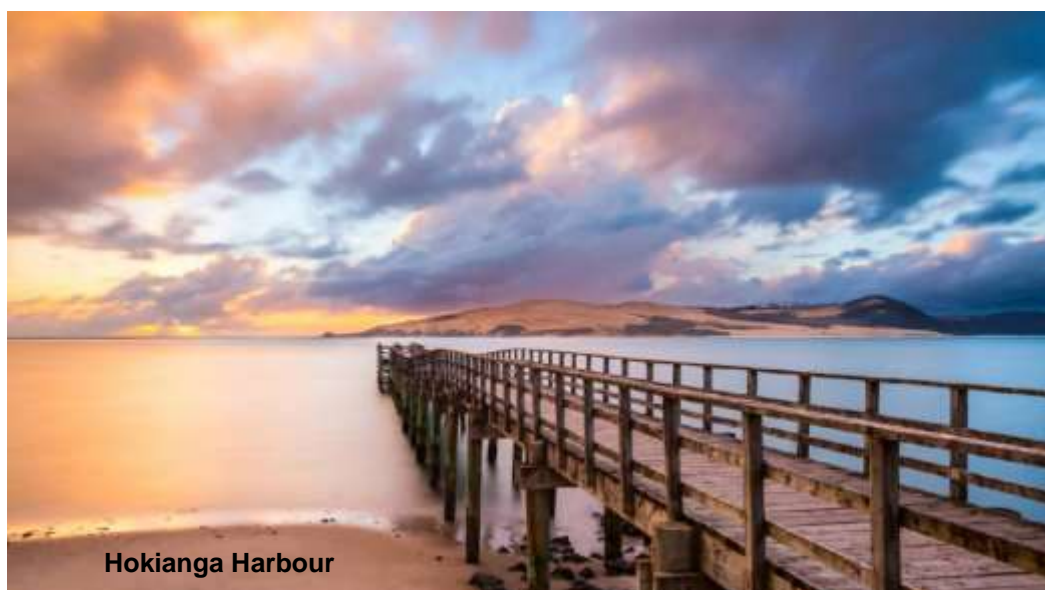




# KAIKOHE-HOKIANGA COMMUNITY BOARD



## AGENDA

### Kaikohe-Hokianga Community Board Meeting

**Wednesday, 7 October 2020**

**Time:** 10.30 am  
**Location:** Council Chamber  
Memorial Avenue  
Kaikohe

**Membership:**

Member Mike Edmonds - Chairperson  
Member Emma Davis  
Member Laurie Byers  
Member Kelly van Gaalen  
Member Alan Hessel  
Member Moko Tepania - Councillor  
Member Louis Toorenborg  
Member John Vujcich - Councillor



**Far North District Council**



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

### Terms of Reference

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

1. Comment on adverse performance to the Chief Executive in respect of service delivery.

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

### **Protocols**

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

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

**KAIKOHE-HOKIANGA COMMUNITY BOARD MEMBERS REGISTER OF INTERESTS**

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

Name	Responsibility (i.e. Chairperson etc)	Declaration of Interests	Nature of Potential Interest	Member's Proposed Management Plan
	Member	Kaikohe Rotary Club	Potential funder, or impact on Rotary projects	Declare interest and abstain
	Member	New Zealand Institute of Directors	Potential provider of training to Council	Declare a Conflict of Interest
	Member	Institute of IT Professionals	Unlikely, but possible provider of services to Council	Declare a Conflict of Interest
	Member	Kaikohe Business Association	Possible funding provider	Declare a Conflict of Interest
<b>Moko Tepania</b>	Teacher	Te Kura Kaupapa Māori o Kaikohe.	Potential Council funding that will benefit my place of employment.	Declare a perceived conflict
	Chairperson	Te Reo o Te Tai Tokerau Trust.	Potential Council funding for events that this trust runs.	Declare a perceived conflict
	Tribal Member	Te Rūnanga o Te Rarawa	As a descendent of Te Rarawa I could have a perceived conflict of interest in Te Rarawa Council relations.	Declare a perceived conflict
	Tribal Member	Te Rūnanga o Whaingaroa	As a descendent of Te Rūnanga o Whaingaroa I could have a perceived conflict of interest in Te Rūnanga o Whaingaroa Council relations.	Declare a perceived conflict
	Tribal Member	Kahukuraariki Trust Board	As a descendent of Kahukuraariki Trust Board I could have a perceived conflict of interest in Kahukuraariki Trust Board Council relations.	Declare a perceived conflict
	Tribal Member	Te Rūnanga ā-Iwi o Ngāpuhi	As a descendent of Te Rūnanga ā-Iwi o Ngāpuhi I could have a perceived conflict of interest in Te Rūnanga ā-Iwi o Ngāpuhi Council relations.	Declare a perceived conflict

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**Far North District Council**  
**Kaikohe-Hokianga Community Board Meeting**  
**will be held in the Council Chamber, Memorial Avenue, Kaikohe on:**  
**Wednesday 7 October 2020 at 10.30 am**

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**Order Of Business**

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<b>6</b>	<b>Reports.....</b>	<b>17</b>
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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 Democracy 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**

- Police Officer Kevin Milne – Local boy racer and bike rider issues in Kaikohe.

## **4 SPEAKERS**

- Janine McVeagh representing Te Puna o Kūpenuku: Funding Application Item 6.4 refers.
- Willie Maihi representing Maihi Memorial Parks Charitable Trust: Funding Application Item 6.4 refers.

## **5 CONFIRMATION OF PREVIOUS MINUTES**

### **5.1 CONFIRMATION OF PREVIOUS MINUTES**

**File Number:** A2959216

**Author:** Marlema Baker, Meetings Administrator

**Authoriser:** Aisha Huriwai, Team Leader Democracy Services

#### **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 2 September 2020 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. 2020-09-02 Kaikohe-Hokianga Community Board Minutes - A2947153**  

**MINUTES OF KAIKOHE-HOKIANGA COMMUNITY BOARD MEETING  
HELD AT THE COUNCIL CHAMBER, MEMORIAL AVENUE, KAIKOHE  
ON WEDNESDAY, 2 SEPTEMBER 2020 AT 10.30 AM**

**PRESENT:** Chairperson Mike Edmonds, Member Emma Davis, Member Louis Toorenburg, Member Kelly van Gaalen, Member Alan Hessel, Member Laurie Byers, Member John Vujcich, Member Moko Tepania

**IN ATTENDANCE:** Councillor Kelly Stratford, Councillor Rachel Smith

## **1 PUBLIC FORUM**

Murray Joy – spoke in regards to the spitting that has been happening on the main street of Kaikohe.

Charles Nathan – spoke in regards to RFS4018000 and Ventnor Memorial.

Shaun Riley – spoke in regards shifting the freedom camping site in Kaikohe and to extend the cycling trail to come's down to the narrows in Rawene.

## **2 SPEAKERS**

Janine McVeagh, representing Hokianga Community Education Trust spoke their funding application – Item 7.2 – Funding Applications.

Dave Adams, representing South Hokianga Hall spoke their funding application – Item 7.2 – Funding Applications.

Tracey Harris, representing Te Rau o Te Huia spoke their funding application – Item 7.2 – Funding Applications.

## **3 DEPUTATIONS**

There were no requests for deputations.

## **4 CONFIRMATION OF PREVIOUS MINUTES**

### **4.1 CONFIRMATION OF PREVIOUS MINUTES**

Agenda item 6.1 document number A2937798, pages 12 - 44 refers.

#### **RESOLUTION 2020/32**

Moved: Chairperson Mike Edmonds

Seconded: Member Moko Tepania

**That the Kaikohe-Hokianga Community Board confirms the minutes of their meeting held 5 August 2020 as a true and correct record.**

**CARRIED**

## **5 REPORTS**

### **5.1 KAIKOHE-HOKIANGA STATEMENT OF COMMUNITY BOARD FUND ACCOUNT AS AT 31 JULY 2020**

Agenda item 7.1 document number A2936661, pages 45 - 46 refers.

#### **RESOLUTION 2020/33**

Moved: Member Alan Hessel

Seconded: Member Louis Toorenburg

**That the Kaikohe-Hokianga Community Board receives the report Kaikohe-Hokianga Statement of Community Board Fund Account as at 31 July 2020.**

**CARRIED**

### **MAJOR ITEM NOT ON THE AGENDA – MANGUNU CEMETERY**

The Chairperson provided an explanation of why the matter was not on the agenda and why it could not be delayed. The Chairperson explained that he had received an email but there were no papers or reports regarding this matter tabled at the meeting.

#### **RESOLUTION 2020/34**

Moved: Chairperson Mike Edmonds

Seconded: Member John Vujcich

**That the Kaikohe-Hokianga Community Board agree to discuss the request received from Mangunu Cemetery during this meeting.**

**CARRIED**

The meeting was adjourned from 11.12 am to 11.28 am.

### **5.2 REQUEST FROM MANGUNU CEMETERY**

#### **RESOLUTION [2020/35]**

**That the Kaikohe-Hokianga Community Board request Council work with Heritage New Zealand and Mangunu Cemetery in regards to the boundaries of the cemetery.**

**CARRIED**

### **5.3 FUNDING APPLICATIONS**

Agenda item 7.2 document number A2861925, pages 47 - 71 refers.

#### **RESOLUTION.**

Moved: Member John Vujcich

Seconded: Member Louis Toorenburg

**That the Kaikohe-Hokianga Community Board, in considering the provisions of the Community Grant Policy, authorise the sum of \$\_\_\_\_\_ (plus GST if applicable) to be paid from the Board's Community Fund account to Hokianga Community Educational Trust for costs towards clearing/cleaning of the Rawene Campus to support the following Community Outcomes:**

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

**CARRIED**

**RESOLUTION**

Moved: Chairperson Mike Edmonds  
Seconded: Member Moko Tepania

**That the Kaikohe-Hokianga Community Board agree to leave the funding application received from the Hokianga Community Educational Trust lie on the table for a decision, until the Kaikohe-Hokianga Community Board moves out of the public excluded part of the meeting.**

**CARRIED****RESOLUTION**

Moved: Member John Vujcich  
Seconded: Cr Alan Hessel

**That the Kaikohe-Hokianga Community Board, in considering the provisions of the Community Grant Policy authorise the sum of \$\_\_\_\_\_ (plus GST if applicable) to be paid from the Board's Community Fund account to South Hokianga Memorial Hall for costs towards erecting a hall sign to support the following Community Outcomes:**

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

**CARRIED****RESOLUTION**

Moved: Chairperson Mike Edmonds  
Seconded: Member Moko Tepania

**That the Kaikohe-Hokianga Community Board agree to leave the funding application received from South Hokianga Memorial Hall lie on the table for a decision, until the Kaikohe-Hokianga Community Board comes out of the public excluded part of the meeting.**

**CARRIED****RESOLUTION**

Moved: Cr John Vujcich  
Seconded: Cr Moko Tepania

**That the Kaikohe-Hokianga Community Board, in considering the provisions of the Community Grant Policy authorise the sum of \$\_\_\_\_\_ (plus GST if applicable) to be paid from the Board's Community Fund account to Te Rau o Te Huia for costs towards running a four day community weaving workshop to support the following Community Outcomes:**

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

**CARRIED****RESOLUTION**

Moved: Chairperson Mike Edmonds  
Seconded: Member Moko Tepania

**That the Kaikohe-Hokianga Community Board agree to leave the funding application from Te Rau o Te Huia to lie on the table for a decision, until the Kaikohe-Hokianga Community Board moves out of the public excluded part of the meeting.**

**CARRIED**

Note: The funding application from South Hokianga Memorial Hall appeared twice in the printed agenda and the application from Hokianga Community Educational Trust did not appear at all. It is attached for the formal record.

**Attachments tabled at meeting**

- 1 Funding Application - Hokianga Community Educational Trust

**MOTION TO EXCLUDE THE PUBLIC****RESOLUTION 2020/36**

Moved: Chairperson Mike Edmonds

Seconded: Cr Moko Tepania

**That the public be excluded from the Kaikohe-Hokianga Community Board meeting to discuss the funding applications (item 7.3) to allow for a free and frank expression of members by or between or to members or officers or employees of any local authority (s7(2)(f)(i) of the Local Government Official Information and Meetings Act.**

**CARRIED**

At the conclusion of the discussion the Board agreed to readmit the public. No decisions were made while the public was excluded.

**7.4 FUNDING APPLICATIONS CONTINUED**

Agenda item 7.2 document number A2861925, pages 47 - 71 refers.

**RESOLUTION 2020/38**

Moved: Chairperson Mike Edmonds

Seconded: Cr Moko Tepania

**That the Kaikohe-Hokianga Community Board uplift the funding application from Hokianga Community Educational Trust off the table for a decision.**

**CARRIED**

**RESOLUTION 2020/39**

Moved: Chairperson Mike Edmonds

Seconded: Member Louis Toorenburg

**That the Kaikohe-Hokianga Community Board, in considering the provisions of the Community Grant Policy authorise the sum of **\$2,619** (plus GST if applicable) to be paid from the Board's Placemaking Fund account to Hokianga Community Educational Trust for costs towards clearing/cleaning of the Rawene Campus to support the following Community Outcomes:**

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

**CARRIED**

**RESOLUTION**

Moved: Chairperson Mike Edmonds

Seconded: Member Moko Tepania

**That the Kaikohe-Hokianga Community Board uplift the funding application from South Hokianga Memorial Hall off the table for a decision.**

**CARRIED****RESOLUTION 2020/40**

Moved: Chairperson Mike Edmonds

Seconded: Member Alan Hessel

That the Kaikohe-Hokianga Community Board, in considering the provisions of the Community Grant Policy authorise the sum of **\$1,000** (plus GST if applicable) to be paid from the Board's Placemaking Fund account to South Hokianga Memorial Hall for costs towards erecting a hall sign to support the following Community Outcomes:

- (i) Proud vibrant communities.
- (ii) Communities that are healthy, safe, connected and sustainable.

**CARRIED****RESOLUTION**

Moved: Chairperson Mike Edmonds

Seconded: Member Moko Tepania

That the Kaikohe-Hokianga Community Board uplift the funding application from Te Rau o Te Huia off the table for a decision.

**CARRIED****RESOLUTION 2020/41**

Moved: Chairperson Mike Edmonds

Seconded: Member Moko Tepania

That the Kaikohe-Hokianga Community Board;

- a) in considering the provisions of the Community Grant Policy authorise the sum of **\$3,100** (plus GST if applicable) to be paid from the Board's Community Fund account to Te Rau o Te Huia for costs towards running a four day community weaving workshop to support the following Community Outcomes:
  - (i) Proud vibrant communities.
  - (ii) Communities that are healthy, safe, connected and sustainable.
- b) agree to fund outside of the Community Grants Policy on this occasion as the Board recognises the kaupapa is sound and the ability of this group to raise the rest of the money might be hard.

**CARRIED****7.5 FUNDING APPLICATION - TE WHAKAMANAMAI WHANAU TRUST**

Agenda item 7.3 document number A2942716, pages 72 - 81 refers

**RESOLUTION 2020/39**

Moved: Member Kelly van Gaalen

Seconded: Member Moko Tepania

That the Kaikohe-Hokianga Community Board, in considering the provisions of the Community Grant Policy authorise the sum of **\$20,000** (plus GST if applicable) to be paid from the Board's Community Fund account to Ngawha Springs Forward Charitable Trust on behalf of Te Whakamanamai Whanau Trust for costs towards where to whenua to support the following Community Outcomes:

- (i) Proud vibrant communities.
- (ii) Communities that are healthy, safe, connected and sustainable.

**CARRIED****7.6 MAJOR ITEM NOT ON THE AGENDA – MARCH 4****RESOLUTION 2020/40**

Moved: Chairperson Mike Edmonds

Seconded: Member Alan Hessell

**That the Kaikohe-Hokianga Community Board agree to move a motion on the location of the wharepaku on Memorial Park, Kaikohe.****CARRIED****7.7 MEMORIAL PARK PUBLIC TOILET****RESOLUTION 2020/41**

Moved: Member John Vujcich

Seconded: Member Alan Hessell

**That the Kaikohe-Hokianga Community Board agree to the public toilets location as per the map attached.****CARRIED****8 MEETING CLOSE**

The meeting closed at 12.09 pm.

The minutes of this meeting will be confirmed at the Kaikohe-Hokianga Community Board meeting to be held on 7 October 2020.

.....  
**CHAIRPERSON**



## 6 REPORTS

### 6.1 REVOKE PREVIOUS DECISION - ROAD NAMING - LOT 1, STATE HIGHWAY 1 OKAIHAU.

**File Number:** A2917742

**Author:** Selina Topia, Roding Support Officer

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

#### PURPOSE OF THE REPORT

To revoke a previous road-naming decision made by the Kaikohe-Hokianga Community Board and to name Lot 1, State Highway 1, Okaihau.

#### EXECUTIVE SUMMARY

- Council received a road naming application to name a right-of-way addressed at Lot 1, State Highway 1, Okaihau.
- The Kaikohe-Hokianga Community Board, at their meeting on 04 December 2019, agreed to name Lot 1, State Highway 1, Okaihau, McKenzie Way Extension.
- Since this decision Council has received updated information from Land Information New Zealand which states that any extension/continuation would still be named James McKenzie Way.
- However, it cannot be named McKenzie Way Extension as the continuation of the road is not a public road but a right-of-way.

#### RECOMMENDATION

**That the Kaikohe-Hokianga Community Board:**

- revokes the following resolution of the Kaikohe-Hokianga Community Board made on 4 December 2019, item 8.1 Road Naming – Lot 1, State Highway 1 Okaihau;**  
*“That the Kaikohe-Hokianga Community Board, pursuant to Council’s Road Naming and Property Addressing Policy #2125, name an extension, McKenzie Way Extension that is currently addressed at Lot 1, State Highway 1, Okaihau as per map. (A2764787)”.*
- resolves to name Lot 1, State Highway 1, Okaihau, Magon Access Road**

#### 1) BACKGROUND

In 2019 Council received a Road Naming/Renaming application from Thomson Survey on behalf of G Ireland, D Middleton and V Stephens, to name the right-of-way off James McKenzie Way Okaihau.

This request was presented to the Kaikohe-Hokianga Community Board at their meeting on 4 December 2019 where the Community Board made the following resolution:

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

Since this decision Land Information New Zealand (LINZ) contacted Council to notify staff that the extension/continuation of Lot 1, State Highway 1, Okaihau cannot be named McKenzie Way Extension. LINZ do not dispute the use of McKenzie Way; they dispute the use of the word Extension.

#### 2) DISCUSSION AND OPTIONS

While McKenzie Way Extension was the first choice of the applicants, they noted down five other possible road names for consideration.

**Option 1: Revoke the decision previously made and name the right-of-way Magon Access Road**

Magon Access Road is preferred as the Magon family have an agreement to purchase the land on the completion of the sub-division is complete.

Staff recommend this option.

**Option 2: Revoke the decision previously made and name the right-of-way Te Wheoki Access Road**

Te Wheoki was suggested by kaumatua John Tiatou (Lake Omapere Trust), linking the rangatira from the Waihou Valley and was provided as a reference to his connection to the Whakanekeneke block and river situated close by.




**Option 3: Revoke the decision previously made and name the right-of-way James McKenzie Way****Reason for the recommendation**

Due to road naming decision that the Board made and LINZ now having to be revoked based on the information provided, the **three** new road names suggested by the applicant and mentioned 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. The costs for road signage and installation will be met by the applicant(s).

**ATTACHMENTS**

1. Lot 1, State Highway 1 Okaihau Application - A2750501 [↓](#) 
2. Lot 1, State Highway 1 Okaihau Map - A2764787 [↓](#) 
3. Lot 1, State Highway 1 Okaihau Schedule - A2932468 [↓](#) 

**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 <a href="#">Council's Significance and Engagement Policy</a>	This report of 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.	Councils Road Naming and Property Numbering Policy #212.  Australia/New Zealand Urban and Rural Addressing Standards 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.	This is a local issue hence the report being before the Kaikohe-Hokianga Community Board for consideration.
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.	Hapu Representative John Tiatoa (Lake Omapere Trust) was consulted and was asked to provide their input. Their recommendation was to name the right-of-way Te Wheoki Access Road.
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.	There are currently no property owners as this is a new subdivision.
State the financial implications and where budgetary provisions have been made to support this decision.	Financial implications have been assessed and budgetary provision has been made. The applicant will cover the relevant costs.
Chief Financial Officer review.	The Chief Financial Officer has reviewed this report



## Application for Road Naming/Renaming

### GENERAL INFORMATION

- 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

Applicant/Developer Name: G. IRELAND, D MIDDLETON & V STEPHENS

Organisation: \_\_\_\_\_

Postal Address: 1468 STATE HIGHWAY 1, OKAIHAU

Phone: 09 401 3331 Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

THOMSON SURVEY LTD - 09 401 7360

kenkeri@rsurvey.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](mailto:selina.topia@fndc.govt.nz)  
Private Bag 752  
KAIKOHE 0440  
**Attention: Selina Topia**

ROAD LOCATION	
Address: <u>LOT 1, STATE HIGHWAY 1, OKAIHAU 0455</u>	
Legal Description: <u>LOT 1 DP 330637, SECS 1-3 BLK VIOMAPERE SD 1-3</u> <u>SECS 3-4 SO 326020 BLK VIOMAPERE SD</u>	
Resource Consent Application Number: <u>2130152</u>	
<i>Please supply a scheme plan map that clearly indicates the location of the Road, Private Road or Right-Of-Way when submitting your application.</i>	
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: <u>MCKENZIE WAY EXTENSION</u>
	Second Choice: <u>MAGON ACCESS ROAD</u>
	Third Choice: <u>GLENS FOLLY</u>
<del>Road 2</del>	First Choice: <u>WHAKANENEKE ACCESS ROAD</u>
	Second Choice: <u>IRELAND ACCESS ROAD</u>
	Third Choice: <u>GLEN IRELAND ACCESS ROAD</u>
Road 3	First Choice:
	Second Choice:
	Third Choice:
BACKGROUND	
<i>A background to the names, their origins and their link with the area is to be supplied</i>	

**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**

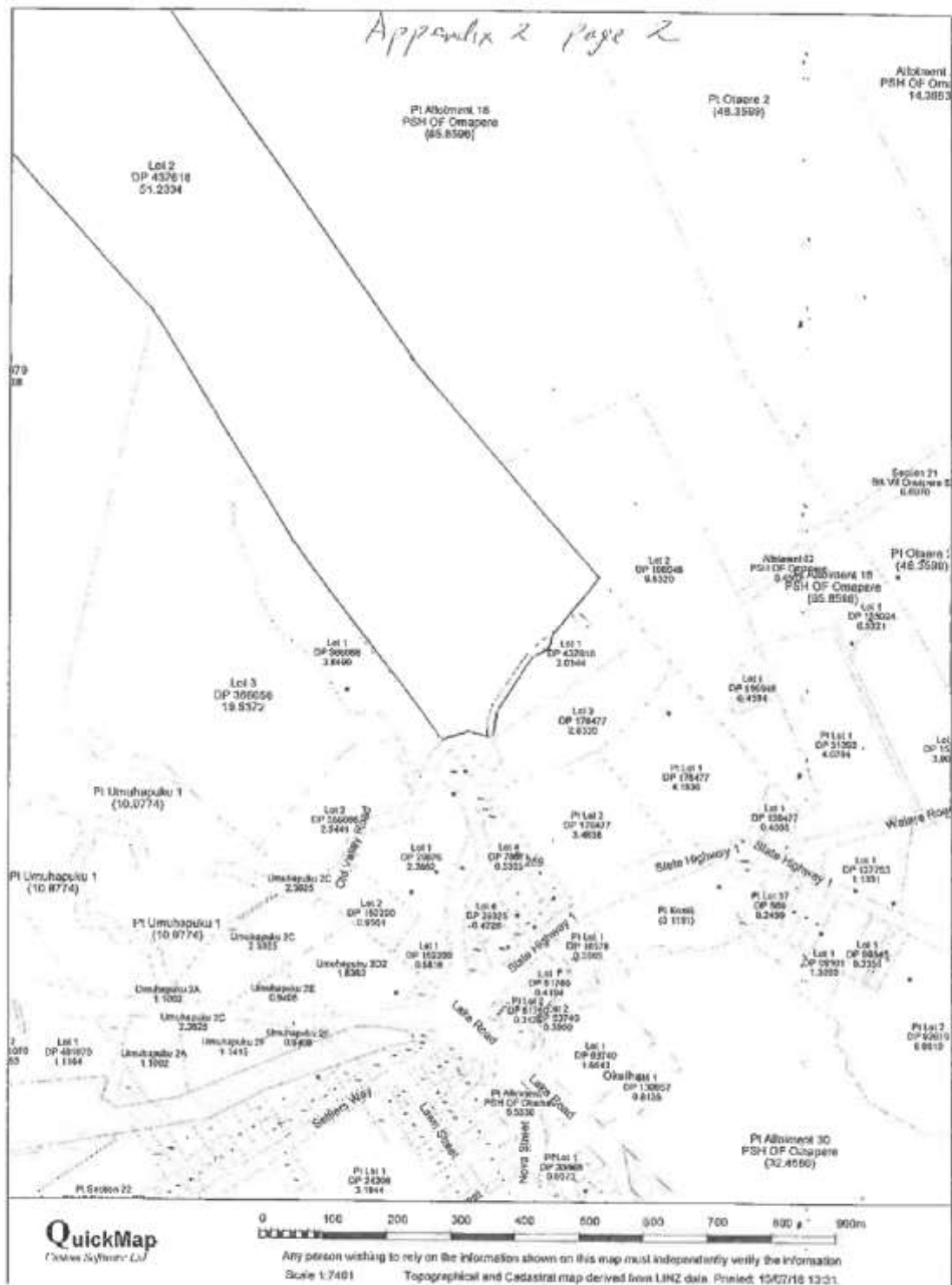
Ensure that road names are not duplicated in the Far North District (both spelling and pronunciation to be considered); this includes same road names with different suffix. To do this, please use [www.google.co.nz/maps](http://www.google.co.nz/maps) and search "proposed road name (excl suffix) Northland"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







Kaikohe-Hokianga Community Board Road Naming Schedule (Right-of-way) - 7 October 2020						
Okaihau						
Location	Preference Status	Submitted Road Names	Number of Submitters	Background (provided by submitters)	Comments	Recommendation
Name a Right-of-Way addressed at Lot 1, State Highway 1 Okaihau	First Preference	Magon Access Road	1	The Magon family have an agreement to purchase the land on completion of the sub-division.		Magon Access Road
	Second Preference	Te Wheoki Access Way	1	Suggested by John Tiatoa (Lake Omapere Trust) to link a Rangatira from the Waihou Valley and to keep it connected to the Whakanekeke block		Te Wheoki Access Road
	Third Preference		0			

## 6.2 KAIKOHE-HOKIANGA STATEMENT OF COMMUNITY BOARD FUND ACCOUNT AS AT 31 AUGUST 2020

**File Number:** A2952421

**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 Board Fund Account as at 31 August 2020.**

### 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*".

<b>Community Fund Account balance as at 1 July 2020</b>	<b>\$115,902.00</b>
<ul style="list-style-type: none"> <li>• Less funds granted and uplifted to 31 August 2020</li> </ul>	<b>\$5,500.00</b>
<ul style="list-style-type: none"> <li>• Less funds not uplifted from 05 August 2020 for Jacman Entertainment, Kaikohe Sewing Club, Okaihau Bowling Club, Kaikohe Community Arts Council, Kaikohe &amp; Districts Sportsville and Life Education Trust</li> </ul>	<b>\$18,325.00</b>
<b>Community Fund Account balance as at 31 August 2020</b>	<b>\$92,077.00</b>

### DISCUSSION AND NEXT STEPS

Board members will consider the applications on the agenda and decide on what level of funding to allocate. The uncommitted balance in the Community Fund account as at 31 August 2020 is \$92,077.00.

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 relevant community board funds to the Kaikohe-Hokianga Community Board. The statement of the Community Fund account as at 31 August 2020 is attached.

### ATTACHMENTS

1. **Statement of Kaikohe-Hokianga Community Board Fund Account as at 31 August 2020**  
- A2952330 [📄](#) 

**Far North District Council  
Kaikohe - Hokianga Community Board  
Statement of the Community Fund Account as at 31 August 2020**

Allocation Grants & Donations Annual Budget 2020-21	82,569.00	
Community Board Placemaking Fund	<u>33,333.00</u>	
		115,902.00

**Less Expenditure 2020/21 (Funds Uplifted)**

**July 20**

Kaikohe Business Association for costs towards Community Patrol vehicle	1,000.00	
Kaikohe Pioneer Village for the annual Halloween community event	1,500.00	
Wekaweka Valley Community Trust for costs towards updating the Waimamaku Community Centre	3,000.00	
		<u>5,500.00</u>

**Balance as at 31 August 2020** **\$110,402.00**

**Less Commitments 2020/21 (Funds not yet up lifted)**

**Meeting 05.08.20**

Jacman Entertainment for costs towards Hullabaloo Children's Arts Festival 2020	5,000.00	
Kaikohe Sewing Club for costs towards Community Sewing Skills Course	5,300.00	
Okaihau Bowling Club for costs towards new mats and jacks	1,304.00	
Kaikohe Community Arts Council for costs towards Te Wairua o Kaikohe art exhibition	1,095.00	
Kaikohe & Districts Sportsville costs towards Lindvart Park Promotional Video	625.00	
Life Education Trust costs towards mobile classroom refurbishment	<u>5,001.00</u>	
		18,325.00

**Balance 31 August 2020 Uncommitted/(Overcommitted)** **\$92,077.00**

**Prior Year Commitments (Funds not yet Uplifted)**

**Meeting 03.06.20**

Bay of Islands Waldorf Education Trust for costs towards parent workshops	500.00
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**Meeting 05.02.20**

Kaikohe Intermediate School for installing swimming pool covers	3,000.00
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### 6.3 PROJECT FUNDING REPORTS

**File Number:** A2861851

**Author:** Kathryn Trewin, Funding Advisor

**Authoriser:** Ana Mules, Team Leader - Community Development and Investment

#### 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 Kaikohe Business Association**

#### 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. KHCB - Project Report - Kaikohe Business Assc - A2957482 [↓](#) 

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



**Far North  
District Council**

**Project Report  
COMMUNITY GRANT FUND - LOCAL**

FC080402

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

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

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

Funding Advisor  
Far North District Council  
Private Bag 752  
KAIKOHE 0440

Name of organisation: Kaikohe Business Association  
Name & location of project: Kaikohe Christmas Parade  
Date of project/activity: 5/12/2019

Which Community Board did you receive funding from?

☐ Te Hiku

☒ Kaikohe-Hokianga

☐ Bay of Islands-Whangaroa

Amount received from the Community Fund: \$ 2500

Board meeting date the grant was approved: NOVEMBER

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)
Blah Blah Marketing	\$ 1000.00	✓
Northern Signs	\$ 334.84	✓
Maypark Print	\$ 60.50	✓
Kia Tupato Ltd	\$ 760.00	✓
Pioneer Village	Total \$ 600.00	✓
Prize Money for Floats	\$ 500.00	✓
TOTAL \$ 3255.34		

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

See attached

Private Bag 752, Memorial Ave, Kaikohe 0440, New Zealand, Telephone: 0800 970 029,  
Fax: 091 495 2750, Email: [info@fndc.govt.nz](mailto:info@fndc.govt.nz), Website: [www.fndc.govt.nz](http://www.fndc.govt.nz)

1

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

See attached

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

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

This report was completed by:

Name: JOE NOL  
Address: 47 ORRS RD KAIKOHE 0405  
Phone: 09 4011052 mob: 027 2602329  
Email: joenol@xtra.co.nz  
Date: 10/3/20



**Schedule of Supporting Documentation****Kaikohe Business Association – Kaikohe Christmas Parade**

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

1	Christmas in the village – updated report presented by BlahBlah Marketing
2	Tax Invoice – BlahBlah Marketing x2
3	Quote – Northern Signs
4	Tax Invoice – Maypark Print
5	Tax Invoice – Kia Tupato Ltd
6	Tax Invoice – Pioneer Village
7	Xmas Parade Prize Money

**6.4 RURAL TRAVEL FUNDING - APPLICATIONS SUMMER 2020/21****File Number: A2959620****Author: Kathryn Trewin, Funding Advisor****Authoriser: Ana Mules, Team Leader - Community Development and Investment****PURPOSE OF THE REPORT**

To allocate Rural Travel Funding for the 2020/21 summer sporting season.

**RECOMMENDATION**

**That the Kaikohe-Hokianga Community Board allocates Rural Travel Grant funding of \$800.00, in accordance with the recommendations received from Sport Northland, to Hokianga Sports Club.**

**1) BACKGROUND**

The Rural Travel Fund (RTF) was developed in response to concerns raised by Councils throughout the country about the lack of participation in sport by young people living in rural communities. The Fund was introduced as an interim measure until a rural participation strategy was fully developed and implemented. The strategy is yet to be developed.

Kiwisport was launched in 2009 by Prime Minister John Key and funding is given to Sport Northland to achieve three objectives (More Kids; more Opportunities; Better Skills). One of the barriers identified in Northland was the cost of travel. Sport Northland therefore agreed to give part of its Kiwisport funding to the Far North District Council to combine with the Rural Travel Fund to help address the travel barrier and achieve the three Kiwisport objectives.

Council receives RTF funding based on a per capita basis. The three Community Boards have delegated authority to allocate RTF funding. Each Board receives a sum based on the number of people between ages five and nineteen living in their respective areas. Figures are based on the 2013 census results. This funding round is the second of two funding rounds for the current financial year. It is for sporting activities taking place in winter, or until November 2020 when the next round of funding is allocated.

Council advertises that funding is available approximately one month before applications close in local newspapers and on Council's Facebook page. Sport Northland representatives also target the fund to clubs and schools that they work.

**2) DISCUSSION AND OPTIONS**

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

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

Project reports for any previous grants have been received from all the current applicants. Further detailed information provided by Sport Northland regarding their recommendations has been distributed to Board Members separately.

	<b>Sport Northland (Kiwisport)</b>	<b>Sport New Zealand (Rural Travel)</b>
--	------------------------------------	---

<b>What are the Objectives?</b>	1. Increase the number of children participating in sport 2. Increase the availability and accessibility of sport for children 3. Support the development of skills to enable effective participation.	Subsidise travel for junior teams participating in local sport competition.
<b>How much is available?</b>	\$25,000.00 across the Far North District.	\$25,080.30 across the Far North District.
<b>Funding is not available for</b>	Coaches, referees, children playing in Regional or District rep teams, club/school sport administration.	Activities taking place during school hours, coaches, referees, club/school sport administration, travel to training.
<b>Who can apply?</b>	Schools, clubs or individuals.	Schools, clubs or individuals.
<b>What age group is funding for?</b>	Funding is available for school aged children. This is understood to be ages 5 - 18 years of age.	Funding is available for youth/children aged 5 - 19 years of age.
<b>Eligible Sports</b>	Team or individual organised sporting activities such as volleyball, netball, rugby; hockey, football, orienteering, waka ama, basketball, ki-o-rahi, shooting, athletics, swimming.	Sports that have regular grass roots competitions such as netball, hockey, rugby, rugby league, softball, football, touch rugby, basketball.

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

1	Hokianga Sports Club	\$800.00
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### Reason for the recommendation

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

The Community Connector for Sport Northland has been in contact with all applicants and the recommendations above are based on revised seasons and programmes that are likely to take place in the current Covid-19 situation.

Sport Northland have requested a resolution be passed to allow funding to be declined/decreased should the situation change and seasons either not take place or be reduced further.

### 3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

Council receives two grants annually that make up this funding budget - \$25,080.30 from Sport New Zealand and \$25,000 (plus GST) from Sport Northland.

The total budget for rural travel funding for the 2019/20 financial year is \$50,080.30. The percentage of youth throughout the district is translated into percentages to calculate the percentage of funding each Board can allocate. It is recommended that only 40% of the total funding be allocated for summer activities and the remainder allocated for the busier winter sporting season.

The total available funds for the summer season is \$5,551.47

%	Board	40% Summer	60% Winter	Total
<b>28%</b>	<b>Kaikohe-Hokianga Community</b>	<b>\$5,551.47</b>	<b>\$8,327.20</b>	<b>\$13,878.67</b>
31.5%	Te Hiku Community	\$6,245.40	\$9,368.10	\$15,613.50
40.5%	Bay of Islands-Whangaroa Community	\$8,029.80	\$12,044.70	\$20,074.50

**ATTACHMENTS**

1. RTF - KHWCB - Application - Hokianga Sports Club - A2957486 [!\[\]\(cdf2842d82858164c68c92720a337fb9\_img.jpg\) !\[\]\(3973dad7f2f3eafb2c144deb79d5c822\_img.jpg\)](#)

**Compliance schedule:**

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

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

Compliance requirement	Staff assessment
State the level of significance (high or low) of the issue or proposal as determined by the <a href="#">Council's Significance and Engagement Policy</a>	This report 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.	The Council promotes a vibrant and thriving economy that encourages a wide range of sporting activities and a safe a healthy district where young people are valued.
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 delegated to Community Boards to consider.
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.	N/A
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.	Anyone in the district participating in organised sporting activities could be eligible for funding. To try and capture everyone the funding is advertised a month in advance in newspapers, social media and word of mouth.
State the financial implications and where budgetary provisions have been made to support this decision.	Funding is provided by Sport Northland (Kiwisport) and Sport New Zealand (Rural Travel).
Chief Financial Officer review.	The Chief Financial Officer has not reviewed this report.



## FAR NORTH RURAL TRAVEL FUND APPLICATION FORM 2020-2021

Schools, clubs or other sporting/activity organisations can apply for this funding. Funding is specifically to subsidise travel to and from sporting competitions/practices within the Far North District for school aged children (between ages 5 - 19 years) with the aim of increasing the number of children participating in sport, provide additional opportunities for participation in organised sport and to improve the development of skills to enable effective participation.

All applications are considered by the Community Boards, and advice is given from Sport Northland Representatives.

Priority will be given to those applications with a focus on providing sporting opportunities to - the appropriate age group, travel to regular sporting competition; competition within the District; funding for the upcoming season; applicants not seeking more than 50% of their total travel cost; applicants that have provided Project Reports for previous funds granted.

### A. Details

Name of organisation: Hokianga Sports Club

Contact person: Hayley Paul

Postal address: 562 Koutu Loop Road, RD3, Opononi 0473

PO Box address:

Telephone: 021457738 Email: tawera.tupu@gmail.com

### B. Contact Names

Please provide

- |    |                      |                 |
|----|----------------------|-----------------|
| 1. | Name Hayley Paul     | Phone 021457738 |
| 2. | Name Dallas Williams | Phone 4057601   |

### C. Organisation Details

Are you a club or a school? Hokianga Sports Club

1. How many members belong to your club/school? 50
2. How many participants aged between 5 & 19 will this travel subsidy benefit? 15
3. How many participants are aged between 5-11 yrs 11

4. How many participants are aged between 12-19 yrs 4
5. Please detail how many applicants are female 6
6. Please detail how many applicants are male 5
7. Does your application involve a partnership with a local school / club NO
8. What is this funding going to be used for?

There is no competitive basketball taking place in Hokianga. The only avenue at the moment for basketball is a regular local scrimmage where over 30 people attend. The 4 boys travelling to Waipapa twice weekly were chosen on their passion and love for basketball, but mostly their attitude and behaviour. The players have been connected with the Mid North United Sports - Above the Rim Coach – where they will further develop their skills, game and increase the opportunities of travel, tournaments and seeing Aotearoa. The majority of the funds will contribute to the petrol costs to run the boys to and from Waipapa twice weekly a 2 hour round trip (140km). Their parents see the benefits of their children being involved in sport so have committed their Tuesday's and Saturday's to chauffeur them. A small amount will be used to support the travel costs of our U9s team to play in an away mini tournament in Kaikohe at the end of the term.

9. Do you have any disabled individuals who are being supported by this fund?
  - a. If yes, how many will receive support from the RTF \_\_\_\_\_
10. What percentage of your members live in the vicinity of the local authority you are applying to for the rural travel fund?
 

100%

#### D. Financial Details

The intention of this fund is to **subsidise** expenses. Applicants need to show they have made a partial financial contribution towards the travel costs. Our decision makers look more favourably on applicants who have made an effort to obtain funding through other avenues, be that fundraising, applying for other grants, parent contributions.

1. Are you registered for GST? NO

(If yes please write your GST Number in the space provided below)

GST NO.

--	--	--	--	--	--	--	--

2. How much money are you applying for?
 

\$8000.00	Sport NZ funding
\$200.00	other funders
\$100.00	your contribution
\$1000.00	TOTAL

3. If you have applied for funding from other organisations please supply details - *refer to Table 1 below.*

Table 1

Organisation - (including other councils)	Amount requested (\$)	Results date (if known)
<b>Hauora Hokianga CAYAD</b>	<b>\$200</b>	<b>successful</b>

4. Do you have endorsement from your local affiliated club/school for this application for funding? (this is only relevant if the group applying is the regional body).

YES/ NO (briefly explain and attach evidence of this)

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#### E. Declaration

**We hereby declare that the information supplied here on behalf of our organisation is correct?**

We consent to Far North District Council collecting the personal contact details and information provided in this application, retaining and using these details and disclosing them to Sport NZ for the purpose of review of the rural travel fund. This consent is given in accordance with the Privacy Act 1993.

1. Name: Hayley Paul

Position in organisation / title: Treasurer

Signature: *Hayley Paul*

Date: 11.08.2020

2. Name: Dallas Williams

Position in organisation / title: Secretary

Signature: PP *Hayley Paul*

Date: 11.08.2020



**Checklist:**

1. If you have applied for funding in the past, please ensure a **Project Report** Form has been completed and returned (this can affect your eligibility)
2. Have you answered every question?
3. Have you attached the relevant documents with your application?
  - Latest financial statements from your organisation (i.e. P&L, financial statement)
  - Deposit Slip (in case your application is approved)
  - Draft travel calculation breakdown (refer to your Sport Northland representative)
  - Evidence of your endorsement from your local affiliated club/school (if required)
4. Send your application form with the relevant documents to your local authority by the date on the website.
  - Summer sport applications are due 9 September 2020.
  - Winter sport applications will be due in March 2020 (date TBC).

**Schedule of Supporting Documentation****Hokianga Sports Club Inc.**

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

<b>1</b>	<b>Kiwibank Bank Statement</b>

## 6.5 FUNDING APPLICATIONS

**File Number:** A2861928

**Author:** Kathryn Trewin, Funding Advisor

**Authoriser:** Ana Mules, Team Leader - Community Development and Investment

### 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 7 October 2020 meeting.

### EXECUTIVE SUMMARY

- Kaikohe-Hokianga Community Board has \$36,636 unallocated funding available for the 2020/21 financial year. This does not include funding carried over from the 2019/20 funding year – the finance team have advised this figure will be confirmed prior to the next meeting of the Community Board.
- Kaikohe-Hokianga Community Board has an additional \$29,714 place making funding available for the 2020/21 financial year.
- Three applications for funding have been received, requesting a total of \$61,359. One application is a resubmission of the CHI Festival application the Board considered in the last financial year (February). This event has been rescheduled to 2021 and Mr Maihi would like the Board to reconsider their funding of this event.
- An email has been received from the Eddie Trust, who were granted funds by the Board in September of 2019, advising that they have \$160.96 left of the grant and asking if they may use it for another round of NZSL classes, starting 19 October 2020, rather than returning the funding to the Board. The funds were left over as costs reduced because of Covid-19 due to changes in classes.

### RECOMMENDATION

That the Kaikohe-Hokianga Community Board, in considering the provisions of the Community Grant Policy authorise the sum of **\$2,506** (plus GST if applicable) to be paid from the Board's Community Fund account to Kaikohe Business Association for costs towards Kaikohe Christmas in the Village 2020 to support the following Community Outcomes:

- (i) Proud vibrant communities.
- (ii) Communities that are healthy, safe, connected and sustainable.

### RECOMMENDATION

That the Kaikohe-Hokianga Community Board, in considering the provisions of the Community Grant Policy authorise the sum of **\$17,291** (plus GST if applicable) to be paid from the Board's Community Fund account to Te Puna o Kupenuku Inc for costs towards establishing and furnishing the Rawene Campus to support the following Community Outcomes:

- (i) Proud vibrant communities.
- (ii) Communities that are healthy, safe, connected and sustainable.

**RECOMMENDATION**

That the Kaikohe-Hokianga Community Board, in considering the provisions of the Community Grant Policy authorise the sum of **\$160.96** (plus GST if applicable) remaining from funds granted in September 2019 be retained by the Eddie Trust and used towards a second eight-week course of New Zealand Sign Language Classes to be held from 19 October 2020:

- (i) Proud vibrant communities.
- (ii) Communities that are healthy, safe, connected and sustainable.

**RECOMMENDATION**

That the Kaikohe-Hokianga Community Board, in considering the provisions of the Community Grant Policy authorise the sum of **\$1,000** (plus GST if applicable) to be paid from the Board's Community Fund account to Maihi Memorial Parks Charitable Trust for costs towards the CHI Festival 2021 to support the following Community Outcomes:

- (i) Proud vibrant communities.
- (ii) Communities that are healthy, safe, connected and sustainable.

**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****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.

Applicant	Project	Requested	Recommended	Comments	Community Outcome(s)	Type
Kaikohe Business Association	Christmas in the Village	\$2,506 (36%)	\$2,506	This is an annual event that has been previously supported by the Board and is well attended by the community	(i) Proud vibrant communities. (ii) Communities that are healthy, safe, connected and sustainable.	Event
Te Puna o Kūpenuku Inc	Establishing and furnishing the Rawene campus	\$17,291 (79%)	\$17,291	The Board has previously indicated their support for this project and can fund this from placemaking funding that is available.	(i) Proud vibrant communities. (ii) Communities that are healthy, safe, connected and sustainable.	Infrastructure
Eddie Trust	NZ Sign language classes	\$160.96	\$160.96	This funding was granted in September 2019. Due to Covid-19, the applicant had funds remaining and is asking if the Board will let them retain the funds and use them for additional classes that they will run from October 2020.	(i) Proud vibrant communities. (ii) Communities that are healthy, safe, connected and sustainable.	Community Development
Maihi Memorial Park Charitable Trust	CHI Festival	\$41,562 (71%)	\$1,000	Mr Maihi has resubmitted his unchanged application, which was originally considered by the Board in February 2020 (previous financial year). He indicates he has no additional money secured and none in the bank account to pay for this event but is in discussions with the Ngāpuhi Runanga.	(i) Proud vibrant communities. (ii) Communities that are healthy, safe, connected and sustainable.	Event

**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. KHCB - Application - KHO Business Assoc Christmas in the village - A2957483 [↓](#) 
2. KHCB - Application - Te Puna o Kopenuku Inc - A2957481 [↓](#) 
3. Eddie Trust - NZSL Request - A2957477 [↓](#) 
4. KHCB - CHI Festival Funding Application copy - A2958289 [↓](#) 

**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 <a href="#">Council's Significance and Engagement Policy</a>	This is a matter of low significance.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Community Grant Policy.
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	This report does not have district-wide relevance.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.	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



### Instructions

Please read carefully:

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

The following must be submitted along with this application form:

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

### Applicant details

Organisation	KAIKOHE BUSINESS ASSOCIATION		Number of Members	30+
Postal Address	PO Box 497		Post Code	0440
Physical Address	Kaikohe		Post Code	
Contact Person	ANIKA WHAPSHOTT	Position	ADMINISTRATOR	
Phone Number	021 124 0382	Mobile Number		
Email Address	admin@kaikohe.town			

Please briefly describe the purpose of the organisation.

The Kaikohe Business Association aims to develop a dynamic positive role contributing towards a better business community and community as a whole and promote the town positively.



## 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 CHRISTMAS IN THE VILLAGE Date 3rd Dec '20  
 Location Kaikohe Pioneer Village, Kaikohe Time 4:30pm - 7pm  
 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.

Christmas in the village ~~is~~ at the Pioneer Village prides itself in displaying a fun, friendly atmosphere for everyone in the Kaikohe and Hokianga community to enjoy. All about families spending time with each other, the community celebrating + enjoying the festive season but most of all having fun. Local Businesses and Community Groups will be encouraged to participate. There will be a range of activities for whānau to enjoy and late night shopping in town once its over.

Christmas in the village is a FREE event to enter and spectate at providing our families in our community a fun positive, safe environment, and atmosphere to enjoy.

## 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	930	465
Advertising/Promotion	330	
Facilitator/Professional Fees <sup>2</sup>	1	
Administration (incl. stationery/copying)	1500	
Equipment Hire / Sound/Stage	400	
Equipment Purchase (describe)		
Utilities		
Hardware (e.g. cement, timber, nails, paint)	50	
Consumable materials (craft supplies, books)	Lollies 100	100
Refreshments		
Travel/Mileage		
Volunteer Expenses Reimbursement		
Wages/Salary		not applicable
Volunteer Value (\$20/hr)	1200	not applicable
Other (describe) Road closure	1716	1716
Heidi Magician	225	225
Children's ent.	200	
CMA money	300	
<b>TOTALS</b>	<b>6951</b>	<b>2506</b>

<sup>2</sup> 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 103-589-665

How much money does your organisation currently have? \$9314.99

How much of this money is already committed to specific purposes? \$9200-

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

Purpose	Amount
Community Patrol	\$1150 (incl)
COGS grant of Ongoing admin costs - admin costs going towards Christmas Parade	\$8050 (incl)
TOTAL	\$9200 (incl)

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

Funding Source	Amount	Approved
		Yes / Pending
July 2019 COGS - admin costs for the year.	\$8050 (incl)	<input checked="" type="radio"/> Yes / Pending
Incoming subs from business	?	Yes / <input checked="" type="radio"/> 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
Xmas in the Village	\$2500	Oct '19	<input checked="" type="radio"/> Y / N
Past and Present dinner	\$2000	August '19	<input checked="" type="radio"/> Y / N
Community Patrol paid over 3 years	\$4443	Sept '16	<input checked="" type="radio"/> Y / N
CCTV	\$3000	Nov '14	<input checked="" type="radio"/> Y





## 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)

KAIKOHE BUSINESS ASSOCIATION.

We, the undersigned, declare the following:

In submitting this application:

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

Signatory One

[Signature]

Signatory Two

[Signature]

## 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 Darren Hirston Position MEMBER  
 Postal Address 111 Waiwaka Rd, Waiwaka Post Code 0401  
 Phone Number 09 4015060 Mobile Number 021 7709454  
 Signature [Signature] Date 14/9/20

### Signatory Two

Name Maite Anderson Position Chair  
 Postal Address 1310 Tutukotara Rd, RD2, Teitoku Post Code 0245  
 Phone Number 027 4058214 Mobile Number   
 Signature [Signature] Date 14/9/20

**Schedule of Supporting Documentation****Kaikohe Business Association – Christmas in the Village**

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

1	Letter – To Whom it May Concern
2	Letter - Quote confirmation
3	Quote – Maypark Print
4	Quote – Design Print
5	Quote – Blah Blah Marketing
6	Quote – Rachel Bray
7	Quote – Kia Tupato Ltd
8	Quote – Heidi Murphy
9	Quote – Mikes Magic Entertainment
10	Quote – Pioneer Village Kaikohe

## Local Grant Application Form



### Instructions

#### Please read carefully:

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

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

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

### Applicant details

Organisation	<u>TE PUNA O KUPENUKU INC</u>	Number of Members	<u>17</u>
Postal Address	<u>c/- P.O. Box 96, RAUENE</u>	Post Code	<u>0443</u>
Physical Address	<u>c/- 48 de Thierry St, RAUENE</u>	Post Code	<u>0443</u>
Contact Person	<u>JANINE McVEIGH</u>	Position	<u>SECRETARY</u>
Phone Number	<u>/</u>	Mobile Number	<u>021 187 1492</u>
Email Address	<u>janinemcveigh108@gmail.com</u>		

#### Please briefly describe the purpose of the organisation.

TO LEASE AND MANAGE THE FORMER NORTHTEC CAMPUS AS  
A COMMUNITY EDUCATION FACILITY.

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



## 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 TO SET UP AND FURNISH THE FACILITY Date OCTOBER/NOVEMBER  
Location CAMPUS, NIMMO ST, RAWENE 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.

#### Who will benefit and how?

The Hokianga community as a whole will benefit from the campus being set up as a place of learning.

When the equipment and services are put in, the different groups who want to use the facility will be able to apply to move in. At least two groups are ready to start as soon as it is possible.

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

At the moment, there are no post-secondary educational opportunities offered to Hokianga.

This is a long-term, community-led development.

With the re-opening of the campus as a community facility, many things become available: tree nursery and training, development of local and external programmes for health and wellbeing, short and long courses for a wide range of classes and activities, such as building, horticulture, carving, weaving, art, computing and many others. Matauranga Maori is an important component that has not been available before.

In addition, Te Puna o Kupenuku wants to see the grounds and buildings become a model of sustainability over time, using matauranga Maori and ecological principles as educational opportunities in that process.

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

A2056814 (version Sept 2018)

Page 2



## Local Grant Application Form



### Project Cost

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

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

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

**Please Note:**

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

Expenditure	Total Cost	Amount Requested
Rent/Venue Hire		
Advertising/Promotion		
Facilitator/Professional Fees <sup>2</sup>		
Administration (incl. stationery/copying)	500.00	
Equipment Hire		
Equipment Purchase (describe) see attached list	14,794.00	14,794.00
Utilities - power & wifi	2,317.00	2,317.00
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)	2,000.00	not applicable
Other (describe) Volunteer equipment	2,000.00	
<b>TOTALS</b>	<b>21,791.00</b>	<b>17,291.00</b>

<sup>2</sup> 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
Tools for campus	2618.00
TOTAL	2618.00

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

Funding Source	Amount	Approved
FNDL	2618.00	Yes / <del>Pending</del>
		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)

TE PUNA O KUPENUKU INC

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

*J. E. McVicar*

Signatory Two

*J. E. McVicar*

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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	JANINE McVEIGH	Position	SECRETARY
Postal Address	P.O. Box 96, RAUENE	Post Code	0443
Phone Number	021 187 1492	Mobile Number	021 187 1492
Signature		Date	7/10/20

### Signatory Two

Name	Janet Nixon	Position	Committee member
Postal Address	P.O. Box 271	Post Code	0443
Phone Number	081 169 2494	Mobile Number	
Signature		Date	7/9/20

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**Schedule of Supporting Documentation****Te Puna o Kupenuku Inc.**

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

<b>1</b>	<b>Cover Letter</b>
<b>2</b>	<b>Equipment set up financial breakdown</b>
<b>3</b>	<b>Kiwibank Bank Statement as at 31 August 2020</b>

**Kathryn Trewin**

---

**From:** Kim Robinson <nzsl.eddie@gmail.com>  
**Sent:** Sunday, 6 September 2020 10:58 PM  
**To:** Funding  
**Subject:** Update of Far North NZSL classes funding

Kia ora Kathryn,

I am writing in advance of our final report on the Far North NZSL Outreach project Learn NZSL with Eddie Trust undertook to deliver.

As a result of covid19 disrupting the Far North NZSL Outreach course, the Trust has decided to reduce the project costs.

The Trust has completed delivering the 10 week Beginners NZSL course partly funded by a NZSL Board grant which involved:

8 classes  
 4 locations (Kaitiaki, Kaikohe, Kerikeri, Pahiia)  
 160 hours tuition  
 200+ volunteer hours  
 6,400kms driving  
 47 students completing the 10 week beginners NZ Sign Language and Maori Rotarota courses.

We note there's enough funds combined to do another round of NZSL courses in the Far North.

Therefore we would like to ask Far North District Council Community Boards if it's possible for Learn NZSL with Eddie Trust to use the listed portions (along with other funders portions) to run another series of NZSL classes - 8 week NZSL Course (Level 1 (units 1-3, 4-6) , Maori Rotarota Level 1 (units 1-3, 4-6) in Kaitiaki, Kaikohe, Kawakawa, Kerikeri/Kaeo starting 19th October 2020.

Te Hiku Community Board \$1,843.96  
 Kaikohe-Hokianga Community Board \$160.96  
 Bay of Islands - Whangaroa Community Board \$1,174.41  
 (NZ Sign Language Board \$6,396)

Total grants being returned: \$9,575

The completed project final cost is \$12,507.31

We are in discussions with Kaikohe based NZSL students to obtain shortfall funding for Kaikohe-Hokianga region to make up the remaining funds(\$3,000).

Ngā mihi  
 Kim Robinson MNZM  
 Administrator/Trustee  
 Learn NZSL with Eddie Trust

On 24/03/2020 8:03 am, Funding wrote:

Kia ora Kim

Thank you for letting us know - please stay safe in these uncertain times.

Ngā mihi

Kathryn Trewin

Funding Advisor  
Strategic Planning & Policy, Far North District Council  
+6494015775 | [Kathryn.Trewin@fndc.govt.nz](mailto:Kathryn.Trewin@fndc.govt.nz)  
[www.fndc.govt.nz](http://www.fndc.govt.nz)  
-----Original Message-----  
From: Kim Robinson <[nzsl.eddie@gmail.com](mailto:nzsl.eddie@gmail.com)>  
Sent: Monday, 23 March 2020 5:57 PM  
To: Funding <[Funding@fndc.govt.nz](mailto:Funding@fndc.govt.nz)>  
Subject: Suspension of Far North NZSL Classes

Dear Kathryn,

In the light of the current circumstances, we have suspended all NZSL classes in each of the 3 Community Boards we have funding for this from until it's safe to resume.

Regards

Kim Robinson  
Learn NZSL with Eddie Trust

--  
This email has been checked for viruses by AVG.  
<https://www.avg.com>

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Get it done online at your convenience, visit our website - [www.fndc.govt.nz](http://www.fndc.govt.nz)

-----  
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Far North District Council | Te Kaunihera o Tai Tokerau Ki Te Raki  
Ph. 09 401 5200 | Fax. 09 401 2137 | Email. [ask.us@fndc.govt.nz](mailto:ask.us@fndc.govt.nz)  
Address. Memorial Avenue, Private Bag 752, Kaikohe 0440, New Zealand

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## Local Grant Application Form



### Instructions

#### Please read carefully:

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

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

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

### Applicant details

Organisation	MAIHI MEMORIAL PARKS CHARITABLE TRUST.		Number of Members	7
Postal Address	PO BOX 195 KAIKOHE		Post Code	
Physical Address	85 PCCADJILLY ROAD		Post Code	
Contact Person	WILLIE MAIHI	Position	CHAIRMAN	
Phone Number	09-4052428	Mobile Number		
Email Address	debbie.willie@slingshot.co.nz			

Please briefly describe the purpose of the organisation.

TO PROMOTE AND ENHANCE THE CULTURAL HERITAGE AND IDENTITY AT KAIKOHE-TE KAIHORO WAIKAI, ARE POST COLONIAL AND ITS ROLL

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AS THE CAPITAL OF THE MID NORTH  
CAPITOL



## 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 C.H.I FESTIVAL Date 14<sup>th</sup> & 15<sup>th</sup> MARCH 2020  
Location KAIKOHE AIRPORT Time 8am - 10pm

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

If so, how much? SOLD COIN - PRIMARY - TEN DOLLARS PER CHILD - FORTY DOLLARS CONCERT

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.

PONHURI OPENING - OUTLINES CULTURE AND HISTORY.  
INFORMS AND EDUCATES THE PEOPLE ITS COMMUNITIES  
OF THE SIGNIFICANCE OF THE KAIKOHE AIRPORT.

HOT AIR BALLOONS - DISPLAY FIRST TIME EXPERIENCE THE  
BEGINNINGS OF AVIATION FLIGHT.

TRAIL BLAZERS - KIDS ENTERTAINMENT PROGRAM.

STALLS - FOOD SELLING AND ARTS AND CRAFTS

HEKE MARATHON - ZIKS FITNESS, HEALTH, ENJOYMENT AND  
BRING HISTORY AND CULTURE INTO THE MIX INCLUDING  
FORESTRY, DAIRY FARMS, SHEEP AND BEEF.

STAGE ENTERTAINMENT SUNDAY 15<sup>th</sup> MARCH 2020

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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		
Advertising/Promotion	1,000	1,000
Facilitator/Professional Fees <sup>2</sup> Ins.	788	788
Administration (incl. stationery/copying)	4,300	4,300
Equipment Hire		
Equipment Purchase (describe) Balloons	2,850	2,850
Discrete Bang Gales	1,300	1,300
Utilities Karib-Salt	6,317	6,317
Hardware (e.g. cement, timber, nails, paint)		
Consumable materials (craft supplies, books)		
Refreshments Security 1	3,440	3,440
Travel/Mileage 11 2	4,687	4,687
Volunteer Expenses Reimbursement		
Wages/Salary Nil	Nil	not applicable
Volunteer Value (\$20/hr)	16,880	not applicable
Other (describe)		
<b>TOTALS</b>	<b>58,442</b>	<b>41,562.</b>

<sup>2</sup> 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
Hangi sales - Sat, 250x6	1,500
" " - Sun, 500x6	3,000
Ground Work	2,000
TOTAL	

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

Funding Source	Amount	Approved
Due to reschedule information asked for - 14th January - re Mr M. Gale,		Yes / Pending
leaves our first out of time		Yes / Pending
to apply for further funding to		Yes / Pending
other funding agencies.		Yes / Pending

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

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

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## Local Grant Application Form



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On behalf of: (full name of organisation)

MAIHI MEMORIAL PARKS CHARITABLE TRUST

We, the undersigned, declare the following:

In submitting this application:

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

Signatory One

W.P. MAM

Signatory Two

CHL A LEE

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## Local Grant Application Form



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

### Signatory One

Name Willie P. Maahi Position Chairman  
 Postal Address P.O. Box 195 Kng. Post Code 0405  
 Phone Number 09. 405. 2428 Mobile Number —  
 Signature W. P. MAHI Date 9. 1. 2020

### Signatory Two

Name Michelle Angha Tito Position Signatory  
 Postal Address 12 Kowhai Ave Kaikohe Post Code 0405  
 Phone Number 02108275271 Mobile Number —  
 Signature MAHI Date 12. 01. 20.

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**7 MEETING CLOSE**