



**Far North
District Council**



AGENDA

Kaikohe-Hokianga Community Board Meeting

Wednesday, 4 December 2019

Time: 9:30 am
Location: Council Chamber
Memorial Avenue
Kaikohe

Membership:

Chairperson Mike Edmonds
Member Emma Davis
Member Louis Toorenborg
Member Kelly van Gaalen
Member Alan Hessel
Member Laurie Byers
Cr John Vujcich

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.

Far North District Council
Kaikohe-Hokianga Community Board Meeting
will be held in the Council Chamber, Memorial Avenue, Kaikohe on:
Wednesday 4 December 2019 at 9:30 am

Order Of Business

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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

Time	Organisation
9.45 am	Hokianga Environmental Protection Group
9.50 am	South Hokianga Memorial (Opononi) Hall
9.55 am	Rawene & Districts Community Development Inc
10.00 am	Kohukohu Community Library

5 CONFIRMATION OF PREVIOUS MINUTES

5.1 CONFIRMATION OF PREVIOUS MINUTES

File Number: A2779005

Author: Marlema Baker, 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 confirms the minutes of their meeting held 6 November 2019 as a true and correct record.

1) BACKGROUND

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

2) DISCUSSION AND OPTIONS

The unconfirmed minutes of the meeting are attached.

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

Reason for the recommendation

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

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

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

ATTACHMENTS

1. 2019-11-04 KHCB Meeting Minutes - A2745047 [↓](#) 

**MINUTES OF THE KAIKOHE-HOKIANGA COMMUNITY BOARD MEETING
HELD AT THE COUNCIL CHAMBER, MEMORIAL AVENUE, KAIKOHE
ON WEDNESDAY, 6 NOVEMBER 2019 AT 10:05 AM**

PRESENT: Member Laurie Byers, Member Emma Davis, Member Mike Edmonds Member Kelly van Gaalen, Member Louis Toorenborg,

IN ATTENDANCE: His Worship The Mayor John Carter

STAFF PRESENT: Shaun Clarke (Chief Executive Officer), Andy Finch (General Manager – Infrastructure & Asset Management and Infrastructure), George Swanepoel (Corporate Services In-house Counsel)

The meeting opened with a powhiri.

10:30 am Shaun Clarke (CEO) left the meeting.

10:45 am His Worship the Mayor assumed the role of Chair for the meeting.

1 APOLOGIES AND CONFLICTS OF INTEREST

Apologies: Member Alan Hessel

2 PUBLIC FORUM

No Public Forum for this inaugural meeting

3 DEPUTATIONS

No Deputations for this inaugural meeting

4 SPEAKERS

1. Speaker: Dallas Williams representing Te Mauri o Te Wai Roopu

5 CORPORATE SERVICES GROUP

5.1 MAKING AND ATTESTING OF DECLARATIONS

Agenda item 5.1 document number A2715434, pages 10 - 10 refers

His Worship The Mayor John Carter witnessed the attestation and declaration of Community Board Members:

Emma Davis

Laurie Byers

Mike Edmonds

Louis Toorenborg

Kelly van Gaalen

Councillor John Vujcich

5.2 ELECTION OF CHAIRPERSON

Agenda item 5.2 document number A2715450, pages 11 - 13 refers
His Worship The Mayor presided over the election of Chairperson

RESOLUTION 2019/98

Moved: Member Emma Davis

Seconded: Member Louis Toorenborg

That the Kaikohe-Hokianga Community Board:

- a) use System B as the preferred voting system to elect a Chairperson *and*
- b) elect Mike Edmonds as Chairperson for the triennium October 2019 to October 2022, in accordance with Standing Orders.

CARRIED

11:05 am His Worship the Mayor relinquished the role of Chair to new Chairman Mike Edmonds

5.3 ELECTION OF DEPUTY CHAIRPERSON

Agenda item 5.3 document number A2715868, pages 14 - 16 refers

RESOLUTION 2019/99

Moved: Member Laurie Byers

Seconded: Member Emma Davis

That the Kaikohe-Hokianga Community Board:

- a) use System B as the preferred voting system to elect a Deputy Chairperson.
- b) elect Emma Davis as Deputy Chairperson for the triennium October 2019 to October 2022, in accordance with Standing Orders.

CARRIED

5.4 NOTING OF KAIKOHE-HOKIANGA COMMUNITY BOARD STANDING ORDERS

Agenda item 5.4 document number A2715905, pages 17 - 18 refers

RESOLUTION 2019/100

Moved: Member John Vujcich

Seconded: Member Emma Davis

That the Kaikohe-Hokianga Community Board adopt the Kaikohe-Hokianga Community Board Standing Orders.

CARRIED

11:15 am George Swanepoel (in-house Counsel) presentation: A General Guide through the laws affecting Elected Members

5.5 EXPLANATION OF LAWS AFFECTING ELECTED MEMBERS

Agenda item 5.5 document number A2715919, pages 65 - 65 refers

RESOLUTION 2019/101

Moved: Member John Vujcich

Seconded: Member Emma Davis

That the Kaikohe-Hokianga Community Board note the report “Explanation of Laws Affecting Elected Members”, and the advice provided at this meeting.

CARRIED

Meeting Adjourned for lunch 12:50 pm

Meeting Reconvened 1:43 pm

5.6 KAIKOHE-HOKIANGA COMMUNITY BOARD FIRST MEETING

Agenda item 5.6 document number A2715928, pages 152 - 152 refers

RESOLUTION 2019/102

Moved: Member Emma Davis

Seconded: Chairperson Mike Edmonds

That the Kaikohe-Hokianga Community Board

- a) receive the report “Kaikohe-Hokianga Community Board First Meeting”**
- b) that the next meeting be held on 4th December 2019 beginning at 9:30am and**
- c) that apologies from Member Toorenberg be tabled at that meeting.**

CARRIED

5.7 KAIKOHE-HOKIANGA STATEMENT OF FINANCIAL PERFORMANCE ACTIVITIES BY WARD FOR THE PERIOD ENDING 30 SEPTEMBER 2019

Agenda item 5.7 document number A2715929, pages 153 - 153 refers

RESOLUTION 2019/103

Moved: Member Kelly van Gaalen

Seconded: Member Mike Edmonds

That the Kaikohe-Hokianga Community Board receives the report Kaikohe-Hokianga Statement of Financial Performance Activities by Ward for the period ending 30 September 2019.

CARRIED

5.8 KAIKOHE-HOKIANGA STATEMENT OF COMMUNITY FUND ACCOUNT AS AT 30 SEPTEMBER 2019

Agenda item 5.8 document number A2707869, pages 156 - 157 refers

RESOLUTION 2019/104

Moved: Cr John Vujcich

Seconded: Member Kelly van Gaalen

That the Kaikohe-Hokianga Community Board receives the report Kaikohe-Hokianga Statement of Community Fund Account as at 30 September 2019.

CARRIED

6 STRATEGIC PLANNING AND POLICY GROUP

6.1 APPLICATION FOR FUNDING - KAIKOHE BUSINESS ASSOCIATION INC

Agenda item 6.1 document number A2712251, pages 160 - 163 refers

RECOMMENDATION

Moved: Member Emma Davis

Seconded: Member Louis Toorenborg

That the Kaikohe-Hokianga Community Board approve the sum of \$_____ (plus GST if applicable) to be paid from the Board's Community Fund account to Kaikohe Business Association Inc for the Christmas in the Village to support the following Community Outcome:

- i. Proud, vibrant communities

RESOLUTION 2019/105

Moved: Member Emma Davis

Seconded: Member Louis Toorenborg

That the Kaikohe-Hokianga Community Board approve the sum of \$2,500 (plus GST if applicable) to be paid from the Board's Community Fund account to Kaikohe Business Association Inc for the Christmas in the Village to support the following Community Outcome:

- i. **Proud, vibrant communities**

CARRIED

6.2 FUNDING PROJECT REPORTS

Agenda item 6.2 document number A2718814, pages 172 - 174 refers

RESOLUTION 2019/106

Moved: Member Kelly van Gaalen

Seconded: Member Louis Toorenborg

That the Kaikohe-Hokianga Community Board note the project reports received from Hokianga Sailing Trust.

CARRIED

6.3 KAIKOHE-HOKIANGA COMMUNITY BOARD APPOINTMENT TO DISABILITY ACTION GROUP

Agenda item 6.3 document number A2701419, pages 177 - 180 refers

RESOLUTION 2019/107

Moved: Member Mike Edmonds

Seconded: Member Louis Toorenburg

That the Kaikohe-Hokianga Community Board appoint Emma Davis as its representative on the Disability Action Group.

CARRIED

6.4 RURAL TRAVEL FUNDING PROJECT REPORTS

Agenda item 6.4 document number A2631355, pages 183 - 184 refers

RESOLUTION 2019/108

Moved: Member Laurie Byers

Seconded: Member Kelly van Gaalen

That the Kaikohe-Hokianga Community Board note the Rural Travel Project Report from Mid North United Sports Inc

.CARRIED

6.5 RURAL TRAVEL FUNDING - APPLICATIONS SUMMER ROUND 2019/20

Agenda item 6.5 document number A2713029, pages 187 - 191 refers

RECOMMENDATION

Moved: Member Emma Davis

Seconded: Member Louis Toorenburg

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

- | | | |
|----|---------------------------------|------------|
| a) | Kerikeri Gymnastics Club | \$1,450.00 |
| b) | Special Olympics Bay Of Islands | \$1,000.00 |

LOST

MOTION

Moved: Chairperson Mike Edmonds

Seconded: Member Kelly van Gaalen

That the Kaikohe-Hokianga Community Board:

- a) considers the Rural Travel Fund applications from Kerikeri Gymnastics Club and Special Olympics Bay of Island separately;
- b) allocates the sum of \$1,000 to be paid from the Rural Travel Grant Fund to Special Olympics Bay of Island, in accordance with the recommendations received from Sport Northland,

And:

- c) allocates the sum of \$800 to be paid from the Rural Travel Grant Fund to Kerikeri Gymnastics Club Northland

RESOLUTION 2019/109

Moved: Chairperson Mike Edmonds

Seconded: Member Kelly van Gaalen

That the Kaikohe-Hokianga Community Board:

- d) considers the Rural Travel Fund applications from Kerikeri Gymnastics Club and

Special Olympics Bay of Island separately;

- e) allocates the sum of \$1,000 to be paid from the Rural Travel Grant Fund to Special Olympics Bay of Island, in accordance with the recommendations received from Sport Northland,

And:

- f) allocates the sum of \$800 to be paid from the Rural Travel Grant Fund to Kerikeri Gymnastics Club Northland

. CARRIED

7 MEETING CLOSE

The Meeting closed at 2.25pm.

The minutes of this meeting will be confirmed at the Kaikohe-Hokianga Community Board Meeting held on 04 December 2019.

.....
CHAIRPERSON

6 CORPORATE SERVICES GROUP

6.1 KAIKOHE-HOKIANGA COMMUNITY BOARD CALENDAR OF MEETINGS 2020

File Number: A2767143

Author: Marlema Baker, Meetings Administrator

Authoriser: Aisha Huriwai, Team Leader Governance Support

PURPOSE OF THE REPORT

To propose the scheduled dates for the Kaikohe-Hokianga Community Board meetings for the 2020 calendar year.

EXECUTIVE SUMMARY

- Consideration of a 6 weekly meeting cycle for Kaikohe-Hokianga Community Board or
- Continuation of Community Board monthly meetings to follow 2019 pattern.

RECOMMENDATION

That the Kaikohe-Hokianga Community Board:

a) adopts the following 6 weekly meeting dates for the 2020 calendar year:

- **March 11, 2020**
- **April 22, 2020**
- **June 03, 2020**
- **July 15, 2020**
- **August 26, 2020**
- **October 07, 2020**
- **November 18, 2020**

b) delegate the authority to amend the schedule of Community Board meetings, to the Chief Executive Officer.

1) BACKGROUND

The Local Government Act (LGA) requires a local authority (Board) to hold meetings that are necessary for the good government of its region or district. The Local Government Official Information and Meetings Act (LGOIMA) promotes the open and public transaction of business at meetings. Neither the LGOIMA or the LGA requires a Board to schedule meetings a year in advance it is considered good practise throughout New Zealand.

The Council and Committee meeting schedule for 2020 is not scheduled to be adopted until 19 December 2019 it is understood that their intent is to schedule meetings on a six-weekly cycle. Council has also historically held its meetings on a Thursday. Council have indicated that moving future Council meetings will be held on either a Tuesday or Wednesday. National and Regional events and meetings tend to occur on Monday, Thursday or Fridays, so avoiding these days enables Far North participation at such events.

2) DISCUSSION AND OPTIONS

To effectively facilitate good government as required by the LGA, it is recommended that the Community Board meeting schedule align with the schedule of Council and Committee meetings. While that schedule is not intended for adoption by the time of the Board's meeting, the

recommendations contained in this report take the draft Council meeting schedule into consideration to avoid potential conflicts.

Holding a meeting requires a high level of administrative support, and a six weekly cycle will support effective reporting processes, and therefore decision making.

In keeping with the Board's role to advocate on behalf of its community, and considering the large geographical area of its community, the Board should consider holding meetings throughout the community. Members need to however also be mindful of logistical challenges that can arise from holding meetings at locations that are not Council owned and operated.

Consideration should also be given to enable opportunity for community engagement with the Boards meetings. While the meetings are advertised in newspapers through public notices, and by staff on social media, public attendees to meetings often comment that community members were not aware meetings were being held in their vicinity. FNDC Communications Team can assist with this at the request of the Member, if required. Members play a role in advocating for their constituents to ensure that they are not only aware of the Boards meetings and activities but encouraged to engage.

Ultimately the Board are responsible for setting their own meeting schedule. If the Board are not in a position to be able to advise in advance the preferred locations of their meetings, confirmation will be required at least six weeks prior to meet advertising deadlines and allow staff sufficient time to make arrangements.

Reason for the recommendation

To schedule the formal meetings of the Kaikohe-Hokianga Community Board for 2020, to ensure all Board Members are available for relevant meetings, and to ensure timely reporting to Committees and Council for those items referred to them by the Board.

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

There is a cost to the Far North District Council in supporting Community Boards. These costs are covered within operational budgets, set more than a year in advance, and based on prior year expenditure. Community Boards are ultimately funded through ratepayer income.

ATTACHMENTS

1. **Proposed KHCB Meeting Calendar - A2779320** [↓](#) 

Compliance schedule:

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

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

Compliance requirement	Staff assessment
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	This is a matter of low significance.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	The relevant legislation as referenced in the report is the Local Government Act 2002 and the Local Government Official Information and Meetings Act 1987.
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.	There are no particular implications for Māori.
Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences.	This report does not have any implications on persons identified in legislation. However as mentioned Board members should be mindful about enabling community engagement in board meetings.
State the financial implications and where budgetary provisions have been made to support this decision.	Financial costs of holding Community Board meetings is covered from operational budgets.
Chief Financial Officer review.	The CFO has not reviewed this report.

2020 Formal Meetings																											
2020																											
	January		February		March		April		May		June		July		August		September		October		November		December				
Sat															1										Sat		
Sun					1										2						1				Sun		
Mon					2						1	QUEENS BIRTHDAY			3						2				Mon		
Tue					3						2				4		1				3		1		Tue		
Wed	1	NEW YEARS			4		1				3	KHCB -6 wkly		1	5		2				4		2		Wed		
Thu	2				5		2				4			2	6		3		1		5		3		Thu		
Fri	3				6		3		1		5			3	7		4		2		6		4		Fri		
Sat	4		1		7		4		2		6			4	8		5		3		7		5		Sat		
Sun	5		2		8		5		3		7			5	9		6		4		8		6		Sun		
Mon	6		3		9		6		4		8			6	10		7		5		9		7		Mon		
Tue	7		4		10		7		5		9			7	11		8		6		10		8		Tue		
Wed	8		5		11	KHCB -6 wkly		8		6		10		8	12		9		7	KHCB -6 wkly		11		9		Wed	
Thu	9		6	WAITANGI		12		9		7		11		9	13		10		8		12		10		Thu		
Fri	10		7		13		10	GOOD FRIDAY		8		12		10	14		11		9		13		11		Fri		
Sat	11		8		14		11		9		13			11	15		12		10		14		12		Sat		
Sun	12		9		15		12		10		14			12	16		13		11		15		13		Sun		
Mon	13		10		16		13	EASTER MONDAY		11		15		13	17		14		12		16		14		Mon		
Tue	14		11		17		14		12		16			14	18		15		13		17		15		Tue		
Wed	15		12		18		15		13		17			15	KHCB -6 wkly		19		14		18	KHCB -6 wkly		16	Wed		
Thu	16		13		19		16		14		18			16	20		17		15		19		17		Thu		
Fri	17		14		20		17		15		19			17	21		18		16		20		18		Fri		
Sat	18		15		21		18		16		20			18	22		19		17		21		19		Sat		
Sun	19		16		22		19		17		21			19	23		20		18		22		20		Sun		
Mon	20		17		23		20		18		22			20	24		21		19		23		21		Mon		
Tue	21		18		24		21		19		23			21	25		22		20		24		22		Tue		
Wed	22		19		25		22	KHCB -6 wkly		20		24		22	26	KHCB -6 wkly		23		21		25		23		Wed	
Thu	23		20		26		23		21		25			23	27		24		22		26		24		Thu		
Fri	24		21		27		24		22		26			24	28		25		23		27		25	CHRISTMAS		Fri	
Sat	25		22		28		25		23		27			25	29		26		24		28		26		Sat		
Sun	26		23		29		26		24		28			26	30		27		25		29		27		Sun		
Mon	27	ANNIVERSARY		24		30		27	ANZAC		25		29		31		28		26	LABOUR DAY		30		28	BOXING DAY		Mon
Tue	28		25		31		28		26		30			28			29		27				29		Tue		
Wed	29		26				29		27					29			30		28				30		Wed		
Thu	30		27				30		28					30					29				31				
Fri	31		28				29		29					31					30						Fri		
Sat			29				30		30										31						Sat		
Sun				31			31																		Sun		
	January		February		March		April		May		June		July		August		September		October		November		December				

6 WEEKLY	
11	MAR
22	APR
3	JUN
15	JUL
26	AUG
7	OCT
18	NOV

6.2 APPOINTMENTS TO MANAGEMENT COMMITTEES

File Number: A2767124

Author: Marlema Baker, Meetings Administrator

Authoriser: Aisha Huriwai, Team Leader Governance Support

PURPOSE OF THE REPORT

The purpose of the report is to facilitate the appointment of Board representatives to management committees in the Kaikohe-Hokianga Ward.

RECOMMENDATION

That the Kaikohe-Hokianga Community Board make appointments to Management Committees as detailed below:

- Rawene Community Hall
- Okaihau Community Hall
- South Hokianga War Memorial Hall (Opononi)
- Taheke Community Centre
- Kohukohu Community Hall
- Horeke Community Hall
- Kaikohe Senior Citizens Hall
- Lindvart Park and Pavilion
- Broadwood Cemetery
- Mangunu Cemetery
- Orira (Umawera) Cemetery
- Waiotemarama Cemetery

1) BACKGROUND

The Kaikohe-Hokianga Community Board is entitled to appoint a representative to the management committees of each of the following community assets / organisations

- Rawene Community Hall
- Okaihau Community Hall
- South Hokianga War Memorial Hall (Opononi)
- Taheke Community Centre
- Kohukohu Community Hall
- Horeke Community Hall
- Kaikohe Senior Citizens Hall
- Lindvart Park and Pavilion
- Broadwood Cemetery
- Mangunu Cemetery
- Orira (Umawera) Cemetery
- Waiotemarama Cemetery

2) DISCUSSION AND OPTIONS

Board appointees would be expected to keep the Board updated of issues of relevance and to communicate the Board's and Council's views to the management committee when necessary.

Halls

The Community Halls Policy states that each Community Board has responsibility for community buildings that provide a space for social interaction, (i.e. Council owned halls), and delegated authority to oversee the halls' operation. The hall committees are required to have a minimum of 5 members. In addition, a Community Board Member will be appointed to the committee to provide a liaison and advisory role but shall not hold an office on the Committee.

Cemeteries

There are 15 committee managed local cemeteries across the District. These committees are responsible for all aspects of operation and maintenance. The Community Board's role is to oversee the operation of cemeteries within the Policy guidelines by:

- monitoring the need for future facilities and their likely location
- liaising with representatives of local cemetery committees to ensure compliance with Council policy
- monitoring the effectiveness of maintenance, in conjunction with staff
- recommending to Council on decisions related to capital expenditure

Reason for the recommendation

To provide a list of management committees to which Board representatives can be appointed.

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

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

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	This is a matter of low significance.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	The relevant policies to this report are Community Halls Policy and Cemeteries 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 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.	There are no implications specific to Māori. The District is rich in cemeteries and waahi tapu connected to marae and whanau, but they are not included in the scope of this report.
Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences (for example – youth, the aged and those with disabilities).	There are no persons identified by legislation that are affected by this report.
State the financial implications and where budgetary provisions have been made to support this decision.	There are no financial implications or budgetary provisions required as a result of this report.
Chief Financial Officer review.	The Chief Financial Officer has not reviewed this report.

6.3 NOMINATION OF FAR NORTH COMMUNITY BOARD EXECUTIVE COMMITTEE REPRESENTATIVE

File Number: A2767050

Author: Marlema Baker, Meetings Administrator

Authoriser: Aisha Huriwai, Team Leader Governance Support

PURPOSE OF THE REPORT

The purpose of the report is to inform Board members of the election to the next Community Board Executive Committee as per the advice received from Local Government New Zealand.

RECOMMENDATION

That the Kaikohe-Hokianga Community Board:

- a) **nominates Member _____ as the Zone 1 Representative on the New Zealand Community Boards' Executive Committee,**
- b) **nominates Member _____ as the alternate Zone 1 Representative on the New Zealand Community Boards' Executive Committee.**

1) BACKGROUND

Local Government New Zealand (LGNZ) has a Committee called the Community Board Executive Committee. Since mid-2002 the Executive Committee has been working with LGNZ and have in place a Memorandum of Understanding which gives the Executive Committee the status of an advisory committee to the National Council of LGNZ.

The Community Board Executive Committee (CBEC) represents all the community boards in New Zealand. The Committee's role is to advocate in favour of community boards, advise the National Council of LGNZ, and promote best practice amongst community boards.

The CBEC meets four times a year in Wellington. As well as these meetings, each Zone representative runs regular zone forums to update community board members and focus on topical issues.

LGNZ constitution divides New Zealand into seven zones. Each zone appoints a representative to CBEC. The Far North is part of Zone One, along with Whangarei and Kaipara District Councils, and Northland Regional Council. As the other Councils in Zone One don't have Community Boards the representative will be elected from the Far North.

LGNZ have advised that the preference is for the three Boards to agree to each nominate the same representative. If the Boards do not reach an agreement on who the representative and alternate should be, each Board can nominate a candidate and Council staff will carry out an email ballot. During the ballot, all Board members can confidentially vote for their preferred candidate for the two positions. CBEC's first meeting will occur as soon as possible, after the results have been announced.

Prior to the 2019 Local Government Election, the membership of the CBEC consisted of:

1. Mick Lester, CBEC Chair & Zone 3 Representative - Hastings Rural Community Board Member
2. Bronwyn Hunt, CBEC Zone 1 Representative - Te Hiku Community Board
3. Allan Sole, CBEC Zone 2 Representative - Waihi Beach Community Board
4. Christine Papps, CBEC Zone 4 Representative - Otaki Community Board
5. Alexandra Davids, CBEC Zone 5 Representative - Linwood-Central-Heathcote Community Board

6. Ryan W Jones - CBEC Zone 6 Representative - West Harbour Community Board
7. Tania Tapsell - Rotorua Lakes Community Board
8. Don Cameron - National Council Representative

2) DISCUSSION AND OPTIONS

Throughout the country LGNZ have in previous years received the nominations from each board and facilitated an election process. Because the Far North District Council is unique in that it is the only Council in Zone One with Community Boards LGNZ have advised that they are happy for the Far North District Council to coordinate this process and advise them who the representative is.

There will be a Community Board Local Government New Zealand training session held 3 December 2019, which all community board members have been invited to. There will be some time allocated at this session to discuss the role on Community Board Executive Committee and to provide members with an opportunity to signal interest in being the representative.

These reports form part of the agenda for the December Community Board meetings to resolve who the delegate and alternate should be. If consensus is not reached between the 3 boards through formal resolution, an email ballot will be conducted by Democracy Services. Each Board needs to consider who the best Far North Community Board member is to fulfil this role, not necessarily who the best member of their Board is, as it is an appointment of behalf of the 3 Community Boards as a collective.

Reason for the recommendation

To elect a representative and alternate for the Community Board Executive Committee and Zone One.

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

There are no financial implications or need for budgetary provision as a result of nominating a member to the Committee. When the member is appointed costs will be incurred to travel to and from meetings. All costs and arrangements are made by LGNZ.

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	This matter is of low significance.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	There are no Far North District Council policies or legislation relevant to this role. The role is to represent all the community boards in New Zealand. The Committee's role is to advocate in favour of community boards, advise the National Council of LGNZ, and promote best practice amongst community Boards.
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.	There are no implications specific to Māori.
Identify persons likely to be affected by or have an interest in the matter, and how you have considered their views or preferences (for example – youth, the aged and those with disabilities).	This does not impact on any identified persons.
State the financial implications and where budgetary provisions have been made to support this decision.	There are no financial implications or budgetary provision required as a result of this report.
Chief Financial Officer review.	The Chief Financial Officer has not reviewed this report.

6.4 MAKING AND ATTESTING OF DECLARATIONS

File Number: A2768594

Author: Marlema Baker, Meetings Administrator

Authoriser: Aisha Huriwai, Team Leader Governance Support

PURPOSE OF THE REPORT

To set out the process for making and attesting of declarations.

BACKGROUND

Clause 14(1) & (2) Schedule 7 of the Local Government Act 2002 (The Act) states that no person shall be capable of acting as a member of any local authority until he or she has made an oral and written declaration as set out in Clause 14 (3) Schedule 7 of The Act, as set out below. Section 54 (2) of the Act states that these parts of Schedule 7 apply to Community Boards.

DISCUSSION AND NEXT STEPS

The Chairperson for the Kaikohe-Hokianga Community Board will witness the declaration of Kaikohe-Hokianga Community Board Member Alan Hessel.

The declaration that each member is required to take is set out in Clause 14(3) Schedule 7 of the Act and reads:

DECLARATION BY MEMBER

I, _____, declare that I will faithfully and impartially, and according to the best of my skill and judgement, execute and perform, in the best interests of the Far North District the powers, authorities, and duties vested in, or imposed upon, me as Member of the Kaikohe-Hokianga Community Board by virtue of the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, or any other Act.

DATED at Kaikohe this 4th day of December 2019

Signature _____

In the presence of: _____

FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

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

ATTACHMENTS

Nil

6.5 KAIKOHE-HOKIANGA STATEMENT OF COMMUNITY FUND ACCOUNT AS AT 31 OCTOBER 2019**File Number: A2761272****Author: Sam Chapman, Accounting Support Officer****Authoriser: Janice Smith, Chief Financial Officer****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 31 October 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 1 July 2019	\$115,902.00
<ul style="list-style-type: none">Less funds granted and uplifted to 31 October 2019	\$18,712.00
<ul style="list-style-type: none">Less funds not uplifted from 2 October 2019 for Waimamaku Community Garden Group, Wekaweka Valley Community Trust and Kohukohu Community Trust	\$5,952.00
Community Fund Account balance as at 31 October 2019	\$91,238.00

DISCUSSION AND NEXT STEPS

Board members will consider the applications on the agenda and make a decision on what level of funding to allocate. The uncommitted balance in the Community Fund account as at 31 October 2019 is \$91,238.00.

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

FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

The Far North District Council has delegated the allocation of funds from the Kaikohe-Hokianga Community Fund account to the Kaikohe-Hokianga Community Board. The statement of the Community Fund account as at 31 October 2019 is attached.

ATTACHMENTS

1. **2019-12-04 Statement of Kaikohe-Hokianga Community Board Fund Account as at 31 October 2019 - A2764052** [↓](#) 

**Far North District Council
Kaikohe - Hokianga Community Board
Statement of the Community Fund Account as at 31 October 2019**

Allocation Grants & Donations Annual Budget 2018/19	82,569.00	
Community Board Placemaking Fund	<u>33,333.00</u>	115,902.00

Less Expenditure 2019/20 (Funds Uplifted)

July 19

Youthline Auckland for telecommunications costs	1,800.00
Carbon Neutral New Zealand work with FNDC Youth Council	2,500.00

August 19

Francher Ltd for the Rawene Good Vibes Event for advertising, administration, equipment hire, travel and accommodation	1,400.00
--	----------

September 19

Hokianga Country Music club Inc costs towards ferries for bands and performers for the 2019 Hokianga Country Music Festival	2,785.00
Learn New Zealand Sign Language with Eddie Trust for costs towards venue hire, advertising and promotion, facilitator fees, administration, consumable materials and travel	2,000.00
Kaikohe Business Association for the Te Wairua o Kaikohe Dinner Event	2,000.00

October 19

Dynamo Cycling and Sports Club Inc costs towards purchasing finishers medals and trophies	500.00	
Opononi Area School (OAS) costs for replacement of shade-sail at Opononi Area School	<u>5,727.00</u>	18,712.00

Balance as at 31 October 2019	<u>\$97,190.00</u>
--------------------------------------	---------------------------

Less Commitments 2019/20 (Funds not yet up lifted)

Meeting 02.10.19

Waimamaku Community Garden Group costs for purchasing Broad fork, First Aid Kit, Greenhouse, Compost bins and safety gear and Water tank	3,129.00	
Wekaweka Valley Community Trust for 2020 operational costs for the Waimamaku Resource Centre; Telephone and internet, Repairs and maintenance, Rent, Printing, postage and stationery and Power and gas	1,000.00	
Kohukohu Community Trust to assist the Herald Building Group with costs towards equipment and printing newsletter	<u>1,823.00</u>	5,952.00

Balance 31 October 2019 Uncommitted/(Overcommitted)	<u>\$91,238.00</u>
--	---------------------------

Prior Year Commitments (Funds not yet Uplifted)

Meeting 05.06.19

Kaikohe Basketball Court Project on Memorial Park Reserve to assist with beautification of basketball court area	7,714.01
Matihetihe School support children participating in regular sporting activity during 2019 winter season	85.00

Meeting 13.02.19

Rawene Golf Club Inc. to assist with the cost of The Hokianga Golf Fun Day 2019	115.79
	<u>7,914.80</u>

7 INFRASTRUCTURE AND ASSET MANAGEMENT GROUP

7.1 ROAD NAMING - LOT 1, STATE HIGHWAY 1, OKAIHAU

File Number: A2765061

Author: Elbie Serfontein, Customer Service Administrator

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

PURPOSE OF THE REPORT

To seek approval from the Kaikohe-Hokianga Community Board to officially name an extension.

EXECUTIVE SUMMARY

- Council has received a road naming application to name an extension addressed at Lot 1, State Highway, Okaihau. Community Boards have delegated authority to name extensions off a right-of-way.

RECOMMENDATION

That the Kaikohe-Hokianga Community Board, pursuant to Council's Road Naming and Property Addressing Policy #2125, name an extension, McKenzie Way that is currently addressed at Lot 1, SH 1, Okaihau as per map. (A2764787).

1) BACKGROUND

Tony Worrall from Thomson Survey is requesting on behalf of G. Ireland, D. Middleton and V. Stephens to name the right-of-way extension off James McKenzie Way as McKenzie Way Extension.

Community Boards have delegated authority to name extensions. The reason for the name choice is outlined by Tony Worrall.

Reason for application to name extension as according to letter attachment (A2764784).

James McKenzie and his brother emigrated to NZ from Nova Scotia in the later part of the 1800's. They originally settled in the Waipu area. The approved plan shows James McKenzie Way leading into an extension right-of-way. It is only the last 10 years that the legal road now named James McKenzie Way had a title after a request was made to council. Approval was obtained from the McKenzie Family to name this.

2) DISCUSSION AND OPTIONS

Their suggestions are as follows:

- McKenzie Way Extension
- Magon Access Road
- Glens Folly
- Whakanekeneke Access Road
- Ireland Access Road
- Glen Ireland Access Road
- Te Wheoki Access Road – Suggested by Lake Omapere Trust (John Tiatoa) – to link the naming to a Rangatira from the Waihou Valley and to keep it connected to the Whakanekeneke block.

The Infrastructure and Asset Management team has no objections to the seven (7) names suggested above.




Reason for the recommendation

The road names recommended in this report are not duplicates of any other road names in the district therefore meeting the criteria set down in the Council's Road Naming and Property Numbering Policy # 2125 and the Australian/New Zealand Addressing Standards – AS/NZS 4819.2011.

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

There are no financial implications to Council relating to the installation of the road name sing blue on white name blade. The costs for road signage and installation will be met by the applicant(s).

ATTACHMENTS

1. Lot 1, SH 1, Okaihau - McKenzie Way - Application - A2764779 [↓](#) 
2. Lot 1, SH 1, Okaihau - McKenzie Way - Letter from applicant - A2764784 [↓](#) 
3. Lot 1, SH 1, Okaihau - McKenzie Way - Maps - A2764787 [↓](#) 

Compliance schedule:

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

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

Compliance requirement	Staff assessment
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	This is the naming of an extension on a right-of-way and is of low significance.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Road Naming and Property Numbering Policy # 2125 and the Australian/New Zealand Addressing Standards – AS/NZS 4819.2011.
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.	No district wide relevance and the Community Board have the delegated authority to approve road names.
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.	An email was sent to various Iwi members and a response was received from Lake Omapere Trust, John Tiatoa.
Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences (for example – youth, the aged and those with disabilities).	Not applicable.
State the financial implications and where budgetary provisions have been made to support this decision.	Costs associated with the erection of road name signs will be met by the applicant(s).
Chief Financial Officer review.	The Chief Financial Officer does not need to review this report.



Application for Road Naming/Renaming

GENERAL INFORMATION
<ul style="list-style-type: none"> Proposed names are to be submitted for new roads in subdivisions to Infrastructure & Asset Management Department with the application for resource consent. Proposed names are to be submitted (in writing) for existing legal but unnamed roads, to the Administration Officer, Infrastructure & Asset Management Department. Proposed road renamings are to be submitted in writing. Requests from outside of Council must provide information and background as to why the road should be renamed. Written consent from affected residents and owners must be obtained. The proposed names will be checked against Council's Roading database to avoid duplication. Liaise with the iwi when using Maori names and provide supporting document of their approval. Several names (3 are recommended) should be submitted for each road or accessway, in order of preference in case of rejection A background to the names, their origins and their link with the area is to be supplied Personal names are to be discouraged unless the name submitted has a historical connection with the property being subdivided, or are that of a well-known identity or prominent Far Northerner, or New Zealander It is Council's prerogative under Section 319(j) Local Government Act 1974 to name streets and the Council may refuse to approve names considered unsuitable Where more than one road is being created in a subdivision, a common theme is recommended for road names Private road names are considered by Council. They will need to meet Council's Signage Guidelines (white background with blue lettering). Names are to be chosen in proportion to the type of road, and in accordance with the Naming Guide at the end of the form If you are unsure if the road you want to name is a Council maintained road or private road, please contact the Infrastructure & Asset Management Department.
APPLICANT DETAILS
<p>Applicant/Developer Name: <u>G. IRELAND, D. MIDDLETON & V. STEPHENS</u></p> <p>Organisation: _____</p> <p>Postal Address: <u>1468 STATE HIGHWAY 1, OKAIHAU</u></p> <p>Phone: <u>09 401 3337</u> Mobile: _____</p> <p>Email: _____</p> <p>THOMSON SURVEY LTD - 09 401 7360</p>

Kerikeri@tsurvey.co.nz

The following are suitable suffixes for particular road types:

Road Type	Suffix
Cul-de-sac (<i>short dead-end street with turnaround at the end</i>)	Close, Court, Place
Wide spacious street	Avenue, Boulevard, Parade

The following are suitable suffixes for private roads and private ways categorised into particular road types:

Road Type	Suffix
Narrow road and right of way	Lane, Way
Associated with high ground	Rise,
Associated with low ground	Vale
Tree lined road	Avenue, Glade, Grove

Applicants Signature: pp. Lilian Aldridge Date: 30-7-2019
Thomson Survey Ltd
Return Application to Postal: Far North District Council or Email: selina.topia@fndc.govt.nz
Private Bag 752
KAIKOHE 0440
Attention: Selina Topia

ROAD LOCATION	
Address:	LOT 1, STATE HIGHWAY 1, OKAIHAU 0455
Legal Description:	LOT 1 DP 330637, SECS 1-3 BLK VI OMAPERU SD 1-3 SECS 3-4 30324020 BLK VI OMAPERU SD
Resource Consent Application Number:	2130152
Please supply a scheme plan map that clearly indicates the location of the Road, Private Road or Right-Of-Way when submitting your application.	
TYPE OF ROAD (Please tick) -	
<input type="checkbox"/> Public Road <input type="checkbox"/> Private Road <input checked="" type="checkbox"/> Right-of-Way	
PROPOSED ROAD NAMES	
Road 1	First Choice: MCKENZIE WAY EXTENSION
	Second Choice: MAGON ACCESS ROAD
	Third Choice: GLENS FOLLY
Road 2	First Choice: WHAKANEKENEKE ACCESS ROAD
	Second Choice: IRELAND ACCESS ROAD
	Third Choice: GLEN IRELAND ACCESS ROAD
Road 3	First Choice:
	Second Choice:
	Third Choice:
BACKGROUND	
A background to the names, their origins and their link with the area is to be supplied	

ROAD RENAMING

Please state the current road name and your reason for requesting the name change below then complete the rest of the form. Also, please ensure you attach the written consents of at least 85% of affected residents and attach to the application form.

GENERAL INFORMATION AND GUIDELINES

Ensure that road names are not duplicated in the Far North District (*both spelling and pronunciation to be considered*); this includes same road names with different suffix. To do this, please use www.google.co.nz/maps and search "proposed road name (excl suffix) Northland" to check if proposed names may be duplicates.

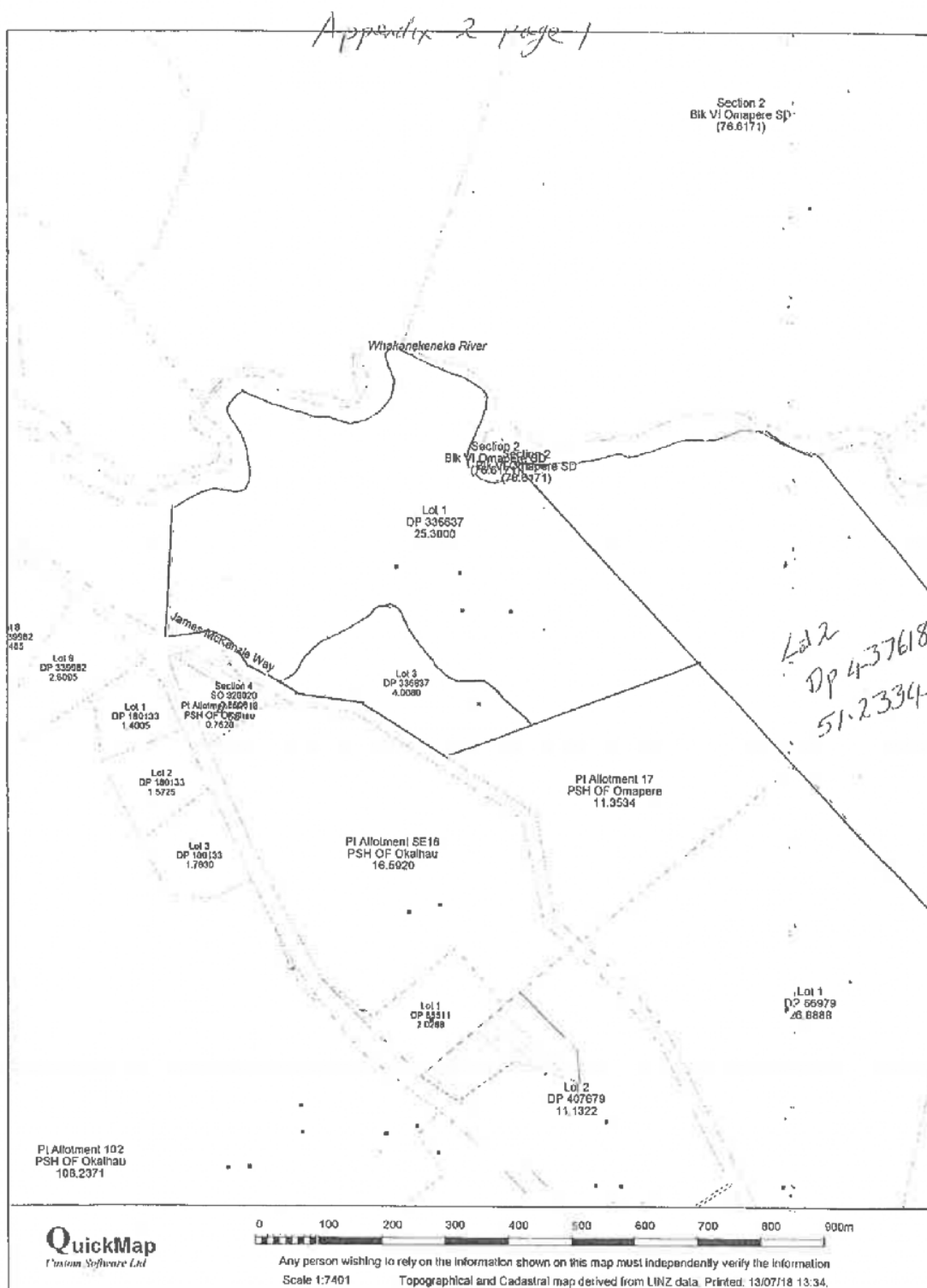
Ensure that road type appropriately matches the definition of the suffix, such as 'road', 'avenue' etc. Road names without a suffix are now strongly discouraged (e.g. Broadway). The following definitions provide a guide, but please note that other appropriate suffixes that are not in this list may be used.

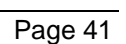
Suffix	Definition
Avenue	A generally broad straight roadway planted on each side with trees
Boulevard	A wide roadway well paved usually with trees and grass
Circle	A roadway that generally forms a circle or a short enclosed roadway bounded by a circle
Close	A short enclosed road.
Court	A short enclosed road usually surrounded by buildings
Crescent	A crescent or half-moon shaped street rejoining the road from which it starts
Drive	Wide main roadway without many cross streets - an especially scenic road or street
Esplanade	Level roadway along the seaside, lake or a river
Glade	Roadway usually in a valley of trees
Green	Roadway often leading to a grassed public recreation area
Grove	A road that often features a group of trees standing together
Lane	A narrow way, path, country road or street. A narrow passage between hedges or buildings, an alley
Loop	Roadway that diverges from and then rejoining a main thoroughfare
Mews	Roadway in a group of houses
Suffix	Definition
Parade	Public roadway or promenade
Place	A short sometimes narrow enclosed roadway
Quay	A roadway alongside or projecting into water
Rise	A roadway going to a higher place or position
Road	Route or way between places. General usage. Defined in Local Government Act 1974, Section 315
Terrace	Roadway on a hilly area that is mainly flat
Vale	A roadway along low ground between hills
Way	A winding or curved track or path for passing along

James McKenzie & his brother (or brothers) emigrated to NZ from Nova Scotia in the later part of the 1800's. They settled originally in the Waipu Area. James was involved possibly as a surveyor in Roading and arrived with his work at Okaihau. He was very impressed with the view from the top of the Okaihau Hill into the Waikou Valley, so much so that he negotiated the purchase of 200 acres on the eastern side of the road from the Maori Chief in the area. James moved his family to a dwelling he built at the Southern, Okaihau end of his block in Old Valley Rd. Subsequently a brother built another dwelling at the northern end of the property accessed by a track now known as James McKenzie Way (1895). Unfortunately the brother was killed in a logging accident before he was able to move into the house. James moved his family into this house as it was a Superior Structure to that in Old Valley Rd. The McKenzies purchased an adjoining Block of 500 Acres and farmed occupying the land until 2003.

The Approved Plan shows James McKenzie Way leading into ROW Marked A. As J M K Way is formed only to the start of A it seems only sensible to call this section the James M K Way extension which leads into F. being the access to the LOT on the eastern side of the Whakanekeke River. The local Magon Family have an agreement to purchase this land on completion of this subdivision so it seems sensible to call this ROW F Magon's Access Way or Road.

It is only in the last 10 years or so that the legal Road now named James McKenzie Way had a title after I made a request to Council having first obtained approval from the McKenzie Family.





7.2 MEMORIAL PARK PUBLIC TOILET

File Number: A2777879

Author: Catherine Leaf, Project Manager - Buildings and Facilities

Authoriser: Janice Smith, Chief Financial Officer

PURPOSE OF THE REPORT

To seek approval for the proposed location of a new public toilet and associated increased operational costs in accordance with the Kaikohe-Hokianga Community Board delegations.

EXECUTIVE SUMMARY

- The proposed location of the toilets
- The increased operational costs for additional toilets

RECOMMENDATION

That the Kaikohe-Hokianga Community Board

approve the location of the toilet *and*

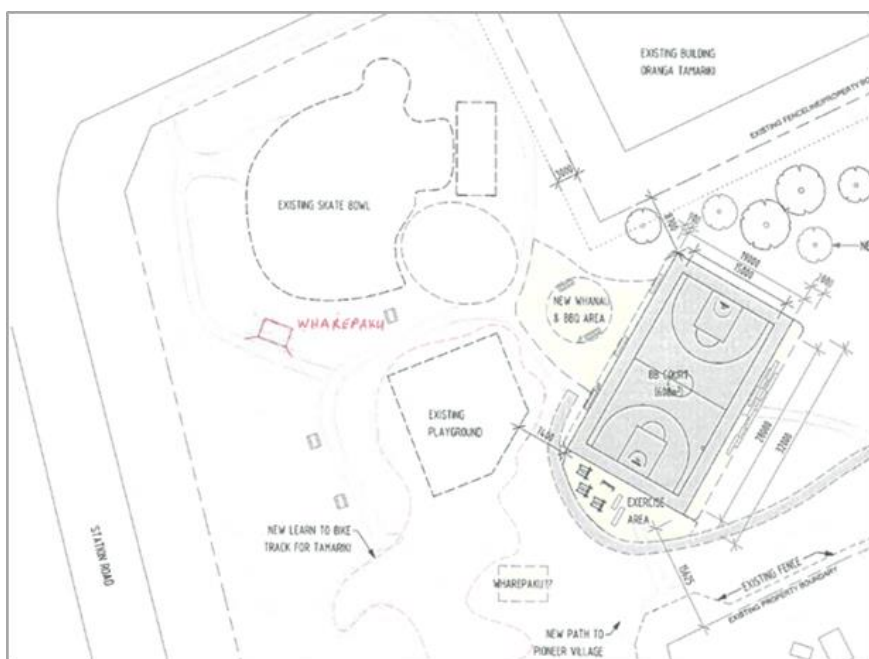
approve the increased operational expenditure for the servicing of the new toilets

1) BACKGROUND

The Memorial Park is located at 21 Memorial Avenue, Kaikohe. Memorial Park is a well utilised recreational facility that contains a skateboard park, playground, open space and a new basketball court currently under construction. There is a need to provide public toilets to meet the needs of the users of this facility.

The toilets previously situated in Memorial Park were located on the southern boundary surrounded by trees which made them susceptible to vandalism, leading to their removal a number of years ago.

It is recommended that new toilets be installed in an open space to discourage vandalism. The proposed location is shown and marked 'Wharepaku' in the sketch below.



The proposed location is open, under existing amenity lighting within the park and next to the pedestrian crossing, ensuring a safe place for users to cross between the park and commercial facilities on Station Road.

2) DISCUSSION AND OPTIONS

The toilets have been requested by the community and agreed by Council and are therefore in the 19/20 Annual Plan.

The project is in the 19/20 Annual Plan budget. Following approval from the Community Board, detailed drawings will be commissioned, and the project procured.

There are no issues with any legislation or policies and the proposal is considered to be of benefit to the community and users.

Reason for the recommendation

The proposed location is open, near the road, under existing amenity lighting within the park and near the pedestrian crossing on Station Road, an increased safety feature.

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

In accordance with the Annual Plan the budget for this project is \$168,904.

	Estimated Total Annual Cost
Servicing two pan toilet block	\$5,100.00
Consumables	\$900.00
Repairs and Maintenance	\$2,500.00
Water Supply	\$600.00
	\$9,100.00

Cleaning is based on the Community and Town Maintenance Contract 05/15/001 specifications, the proposed toilet will be serviced daily.

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 significance is considered low as the project is Councils current Long Term Plan.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Public toilets within reserves offer facilities for users.
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 proposal is not considered to have a District Wide relevance and is within the Community Boards delegation.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.	There are no impact to Maori and an opportunity to contribute to the decision of this project has been through the Long Term Plan process.
Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences (for example – youth, the aged and those with disabilities).	Community Board and users.
State the financial implications and where budgetary provisions have been made to support this decision.	Financial implications has been considered through the Long Term and Annual Plan processes and budget for the project is available in FY19/20.
Chief Financial Officer review.	Type here

8 STRATEGIC PLANNING AND POLICY GROUP

8.1 PROJECT FUNDING REPORT

File Number: A2762539

Author: Kathryn Trewin, Funding Advisor

Authoriser: Ana Mules, Community Development Advisor

PURPOSE OF THE REPORT

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

RECOMMENDATION

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

- a) Kaikohe Business Association
- b) Ohaeawai TaiaMai Residents Association
- c) Rawene Holiday

1) BACKGROUND

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

2) DISCUSSION AND OPTIONS

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

Reason for the recommendation

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

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

There are no financial implications or budgetary requirements.

ATTACHMENTS

1. Project Report - Kaikohe Business Association - A2765287 [↓](#) 
2. Project Report - Ohaeawai TaiaMai Residents Association - A2765288 [↓](#) 
3. Project Report - Rawene Holiday Park - A2765286 [↓](#) 

Compliance schedule:

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

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

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



**Far North
District Council**

**Project Report
COMMUNITY GRANT FUND - LOCAL**

F0080402

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

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

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

Governance Support
Far North District Council
Private Bag 752
KAIKOHE 0440

Name of organisation:	Kaikohe Business Association
Name & location of project:	Past and Present Dinner
Date of project/activity:	7 September 2019

Which Community Board did you receive funding from?

☐ Te Hiku

☒ Kaikohe-Hokianga

☐ Bay of Islands-Whangaroa

Amount received from the Community Fund: \$ 2000.00

Board meeting date the grant was approved: 7 August 2109

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)
Left Bank Catering	\$ 7556.52	x
BlahBlah Marketing	\$ 5000.00	x
Max Cochrane Band	\$ 800.00	x
Hall, Licence, Tickets, EFTPOS	\$ 583.48	x
Total:	\$ 14,016.95	

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

The event brought together the kaikohe community with many family members coming from far and wide to attend the evening – it was an evening of meeting old faces and rekindling friendships and it felt the real spirit of Kaikohe was obvious. There were 180 seats sold with a capacity of 200 – we were very pleased with the outcome, for a first year event.

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

The Kba felt that this was a celebration of the past especially the 40's and 50's – it was a mid winter celebration and a good way to bring the community together and celebrate the future of Kaikohe and all that Kaikohe business community have to offer – the entire evening was very positive and the feeling in Kaikohe for several weeks after the event was positive and jovial – KBA really felt it brought a sense of pride and community spirit back to Kaikohe.

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

We acknowledged their support on Facebook <https://www.facebook.com/KaikoheBusinessAssociation/>

And also in the booklet and printed on the night and displayed on a wall for people to see... - attached is the booklet.

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

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

This report was completed by:

Name: Joe Nol
Address: 47 Orrs Rd Kaikohe
Phone: 09 4011052 mob: 027 2602329
Email: joenol@xtra.co.nz
Date: 22/10/19



**Far North
District Council**

**Project Report
COMMUNITY GRANT FUND - LOCAL**

Kaikohe Service Centre

FO080402
22 OCT 2019

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:

Ohaeawai Taiamai Residents Association

Name & location of project:

"Taiamai Day" Ohaeawai

Date of project/activity:

30 March 2019

Which Community Board did you receive funding from?

☐

Te Hiku

☒

Kaikohe-Hokianga

☐

Bay of Islands-Whangaroa

Amount received from the Community Fund:

\$ 1500 --00

Please give details of how the money was spent:

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

Supplier/Description	Amount	Receipt/s attached (please tick)
Trailblazers - bouncy castle	\$ 100	} bank statements.
Lions Club Kaikohe - Thomas the Tank Engine	\$ 220	
Supervising - 2x 175	\$ 350	
Advertising, rubbish, organisation	\$ 580	
Entertainment - koha x 4	\$ 250	
Total:	\$ 1500	

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

More than 250 people came to Taiamai Day through the day.
This is a Community event which is important for bringing together friends and whanau.

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

Taiamai Day 2019 confirmed to us it is important for a small community to maintain a sense of identity. Bringing people together helps to do just that.

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

Photos attached.
The support of the Community Board was acknowledged over the P.A. system throughout the day.

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

This report was completed by:

Name: MICHAEL DRAYTON
Address: 203 REMUERA SETTLEMENT RD, R.D. 2, KAIKOE 0472
Phone: 09 405 9382 mob: 027 421 0116
Email: michaeld203@gmail.com
Date: 21 Oct 2019



**Far North
District Council**

**Project Report
COMMUNITY GRANT FUND - LOCAL**

F0080402

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

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

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

Governance Support
Far North District Council
Private Bag 752
KAIKOHE 0440

Name of organisation: Francher Limited
Name & location of project: Rawene Holiday Park.
Date of project/activity: 27th October 2019.

Which Community Board did you receive funding from?

☐

Te Hiku

☒

Kaikohe-Hokianga

☐

Bay of Islands-Whangaroa

Amount received from the Community Fund: \$1610.00.

Board meeting date the grant was approved: 7th August 2019.

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)
Advertising (Flyers)	\$ 25.00	✓
Petrol Vouchers	\$ 500.00	✓
Scaffolding	\$ 345.00	✓
Super 100 (Porta-loos)	\$ 531.30	✓
GST - \$210.00	Total: \$ 1401.30	

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

Entertainment for 5 different groups, and local stall holders.

Private Bag 752, Memorial Ave, Kaikohe 0440, New Zealand, Freephone: 0800 920 029,
Phone: (09) 405 2750, Fax: (09) 401 2137, Email: ask.us@fndc.govt.nz, Website: www.fndc.govt.nz

1

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

A Special day to relax and enjoy the music.
Koha Entry and raffle we ran all funds went to the Rawene Primary School Sports academy.

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

Have attached. Also thanked over microphone.

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

Rawene Whats up Page. Rawene Holiday Park.

This report was completed by:

Name: Pat Smith
Address: 1 Mamou St West Rawene.
Phone: 09) 405 7720. mob:
Email: info@raweneholidaypark.co.nz.
Date: 01/11/19.

2

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

8.2 FUNDING APPLICATIONS

File Number: A2765407

Author: Kathryn Trewin, Funding Advisor

Authoriser: Ana Mules, Community Development Advisor

PURPOSE OF THE REPORT

This report summarises applications for Local Community Grant funding to enable the Kaikohe-Hokianga Community Board to determine which application/s will receive funding at the 4 December 2019 meeting.

EXECUTIVE SUMMARY

- Kaikohe-Hokianga Community Board has \$73,679 unallocated funding available for the 2019/20 financial year.
- Six applications for funding have been received, requesting a total of \$19,209.

RECOMMENDATION

That the Kaikohe-Hokianga Community Board, in considering the provisions of the Community Grant Policy, authorise (plus GST if applicable) be paid from the Board's Community Fund as follows:

a)	Datz Us Netball Club – for uniforms	\$1449
b)	Hokianga Environmental Protection Group – for Rent-a-Plate programme	\$5000
c)	Hush Dance Trust – for term four student production	\$2217
d)	Kohukohu Community Library – for purchase of books	\$540
e)	South Hokianga (Opononi) Memorial Hall – for purchase of chairs for hall	\$5003
f)	Rawene & Districts Community Development Inc – for operating expenses	\$5000

1) BACKGROUND

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

2) DISCUSSION AND OPTIONS

2019-12-04 KHCB Item 8.2 FUNDING APPLICATIONS - A2765407 - Tabled Document						
Applicant	Project	Requested	Recommended	Purpose	Community Outcome	Type
Datz Us Netball Club	Netball Club uniforms	\$1,449 (100%*)	\$1,449	For purchase of team uniforms. * Please note that although the application shows the amount requested is 100%, the applicant has not accounted for volunteer hours, which are likely to reduce this amount. Updated figures will be presented at the meeting if provided.	Proud, vibrant communities Communities that are healthy, safe, connected and sustainable	Social
Hokianga Environmental Protection Group	Rent-a-Plate	\$5,000 -35%	\$5,000	Running a rent-a-plate service for events in the Hokianga.	Proud, vibrant communities Communities that are healthy, safe, connected and sustainable	Social
HUSH Dance Trust	Term 4 Student production	\$2,217 -40%	\$2,217	For costs associated with the end of term four student production.	Proud, vibrant communities Communities that are healthy, safe, connected and sustainable	Event
Kohukohu Community Library	Book acquisition	\$540 -50%	\$540	For purchase of books for the library	Proud, vibrant communities	Social
South Hokianga Memorial (Opononi) Hall	Acquisition of chairs	\$5,003	\$5,003	Transfer of ownership of near-new chairs to the hall, purchased when the Kerikeri RSA closed down.	Proud, vibrant communities	Infrastructure
Rawene & Districts Community Development Inc	Annual operating	\$5,000 -16%	\$5,000	To cover the costs of insurance and operating the group.	Proud, vibrant communities	Community Development

Assessment of Applications

The applicant was required to complete a standard application form and provide supporting information.

For each application, the Board has three options.

Option 1 Authorise funding for the full amount requested

Option 2 Authorise partial funding

Option 3 Decline funding













Reason for the recommendation

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

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

The Board allocates funding in accordance with the Community Grant Policy and considers applications received against available funds as reported in each meeting's agenda.

ATTACHMENTS


1. Funding Application - Datz Us Netball Club - A2766325 [↓](#) 
2. Schedule of Supporting Documents - Datz Us Netball - A2766457 [↓](#) 
3. Funding Application - Hokianga Environmental Protection Group - A2764088 [↓](#) 
4. Schedule of Supporting Documents - Hokianga Environmental Protection - A2764126 [↓](#) 
5. Funding Application - HUSH Dance Group - A2766285 [↓](#) 
6. Schedule of Supporting Documents - HUSH dance - A2766456 [↓](#) 
7. Funding Application - Kohukohu Community Library - A2766431 [↓](#) 
8. Schedule of Supporting Documents - Kohukohu Community Library - A2766455 [↓](#) 
9. Funding Application - Opononi Hall - A2765364 [↓](#) 
10. Schedule of Supporting Documents - Opononi Hall - A2765400 [↓](#) 
11. Funding Application - RAD - A2765365 [↓](#) 
12. Schedule of Supporting Documents - RAD - A2765401 [↓](#) 

Compliance schedule:

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

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

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

Local Grant Application Form	Far North District Council Kaikohe Service Centre 11 NOV 2019	
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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	Datz Us Netball Club	Number of Members	
Postal Address	c/o Tracey Albert	Post Code	
Physical Address	06 Hobson Street Ohaeawai RD2 Kaikohe	Post Code	0472
Contact Person	Tracey Albert	Position	CHAIRPERSON.
Phone Number	09 4059717	Mobile Number	0274921878
Email Address	datzusnetball@gmail.com traceyalbert@xtra.co.nz		

Please briefly describe the purpose of the organisation.

Datz Us Netball Team it contains young and older members to keep us fit and motivated and learn new skills in netball.

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

(version Sept 2018)
A1859967



Local Grant Application Form

Project Details

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

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

Clearly describe the project or event:

Name of Activity New Netball Uniforms for Datz Us. Date " 2019 "
 Location Bay of Islands Netball Association 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.

We are ladies that get together to play netball on Saturday. we are all different ages and cultural. We play to upskill in netball keep fit and motivated. We have fun and another way to meet new friends and whanau. We are a non-profit group, and registered with the Bay of Island Netball Association and champions of the 2018 A reserve netball competition. This year we were placed 3rd in our grade. Over the years we have built many long lasting relationships with our new and past players we have nurtured and supported our junior players into Bay of Island representative teams. We are reaching out to community members and business in the hope that we can find funding and/or sponsorship in aiding us to get some new uniforms. With any kind of contributions to help will be much appreciated.

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)		
Utilities		
Hardware (e.g. cement, timber, nails, paint)		
Consumable materials (craft supplies, books)		
Refreshments		
Travel/Mileage		
Volunteer Expenses Reimbursement		
Wages/Salary		not applicable
Volunteer Value (\$20/hr)		not applicable
Other (describe) uniforms	\$1,449.00. OR \$1,236.24.	\$1,449.00. all if possible 1,236.25
TOTALS		

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?

as per statement attached.

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
New Netball Uniforms	
TOTAL	

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

Funding Source	Amount	Approved
No other funding applied for apart from this grant.		Yes / Pending
		Yes / Pending
		Yes / Pending
		Yes / Pending
We may run raffles.		Yes / Pending

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

Purpose	Amount	Date	Project Report Submitted
NIL			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)

Datz Us Netball Team

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 Tracey Albert Position Chairperson
 Postal Address 6 Hobson Street Ohangawai Post Code 0472
 Phone Number 09 4059717 Mobile Number 0274 921878
 Signature [Signature] Date 5 Nov 2019

Signatory Two

Name Ada Kire Position Secretary
 Postal Address 24 Heke Street. Kaikohe Post Code 0405
 Phone Number Mobile Number 020 414 96836
 Signature [Signature] Date 6.11.19

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Schedule of Supporting Documentation**DATZ US NETBALL CLUB**

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

1	Quote from Sportclub Company Ltd
2	Bank Statement

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 **Not applicable**
- ☒ 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"/>	Number of Members	<input type="text" value="130"/>
Postal Address	<input type="text" value="C/- Karina Donovan, P.O.Box 76, Opononi,"/>		Post Code <input type="text" value="0445"/>
Physical Address	<input type="text" value="C/- Karina Donovan, 645 Waitemarama Gorge rd"/>		Post Code <input type="text" value="0473"/>
Contact Person	<input type="text" value="Karina Donovan"/>	Position	<input type="text" value="Member"/>
Phone Number	<input type="text"/>	Mobile Number	<input type="text" value="021 172 0259"/>
Email Address	<input type="text" value="t.k.dono@gmail.com"/>		

Please briefly describe the purpose of the organisation.

To promote practises that maintain and contribute to the health and wellbeing of the environment and its 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.

Refer to attachment

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)	200.00	
Equipment Hire		
Equipment Purchase (describe)		
Utilities		
Hardware (e.g. cement, timber, nails, paint)		
Consumable materials (craft supplies, books)		
Refreshments		
Travel/Mileage	600.00	
Volunteer Expenses Reimbursement	500.00	
Wages/Salary		not applicable
Volunteer Value (\$20/hr)	8,000.00	not applicable
Other (describe) Rent a Plate funded for 10 events @ \$500 per event as a fundraiser for schools and community groups	5,000.00	5,000.00
TOTALS	14,300.00	5,000.00

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

Local Grant Application Form



Financial Information

Is your organisation registered for GST? ☐ Yes ☒ No GST Number

How much money does your organisation currently have?

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

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

Purpose	Amount
Fermented Food workshop	410.00
Food Day related books for the Kaikohe and Rawene libraries	293.56
TOTAL	703.56

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
Support the Real Food Hokianga Day	2,000.00	11/5/2019	<input checked="" type="checkbox"/> 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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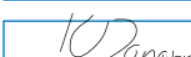
Local Grant Application Form




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	Karina Donovan	Position	Member
Postal Address	P.O.Box 76, Opononi	Post Code	0445
Phone Number		Mobile Number	021 172 0259
Signature		Date	18.11.2019

Signatory Two

Name	Tom Donovan	Position	Member
Postal Address	P.O.Box 76, Opononi	Post Code	0445
Phone Number		Mobile Number	021 027 05152
Signature		Date	18.11.2019

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Schedule of Supporting Documentation**HOKIANGA ENVIRONMENTAL PROTECTION GROUP**

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

1	Project Outline
2	Health and Safety Plan
3	Bank Account details

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 Community Development team at freephone 0800 920 029, or funding@fndc.govt.nz – we're happy to help.

- **Send your completed form** to funding@fndc.govt.nz or to any Council service centre

The following must be submitted along with this application form:

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

Applicant details

Organisation	H.U.S.H. Trust ("Hope Unity Strength Hauora")		Number of Members	3
Postal Address	PO Box 678, Kaikohe		Post Code	
Physical Address	26c Rankin Street, Kaikohe		Post Code	0405
Contact Person	Bo-Deene Stephens	Position	Trustee & CEO Hush Dance Studio	
Phone Number	N/A	Mobile Number	(021) 542 879	
Email Address	hushdancestudio@gmail.com			

Please briefly describe the purpose of the organisation.

Provide an environment that encourages growth and creativity that nurtures future community leaders.

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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.

Hush Dance Studio:

This event benefits our rangatahi by providing them with a platform which allows them to express themselves through dance, step out of their comfort zone and display their talents in front of their own community. The build up to this event provides them with good "work ethic", motivation and confidence building skills.

We are able to encourage and promote a healthy lifestyle by highlighting local and neighbouring rangatahi to their whanau and our community, ensuring that classes are conducted in supportive environments encouraging young people to remain involved, which in effect promotes positivity. We provide an environment that encourages growth and creativity that nurtures future community leaders.

This production will be delivered following Maori tikanga, starting and ending with a karakia. Rangatahi are encouraged from the beginning of the Term to participate. We strive to showcase our production in a timely and professional manner, and utilising this event as a practical platform for training and mentoring rangatahi. We publicise and promote our production on all social media forums.

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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	175	88
Advertising/Promotion	60	30
Facilitator/Professional Fees ²	750	375
Administration (incl. stationery/copying)	50	25
Equipment Hire	300	150
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	300	150
Travel/Mileage	100	50
Volunteer Expenses Reimbursement	0	0
Wages/Salary		not applicable
Volunteer Value (\$20/hr)	1,120	not applicable
Other (describe) : Includes, sound & lighting, videographer, singer and uniform/apparel	2,697	1,349
TOTALS	5,552	2,217

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
Weekly rent x 2	\$325.00
Mobile, wifi, fixed line x 2	\$185.00
Avanti Finance x 2	\$177.92
Apparel	\$141.00
TOTAL	\$828.92

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

Funding Source	Amount	Approved
Far North District Council	\$5,551.70	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
N/A			Y / N
			Y / N
			Y / N
			Y / N

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Local Grant Application Form



Privacy Information

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Applicant Declaration

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

On behalf of: (full name of organisation)

H.U.S.H. Trust ("Hope Unity Strength Hauora")

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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APPENDICES: SUPPORTING DOCUMENTS

1.0 Production Outline

The idea/Te kaupapa: Showcase local and surrounding area rangatahi to their whanau and our Community. The build up to this event provides them with good “work ethic”, motivation and confidence building skills. Hush provide an environment that encourages growth and creativity that nurtures future community leaders.

The process/Te whakatutuki: Planning is required from the start of the Term. Alongside the CEO of Hush, the Event Co-ordinator will liaise with all internal and external stakeholders: students, parents, entertainers, production crew and volunteers alike. Weekly meetings will be held to discuss all aspects of the event to ensure that everything is running on track.

The criteria/ Ngā paearu: This production will be delivered following Maori tikanga, starting and ending with a karakia. Rangatahi are encouraged from the beginning of the Term to participate. We strive to showcase our production in a timely and professional manner, and utilising this event as a practical platform for training and mentoring rangatahi. Publicise and promote our production on all social media forums.

Schedule of Supporting Documentation**HUSH DANCE TRUST**

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

1	Production Outline
2	Health and Safety Plan
3	Certificate of Incorporation
4	Quote from Damien Rice (DJ Sik)
5	Quote from Tivy Media
6	Quote from FNDC for hire of hall
7	Quote from Northern Signs
8	Letter outlining volunteer hours
9	Financial Information

FNDC ADMIN

11 NOV 2019

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 *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 *N/A*
- ☒ Signed declarations on pgs 5-6 of this form

Applicant details

Organisation	<u>KOHUKOHU COMMUNITY LIBRARY</u>	Number of Members	<u>150</u>
Postal Address	<u>KOHUKOHU PDC</u>	Post Code	<u>0453</u>
Physical Address	<u>1387 KOHUKOHU ROAD</u>	Post Code	<u>0491</u>
Contact Person	<u>LYNNE STEWART</u>	Position	<u>SECRETARY</u>
Phone Number	<u>09 4055344</u>	Mobile Number	<u>—</u>
Email Address	<u>kohukohulibrary@gmail.com</u>		

Please briefly describe the purpose of the organisation.

To provide access to informational, educational, cultural and recreational library materials for the Kohukohu Community and its visitors.

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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.

This project is to purchase a collection of Maori and Local history books to supplement the existing collection. This section of the library is the most popular with local residents and visitors to Kohukohu. Many of these books have been requested by Library volunteers, other community members and rangatahi who whakapapa to local hapu. This application supports community outcomes:

- ① Communities that are healthy, safe, connected and sustainable.
- ② Proud, vibrant communities.

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) Books as per attached list	\$1078-86	\$540
Utilities		
Hardware (e.g. cement, timber, nails, paint)		
Consumable materials (craft supplies, books)		
Refreshments		
Travel/Mileage		
Volunteer Expenses Reimbursement		
Wages/Salary		not applicable
Volunteer Value (\$20/hr)		not applicable
Other (describe)		
TOTALS	\$1078-86	\$540

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
Operational reserves	\$3000
General Book Purchases	\$2000
Stationery (Book Protect / Umb / Gt etc)	\$1000
Misc unbudgeted expenses	\$1000
TOTAL	\$7,000

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

Funding Source	Amount	Approved
N/A		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
N/A			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)

KOHUKOHU COMMUNITY LIBRARY

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 PATRICIA LYNN STEWART Position SECRETARY
 Postal Address CT PDC KOKUKOHU Post Code 0453
 Phone Number 09 4055344 Mobile Number /
 Signature [Signature] Date 23.10.2019

Signatory Two

Name Sally Beatrice Hollis-McLeod Position Treasurer
 Postal Address CT Postal Delivery Centre, KOKUKOHU Post Code 0453
 Phone Number 021 2920622 Mobile Number ←
 Signature [Signature] Date 23.10.2019

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Schedule of Supporting Documentation**KOHUKOHU COMMUNITY LIBRARY**

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

1	List of books
2	Quotes for books
3	Bank account details
4	Balance Sheet
5	Activity Report for year ended 31 August 2019
6	Short history of the library
7	Kohukohu Heritage House Tour poster

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 Community Development team at freephone 0800 920 029, or funding@fndc.govt.nz – we're happy to help.
- **Send your completed form** to funding@fndc.govt.nz or to any Council service centre

The following must be submitted along with this application form:

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

Applicant details

Organisation	<u>SOUTH HOKIANGA WAR MEMORIAL HALL</u>	Number of Members	<u>N/A</u>
Postal Address	<u>PO BOX 33, OPONONI, KAIKOHE, 0445</u>	Post Code	<u>0445</u>
Physical Address	<u>15 STATE HIGHWAY 12, OPONONI, KAIKOHE</u>	Post Code	<u>0445</u>
Contact Person	<u>DAVID ADAMS</u>	Position	<u>CHAIRMAN</u>
Phone Number	<u>021 377 720</u>	Mobile Number	<u>021 377 720</u>
Email Address	<u>daveadams555@gmail.com</u>		

Please briefly describe the purpose of the organisation.

Council owned community hall

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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 REPLACEMENT OF CHAIRS Date N/A

Location COMMUNITY HALL - OPONONI Time N/A

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

If so, how much? N/A

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.

THIS APPLICATION IS FOR THE PURPOSE OF BUYING 145 ALMOST BRAND NEW CHAIRS FROM THE KERIKERI RSA, THE RSA SOLD THEIR PREMISES AND RELOCATED TO A ROOM IN THE HOMESTEAD HOTEL AND NEEDED TO QUICKLY DISPOSE OF THEIR FURNITURE & FITTINGS. WE MANAGED TO SECURE THESE 145 CHAIRS AT A COST OF \$30 PLUS GST EACH. THESE CHAIRS WERE PREVIOUSLY PURCHASED NEW FOR \$150 EACH. THE OLD HALL CHAIRS WERE SORTED INTO GOOD & BAD, THE BAD DISPOSED OF (SEE PHOTO) AND THE GOOD KEPT FOR THE MEETING ROOM, SUPPER ROOM AND THE REMAINDER FOR THE HALL FOR LARGE GROUPS. WE ARE NOW ABLE TO SEAT THE HALL CAPACITY OF 293 PERS PLUS THE 42 IN THE SUPPER ROOM. DUE TO THE TIME CONSTRAINT THE CHAIRS WERE PAID FOR BY THE HALL COMMITTEE CHAIRMAN.

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Local Grant Application Form

* WE ARE REQUESTING THE PAYMENT FOR THE TOTAL CHAIR COST - REFER MEETING 14/8/2019 AT KAIKOHE WITH FNDC FACILITIES OPERATIONS TEAM LEADER NINA GOBIE & COMMUNITY BOARD CHAIR MIKE EDMONDS



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. NOT REGISTERED
- 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 N/A -

Expenditure	Total Cost	Amount Requested
Rent/Venue Hire		
Advertising/Promotion		
Facilitator/Professional Fees ²		
Administration (incl. stationery/copying)		
Equipment Hire		
Equipment Purchase (describe) 145 NEAR NEW CHAIRS AT \$34.50 EACH	5003	5003 *
Utilities		
Hardware (e.g. cement, timber, nails, paint)		
Consumable materials (craft supplies, books)		
Refreshments		
Travel/Mileage		
Volunteer Expenses Reimbursement		
Wages/Salary		not applicable
Volunteer Value (\$20/hr)	300 x \$20 = \$6000	not applicable
Other (describe)		
TOTALS	5003 \$11,003	5003

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
MONTHLY OPERATING COSTS: POWER \$200, WATER \$50, INTERNAL MAINTENANCE \$200, CARPENTER \$100, MISC \$50	600 per month approx
1/4 SHARE OF NEW SIGN, APPROX COST \$5000	1250
1/3 SHARE OF SUPPER ROOM REPAINT, APPROX COST \$4200	1150
1/4 SHARE OF KITCHEN UPGRADE FOR COUNCIL COMPLIANCE, APPROX \$5000	1250
TOTAL	3650 + 600 monthly.

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

Funding Source	Amount	Approved
NONE		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
NOTHING THAT I AM AWARE OF			Y / N
			Y / N
			Y / N
			Y / N

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Local Grant Application Form



Privacy Information

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Applicant Declaration

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

On behalf of: (full name of organisation)

SOUTH HOKIANGA WAR MEMORIAL HALL COMMITTEE

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 DAVID ADAMS Position CHAIRMAN
 Postal Address PO BOX 207, OPONONI Post Code 0473
 Phone Number N/A Mobile Number 021 377 720
 Signature [Signature] Date 13/11/2019

Signatory Two

Name JENNIFER READ Position TREASURER
 Postal Address 108 STATE HWY 12 PAKARUA Post Code 0473
 Phone Number Mobile Number 0211 211 203
 Signature J. Read Date 13/11/19

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Schedule of Supporting Documentation**SOUTH HOKIANGA WAR MEMORIAL (OPONONI) HALL**

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

1	Invoice from Kerikeri RSA
2	Bank Account Details
3	Health and Safety Policy

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	Rawene + Districts Community Development Inc		Number of Members	8
Postal Address	PO Box 51 Rawene		Post Code	0443
Physical Address	11 Parnell St Rawene		Post Code	0491
Contact Person	Delvene Morrissey	Position	Secretary	
Phone Number	021 223 9555	Mobile Number	(09) 405 7734	
Email Address	delvenem73@gmail.com or radcomdev@gmail.com			

Please briefly describe the purpose of the organisation.

community development

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

☒ Kaikohe-Hokianga☐ Bay of Islands-Whangaroa

Name of Activity Operating Expenses.

Date 2019/20

Location Rawene

Time on-going

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 documentation.

11/18/2019

2019 CB Funding App - Google Docs

Name of Activity:**Increasing accessibility to services for Hokianga communities****Who will benefit from the activity and how?**

The people of Hokianga and Rawene - through a centrally located community hub.

We have spent 6 months consulting throughout our communities particularly users of the RAD Community Centre to determine community needs in regards to both the RAD facility and services. With observed growth (2018 stats not yet available) alongside limited facilities in the Hokianga to meet the actual needs of communities, together with our consultations and most recent survey we can confidently say that the creation of a centrally located **community hub** or Whare Manaakitanga in Rawene will serve communities on both sides of the harbour. This is one small measure to address the geographical, socio-economic disadvantages and disparities that exist in Hokianga.

How it will broaden the range of activities and experiences available to the community:

Increasing the accessibility to services for our communities, we have a three pronged approach:

i) A range of wellness services, ii) expanding on the current information, advocacy & printing business services, and iii) offering conference facilities while upgrading the private meeting spaces, an open kitchen, internet hub and common room. As the building is currently not fit for purpose and with our plan to expand access and choice of services we are working with council staff on a refit and renovation plan to renovate for practitioners already serving the area who do not have a base, while also providing spaces for existing government funded services.

Background:

Rawene and Districts Community Development (RAD) has been involved in community development for the past 13 years. We are very appreciative of the Community Board's assistance in getting the terms of our lease (Tenancy 2: Rawene Service Centre Building), renegotiated with Council, after a prolonged period of indecision. (RAD had been in discussion since November 2015 with Council staff over maintenance and repairs, and since June 2016 was seeking clarity on Council policies relating to rent and outgoings).

Since December 2018 the uncertainty of RAD's tenure has hindered ongoing planning, regarding potential services, subtenants, and community users. Council staff changes have caused delays in the drafting the lease. As at November 11, 2019 we have a draft lease with a known rental, but we do not yet have updated outgoings. We are an entirely volunteer organisation and without accurate forecasting, we have not been best placed to approach funders for our operational expenses or for any projects due to our uncertain and precarious security of tenure. All recent RAD energies have been in relation to council negotiations,

11/18/2019

2019 CB Funding App - Google Docs

whether it be the renewal of the lease, or their re-fit of our building. Therefore our attached annual budget is provisional.

Which is why we now seek assistance from the community board to remain open and solvent for the next 12 months. We have two sub-tenants (Sport Northland and the Regional Co-ordinator for Te Wananga o Awanui-a-rangi) who would be as affected as well should we no longer be able to open our doors, not to mention the effect on the community and their lack of available resources in our area.

<https://docs.google.com/document/d/1yLC1kekWBBXxYwA-KxGDm28FQhf1ZbwWatFrN0PWEfE/edit>

2/2

Local Grant Application Form



Project Cost

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

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

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

Please Note:

- 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	110	
Advertising/Promotion		
Facilitator/Professional Fees ²		
Administration (incl. stationery/copying)	5 222	2 153
Equipment Hire		
Equipment Purchase (describe)		
Utilities <i>See breakdown attached</i>	3573	2012
Hardware (e.g. cement, timber, nails, paint)		
Consumable materials (craft supplies, books)		
Refreshments		
Travel/Mileage	1 200	
Volunteer Expenses Reimbursement	400	
Wages/Salary		not applicable
Volunteer Value (\$20/hr)	19 200	not applicable
Other (describe) <i>Professional cleaning</i>	1670	835
TOTALS <i>see attached budget</i>	31 375	5 000

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

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Page 3

Provisional Budget 12 months - 1 Jan 2020 - 31 Dec 2020 - Rawene & Districts Community Development Inc

Income & Expenditure	Annual	FNDC Request	NOTES
Income:			All figures GST Exclusive
Subtenants rent	2,170.00		
Meeting room fees	600.00		estimate anticipating disruption through refit
Photocopy, Internet, Print	1,984		estimate
Fundraising Calendar Sales	2,500.00		target goal to fundraise through calendar sales
TOTAL	7254		
Expenditure:			
Assurance Fees	420.00	420.00	Assurance Review
Assets maintenance	700.00		Public internet computers, staff computers
Accounting	540.00	540.00	Xero/consultancy
Fees, Levies, Subscriptions	65.00		Charities Service, Bank fees
Fundraising	218.00		Calendar 2020 template
Insurance	790.00	670.00	* Possible increase for public liability premium
Outgoings: FNDC apportionments	878.00	559.00	Contribution to Outgoings not yet determined by Council
Power	1,453.00	1,453.00	Based on 12 months
Phone & Internet	1,242.00		
Photocopy Canon Lease	523.00	523.00	
Printing & Photocopying	1,466.00		
Professional Cleaning	1,670.00	835.00	@ \$34.79 per clean x 48 weeks
Rent	110.00		
Stationery	500.00		incl paper, office supplies
Travel	1,200.00		National travel
Volunteer expenses	400.00		incl architect expenses for refit design
SUB TOTAL	12175.00		
Volunteer Hours	19,200.00		20 hours x 48 weeks @ \$20 per hour
TOTAL	31375.00	5000.00	

Schedule of Supporting Documentation**RAWENE & DISTRICTS COMMUNITY DEVELOPMENT INC**

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

1	Bank Account Details
2	Financial report for year ended March 2018
3	Invoice from Xero
4	Quote from Tupo Art – Cleaning
5	Invoice from Contact Energy
6	Invoice from Conbrio – copier rental
7	Invoice from State - Insurance

9 MEETING CLOSE