further updates on the reverse of form or on an additional sheet of paper

COMMITTEE MEETING DETAILS	
How often does the Committee meet annually?	Regular meetings every two months. Special meetings as required.
How often did the Committee meet in the year?	Six times
Date of the last AGM?	Thursday 2 nd of September 2023

HALL INFORMATION		
Usage Data		
Number of bookings:	Community Regular users 344 ; Casual users 12; Total 356	
Number of estimated users:	Community Regular users 3076; Casual users 934 Total 4010	
Type of use		
Community (regular users):	3076	
Casual (one off):	934	
Commercial:	N/A	
Hire rates (per hour)		
Community:	See attached Hall Hire Information	
Casual:	See attached Hall Hire Information	
Commercial:	N/A	
Other:	See Hall attached Hall Hire Information	
2023/2024 Financial Statement	Attached: Yes	
Building Warrant of Fitness	Photo attached as display in the hall : Yes	
Evacuation Plan	Photo attached as display in the hall : Yes	
Insurance - Contents	No	Value:
Improvements completed	2023 2024 –FNDC. Funded a major reconfiguration and upgrade of the ,kitchen , toilet block including accessible external entrance ..	
Maintenance completed	2023 2024 – Incorporated in upgrade	
Other:	2023 2024 External Stainless steel preparation / clearing facility.	

Council is also improving its website content, and we would like to provide a basic description of what the hall can be booked for and how to make a booking etc. If you could provide information about the following, which we believe will help potential hall hirers that would be much appreciated:

Hall / meeting room details and capacities e.g.: Main hall – 250 PP	See attached Hall Hire Information. Hall Maximum capacity 168 seated in hall, Hall seats 120 for comfortable dining
Kitchen facilities	Stove - Gas hob - electric oven Under bench Instant Hot Water and Ambient Filtered Water Dishwasher - Frig / freezer combo Hot water urn – free standing Microwave
Toilets	Fully accessible multiple purpose room includes toilet , shower , powder room and baby changing facilities.
Disabled access	The hall has three wheel chair accessible entrances and one fully assessable toilet / shower facility
Parking	Hall has no dedicated parking.
Furniture available	Trestle tables –20 plastic trestle tables comfortably seat 6 -- 8 max Chairs - 158 80 plastic - 78 upholstered Crockery / Cutlery / water glasses for 100 place settings .
Other facilities / assets available e.g.: stage, lighting, heating	Stage maximum occupancy 27 people has fixed spot lighting. Hall has no heating.

Checklist:

Yes/No	Form fully completed
Yes/No	Photo of BWOFF on display
Yes/No	Photo of Evacuation procedure on display
Yes/No	Copy of Audited Financial Accounts if relevant
Yes/No	Copy of Annual Financial Accounts for period 1 July 2023 to 30 June 2024
Yes/No	Other (funding report, funding requests) Covered in Annual Financial Accounts
Yes/No	Invite to attend the Community Board meeting

Thank you for your co-operation.

RAWENE COMMUNITY HALL MANAGEMENT COMMITTEE
C/- Box 96 Rawene 0443, 9 Parnell St Rawene 0473

HALL HIRE INFORMATION - Updated 26 .9.2024



Chargeable items:

Hall Hire fee per hour for (Hokianga residents or groups)	\$10	All others \$15
Maximum Day / Night fee	\$150	
Kitchen use flat fee	\$40	
Cleaning fee for use of supper room / toilets	\$30	
Cleaning fee for hall (when no food / alcohol is present)	\$60	
Cleaning fee for hall (when food / alcohol is present)	\$120	
Funeral Hire for 1 day -Kitchen / cleaning inclusive	\$200	

After submitting the required information, a Quote will be prepared.

Once confirmed via email an Invoice will be sent and payment Direct Credit will be required 4 days before the event.

A Bond of \$200 is required by the Hall Committee where a Special Liquor License and/or BYO is selected. Unused Bond refund will be within 14 days.

Information:

Hall Maximum capacity 168 seated in hall, 120 seated for comfortable dining

Wheelchair assessable entrances and fully assessable toilet / shower facility

Access to the hall for setting up prior to the event is to be determined at the Quoting stage.

Unlocking the hall, inspection prior and after the event will be performed by Hall Booking Officer / Caretaker.

Setting up and packing away of tables and chairs is the responsibility of hirer.

Chairs -d Chairs - available for use:- NB Not to be taken outside the hall

Trestle tables – 20 plastic trestle tables comfortably seat 6 -- 8 max

Chairs - 158 80 plastic - 78 upholstered

Kitchen Equipment :-

Stove - Gas hob - Electric oven

Under bench Instant Hot Water and Ambient Filtered Water

Dishwasher -

Frig / freezer combo

Hot water urn – free standing

Microwave

Crockery / Cutlery / water glasses for 100 place settings .

Note :- Table cloths and Tea towels are not provide.

Cleaning: All necessary cleaning equipment is available in the cleaning cupboard

All furniture must be stacked away in its designated places.

Hall to be left in tidy state and all rubbish / decorations to be removed by hirer.

Please NOTE

Hirers are **not permitted to attach**, pin or nail **anything to the walls inside the hall**.

Hall use instructions and **FIRE EVACUATION** plan are posted on the **wall in the dining room**.

Emergency services and contacts are also posted.

Rawene Hall Booking Officer / Caretaker – Michael Albrecht rawenehall@gmail.com 021 137 1097

INDEPENDENT ASSURANCE PRACTITIONERS REVIEW REPORT

To the Members of Rawene Community Hall Management Committee



I have reviewed the accompanying Performance Report of Rawene Community Hall Management Committee, which comprises Entity Information, Statement of Service Performance, the Statement of Financial Performance, Statement of Financial Position as at 30th June 2024, Statement of Accounting Policies and Notes to the Performance Report.

Responsibility for the Financial Statements

The committee are responsible for the preparation and fair presentation of this Performance Report in accordance with Public Benefit Entity Simple Format Reporting- Accrual (Not For Profit), and for such internal control as the committee members determine is necessary to enable the preparation of a Performance Report that is free from material misstatement, whether due to fraud or error.

Assurance Practitioners Responsibility

It is my responsibility to express an independent opinion on the accompanying financial statements and report my opinion to you.

Other than in my capacity as assurance practitioner I have no relationship with, or interests in, Rawene Community Hall Management Committee.

Basis of Opinion

A review of the Performance Report is a limited assurance engagement.

A review includes examining, on a test basis, evidence relevant to the amounts and disclosures in the financial statements. It also includes assessing:

- a) The significant estimates and judgements made by the Committee in the preparation of the Performance report, and
- b) Whether the accounting policies are appropriate to the organisation's circumstance, consistently applied and adequately disclosed.

Conclusion

I have obtained all the information and explanations I have required.

In my opinion, based on my review, the attached Performance Report fairly reflects in all material aspects, the financial position of Rawene Community Hall Management Committee as at 30th June 2024, and the results of operations for the year ended 30 June 2024, in accordance with Public Benefit Entity Simple Format Reporting- Cash Basis (Not For Profit).

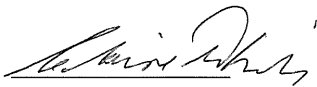
Teresa Lomas
LCT Consulting & Accounting Ltd
Waimamaku
25 September 2024

Approval of Financial Report

Rawene Community Hall Management Committee For the year ended 30 June 2024

The Committee are pleased to present the approved financial report including the historical financial statements of Rawene Community Hall Management Committee for year ended 30 June 2024.

APPROVED



Claire K White

Date 26/9/24

Entity Information

Rawene Community Hall Management Committee For the year ended 30 June 2024

'Who are we?', 'Why do we exist?'

Legal Name of Entity

Rawene Community Hall Management Committee

Entity Type and Legal Basis

Unincorporated Not for Profit Organisation

Entity's Purpose or Mission

The aims of the Group shall be to: Provide a fit for purpose, affordable community facility, that Members, Community Groups and individuals may use.

Entity Structure

The committee is an elected delegated body on behalf of the Kaikohe Hokianga Community Board. Under the Far North District Councils Community Facilities and Community Halls Policy, it is responsible for: all bookings, fee collections and resolving any operational problems, internal maintenance of building and equipment, replacement of equipment, service & utilities payments, cleaning. The committee is also responsible for producing statistical information in regards to use and numbers of users. Hokianga Masonic Lodge has a 999-year hall agreement with FNDC for the Lodge rooms and the use of the rest of the Hall.

Organisation chart :-

Chairperson – Claire Kaahu White
Treasurer – Mike Albrecht
Secretary – Gwen Freese
KHCB Rep - Jesse Mc Veagh
Community - Paul Henderson
Community - Tina Quitta
Masonic Lodge Rep - Karl Freese
Assurance Reviewer – Teresa Lomas

All positions subject to review and election to office at Annual General Meeting.

Main Sources of Entity's Cash and Resources

The entity's activities are funded by income from hall hire, grants from FNDC and philanthropic organisations.

Main Methods Used by Entity to Raise Funds

Revenue from hall hire.

Entity's Reliance on Volunteers and Donated Goods or Services

The entity relies totally on the good will of volunteer time and expertise to complete work in all essential roles such as governance, administration and fundraising.

Additional Information

Rawene Community Hall Management Committee

Physical Address: - 9 Parnell St Rawene 0473

Postal Address: - Box 96, Rawene 0473 rawenehall@gmail.com 0211371097

Statement of Service Performance

Rawene Community Hall Management Committee

For the year ended 30 June 2024

Cash Basis

'What did we do?', 'When did we do it?'

Description of the Entity's Outcomes

The aims of the Group shall be to:

Provide a fit for purpose, affordable community facility, that Members, Community Groups and individuals may use

Description and Quantification of the Entity's Outputs

Please refer to Treasurers end of year financial statement.

RCHMC received COGS Grant \$7,000 to fund 2023 -2024-year operation cost.

RCHMC received NZLGB \$10,000 Grant; to purchase non fixed kitchen appliances – see asset register.

Additional Output Measures

Additional Output Measures: - 2023 -2024

Rawene Committee Hall management Committee together with FNDC completed long overdue project to upgrade toilet block, and kitchen as follows: -

Toilet Block

1. Provide off street wheelchair entry / egress to the access to toilet block.
2. Toilet block – Reconfiguration of space to provide four large single toilets and one large multipurpose accessible toilet/ shower / baby changing facility/ powder room.
3. Improve ventilation via extractor system.
4. Complete refurbish of toilet block.

Kitchen.

1. Reconfiguration of space to improve overall flow of kitchen
2. Replacement of all fixed items, stainless steel bench tops, gas/ electric stove, overhead extractor and gas hot water system.
3. NZLGN Grant \$10,000 enabled RCHMC to purchase essential non fixed kitchen appliances as recorded in asset register.
4. Complete refurbish of kitchen.

Statement of Income and Expenses

Rawene Community Hall Management Committee For the year ended 30 June 2024

	2024	2023
Income		
Grants	7,000	17,000
Hall Hire	7,460	5,454
Total Income	14,460	22,454
Expenses		
Administration Expenses		
Assurance Review Fees	660	633
Booking Administration & Caretaker Fees	3,446	1,959
Consultancy	805	422
Freight & Courier	230	-
General Expenses	124	124
Total Administration Expenses	5,265	3,138
Occupancy Costs		
Cleaning & Laundry	1,246	1,506
Gas Bottle Costs	125	125
Light Power & Heating	1,452	1,236
Total Occupancy Costs	2,823	2,867
Repairs and Maintenance		
Minor Assets	1,239	184
Repairs & Maintenance - Buildings	138	2,439
Repairs & Maintenance - Plant & Equipment	59	-
Total Repairs and Maintenance	1,436	2,622
Non-cash expenses		
Depreciation	4,717	1,520
Loss (Gain) on Disposal Of Fixed Assets	-	2,205
Total Non-cash expenses	4,717	3,724
Total Expenses	14,242	12,351
Net Increase (Decrease) in Funds for the Year	218	10,103

Movements in Accumulated Funds

Rawene Community Hall Management Committee
For the year ended 30 June 2024

	2024	2023
Accumulated Funds		
Opening Balance	38,738	28,636
Current Year Increase (Decrease) in Funds	218	10,103
Total Accumulated Funds	38,957	38,738

Balance Sheet

Rawene Community Hall Management Committee As at 30 June 2024

	30 JUN 2024	30 JUN 2023
Assets		
Current Assets		
Cash and Bank	17,476	24,101
Total Current Assets	17,476	24,101
Non-Current Assets		
Property, Plant and Equipment	21,481	14,637
Total Non-Current Assets	21,481	14,637
Total Assets	38,957	38,738
Net Assets	38,957	38,738
Accumulated Assets		
Retained Earnings	38,957	38,738
Total Accumulated Assets	38,957	38,738

Schedule of Property, Plant and Equipment

Rawene Community Hall Management Committee

For the year ended 30 June 2024

NAME	COST	OPENING VALUE	PURCHASES	DISPOSALS	DEPRECIATION	CLOSING ACCUM DEP	CLOSING VALUE
Buildings							
Flooring upgrade	7,360	7,360	-	-	-	-	7,360
Total Buildings	7,360	7,360	-	-	-	-	7,360
Furniture & Fittings							
Black Duro Chairs x 80	6,592	5,020	-	-	803	2,375	4,217
Blinds x 9	2,605	807	-	-	202	2,000	605
Bolero stacking tables with curved edge x 6	1,724	-	1,724	-	23	23	1,701
Cat walk - Donated	-	-	-	-	-	-	-
Mirrors	494	-	494	-	7	7	487
Notice Board	936	600	-	-	150	486	450
Outdoor Notice Board	945	850	-	-	85	179	765
Total Furniture & Fittings	13,296	7,277	2,218	-	1,270	5,070	8,226
Plant & Equipment							
Aro 900 Gas Stove - Donated	-	-	-	-	-	-	-
Breville Fry Pan	151	-	151	-	151	151	-
Breville smart Fryer	319	-	319	-	319	319	-
Crockpot	137	-	137	-	137	137	-
Deluxe Juice Dispenser	345	-	345	-	345	345	-
Fridge Freezer 450Lt - Donated	-	-	-	-	-	-	-
Kenwood blender	105	-	105	-	105	105	-
Makita Stick Vacuum	627	-	627	-	627	627	-
Mitsubishi French Door Fridge	3,819	-	3,819	-	102	102	3,717
Olympia Chafer 9lt x4	345	-	345	-	3	3	342
Panasonic Microwave - Donated	-	-	-	-	-	-	-
Panosonic Microwave	604	-	604	-	604	604	-
Roband Pie Warmer	1,317	-	1,317	-	18	18	1,299
Russell Hobbs Slow Cooker	71	-	71	-	71	71	-
Stacking Chair Trolley	234	-	234	-	234	234	-
Stockpots x 3	209	-	209	-	209	209	-
Table Trolley	610	-	610	-	73	73	537
Vax Commercial Vacuum Backpack	450	-	450	-	450	450	-

Schedule of Property, Plant and Equipment

NAME	COST	OPENING VALUE	PURCHASES	DISPOSALS	DEPRECIATION	CLOSING ACCUM DEP	CLOSING VALUE
Zip Wall Heater - Donated	-	-	-	-	-	-	-
Total Plant & Equipment	9,343	-	9,343	-	3,448	3,448	5,895
Total	29,999	14,637	11,561	-	4,717	8,517	21,481

Statement of Accounting Policies

Rawene Community Hall Management Committee For the year ended 30 June 2024

1. Reporting Entity

Rawene Community Hall Management Committee is an unincorporated entity. This special purpose financial report was authorised by the Management Committee on the date specified on page 3.

2. Basis of Preparation

The accounting principles recognised as appropriate for the measurement and reporting of financial performance and financial position on a historical cost basis are followed by Rawene Community Hall Management Committee. These financial statements are special purpose financial statements prepared specifically for the members of Rawene Community Hall Management Committee and may not comply with NZ GAAP.

Accounting Policies

The following specific accounting policies have been used in the preparation of the financial statements.

Goods and Services Tax (GST)

The entity is not registered for GST. Therefore all amounts are stated inclusive of GST (if any).

Bank Accounts and Cash

Bank accounts and cash in the Balance Sheet comprise cash balances and bank balances (including short term deposits) with original maturities of 90 days or less.

Changes in Accounting Policies

There have been no changes in accounting policies. Policies have been applied on a consistent basis with those of the previous reporting period.

Revenue Recognition

Revenue is measured at the fair value of the consideration received or receivable for the sale of goods and services, excluding goods and services tax rebates and discounts, to the extent it is probable that the economic benefits will flow to the entity and revenue can be reliably measured.

Interest received is recognised as interest accrues, gross of refundable tax credits received.

Government grants are recognised as revenue on receipt where no performance conditions have been specified on receipt of the grant.

Government grants requiring specified future conditions to be met are recognised as a liability on receipt. The grants are recognised as income over the period that the specified conditions are complete and the associated costs are recognised.

Property, Plant and Equipment

Property, plant and equipment and investment property are stated at historical cost less any accumulated depreciation and impairment losses. Historical cost includes expenditure directly attributable to the acquisition of assets, and includes the cost of replacements that are eligible for capitalisation when these are incurred.

3. Review

These financial statements have been subject to assurance review. Please refer to the independent reviewer report.

4. Contingent Assets and Liabilities

There were no known contingent assets or liabilities at balance date. (Prior year: Nil)

5. Related parties

Michael Albrect is a committee member. He received payment for building maintenance work completed at normal arms length business terms.

There were no material transactions with related parties during the period.

6. Going Concern

The entity is a going concern and will continue to operate into the foreseeable future.



8.2 LOCAL AUTHORITY ELECTIONS 2025 GUIDELINES FOR ELECTED MEMBERS

File Number: A5119919

Author: Casey Gannon, Manager - Civic Engagement and Education

Authoriser: Jacine Warmington, Group Manager - Strategic Relationships

TAKE PŪRONGO / PURPOSE OF THE REPORT

Provide Elected Members with the guidelines for communication in the pre-election period, as published by Local Government New Zealand/Taituarā (reviewed by the Office of the Auditor General and the Department of Internal Affairs). The pre-election period runs from 11 July 2025 to 11 October 2025 (election day).

WHAKARĀPOPO MATUA / EXECUTIVE SUMMARY

Elected Members are responsible for adhering to Local Authority Elections 2025 Guidelines for Elected Members during pre-election period. The pre-election period begins on 11 July 2025 and ends on election day and is defined in alignment to the 'applicable period' in section 104 of the Local Electoral Act 2001.

Key Dates:

- 4 July – Nominations open (pre-election period begins)
- 1 August – Nominations close (noon)
- 9 to 22 September – Voting documents delivered
- 11 October – Voting closes (noon)

TŪTOHUNGA / RECOMMENDATION

That the Kaikohe-Hokianga Community Board receive the report Local Authority Elections 2025 Guidelines for Elected Members.

TĀHUHU KŌRERO / BACKGROUND

Electoral Officer – Dale Ofsoske delivered a briefing open to all Far North District Council elected members 26 February in Kaikohe Chamber. Community boards are scheduled to receive briefings from Deputy Electoral Officer – Casey Gannon at April meetings for those that missed the 26 Feb briefing.

MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND NEXT STEPS

Council business as usual for all elected members, either seeking re-election or not, continues until the official results are declared.

Key Points for Incumbents Seeking Re-election:

- Differentiation between council duties and campaign activities is essential.
- Council resources must not be used for election purposes.
- Social media channels must remain neutral and not be used for campaigning.
- Elected members will have access to necessary information but cannot use it for electioneering.

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

No budgetary implications to consider for this report.

ĀPITIHANGA / ATTACHMENTS

1. 2025 Elected Member Guidelines - Local Government Election - A5104158 [↓](#) 
2. 2025 FNDC-Pre-Election-EMProtocols-Dale Ofsoske - A5104152 [↓](#) 
3. LGNZTaituara Communication in the pre-election period Guidelines - A5104163 [↓](#) 

Local Authority Elections 2025 Guidelines for Elected Members

Local government elections are held every three years. In 2025, the elections will be held on Saturday 11 October. The period leading up to an election is a time of high interest from parties including the media, members of the public, and electoral candidates. Officially, the period three months from polling day is known as the pre-election period and runs from 4 July 2025 to 11 October 2025.

As an incumbent elected member seeking re-election, you have two roles. You will continue to make the decisions of your council as members of the Council or its community boards, while at the same time campaigning for re-election as a candidate.

These protocols provide guidance for you to balance your dual role as elected members and candidates seeking re-election. It also seeks to ensure all candidates, whether incumbents or not, have a fair and equitable opportunity to participate in the democratic process. For further guidance or for clarification, please contact your Democracy Services team in the first instance.

Key Dates for the 2025 Elections

- 4 July – nominations open.
- 1 August – nominations close.
- 9 to 22 September – voting documents delivered to households (voting starts).
- 11 October – voting closes at noon, results announced as soon as practicable after.

Key Points

1. If you are standing for re-election, you must clearly and transparently differentiate between activities conducted as an incumbent elected member (e.g., business-as-usual activities) and activities conducted while campaigning for re-election.
2. Resources owned by the Council and made available to you should only be used for Council purposes. The use of Council

resources for election purposes is unacceptable. This includes Council-owned computers and mobile phones, social media channels, email addresses and publications.

3. Council-run social media accounts are considered Council resources and must remain politically neutral during the election. You must always comply with any social media guidelines for candidates at all times.

4. You will continue to have access to the information you need to do your job as incumbents. Council officers will not provide assistance with electioneering activities. Your role does not stop 3 months before polling day – you should be able to fulfill your ‘business as usual’ duties as a member up until polling day.
5. These protocols have general application at all times but are especially relevant in the three months before the local election (Friday 4 July – Saturday 11 October). It is your responsibility to ensure your behaviour falls within these guidelines.
6. It is critical that every incumbent is aware of their responsibilities regarding **communications during the pre-election period**.

Protocol 1: Continuation of Council business

The normal business of Council continues during the pre-election period. Incumbents seeking re-election must balance and differentiate between these two roles.

Leading up to the election, elected members continue to have the right and responsibility to govern and to make decisions.

However, you should be mindful of an increased level of media and public scrutiny during this period and make a clear and transparent distinction between your activities

¹ Council resources include, but are not limited to, Council-owned or -controlled property and other resources including the Council logo and branding, all Council marketing and communication channels (including social

as an **elected member** and your activities as a **candidate**.

Protocol 2: Use of Council resources

A local authority must not promote, nor be perceived to promote, the re-election prospects of a sitting member. The use of Council resources for re-election purposes is unacceptable.

Council would be directly promoting a member’s re-election prospects if it allows incumbent elected members to use Council resources¹ explicitly for campaign purposes. This includes all Council communications facilities (such as Council branding, stationery and postage, social media channels, and communications devices).

Council communications will be restricted during the pre-election period, to remove any perception that the Council is helping incumbents to promote their re-election prospects over other candidates.

Therefore, during the pre-election period:

- Council resources must not be used for campaigning purposes (including for positions not at your Council). This includes Council-supplied computers, social media channels, email addresses, mobile phones and telephone numbers.
- Elected members’ columns in Council publications will be suspended.
- Elected members will be required to comply with any Council social media

media), Council-supplied business cards, stationery, computers, email, mobile phones, photocopiers, cars, Council venues (other than those available for hire to the general public), Council funds, and Council’s human resources.

guidelines for candidates in all aspects of their role.

- Opportunities for elected members to act as Council spokespersons will be minimised. In general Council communications (such as media quotes) during the pre-election period will be attributed to Council staff (who are authorised media spokespersons).

Your Council contact information will still be available (for example on the Council website or in the Annual Report) so your constituents can contact you about Council business. However, you should not be using your Council-supplied email address or mobile phone for electioneering purposes. If someone contacts you regarding the election on either of these channels, **you should reply from your personal email address or mobile phone.**

Protocol 3: Social media

Council's social media channels are Council resources and must remain politically neutral during the election. Elected members seeking re-election should not comment on, share, or otherwise use Council social media channels for electioneering.

Advice on how to use social media effectively and safely during the election period is contained in Appendix 1.

Council's social media channels will always remain neutral. Council will promote elections and the importance of voting but will not associate these posts with any candidates.

Please note that for the period of the election:

- Council's social media channels must not be used by anyone for campaigning

purposes. Any campaign-related material (including posts related to nominations and candidacy) will be removed.

- Council social media accounts will not follow any candidates. This may result in your account being unfollowed.
- You may not reply to comments or posts on Council's social media channels encouraging people to like or follow your social media accounts.
- You may not rate, review, check-in or tag the Council's social media channels in your own posts or comments.

Protocol 4: Availability of information

Elected members will have access to the information they need to discharge their roles as incumbents and their Council contact information will still be publicly available. However, Council officers will not provide assistance with electioneering activities.

You will continue to be supported in your role as an incumbent elected member, including by your Democracy Services team (or in the case of the Mayor, his Executive Assistant). However, information requests should be clearly related to Council business and not for re-election purposes.

Information requests for election purposes are welcome. These should be made to the CE Office and will be carried out in accordance with the Local Government Official Information and Meetings Act 1987.

Where the Council supplies information that is not already in the public domain to a candidate, the Council may consider any broader interest

in this information alongside the requirement that Council resources are not used to give an electoral advantage to any candidate, and at the CE's discretion make this information available to all other candidates.

Protocol 5: Use of Mayoral resources

Council resources provided for mayoral use should not be used for any electioneering activities associated with any candidate.

If an incumbent mayor is seeking re-election a clear and transparent distinction will be made between that mayor's business-as-usual activities and the mayor's campaigning activities.

The incumbent mayor's office will establish systems and protocols to ensure that any information or other requests from the public, media, other elected members or council employees during the pre-election period are

identified as either business as usual or campaign related and to ensure that these are kept separate and responded to appropriately.

Application of protocols

As an elected member seeking re-election, it is ultimately your responsibility to ensure that your behaviour falls within these guidelines.

If you are unsure as to whether a particular action or request is in breach of these protocols, you should seek advice from your Electoral Officer (Dale Ofoske) or Deputy Electoral Officer (Casey Gannon) as soon as possible.

Review

These guidelines will be reviewed every three years before the nomination period opens for elections.

Appendix 1

Social Media Guidance for Candidates

A big part of being a councillor or community board member is engaging with the community – social media is a useful tool for this. However, during the election period, the following guidelines for candidates apply to your interactions with council social media channels.

Candidates must comply with the following guidelines for social media use and presence related to campaigning:

Things to be aware of

- Election advertising, using any media, including social media, must identify the person under whose authority they have been produced, as per sections 113-115 of the Local Electoral Act 2001. This means in your profile photo/bio, you must have a statement saying that all content/images on your social media channel are authorised by you or your agent. You must include a physical address in the authorisation statement.
- The Council's social media accounts are not permitted to be used as a communications channel by anyone (candidates or members of the public) for promotion, electioneering or campaigning. This also applies to all social media accounts owned by Council-controlled organisations.
- The Council's social media accounts are constantly monitored, and any campaign related, or electioneering content will be removed immediately.
- If Council already follows your public social media accounts, please note you will be unfollowed 3 months prior to the election date. This protocol is in line with the Local Electoral Act 2001.
- Any social media post – positive or negative – made by any individual specifically relating to their own – or someone else's – nomination, intention to run for Council, or election campaign, will be removed immediately.
- Any post (positive or negative) made on Council's social media by an individual specifically relating to his or her own (or someone else's) nomination, intention to run for council or election campaign, will be removed immediately.
- Candidates must not link their own social media accounts (if they are used for campaigning purposes) to the Council's social media accounts.
- Candidates may engage with NRC social media posts (react, share or comment), provided their engagement is not deemed to be campaigning. Any such activity will be removed immediately. This also applies when sharing NRC content to a candidate's own social media. You may be asked to remove this where it breaches protocol. Refer to the Taituarā and LGNZ guide for guidance on, "Communications in the Pre-Election Period" for examples.

<https://www.lgsectorgoodtoolkit.nz/assets/Uploads/Communications-in-the-pre-election-period-2021.pdf>

- The Council's social media accounts will remain neutral. Council will promote elections and the importance of voting but will not associate these posts with any candidates.
- Resources that have already been produced and made available publicly through Council's digital channels may be shared to educate or inform people about what council does. However, we will not supply original versions of these assets to candidates.

2025 TRIENNIAL ELECTION

BRIEFING 26 February 2025

Dale Ofsoske, Electoral Officer



COVERING

- Background
- Timetable
- Electoral principles
- Māori Ward Poll
- Legislation changes
- Order of candidate names
- Chief executive's role
- Elected member protocols
- Candidate reminders



BACKGROUND

➤ Triennial election to occur **Saturday 11 October 2025**

➤ Elections for:

- Mayor
- 10 councillors
- Bay of Islands-Whangaroa General Ward (3)
- Kaikohe-Hokianga General Ward (1)
- Te Hiku General Ward (2)
- Ngā Tai o Tokerau Māori Ward (4)
- 19 community board members
- Bay of Islands-Whangaroa Community Board (7)
 - Kerikeri Subdivision (2)
 - Kawakawa-Moerewa Subdivision (1)
 - Paihia Subdivision (1)
 - Russell-Ōpua Subdivision (1)
 - Waipapa Subdivision (1)
 - Whangaroa Subdivision (1)

- Kaikohe-Hokianga Community Board (6)
 - Kaikohe Subdivision (3)
 - North Hokianga Subdivision (1)
 - South Hokianga Subdivision (2)
- Te Hiku Community Board (6)
 - Doubtless Bay Subdivision (1)
 - Kaitāia Subdivision (3)
 - North Cape Subdivision (1)
 - Whatuwhiwhi Subdivision (1)

➤ Māori Ward Poll

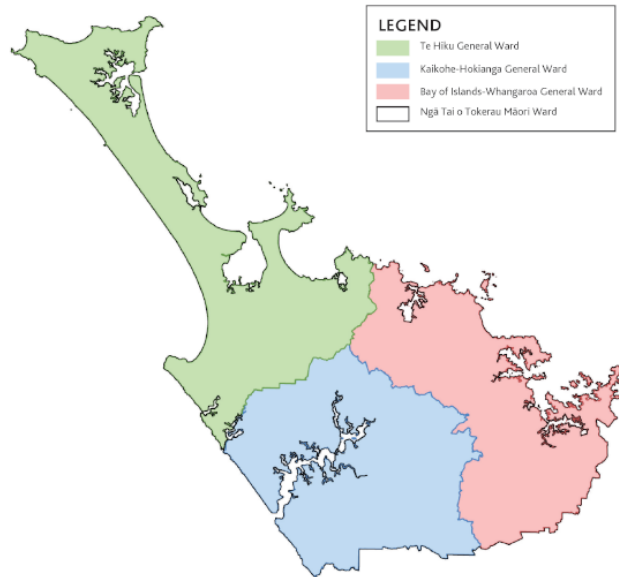
➤ STV (Single Transferable Voting) electoral system

➤ Approx 51,000 electors (+7.9% since 2022)

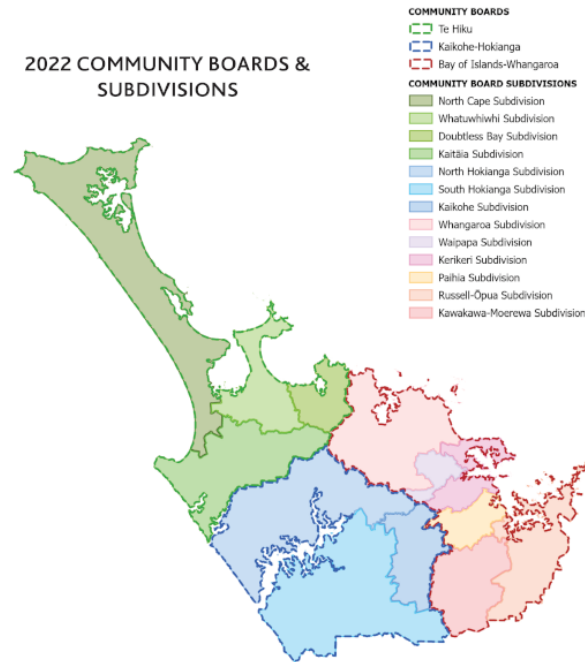
➤ Electoral officer Dale Ofsoske from Election Services

➤ Deputy electoral officer, Casey Gannon from FNDC

2022 MĀORI AND GENERAL WARDS



2022 COMMUNITY BOARDS & SUBDIVISIONS



TIMETABLE

- Nominations open: Friday 4 July
- Pre-election period: Friday 11 July – Saturday 11 October
- Nominations close: noon Friday 1 August
- Election signs display period: Monday 11 August – midnight Friday 10 October
- Voting period: Tuesday 9 September – noon Saturday 11 October
- Appoint scrutineers: by noon Friday 10 October
- Progress results: Saturday 11 October PM
- Preliminary results: Sunday 12 October
- Final results: by Friday 17 October
- Members go out of office/take office: Saturday 18 October
- Return of election donations & expenses forms: mid-December

ELECTORAL PRINCIPLES

- Representative and substantial electoral participation
- Fair and effective representation
- Reasonable and equal opportunity to:
 - nominate a candidate
 - accept a nomination
 - cast informed vote
- Public confidence in, and public understanding of, processes through:
 - regular election cycle
 - elections managed independently
 - protection of freedom of choice and secrecy of the vote
 - transparent electoral systems and voting methods
 - procedures that produce certainty in outcomes
- Local authorities and electoral officers must take into account principles in making decisions

MĀORI WARD POLL

- Where local authority established Māori wards/constituencies
 - since 2020
 - without undertaking poll
 - not dis-establish by 6 September 2024
- Must undertake poll with 2025 local elections
- Poll binding for two elections (2028, 2031)
- Likely question:
 - I vote to keep the Māori ward; or
 - I vote to remove the Māori ward
- Poll must use FPP electoral system
- Council must remain neutral on matter – can only promote process
- NRC undertaking poll on Māori constituencies
- Local Government (Electoral Legislation and Māori Wards and Māori Constituencies) Amendment Act 2024

LEGISLATIVE CHANGES

- Legislative changes 30 July 2024
 - longer voting pack delivery period (6 to 14 days)
 - longer voting period (22.5 to 32.5 days)
- Largely to reflect slow postal delivery service
- Means process starts earlier (4 July)
- Local Government (Electoral Legislation and Māori Wards and Māori Constituencies) Amendment Act 2024

ORDER OF CANDIDATE NAMES

- Ability for local authorities to determine order candidate names on voting document
 - Alphabetical
 - Pseudo-Random
 - Random
- If no decision, defaults alphabetical
- Resolution, if required, by June 2025
- Resolved alphabetical in 2022



CHIEF EXECUTIVE'S ROLE

- Requirement under Local Government Act for chief executive to:
 - 'Facilitate and foster representative and substantial elector participation'
- Achieved through effective communications/education strategy to:
 - Increase number and diversity of candidates
 - Increase voter participation
 - Include information about the Council, what it does, its relevance to the community and importance of participation
- Council's communication campaign in development
- Council placing six vote boxes at service centres and six mobile vote boxes over voting period
- Reinforced by electoral principle: implement representative and substantial electoral participation

ELECTED MEMBER PROTOCOLS

- Pre-election period = 3 months before election day (11 July to 11 October)
- Certain protocols need observing, as elected members wearing two hats:
 - continue to govern and make decisions as elected members
 - as candidates campaigning for re-election
- Elected members to clearly differentiate between Council business and campaigning
- Council should not make any significant decisions in pre-election period
- Business as usual must continue

ELECTED MEMBER PROTOCOLS

- Council resources and technology provided to elected members
 - must only be used for Council purposes
 - must **not** be used for campaign purposes
 - examples include Council's mobile phones, computers, logo, website, Facebook page, communications, emails, premises, vehicles, copiers, use of support staff
- Council must not promote, or be seen to promote, prospects of any candidates, including current members in pre-election period
- Refer
 - FNDC Local Authority Elections 2025 Guidelines for Elected Members
 - LGNZ/Taituara Good Practice Guidance (reviewed by OAG and DIA)

CANDIDATE REMINDERS

- Specific Council-owned sites for election hoardings
 - available from Monday 11 August
 - removed midnight Friday 10 October
- All advertising material to be authorized (by candidate or agent)
 - can show email or phone number (physical address now not required)
- Limit to campaign expenditure (based on population of area)
 - e.g. mayoral election if pop 60,000-80,000 = \$40,000
 - limit includes GST
 - expenditure to include both before and during applicable 3-month period
 - keep all receipts (produce if required)



2025 TRIENNIAL ELECTION

BRIEFING 26 February 2025

Dale Ofsoske, Electoral Officer



Communications in the pre-election period



leadinglearninglinking

FOREWORD

This guidance sets out principles and guidelines for local authorities and their members to apply when developing and delivering communications during the pre-election period. It may also assist elected members seeking to distinguish between their campaigning and council responsibilities.

It is important that local authorities be able to continue to operate effectively during the pre-election period, but additional care should be taken during this time. Public interest in, and scrutiny of, communications by councils and their elected members is likely to be greater during this period.

With the development of tools such as social media, guidance can not possibly contemplate every potential situation that may arise. As a result, this guidance is principle based – though there are a number of worked examples (based on real-life issues that have arisen). These serve as a 'common sense' basis for the application of good judgement backed by appropriate advice.

There are cases or circumstances that are relatively clear cut. For example, elected members inserting personal statements or photos in the pre-election report is both a legislative breach and a breach of the principles set out in this guidance. For cases that are not as clear cut, the guidance provides some bottom lines to keep in mind when navigating the situation.

We thank those involved in the production of this helpful resource.

Karen Thomas
Chief Executive
Taituarā

Susan Freeman-Greene
Chief Executive
Local Government New Zealand

December 2021

WHAT STATUS DOES THIS GUIDANCE HAVE?

The guidance represents good practice advice prepared by Local Government New Zealand and Taituarā (formerly the Society of Local Government Managers). It has been reviewed by legal advisors and by staff at the Office of the Auditor-General and the Department of Internal Affairs.

Neither Local Government New Zealand nor Taituarā has the authority to receive or investigate allegations around local authority communications made during the pre-election period.

However, the Auditor-General remains interested in the appropriate use of council resources at all times. Use of council resources for personal or political purposes is not appropriate.

The Office of the Auditor-General is not the agency to take complaints about the veracity (or otherwise) of claims made in communications material, but it could choose to investigate where, for example, there are questions as to whether a council-funded communication was made for a proper purpose. In the latter case the Auditor-General may report their conclusions and make recommendations – they cannot direct local authorities to take (or not take) a particular action.¹

Local authorities and their members should also be aware that, in some cases, communications that breach the principles of the *Local Electoral Act 2001* could give rise to an irregularity in the election process. Such an irregularity may be used as grounds to challenge an election outcome under the *Local Electoral Act*.

WHAT IS THE PRE-ELECTION PERIOD?

For the purposes of this guidance, we've aligned the pre-election period to the definition of the 'applicable period' in *section 104* of the *Local Electoral Act 2001*. That is, the pre-election period starts three months from polling day. An election could be a triennial general election, by-election or less frequently, a poll.

WHAT IS A COMMUNICATION?

For the purposes of this guidance, a communication is any presentation of information by the council to its local community, regardless of the form in which the information is presented (e.g. documents, internet, spoken word etc).

Some common examples of a communication include but are not limited to:

- statutory documents such as an annual report (or its summary), long-term or annual plans (or their associated consultation documents)
- information contained on a council website about council plans, policies, bylaws, services, or information about council meetings (such as meeting agendas and minutes)
- newsletters and information releases providing council news and information about council activities
- educational material about issues affecting the community

¹ One example where the Auditor-General may make a binding recommendation, is where a loss has occurred under *section 44* of the *Local Government Act 2001*. In those instances a loss may be recovered from those elected members deemed responsible for the loss.

- Part 1 – Appendix D Communications in the pre-election period – Taituarā/LGNZ 2021 promotional material about a particular event, proposal or policy
- council administered social media channels (such as Facebook, YouTube, Twitter and the like)
- representing council in media interviews.

PRINCIPLES

1. The operation of local authorities continues during the pre-election period. Elected members continue to have the right to govern and make decisions during the pre-election period.

There is no legal requirement that local authorities avoid making decisions in the pre-election period. Equally, there is no convention such as the so-called 'period of restraint' that applies in central government or the so-called 'purdah' that applies in local government in some jurisdictions in the United Kingdom.

In any case, routine business must continue. Some examples of routine business include the following:

- giving effect to decisions that have already been made. For example, implementing decisions in an already adopted long-term plan or annual plan (the necessary actions and funding have already been committed)
- meeting statutory requirements e.g. reviewing a bylaw that is due to expire or adopting some policy or bylaw where a deadline falls during the pre-election period (though this should be rare)
- preparing, adopting and publicly releasing reports or other documents that are statutory requirements (for example, the pre-election report and annual report)
- releasing other factual information – especially where release regularly occurs during the pre-election period in other years (for example, where information of a monitoring or statistical nature is regularly released in August, September and October).²

Councils can minimise the risks of undue and adverse public scrutiny of decision-making in the pre-election period by ensuring that, where practicable, significant decisions are made before the pre-election period commences or that officers have sufficient direction to continue to work on major projects during the pre-election period. Mechanisms such as providing a rolling programme of policy and bylaw reviews early in the triennium can help manage this and ensure the work gets done.

Sitting members with roles such as a mayor, council chair or council spokesperson on an issue may continue to make public statements on council business as they would outside the pre-election period.

During the pre-election period councils should take particular care to actively identify and manage risks associated with communications that might be used for political purposes (or be seen to be). For example, media interviews often contain elements of the unscripted where it's easy for politicians to slip into campaign mode unintentionally. If the risks can't be

² Decisions to defer or alter releases of information in the pre-election period can give rise to the same claims of undue politicisation as decisions to communicate such information.

Part 1 – Appendix D Communications in the pre-election period – Taituarā/LGNZ 2021 managed it may be less risky for the chief executive or communications manager to act as a spokesperson.

2. During the pre-election period, communities have the same legitimate need for information about their local authority's decisions and activities as at any other time.

A legitimate provision of information consists of five key elements: timeliness, accuracy, completeness, fairness of expression and neutrality. Information is timely if it is provided either before an event or decision, or as soon as reasonably practicable thereafter. Accuracy means that information should be based on a verifiable fact, and recorded in a manner consistent with those facts.

Completeness requires that all of the information necessary for readers to reasonably form a view on a matter is included. Information is fairly expressed if it's presented in an objective, unbiased and equitable way. Neutrality in expression means that the council's collective position is expressed.

The council's 'usual' processes and timeframes for the preparation and release of information should continue to operate 'as normal' in the pre-election period. For example, staff who prepare responses to requests for official information should continue to follow the same timeframes they normally would. Decisions to defer or to expedite a request for information during the pre-election period can leave officers open to claims of bias that are mostly avoidable.

The *Local Government Act 2002* allows councils until 31 October to adopt an annual report. However it is not good practice for an incoming council to adopt a report on the performance of its predecessor. It is good practice to adopt an annual report before the elections – indeed about two-thirds of local authorities did so in the lead-up to the 2019 elections.

3. Local authorities must not promote, or be perceived to promote, the prospects of any candidate, especially a sitting member. Using council resources for re-election of sitting members is unacceptable and potentially unlawful.

The Office of the Auditor-General has previously noted that promoting the re-election prospects of a sitting member, whether directly or indirectly, wittingly or unwittingly, is not part of the proper role of a local authority. We can only agree with what should be a statement of the obvious. This includes allowing sitting members to use council resources for election purposes.

While much less likely to arise, it would also be entirely inappropriate for a local authority to, in any way, promote any other candidates for an election. Again, council resources cannot be used for such electioneering purposes.

Council resources include assets and services such as stationery, post, internet, council-provided email/social media accounts or telephones. If in doubt as to whether something is

Part 1 – Appendix D Communications in the pre-election period – Taituarā/LGNZ 2021
a council-provided resource, a good question to ask is whether the council purchases or funds it. For example, a council-funded radio slot would be regarded as a council resource.

Election activities carried out at council facilities are similarly unacceptable, except where these facilities are open to hire by the general public (for example, community halls) and the candidate is meeting the standard terms for using the facility.

If in doubt, it's usually a good idea to take a precautionary approach. It doesn't mean that elected members can not use a council's resources for normal activities, but care is needed as the boundaries between answering a ratepayer query and campaigning can be difficult to navigate. For example, it's legitimate for an elected member to use a council email to defend a council decision or action, or even to explain their own position on a decision where different from other elected members (provided it's noted clearly as such in the relevant minutes). But doing the latter without slipping into campaign mode can sometimes be difficult during the pre-election period.

CASE STUDIES: THE PRINCIPLES IN ACTION

(e) Example One: Appearances in a council-funded radio slot

Manu is the Mayor of Kiwi District Council. Kiwi District Council pays for a fortnightly radio spot on Eastland FM. The mayor and the Eastland FM director of news talk about issues facing Kiwi District and other issues in the Eastland region.

A month out from the election Manu appears on the radio show 'as usual'. His interview covers a range of topics – including a change to the council's recycling policy, the first instalment of rates for the year, and the council joining in the Eastland economic development CCO. Manu answers these questions drawing on a series of talking points prepared by council staff that reflect the existing council policy.

A fortnight from the election Manu appears again. This time the interview occurs the night after a candidates' debate in which the mayor's opponent (local business leader I B Sharp) described the council's financial management as an "uninterrupted retreat from reality". Among regular questions such as the Prime Minister's visit to Kiwi District and answering ratepayer questions on recycling, the interviewer asks if Manu wants to respond to Ms Sharp's comments.

Manu replies with a comment that, *"rates have gone up an average 10 percent across the district in this term, debt's increased but we've funded the recycling transfer station, and the new Kiwi bypass. We haven't had to lay anyone off unlike Ms Sharp recently did. If I'm re-elected, I'll reduce the council debt by a third in the next term"*.

Ms Sharp releases a statement deploring Manu's regular misuse of a council resource for political purposes.

Is she right?

Part 1 – Appendix D Communications in the pre-election period – Taituarā/LGNZ 2021
In the first interview, Manu did nothing more than state and explain the council policy. On the facts presented, Manu has not made any statements that could be seen as anything beyond a spokesperson's role.

Manu's statements during the second interview have elements of campaigning. Manu's statements about the average rates increase, the increase in debt and what the debt was applied to are factual (assuming they were correct). A council spokesperson would normally be required to provide factual information about council performance.

The statement about the council not having to lay off any staff may well be factual, as indeed may the layoffs in Ms Sharp's business. But the latter has little or nothing to do with any council activity. By linking or comparing the two, Manu has, however inadvertently, used a council resource for campaign purposes.

In a similar vein, in using the personal pronoun "I" and referencing his own re-election in his statement about future council debt (*"If I'm re-elected, I'll . . ."*), Manu would almost certainly be seen as making a campaign pledge. Had Manu said something like *"the council's current financial strategy has debt forecast to reduce by a third over the next term"*, he would have been providing a factual statement about the forecast impacts of present policy.

This example, while having fictional elements, provides a good example of challenges that sitting elected members may face when in a role as a council spokesperson during the pre-election period. It illustrates how easily the line between legitimate council communications and campaigning can be crossed, sometimes unintentionally.

These situations usually occur spontaneously and cannot be easily predicted. While normal council business continues during the pre-election period, risks must be actively managed. There may be less risk in Kiwi District's chief executive filling the slot, or perhaps getting an elected member who is not standing again, or has been re-elected unopposed to do the interview.

(f) Example Two: Use of a council vehicle

Lucy is the chair of Eastland Regional Council. Her remuneration package includes the use of a council-provided motor vehicle (assume this is all in accordance with Remuneration Authority guidelines). The car has the Eastland Regional Council logo painted on the front door on each side.

Campaigning has started. One night, Lucy's teenage son returns from a stint handing out campaign collateral and places a 'Re-elect Lucy' sticker on the car's rear bumper. Lucy does not notice the sticker and drives around Eastland Region for the next week before a local journalist sees the car at the council office, takes a cellphone photo of it, and runs it in the newspaper the following day.

On seeing the story the council's electoral officer asks Lucy to remove the sticker. What should Lucy do?

Part 1 – Appendix D Communications in the pre-election period – Taituarā/LGNZ 2021
Lucy should remove the sticker to avoid any appearance of using council resources for her campaign advertising. While there is some element of de minimis (the law does not bother with trifles), in the pre-election period it is probably 'better to be safe than sorry'.

It would be up to Lucy to decide whether she might seek to respond to the newspaper story about the sticker. If she were to do so, it would be in the context of her campaign, not in her role as chair.

(g) Example Three: Use of council-owned facilities

Ted is a councillor at Weka District Council and the council's local economy spokesperson. His campaign manager has booked two campaign meetings in two council-owned halls. Both halls are open for any member of the public to book – subject to payment of the applicable fee. The campaign manager booked the venue and paid the fee on 31 August i.e. during the pre-election period.

Ted's opponent, I M Wright, claims Ted is using council resources for campaign purposes. The council's chief executive responds pointing out that Ted's campaign paid the same fee as any other user, and that Wright (and any other candidate) could book the halls. She declines to take further action.

Who is correct?

In this instance the chief executive is correct. While the halls are council-owned, they are open to booking by any person who pays the fee and meets the council's standard terms and conditions. As long as Ted and his campaign have paid the fee and met any relevant conditions in the same way that any other person hiring the venue would need to, this is not considered a council resource for the purpose of this guidance.

Had the council extended use of the halls for free or not made the halls available to other candidates on the same terms as they did for Ted, that would be a potentially serious issue. Of course, Ted should ensure the payment of the booking fee is properly documented and recorded as a campaign expense for *Local Electoral Act* purposes.

(h) Example Four: Candidate use of social media

Councillor Playne is a member of Kiwi District Council and chair of the Finance Committee. She runs a personal facebook page 'Playne speaking' in which she comments on issues of the day. The council has recently adopted water metering (first invoices have been sent), and the Anti-Privatisation League of Aotearoa (APLA) has endorsed a mayoral candidate and a slate of five anti-metering council candidates.

A week before election day, Cr Playne posts two comments on Facebook. In the first she posts on her own Facebook page to comment on a press release put out by the APLA comparing the council's recent introduction of water metering to a "privatisation by stealth" agenda. Her post includes a link to APLA's Facebook page with a 'thumbs down' emoji and states: *"Speaking for myself, I have better things to do than debate the policy equivalent of the flat earth society when they're so obviously wrong. Get a life APLA!"*

In the second instance, she comments on a post by the council on its Facebook page celebrating the first anniversary of the Upper Creek branch library opening. She 'likes' the post on the council's page and comments: *"Happy anniversary! It was a real battle to convince the other members that Upper Creek needed a library. Re-elect me and I'll get the town a pool."*

Was it OK for Cr Playne to make these two posts?

Cr Playne's post about APLA, while somewhat aggressively worded, is not contrary to these guidelines. She has used a personal social media account and clearly identified that she is not speaking on behalf of the council in response to material on a social media site not associated with council. The rest of the comment is a matter for democratic debate and henceforth for the voters to judge.

The Upper Creek Library post is a little different. Here Cr Playne has commented on a council post on a council social media site (which is a council resource). The last sentence is obviously a campaign pledge and therefore puts this post into the campaigning category. The second sentence also has elements of campaigning in that it suggests a particular service choice might not have been made without Cr Playne's intervention. Council would then be justified in deleting Cr Playne's comment on the post. Council is entitled to edit its own Facebook page to ensure this council resource remains 'neutral', i.e. not supporting/promoting or criticising any election candidate.

But suppose Cr Playne had just 'liked' the post, or 'liked' and said "Happy anniversary". In and of itself, that isn't necessarily campaigning. In other words, an assessment of these cases turns on what the candidate has **actually communicated** in such a post.

What about members (or others) using their personal social media accounts to link to the council's account? Suppose, for the sake of clarity, that Cr Playne had used a personal social media tool such as Twitter to 're-tweet' a Twitter communication from the council regarding the anniversary of the Upper Creek Library, and that Cr Playne made the same campaigning comment described in the above example.

While Cr Playne has linked to a council social media site, she's done so using her own account. The information she has accessed is a general communication about council services available to anyone with a social media account, and therefore can be used by any candidate (and indeed any other member of the public). It does not necessarily amount to the council promoting Cr Playne (or anyone else).

While council resource (such as staff time) has been used to produce the communication, this expenditure has already occurred regardless of whether Cr Playne had re-tweeted or not. In this instance, the information is quite obviously a communication to inform the public of a significant date in the Upper Creek community, and even in the pre-election period, it would be pretty difficult to suggest that it amounts to a promotion of a candidate.

At this point readers may ask what the council might do in this circumstance? If feasible, it may delete any post **on its own social media account** (note it can delete other people's comments on its Facebook page, although cannot typically delete other people's re-tweets).

Part 1 – Appendix D Communications in the pre-election period – Taituarā/LGNZ 2021
It could ask Cr Playne to delete a communication on or from her own personal social media account, but it cannot enforce such a request (and indeed if she's circulating publicly available information there is probably a larger reputational risk from making such a request).



Professional excellence in local government

Taituarā — Local Government Professionals Aotearoa

Level 9, 85 The Terrace, Wellington
PO Box 10373, Wellington 6143

T 04 978 1280
E info@taituara.org.nz
W taituara.org.nz

8.3 KAIKOHE-HOKIANGA COMMUNITY BOARD OPEN RESOLUTION REPORT

File Number: A5120511

Author: Amber Wihongi-Alderton, Democracy Advisor

Authoriser: Aisha Huriwai, Manager - Democracy Services

TAKE PŪRONGO / PURPOSE OF THE REPORT

To provide the Kaikohe-Hokianga Community Board with an overview of outstanding open resolutions.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

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

TŪTOHUNGA / RECOMMENDATION

That the Kaikohe-Hokianga Community Board receive the Open Resolution Report as at 31 March 2025.

TĀHUHU KŌRERO / BACKGROUND

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

MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND NEXT STEPS

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

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

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

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

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

ĀPITIHINGA / ATTACHMENTS

1. Open Resolution Report as at 31 March 2025 - A5139342 [↓](#) 

OPEN RESOLUTION REPORT			
Division: Committee: Kaikohe-Hokianga Community Board Officer:		Printed: Monday, 31 March 2025 8:13:04 am Date From: 1/01/2020 Date To: 31/03/2025	
Meeting	Title	Resolution	Notes
Kaikohe-Hokianga Community Board 25/10/2024	Initiation of public consultation on the granting of a ground lease over 1 Recreation Road, Kaikohe - Sportsville	RESOLUTION 2024/109 That the Kaikohe – Hokianga Community Board recommend to Council: a) that the public consultation process is commenced on the granting of a new ground lease to Kaikohe & Districts Sportsville Incorporated, over approximately 485.7m2 of land being Lot 31 DP 10045 and 7,067.5m2 of land being part Lot 3 DP 22327, vested in Far North District Council as recreation reserve, located at 36 Recreation Road, Kaikohe. The terms of the proposed lease shall be: Term: 30 years (10+10+10) – allowed for under the Reserves Act 1977 Rental: \$121 plus GST for 2024/25 and reviewed annually in conjunction with the FNDC Fees and Charges Schedule. b) is appointed to hear any submissions received in response to the consultation process and to make recommendations to Council. CARRIED	13 Nov 2024 Report has been escalated to the 12 Dec 2024 Council meeting with the Community Board recommendation for a decision. 04 Dec 2024 Report has been pushed to the Feb 2025 Council meeting 24 Feb 2025 Public consultation approved, working with engagement team to progress. Team are drafting LTO as per Council resolution 24 Mar 2025 Public consultation to go live on 4 April. A further report will come back to KHCB after consultation for a recommendation to Council.
Kaikohe-Hokianga Community Board 25/10/2024	Memorial Plaque at Kaikohe Memorial Park - Laurie Byers	RESOLUTION 2024/110 That the Kaikohe-Hokianga Community Board approve the installation of the plaque to be placed at the Memorial Park learn to ride track, subject to completion of the Public Art and Memorial application form. CARRIED	13 Nov 2024 2:04pm Staff are following up with the Kaikohe Lions Club for the Art in Public Places Application form to be filled out for this to go ahead. 10 Dec 2024 10:34am No further updates, still awaiting form to be filled out 30 Jan 2025 5:08pm Staff have reached out to Kaikohe Lions Club again for the documentation required, and to offer assistance. No response received as at 30/1/25 26 Mar 2025 4:10pm

OPEN RESOLUTION REPORT			
Division: Committee: Kaikohe-Hokianga Community Board Officer:		Printed: Monday, 31 March 2025 8:13:04 am Date From: 1/01/2020 Date To: 31/03/2025	
Meeting	Title	Resolution	Notes
			Kaikohe Lions Club are seeking direction from Mr Byer's family before being able to provide us further information to progress. 28 Mar 2025 Target Date Revision Target date changed from 08 November 2024 to 31 May 2025 - Finalisation of this is outside of our scope - we are waiting on customer.
Kaikohe-Hokianga Community Board 21/02/2025	Traffic calming/speed bumps petition in Ōkaikau.	RESOLUTION 2025/2 That the Kaikohe - Hokianga Community Board: a) ask Council staff members responsible for traffic counting measures do a preliminary investigation and report back to the Kaikohe-Hokianga Community Board at the earlier convenience.. CARRIED	28 Mar 2025 A report has been tabled on the April Agenda for KHCB feedback. This will be escalated to the April Te Koukou – Transport & Infrastructure Committee.
Kaikohe-Hokianga Community Board 21/02/2025	Recommendation for Vesting of Recreation Reserve	RESOLUTION 2025/4 That the Kaikohe-Hokianga Community Board recommend to Council that: a) Proposed Lot 93 of 2250013-RMACOM is vested with Council as a recreation reserve b) Proposed Lot 400 of 2250013-RMACOM is vested with Council as a local purpose (esplanade) reserve. CARRIED	27 Mar 2025 Following advice from Legal Services, staff will seek agreement from the Group Manager - Delivery and Operations for vesting of these reserves not Council., In future, feedback from the Community Boards on consents proposing vested reserves will be requested informally rather than through a formal meeting report, An update on the vesting of this reserve will be provided for the KHCB.
Kaikohe-Hokianga Community Board 21/02/2025	Amenity Lighting Priorities	RESOLUTION 2025/5 That the Kaikohe-Hokianga Community Board approve: a) The installation of the Amenity lights as	27 Mar 2025 Reallocation Action reassigned. This is now sitting with the Project Manager.

OPEN RESOLUTION REPORT			
Division: Committee: Officer:		Kaikohe-Hokianga Community Board	
		Printed: Monday, 31 March 2025 8:13:04 am Date From: 1/01/2020 Date To: 31/03/2025	
Meeting	Title	Resolution	Notes
		i) Priority #1, Financial Year 2024/25 - Kaikohe Marino Court EV Charging Station ii) Priority #2, Financial Year 2025/26 - Ōmāpere Freese Park Playground iii) Priority #3, Financial Year 2026/27 – Ōpononi Fairlie Crescent/SH12 Walkway b) the ongoing operational expenditure of \$1,500 per annum for each of the lights over the next three years (2024/2027). CARRIED	
Kaikohe-Hokianga Community Board 21/02/2025	Ground lease requests over Kaikohe landfill	RESOLUTION 2025/6 That the Kaikohe – Hokianga Community Board recommend that Council deny all new ground lease requests over Part 3 and 4 DP 22327 Blk XV Omapere SD, located at Recreation Road, Kaikohe and vested in Far North District Council as recreation reserve, known as the Kaikohe Landfill, due to health and safety risks. CARRIED	28 Mar 2025 Report has been escalated to 10 April Council meeting for a decision.
Kaikohe-Hokianga Community Board 21/02/2025	New Ground Lease to Kohukohu Bowling Club Incorporated over 22 Beach Road, Kohukohu	RESOLUTION 2025/7 That the Kaikohe - Hokianga Community Board: a) recommend to Council that the process is commenced on the granting of a new ground lease to Kohukohu Bowling Club Incorporated over part of the Recreation Reserve being Part Lot 2 DP 23934 and Pt Sec 81 Blk X Mangamuka SD, approximately 2,555.4 square metres, held in New Zealand Gazette 1981 page 1917 held in Record of Title NA636/269. b) The terms of the proposed lease shall be: <ul style="list-style-type: none"> Term: 30 Years (10+10+10) 	28 Mar 2025 Report has been escalated to 10 April Council meeting for a decision.

OPEN RESOLUTION REPORT			
Division: Committee: Officer:		Printed: Monday, 31 March 2025 8:13:04 am Date From: 1/01/2020 Date To: 31/03/2025	
Kaikohe-Hokianga Community Board			
Meeting	Title	Resolution	Notes
		<ul style="list-style-type: none"> Annual Rental: \$121 plus GST for 2024/25 and reviewed annually in conjunction with the FNDC Fees and Charges Schedule. <p>c) agrees to hear any submissions received in response to the consultation process and to make recommendations to Council.</p> <p style="text-align: right;">CARRIED</p>	

RESOLUTION TO EXCLUDE THE PUBLIC

RECOMMENDATION

That the public be excluded from the following parts of the proceedings of this meeting.

The general subject matter of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48 of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
9.1 - Confirmation of Previous Minutes - Public Excluded	<p>s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons</p> <p>s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities</p> <p>s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p>	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
9.2 - Infrastructure Acceleration Fund - Kaikohe Water and Wastewater Upgrades	<p>s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p> <p>s7(2)(j) - the withholding of the information is necessary to prevent the disclosure or use of official information for improper gain or improper advantage</p>	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7

10 KARAKIA WHAKAMUTUNGA / CLOSING PRAYER

11 TE KAPINGA HUI / MEETING CLOSE