



**Far North
District Council**



AGENDA

Kaikohe-Hokianga Community Board Meeting

Wednesday, 3 April 2019

Time: 10.30 am
Location: Copthorne Hotel
State Highway 12
Omapere
Hokianga

Membership:

Chairperson Mike Edmonds - Chairperson
Cr John Vujcich
Member Emma Davis
Member Shaun Reilly
Member Louis Toorenborg
Member Kelly van Gaalen
Member Alan Hessel

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.

KAIKOHE-HOKIANGA COMMUNITY BOARD MEMBERS REGISTER OF INTERESTS

Name	Responsibility (i.e. Chairperson etc)	Declaration of Interests	Nature of Potential Interest	Member's Proposed Management Plan
Mike Edmonds	Chair	Kaikohe Mechanical and Historic Trust	Council Funding	Decide at the time
	Committee member	Kaikohe Rugby Football and Sports Club	Council Funding	Withdraw and abstain
Shaun Reilly	No form received			
Kelly van Gaalen	No form received			
Louis Toorenborg	No form received			
Alan Hessel	Nil	Nil	Nil	Nil
Emma Davis	Secretary	Pompallier Hokianga Trust	Council Funding	Decide at the time to withdraw and/or abstain
	Trustee	Raiatea Resource Centre	Council Funding	Decide at the time to withdraw and/or abstain
	Committee Member	Rawene Hall	Council Funding	Decide at the time to withdraw and/or abstain
	Committee Member	Kohukohu Hall	Council Funding	Decide at the time to withdraw and/or abstain
	Member of teaching staff	Broadwood Area School	Council Funding	Decide at the time to withdraw and/or abstain
John Vujcich	Board Member	Ngati Hine Health Trust	Matters pertaining to property or decisions that may impact of their health services	Declare interest and abstain
	Board Member	Pioneer Village	Matters relating to funding and assets	Declare interest and abstain
	Director	Waitukupata Forest Ltd	Potential for council activity to directly affect its assets	Declare interest and abstain
	Director	Rural Service Solutions Ltd	Matters where council regulatory function impact of company services	Declare interest and abstain
	Director	Kaikohe (Rau Marama) Community Trust	Potential funder	Declare interest and abstain
	Partner	MJ & EMJ Vujcich	Matters where council regulatory function impacts on partnership owned assets	Declare interest and abstain

Name	Responsibility (i.e. Chairperson etc)	Declaration of Interests	Nature of Potential Interest	Member's Proposed Management Plan
	Member	Kaikohe Rotary Club	Potential funder, or impact on Rotary projects	Declare interest and abstain
	Member	New Zealand Institute of Directors	Potential provider of training to Council	Declare a Conflict of Interest
	Member	Institute of IT Professionals	Unlikely, but possible provider of services to Council	Declare a Conflict of Interest
	Member	Kaikohe Business Association	Possible funding provider	Declare a Conflict of Interest

Far North District Council
Kaikohe-Hokianga Community Board Meeting
will be held in the Council Chamber, Memorial Avenue, Kaikohe on:
Wednesday 3 April 2019 at 10.30 am

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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 DEPUTATIONS

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

4 SPEAKERS

10:35 am Representative from Volunteering Northland

10:40 am Representative from Taheke Marae Trustees/Board

5 CONFIRMATION OF PREVIOUS MINUTES

5.1 CONFIRMATION OF PREVIOUS MINUTES

File Number: A2396529

Author: Maryn Ashby, Meetings Administrator

Authoriser: Aisha Huriwai, Team Leader Governance Support

PURPOSE OF THE REPORT

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

RECOMMENDATION

That the Kaikohe-Hokianga Community Board confirm the minutes held 6 March 2019 be confirmed as a true and correct record.

1) BACKGROUND

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

2) DISCUSSION AND OPTIONS

The minutes of the meeting are attached.

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

Reason for the recommendation

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

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

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

ATTACHMENTS

1. 2019-03-06 Kaikohe-Hokianga Community Board Minutes - A2393337  

**MINUTES OF FAR NORTH DISTRICT COUNCIL
KAIKOHE-HOKIANGA COMMUNITY BOARD MEETING
HELD AT THE COUNCIL CHAMBER, MEMORIAL AVENUE, KAIKOHE
ON WEDNESDAY, 6 MARCH 2019 AT 10.33 AM**

PRESENT: Chairperson Mike Edmonds, Cr John Vujcich, Member Emma Davis, Member Shaun Reilly, Member Louis Toorenborg, Member Kelly van Gaalen, Member Alan Hessel

IN ATTENDANCE:

STAFF PRESENT: Shaun Clarke - Chief Executive Officer, Glenn Rainham - Manager, Alliances, Jaco Cronje - Project Manager, Footpaths and Cycleways, Maryn Ashby - Meetings Administrator.

1 PUBLIC FORUM

Charlie Nathan - representative from Te Mahurehure spoke of his dissatisfaction of being excluded from the community liaison group Mauri o te Wai in regards to Rawene sewage disposal.

Mark Anderson - representative from the Kaikohe Business Association spoke in support of under veranda lighting in Kaikohe. KBA in favour of a rate that would subsidise the lighting if there is no current budget set aside.

2 SUSPENSION OF STANDING ORDERS

RESOLUTION 2019/20

Moved: Chairperson Mike Edmonds

Seconded: Cr John Vujcich

That the Kaikohe-Hokianga Community Board suspend standing orders:

3.3.4 to enable members of the Board to ask questions without going through the Chairperson to allow for free discussion.

CARRIED

RESUMPTION OF STANDING ORDERS

RESOLUTION 2019/21

Moved: Chairperson Mike Edmonds

Seconded: Member Louis Toorenborg

That the Kaikohe-Hokianga Community Board resumes standing orders.

CARRIED

3 APOLOGIES AND CONFLICTS OF INTEREST

NIL

4 DEPUTATIONS

NIL

5 SPEAKERS

NIL

7 CONFIRMATION OF PREVIOUS MINUTES**7.1 CONFIRMATION OF PREVIOUS MINUTES****RESOLUTION 2019/22**

Moved: Chairperson Mike Edmonds

Seconded: Member Louis Toorenborg

That the Kaikohe-Hokianga Community Board confirm the minutes held 13 February 2019 be confirmed as a true and correct record.

Correction: Cr Vujcich left the meeting 11.18 am

CARRIED**7.1a CORRECTION TO MINUTES****RESOLUTION 2019/23**

Moved: Chairperson Mike Edmonds

Seconded: Cr John Vujcich

That the Kaikohe-Hokianga Community Board amends the minutes of item 6.6 of the 5th of Dec 2018 to reflect the decision made on the day by replacing the number \$2,000 with the number \$2,500.

CARRIED**8 CORPORATE SERVICES GROUP****8.1 KAIKOHE-HOKIANGA STATEMENT OF COMMUNITY FUND ACCOUNT AS AT 31 JANUARY 2019****COMMITTEE RESOLUTION 2019/24**

Moved: Member Shaun Reilly

Seconded: Member Alan Hessel

That the Kaikohe-Hokianga Community Board receives the report Kaikohe-Hokianga Statement of Community Fund Account as at 31 January 2019.

CARRIED**8.2 FUNDING PROJECT REPORT****COMMITTEE RESOLUTION 2019/25**

Moved: Member Shaun Reilly
Seconded: Member Louis Toorenborg

That the Kaikohe-Hokianga Community Board note the project report from Hokianga Tourism Association.

CARRIED

8.3 FUNDING APPLICATION - OHAEAWAI TAIAMAI RESIDENTS ASSOCIATIONS

COMMITTEE RESOLUTION 2019/26

Moved: Chairperson Mike Edmonds
Seconded: Cr John Vujcich

That the Kaikohe-Hokianga Community Board in considering the provisions of the Community Grant Policy authorise the sum of \$_____ (plus GST if applicable) to be paid from the Board's Community Fund account to Ohaeawai Taiamai Residents Association to assist with the cost of Taiamai Day to support the following Community Outcomes:

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

AMENDMENT

Moved: Chairperson Mike Edmonds
Seconded: Cr John Vujcich

That the Kaikohe-Hokianga Community Board in considering the provisions of the Community Grant Policy authorise the sum of \$1500 (plus GST if applicable) to be paid from the Board's Community Fund account to Ohaeawai Taiamai Residents Association to assist with the cost of Taiamai Day to support the following Community Outcomes:

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

CARRIED

9 MEETING CLOSE

The Meeting closed at 12.03 PM

The minutes of this meeting were confirmed at the Kaikohe-Hokianga Community Board Meeting held on 3 April 2019.

.....
CHAIRPERSON

6 STRATEGIC PLANNING AND POLICY GROUP

6.1 KAIKOHE & DISTRICTS SPORTSVILLE - FUNDING REQUEST FOR BUSINESS CASE

File Number: A2400493

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

Authoriser: Darrell Sargent, General Manager - Strategic Planning and Policy

PURPOSE OF THE REPORT

To present the Community Board with an application for funding from the Kaikohe and Districts Sportsville (Sportsville) to assist members in determining whether to approve or decline the application.

EXECUTIVE SUMMARY

- Sportsville assumed the responsibility for the management of Lindvart Park in December 2017.
- The Lindvart Park Reserve Management Plan (RMP) was adopted by Council on 25 October 2018.
- The RMP recognises that the current Lindvart Park pavilion is not currently fit for purpose and commits to commissioning a business case for a new purpose-built centralised recreation centre.
- This funding application requests a \$20,000 grant to enable Sportsville to outsource the development of this business case. This enables Sportsville to get going to achieve milestones for NRC funding for the build.
- Funding should be awarded from the Lindvart Park Reserve.
- The provision of a grant has no rates impact. If a grant is not provided, Sportsville will approach Council to include a grant in its 2019/20 Annual Plan. This would have a ward rate effect.

RECOMMENDATION

That the Kaikohe-Hokianga Community Board approves a grant of \$20,000 to the Kaikohe and Districts Sportsville from the Lindvart Park Reserve.

That the Kaikohe and Districts Sportsville work together with Sports Northland to develop a business case for a purpose-built centralised recreation centre at Lindvart Park, as provided for in the Lindvart Park Reserve Management Plan 2018.

1) BACKGROUND

Sportsville assumed the responsibility for the management of Lindvart Park in December 2017, and would like to give effect to the Lindvart Park RMP which was adopted in late 2018.

Pages 9 and 10 of the RMP describe a programme of work for the short, medium and long-term for Lindvart Park, and states that an immediate piece of work is commissioning a business case for a new purpose-built centralised recreation centre adjacent to (and covering two) netball courts, a gym, sheltered viewing areas, storage and offices and associated amenity such as accessible drinking fountains and toilets.

FNDC, Sportsville and Sport Northland are identified as the leads for this piece of work.

Sportsville therefore request a grant to enable them to work together with Sport Northland to commission this work. This enables Sportsville make progress on against the milestones for NRC funding for the build. Because a quote was not available at the time of writing this report the request is assumed to be \$20,000, and will be confirmed at the Board meeting when it is expected a quote will be tabled.

Prior to developing the business case, Sportsville have committed to updating the Kaikohe and Districts Facilities Plan 2015 to ensure a cohesive future plan.

Alongside development of the business case, Council and Sportsville will carry out a joint condition assessment of all Lindvart Park assets to understand immediate renewal funding requirements and the extent of available FNDC funding that could be allocated to the preferred option. The business case is to include a funding plan to recognise all available funding sources, including Council.

The requested grant should be awarded from the Lindvart Park Reserve. The provision of a grant from the levy has no rates impact. However, if a grant is not approved, Sportsville will approach Council to include a grant in its 2019/20 Annual Plan. This would have a ward rate effect as additional budget provision will be required.

2) DISCUSSION AND OPTIONS

Option 1 Authorise a grant of \$20,000 from the Lindvart Park Reserve.

Option 2 Authorise partial funding.

Option 3 Decline funding.

Option 1 is recommended by staff as giving effect to the Lindvart Park RMP carries significant benefit to the community and District.

Reason for the recommendation

To enable Sportsville to commission a business case to develop amenity on Lindvart Park as specified in the Lindvart Park RMP 2018.

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

No unbudgeted financial implications. The Lindvart Park Reserve has a current balance of \$145,962.

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	The development of a business case is not significant. Resulting plans will be considered significant to the community using the park, and will be consulted on.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Lindvart Park Reserve Management Plan. Kaikohe & Districts Sportsville Management Agreement for Lindvart Park.
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 issue is primarily relevant to the community of Kaikohe and the users of the facilities on the Park. The Community Board views will be gathered as a result of consideration of 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.	Implications on Maori will be considered as part of the development of the business case. Maori will be consulted at a later stage during the plan, design and build phases.
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.	Stakeholders affected and consulted through the development of a business case are to be determined by Sportsville, and will likely include those who use the facilities on the park, Sport Northland, affiliated sporting groups and recreational users.
State the financial implications and where budgetary provisions have been made to support this decision.	\$20,000 of funding from the Lindvart Park Reserve which carries a current balance of \$145,962.
Chief Financial Officer review.	Type here

7 CORPORATE SERVICES GROUP

7.1 CHAIRPERSON AND MEMBERS REPORT

File Number: A2407544

Author: Maryn Ashby, 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 Kaikohe-Hokianga Community Board notes the reports from the Chairperson and Member Reilly.

That the Board asks the FNDC to rescind the delegations to the CEO with regard to the halls of the Kaikohe-Hokianga ward (excepting the Kaikohe memorial Hall which the board has asked be classified as a 'hall of district significance') and full delegate hall responsibility to the Kaikohe-Hokianga Community Board.

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. 2019-04-03 KHCB Chairperson's Report - A2407076**  
- 2. 2019-04-03 KHCB Member Reilly's Report - A2407082**  

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

ITEM

MEETING: KAIKOHE-HOKIANGA COMMUNITY BOARD
3 APRIL 2019

ITEM: CHAIR'S REPORT

AUTHOR: CHAIR MIKE EDMONDS

DATE OF REPORT: 14 MARCH 2019

DOCUMENT NUMBER:

Recommendations Contained in Chair's Report

That the board asks the FNDC to rescind the delegations to the CEO with regard to the halls of the Kaikohe Hokianga ward (excepting the Kaikohe Memorial Hall which the board has asked be classified as a 'hall of district significance') and fully delegate hall responsibility to the Kaikohe Hokianga Community Board.

The board has, during its current term, received delegations (of the people kind), and other communications, from hall committees. They have usually been of a complaining nature – that the council is not looking after the hall.

Responsibilities for halls are convoluted.

The CEO of FNDC has been delegated the full power of the council – which would naturally include halls.

However, the delegation resolution for community boards also makes mention of halls. Although, to be fair, the wording of the delegations is such that no real authority passes to the community boards.

The hall committees also have some authority. Policy 5003 (Community Facilities and Community Halls) provides for bookings and some responsibilities to be the responsibility of the committee. Just how these delegations get to the committee through the community board is a mystery to me, since no such delegations are made to the community board in the first place.

Nevertheless, there is a table of responsibilities in the policy that everyone can work with – despite any issues with the chain, or overlapping, of delegations.

In that table “Governance” is said to be the responsibility of the community board. Governance is usually the top level of responsibility, yet in the context of the policy it is definitely a subservient one.

There has been some talk of “Localism” whereby decisions and authority are delegated closer to the community that is most affected. Of particular note is the experience in the Thames Coromandel area where the community boards were delegated large chunks of responsibility – along with the budgets.

The members of the KHCB have discussed this informally and have been receptive to the idea.

I suggest that a low risk delegation would be that of halls. The CB could delegate, to the CEO, those responsibilities that are needed to actually organise and do work that his staff are best suited to do. But governance (the highest meaning of the word) would remain with the CB.

I recommend **“that the board asks the FNDC to rescind the delegations to the CEO with regard to the halls of the Kaikohe Hokianga ward (excepting the Kaikohe Memorial Hall which the board has asked be classified as a ‘hall of district significance’) and fully delegate hall responsibility to the Kaikohe Hokianga Community Board.”**

I would expect that the policy and strategy work would take some months to work through, so 1 July 2020 might be a good date for commencement.

REPORT FOR THE KAIKOHE/HOKIANGA COMMUNITY BOARD FOR MARCH 6th 2019

When driving around the District it is appalling to see the state of the roadsides. The amount of litter, mostly drink containers is an indictment of the slovenly habits of road users and on the local roads it can't be all due to visitors or out of towners. There has to be a way where this pernicious lazy custom can be stopped. Perhaps a publicity campaign may bring results, particularly if this can be accompanied by stiff financial penalties for identifiable offenders.

There is an urgent need for toilet facilities at the point where the cycle trail crosses SH12 where the Railway underpass was. I have had an offer to build such a utility if the Board, or Council, can provide the materials. This is an offer the Board should consider and fund it from the Placemaker funds.

Some people have commented on the graffiti that is defacing the Library Lane murals. Can the Board commission Chris Wilkie to paint over this or get someone to have it removed?

I am a regular attender of the Hauauru Takiwa meetings and at the last Meeting held at the Parihaka Marae the matter of dust nuisance was raised in respect of the dwellings on Te Iringa Road. There are a number of houses right alongside the road which are greatly affected by the dust raised by the logging trucks and milk tankers. This is considered a health issue in other parts of the District, could the stretch between the bridge and the Marae be urgently considered for sealing or as a temporary measure, dust suppression treatment?

The team installing the Broadband network around Kaikohe are to be commended on the diligence of their work ethic. They are carrying out a major task with the minimum of disruption to the public and road users. According to their foreman, this is their biggest job in the thirteen years they have been doing this type of work. Congratulations.

Reccomendations:-

- (a) That the costs of sealing part of Te Iringa Road be investigated.*
- (b) That the Library Lane Murals be retouched ASAP.*
- (c) That a safe crossing point be created for the Cycle Trail on SH12.*
- (d) Institute a heavy penalty regime for litter makers.*

S Reilly
22.2.2019

REPORT FOR THE KAIKOHE/HOKIANGA COMMUNITY BOARD FOR APRIL 3rd 2019

With reference to the water issues raised in the Report submitted for the February Board Meeting, Water is a finite commodity and we neglect its quality at our peril and future cost. The four streams, Papahawaiiki, Waitaka, Wairoro, and Mangamutu, all rise in and around Kaikohe and all leave town dirty. It behoves the community to do something to address this unsatisfactory state of affairs.

The size of the task is not to be underestimated and it is proposed that remedial work be done on just one stream's catchment area in order to gauge the potential costs of any attempt to rectify the wider problems. This community is not alone with issues such as this as other towns have possibly even worse problems, but we can make a start.

The Papahawaiiki Stream is suggested as being an appropriate one to start with as it has by far the biggest catchment area in the town, therefore will give the best result from a properly carried out replenishing plan.

S Reilly
Kaikohe
14.3.19

7.2 FUNDING PROJECT REPORT

File Number: A2396533

Author: Maryn Ashby, Meetings Administrator

Authoriser: Aisha Huriwai, Team Leader Governance Support

PURPOSE OF THE REPORT

To receive the project report 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. A project report has been received from Rawene School.

RECOMMENDATION

That the Kaikohe-Hokianga Community Board note the project report from Rawene School.

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

Copies 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

Reason for the recommendation

To receive the project report 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. **Project Report - Rawene School - Hokianga Christmas in the Park 2018 - A2396527** [↓](#)



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:

Rawene School

Name & location of project:

Christmas in the Park, Rawene

Date of project/activity:

30/11/18

Which Community Board did you receive funding from?

☐ Te Hiku

☒ Kaikohe-Hokianga

☐ Bay of Islands-Whangaroa

Amount received from the Community Fund:

\$2,650 + 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)
Entertainment / Band / PA / Sound System	\$800.00	✓
Children's Activities	\$6931.50	✓
	\$	
	\$	
Total:	\$7,731.50	

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

Very wet evening but we still had a lot of people attend the event

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

Great community spirit. Lots of people attended.
Great community fundraising event.

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

Sponsors were thanked throughout the evening by the MC.
* See attachment.

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

This report was completed by:

Name: Carla Robinson
Address: PO Box 59 Rawene
Phone: 09 405 7885 mob:
Email: office@rawene.school.nz
Date: 07/3/19.



ACCOUNTS FOR PAYMENT

Creditors Schedule

Rawene School -353-

Note: Invoices (not statements) or claim forms (for travel etc) must be attached in support of payments for accounting, audit and GST claim purposes.

Batch No: _____
MTH
 Date: _____
 Bank GL Code: **9000**
 School Ref: _____

Cheque Payable to: Name of Company or Person	Customer No. As detailed on inv.	Invoice No. As detailed on inv.	Details / Particulars - to appear in Ledger	Amount of Cheque - Creditor Total	Amount - Coding split	NO GST E	GST	Net	Account Code	Account Description
Trailblazers	RaweneSch	16182	Christmas in the Park	\$ 2,300.00	\$ 2,300.00		\$ 300.00	2,000.00	325	Class Activities
				\$ 2,300.00	2,300.00		300.00			



ACCOUNTS FOR PAYMENT

Creditors Schedule

Rawene School -353-

Note: Invoices (not statements) or claim forms (for travel etc) must be attached in support of payments for accounting, audit and GST claim purposes.

Batch No: _____
DEC
 Date: _____
 Bank GL Code: **9000**
 School Ref: _____

Cheque Payable to: Name of Company or Person	Customer No. As detailed on inv	Invoice No. As detailed on inv	Details / Particulars - to appear in Ledger	Amount of Cheque - Creditor Total	Amount - Coding split	NO GST E	GST	Net	Account Code	Account Description
Far North District Council			RA 2426110-9 Rates 30 Marmon	318.92	318.92	E		318.92	8831	House Rates - 110 Parnell Street
Far North District Council			RA 2426238-9 Rates 19B Marmon	1,467.60	1,467.60		191.43	1,276.17	2210	Rates
Far North District Council			RA 2426239-6 Rates 19C Marmon	318.92	318.92		41.60	277.32	8932	House Rates - 30 Parnell Street
Far North District Council			WA 4021020-5 Water 19C Marmon	526.32	526.32		68.65	457.67	8932	House Rates - 30 Parnell Street
Far North District Council			WA 4006116-0 Water 19B Marmon	5,069.81	5,069.81		661.28	4,408.53	2210	Rates
Rentokil Initial	622797	50923153	Hygiene Services - December	57.74	57.74		7.53	50.21	2020	Rubbish Disposal
CBEC Pools	Rawene	0118	Pool Hire Kawakawa - Middle School	69.00	69.00		9.00	60.00	305	Camp Room 5
Spa and Pool	Rawene	1711	chemicals - pool	489.00	489.00		63.78	425.22	2350	Pool Chemicals
Clarks Coachline	Rawene	2781	Rawene to Coopers Beach return - Juniors	2,348.00	2,348.00		306.26	2,041.74	301	Camp Room 1
Clarks Coachline	Rawene	2878	Rawene to Pataua return - Middle	1,908.00	1,908.00		248.87	1,659.13	305	Camp Room 5
Adventure Forest	Rawene	901263	Senior School Camp	285.00	285.00		37.17	247.83	307	Camp Room 7
Pataua Outdoor Education	Rawene	339	Camps - Seniors	1,743.00	1,743.00		81.78	545.22	307	Camp Room 7
			Camps - Middle		1,116.00		145.57	970.43	304	Camp Room 4
Recreational Services	Rawene	62912	Lower Field Mowing - November	335.41	335.41		43.75	291.66	2320	Fieldmowing
Recreational Services	Rawene	63440	Lower Field Mowing - December	335.41	335.41		43.75	291.66	2320	Fieldmowing
Lions Club Kaikohe	Rawene	1	Christmas in the park	240.00	240.00		31.30	208.70	330	Christmas in the Park
Mike Warren	Rawene	1009	Christmas in the park	4,000.00	4,000.00		521.74	3,478.26	330	Christmas in the Park
Northland Document Solutions	Rawen,Prim	627912	Delivery Charge	9.20	9.20		1.20	8.00	1010	Postage/Freight
Ritchies	C80340	139410	Bus - Rawene-Opononi return	235.00	235.00		30.65	204.35	3334	Science
Warehouse Stationery	B000048601	7826489	EoY Prizes	335.00	335.00		43.70	291.30	3329	Prizegiving
Sport Northland	2109	28239	NSS Event - Y7-8 Touch Kaikohe	50.00	50.00		6.52	43.48	3326	Outdoor Ed/Physical Ed
ADT Security	2096278	22950779	Alarm Call Out 26/11/2018	57.50	57.50		7.50	50.00	2495	Security/Fire Protection
Waste management	WM1173855	760063	Rubbish Disposal	25.88	25.88		3.38	22.50	2020	Rubbish Disposal
Arcline	Rawene	9017	Rawene 2019 SYA Projects	1,028.10	1,028.10		134.10	894.00	2808	10YPP Expenses
Rawene Four Square	465	9471	Prizegiving	27.30	27.30		3.56	23.74	3329	Prizegiving
Rawene Four Square	465	8427	Staff room	12.98	12.98		1.69	11.29	1585	Staff Teas/Staffroom Equ.
Rawene Four Square	465	8589	Staff room	19.56	19.56		2.55	17.01	1585	Staff Teas/Staffroom Equ.
Rawene Four Square	465	4624	Staff room	18.49	18.49		2.41	16.08	1585	Staff Teas/Staffroom Equ.
Rawene Four Square	465	2115	Staff room	6.78	6.78		0.88	5.90	1586	School Funct./Hospitality
Rawene Four Square	465	6833	Staff room	23.87	23.87		3.11	20.76	1586	School Funct./Hospitality
Rawene Four Square	465	9285	Staff room	29.34	29.34		3.83	25.51	1586	Staff Teas/Staffroom Equ.
Rawene Four Square	465	3794	Staff room	7.50	7.50		0.98	6.52	1586	School Funct./Hospitality
Rawene Four Square	465	2115	Staff room	6.78	6.78		0.88	5.90	1585	Staff Teas/Staffroom Equ.
S Anopp	RaweneSch	119655	Plumbing Repairs - Staff room	335.00	335.00		43.70	291.30	2405	Building R&M

Education Services.

Batch No:

MTH

Date:

Bank Account transaction details

9000

Bank GL Code:

Payments Schedule

Rawene School -353-

School Ref:

Note: Invoices (not statements) or claim forms (for travel etc) must be attached in support of payments for accounting, audit and GST claim purposes.

Cheque No:	Cheque Payable to: Details / Particulars to appear in ledger	Amount of Cheque - Creditor Total	Amount - Coding split	GST	GST	Net	Account Code	R	Account Description
		\$ 2,769.10	\$ 2,769.10	\$ 361.20					
109576	M Cochrane - Entertainment Xmas in the Park	800.00	800.00	104.35	695.65	330			Christmas in the Park
109577		339.60	339.60	44.30	295.30	315			Leadership Development
109578		1,238.00	1,238.00	161.48	1,076.52	1538			Staff EOY Function
P116	Caros Crazy Critters Xmas in the park	391.50	391.50	51.07	340.43	330			Christmas in the Park



Caro's Crazy Critters Mobile farm and ponies
 2865 State Highway 1
 RD2
 Okaihau
 0476

Invoice Date
 11 December 2018

Invoice Number
 136

GST Number
 111586438

Carla Robinson

Tax Invoice

Quantity	Description	Price	GST	Total
2	Rawene Christmas in the park - 2hrs 6-8pm on friday 30th November 2018 - full petting farm, 1x ride on pony 1x cart pony	155.00	46.50	310.00
1	LATE PAYMENT FEE: 10% ADDED	35.00	0.00	35.00
			Subtotal	345.00
			GST	46.50
			Total Due	\$391.50

Due 10 January 2019

Notes

NOTE: late payment fee has now been added as your account is now 2 weeks overdue as per our terms of trade We have rung, and sent emails with no luck.... this will go up each week until payment is recieved.

We require a \$35 non refundable deposit at time of booking to confirm your date and time and all outstanding money paid in full no later than 24hrs before the date of your event. In event of us cancelling (lame/sick animals, weather etc) you will get full a refund or offered another date, in event of yourself cancelling we refund minus the non refundable deposit. Bank details: (Caros Crazy Critters BNZ 02-0332-0026768-001)) Please note all our charges and refunds policy in page 2 "Terms of Trade", that you will have been emailed. Please any cheques payments MUST be made out to "Caroline Jones" and include the 70c cheque fee, and must be by prior arrangement.
 NOTE: any outstanding payments will be charged a 10% penalty rate after 5 days off service provided, then another 10% every 5 days there after until paid in full.

Made Free Using

Brightbook™



PO Box 620 Kerikeri, Northland 5010
 MINI HOT RODS CO NZ BOUNCY CASTLES NORTHLAND CO NZ

TAX INVOICE

Rawene Primary School
 PO Box 59
 Rawene
 Northland

Invoice Date
 24 Oct 2018

Invoice Number
 INV-16182

Reference
 rawene

GST Number
 65 403 102

Trailblazers Northland Ltd
 PO Box 620
 Kerikeri
 Northland
 NEW ZEALAND

Description	Quantity	Unit Price	Amount NZD
MINI HOT RODS	1.00	1,200.00	1,200.00
CLIMBING WALL SLIDE BOUNCY CASTLE	1.00	500.00	500.00
BIG FUN HOUSE BOUNCY	1.00	300.00	300.00
		Subtotal	2,000.00
		TOTAL GST 15%	300.00
		TOTAL NZD	2,300.00

Due Date: 30 Nov 2018

Payment due within seven days
 Please make bank your payment to:
 Bank account 01 0274 0373293 00



PAYMENT ADVICE

To: Trailblazers Northland Ltd
 PO Box 620
 Kerikeri
 Northland
 NEW ZEALAND

Customer Rawene Primary School

Invoice Number INV-16182

Amount Due 2,300.00

Due Date 30 Nov 2018

Amount Enclosed

Enter the amount you are paying above



The Projects Account
PO Box 118
KAIKOHE, 0440

Date 5/10/2018
Invoice # 1
Due Date 5/10/2018

Bill To

Rawene School

Invoice

Item	Description	Qty	Price	Amount
THOMAS TANK ENGINE ...			240.00	240.00

The Lions Club of Kaikohe Charitable Trust

Total	\$240.00
Balance Due	\$240.00

Please make your payment out to
Lions Club of Kaikohe Charitable Trust,
and post your payment to PO Box 118 Kaikohe

If making a direct payment into our account, please use the invoice number as a reference

Westpac Kaikohe 03 0334 0228371 02

Kaikohe Lions Club Treasurer:
Suzee Ross, Mobile: 021 298 7290
winupnth@xtra.co.nz

Mike Warren
306 Opito Bay Road
RD1
Kerikeri 0294
Ph: 0277 119949
E: mike.warren@springbank.nz

INVOICE NO. 1009

28/01/2019

BILL TO	SHIP TO	INSTRUCTIONS
Carla Robinson Rawene Primary School Marmon Street Rawene 0473	PO Box 59 Rawene 0473	

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
1	Ben and Mike Warren - Pyrotechnic services for 2018 Rawene Christmas show	4000	4000

SUBTOTAL 4000

TOTAL DUE BY 04/02/2019 \$4000

Please deposit funds into the following account, and include the invoice number as a reference:

Bank: ASB
Account Name: M S Warren
Account Number: 12-3119-0178176-01

APPROVED FOR
PAYMENT



Carla Robinson RAWENE!Whats up..

2 December 2018 ·

Hokianga Christmas in the Park

We would like to thank the community for braving the rainy weather and coming along to the Christmas in the Park.

Thank you to Rawene School and FNDC Hokianga Kaikohe Community Board for funding our event this year.

Big THANK YOU to;

- Rawene Foodmart,
- Ivan and Brenda,
- Rawene Fire Brigade,
- Poppet King,
- Hokianga Environment Group,
- Our Parking wardens,
- Mike and Ben who do the fireworks show,
- Rob Pink,
- Santa's waka creators,
- Caro's Crazy Critters Petting Zoo,
- Trailblazers-bouncy castles and Mini cars,
- Lions Kaikohe Thomas Train,
- Rawene Golf Club,
- Hokianga Health,
- Maryann - Balloon Animals,
- All the stall holders,
- Our entertainment;
- MC Max Cochrane,
- Montage,
- Christmas Carollers,
- Opononi Area School Band

for braving the rain and making the event what it is.

But the biggest thank you to the crew that runs the event every year. Our community is very lucky! What would we do without such awesome volunteers in our communities!

Thinking ahead to next year, if anyone would like to sponsor or make a donation to next year's event please let us know. Contact us at Rawene School 405 7885 or email office@rawene.school.nz

Thank you

Hokianga Christmas in the Park Organisers.





7.3 KAIKOHE-HOKIANGA STATEMENT OF COMMUNITY FUND ACCOUNT AS AT 28 FEBRUARY 2019

File Number: A2400632

Author: Jolene Graham, Accounting Support Officer

Authoriser: Angie Thomas, Chief Financial Officer (Acting)

PURPOSE OF THE REPORT

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

RECOMMENDATION

That the Kaikohe-Hokianga Community Board receives the report Kaikohe-Hokianga Statement of Community Fund Account as at 28 February 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	\$115,902.00
<ul style="list-style-type: none"> Plus refund of unused portion of grant from Rawene Area Ratepayers Association 	\$1,500.00
<ul style="list-style-type: none"> Less funds granted and uplifted to 28 February 2019 	\$27,040.75
<ul style="list-style-type: none"> Less funds not yet uplifted at meeting 07 April 2018 for Hokianga Memorial RSA Hall 	\$2,500.00
<ul style="list-style-type: none"> Less funds not yet uplifted at meeting 13 February 2019 for Rawene Golf Club Inc., Rawiri Love Smiley Campaign and Kaikohe Community & Youth Centre Trust 	\$23,200.00
Community Fund Account balance as at 28 February 2019	\$64,661.25

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 28 February 2019 is \$64,661.25.

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 Kaikohe-Hokianga Community Fund account to the Kaikohe-Hokianga Community Board. The statement of the Community Fund account as at 28 February 2019 is attached.

ATTACHMENTS

1. **2019-04-03 KHCB Statement of Kaikohe-Hokianga Community Board Community Fund Account as at 28 February 2019 - Document Number - A2400596** [!\[\]\(eb23ef412eb7e26d34b05bea2d5c4c8b_img.jpg\) !\[\]\(4011736c834c1166e9120df823fb6201_img.jpg\)](#)

Far North District Council**Kaikohe - Hokianga Community Board****Statement of the Community Fund Account as at 28 February 2019**

Allocation Grants & Donations Annual Budget 2018/19	82,569.00	
Community Board Placemaking Fund	33,333.00	
Refund of unused portion of grant from Rawene Area Ratepayers Association	1,500.00	
		<u>117,402.00</u>
Less Expenditure 2018/19 (Funds Uplifted)		
Jul 18		
Maranga Ake Expressive Arts Group for running workshops	2,500.00	
Aug 18		
Hokianga Community Education Trust for The Hokianga Book Festival 2018	2,500.00	
Sep 18		
Kaikohe Community Arts Council for costs in hosting the silk purse event	831.75	
Hokianga Country Music Club Inc. for Ferry Transport for Music Festival	1,500.00	
Te Roopu Rangatahi o Motuti to assist with a Family Fun Day at Motuti Marae	1,500.00	
Oct 18		
Hokianga Tourism Assoc. Inc. to assist with creating a new user-friendly website	1,725.00	
Hokianga Health to assist with the cost of hosting an evening event during Mental Awareness Week	565.00	
Waima School for costs re hosting Te Ahurea Kapa Haka o Te Tonga o Hokianga	1,774.00	
Nov 18		
Epilepsy NZ to purchase a field service vehicle	1,000.00	
Kaikohe Rugby Football and Sports Club for a resource consent application	1,245.00	
Dec 18		
Rawene Primary School for the Hokianga Christmas in the Park 2018	2,650.00	
Jan 19		
Pioneer Village Kaikohe for family friendly Christmas Event	2,500.00	
Feb 19		
Kaikohe Business Association \$1,000 per annum towards running costs for the Kaikohe Community Patrol Vehicle for three years - Final year 18/19	1,000.00	
Kaikohe Basketball Court for architecture design services re basketball court	5,750.00	
		<u>27,040.75</u>
Balance as at 28 February 2019		\$90,361.25
Less Commitments 2018/19 (Funds not yet up lifted)		
Meeting 07.04.18		
Hokianga Memorial RSA Hall for costs involved in commemorating the 100th Anniversary of signing the Armistice Treaty	2,500.00	
Meeting 13.02.19		
Rawene Golf Club Inc. to assist with the cost of The Hokianga Golf Fun Day 2019	700.00	
Rawiri Love - Smiley Campaign to assist with the cost involved in promoting "Get Fit Kaikohe"	2,500.00	
Kaikohe Community & Youth Centre Trust for installation of the basketball court and hoops at Memorial Park	20,000.00	
		<u>25,700.00</u>
Balance 28 February 2019 Uncommitted(Overcommitted)		\$64,661.25
Prior Year Commitments (Funds not yet uplifted)		
2017/18		
Meeting 28.06.17		
Unexpended balance for 2016/17 year to be put towards a junior bicycle park as approved by Samantha Edmonds General Manager Corporate Services	14,376.54	
Less costs for investigation to price reinstatement and ongoing maintenance of the under veranda lighting system in Kaikohe - Maximum of \$1,280.00 - Meeting 07.04.18	(1,280.00)	
Balance Commitments 2017/18		\$13,096.54
2014/15		
Meeting 16.06.15		
Unexpended balance for 2014/15 year to be accumulated to spend on projects identified in the Kaikohe-Hokianga Community Board Strategic Plan	20,666.75	
Less: payment March 2017 Kaikohe and Districts Historical and Mechanical Trust towards fencing at Pioneer Village	(7,000.00)	
Less: Commitment to pay Kaikohe A P and H Society to assist with the cost involved in the drainage of the main arena - Meeting 06.06.18 \$4045.50	(4,045.50)	
Less: Kaikohe Business Assoc. for running costs for Community Patrol Vehicle Balance of \$1,000	(261.65)	
Less: Hokianga Harbour Care Inc. for propagating plants to use in riparian planting in the Hokianga Harbour - Meeting 03.10.18	(5,000.00)	
Balance Commitments 2014/15		\$4,359.60
Balance Prior Year Commitments		\$17,456.14

Far North District Council
Kaikohe - Hokianga Community Board
Statement of the Community Fund Account as at 28 February 2019

7.4 FUNDING APPLICATION - HOKIANGA ENVIRONMENTAL PROTECTION GROUP**File Number: A2402464****Author: Maryn Ashby, Meetings Administrator****Authoriser: Aisha Huriwai, Team Leader Governance Support****PURPOSE OF THE REPORT**

To present the Community Board with information on Hokianga Environmental Protection Group application for a grant to assist members in determining whether to approve or decline the application.

RECOMMENDATION

That the Kaikohe-Hokianga Community Board in considering the provisions of the Community Grant Policy authorise the sum of \$2000 (plus GST if applicable) to be paid from the Board's Community Fund account to Hokianga Environmental Protection Group to assist with Real Food Hokianga to support the following Community Outcomes:

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

1) BACKGROUND

Real Food Hokianga is a free community event for all ages. The aim of the event is not only to demonstrate what can be produced locally but also to assist people to gain skills and knowledge in food preparation, preservation, fermentation, healthy drinks and low cost cooking. Hokianga Environmental Protection Group have not previously received funding from the Local Grant Fund.

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

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 LTP, and all provisions listed on the application form.

Option 1 Authorise the full amount requested

The applicant seeks a grant of \$2,000 - 42% of the total project cost

Option 2 Authorise partial funding of the amount requested**Option 3 Decline Funding**

Option 1 is recommended by staff so the application aligns with the community policy and community outcomes of the LTP and aligns with previous funding allocated.

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 - Hokianga Environmental Protection Group - A2408072** [!\[\]\(0afea7f8b57cef99df5acce1284370b7_img.jpg\)](#) [!\[\]\(3bd95f6f32b3607842348dbcf44d0671_img.jpg\)](#)
2. **Schedule of Supporting Documents - Hokianga Environmental Protection Group - A2409827** [!\[\]\(0072d266590caa4e23b9aca800412eb8_img.jpg\)](#) [!\[\]\(fb0ffb858469f16962d47ccc6d4746dc_img.jpg\)](#)

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 Kaikohe-Hokianga 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

Rawene Service Centre

12 MAR 2019

RECEIVED



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	Hokianga Environmental Protection Group	Number of Members	130
Postal Address	c/o PO Box 19, Rawene	Post Code	0443
Physical Address	c/o 279 Classen Road, Omanaia	Post Code	no postal delivery
Contact Person	Gail Aiken	Position	Organiser
Phone Number	09 405 7787	Mobile Number	
Email Address	gailaiken20@gmail.com		

Please briefly describe the purpose of the organisation.

To promote practices that maintain and contribute to the health and well-being of the environment of Hokianga and it's communities

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Local Grant Application Form



Project Details

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

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

Clearly describe the project or event:

Name of Activity Date

Location Time

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

If so, how much?

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

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

Hokianga is a low socio economic area and many people struggle to provide healthy food for their families, there is a great deal of food related illness and many people are in the habit of eating low quality, junk food. The aim of the event is not only to demonstrate what can be produced locally but also to assist people to gain skills and knowledge in food preparation, preservation, fermentation, healthy drinks, low cost cooking etc. and to encourage people to produce more of their own food. We also want to increase awareness of the environmental impact of our current food production system, how it contributes to climate change and how we can make our community healthier and more resilient through healthy, local food.

This event is of huge potential benefit to anyone from Hokianga and beyond. This will be the 4th Real Food Hokianga and the previous events were very successful bringing in hundreds of people from across our community and beyond to celebrate what can be grown here and to learn and share skills associated with healthy food. A video of our 2017 event can be found here <https://www.youtube.com/watch?v=K49VgKsnCDc>

Each year the event builds on the previous year connecting with more people. Previous events were well attended by a broad cross section of the community and we had excellent feedback including from local health professionals.

The event is fully organised by volunteers and we are seeking funding to assist with costs associated with the event.

We are a small but active group and are committed to keeping this important event free of charge to the public.

We have successfully organised this event 3 times already and had funding from the Kai Ora fund in 2017

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Local Grant Application Form



Project Cost

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

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

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

Please Note:

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

Expenditure	Total Cost	Amount Requested
Rent/Venue Hire	300	300
Advertising/Promotion	40	40
Facilitator/Professional Fees ²		
Administration (incl. stationery/copying)	1260	1260
Equipment Hire		
Equipment Purchase (describe)		
Utilities		
Hardware (e.g. cement, timber, nails, paint)		
Consumable materials (craft supplies, books)		
Refreshments		
Travel/Mileage		
Volunteer Expenses Reimbursement	400	400
Wages/Salary		not applicable
Volunteer Value (\$20/hr)	2760	not applicable
Other (describe)		
TOTALS	4760	2000

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
Money owed for licence to screen a film in Rawene	38.61
TOTAL	38.61

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

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

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

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

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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)

Hokianga Environmental Protection Group

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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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	<input type="text" value="Gail Aiken"/>	Position	<input type="text" value="Organiser"/>
Postal Address	<input type="text" value="PO Box 19, Rawene"/>		Post Code <input type="text" value="0443"/>
Phone Number	<input type="text" value="09 405 7787"/>	Mobile Number	<input type="text" value="n/a"/>
Signature	<input type="text" value="Gail Aiken"/>	Date	<input type="text" value="12/3/19"/>

Signatory Two

Name	<input type="text" value="Kirsty Joiner"/>	Position	<input type="text" value="Organiser"/>
Postal Address	<input type="text" value="P.O. Box 26, Rawene"/>		Post Code <input type="text" value="0443"/>
Phone Number	<input type="text" value="09 405 7631"/>	Mobile Number	<input type="text" value="n/a"/>
Signature	<input type="text" value="Kirsty Joiner"/>	Date	<input type="text" value="12 March 2019"/>

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Schedule of Supporting Documentation**Hokianga Environmental Protection Group**

The following supporting documentation has been provided in support of the funding application. It is emailed to members under separate cover but published on the Council website as part of the agenda.

1	Quote - Bank Statement
2	Quote - Programme event plan
3	Real Food Hokianga Programme 2018, 2017
4	Quote - Hall
5	Quote - Printing and Copying
6	Budget

7.5 FUNDING APPLICATION - HOKIANGA SAILING TRUST

File Number: A2401742

Author: Maryn Ashby, Meetings Administrator

Authoriser: Aisha Huriwai, Team Leader Governance Support

PURPOSE OF THE REPORT

To present the Community Board with information on Hokianga Sailing Trust application for a grant to assist members in determining whether to approve or decline the application.

RECOMMENDATION

That the Kaikohe-Hokianga Community Board in considering the provisions of the Community Grant Policy authorise the sum of \$252.45 (plus GST if applicable) to be paid from the Board's Community Fund account to Hokianga Sailing Trust to assist with the cost of replacing life vests for sailing to support the following Community Outcomes:

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

1) BACKGROUND

The Hokianga Sailing Trust has been holding open sailing days for all ages over the last eight years. The current life vests are in need of upgrading. The Trust is requesting a grant to purchase new life vests in order to continue to provide the classes. The Hokianga Sailing Trust have not previously applied for grants from the Kaikohe-Hokianga Community Board.

2) DISCUSSION AND OPTIONS

Preliminary assessment of the application:

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 LTP, and all provisions listed on the application form.

Option 1 Authorise the full amount requested

The applicant seeks a grant of \$504.90 - 100% of the total project cost

Option 2 Authorise partial funding of the amount requested

Partial funding of the amount requested should be considered to align with the Community grants Policy "funding requested may not exceed 50% of the total cost."

Option 3 Decline Funding

Option 2 is recommended by staff so the application aligns with the community policy and community outcomes of the LTP and aligns with previous funding allocated.

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 - Hokianga Sailing Trust - A2402023** [!\[\]\(4a9ecf7173af01b5af585194bcb66cd1_img.jpg\)](#) 
2. **Schedule of Supporting Documents - Hokianga Sailing Trust - A2409566** [!\[\]\(77d54ad85bd76e48813824b5a28314d8_img.jpg\)](#) 

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 Kaikohe-Hokianga 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 *x 2*
- ☒ Most recent bank statements and (signed) annual financial statements
- N/A* ☐ Programme/event/project outline
- ☒ A health and safety plan
- N/A* ☐ Your organisation's business plan (if applicable)
- N/A* ☐ 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>Hokianga Sailing Trust</u>	Number of Members	<u>20</u>
Postal Address	<u>PO Box 82, Omapere</u>	Post Code	<u>0444</u>
Physical Address	<u>28 Clendon Esplanade, Rawene</u>	Post Code	<u>0443</u>
Contact Person	<u>René de Vries</u>	Position	<u>President</u>
Phone Number	<u>09 4058842</u>	Mobile Number	<u>021 02393844</u>
Email Address	<u>devriesrene@xtra.co.nz</u>		

Please briefly describe the purpose of the organisation.

To share the joy of sailing with the people of the Hokianga. There is no payment for anyone learning to sail or taking part in sailing.

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Local Grant Application Form



Project Details

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

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

Clearly describe the project or event:

Name of Activity life vests for sailing Date year round
 Location Hokianga Harbour, Rawene Time every Sunday 13.00 hours
 Will there be a charge for the public to attend or participate in the project or event? ☐ Yes ☒ No
 If so, how much?

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

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

All age groups from school age to retirees will benefit from the use of these life vests

After eight years of open to sail for the Hokianga Community every Sunday from October till May our life vests are getting tired and are in desperate need for replacement.

Without up to standard life-vests we won't be able meet the requirements for water safety. Community learns about water safety, sailing, tides, knots etc.

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		
Facilitator/Professional Fees ²		
Administration (incl. stationery/copying)		
Equipment Hire		
Equipment Purchase (describe) life vests	\$ 779.99	\$ 504.90
Utilities		
Hardware (e.g. cement, timber, nails, paint)		Burnsco offered us a
Consumable materials (craft supplies, books)		bargain price of \$49.99
Refreshments		per rest.
Travel/Mileage		
Volunteer Expenses Reimbursement		
Wages/Salary		not applicable
Volunteer Value (\$20/hr)		not applicable
Other (describe)		
TOTALS	\$ 779.99	\$ 504.90

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 113-822-546

How much money does your organisation currently have? \$ 26,000

How much of this money is already committed to specific purposes? \$ 6,000

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

Purpose	Amount
operational purchases	\$ 3,500
upkeep of boats and building	\$ 2,500
contingency for boats and building upkeep	\$ 20,000
TOTAL	

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

Funding Source	Amount	Approved
		Yes / Pending
NONE		Yes / Pending
		Yes / Pending
		Yes / Pending
		Yes / Pending

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

Purpose	Amount	Date	Project Report Submitted
			Y / N
NONE			Y / N
			Y / N
			Y / N

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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)

Hokianga Sailing 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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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 Rene de Vries Position Club President
 Postal Address PO Box 82, Omapere Post Code 0444
 Phone Number 09 4958842 Mobile Number 021 02393844
 Signature [Signature] Date 4/3/2019

Signatory Two

Name PAUL BOWKER Position CLUB CAPTAIN
 Postal Address Box 5 RANENE PDC Post Code 0443
 Phone Number 094057793 Mobile Number 02102816468
 Signature [Signature] Date 4/3/2019

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Schedule of Supporting Documentation**Hokianga Sailing Trust**

The following supporting documentation has been provided in support of the funding application. It is emailed to members under separate cover but published on the Council website as part of the agenda.

1	Quote - Marine Deals
2	Quote - Burnsco
3	Statement of Income and Expenditure
4	Bank Statement
5	Safety Plan

7.6 FUNDING APPLICATION - TAHEKE MARAE TRUSTEES/BOARD**File Number: A2415758****Author: Maryn Ashby, Meetings Administrator****Authoriser: Aisha Huriwai, Team Leader Governance Support****PURPOSE OF THE REPORT**

To present the Community Board with information on Taheke Marae Trustees/Board application for a grant to assist members in determining whether to approve or decline the application.

RECOMMENDATION

That the Kaikohe-Hokianga Community Board in considering the provisions of the Community Grant Policy authorise the sum of \$7,093.34 (plus GST if applicable) to be paid from the Board's Community Fund account to Taheke Marae Trustees/Board to assist with the cost of scaffolding hire and purchase of aluminium windows which support the following Community Outcomes:

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

1) BACKGROUND

Taheke Marae has been selected to take part in Marae DIY. Marae DIY's purpose is to improve the health and safety of Marae its facilities. Marae DIY will encourage whanau to participate, return home and use their skill base to give back. As part of this project it is intended to restore the Whare tupuna/Wharemoa (Meeting house).

Taheke Marae Trustees/Board have not previously applied for funding from the Kaikohe-Hokianga Community Board.

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

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 LTP, and all provisions listed on the application form.

Option 1 Authorise the full amount requested

The applicant seeks a grant of \$7,093.34 - 8% of the total project cost

Option 2 Authorise partial funding of the amount requested

Partial funding of the amount requested should be considered to align with the Community grants Policy "funding requested may not exceed 50% of the total cost."

Option 3 Decline Funding

Option 1 is recommended by staff so the application aligns with the community policy and community outcomes of the LTP and aligns with previous funding allocated.

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 - Taheke Marae Trustees/Board - A2415752** [!\[\]\(c5d41098440cc7b0e314e7c132301583_img.jpg\) !\[\]\(64cab325c1044bc35370ec6de10ef45a_img.jpg\)](#)
2. **Schedule of Supporting Documents - Taheke Marae Trustees/Board - A2415800** [!\[\]\(858c234a05ab816d0ddcfed1a3e82c2f_img.jpg\) !\[\]\(9fcec90298b9c06ad741cc9bcd32d14e_img.jpg\)](#)

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 Kaikohe-Hokianga 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.	Taheke Marae Trustees are selected by the beneficiaries and mandated by the Maori Land Court.
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	<input type="text" value="Taheke Marae Trustees/Board"/>	Number of Members	<input type="text"/>
Postal Address	<input type="text" value="3184 State Highway 12 Taheke"/>	Post Code	<input type="text" value="0473"/>
Physical Address	<input type="text"/>	Post Code	<input type="text"/>
Contact Person	<input type="text" value="Eddie Morunga"/>	Position	<input type="text" value="Chairperson"/>
Phone Number	<input type="text" value="094053884"/>	Mobile Number	<input type="text" value="02102961302"/>
Email Address	<input type="text" value="epmorunga@msn.com"/>		

Please briefly describe the purpose of the organisation.

Taheke Marae trustees are the persons selected by their beneficiaries and mandated by the Maori Land Court. The role of the Trustess are to act as administrators of the Reservation known as Taheke B or Taheke Marae Trustees.

Local Grant Application Form



Project Details

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

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

Clearly describe the project or event:

Name of Activity Date
Location Time

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

If so, how much?

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

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

Please see attached document

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Taheke Marae DIY Funding application (FNDC)

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.

Taheke Marae is situated in the small community of Taheke approximately 15 kilometres from the township of Kaikohe on State Highway 12. The Marae is a well-used facility that is a core part of the Ngāti Pakau hapū and the Taheke community.

The purpose of the Marae DIY is to improve the health and safety of the Marae and its facilities. Throughout, the Marae DIY project we intend to restore the Whare tupuna/ Wharemoa (meeting house).

Which includes the following:

- Insulation –Walls, Ceiling, Flooring
- Re-roofing
- Re-cladding – Exterior
- Re-design – Interior (restoring to the native timber and GIB boarding)
- Establishing a New Tekoteko

In total there are 11 Projects that we wish to have completed within the 4 Days.

- 1.0 Wharemoa Exterior
- 2.0 Reroof wharemoa
- 3.0 Driveway Entrance
- 4.0 Driveway Carpark
- 5.0 SH12 Boundary
- 6.0 SH12 Boundary Fence
- 7.0 Marae Atea
- 8.0 Landscaping
- 9.0 Mara Kai Area
- 10.0 Recycling area
- 11.0 Paint Complex

The intent of Marae DIY is to encourage whanau to participate, give back, return home, to bring back their skill base and assist with the Marae growth.

Taheke Marae DIY Funding application (FNDC)

These are all unpaid roles with 100 Expression of interests forms returned to date with a vary of skills.

We believe that all descendants and users of Taheke Marae will benefit from this project. In the past the Marae has been used by, Government agencies, Local community, whanau, hapu. As Taheke Marae is situated on State Highway 12 and is the beginning of Hokianga we believe that the Marae DIY will bring a new look to the local community.

We are currently seeking funding to help assist the hireage of Scaffolding, and the purchase of 6 windows for the wharemoae (meeting house.) to assist in the health and safety of the restoration of the wharemoae.

The promotion of the Kaikohe-Hokianga Board Flags, banners etc will be promoted over the Marae DIY days.

I have attached to this application the following documents in support of this application.

- X3 quotes for scaffolding
- X2 quotes for windows
- X1 RECCE Report (Marae DIY Schedule)

Thank you for your consideration, and I look forward to your response.

Eddie Moruga
Chairperson
Taheke Marae

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	\$3,000.00	
Advertising/Promotion		
Facilitator/Professional Fees ²		
Administration (incl. stationery/copying)		
Equipment Hire Scaffolding	\$2,931.94	\$2,931.94
Equipment Purchase (describe)		
Windows	\$4,161.40	\$4,161.40
Utilities		
Hardware (e.g. cement, timber, nails, paint)		
Consumable materials (craft supplies, books)		
Refreshments	\$3,000.00	
Travel/Mileage		
Volunteer Expenses Reimbursement		
Wages/Salary		not applicable
Volunteer Value (\$20/hr)		not applicable
Other (describe)		
RECCE Report	\$70,000.00	
TOTALS	\$83,093.34	\$7,093.34

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
Gas, power, phone, internet, laundry	\$15,957.97
Wananga, Fundraising Equip, Lotto	\$6,237.30
Investment Building Project	\$9,459.74
Marae DIY Project	\$52,000.00
TOTAL	\$83,655.01

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

Funding Source	Amount	Approved
Pub Charity Limited	\$16,003.34	Yes / Pending
Koha or Donations	unlimited	Yes / Pending
		Yes / Pending
		Yes / Pending
		Yes / Pending

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

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

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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)

Taheke Marae Trustees (Board)


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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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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Schedule of Supporting Documentation**Taheke Marae Trustees/Board**

The following supporting documentation has been provided in support of the funding application. It is emailed to members under separate cover but published on the Council website as part of the agenda.

1	Itemized mahi between Marae DIY and Taheke Marae
2	Quote - Kerikeri Windows Limited
3	Quote - Fairview Window Creations
4	Quote - Northland Scaffolding Limited
5	Quote - Far North Scaffolding Co. Limited
6	Quote - Bay of Islands Scaffolding and Hire Limited

7.7 FUNDING APPLICATION - VOLUNTEERING NORTHLAND**File Number: A2401730****Author: Melissa Wood, Meetings Administrator****Authoriser: Aisha Huriwai, Team Leader Governance Support****PURPOSE OF THE REPORT**

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

RECOMMENDATION

That the Kaikohe-Hokianga Community Board in considering the provisions of the Community Grant Policy authorise the sum of \$5,000 (plus GST if applicable) to be paid from the Board's Community Fund account to Volunteering Northland to assist with their annual operational costs, to support the following Community Outcomes:

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

1) BACKGROUND

Volunteering Northland is one of 17 volunteer centres in New Zealand. It is a non-profit organisation providing a recruitment and referral service for volunteers, and facilitates and enhances volunteering in general. The volunteer centre supports and provides training for the volunteer coordinators, raising the level of professionalism as well as providing advice, advocacy and recognition for the volunteer.

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

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 LTP, and all provisions listed on the application form.

The applicant has received funding from the Board previously in 2017, a project report has been received.

Volunteering Northland have also applied to the Te Hiku Community Board, and the Bay of Islands-Whangaroa Community Board for grants of \$5,000.

The total costs listed on page 3 of the application form are future estimates based on their budget and previous financial year's income and expenditure, as provided for in their financial performance report for the year ended 31 July 2018 (refer to additional information). The amount requested is based on these estimates.

Option 1 Authorise the full amount requested

The applicant seeks a grant of \$5,000 - 2.8% of the total annual operating cost

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 the application aligns with the community policy and community outcomes of the LTP and aligns with previous funding allocated.

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 - Volunteering Northland - A2400187** [!\[\]\(ebb4e0da16600ef22b68a109badc312d_img.jpg\)](#) 
2. **Schedule of supporting documentation - Volunteering Northland - A2411365** [!\[\]\(a0062384a59de8e19cef73b98441c6ad_img.jpg\)](#) 

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 Kaikohe-Hokianga 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	Volunteering Northland		Number of Members	
Postal Address	Suite 11, 71 Bank Street, Whangarei		Post Code	0110
Physical Address	Suite 11, 71 Bank Street, Whangarei		Post Code	0110
Contact Person	Bart van der Meer	Position	Manager	
Phone Number	09-9454984	Mobile Number	021-2390101	
Email Address	mgr@volunteeringnorthland.nz			

Please briefly describe the purpose of the organisation.

Volunteer centre in Northland, recruitment and referral of volunteers. Promoting, celebrating, supporting and advocating for volunteering. Providing training and support for coordinators.

Local Grant Application Form



Project Details

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

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

Clearly describe the project or event:

Name of Activity Date

Location Time

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

If so, how much?

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

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

Volunteering Northland, one of 17 volunteer centers in NZ, grows participation and inclusion by encouraging and assisting organisations who involve volunteers to advertise available opportunities for volunteers. Most volunteers do so because they were asked. Therefore it is essential to have a wide variety of options available, different arrangements, so all can find something that fits.

We support the volunteer leaders/coordinators, promote volunteering and provide advice, advocacy plus recognition for the volunteer. The centre provides opportunities for all who are looking to find their place in the community, to get connected, to contribute to a cause, to participate and give back to the community. Individuals, non-profits and the community as a whole benefit. Without volunteers many services would come to a standstill.

We work with 54 organisations in the Far North District and another 28 on a casual basis. We recently organised subsidised (80%) Professional Development training/workshops (First Aid, Governance, Communication) for paid and volunteer staff from non-profits. We advertise in the Northern Advocate and Northland Age weekly. We target the area using social media, promoted volunteering using our stall and at events/meetings for non-profits.

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	3,500	500
Advertising/Promotion	8,500	1,275
Facilitator/Professional Fees ²	0	0
Administration (incl. stationery/copying)	1,350	200
Equipment Hire	0	0
Equipment Purchase (describe)	0	0
	-	-
Utilities	0	0
Hardware (e.g. cement, timber, nails, paint)	0	0
Consumable materials (craft supplies, books)	0	0
Refreshments	0	0
Travel/Mileage	2,500	375
Volunteer Expenses Reimbursement	300	50
Wages/Salary	101,500	not applicable
Volunteer Value (\$20/hr)	24,000	not applicable
Other (describe) A. Workshops/Consultancy	20,000	0
B. Staff training/Memberships/Accounting charges	3,350	500
C. Phone and Internet / Depreciation	14,000	2,100
TOTALS	179,000	5,000

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 110-683-650

How much money does your organisation currently have? as per 18 Feb: 117,477

Includes accounts receivable, payable and GST balance

How much of this money is already committed to specific purposes? 117,477

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

Purpose	Amount
Reserves	60,000
Towards the remaining of our current financial year Aug 2018-Jul 2019	57,477
TOTAL	117,477

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

Funding Source	Amount	Approved
In our current financial year we received:		Yes / Pending
Grants from WDC, DIA, COGS, Northland Foundation, Foundation North, Pub Charity	97,291	Yes / Pending
Contributions/consultancy	11,586	Yes / Pending
About to receive:		Yes / Pending
Lottery Grant Board (2019-2020)	25,000	Yes / Pending

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

Purpose	Amount	Date	Project Report Submitted
Developing service	17,500	30 May 2015	Y / N
Operating cost	3,000	3 Jul 2017	Y / N
Operating cost	1,200	5 Jul 2017	Y / N
Operating cost	1,500	6 Jul 2017	Y / N

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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)

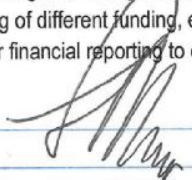
Volunteering Northland

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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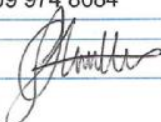
Local Grant Application Form



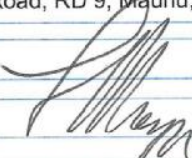
We agree to the following conditions if we are funded by Local Community Grant Funding:

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	<input type="text" value="Chris Anderson"/>	Position	<input type="text" value="Trustee"/>
Postal Address	<input type="text" value="Puketotara Road, RD3, Glenbervie, Whangarei"/>	Post Code	<input type="text" value="0173"/>
Phone Number	<input type="text" value="09 974 8084"/>	Mobile Number	<input type="text" value="021 281 1200"/>
Signature		Date	<input type="text" value="7 March 2019"/>

Signatory Two

Name	<input type="text" value="Fiona Morgan"/>	Position	<input type="text" value="Chairperson"/>
Postal Address	<input type="text" value="263 Cemetery Road, RD 9, Maunu, Whangarei"/>	Post Code	<input type="text" value="0179"/>
Phone Number	<input type="text" value="09 437 9162"/>	Mobile Number	<input type="text" value="0274 716 649"/>
Signature		Date	<input type="text" value="7 March 2019"/>

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Schedule of Supporting Documentation**Volunteering Northland**

The following supporting documentation has been provided in support of the funding application. It is emailed to members under separate cover but published on the Council website as part of the agenda.

1	Budget 2018-2021
2	Performance Report for Year ended 31 July 2018
3	Output recruitment and referral services date Jan 2014 to Dec 2018

8 MEETING CLOSE