



**Far North
District Council**



AGENDA

Te Hiku Community Board Meeting

Tuesday, 5 March 2019

Time: 10:00 am

Location: Te Ahu

**Cnr Matthews Ave and South Road
Kaitaia**

Membership:

Chairperson Adele Gardner - Chairperson
Member Lawrie Atkinson
Member Bronwyn Bauer-Hunt
Member Melanie Dalziel
Member Awhina Murupaenga
Member Nuū Ward
Cr Felicity Foy

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 Maori.

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

Protocols

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

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

TE HIKU COMMUNITY BOARD MEMBERS REGISTER OF INTERESTS

Name	Responsibility (i.e. Chairperson etc.)	Declaration of Interests	Nature of Potential Interest	Member's Proposed Management Plan
Adele Gardner	N/A - FNDC Honorarium			
	The Far North 20/20, ICT Trust	Trustee		
	Te Ahu Charitable Trust	Trustee		
	ST Johns Kaitia Branch	Trustee/Committee Member		
	I know many FNDC staff members as I was an FNDC staff member from 1994-2008.			
Partner of Adele Gardner	N/A as Retired			
Bronwyn Hunt	CBEC		Director	Stand aside from any discussion held
	Independent Hearings Commissioner			Continue to be available as a commissioner with the exception of any within the Te Hiku area.
	Te Rarawa Anga Mua	Senior member of TRAM and technical advisor to PSGE for Te Runanga o Te Rarawa		Remove oneself from discussion and any decision making
	Principle Advisor Policy, Strategy and Service Delivery	Te Hiku Beach Governance Board		Continue to provide technical advice to the board, no decision making authority with respect to the board
	Northland Conversation Board Member			
	Reconnecting Northland (Chair)			
	Para Kore (member)		Para Kore holds a waste minimisation contract with FNDC.	Remove oneself from discussion and any decision making.
	Te Ahu Charitable Trust (member)		Council is a tenant of the Te Ahu Facility	
	R Tucker Thompson Sail Training Trust		Trust leases a building and mooring currently operated by Far North Holdings	Abide by the trust document, remove oneself from discussion and any decision making.

Name	Responsibility (i.e. Chairperson etc.)	Declaration of Interests	Nature of Potential Interest	Member's Proposed Management Plan
	Far North Regional Museum Trust (chair)		Museum located and operated by FNDC, Advisory and responsibility of trust is with the collections.	Abide by the MOU (May 2017)
	Was employed between 1995-2010 as a senior manager within Council. There are staff who are still with FNDC that once reported to me. Don't think there's a conflict but would like it noted.			
Awhina Murupaenga	No form received			
Melanie Dalziel	No form received			
Nuu Ward	No form received			
Lawrie Atkinson	No form received			
Felicity Foy	Director - Northland Planning & Development	I am the director of a planning and development consultancy that is based in the Far North and have two employees.		<p>I will abstain from any debate and voting on proposed plan change items for the Far North District Plan.</p> <p>I will declare a conflict of interest with any planning matters that relate to resource consent processing, and the management of the resource consents planning team.</p> <p>I will not enter into any contracts with Council for over \$25,000 per year. I have previously contracted to Council to process resource consents as consultant planner.</p>
	Flick Trustee Ltd	I am the director of this company that is the company trustee of Flick Family Trust that owns properties on Weber Place and Allen Bell Drive.		

Name	Responsibility (i.e. Chairperson etc.)	Declaration of Interests	Nature of Potential Interest	Member's Proposed Management Plan
	Elbury Holdings Limited	This company is directed by my parents Fiona and Kevin King.	This company owns several dairy and beef farms, and also dwellings on these farms. The Farms and dwellings are located in the Far North at Kaimaumau, Bird Road/Sandhills Rd, Wireless Road/Puckey Road/Bell Road, the Awanui Straight, Tahuna Road/Allen Bell Drive.	
	Foy Farms partnership	Owner and partner in Foy Farms - a farm in three titles on Church Road, Kaingaroa		
	Foy Farms Rentals	Owner and rental manager of Foy Farms Rentals for 6 dwellings on Church Road, Kaingaroa and 1 dwelling on Allen Bell Drive, Kaitaia		
	King Family Trust	This trust owns several titles/properties at Cable Bay, Seaview Rd/State Highway 10 and Ahipara - Panorama Lane.	These trusts own properties in the Far North.	
	Previous employment at FNDC 2007-16	I consider the staff members at FNDC to be my friends		
Partner Felicity Foy	Employed by Justaplumber Taipa			
	Friends with some FNDC employees			

Far North District Council
Te Hiku Community Board Meeting
will be held in the Te Ahu, Cnr Matthews Ave and South Road, Kaitaia
on:
Tuesday 5 March 2019 at 10:00 am

Order Of Business

1	Apologies and conflicts of Interest	11
2	Public Forum.....	11
3	Speakers.....	11
4	Deputations.....	11
5	Confirmation of Previous Minutes.....	12
	5.1 Confirmation of Previous Minutes.....	12
6	Infrastructure and Asset Management Group	21
	6.1 Te Hiku New Footpaths Programme 2018/2019.....	21
7	District Services Group	26
	7.1 Community and Customer Services Department Information Report 1 July - 31 December 2018.....	26
8	Corporate Services Group	36
	8.1 Lease 8 Melba Street Kaitaia to Nga Wawata Bi-Lingual Early Childhood Centre Limited.....	36
	8.2 Chairperson and Member Reports	39
	8.3 Funding Project Reports.....	48
	8.4 Te Hiku Statement of Community Fund Account as at 31 January 2019	58
	8.5 Application for Funding - NZ Offshore Powerboat Association Inc.....	63
	8.6 Application for Funding - Be Free Inc	73
	8.7 Application for Funding - Awhina Hoiho Charitable Trust.....	83
	8.8 Te Hiku Statement of Financial Performance Activities by Ward for the period ending 31 December 2018	93
9	Meeting Close	96

1 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 Team Leader Governance Support (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.

2 PUBLIC FORUM**3 SPEAKERS**

10:30 am Representative from NZ Offshore Powerboat Association

10:35 am Respresenative from Be Free Inc

10:40 am Representative from Awhina Hoiho Charitable Trust

4 DEPUTATIONS

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

5 CONFIRMATION OF PREVIOUS MINUTES

5.1 CONFIRMATION OF PREVIOUS MINUTES

File Number: A2295592

Author: Melissa Wood, Meetings Administrator

Authoriser: Aisha Huriwai, Team Leader Governance Support

PURPOSE OF THE REPORT

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

RECOMMENDATION

That the Te Hiku Community Board agrees that the minutes of the meeting of the Te Hiku Community Board held 12 December 2018 be confirmed as a true and correct record.

1) BACKGROUND

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

2) DISCUSSION AND OPTIONS

The minutes of the meeting are attached.

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

Reason for the recommendation

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

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

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

ATTACHMENTS

1. **Unconfirmed Minutes - Te Hiku Community Board Meeting 12 December 2018 - A2293054**  

Compliance schedule:

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

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

Compliance requirement	Staff assessment
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	Not applicable.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Not applicable.
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	This is a Community Board report
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.	None
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.	Not applicable.
State the financial implications and where budgetary provisions have been made to support this decision.	There are no financial implications requiring input from the Chief Financial Officer.
Chief Financial Officer review.	The Chief Financial Officer has not reviewed this report.

**MINUTES OF FAR NORTH DISTRICT COUNCIL
TE HIKU COMMUNITY BOARD MEETING
HELD AT THE TE AHU, CNR MATTHEWS AVE AND SOUTH ROAD, KAITAIA
ON WEDNESDAY, 12 DECEMBER 2018 AT 10:00 AM**

PRESENT: Chairperson Adele Gardner, Member Lawrie Atkinson, Member Bronwyn Bauer-Hunt, Member Melanie Dalziel, Member Awhina Murupaenga, Member Nuū Ward, Cr Felicity Foy

STAFF PRESENT: Melissa Wood - Meetings Administrator, Gordon Dellar - Assets Manager, Rob Koops - Property Services, Tanya Nowell - Team Leader Infrastructure Programmes, Aaron Reilly - Lighting & Transport Operations Specialist

1 PUBLIC FORUM

Pat Davis representative from Far North Environment Centre spoke in regard to the Lighthouse Building Kaitaia, agenda item 6.1 refers.

2 APOLOGIES AND CONFLICTS OF INTERESTS

There were no apologies. Member Dalziel declared an interest - agenda item 8.9 refers Whakawhiti Ora Pai Funding Application.

3 CONFIRMATION OF PREVIOUS MINUTES SPEAKERS

5.1 CONFIRMATION OF PREVIOUS MINUTES

COMMITTEE RESOLUTION 2018/24

Moved: Member Melanie Dalziel

Seconded: Member Nuū Ward

That the Te Hiku Community Board agrees that the minutes of the meeting of the Te Hiku Community Board held 8 November 2018 be confirmed as a true and correct record.

CARRIED

4 SPEAKERS

Raewyn Pennell, representing Business & Professional Women Kaitaia spoke to the Board in regard to their funding application - agenda item 8.5 refers

Jim Burrough, representing Kaitaia & Districts Agricultural and Pastoral Association, spoke to the Board in regard to their funding application - agenda item 8.6 refers

Terri Gravitt, representing Life Education Trust Far North spoke to the Board in regard to their funding application - agenda item 8.7 refers.

Barbara Larsen and Bryar Crewther-Abraham, representing Whakawhiti Ora Pai Community Health Promotions unit spoke to the Board in regard to their funding application - agenda item 8.9 refers.

Rewarewa Morris and Leslie Trussler, representing Man Up & Legacy Sisterhood Empowerment Kaitaia spoke to the Board in regard to their funding application - agenda item 8.8 refers.

MEETING: The meeting was adjourned from 10:56 am to 11:18 am.

5 DEPUTATIONS

Mark Frost - Vice Chairperson Kaitaia Business Association - Annual Report 2017/18, agenda item 7.2 refers.

Mark Osborne - representing Te Hiku Sports Hub - progress update.

6 INFRASTRUCTURE AND ASSET MANAGEMENT GROUP

6.1 LIGHTHOUSE SOUTH ROAD - BUILDING ISSUES AND FUTURE USE

RESOLUTION 2018/25

Moved: Member Bronwyn Bauer-Hunt

Seconded: Member Nuu Ward

That the Te Hiku Community Board recommends:

- a) Council repair the former FNDC information centre building (the Lighthouse) at 8 South Road, Kaitaia to make it watertight and prevent further deterioration (estimated cost \$1,200 to \$1,500 plus GST).
- b) carry forward the remainder of the available renewals budget towards the future conversion to public amenities or other use appropriate for public recreation and enjoyment in Jaycee Park.
- c) close the Lighthouse building until such time that a long term decision on the use of the building and associated budget can be made.

CARRIED

ATTENDANCE: Member Murpaenga left the meeting at 12:21 pm and rejoined the meeting at 12:27 pm.

6.2 TE HIKU BOARD 2018/19 LIGHTING PROJECTS

RESOLUTION 2018/26

Moved: Member Bronwyn Bauer-Hunt

Seconded: Member Lawrie Atkinson

That the Te Hiku Board approves the installation of three new streetlights on Pukepoto Road, Kaitaia, to be funded from the 2018/19 Te Hiku New Amenity Light budget at an estimated cost of \$16,645 excl GST.

CARRIED

7 STRATEGIC PLANNING AND POLICY GROUP

7.1 DISABILITY ACTION GROUP ANNUAL REPORT 2017-2018

RESOLUTION 2018/27

Moved: Member Bronwyn Bauer-Hunt

Seconded: Member Nuu Ward

That the Te Hiku Community Board receives the report Disability Action Group Annual

Report 2017-2018.**CARRIED****7.2 KAITAIA BUSINESS IMPROVEMENT DISTRICT ANNUAL PLAN****RESOLUTION 2018/28**

Moved: Member Melanie Dalziel

Seconded: Member Lawrie Atkinson

That the Te Hiku Community Board:

- a) Release the \$50,000 funds collected via targeted rates to the Kaitaia Business Association for the 2018-2019 financial year.
- b) Advise the Kaitaia Business Association to reduce its planned spend identified in the Annual Plan for 2019-2020 financial year to match the \$50,000 that will be available via the targeted rate.

CARRIED

MEETING: The meeting was adjourned from 12:47 pm to 1:39 pm.

8 CORPORATE SERVICES GROUP**8.1 TE HIKU COMMUNITY BOARD CALENDAR OF MEETINGS 2019****RESOLUTION 2018/29**

Moved: Member Melanie Dalziel

Seconded: Member Bronwyn Bauer-Hunt

That the Te Hiku Community Board :

- a) adopt the following meeting dates for 2019 until the end of the triennium at venues to be determined by the Board
 - 5 March
 - 16 April
 - 28 May
 - 16 July
 - 20 August
 - 1 October
- b) schedule the following meeting dates for the Kaitaia Drainage Committee, Waiharara and Kaikino Drainage Committee, and the Motutangi Drainage Committee for 2019
 - 18 March
 - 2 Sept
- c) delegate the authority to amend the schedule of Community Board meetings, and Drainage Committee meetings from January 2019 until the end of the Triennium, to the Chief Executive Officer.

CARRIED

8.2 CHAIRPERSON AND MEMBER REPORTS**RESOLUTION 2018/30**

Moved: Member Melanie Dalziel

Seconded: Member Nuū Ward

That the Te Hiku Community Board note the reports from the Chairperson, and Members Atkinson, Dalziel, and Ward.

CARRIED

8.3 FUNDING PROJECT REPORTS**RESOLUTION 2018/31**

Moved: Member Bronwyn Bauer-Hunt

Seconded: Member Lawrie Atkinson

That the Te Hiku Community Board notes the following project report forms from:

- **Far North Safer Community Council**
- **Mangonui Fun Run and Walk event**
- **No 64 Squadron Kaitaia Air Training Corps**

CARRIED

8.4 TE HIKU STATEMENT OF COMMUNITY FUND ACCOUNT AS AT 31 OCTOBER 2018**RESOLUTION 2018/32**

Moved: Member Bronwyn Bauer-Hunt

Seconded: Member Melanie Dalziel

That the Te Hiku Community Board receives the report Te Hiku Statement of Community Fund Account as at 31 October 2018.

CARRIED

8.5 APPLICATION FOR FUNDING - BUSINESS & PROFESSIONAL WOMEN KAITAIA (INC)**RESOLUTION 2018/33**

Moved: Member Melanie Dalziel

Seconded: Member Bronwyn Bauer-Hunt

That the Te Hiku Community Board in considering the provisions of the Community Grant Policy authorise the sum of \$4,000 (plus GST if applicable) to be paid from the Board's Community Fund account to Business & Professional Women Kaitaia for costs toward the archiving and publishing the book '10 years of art 2 wear in Kaitaia', to support the following Community Outcomes:

- i. Proud vibrant communities**

CARRIED**8.6 APPLICATION FOR FUNDING - KAITAIA & DISTRICTS AGRICULTURAL AND PASTORAL ASSOCIATION****MOTION**

Moved: Member Melanie Dalziel
Seconded: Member Bronwyn Bauer-Hunt

That the Te Hiku Community Board in considering the provisions of the Community Grant Policy authorise the sum of \$5,369 (plus GST if applicable) to be paid from the Board's Community Fund account to the Kaitaia & Districts Agricultural and Pastoral Association for the 2019 Kaitaia A&P show, to support the following Community Outcomes:

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

AMENDMENT

Moved: Member Bronwyn Bauer-Hunt
Seconded: Member Melanie Dalziel

That the Te Hiku Community Board in considering the provisions of the Community Grant Policy authorise the sum of \$3,000 (plus GST if applicable) to be paid from the Board's Community Fund account to the Kaitaia & Districts Agricultural and Pastoral Association for the 2019 Kaitaia A&P show, to support the following Community Outcomes:

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

CARRIED

The Amendment became the substantive motion

RESOLUTION 2018/34

Moved: Member Bronwyn Bauer-Hunt
Seconded: Member Melanie Dalziel

That the Te Hiku Community Board in considering the provisions of the Community Grant Policy authorise the sum of \$3,000 (plus GST if applicable) to be paid from the Board's Community Fund account to the Kaitaia & Districts Agricultural and Pastoral Association for the 2019 Kaitaia A&P show, to support the following Community Outcomes:

- i. Proud vibrant communities**
- ii. Liveable communities that are healthy, safe, connected and sustainable**

CARRIED**8.7 APPLICATION FOR FUNDING - LIFE EDUCATION TRUST FAR NORTH****MOTION**

Moved: Member Lawrie Atkinson
Seconded: Cr Felicity Foy
Moved: Member Melanie Dalziel

Seconded: Chairperson Adele Gardner .

That the Te Hiku Community Board in considering the provisions of the Community Grant Policy authorise the sum of \$10,000 (plus GST if applicable) to be paid from the Board's Community Fund account to Life Education Trust Far North towards the costs of their 2019 annual visits to Northland Schools.

i. Proud vibrant communities

AMENDMENT

Moved: Member Lawrie Atkinson

Seconded: Cr Felicity Foy

That the Te Hiku Community Board in considering the provisions of the Community Grant Policy authorise the sum of \$3,000 (plus GST if applicable) to be paid from the Board's Community Fund account to Life Education Trust Far North towards the costs of their 2019 annual visits to Northland Schools.

i. Proud vibrant communities

CARRIED

The amendment became the substantive motion

RESOLUTION 2018/35

That the Te Hiku Community Board in considering the provisions of the Community Grant Policy authorise the sum of \$3,000 (plus GST if applicable) to be paid from the Board's Community Fund account to Life Education Trust Far North towards the costs of their 2019 annual visits to Northland Schools.

i. Proud vibrant communities

CARRIED

8.8 APPLICATION FOR FUNDING - MAN UP AND LEGACY KAITAIA

RESOLUTION 2018/36

Moved: Chairperson Adele Gardner

Seconded: Member Bronwyn Bauer-Hunt

That the Te Hiku Community Board in considering the provisions of the Community Grant Policy declines the funding application from Man Up and Legacy Kaitaia, as there are alternative funding sources that are more appropriate.

CARRIED

8.9 APPLICATION FOR FUNDING - WHAKAWHITI ORA PAI COMMUNITY HEALTH**MOTION**

Moved: Member Bronwyn Bauer-Hunt

Seconded: Cr Felicity Foy

That the Te Hiku Community Board in considering the provisions of the Community Grant Policy authorise the sum of \$1,908 (plus GST if applicable) to be paid from the Board's Community Fund account to Whakawhiti Ora Pai for costs toward the 2019 Whanau Camp, to support the following Community Outcomes:

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

AMENDMENT

Moved: Chairperson Adele Gardner

Seconded: Member Awhina Murupaenga

That the Te Hiku Community Board in considering the provisions of the Community Grant Policy declines the funding application from Whakawhiti Ora Pai Community Health, as there are alternative funding sources that are more appropriate.

CARRIED

The amendment became the substantive motion

RESOLUTION 2018/37

Moved: Chairperson Adele Gardner

Seconded: Member Awhina Murupaenga

That the Te Hiku Community Board in considering the provisions of the Community Grant Policy declines the funding application from Whakawhiti Ora Pai Community Health, as there are alternative funding sources that are more appropriate.

CARRIED

9 MEETING CLOSE

The Meeting closed at 2:47 PM.

The minutes of this meeting will be confirmed at the Te Hiku Community Board Meeting held on 5 March 2019.

.....
CHAIRPERSON

6 INFRASTRUCTURE AND ASSET MANAGEMENT GROUP

6.1 TE HIKU NEW FOOTPATHS PROGRAMME 2018/2019

File Number: A2349143

Author: Jaco Cronje, Project Manager - Footpaths & Cycleways

Authoriser: Andy Finch, General Manager - Infrastructure and Asset Management

PURPOSE OF THE REPORT

To seek approval for the 2018/2019 year footpath programme for the Te Hiku Ward.

EXECUTIVE SUMMARY

- There is \$150,000 allocated in the Long Term Plan for new footpaths in the Te Hiku Ward.
- NZTA have elected to fund new footpath projects from the 2018/2019 financial year at the current Funding Assistance Rate of 66% (i.e. FNDC have to contribute a 34% local share).
- NZTA will fund the highest ranked footpaths in order of priority, though other footpaths may be put forward on a business case basis.
- FNDC have therefore prepared a 2018/2019 footpath programme that maximise NZTA funding subsidy. This programme aligns with that previously agreed by the Community Board.

RECOMMENDATION

That the Te Hiku Community Board agrees to the revised 2018/2019 footpath programme as follows:

- **Kaitaia: Arnold Rae park to ticket gate**
- **Kaitaia: Pukepoto Road**
- **Kaitaia: North Park Drive to Whangatane Drive - Design in 2018/2019, Construction 2019/2020**
- **Kaitaia: Donald Road to Hillcrest Road**
- **Kaitaia: Dominion Road**
- **Kaitaia: SH1 Matthews Avenue**
- **Ahipara: Foreshore Road toilets to Panorama Lane - Design in 2018/2019, Construction 2019/2020**
- **Kaitaia: A&P to Te Ahu - Design in 2018/2019, Construction 2019/2020**

1. BACKGROUND

NZTA Footpath Funding

Prior to this financial year, new footpath construction did not attract funding subsidy from NZTA. However, this has now changed and NZTA have advised that they will now fund the construction of new footpaths under the Low Cost – Low Risk programme. This allows for a streamlined funding approval for projects valued at less than \$1M, which would include the footpaths routinely constructed by FNDC. It also means that new footpaths funding through this mechanism would attract NZTA funding subsidy at 66% of total project cost.

NZTA's requirement is that the application for subsidy for new footpaths is not excessive compared to the remainder of the roading programme, and that prioritisation is aligned to the Government Policy Statement on Land Transport. This has four strategic priorities:

- Safety – a safe system, free of death and serious injury;

- Access – a system that provides increased access to economic and social opportunities, enables transport choice and access, and is resilient;
- Environment – a system that reduces greenhouse gas emissions, as well as adverse effects on the local environment and public health;
- Value for money – a system that delivers the right infrastructure and services to the right level at the best cost.

Potential new footpaths in the Te Hiku Ward have been identified through a blend of resident, FNDC Staff and community board requests. The schedule of new footpaths produced has been prioritised against the above criteria.

This methodology has been accepted by NZTA who have also agreed that they will provide funding subsidy for the highest ranking projects on a Ward rather than a District basis.

The highest ranking projects in each Ward will therefore attract subsidy from NZTA.

Community Board Project List

The Community Board have previously notified staff of their highest priority new footpath projects:

- Kaitaia: Pukepoto Road
- Kaitaia: North Park Drive to Whangatane Drive

Both these projects are included within the 2018/2019 footpaths programme assessed using the NZTA prioritisation methodology described above.

Relationship to the Walking and Cycling Strategy

The Walking and Cycling Strategy is currently under development and is not available to inform this paper. However, the approach detailed in this report will be superseded by the outcomes of the Walking and Cycling Strategy.

2. DISCUSSION AND OPTIONS

The proposed 2018/2019 footpath programme aligns with the previously stated wishes of the Community Board. No alternative options have been outlined.

Recommendations

It is recommended that the Community Board approve the 2018/2019 footpath programme as follows:

- Kaitaia: Arnold Rae park to ticket gate
- Kaitaia: Pukepoto Road
- Kaitaia: North Park Drive to Whangatane Drive - Design in 2018/2019, Construction 2019/2020
- Kaitaia: Donald Road to Hillcrest Road
- Kaitaia: Dominion Road
- Kaitaia: SH1 Matthews Avenue
- Ahipara: Foreshore Road toilets to Panorama Lane - Design in 2018/2019, Construction 2019/2020
- Kaitaia: A&P to Te Ahu - Design in 2018/2019, Construction 2019/2020

Reason for the recommendation

The adoption of this recommendation will maximise the size of the 2018/2019 new footpath programme as each individual footpath project will attract 66% funding subsidy from NZTA.

3. FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

There is \$150,000 per Ward available for footpath construction included in the Long Term Plan this financial year.

NZTA have provisionally approved a \$450,000 funded new footpath programme across the District.

ATTACHMENTS

1. **Te Hiku Community Board- New Footpaths Programme - A2333945**  

Compliance schedule:

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

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

Compliance requirement	Staff assessment
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	This report has a low degree of significance as the outcome will comply with current policy regardless of whether or not subsidy is obtained.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	The following Policy is relevant: - Footpaths Policy #5004 The recommendations align with this 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.	As a project involving FNDC headquarters, this project has district wide significance.
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 is no impact on Māori aside from the benefits of adopting the recommendation to maximise benefits.
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.	Customers: Interest in how money is spent, and how much subsidy is gained. Interest in local work to them; FNDC Staff: Direction on what to build this year.
State the financial implications and where budgetary provisions have been made to support this decision.	This has been covered under: 3. Financial implications and budgetary provision.
Chief Financial Officer review.	

Te Hiku Community Board- New Footpaths Programme**Footpaths Programme 18/19 - Recommended from Community Board**

Footpath Rank	Type	Details	Estimated Cost	NZTA Contribution	Local Share
Picked	Footpath	Kaitaia: Pukepoto Road	\$ 46,000	\$ -	\$ 46,000
Picked	Footpath	Kaitaia: North Park Drive to Whangatane Drive	\$ 154,000	\$ -	\$ 154,000
Total			\$ 200,000	\$ -	\$ 200,000

- Notes:
- 1 The amount of work completed will depend on actual works pricing - a maximum of \$150,000 would be completed.
 - 2 The last project would only be part completed to provide a total of \$150,000, with the remainder completed in the following financial year.

**Footpath Program 18/19 - Recommended through prioritization
Works Completed in this order are eligible for NZTA Subsidy**

Footpath Rank	Type	Details	Estimated Cost	NZTA Contribution	Local Share
1	Footpath	Arnold Rae park to ticket gate	\$ 32,000	\$ 21,120	\$ 10,880
2	Footpath	Kaitaia: Pukepoto Road	\$ 46,000	\$ 30,360	\$ 15,640
3	Footpath	Kaitaia: North Park Drive to Whangatane Drive (Total Cost \$154,000) - Design in 18/19, Construction 19/20	\$ 25,000	\$ 16,500	\$ 8,500
4	Footpath	Donald Rd to Hillcrest Rd	\$ 67,800	\$ 31,020	\$ 36,780
5	Footpath	Dominion Rd	\$ 14,476	\$ -	\$ 14,476
6	Footpath	SH1 Matthews Avenue	\$ 13,113	\$ -	\$ 13,113
7	Footpath	Foreshore Rd toilets to Panorama Lane (Total Cost \$100,800) - Design in 18/19, Construction 19/20	\$ 25,000	\$ -	\$ 25,000
8	Footpath	A&P to Te Ahu (Total Cost \$100,800) - Design in 18/19, Construction 19/20	\$ 25,000	\$ -	\$ 25,000
Total			\$ 248,389	\$ 99,000	\$ 149,389

- Notes:
- 1 The amount of work completed will depend on actual works pricing - a maximum of \$249,000 (subject to NZTA approval) would be fundable.

7 DISTRICT SERVICES GROUP

7.1 COMMUNITY AND CUSTOMER SERVICES DEPARTMENT INFORMATION REPORT 1 JULY - 31 DECEMBER 2018

File Number: A2355270

Author: Jacine Warmington, Manager - Community & Customer Services

Authoriser: Dean Myburgh, General Manager - District Services

PURPOSE OF THE REPORT

The purpose of the report is to provide information to the Te Hiku Community Board for the community and customer service activities.

EXECUTIVE SUMMARY

This information only report is provided as an update to Community Boards.

RECOMMENDATION

That the Te Hiku Community Board receive the report Community and Customer Services Department Information Report 1 July - 31 December 2018.

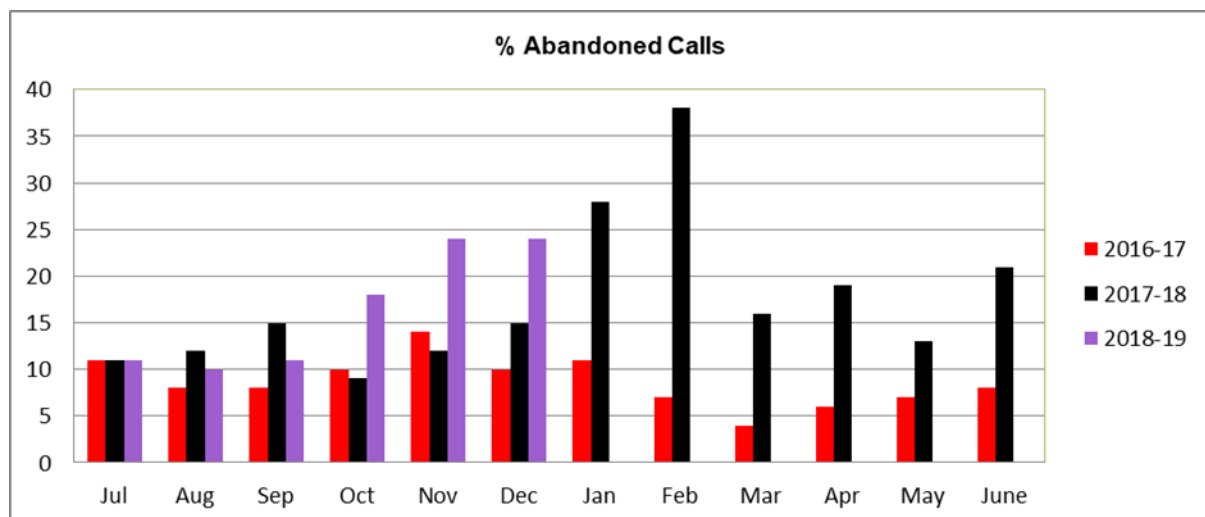
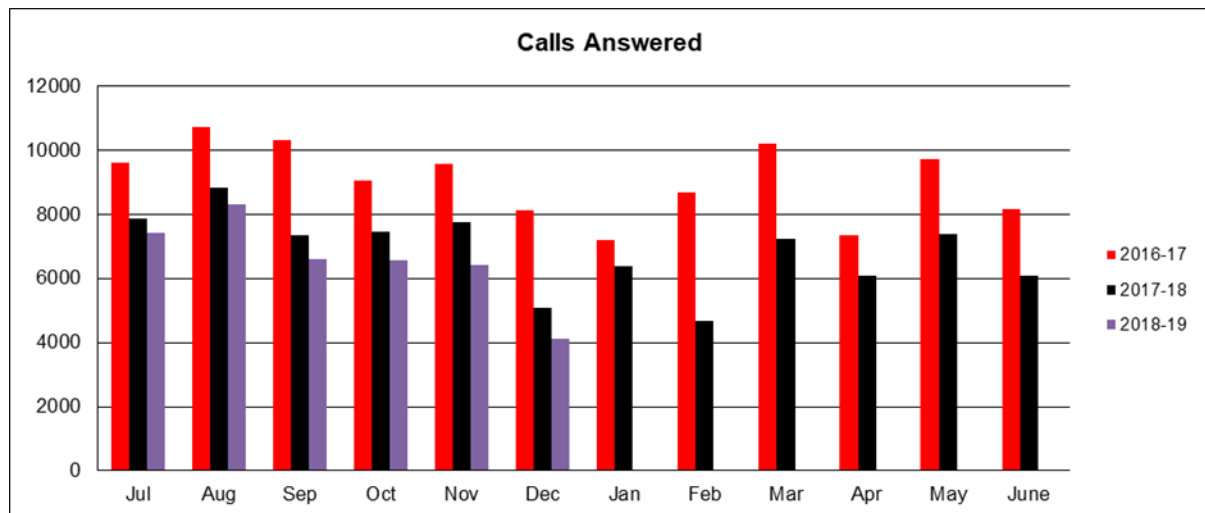
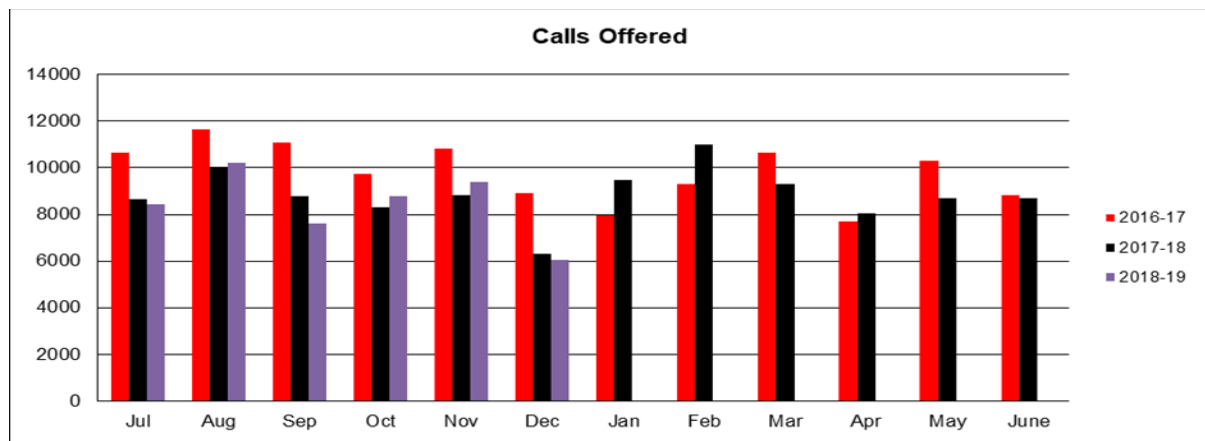
BACKGROUND

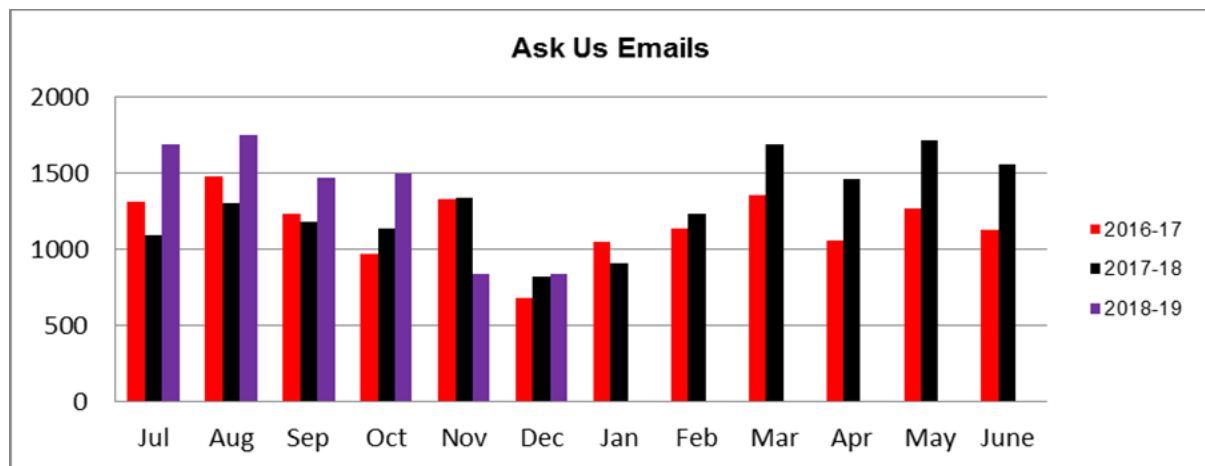
Statistical information in relation to the Community and Customer Services Department (District Services Group) is provided to the Te Hiku Community Board to provide an overview of activity and performance for the period 1 July to 31 December 2018 for the Te Hiku area.

DISCUSSION AND NEXT STEPS

Contact Centre

- The Community and Customer Services Department realignment was completed in November and changes took effect 1 December 2018. The key changes to note were the creation of two new Management positions, Manager - Customer Care (yet to be appointed) who will oversee the Contact Centre and Service Centres ensuring people and process alignment; and Manager – Libraries and Museum (appointed and will commence in their position March 2019) who will oversee the Libraries and Museum functions ensuring people and process alignment and implementing the Library Strategy that has been signed off by Council.
- Staff shortages (due to annual and sick leave) negatively impacted the Contact Centre statistics in November and December. The abandoned calls statistic increased to 24% for both months. Further training of staff that would be able to assist in other areas of Contact Centre and Service Centres is underway to address this and a Casual staff member has been employed to assist.





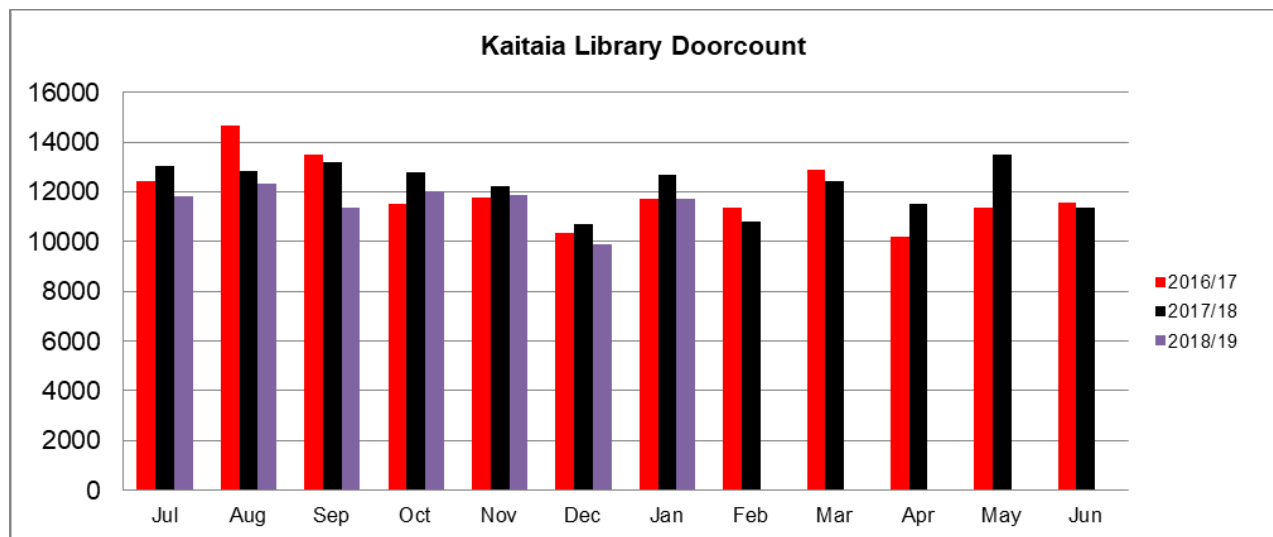
Kaitia Library

Library highlights for the period July 1 – December 31 2018 include:

- 3 book launches for local authors
- Interactive Scrabble which has proved to be very popular
- Regular guided tours of Te Ahu and the Library (schools, day care centres, teachers, in-house staff etc.)
- Guitar available for in house use
- Spark Jump Initiative to provide cheap internet access to families
- Bilingual and other story times related to topical events
- Presence at Age Concern Expo
- Book a Librarian initiative to offer one-on-one support and training to patrons
- Collaboration with a number of organisations, including:
 - Museum Trust for displays in the library
 - Shine Your Light for Christmas presentation and activity
 - local school to provide access to our e-collections in class
 - Building Safer Communities to offer holiday activities
 - LIANZA and HELL pizza to promote reading
 - Heritage NZ for displays in the library
 - Ahika Child Care to provide venue for transition to school meetings
 - SLANZA and Nat Lib to present the inaugural Golden Librarian Awards for exceptional school students
- Activity Booklet to encourage summer reading amongst school children in the holidays

Door Count June to December 2018

The number of visitors to the library has remained fairly constant at around 11,000 – 12,000 visitors per month. There was a drop off in December which is expected as people go away for the holiday period.



New Library Members since July 2018.

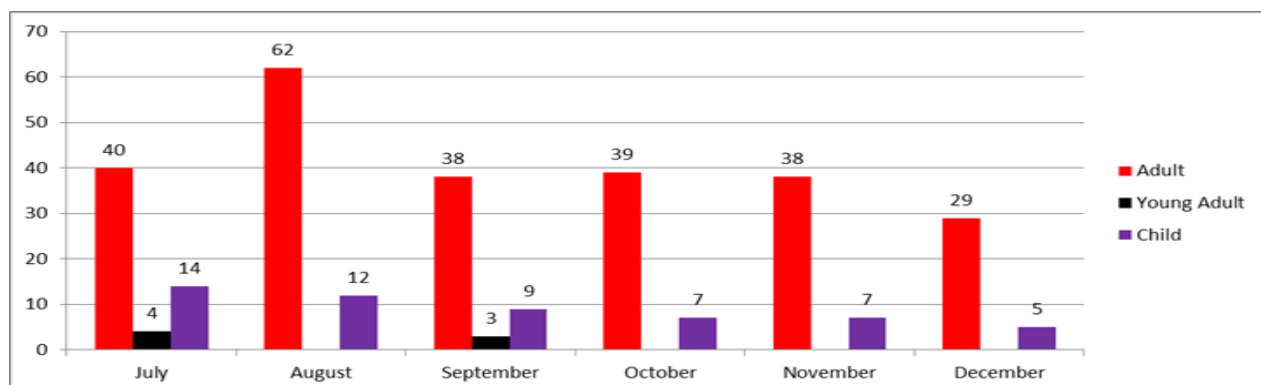
There was a peak in new Library members in August, which is expected for the middle of winter. New memberships remained steady - around 40 per month except for 62 in August/Winter, and a decline in December/Summer to 29.

Young Adult memberships were low, with a few during each term break.

The number of children opening new memberships was highest in winter, as with adults and decreased each month towards Christmas.

Generally, new memberships are stable with variations due to seasonal influences.

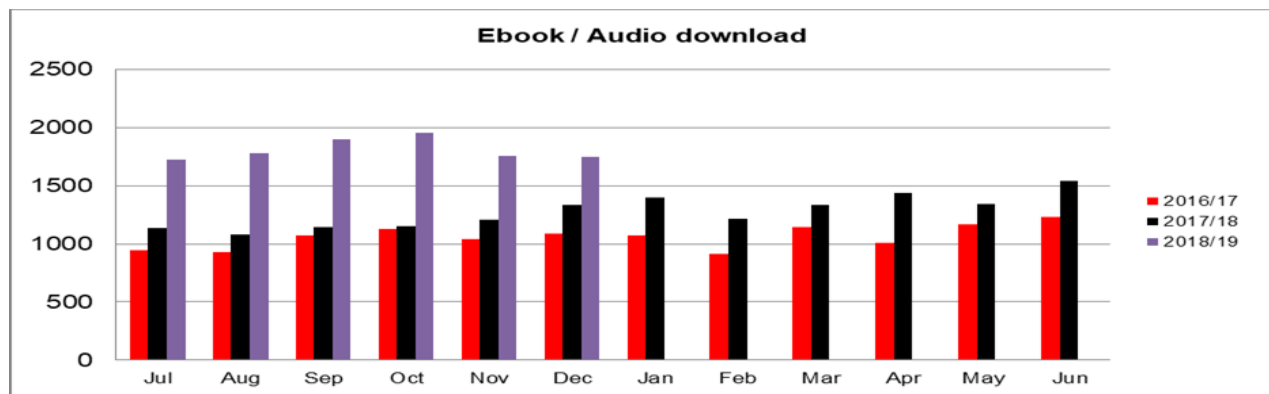
The Library continues to be a lively hub for the community with steadily increasing memberships.



eResources

The increase in eResources shown in the following graph is largely due to the newly introduced eAudiobooks in July 2018 and the creation of the Te Tai Tokerau consortium with Whangarei and Kaipara Libraries which results in an increased pool to borrow from.

Specific eResources-related staff training means staff are now more familiar and able to assist customers with downloading resources. This is most noticeable in the uptake of downloading eMagazines.



Museum@Te Ahu

Exhibitions / Collaborative Exhibitions

- *Tuia te kaakaa, whatu te kakahu exhibition* Stories woven into cloaks – Te Rarawa and Ngati Kuri weavers showcase traditional and contemporary cloaks inspired by the 1897 feathered cloak held by the museum.
- Matariki Event June extended to August 2018. *Nga Tohu o Te Hou, signs of the New Year*. An exhibition of new works from emerging Maori artists in the Te Hiku region.
- November 2018 – January 2019 Armistice Day Remembrance Exhibition: *Nga Rau Aroha stories of Love, Honour and Sacrifice from the Far North to the Western Front*. A collaboration between the Museum and Kaitia College History department.
- December 2018 – February 2019 (summer). *All Dolled up: doll collection - Lois Masters*.

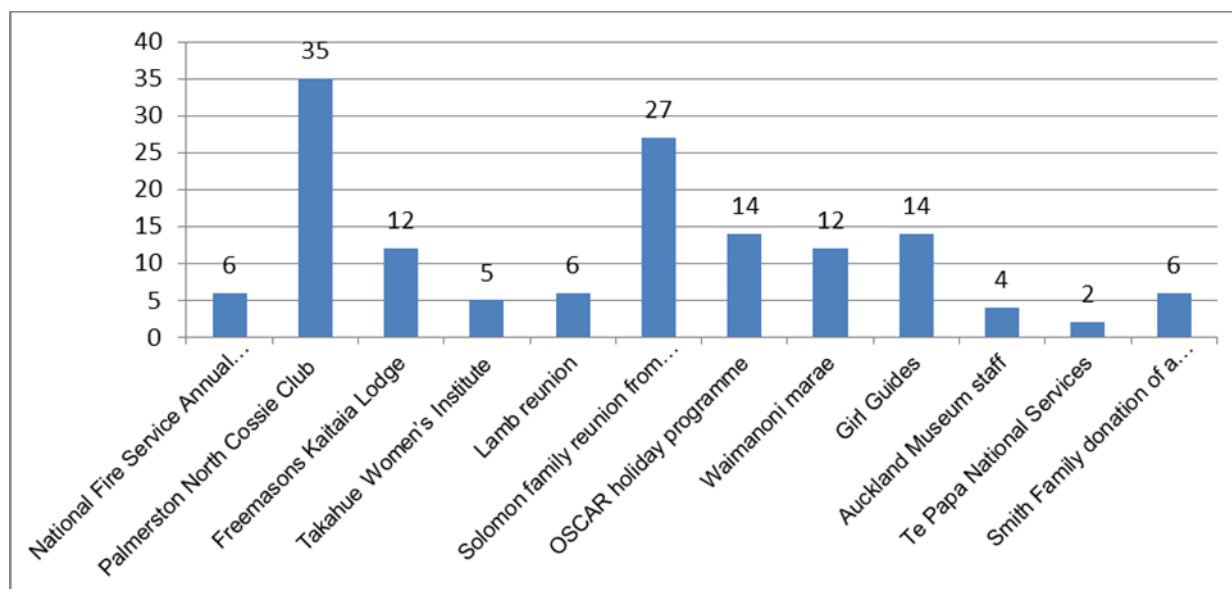
Educational Programmes

- An in-house programme designed by the Curator called **“The Great Museum Hunt”** for children between 5 – 14 years working as a team to discover treasures on exhibition.
- An in-house programme designed by the curator for young adults between 15 – 18 years **“Connecting with taonga”** a hands-on interactive programme behind the scenes to discover hidden treasures.

Groups

Hosting Archive Visitors / Archival Research Requests

Due to the staff changes, there is little statistical information available on the hours or numbers concerning the Archive operation. Seventy nine [79] researchers accessed museum collections and research facilities in 2017/2018, mostly family/local history (these are shown in the graph on the next page). Regular requests are being received for information from the Archives. The new museum curator is very much aware that better data is needed and will ensure there is a comprehensive set of figures for the next report.



Events/media and promotion

- Matariki exhibition/ events launched with an early morning karakia and kai.
- Blessing of the museum exhibition space and offices
- 3 articles on the museum published in the Northland Age
- Relaunch of the Museum @ Te Ahu face book page
- Rebranding of the museum

Care of the collection

- The draft Museum at Te Ahu Collection Policy (July 2018) was adopted by the Trust & Council.
- Expert Knowledge Exchange – as a follow up for the photographic collections expert exchange with Mark Strange, Specialist Conservators Vicki-Anne Heikell and Sally August visited and contributed to a conservation plan to coincide with Museum Offsite Storage project.
- 15 items were donated by the community to the Museum

Grants / Donations

- A funding application to Foundation North for \$10k to purchase shelving was spent.
- Funding for Museum Offsite Storage (Pioneer House) Project was successful (\$149k)
- Peace and Disarmament Funding (\$4k) for the Armistice Day exhibition
- Matariki Exhibition/events (\$500) - Te Reo o Te Rarawa – Te Runanga o Te Rarawa.
- An application has been made to Foundation North for funding for cataloguing and digitising of all items.

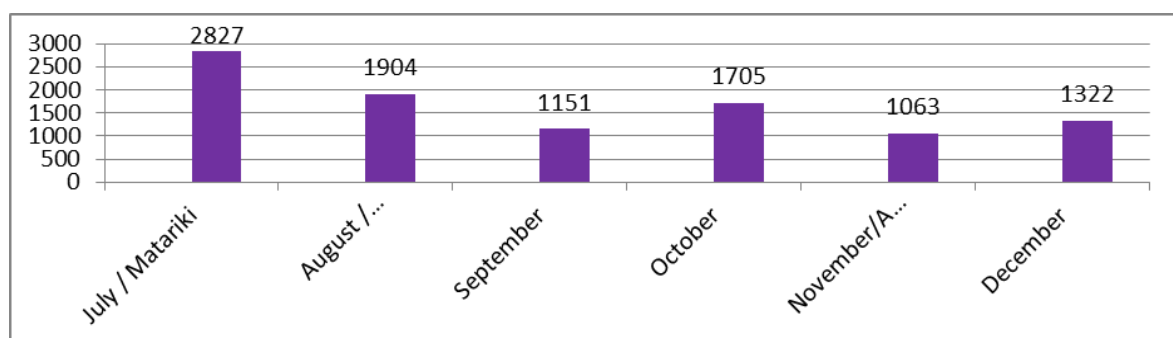
Regional and National

- There have been many positive comments captured in the Visitor Book and surveys.
- Tuhonohono Taonga Conference at Te Ahu co-hosted by Te Papa/Te Runanga o Te Rarawa
- Curator attended and spoke at National Archives of New Zealand conference, Rotorua.
- Curator article published in NZ Archives Journal Archifacts August 2018 - issue on indigenous collection management of taonga.

Pioneer House Project

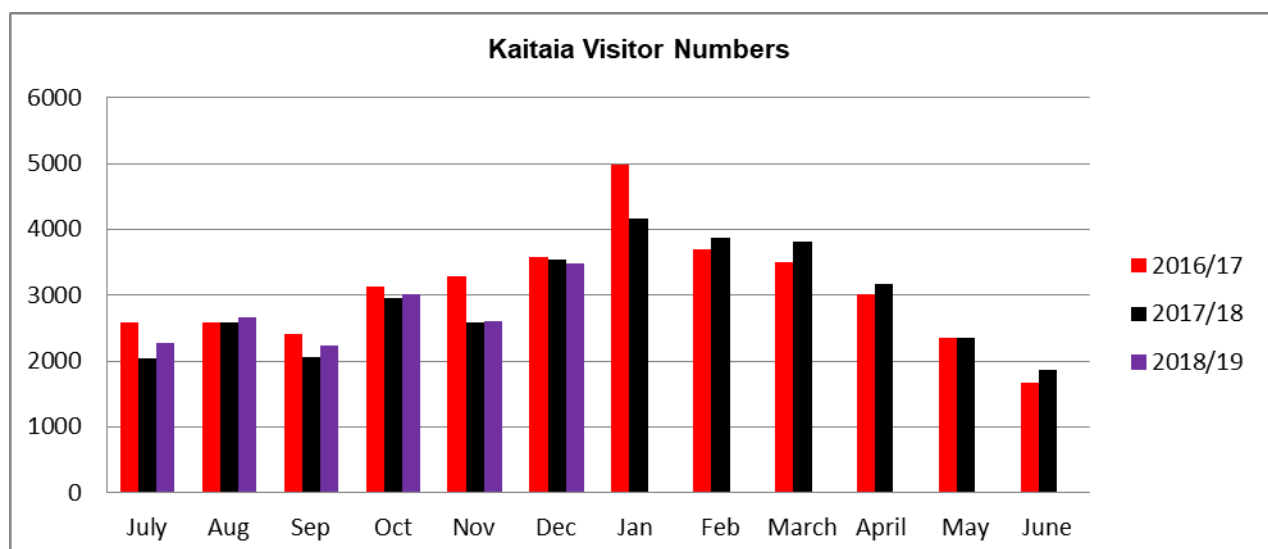
The task of upgrading quality of storage and accessibility began in early December with a blessing of project spaces by Kaumatua. The project is a collaboration between Council and Far North Regional Museum Trust, to ensure collections are maintained in optimum condition. Museum Trustees, Council staff and volunteers were supported by 4 contract workers for Phase 1 which finished before Christmas. Phase 1 involved cleaning of Pioneer House where the collections have been stored, and relocation to the upgraded 'Sanctuary' on the same site. High quality, industry-standard environmental controls were installed to control temperature and humidity, eliminating the threat of dampness and mold. Phase II starts on 21st January 2019, focusing on maintenance and preservation. A team of 4 contract workers will commence on Monday 4th February for a week of training prior to the start. All items will be cleaned, catalogued and stored in appropriate cases, shelves, and containers, ready for display at the Museum and throughout the Te Ahu Centre. Collections will be made available to historians, researchers who apply for access. Phase II will be completed by April 2019.

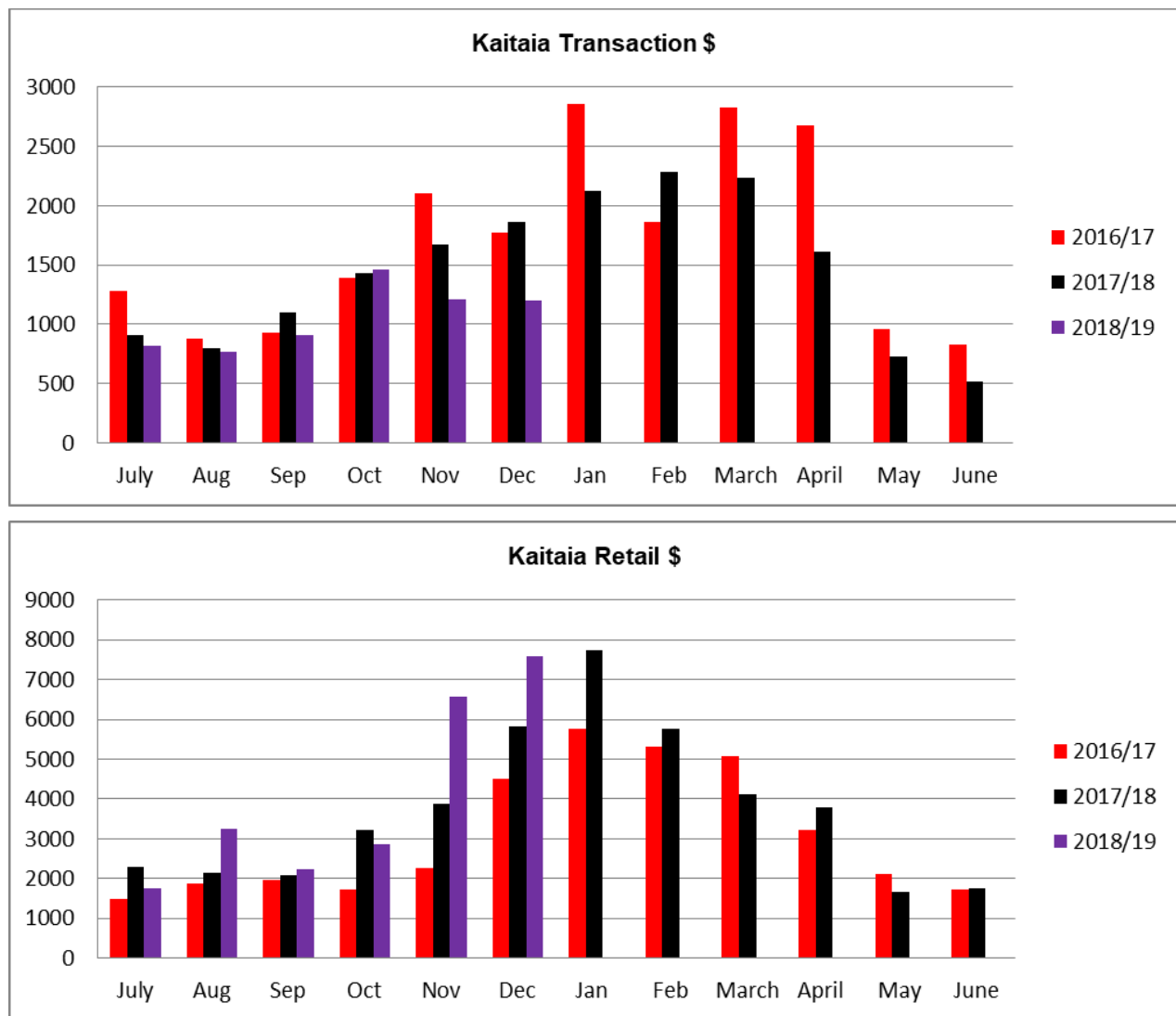
Museum Door Count



Kaitaia (Far North) i-SITE

- Visitor numbers over the last six months have been steady with both domestic and international visitors coming in.
- Retail continues to do well at Kaitaia.
- More bookings are being made online although visitors are coming to get information from the i-SITE.
- Participating in i-SITE NZ's freedom camping campaign which is supporting responsible camping.



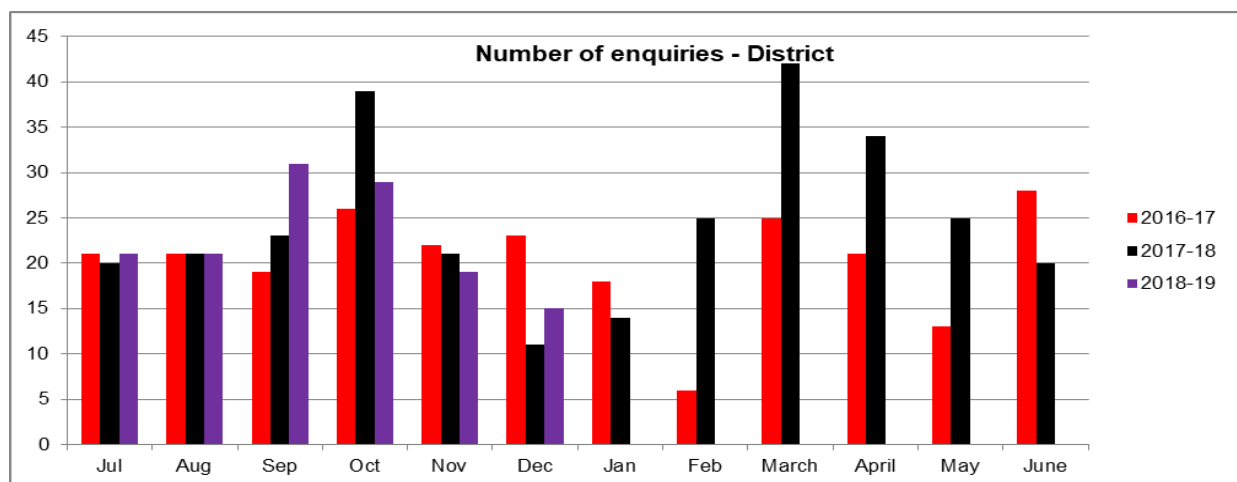
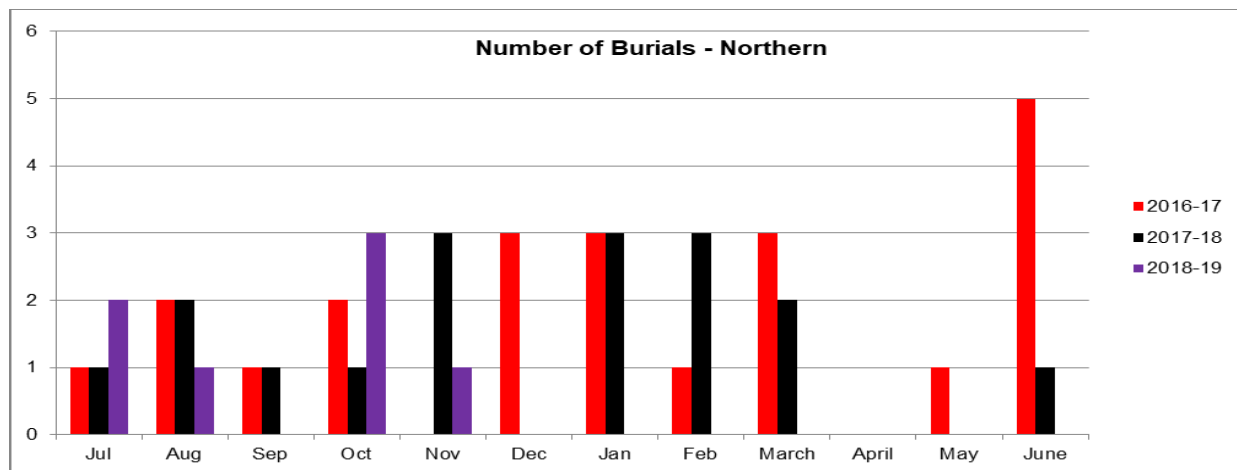


Cemeteries - Sexton Services

Council manages the Kaitaia public cemetery on Pukepoto Road and the Totara North public cemetery on Totara North School Road under the legislation of the Burial and Cremation Act 1964 and Far North District Council By-Law 1401-1442.

There were seven burials in the Te Hiku area between 1 July and 31 December 2018. The number of enquiries district-wide has remained consistent with previous years.

There has been an increase in the number of burials carried out by the family of the deceased, without using of the services of a Funeral Director in the Western Ward. Council staff has to ensure that the requirements of the Burial and Cremations Act 1964 (usually administered by the Funeral Director) are strictly adhered to before such a burial can take place. This involves dealing directly with the family of the deceased to make sure the burial is carried out with the dignity and care required. Council's contracted gravediggers also work with the family at the graveside, to supervise the placement and the lowering of the casket. Their services are greatly appreciated by family and Council often receives communication from families expressing their appreciation.



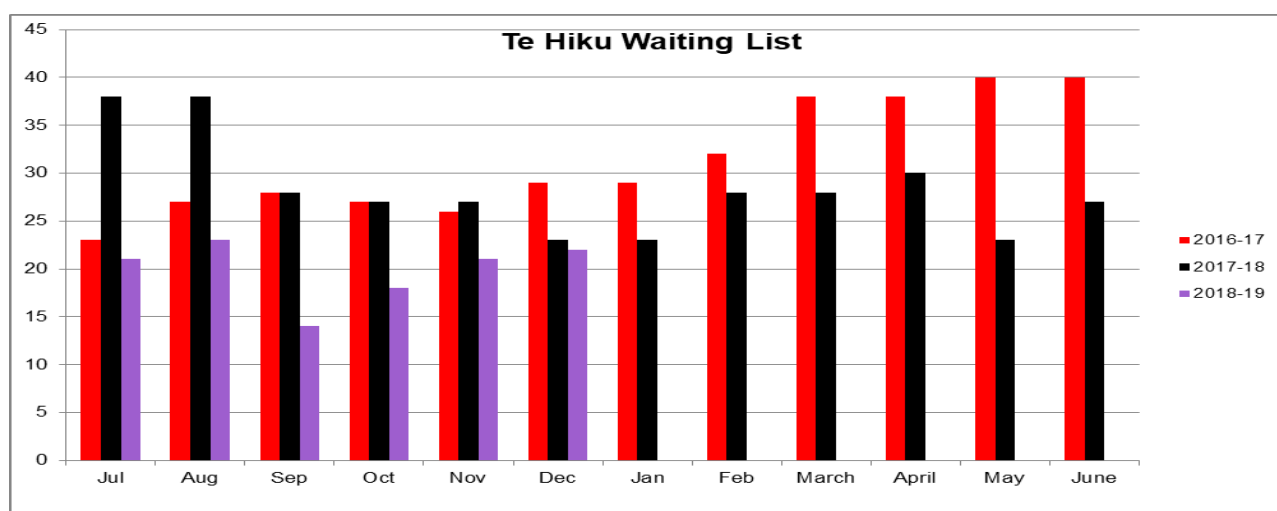
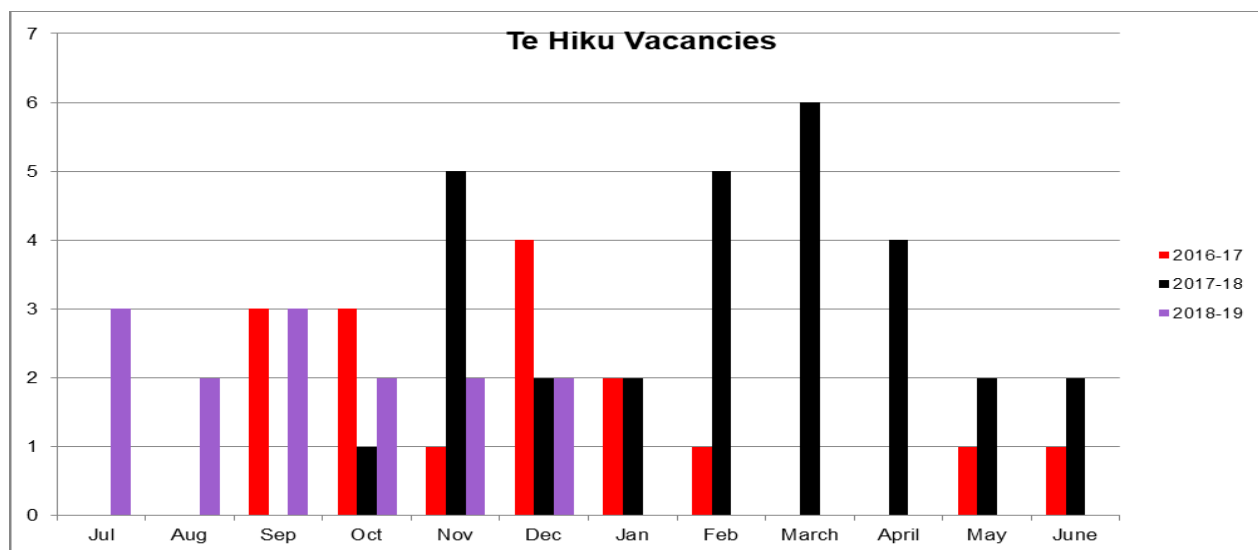
Housing for the Elderly

Council owns and rents out 147 Housing for the Elderly units and bedsits overall.

In the Te Hiku area there are Villages at:

<u>Locations</u>	<u>One bedroom</u>	<u>Vacancies</u>
Ahipara	6	0
Awanui	12	0
Oxford Street, KTA	26	1
Puckey Ave, KTA	22	1

During the period 1 July – 31 December 2018 there were 6 units vacated in the Te Hiku area, there were also 6 new tenancies started. Currently there are two units under refurbishment.



FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

There are no financial implications.

ATTACHMENTS

Nil

8 CORPORATE SERVICES GROUP

8.1 LEASE 8 MELBA STREET KAITAIA TO NGA WAWATA BI-LINGUAL EARLY CHILDHOOD CENTRE LIMITED

File Number: A2311322

Author: Rob Koops, Property Services

Authoriser: Sheryl Gavin, General Manager Corporate Services (Acting)

PURPOSE OF THE REPORT

To obtain a recommendation from the Te Hiku Community Board to Council to grant a further 6 year (2 x 3) right of renewal on the lease of the former library building at 8 Melba Street to Nga Wawata Bi-Lingual Early Childhood Centre Limited.

EXECUTIVE SUMMARY

- Since 2012 Nga Wawata Bi-Lingual Early Childhood Centre Limited has leased the former library building on 8 Melba Street in Kaitaia.
- The final expiry of the lease is 30 June 2021.
- The tenant has requested the addition of a 6 year (2 x 3) right to renew the lease past the final expiry so it can plan for future growth and investment.

RECOMMENDATION

That the Te Hiku Community Board recommends that Council grants Nga Wawata Bi-Lingual Early Childhood Centre Limited a further 2 x 3 year right of renewal of the lease on the premises located at 8 Melba Street in Kaitaia from 1 July 2021 taking the final expiry date out to 30 June 2027.

1) BACKGROUND

When Te Ahu opened its doors in 2012, the Council of the day resolved that expressions of interest should be invited for the lease of buildings becoming vacant as a result (the former i-SITE/Lighthouse building, parts of the former Museum building now Pioneer house and the subject property, the former Library on Melba Street). Leases should be on commercial terms and at commercial rent.

The land on which the building is located is classified as a Local Purpose (community facilities) Reserve and in accordance with Clause 61(2A) of the Reserves Act 1977, Council as the administering body, may lease all or any part of the reserve to any person, body, voluntary organisation, or society (whether incorporated or not) for any of the following purposes: community building, playcentre, kindergarten, plunket room, or other like purposes. Several expressions of interest were received from various groups and organizations, however most were either non-compliant or unable to pay commercial rent.

The tenant, Nga Wawata Bi-Lingual Early Childhood Centre Limited (the Centre) is a Ministry of Education (MoE) licenced teacher led early childhood education and care centre. It is licenced for up to 40 children between the ages of 2 and 5 years and currently employs 8 staff. At the commencement of the lease the Centre, at its own cost, made significant improvements to the interior of the building (improvements to kitchen facilities, additional children's toilets, etc.) in order to be fully compliant with MoE requirements. Resource Consent was approved for the change of use from a public library to an early childhood facility.

The lease with Nga Wawata Bi-Lingual Early Childhood Centre Limited is on standard Auckland District Law Society commercial terms and conditions and was renewed for 3 years on 1 July 2017. At the same time a rent review to market was instigated and a significant increase in rent was agreed to. Over the years the Centre has been a good tenant, running a professional business operation and providing a valuable service to the community. The final term of the lease expires in June 2021 and although this is still some time off, the Centre has requested a further two rights of renewal of 3 years each in order to plan and budget for the future.

2) DISCUSSION AND OPTIONS

A right of renewal means that the tenant can exercise the right to continue to lease the premises for a further term or terms on the same conditions the lease was entered into. The landlord cannot terminate the lease during the term or terms or change the conditions of the lease other than to review the rent.

A right of renewal gives a tenant security of tenure and allows it to plan and budget for the future. The prospect of a lease being terminated and for the tenant having to find and fit-out alternative premises gives uncertainty and could be extremely costly to the business it operates. From a (commercial) landlord perspective, having a good tenant operating a business that is able to pay market rent is an asset worth retaining.

Council has several options:

Option 1 (recommended):

Agree to a further 6 year lease by way of 2 times 3 year right of renewal.

Option 2:

Let the final term run its course and on expiry re-negotiate the lease with the current tenant.

Option 3:

Let the final term run its course and on expiry advertise for Expressions of Interest from interested parties.

Reason for the recommendation

Over the years the Centre has been a good tenant, running a professional business operation and providing a valued service to the community. The lease is on commercial terms and the rent is determined by valuation. Council would not benefit from re-negotiating the lease or a change of tenants and could in fact find it difficult to attract a new tenant of this calibre.

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

The current "market rent" as determined by valuation is \$26,700 +GST per annum. The lease allows for annual rent increases to CPI (Consumer Price Index) and reviews to market rent every 3 years.

ATTACHMENTS

Nil

Compliance schedule:

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

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

Compliance requirement	Staff assessment
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	Low
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Reserves Act 1977
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 view of the relevant Community Board is sought through this report
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.	The childhood centre is bi-lingual.
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.	Other organizations or businesses may be interested in leasing the premises. Inviting Expressions of Interest would determine this however; there would be no (financial) benefit to Council to install a new tenant.
State the financial implications and where budgetary provisions have been made to support this decision.	Market rent is \$26,700+GST per annum.
Chief Financial Officer review.	The Chief Financial Officer has reviewed this report

8.2 CHAIRPERSON AND MEMBER REPORTS

File Number: A2295635

Author: Melissa Wood, Meetings Administrator

Authoriser: Aisha Huriwai, Team Leader Governance Support

PURPOSE OF THE REPORT

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

RECOMMENDATION

That the Te Hiku Community Board note the reports from the Chairperson, and Members Dalziel, Bauer-Hunt, Atkinson and Ward.

1) BACKGROUND

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

2) DISCUSSION AND OPTIONS

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

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

The reports from the Chairperson and Members are attached.



Reason for the recommendation

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

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

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

ATTACHMENTS

1. Chairperson Gardner Report - Feb 2019 - A2368666  
2. Member Atkinson Report - Feb 2019 - A2368578  
3. Member Bauer-Hunt Report - Feb 2019 - A2371114  
4. Member Dalziel Report - Feb 2019 - A2368587  
5. Member Ward Report - Feb 2019 - A2368606  

Compliance schedule:

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

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

Compliance requirement	Staff assessment
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	Not applicable
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Not applicable
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	This is a Community Board report
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.	Not applicable
Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences.	Yes
State the financial implications and where budgetary provisions have been made to support this decision.	There are no financial implications or the need for budgetary provision.
Chief Financial Officer review.	The Chief Financial Officer has not reviewed this report.

COMMUNITY BOARD CHAIRPERSON'S REPORT

Report to Community Board	Te Hiku
Chairperson's Name	Adele Gardner
Subdivision	Kaitaia – Te Hiku
Date	November 18- 11 February 19

REPORT

1) Meetings

- 21 Nov - Combined Community Board Meeting in Kerikeri
- 23 Nov - Far North Sports Awards at Te Ahu
- 27 Nov - Dog & Alcohol Deliberations Kaikohe
- 27 Nov - Transport Alliance Workshop Kaikohe
- 28 Nov - Extra Ordinary Council Meeting at Te Ahu
- 28 Nov - Infrastructure Committee Meeting at Te Ahu
- 29 Nov - ARF Committee Meeting in Kaikohe
- 29 Nov - Long Term Asset Funding update in Kaikohe
- 29 Nov - ARF Risk Assessment workshop in Kaikohe
- 2 Dec - At the Mayors request attended the Far North Coastguard Opening
- 4 Dec - Lake Ohia Hall public meeting
- 5 Dec - Met with the spokesperson concerning Ahipara issues re Korora Park and Rarawa Domain
- 10 Dec - Met up with the Developer & supporters on the site of the proposed Coopers Beach Heights Retirement Village
- 11 Dec - Extra Ordinary Council Meeting at Te Ahu
- 12 Dec - Te Hiku Community Board Meeting at Te Ahu
- 13 Dec - Council Meeting in Kaikohe
- 14 Dec - Te Ahu Trust Meeting
- 19 Dec - Development Contributions workshop in Kaikohe
- 24 Jan - Annual Plan
- 8 Feb - Te Ahu Trust Meeting

- 2) **Issues - Taipa Public Toilets showers causing concern, due to the public leaving the water on all day and causing flooding, the existing drain is unable to cope.**
- 3) **Resource Consents:- RC2190309 – Top Energy Bonnetts Road Kaitaia Lot 3 DP 205939. Installation and operation of diesel generators in the Rural Production Zone. (Owner of land is DI & JG Foster – leased to Top Energy.**
- RMA 2190324 – Michael Young 47 Sulenta Loop Road Awanui. Section 9 DP365322. Subdivision to create 2 allotments.**
- RMA 2190388 – George & Laurence Erstich, Quarry Road & Oinu Road Awanui. Part Allotment 9 of Awanui & Kareponia 2B2A. To create 3 additional allotments in Rural Production Zone.**
- RMA 2190242 - Sean & Leah Frieling, 307 State Highway 1, Awanui. Subdivision of Lot 1 DP 451194 to create 4 additional allotments in Rural Production Zone.**
- 4) **Requests for Service:- RFS3927132 – Request to remove 4 trees that surround the new Ministry of Education building on the corner of Commerce Street and Redan Road Kaitaia**
- RFS3927890 – Awanui Ratepayers request a portaloo be placed at Unahi Wharf.**
- RFS3930174 – Signage required for Rangikapiti Pa off Mill Bay.**
- RF3931418 – Korora Park Ahipara – Trees have been cut down and left a mess – requested a plan of the area.**
- RFS3932723 – Requested an update of the Korora Park toilets that are to be relocated there.**
- RFS 3930384 & 3932954 - followup on behalf of a ratepayer for grading of Paparore Road and Heath Road.**

Report to Community Board	Te Hiku
Members Name	Lawrie Atkinson
Subdivision	Whatuwhiwhi
Date	Nov, Dec, Jan, Feb

Meetings attended and other activities

21/11/2018	Combined Community Board meeting workshop Kerikeri – Kaingaroa Hall committee meeting.
4/12/2018	Lake Ohia Hall meeting
5/12/2018	Awanui Progressive Ratepayers meeting
10/12/2018	Site visit, proposed Retirement village, Coopers Beach with community board Chairperson
11/12/2018	Meeting with Mayor Carter and two Tokerau /Whatuwhiwhi ratepayers committee members
12/12/2018	Te Hiku community board meeting at Te Ahu centre
17/12/2018	Tokerau Beach/Whatuwhiwhi Ratepayers meeting
19/12/2018	Kaingaroa Hall committee meeting
27/1/2019	Karikari Hall Market day
5/2/2019	Karikari community hall meeting
8/2/2019	Drainage issue Inland road

Issues:

R.F.S system needs upgrading, R.F.S being closed before work is completed. Community Board member's need to receive a monthly list of RFS listed for their subdivision and their current status ie: Progress or closed.

R.F.S

3931265	Inland road, corner between Simon Ulrich and Waimungu road, old paint spill
3931255	No directional arrows or safe speed indication

Resource Consents: RC2190319

COMMUNITY BOARD MEMBER'S REPORT

Report to Community Board

Te Hiku Community Board

Member's Name

Bronwyn Hunt

Subdivision

Kaitaia

Date

December 2018 /January 2019

REPORT

1) Meetings

Attendance at the Kaitaia Business Association meetings
Ahipara beach issues meeting
FNDC and Museum meetings re Pioneer House refurbishment
Mainstreet planting
Predator free 2050 DOC/NRC
Regional Development Fund discussion FNDC
National Community board conference 2019 planning

2) Issues

Speed of traffic in Ahipara village over the xmas new year period
Noise control – concern raised over non compliance
Pioneer house project
Proposed resource consent issues for a new bar and grill in Kaitaia
Jaycee Park upgrade

3) Resource Consents

None on behalf of the community board

Issues dealt with by customers, continue to focus on encouraging direct contact using Council RFS system, 0800 number and emails

Te Hiku Community Board Report

December 2018 to February 2019

Elected Member: Melanie Dalziel

Cape View Sub-Division

Issues:

- Freedom Camping on FNDC Reserve Areas
- Storm water drains
- Road conditions (on popular roads in area)
- Signs (No Camping)

Request for Services:

- RFS3930554 – Drains on Fitzgearld Road, Pukenui
- RFS3928631 – No camping signs needed by Pukenui playground
- RFS..... - Hedge from Harbour View Road requires trimming (leads out and onto state highway 1) is currently a “blind spot”

Resource Consents: Nil

COMMUNITY BOARD MEMBER'S REPORT

Report to Community Board

Te Hiku Community

Member's Name

Nuu Ward

Subdivision

Doubtless Bay

Date Feb 11 2019

Te Hiku Board Member

REPORT

1) Meetings:

Nov 19/18 Meeting with Michelle in Mangonui about Ginge the town cat

Nov 21/18 Meeting with the c board for a workshop Kerikeri Puriri Lane

Dec 12/18 Meeting with the c. board at Te Ahu

2) Resource Consents :

1- Coopers Beach :

3) Requests for Service:

Oruru Hall-3913700 - Famous Town Cat Ginge- 3922462

Oruru Hall-3925155-urgent- Taipa Point Rd Toilets-3886448

4) Issues: Taipa Toilets-Campers Over Popular. CCd to John

ISSUES: Oruru Hall Repair Work- The MUST START on Time

Febuary-now urgent. Issue of a new hall for HIHI. Issue of Street Lights for Mangonui been rfcd. Issue of town cat memorial Place Mangonui been rfcd.

HAPPY 2019

Kind Regards,

Nuu Ward/Te Hiku Board Member/For Doubtless BAY.

8.3 FUNDING PROJECT REPORTS

File Number: A2339417

Author: Melissa Wood, Meetings Administrator

Authoriser: Aisha Huriwai, Team Leader Governance Support

PURPOSE OF THE REPORT

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

EXECUTIVE SUMMARY

Recipients of grants from the Community Fund must complete and submit a project report within two months of completion of their project. Project reports have been received from Kaitaia Golf Club, Kaitaia War Memorial Restoration Group, Tokerau Beach Boys, Tokerau Beach-Whatuwhiwhi Residents and Ratepayers Association.

RECOMMENDATION

That the Te Hiku Community Board notes the following project report forms from:

- a) Kaitaia Golf Club
- b) Kaitaia War Memorial Restoration Group
- c) Tokerau Beach Boys
- d) Tokerau Beach-Whatuwhiwhi Residents & Ratepayers Association

1) BACKGROUND

The Community Grant Policy - Section 1, Clause 15 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) DISCUSSION AND OPTIONS

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

Tokerau Beach-Whatuwhiwhi Residents & Ratepayers Association have refunded an unspent amount of \$107 to the Fund.





Reason for the recommendation

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

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

There are no financial implications or budgetary requirements.

ATTACHMENTS

- 1. Funding Project Report - Kaitaia Golf Club - A2337958 [↓](#) 
- 2. Funding Project Report - Kaitaia War Memorial Restoration Group - A2348605 [↓](#) 
- 3. Funding Project Report - Tokerau Beach Boys - A2370484 [↓](#) 
- 4. Funding Project Report - Tokerau Beach-Whatuwhiwhi Residents & Ratepayers Association - A2370427 [↓](#) 

Compliance schedule:

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

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

Compliance requirement	Staff assessment
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	Low
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	The Community Grant Policy applies to this matter and relevant sections are included in the content of the report.
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	This is a community board report
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.	None
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.	The Community Board has delegated authority to allocate funding.
State the financial implications and where budgetary provisions have been made to support this decision.	There are no financial implications or the need for Budgetary provision.
Chief Financial Officer review.	The Chief Financial Officer has not reviewed this report.



**Far North
District Council**

**Project Report
COMMUNITY GRANT FUND - LOCAL**

F0080402

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

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

Please return the completed form to:

Governance Support
Far North District Council
Private Bag 752
KAIKOHE 0440

or email to: governance@fndc.govt.nz (PDF attachment via email is preferred)

Name of organisation: Kaitiaki Golf Club
Name & location of project: Improvements & Maintenance Project
Date of project/activity: October - December 2018

Which Community Board did you receive funding from?

☒ Te Hiku

☐ Kaitiaki-Hokianga

☐ Bay of Islands-Whangaroa

Amount received from the Community Fund: \$ 3,450.00 incl. of GST

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)
Wrightson - Fruit & Veg Supplies	\$ 6,325.00	✓
PG Wrightson	\$ 4,022.00	✓
	\$	
	\$	
Total:	\$	

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

The great²⁵ volunteer effort from our small club has been spectacular with the greens and new fairways providing us with a lovely course now. 2 trucks were volunteered too to help. We have 2 part-time green keepers but we rely so much on our volunteers for this project.

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

Greens have been recently cared with 12 hrs volunteered helping we have resown alot of the greens, fairways and the recently felled trees areas. The course now can be used for the up and coming tournaments and the local schools e.g. SNAG Golf and Tai Tokerau Golf Networks.

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

We are in the process of providing some photos and putting this on our facebook page and we will acknowledge all the community board in our AGM and our notices.

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

Kaitia Golf Club

This report was completed by:

Name: Lynn Masters - Administrator for K4C
 Address: 524 Kaitia - Wharara Rd, RD1 Kaitia
 Phone: mob: 0272748056
 Email: L.MASTERS@XHU.CO.NZ
 Date: 18/12/18



Far North
District Council

**Project Report
COMMUNITY GRANT FUND - LOCAL**

F0080402

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

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

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

Governance Support
Far North District Council
Private Bag 752
KAIKOHE 0440

Name of organisation: KAITIA WAR MEMORIAL RESTORATION GROUP
Name & location of project: HISTORY OF KAITIA'S WWI MEMORIAL
Date of project/activity: 2017-2018. NOW EXTENDED TO 2019

Which Community Board did you receive funding from?



Te Hiku



Kaikohe-Hokianga



Bay of Islands-Whangaroa

Amount received from the Community Fund: \$ 5,000

Board meeting date the grant was approved: 28th MARCH 2017

Please give details of how the money was spent:

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

Supplier/Description	\$amount	Receipt/s attached (please tick)
<u>WATER</u>	<u>\$ 5,000</u>	<input checked="" type="checkbox"/>
	\$	
	\$	
	\$	
	\$	
Total:	\$	

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

PUBLIC INTEREST IN WRITING OF BOOK, FAMILIES OF SOLDIERS
KIA/DOW ADDING INFORMATION:- PHOTOS, DIARIES, ETC.

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

A HISTORICAL RECORD OF COMMUNITIES IN THE, THEN, MANICOMUI COUNTY AT THE TIME OF WWI, AND DETAILS OF THE NAMES OF THE SOLDIERS WHOSE NAMES APPEAR ON ILHITIA'S HISTORIC WWI MEMORIAL MONUMENT.

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

BOOK LAUNCH PLANNED FOR OCTOBER 2019. MARKETING YET TO BE DEVELOPED. MATERIAL COMMUNITY BOARD WILL BE ACKNOWLEDGE IN THE BOOK.

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

This report was completed by:

Name: RAYMOND BERTON
 Address: 2/25 DOMENT CRESCENT ORANGA
 Phone: 09 427 8555 mob: 021 251 8639
 Email: nickymiller@outlook.com
 Date: 30 January 2019



**Far North
District Council**

**Project Report
COMMUNITY GRANT FUND - LOCAL**

F0080402

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

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

Please return the completed form to:

Governance Support
Far North District Council
Private Bag 752
KAIKOHE 0440

Kaitiaki Service Centre

- 7 FEB 2019

or email to: governance@fndc.govt.nz (PDF attachment via email is preferred)

Name of organisation:

Tokerau Beachboys

Name & location of project:

132 Dick Ulrich Rd Karikari Pen

Date of project/activity:

Equipment purchase

Which Community Board did you receive funding from?

☒ Te Hiku

☐ Kaikohe-Hokianga

☐ Bay of Islands-Whangaroa

Amount received from the Community Fund:

\$1,663.00

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)
Moana NZ SUP Ltd	\$ Wholesale	✓
Lions of Mangarui	\$1,500.00	✓
FNDc	\$1,663.00	✓
	\$	
Total:	\$3,163.00	

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

Photos of different events are emailed.
We worked with Halberg and continue to work with the Ruakaka Days and local schools and community

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

The photos best describe it all. We have been able to provide hours of joy and entertainment to those that would otherwise had no chance at water fun.

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

See photos

We are certain we had filled the report out before but are very sorry for the delay, less or confusion it has caused.

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

Tokerau Beachboys

This report was completed by:

Name: Mary Watkins
 Address: 132 Dick Ulrich Rd, RD3, Kaitia 0483
 Phone: 09-406-7790 mob: 0274 907-607
 Email: Tokeraubeachboys@gmail.com and kowgalskreations@gmail.com
 Date: 1 Feb 2019 for accounting



**Far North
District Council**

**Project Report
COMMUNITY GRANT FUND - LOCAL**

F0080402

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

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

Please return the completed form to:

Governance Support
Far North District Council
Private Bag 752
KAIKOHE 0440

Kaitiaki Service Centre

- 7 FEB 2019

or email to: governance@fndc.govt.nz (PDF attachment via email is preferred)

Name of organisation: Tokerau Beach-Whatuwhiwi Residents & Ratepayers Assoc.
Name & location of project: Senior Lunch - Whatuwhiwi Hall
Date of project/activity: Nov 16, 2018

Which Community Board did you receive funding from?

☒ Te Hiku

☐ Kaikohe-Hokianga

☐ Bay of Islands-Whangaroa

Amount received from the Community Fund: \$ 900.00

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)
Please see attached receipts	\$	
	\$ 793.34	
	\$	
<u>Returning \$107.00</u>	\$	
Total:	\$ 793.34	

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

Approximately 80+ Senior citizens attended and enjoyed their time with good positive feedback. They enjoyed our entertainment and the ones that wanted participated in line dancing. This year we had 23 pre-schoolers entertaining and great singers & music.

Private Bag 752, Memorial Ave, Kaikohe 0440, 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

1

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

Each year we find this has strengthened our community spirit, and each year more people donate their time and services. Our local Garden Group played a large part in our food prep as we had others who couldn't participate for health reasons. This is always a fun social time and they realize how important it is to come together at a time of need and just how valuable they are to our local 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:

Poster Displayed on the day - attached
Photos - emailed from our local Panui newsletter

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

Karikari Panui - Facebook ??

This report was completed by:

Name: Mary Watkins
Address: 132 Dick Ulrich Rd, Tokerau Beach, Karikari Peninsula
Phone: 09-406-7790 mob: 0274 907-607
Email: KowgalsKreations@gmail.com
Date: Jan 20, 2019

7

8.4 TE HIKU STATEMENT OF COMMUNITY FUND ACCOUNT AS AT 31 JANUARY 2019**File Number: A2360935****Author: Jolene Graham, Accounting Support Officer****Authoriser: Angie Thomas, Manager - Accounting Services****PURPOSE OF THE REPORT**

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

RECOMMENDATION

That the Te Hiku Community Board receives the report Te Hiku Statement of Community Fund Account as at 31 January 2019.

BACKGROUND

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

Community Fund Account balance as at 01 July 2018	\$146,701.00
• Plus Grant refunded from He Whanaumarama Trust	\$3,000.00
• Less funds allocated towards Jaycee Park Project	\$52,800.00
• Less funds granted and uplifted to 31 January 2019	\$48,006.00
• Less funds not uplifted from 08 November 2018 for Kaitaia Business Association and Anzac Expenses	\$2,684.00
• Less funds not uplifted from 12 December 2018 for Kaitaia and Districts Agricultural and Pastoral Association and Life Education Trust Far North	\$6,000.00
Community Fund Account balance as at 31 January 2019	\$40,211.00

DISCUSSION AND NEXT STEPS



Board members will consider the applications on the agenda and make a decision on what level of funding to allocate. The uncommitted balance in the Community Fund account as at 31 January 2019 is **\$40,211.00**.

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

FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

The Far North District Council has delegated the allocation of funds from the Te Hiku Community Fund account to the Te Hiku Community Board. The statement of the Community Fund account as at 31 January 2019 is attached. The statement of the Community Fund account as at 31 December 2018 is attached. The statement of the Community Fund account as at 30 November 2018 is attached.

ATTACHMENTS

1. **2019-03-05 THCB Statement of Te Hiku Community Fund Account to 31 January 2019 - Document Number - A2360876** [↓](#) 
2. **2019-03-05 THCB Statement of Te Hiku Community Fund Account to 31 December 2018 - Document Number - A2360892** [↓](#) 
3. **2019-03-05 THCB Statement of Te Hiku Community Fund Account as at 30 November 2018 - Document Number - A2294322** [↓](#) 

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

Statement of the Community Fund Account as at 31 January 2019

Allocation Grants & Donations Annual Budget 2018-19	113,368.00	
Community Board Placemaking Fund	33,333.00	
Grant refunded from He Whanaumarama Trust	3,000.00	
Allocate funds towards Jaycee Park Project (Children's Playground). \$33,300 from Community Board Placemaking Fund, \$19,500 from Local Community Grant Fund	(52,800.00)	
		96,901.00
Less Expenditure 2018/19 (Funds Uplifted)		
Aug 18		
Community Business and Environment Centre for Wastewise School programme	1,658.00	
No 64 Squadron Air Training Corp. Support Committee for costs for the 2018 Spirits Bay Tramp Programme	6,140.00	
Oct 18		
Mangonui Lions Club for the 2018 Mangonui Lions Fund Run and Walk event	311.00	
He Whanau Marama Charitable Trust for Shine on Kaitaia youth mural project	2,597.00	
Whatuwhiwhi & Tokerau Rate Payers Assoc. for costs toward the 2018 annual Seniors Christmas luncheon	900.00	
Kaitaia Golf Club for costs toward Fairway renovations and improvements	3,000.00	
Far North Avocado Trust for costs towards annual Kaitaia Christmas Carnival 2018/19	5,000.00	
Children's Autism Foundation for venue hire costs for their 2018 workshops and clinics	400.00	
Nov 18		
Te Ropu o Muriwhenua Incorporated for costs toward their wananga series	3,000.00	
Whakawhiti Ora Pai Community Health for Pukenui Clinic accessibility upgrade project	10,000.00	
Jan 19		
Doubtless Bay Promotions for rental costs for Doubtless Bay Information Centre	3,000.00	
Doubtless Bay Fishing Contest for Doubtless Bay Fish Contest and Auction 2019	5,000.00	
Epilepsy NZ for purchase of a field service vehicle	3,000.00	
Business and Professional Women Kaitaia for costs for publishing book '10 years of art 2 wear in Kaitaia'	4,000.00	
		48,006.00
Balance as at 31 January 2019		\$48,895.00
Less Commitments 2018/19 (Funds not yet uplifted)		
Meeting 08.11.18		
Kaitaia Business Association for Christmas wreaths and flags for town decorations	2,184.00	
Anzac Expenses - THCB Strategic Plan	500.00	
Meeting 12.12.18		
Kaitaia & Districts Agricultural and Pastoral Association for 2019 Kaitaia A&P Show	3,000.00	
Life Education Trust Far North for 2019 annual visits to Northland Schools	3,000.00	
		8,684.00
Balance 31 January 2019 Uncommitted/(Overcommitted)		\$40,211.00

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

Statement of the Community Fund Account as at 31 December 2018

Allocation Grants & Donations Annual Budget 2018-19	113,368.00	
Community Board Placemaking Fund	33,333.00	
Grant refunded from He Whanaumarama Trust	3,000.00	
Allocate funds towards Jaycee Park Project (Children's Playground). \$33,300 from Community Board Placemaking Fund, \$19,500 from Local Community Grant Fund	<u>(52,800.00)</u>	96,901.00
Less Expenditure 2018/19 (Funds Uplifted)		
Aug 18		
Community Business and Environment Centre for Wastewise School programme	1,658.00	
No 64 Squadron Air Training Corp. Support Committee for costs for the 2018 Spirits Bay Tramp Programme	6,140.00	
Oct 18		
Mangonui Lions Club for the 2018 Mangonui Lions Fund Run and Walk event	311.00	
He Whanau Marama Charitable Trust for Shine on Kaitaia youth mural project	2,597.00	
Whatuwhiwhi & Tokerau Rate Payers Assoc. for costs toward the 2018 annual Seniors Christmas luncheon	900.00	
Kaitaia Golf Club for costs toward Fairway renovations and improvements	3,000.00	
Far North Avocado Trust for costs towards annual Kaitaia Christmas Carnival 2018/19	5,000.00	
Children's Autism Foundation for venue hire costs for their 2018 workshops and clinics	400.00	
Nov 18		
Te Ropu o Muriwhenua Incorporated for costs toward their wananga series	3,000.00	
Whakawhiti Ora Pai Community Health for Pukenui Clinic accessibility upgrade project	<u>10,000.00</u>	33,006.00
Balance as at 31 December 2018		<u>\$63,895.00</u>
Less Commitments 2018/19 (Funds not yet uplifted)		
Meeting 26.09.18		
Doubtless Bay Promotions for rental costs for Doubtless Bay Information Centre	3,000.00	
Meeting 08.11.18		
Doubtless Bay Fishing Contest for Doubtless Bay Fish Contest and Auction 2019	5,000.00	
Epilepsy NZ for purchase of a field service vehicle	3,000.00	
Kaitaia Business Association for Christmas wreaths and flags for town decorations	2,184.00	
Anzac Expenses - THCB Strategic Plan	500.00	
Meeting 12.12.18		
Business and Professional Women Kaitaia for costs for publishing book '10 years of art 2 wear in Kaitaia'	4,000.00	
Kaitaia & Districts Agricultural and Pastoral Association for 2019 Kaitaia A&P Show	3,000.00	
Life Education Trust Far North for 2019 annual visits to Northland Schools	<u>3,000.00</u>	23,684.00
Balance 31 December 2018 Uncommitted/(Overcommitted)		<u>\$40,211.00</u>

**Far North District Council
Te Hiku Community Board
Statement of the Community Fund Account as at 30 November 2018**

Allocation Grants & Donations Annual Budget 2018-19	113,368.00	
Community Board Placemaking Fund	33,333.00	
Grant refunded from He Whanaumarama Trust	<u>3,000.00</u>	149,701.00
Less Expenditure 2018/19 (Funds Uplifted)		
Aug 18		
Community Business and Environment Centre for Wastewise School programme	1,658.00	
No 64 Squadron Air Training Corp. Support Committee for costs for the 2018 Spirits Bay Tramp Programme	<u>6,140.00</u>	
Oct 18		
Mangonui Lions Club for the 2018 Mangonui Lions Fund Run and Walk event	311.00	
He Whanau Marama Charitable Trust for Shine on Kaitaia youth mural project	2,597.00	
Whatuwhiwhi & Tokerau Rate Payers Assoc. for costs toward the 2018 annual Seniors Christmas luncheon	<u>900.00</u>	
Kaitaia Golf Club for costs toward Fairway renovations and improvements	3,000.00	
Far North Avocado Trust for costs towards annual Kaitaia Christmas Carnival 2018/19	5,000.00	
Children's Autism Foundation for venue hire costs for their 2018 workshops and clinics	<u>400.00</u>	
Nov 18		
Te Ropu o Muriwhenua Incorporated for costs toward their wananga series	3,000.00	
Whakawhiti Ora Pai Community Health for Pukenui Clinic accessibility upgrade project	<u>10,000.00</u>	33,006.00
Balance as at 30 November 2018		<u>\$116,695.00</u>
Less Commitments 2018/19 (Funds not yet uplifted)		
Meeting 26.09.18		
Doubtless Bay Promotions for rental costs for Doubtless Bay Information Centre	3,000.00	
Meeting 08.11.18		
Allocate funds towards Jaycee Park Project (Children's Playground). \$33,300 from Community Board Placemaking Fund, \$19,500 from Local Community Grant Fund	52,800.00	
Doubtless Bay Fishing Contest for Doubtless Bay Fish Contest and Auction 2019	5,000.00	
Epilepsy NZ for purchase of a field service vehicle	3,000.00	
Kaitaia Business Association for Christmas wreaths and flags for town decorations	2,184.00	
Anzac Expenses - THCB Strategic Plan	<u>500.00</u>	66,484.00
Balance 30 November 2018 Uncommitted/(Overcommitted)		<u>\$50,211.00</u>
Prior Year Commitments (Funds not yet uplifted)		
Meeting 30.05.18		
Jaycee Park placemaking project identified in the Te Hiku Community Board Strategic Plan	16,444.83	
Less costs towards the Jaycee Park Playground. Funds will be transferred to the project ledger.	<u>-16,444.83</u>	
Balance Commitments 2017/18		<u>0.00</u>

8.5 APPLICATION FOR FUNDING - NZ OFFSHORE POWERBOAT ASSOCIATION INC**File Number: A2292179****Author: Melissa Wood, Meetings Administrator****Authoriser: Aisha Huriwai, Team Leader Governance Support****PURPOSE OF THE REPORT**

To present the Community Board with the information on NZ Offshore Powerboat Association's application for a Community grant to assist members in determining whether to approve or decline the application.

EXECUTIVE SUMMARY

- The Applicant seeks funding towards costs associated with the 2019 Doubtless Bay event
- The Board has not funded the applicant previously

RECOMMENDATION

That the Te Hiku Community Board in considering the provisions of the Community Grant Policy authorise the sum of \$7,414 (plus GST if applicable) to be paid from the Board's Community Fund account to NZ Offshore Powerboat Association for costs toward the 2019 Doubtless Bay race day event, to support the following Community Outcomes:

- i. Proud vibrant communities**

1) BACKGROUND

Offshore powerboat racing started in the 60's and has become one of New-Zealand's most well established water sports. The NZ Offshore Championship season typically starts late January and is a seven race series held throughout the North Island. Racing and race days are a free family event. The event in Doubtless Bay is scheduled for 27 April 2019. Local communities will be able to attend the event at no cost, and participate in other activities available. Local businesses and services will be used to help run and support the event.

2) DISCUSSION AND OPTIONS**Preliminary assessment of the application:**

The applicant has previously been declined funding by the Board in 2017.

This application is for 49% of various costs involved with running the event.

Option 1 Authorise the full amount requested

Funding of 49% of the total project cost could be considered.

Option 2 Authorise partial funding of the amount requested

Partial funding of the amount requested could be considered.

Option 1 is recommended by staff as it complies with the Community Grant Policy.



Reason for the recommendation

This application has been checked by staff for completeness and complies with all conditions of the Community Grant Policy, Community Outcomes as stated in the 2018-28 LTP, and all provisions listed on the application form.

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

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

ATTACHMENTS

1. **Funding Application - NZ Offshore Powerboat Association - A2357196** [!\[\]\(687b6c142f51ac6f390f8bd444e38d03_img.jpg\)](#) 
2. **Schedule of supporting documentation - NZ Offshore Powerboat Association - A2355559** [!\[\]\(605f40b2c3d6e1d01a5766f59c82e1d4_img.jpg\)](#) 

Compliance schedule:

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

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

Compliance requirement	Staff assessment
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	Low
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 is to the Te Hiku Community Board
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.	No implications for Maori 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.	Considered in the application.
State the financial implications and where budgetary provisions have been made to support this decision.	Budgetary Provision has been made and the grant is allocated in accordance with the Community Grant Policy.
Chief Financial Officer review.	The Chief Financial Officer has not reviewed this report.

Local Grant Application Form



Instructions

Please read carefully:

- Read this application form in full before you start filling it in. It is easier to complete an application if you have the information you need at your fingertips.
- Please see Section 1 of the [Community Grant Policy](#) to ensure you are eligible.
- All applications are to be submitted 15 clear working days prior to the Community Board meeting where the application will be considered. Deadlines dates are on Council's website www.fndc.govt.nz
- **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 Governance team at DDI (09) 401 5231, freephone 0800 920 029, or governance@fndc.govt.nz – we're happy to help.
- **Send your completed form** to governance@fndc.govt.nz or to any Council service centre

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

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

Applicant details

Organisation	<u>N3 Offshore Powerboat ABS INC.</u>	Number of Members	<u>238</u>
Postal Address	<u>P.O. Box 51911 PAKURANGA</u>	Post Code	<u>2140</u>
Physical Address	<u>35 RANGI ROAD TAKANINI</u>	Post Code	<u>2105</u>
Contact Person	<u>Denise Preece</u>	Position	<u>Executive</u>
Phone Number	<u>094370661</u>	Mobile Number	<u>0272503504</u>
Email Address	<u>denise@accelerationwater.co.nz</u>		

Please briefly describe the purpose of the organisation.

To host N3 Offshore Powerboat Championship Series at 7 different Venues around N3. All our events are free community events

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(version Sept 2018)
A1859967

Page 1

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 NZ Offshore Powerboat Championship Date 27.4.2019

Location Doubtless Bay Taipa Time 12pm

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

If so, how much? Free community event

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

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

The community and surrounding communities who will be able to attend this event for free and enjoy the outdoors. Onshore activities will also be available during the days.

Local Business and services will be used to help run and support the event. Competitors and supporters will travel to the far North to the event and stay for 2-3 days also using local Accommodation and Business services. The far North will benefit from the exposure of the publicity through Social Media, Radio and Newspaper.

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(version Sept 2018)
A1859857

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 <i>TROPHIES</i>	<i>1026.80</i>	<i>1026</i>
Advertising/Promotion	<i>788</i>	<i>788</i>
Facilitator/Professional Fees ²		
Administration (incl. stationery/copying)		
Equipment Hire <i>CRANE</i>	<i>2400</i>	<i>2400</i>
Equipment Purchase (describe) <i>PHOTOGRAPHER</i>	<i>2000</i>	
<i>TRAFFIC MANAGEMENT</i>	<i>900</i>	<i>900</i>
Utilities <i>COAST GUARD</i>	<i>500</i>	
Hardware (e.g. cement, timber, nails, paint)		
Consumable materials (craft supplies, books)		
Refreshments <i>EXTRA DIVERS</i>	<i>500</i>	
Travel/Mileage <i>RACE BUS</i>	<i>500</i>	
Volunteer Expenses Reimbursement		
Wages/Salary <i>FN Sea Rescue</i> <i>Donation</i>	<i>500</i>	not applicable
Volunteer Value (\$20/hr)		not applicable
Other (describe) <i>MARINE MEERKS</i>	<i>2300</i>	<i>2300</i>
<i>Campbell Copters</i>	<i>2800</i>	
TOTALS <i>Helicopter.</i>	<i>15114.80</i>	<i>7414.00</i>

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

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(version Sept 2018)
A1859967

Local Grant Application Form



Financial Information

Is your organisation registered for GST? ☒ Yes ☐ No GST Number 071-030-615

How much money does your organisation currently have? 57,000

How much of this money is already committed to specific purposes? 46720

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

Purpose	Amount
Taupo event. JAN 27th	5840.00
Gisborne " Feb 9th	5840.00
Whitianga Mar 2nd	5840.00
Napier, New Plymouth, Mersden Cove	17520.00
Doubtless Bay Timaru	11680.00
TOTAL	

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

Funding Source	Amount	Approved
LOCAL sponsorship		Yes / Pending
Taupo Resort		Yes / Pending
		Yes / Pending
		Yes / Pending
		Yes / Pending

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

Purpose	Amount	Date	Project Report Submitted
FAR NORTH District Council	2150	MARCH 18	(Y) / N
			Y / N
			Y / N
			Y / N

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(version Sept 2018)
A1659967

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)

New Zealand Offshore Powerboats

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

AM Hutchings

T. Reee

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(version Sept 2018)
A1850967

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 Janine Hutchings Position Treasurer
 Postal Address 139 Station Rd, Takanini Post Code 2112
 Phone Number 021651091 Mobile Number 021651091
 Signature [Signature] Date 19-11-2018

Signatory Two

Name Denise Preece Position Executive
 Postal Address H RAURI DRIVE MARSDEN QUE MARENA Post Code 0118
 Phone Number 094370661 Mobile Number 0272503504
 Signature [Signature] Date 19-11-2018

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(version Sept 2018)
A1659967

Page 6

Schedule of Supporting Documentation**NZ OFFSHORE POWERBOAT ASSOCIATION**

The following supporting documentation has been provided in support of the grant application and is emailed under separate cover.

1	Race Day Programme
2	Schedule of Expenses
3	Quote - Event and Project Management
4	Quote - Mackenzie Welding Ltd
5	Quote - Wiltons Garage and Marine
6	Quote - Campbell Helicopters
7	Quote - Medical & Safety Consulting
8	Quote - 1st Choice Engravers & Badges
9	Quote - Shot360 Photography
10	Event Safe Operating Plan (H&S plan)
11	Certificate of Incorporation
12	Statement of Financial Position 30 June 2017
13	Statement of Financial Performance 30 June 2018
14	Bank Account Statement
15	Series Calendar

8.6 APPLICATION FOR FUNDING - BE FREE INC

File Number: A2355609

Author: Melissa Wood, Meetings Administrator

Authoriser: Aisha Huriwai, Team Leader Governance Support

PURPOSE OF THE REPORT

To present the Community Board with information received from Be Free Incorporated for costs associated to the Be Free Youth Space at the Mangonui Festival 2019 (as outlined in the application form), and to assist members in determining whether to approve or decline the application.

EXECUTIVE SUMMARY

- The Applicant seeks funding towards 2019 Be Free Youth Stage event at the Mangonui Waterfront Festival
- The Board has funded the applicant previously in the current triennium

RECOMMENDATION

That the Te Hiku Community Board in considering the provisions of the Community Grant Policy authorise the sum of \$4,353 (plus GST if applicable) to be paid from the Board's Community Fund account to Be Free Incorporated for costs towards the 2019 Be Free Event in Mangonui, to support the following Community Outcomes:

- Proud, vibrant communities**
- Liveable communities that are healthy, safe, connected and sustainable**

1) BACKGROUND

Be Free Incorporated promotes freedom from addictions by providing support for youth through music and performance. Mangonui Waterfront Festival will be held on 30 March 201 from 12 pm – 6 pm.

The total project cost is \$18,306 – this includes \$9,600 of volunteer value that the applicant has not included in the total budget cost. The volunteer hours that have been included are made up of work that has already taken place, including preparing youth for the event, attending meetings, completing funding applications. The volunteer hours also include a portion of the volunteers that will be there on the day.

The project cost does not reflect any financial contribution from Be Free Incorporated. Be Free Incorporated will be running a free event on 16 February 2019 with koha and funds raised at this event will go towards the costs of the Be Free stage at the Mangonui Festival 2019.

Be Free Incorporated has also submitted an application to the Bay of Islands-Whangaroa Community Board, requesting \$4,353 and will be considered at their meeting in February 2019.

2) DISCUSSION AND OPTIONS

Preliminary assessment of the application:

The applicant has not been funded previously by the Board. They have also applied for funding from the Creative Communities scheme.

This application is for 50% of various costs involved with running the event.

Option 1 Authorise the full amount requested

Funding of 50% of the total project cost could be considered.

Option 2 Authorise partial funding of the amount requested

Partial funding of the amount requested could be considered.

Option 1 is recommended by staff as it complies with the Community Grant Policy.

Reason for the recommendation

This application has been checked by staff for completeness and complies with all conditions of the Community Grant Policy, Community Outcomes as stated in the 2018-28 LTP, and all provisions listed on the application form.

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

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

ATTACHMENTS

1. **Funding Application - Be Free Inc - A2355563** [!\[\]\(33006de4dd11f8c729ca8ca0fde0352f_img.jpg\)](#) 
2. **Schedule of supporting documentation - Be Free Inc - A2355558** [!\[\]\(d900cae4f5a7d73d67b6a98ff3e7bb9a_img.jpg\)](#) 

Compliance schedule:

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

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

Compliance requirement	Staff assessment
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	Low
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 is to the Te Hiku Community Board
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.	No implications for Maori 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.	Considered in the application.
State the financial implications and where budgetary provisions have been made to support this decision.	Budgetary Provision has been made and the grant is allocated in accordance with the Community Grant Policy.
Chief Financial Officer review.	The Chief Financial Officer has not reviewed this report.

Local Grant Application Form

FNDC ADMIN
23 JAN 2019



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 Governance team at DDI (09) 401 5231, freephone 0800 920 029, or governance@fndc.govt.nz – we're happy to help.
- **Send your completed form** to governance@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 *covered by Mangonui Festival*
- ☒ Your organisation's business plan (if applicable) *spreadsheet attached*
- ☐ If your event is taking place on Council land or road/s, evidence of permission to do so
- ☒ Signed declarations on pgs 5-6 of this form

Applicant details

Organisation	<u>BE FREE INC.</u>	Number of Members	<u>6</u>
Postal Address	<u>188A WAIPAPA WEST RD, KERIKERI</u>	Post Code	<u>0295</u>
Physical Address	<u>"</u>	Post Code	<u>"</u>
Contact Person	<u>CLAIRE GORDON</u>	Position	<u>CHAIRPERSON</u>
Phone Number	<u>09 407 1506</u>	Mobile Number	<u>021 883 616</u>
Email Address	<u>musicplacekerikeri@gmail.com</u>		

Please briefly describe the purpose of the organisation.

PROMOTING FREEDOM FROM ADDICTIONS, SUPPORTING OUR COMMUNITY
CELEBRATING LIFE. PROVIDING SUPPORT FOR YOUTH THROUGH MUSIC AND PERFORMANCE

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A1859967

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 BE FREE YOUTH STAGE AT MANGONUI FESTIVAL Date 30.03.2019
 Location MANGONUI WATERFRONT FESTIVAL Time 12 - 6 PM

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

If so, how much? GENERAL FESTIVAL ADMISSION : ADULTS - \$10 KIDS - KOHA

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.

Be Free - benefitting our Youth and Community, through resilience and mentoring.

Following on from the success of last year, Be Free have again been invited to sponsor a Youth Performance Stage to showcase the youth of our region and to provide a platform to demonstrate the resilience, self-confidence, and collaborative spirit of the youth participating in the Be Free Programme - as a positive example and inspiration to their peer group. This year, Be Free's success as a programme has been recognised through an award from Trustpower Communities, where we gained finalist in our category.

Be Free becoming more widely available. We welcome the opportunity to provide resources and support for those who are struggling or suffering from the effects of addictions on their whanau, whether drug or alcohol, and the subsequent mental health issues. We need to create an awareness of the availability of the programme, through the continued promotion at events such as Mangonui Festival which has the attendance of the wider community that we need to reach.

Getting our Message heard. Our Youth demonstrate through performance what they can achieve through learning resilience which gives them the strength to exercise their educated choices around non-participation in drug & alcohol use. We find delivering our messages through the medium of music is not only readily accepted, but is cross cultural, breaking down any barriers. The message is far more effective to their peers (and whanau) when delivered by the youth themselves.

Feedback received from attendees at last year's festival was often emotional in terms of the availability of the programme and how it could have made such a difference had it been available for their whanau at an earlier stage. This emphasises, for us, the importance of not just being able to continue the Be Free programme, but to increase the awareness of its availability to all youth, which we can do through this platform. During the event, attendees are able to access support and resources, engaging with support providers.

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(version Sept 2018)
A1859367

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	1260	630
Facilitator/Professional Fees ²	1165	583
Administration (incl. stationery/copying)	340	170
Equipment Hire	3327	1663
Equipment Purchase (describe)	—	—
Utilities	—	—
Hardware (e.g. cement, timber, nails, paint)	—	—
Consumable materials (craft supplies, books)	—	—
Refreshments	120	60
Travel/Mileage	450	225
Volunteer Expenses Reimbursement	—	—
Wages/Salary	—	not applicable
Volunteer Value (\$20/hr)	(9600)	not applicable
Other (describe) PERFORMERS KOHA PUBLIC LIABILITY INSURANCE	1500 544] 2044	1022
TOTALS	8706	4353

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
FAR NORTH SUMMER SOUNDS FREE EVENT (FUNDED BY PRIVATE DONATION)	11,203
16TH FEB 2019	
TOTAL	11,203

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

Funding Source	Amount	Approved
LOTTERIES COMMUNITY	2,280	Yes / <u>Pending</u>
PRIVATE DONATION	1,000	<u>Yes</u> / Pending
BE FREE RAISED FUNDS	673	Yes / <u>Pending</u>
FOUNDATION NORTH	400	<u>Yes</u> / 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
FNDC : CONCERT FUNDING	10,000	26.02.15	<u>Y</u> / N
FNDC : CONCERT FUNDING	10,600	23.03.16	<u>Y</u> / N
CREATIVENZ : CONCERT FUNDING	1,848	22.12.16	<u>Y</u> / N
FNDC : MANGONUI YOUTH STAGE	3,268	05.03.18	<u>Y</u> / N

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(version Sept 2018)
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Local Grant Application Form



Privacy Information

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

Applicant Declaration

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

On behalf of: (full name of organisation)

BE FREE Incorporated

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

[Signature]

Signatory Two

[Signature]

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(version Sept 2018)
A1859967

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 Position

Postal Address Post Code

Phone Number Mobile Number

Signature Date

Signatory Two

Name Position

Postal Address Post Code

Phone Number Mobile Number

Signature Date

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A165957

Schedule of Supporting Documentation

BE FREE INCORPORATED

The following supporting documentation has been provided in support of the grant application and is emailed under separate cover.

1	Cover letter
2	Volunteer hours information
3	Project costs overview
4	Quote - Bread & Butter (designs)
5	Quote - Claire Gordon Consultancy
6	Quote - Playrockguitar x 2
7	Quote - LCT Accounting
8	Quote - Music Workshop
9	Quote - Keri Party Hire
10	Quote - Be Free
11	Quote - BrokerWeb Risk Services Ltd
12	Bank Statement - 31 Dec 2018
13	Financial Performance Report - 30 June 2018
14	Draft Programme Outline
15	Business Plan
16	2018 Festival Event Report
17	Letter of Support - Mayor John Carter (FNDC)
18	Letter of Support - Northland District Health Board
19	Letter of Support - Turner Centre Kerikeri
20	Letter of Support - The Stage Door
21	Letter of Support - Illumination Workshop
22	Letter of Support - Kerikeri Theatre Company

8.7 APPLICATION FOR FUNDING - AWHINA HOIHO CHARITABLE TRUST**File Number: A2372731****Author: Melissa Wood, Meetings Administrator****Authoriser: Aisha Huriwai, Team Leader Governance Support****PURPOSE OF THE REPORT**

To present the Community Board with the information on Awhina Hoiho Charitable Trust's application for a Community grant to assist members in determining whether to approve or decline the application.

EXECUTIVE SUMMARY

- The Applicant seeks funding towards their costs (promotional and equine requirements)
- The Board has not funded the applicant previously

RECOMMENDATION

That the Te Hiku Community Board in considering the provisions of the Community Grant Policy authorise the sum of \$2,978 (plus GST if applicable) to be paid from the Board's Community Fund account to Awhina Hoiho Charitable Trust for costs toward operational expenses to support the following Community Outcomes:

- i) Proud vibrant communities**
- ii) Liveable communities that are healthy, safe, connected and sustainable**

1) BACKGROUND

Awhina Hoiho has been established in order to create and make available equine learning and therapeutic opportunities to benefit people, whanau, communities and organisations in and around Kaitia, an area identified as having high needs for support of mental health and emotional resilience. Their aim is to provide psychotherapeutic and emotional skills development opportunities for people through engagement with horses. Most of their clients do not have the ability to pay for support. Further information has been provided and is also available on their facebook page.

This application is for additional promotional material and a contribution toward the considerable costs of maintaining the horses..

2) DISCUSSION AND OPTIONS**Preliminary assessment of the application:**

The applicant has not been funded previously by the Board.

This application is for 2.5% of costs listed on their application form

Option 1 Authorise the full amount requested

Funding of 2.5% of the total project cost could be considered.

Option 2 Authorise partial funding of the amount requested

Partial funding of the amount requested could be considered.

Option 1 is recommended by staff as it complies with the Community Grant Policy.

Reason for the recommendation

This application has been checked by staff for completeness and complies with all conditions of the Community Grant Policy, Community Outcomes as stated in the 2018-28 LTP, and all provisions listed on the application form.

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

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

ATTACHMENTS

1. **Funding Application - Awhina Hoiho Charitable Trust - A2374170** [!\[\]\(13dd0e1ab3baa23f7c1ed52b3eec2756_img.jpg\) !\[\]\(5ed985c65f50e5350eeeb77f03c2e095_img.jpg\)](#)
2. **Schedule of supporting documentation - Awhina Hoiho Charitable Trust - A2372390** [!\[\]\(9df44d2794f927e8a7eb6682863e4aa8_img.jpg\) !\[\]\(d71b3fa200323d68855615929e9633f6_img.jpg\)](#)

Compliance schedule:

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

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

Compliance requirement	Staff assessment
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	Low
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 is to the Te Hiku Community Board
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.	No implications for Maori 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.	Considered in the application.
State the financial implications and where budgetary provisions have been made to support this decision.	Budgetary Provision has been made and the grant is allocated in accordance with the Community Grant Policy.
Chief Financial Officer review.	The Chief Financial Officer has not reviewed this report.

Local Grant Application Form

Kaitia Service Centre

- 7 FEB 2019



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 Governance team at DDI (09) 401 5231, freephone 0800 920 029, or governance@fndc.govt.nz – we're happy to help.
- **Send your completed form** to governance@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	Awhina Hoiho Charitable Trust		Number of Members	3 trustees
Postal Address	c/- W Sporle 1601 Digges Valley Road		Post Code	
Physical Address	201 Kaitia		Post Code	0481
Contact Person	Wendy Sporle	Position	admin. trustee	
Phone Number	09 4084241	Mobile Number		
Email Address	k.wendy@xtra.co.nz			

Please briefly describe the purpose of the organisation.

Provide equine psychotherapy and emotional & skill development to people of need in the far north

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(version Sept 2018)
A1859967

Page 1

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 Costs while providing therapy service Date ongoing

Location Diggers Valley Kaikōura Time "

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

If so, how much?

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

Sometimes clients have offered a koha.

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

The Far North is an area which has high needs for support of mental health and emotional resilience development. Awhina Hoiho's goal is to "provide culturally personally and environmentally situation is a natural setting with a herd of specialist horses which promotes learning self awareness, growth & healing with long lasting benefits for all clients. This will benefit the community we live in". To date the experiences have been made available to anyone with needs and we have worked with children, youth and adults. Trauma, abuse & suicidality are common themes and usually the people do not have the ability to pay for support. These haunt our community. This application is for additional promotion material and a contribution to the considerable costs of maintaining the herd.

Additional information is attached and is available on Awhina Hoiho's facebook page

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(version Sept 2018)
A1859967

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 <i>Leases.</i>	7,760 : 00	
Advertising/Promotion	3,400 : 00	1,233 : 00
Facilitator/Professional Fees <i>value of services</i>	66,000 : 00	
Administration (incl. stationery/copying) <i>including time</i>	14,152 : 00	
Equipment Hire	-	
Equipment Purchase (describe) <i>therapy + arena equipment camp equipment horse equipment</i>	5,561 : 89	
Utilities	-	
Hardware (e.g. cement, timber, nails, paint)	-	
Consumable materials (craft supplies, books)	800 : 00	
Refreshments	-	
Travel/Mileage	-	
Volunteer Expenses Reimbursement	5,000 : 00	
Wages/Salary	-	not applicable
Volunteer Value (\$20/hr)	5,000 : 00	not applicable
Other (describe) <i>horse costs food, grazing, feet, dentists, vets etc)</i>	9,940 : 00	1745 : 00
TOTALS	\$118,613:00	\$2978 : 00

See budget for more details

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

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(version Sept 2018)
A1859967

Page 3

Local Grant Application Form



Financial Information

Is your organisation registered for GST? ☒ Yes ☐ No GST Number 127-257-035

How much money does your organisation currently have? 435.91

How much of this money is already committed to specific purposes? 362.75

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

Purpose	Amount
Remaining cost of hay.	350
GST to pay	12.75
TOTAL	<u>\$362.75</u>

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

Not for items included in this application

Funding Source	Amount	Approved
Oxford Sports Trust has		Yes / Pending
approved money for childrens		Yes / Pending
camp	<u>2,000</u>	<u>Yes</u> / Pending
		Yes / Pending
		Yes / Pending

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

Purpose	Amount	Date	Project Report Submitted
<u>N/A</u>			Y / N
			Y / N
			Y / N
			Y / N

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(version Sept 2018)
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Page 4

Local Grant Application Form



Privacy Information

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Applicant Declaration

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

On behalf of: (full name of organisation)

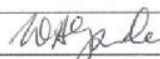
Awhina hoiho charitable trust

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



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(version Sept 2018)
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Page 5

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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 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 Wendy Soper Position Trustee Administrator
 Postal Address 1601 Diggers Valley Road RD1 Kaikōura Post Code 0481
 Phone Number 09 408 4241 Mobile Number
 Signature [Signature] Date 5/02/19

Signatory Two

Name Richard RENNICK Position TRUSTEE
 Postal Address 9029 Rodan Rd KAIAIA Post Code 0410
 Phone Number 09 408 4241 Mobile Number 021 537 491
 Signature [Signature] Date 05.02.19

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(version Sept 2018)
A1859967

Page 6

Schedule of Supporting Documentation**AWHINA HOIHO CHARITABLE TRUST**

The following supporting documentation has been provided in support of the grant application and is emailed under separate cover.

1	Strategic Plan
2	Information sheet
3	Research precis for equine therapy and education
4	Equine psychotherapy article
5	Facebook page excerpt
6	Budget sheet
7	Financial records information
8	Bank statement and financial details
9	Health and Safety Site and Activity Plan
10	Quote - Equine HoofCare NZ
11	Quote - Signs of Life
12	Quote - Norf, Norf
13	Quote - Te Whare Marama Farming Partnership

8.8 TE HIKU STATEMENT OF FINANCIAL PERFORMANCE ACTIVITIES BY WARD FOR THE PERIOD ENDING 31 DECEMBER 2018

File Number: A2328413

Author: Jolene Graham, Accounting Support Officer

Authoriser: Janice Smith, Chief Financial Officer

PURPOSE OF THE REPORT

The purpose of the report is to provide the Te Hiku Community Board with financial statements for the period ended 31 December 2018.

EXECUTIVE SUMMARY

The financial report is ward-specific, covering the activities in the Te Hiku ward only.

Understanding the report

Variances in excess of \$100k and significant “%” variances will be commented on.

The financial year runs from 01 July 2018 to 30 June 2019.

The “Year to date” columns reflect income and expenses for the period 01 July 2018 to 31 December 2018.

The variances column highlights the difference between the budget set in the 2018/19 Long Term Plan (year 1) and actual income and expenses as at 31 December 2018.

The full year columns show the budgeted income and expenses for the full 12 months from 01 July 2018 to 30 June 2019.

The full year forecast column shows the best estimate for the actual year end position as advised by Managers.

Unfavourable variances will represent expenses higher than budget or income less than budget.

RECOMMENDATION

That the Te Hiku Community Board receives the report Te Hiku Statement of Financial Performance Activities by Ward for the period ending 31 December 2018.

BACKGROUND

This is the second financial report for 2018-2019 detailing the financial performance of community activities to be provided to the Te Hiku Community Board.

DISCUSSION AND NEXT STEPS

Parks and Reserves are behind budget:


Contract Work Annual is behind budget due to December contract fees not being paid in December.

External services is tracking behind budget due to this budget being for reactive works, therefore is difficult to budget accurately.

FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

There are no specific financial implications for this report.

ATTACHMENTS

1. **Statement of Financial Performance Activities by Ward for the period ending 31 December 2018 - Document Number - A2327957** [↓](#) 

Statement of Financial Performance
Community Activities by Ward
for the period ending
31-December-2018
Te Hiku

	Year to date		Year to date		Full year			Full year
	Actual	Annual Plan Budget	Variance		Annual Plan Budget	Carry Forward Budgets	Total Annual Budget	Forecast
Operations								
Operational income								
Rates - general (excl water supply rates)	1,621	1,598	23	1%	3,195	0	3,195	3,195
Rates - penalties	11	34	(23)	-67%	68	0	68	68
Fees & charges (inc water supply rates)	40	38	2	5%	91	0	91	91
Other income	5	1	3	317%	2	0	2	2
Capital income								
Central govt subsidies - new works	0	0	0	100%	0	0	0	200
Total operating income	1,677	1,671	6	0%	3,356	0	3,356	3,556
Expenditure								
Amenity Lighting	21	30	9	30%	61	0	61	61
Carparks	46	47	2	3%	94	0	94	94
Cemeteries	30	40	9	24%	80	0	80	80
Community Centres	42	51	9	18%	102	0	102	102
Footpaths	137	156	18	12%	311	0	311	311
Halls	80	93	12	13%	175	0	175	175
Parks & Reserves	450	611	161	26%	1,221	0	1,221	1,192
Public Toilets	181	255	74	29%	566	0	566	566
Swimming Pools	138	136	(3)	-2%	302	0	302	331
Town Maintenance	230	222	(7)	-3%	444	0	444	444
Total operating expenditure	1,356	1,641	285	17%	3,356	0	3,356	3,356
Net operating surplus/(deficit)	320	30	291		(0)	0	(0)	200

Commentary - Te Hiku

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Parks and Reserves are behind budget:

Contract Work Annual is behind budget due to December contract fees not being paid in December

External services is tracking behind budget due to this budget being for reactive works, therefore is difficult to budget accurately

9 MEETING CLOSE