



KAIKOHE-HOKIANGA COMMUNITY BOARD



Okaihau Rail Tunnel

AGENDA

Kaikohe-Hokianga Community Board Meeting

Wednesday, 7 July 2021

Time: 10.30 am
Location: Council Chamber
Memorial Avenue
Kaikohe

Membership:

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



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 & Kaitaia 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

Name	Responsibility (i.e. Chairperson etc)	Declaration of Interests	Nature of Potential Interest	Member's Proposed Management Plan
Mike Edmonds	Chair	Kaikohe Mechanical and Historic Trust	Council Funding	Decide at the time
	Committee member	Kaikohe Rugby Football and Sports Club	Council Funding	Withdraw and abstain
Kelly van Gaalen	No form received			
Louis Toorenburg	No form received			
Alan Hessel	Nil	Nil	Nil	Nil
Laurie Byers	Kaikohe Golf Club			
	Kaikohukohu Trust			
	North Point Trust			
	Patron Bay of Islands Hockey			
Emma Davis	Secretary	Pompallier Hokianga Trust	Council Funding	Decide at the time to withdraw and/or abstain
	Trustee	Raiatea Resource Centre	Council Funding	Decide at the time to withdraw and/or abstain
	Committee Member	Rawene Hall	Council Funding	Decide at the time to withdraw and/or abstain
	Committee Member	Kohukohu Hall	Council Funding	Decide at the time to withdraw and/or abstain
	Member of teaching staff	Broadwood Area School	Council Funding	Decide at the time to withdraw and/or abstain
John Vujcich	Board Member	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
Moko Tepania	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

Far North District Council
Kaikohe-Hokianga Community Board Meeting
will be held in the Council Chamber, Memorial Avenue, Kaikohe on:
Wednesday 7 July 2021 at 10.30 am

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NOTE:

At the conclusion of this meeting the Hokianga Spraying Sub-Committee meeting will commence.

1 NGA WHAKAPĀHA ME NGĀ PĀNGA MEMA / APOLOGIES AND CONFLICTS OF INTEREST

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

If a Member feels they do have a conflict of interest, they should publicly declare that at the start of the meeting or of the relevant item of business and refrain from participating in the discussion or voting on that item. If a Member thinks they may have a conflict of interest, they can seek advice from the Chief Executive Officer or the 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 TE TONO KŌRERO / DEPUTATION

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

4 SPEAKERS

5 CONFIRMATION OF PREVIOUS MINUTES

5.1 CONFIRMATION OF PREVIOUS MINUTES

File Number: A3052585

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 June 2021 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. KHCB Minutes 2 June 2021 - A3219121** [↓](#) 

**MINUTES OF
KAIKOHE-HOKIANGA COMMUNITY BOARD MEETING
HELD AT THE COUNCIL CHAMBER, MEMORIAL AVENUE, KAIKOHE
ON WEDNESDAY, 2 JUNE 2021 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

STAFF PRESENT: [enter names](#)

1 KARAKIA TIMATANGA – OPENING PRAYER

Chair Mike Edmonds opened the meeting and member Tepania opened the meeting with a karakia and mihihi to the Outward Bound scholarship winners.

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

2a APOLOGY

RESOLUTION 2021/46

Moved: Chairperson Mike Edmonds

Seconded: Member Alan Hessel

Apologies were received from members Moko Tepania and John Vujcich for early departure and a leave of absence granted.

.CARRIED

3 PUBLIC FORUM

- Charmaine Peri – seeking a resolution regarding Otua Roding.
- Shaun Reilly – Dirty roadside in Kaikohe need fixing. Mowing opposite station road by the waystation not done (RFS raised). Gray Phillips 2 acres of land to be purchased by Council. Footpath from Marae to cemetery down Mangakahia Road needs to be done asap as it is an accident waiting to happen.
- Kirsty Joiner – Rawene Area Residents Association – Footpaths in Rawene.
- Lynn Stewart – Kohukohu Waterfront / Village Green (Petition tabled) asks CB to recommend to Council that this private land be purchased by Council.
- Matt Clutterbuck and Tony Petrie – (refer to item 6.1) Sea Wall in Omapere. Wanting to preserve their land and house due to safety.

4 NGĀ TONO KŌRERO / DEPUTATIONS

- Jon Pheloung – NZTA - He Waka Kotahi
- Hannah White – Te Tai Tokerau Community Advisor Neighbourhood Support.
- Lynette Wharerau – Significant Natural Areas – Submission

5 SPEAKERS

- Jill Northcoat – spoke regarding the Bay of Islands Canine Association Dog Training program. Funding Application 7.4a refers.
- Debbie Raphael – spoke regarding the Kaikohe and District Sportsville Inc Feasibility Study for a Motor Cross Park. Funding Application 7.4b refers.

11:38 am – Moko Tepania left the meeting.

11:42 am – John Vujcich left the meeting.

Meeting adjourned at 12:16 pm

Meeting resumed at 12:58 pm

6 CONFIRMATION OF PREVIOUS MINUTES

6.1 CONFIRMATION OF PREVIOUS MINUTES

Agenda item 6.1 document number A3052583, pages 10 - 17 refers

RESOLUTION 2021/47

Moved: Chairperson Mike Edmonds

Seconded: Member Emma Davis

That the Kaikohe-Hokianga Community Board confirms the minutes of their meeting held 12 May 2021 as a true and correct record.

CARRIED

7 REPORTS

7.1 PROPOSAL TO CONSTRUCT AN EROSION PROTECTION STRUCTURE ON COUNCIL OWNED RESERVE, OMAPERE

Agenda item 7.1 document number A3183735, pages 18 - 153 refers

RESOLUTION 2021/48

Moved: Member Emma Davis

Seconded: Member Alan Hessel

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

- Approves the construction of, and associated occupation with, an erosion protection structure on Far North District Council owned local purpose reserved legally described as Lot 5 DP196729; and**
- The approval is provided subject to a memorandum of encumbrance being recorded on the titles of Lot 1 DP196729 and Lot 1 DP310507 and that the encumbrance records the agreement that the owners of those properties:**
 - bear full responsibility for the maintenance, repair, removal of the seawall (if required) during its lifetime, and end of its lifetime.**
 - incur cost of the agreement construction and registration against title.**
 - notify FNDC of any variation or modification of the erosion protection structure**

To avoid doubt, approval is given both within Council's capacity as the administering body of the reserve and an affected person within the meaning of Section 95 of the Resource Management Act 1991.

CARRIED**7.2 KAIKOHE-HOKIANGA FOOTPATH PROGRAMME**

Agenda item 7.2 document number A3201345, pages 154 - 158 refers

MOTION

Moved: Member Louis Toorenburg

Seconded: Member Alan Hessell

That the Kaikohe-Hokianga Community Board:

- a) Agree to the 2021/2022 footpath programme to include the following 'top nine' prioritised and subject to funding availability:
- i) Parnell Street Rawene - Hospital to Clendon Esplanade (Est \$500,000)
 - ii) Manning Street Rawene - Existing to House #54 Manning Street (Est \$70,000)
 - iii) Koutu Point Road Koutu - SH12 to 68 Koutu Point Road (Est \$340,000)
 - iv) Old Wharf Road Omapere - SH12 to Wharf (Est \$40,000)
 - v) Freese Park Road Omapere – Old Wharf Road to end (Est \$40,000)
 - vi) Horeke Road Okaihau - Existing to house 2054 (Est \$230,000)
 - vii) Honey Street – Parnell Street to End (Est \$120,000)
 - viii) Taumataiwi Street Opononi – Walkway to SH10 - via bowling green (Est \$30,000)
 - ix) Michie Street – Start to Playschool (Est \$30,000)

That the Kaikohe-Hokianga Community Board:

- b) Identify and recommend to Council a list of footpaths from the above priority safety programme to the value of \$150,000 to be constructed 100% funded from Far North District Council Funds.

ITEM LEFT TO LIE

Workshop with Sandi Morris (NTA) for Monday 14 June 2021 at Pioneer Village 10am.

7.3 KAIKOHE-HOKIANGA STATEMENT OF COMMUNITY BOARD FUND ACCOUNT AS AT 30 APRIL 2021

Agenda item 7.3 document number A3190706, pages 159 - 163 refers

RESOLUTION 2021/49

Moved: Member Kelly van Gaalen

Seconded: Member Alan Hessell

That the Kaikohe-Hokianga Community Board receives the report Kaikohe-Hokianga Statement of Community Board Fund Account as at 30 April 2021.**CARRIED****7.4 FUNDING APPLICATIONS**

Agenda item 7.4 document number A3188304, pages 164 - 182 refers

RESOLUTION 2021/50

Moved: Member Emma Davis

Seconded: Member Alan Hessell

- a) That the Kaikohe-Hokianga Community Board approves the sum of \$xxx (plus GST if applicable) be paid from the Board's Community Fund account to Bay of Islands**

Canine Association for costs towards community dog education and training to support the following Community Outcomes:

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

RESOLUTION 2021/51

Moved: Member Emma Davis

Seconded: Member Alan Hessel

- b) That the Kaikohe-Hokianga Community Board approves the sum of \$xxx (plus GST if applicable) be paid from the Board's Community Fund account to Kaikohe and Districts Sportville for costs towards a bike track feasibility study to support the following Community Outcomes:

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

CARRIED

7.5 RESOLUTION TO EXCLUDE THE PUBLIC

RESOLUTION 2021/52

Moved: Member Kelly van Gaalen

Seconded: Member Emma Davis

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

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
7.4 – Funding Applications	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons. s7(2)(f)(i) - free and frank expression of opinions by or between or to members or officers or employees of any local authority.	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7.

CARRIED

7.5 MOTION TO MOVE OUT OF CLOSED MEETING IN TO OPEN MEETING

RESOLUTION 2021/53

Moved: Chairperson Mike Edmonds

Seconded: Member Laurie Byers

That the Kaikohe-Hokianga Community Board moves out of closed meeting into open meeting.

CARRIED

7.4 FUNDING APPLICATIONS - CONTINUED

RESOLUTION 2021/54

Moved: Member Emma Davis

Seconded: Member Alan Hessel

TŪTOHUNGA / RECOMMENDATION

- a) That the Kaikohe-Hokianga Community Board approves the sum of **\$2580** (plus GST if applicable) be paid from the Board's Community Fund account to Bay of Islands Canine Association for costs towards community dog education and training to support the following Community Outcomes:
- i) Communities that are healthy, safe, connected and sustainable
 - ii) Proud, vibrant communities
- b) That we advocate to FNDC for Dog Training to be recognised as part of a responsible dog ownership

CARRIED

RESOLUTION 2021/55

Moved: Member Emma Davis

Seconded: Member Alan Hessel

- b) That the Kaikohe-Hokianga Community Board **declines** to fund Kaikohe and Districts Sportsville for costs towards a bike track feasibility study to support the following Community Outcomes:
- i) Communities that are healthy, safe, connected and sustainable
 - ii) Proud, vibrant communities

CARRIED

RESOLUTION 2021/54

Moved: Member Emma Davis

Seconded: Member Alan Hessel

That the Kaikohe-Hokianga Community Board approves the sum of **\$6000 (plus GST if applicable) be allocated to the Outward Bound Student that were selected for sponsorship through the Mayors Taskforce for Jobs.**

CARRIED

7.5 ALLOCATION OF REMAINING FUNDS FOR KAIKOHE-HOKIANGA

RESOLUTION 2021/55

Moved: Chairperson Mike Edmonds

Seconded: Member Emma Davis

That the Kaikohe-Hokianga Community Board reserve \$10751 for allocation to the tamariki of the Kaikohe-Hokianga ward for the Rural Travel fund for the 2021/22 year.

CARRIED

8 INFORMATION REPORTS

8.1 UPDATE ON SPEED LIMIT BYLAW REVIEW

Agenda item 8.1 document number A3177116, pages 183 - 185 refers

RESOLUTION 2021/56

Moved: Chairperson Mike Edmonds

Seconded: Member Emma Davis

That the Kaikohe-Hokianga Community Board receive the report Update on Speed Limit Bylaw Review.

CARRIED

9 TE KAPINGA HUI / MEETING CLOSE

The meeting closed at 3:01pm.

The minutes of this meeting were confirmed at the Kaikohe-Hokianga Community Board Meeting held on 7 July 2021.

.....
CHAIRPERSON

6 REPORTS

6.1 KAIKOHE-HOKIANGA STATEMENT OF COMMUNITY BOARD FUND ACCOUNT AS AT 31 MAY 2021

File Number: A3254049

Author: Ajay Kumar, Management Accountant

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 May 2021.

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.

Community Fund Account balance as at 1 July 2020	\$115,902.00
• Plus, uncommitted funds from 2019-20 carried forward	\$40,545.99
• Plus, Unspent from 2018/19 - Matihetihe School support children participating in regular sporting activity during 2019 winter season	\$85.00
• Plus, Unspent from 2018/19 - Rawene Golf Club Inc. to assist with the cost of The Hokianga Golf Fun Day 2019	\$115.79
• Plus, Unspent from 2019/20 - Kaikohe Community & Youth Centre Trust for installation of the basketball court and hoops at Memorial Park	\$21,019.01
• Plus, Commitments from 28/06/17 meeting towards Junior Bike Park	\$14,376.54
• Less funds granted and uplifted to 31 May 2021	\$113,643.00
• Less funds not uplifted from 03 February 2021 for North Harbour A&P Society	\$3,720.00
• Less funds not uplifted from 12 May 2021 for Ākau Foundation, Hokianga Treks 4 Kids and Omanaia Marae	\$21,450.00
Community Fund Account balance as at 31 May 2021	\$53,231.33

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 May 2021 is \$53,231.33.

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 31 May 2021 is attached.

ATTACHMENTS

1. **Statement of Kaikohe-Hokianga Community Board Fund Account as at 31 May 2021 - A3254055** [↓](#) 

Far North District Council**Kaikohe - Hokianga Community Board****Statement of the Community Fund Account as at 31 May 2021**

Allocation Grants & Donations Annual Budget 2020-21	82,569.00
Community Board Placemaking Fund	33,333.00
Uncommitted funds from 2019-20 carried forward	40,545.99
Unspent from 2018/19 - Matihetihe School support children participating in regular sporting activity during 2019 winter season	85.00
Unspent from 2018/19 - Rawene Golf Club Inc. to assist with the cost of The Hokianga Golf Fun Day 2019	115.79
Unspent from 2019/20 - Kaikohe Community & Youth Centre Trust for installation of the basketball court and hoops at Memorial Park	21,019.01
Commitments from 28/06/17 meeting towards Junior Bike Park	14,376.54
	192,044.33
Less Expenditure 2020/21 (Funds Uplifted)	
July 20	
Volunteering Northland for volunteer centre, recruitment and promotion	3,000.00
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
September 20	
Kaikohe Intermediate School for installing swimming pool covers	3,000.00
Bay of Islands Waldorf Education Trust for costs towards parent workshops	500.00
Kaikohe & Districts Sportsville costs towards Lindvart Park Promotional Video	625.00
Te Rau o Te Huia costs towards running a four day community weaving workshop	3,100.00
Hokianga Community Educational Trust for costs towards clearing/cleaning Rawene Campus	2,619.00
October 20	
Kaikohe Community Arts Council for costs towards Te Wairua o Kaikohe art exhibition	1,095.00
Kaikohe Sewing Club for costs towards Community Sewing Skills Course	5,300.00
Jacman Entertainment for costs towards Hullabaloo Children's Arts Festival 2020	5,000.00
Ngawha Springs Forward Charitable Trust on behalf of Te Whakamanamai Whanau Trust costs towards whare to whenua	20,000.00
South Hokianga Memorial Hall costs towards erecting a hall sign	1,000.00
Okaihau Bowling Club for costs towards new mats and jacks	1,300.00
November 20	
Te Puna o Kupuenuku Inc costs towards establishing and furnishing the Rawene Campus	17,291.00
Kaikohe Business Association costs towards Kaikohe Christmas in the Village 2020	2,500.00
Kaikohe Rugby and Sports Club towards adjusting lighting for televised Mitre 10 Rugby game at Lindvart Park	3,972.00

Far North District Council**Kaikohe - Hokianga Community Board****Statement of the Community Fund Account as at 31 May 2021**

Ngapuhi Hokianga Ki te Raki Inc towards Mangamuka Christmas in the Park 2020	2,320.00
Hokianga Treks 4 Kids for costs towards refreshing the display at the Rawene turnoff	3,400.00
Far North Environment Centre for costs towards Te Tai Tokerau Timebank – Kohukohu and Kaikohe branches	1,300.00

December 20

Wekaweka Valley Community Trust for costs towards sports equipment for community use	1,000.00
Heritage New Zealand for costs towards 181st Commemorations of signing of Te Tiriti at Mangungu Mission	3,230.00

February 2021

Okaihau Bowling Club for costs towards Okaihau Bowling Club renovations and repairs	5,000.00
Man vs Wild Fishing Competition for costs towards the 2021 fishing competition	1,600.00
Manaki Tinana Trust for costs towards hall hire for one year	1,560.00
Niniwa Collective for costs towards the Te Whenua Tupu Ora	2,000.00

April 2021

Life Education Trust costs towards mobile classroom refurbishment	5,001.00
Kaikohe Rugby Football and Sports Club Inc for costs towards installation of additional lights at Lindvart Park	3,075.00
Kaikohe & District Historical & Mechanical Trust (Pioneer Village) Inc for costs towards construction of a stage for entertainment	2,605.00

May 2021

Kaikohe Business Association for costs towards updated town/cycle trail signage	4,750.00
Kaikohe Business Association for costs towards community patrol vehicle grant	1,000.00

113,643.00

Balance as at 31 May 2021\$78,401.33**Less Commitments 2020/21 as at 31 March 2021 (Funds not yet up lifted)****Meeting 03.02.21**

North Hokianga A&P Society Inc for costs towards entertainment at the 2021 show	3,720.00
---	----------

Meeting 12.05.21

Ākau Foundation for costs towards Bling Bling Toi Marama 2021	7,500.00
Ākau Foundation for costs towards Te Reo Māori on the Streets	10,000.00
Hokianga Treks 4 Kids for costs towards clearing the Rawene horse track	1,500.00
Omanaia Marae for costs towards tables and chairs for the whare kai	2,450.00

25,170.00

Balance 31 May 2021 Uncommitted/(Overcommitted)\$53,231.33

6.2 FUNDING APPLICATIONS

File Number: A3247177

Author: Kathryn Trewin, Funding Advisor

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

TAKE PŪRONGO / 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 July 2021 meeting.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- 2 new applications for funding have been received, requesting a total of \$5544
- At time of writing, the amount of funding for the Community Board for the 2021/22 financial year is not available. This will be confirmed when the Long-Term Plan is adopted on 24 June 2021.
- It has been indicated that the amount of funding for the Board to grant will increase by 25% on the 2020/21 financial year.
- It has also been indicated that the Boards will also have \$100,000 for placemaking funding to grant in the 2021/22 financial year.

TŪTOHUNGA / RECOMMENDATION

6.2a) That the Kaikohe-Hokianga Community Board approves the sum of \$5119 (plus GST if applicable) be paid from the Board's Community Fund account to Hush Dance Studio for costs towards Dance Showcase and Dinner to support the following Community Outcomes:

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

TŪTOHUNGA / RECOMMENDATION

6.2b) That the Kaikohe-Hokianga Community Board approves the sum of \$425 (plus GST if applicable) be paid from the Board's Community Fund account to Okaihau Community Association for costs towards town signage repair to support the following Community Outcomes:

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

1) TĀHUHU KŌRERO / BACKGROUND

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

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

Applicant	Project	Requested	Recommended	Comments	Community Outcome(s)	Type
7.2a) HUSH Dance Company	Dance Showcase and dinner	\$5119 48%	\$5119 48%	The applicant is planning a showcase for the community to see local dancers perform for their community at a dinner and show event. They will also have Te Kura kaupapa Māori O Kaikohekohe kapa haka group perform their award-winning 15 minute performance. This is an opportunity for Kaikohe locals to see their tamariki performing in their hometown.	i) Communities that are healthy, safe, connected and sustainable ii) Proud, vibrant communities	Event
7.2b) Okaihau Community Association	Repair of town signs	\$425 100%	\$425 100%	The original signs were damaged by vandals. While the request is for 100% of the replacement sign costs, the Board may choose to make an out of policy decision to support the community and its efforts to maintain and improve the township.	i) Communities that are healthy, safe, connected and sustainable ii) Proud, vibrant communities	Infrastructure

Take Tūtohunga / Reason for the recommendation

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

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

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

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

ĀPITIHINGA / ATTACHMENTS

1. Pages from KHCB - Funding Application - HUSH Dance - A3255997 [!\[\]\(30a147af384f9f71632c2ff17bc706c8_img.jpg\)](#) 
2. Pages from KHCB - Funding Application - Okaihau Community Association - A3256362
[!\[\]\(8c93063dab026f10e159986b27c41c64_img.jpg\)](#) 

Hōtaka Take Ōkawa / Compliance Schedule:

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

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

He Take Ōkawa / Compliance Requirement	Aromatawai Kaimahi / Staff Assessment
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	This is a matter of low significance.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Community Grant Policy.
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	This report does not have district-wide relevance.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water. State the possible implications and how this report aligns with Te Tiriti o Waitangi / The Treaty of Waitangi.	No 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
- **Incomplete, late, or non-complying** applications will not be accepted.
- Applicants who have failed to complete a Project Report for previous funding granted within the last five years are not eligible for funding.
- **If there's anything on this form you're not sure of**, please contact the Community Development team at freephone 0800 920 029, or funding@fndc.govt.nz – we're happy to help.
- **Send your completed form** to funding@fndc.govt.nz or to any Council service centre

The following must be submitted along with this application form:

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

Applicant details

Organisation	H.U.S.H Trust (Hope Unity Strength Hauora)	Number of Members	4
Postal Address	Po box 678, Kaikohe	Post Code	0405
Physical Address	26c Rankin Street, Kaikohe	Post Code	
Contact Person	Bo-Deene Stephens	Position	Trustee and CEO Hush Dance Studio
Phone Number		Mobile Number	0211978871
Email Address	hushdancestudio@gmail.com		

Please briefly describe the purpose of the organisation.

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

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Local Grant Application Form



Project Details

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

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

Clearly describe the project or event:

Name of Activity Date

Location Time

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

If so, how much?

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

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

Hush Dance Studio

This event benefits our rangatahi by providing them with a platform which allows them to express themselves through dance, step out of their comfort zone and display their talents in front of their own community. Prior the event our kids are building their work ethic, motivation and confidence building skills.

This production will be delivered following Maori Tikanga, starting and ending with a karakia. Our local Regional kapahaka winners Te Kura kaupapa Maori O Kaikohekohe will be opening our show with their 15min winning performance! We strive to showcase our production in a timely and professional manner, utilizing this event as a practical platform for training and mentoring rangatahi.

we publicise and promote our production on all social media forums.

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	250	125
Advertising/Promotion	0	0
Facilitator/Professional Fees ²	600	300
Administration (incl. stationery/copying)	240	120
Equipment Hire	3448	1724
Equipment Purchase (describe)	0	0
Utilities	0	0
Hardware (e.g. cement, timber, nails, paint)	0	0
Consumable materials (craft supplies, books)	0	0
Refreshments	0	0
Travel/Mileage	0	0
Volunteer Expenses Reimbursement	0	0
Wages/Salary		not applicable
Volunteer Value (\$20/hr)	360	not applicable
Other (describe) includes sound&lighting kapahaka group, food catering	5700	2850
TOTALS	\$10598	\$5119

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

Local Grant Application Form



Financial Information

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

How much money does your organisation currently have?

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

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

Purpose	Amount
weekly rent x 5 (rest of term 2)	\$812.5
Dance Teacher wages x5 (rest of term2)	\$419.38
TOTAL	\$1231.88

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

Funding Source	Amount	Approved
N/A		Yes / Pending
		Yes / Pending
		Yes / Pending
		Yes / Pending
		Yes / Pending

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

Purpose	Amount	Date	Project Report Submitted
Hush Dance Studio term 4 production Local grant	\$1200	04/12/2019	Y / N
Creative community scheme	\$1835	13/12/2019	Y / N
			Y / N
			Y / N

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Local Grant Application Form



Privacy Information

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

Applicant Declaration

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

On behalf of: (full name of organisation)

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

We, the undersigned, declare the following:

In submitting this application:

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

Signatory One

Verified by PDFfiller



Signatory Two

Verified by PDFfiller



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Local Grant Application Form



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

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

Signatory One

Name Position

Postal Address Post Code

Phone Number Mobile Number

Signature Date

Verified by PDFfiller
06/08/2021

Signatory Two

Name Position

Postal Address Post Code

Phone Number Mobile Number

Signature Date

Verified by PDFfiller
06/08/2021

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Funding Application from the HUSH Dance Studio**Schedule of Supporting Documentation**

Page	Document
1	Uncommon Collective – Equipment Hire quote
3	DJ Quote
4	Certificate of Incorporation
5	Hall Hire Contract
6	Health and Safety Plan
10	Volunteer Time breakdown
12	Profit and Loss Statement

Local Grant Application Form



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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	Okaihau Community Association	Number of Members	12
Postal Address	408 Waikeri Road, RD1, Okaihau	Post Code	0475
Physical Address	Okaihau Community Hall, Settlers Way, Okaihau	Post Code	0475
Contact Person	Lindy Mason	Position	Secretary
Phone Number	09-421 8335	Mobile Number	—
Email Address	linda@okaihau.co.nz		

Please briefly describe the purpose of the organisation.

To provide, support and advance the interests of the Okaihau Community - and to manage the Community Hall.

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Local Grant Application Form



Project Details

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

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

Clearly describe the project or event:

Name of Activity Replace part of Village sign Date When sign is ready
Location Okaihou 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.

In 2019 we, the OCA, had 2 signs made to match one already existing in the village. The new signs are placed on SH1. The existing sign sits above the railway tunnel as you enter the village.

In Feb. 2021 vandals damaged the sign above the railway tunnel - breaking off the smaller of the two sections of the sign.

The company (Signwork) that made the signs for us in 2019 are no longer in business in the area.

We approached Halvo signs & Sign Systems for quotes to replace the missing section. Halvo was the only company that has responded with a quote, in spite of several attempts to contact Sign Systems.

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A2585814

(version Sept 2018)

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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		
Facilitator/Professional Fees ²		
Administration (incl. stationery/copying)		
Equipment Hire		
Equipment Purchase (describe)		
Utilities		
Hardware (e.g. cement, timber, nails, paint)		
Consumable materials (craft supplies, books)		
Refreshments		
Travel/Mileage		
Volunteer Expenses Reimbursement		
Wages/Salary		not applicable
Volunteer Value (\$20/hr)		not applicable
Other (describe) <i>have new section of town sign made</i>	425	425
TOTALS	425	425

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

Local Grant Application Form



Financial Information

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

How much money does your organisation currently have?

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

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

Purpose	Amount
First Focus Project Fund	8821.43
Baptist Church Community Project	2493.76
Two Pigeon Park Fund	345.00
Bond	200.00
Hall curtains & gen. maint.	10000.00
TOTAL Okahau 150th celebrations account	13282.55
TOTAL	35142.74

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

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

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

Purpose	Amount	Date	Project Report Submitted
Uetver grass for playway	1100	Sep. 2016	(Y) / N
Uetver grass for playway	1150	Oct 2017	(Y) / N
150th celebrations	7500	Nov. 2017	(Y) / N
			Y / N

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A269814

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Local Grant Application Form



Privacy Information

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

Applicant Declaration

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

On behalf of: (full name of organisation)

Okaihou Community 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



Signatory Two



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ENFORCE: Application Form 10/10/16

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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 upbill 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: Linda Wilson Position: Secretary
 Postal Address: 214/101 P.O. Box 200, Orewa Post Code: 0470
 Phone Number: 09-4015835 Mobile Number: —
 Signature: [Signature] Date: 15/6/21

Signatory Two

Name: Nora Campbell Position: Treasurer
 Postal Address: 201 Clachra Post Code: 0475
 Phone Number: — Mobile Number: 0312969466
 Signature: [Signature] Date: 15/6/21

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

AP656R14

(version Sept 2018)

Page 6

Funding Application from the Okaihau Community Association**Schedule of Supporting Documentation**

Page	Document
1	Halvo Signs Quote
3	ASB Bank Details
4	Sign image
5	Financial Statement

6.3 PROJECT FUNDING REPORTS

File Number: A3256004

Author: Kathryn Trewin, Funding Advisor

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

TAKE PŪRONGO / PURPOSE OF THE REPORT

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

TŪTOHUNGA / RECOMMENDATION

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

- a) Life Education Trust
- b) Niniwa Collective
- c) Volunteering Northland

1) TĀHUHU KŌRERO / BACKGROUND

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

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

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

Take Tūtohunga / Reason for the recommendation

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

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

There are no financial implications or budgetary requirements.

ĀPITIHINGA / ATTACHMENTS

- 1. Pages from KHCB - Project Report - Life Education Trust Far North - A3255993 [↓](#) 
- 2. Pages from KHCB - Project Report - Niniwa Collective - A3255994 [↓](#) 
- 3. Pages from KHCB - Project Report - Volunteering Northland - A3255995 [↓](#) 

Hōtaka Take Ōkawa / Compliance Schedule:

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

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

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



**Far North
District Council**

**Project Report
COMMUNITY GRANT FUND - LOCAL**

F0080402

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

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

Please return the completed form to: 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: LIFE EDUCATION TRUST FAR NORTH
Name & location of project: DIGITAL CLASSROOM UPGRADE, FAR NORTH
Date of project/activity: 3 MARCH 2021

Which Community Board did you receive funding from?

☐ Te Hiku

☒ Kaikohe-Hokianga

☐ Bay of Islands-Whangaroa

Amount received from the Community Fund: \$ 5001 -

Board meeting date the grant was approved: 5/5/2020

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)
LIFE EDUCATION TRUST	\$ 23,000	✓
(national body)	\$	
	\$	
	\$	
Total:	\$ 23,000	✓

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

The grant from Kaikohe-Hokianga was paid to our supplier on 3/3/21 as part of a total payment of \$23,000. Due to Covid-19, this project is still in progress & we're excited to be aiming towards completion during this years Xmas school holidays. We Thankyou gratefully for your continued support & your understanding.

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

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

We are currently using a borrowed classroom. The \$23,000 deposit paid towards our digital classroom upgrade will provide us with the tools we desperately need to continue our work building resilience, health awareness, empowered decision making, social responsibility and community within our Far North hānau.

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

We look forward to publicly acknowledging and thanking the generosity of the Community Board, along with our other donors, when the project is unveiled.

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

@lifeeducationfarnorth.

This report was completed by:

Name: JAMIE CHRISTENSEN
 Address: 396 WAIHUE RD, DARGAVILLE
 Phone: / mob: 0273188633
 Email: FARNORTHLIFEED@GMAIL.COM
 Date: 20/5/2021

Schedule of Supporting Documentation**LIFE EDUCATION TRUST FAR NORTH (BOIWCB)**

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

1	Westpac Bank Transaction list from 05 August 2020 to 4 May 2021 x 3 pages
2	Quote – Action Manufacturing LP x 2 pages
3	Email – from Jamie Christensen – KHCB Project Report attached x 1 page



Far North
District Council

(1)
Project Report
COMMUNITY GRANT FUND - LOCAL

F0080402

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

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

Please return the completed form to: 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:

Niniwa Collective

Name & location of project:

Omapere, Kahakaharua

Date of project/activity:

13th March 2021

Which Community Board did you receive funding from?

☐

Te Hiku

☒

Kaikohe-Hokianga

☐

Bay of Islands-Whangaroa

Amount received from the Community Fund:

\$2000.00

Board meeting date the grant was approved:

February/March 2021

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)
Hokianga Express – Boat and Operator Costs	\$ 1800.00	
Lyn Bergquist – Lens Hire for Projection Lens	\$ 200.00	
	\$	
	\$	
Total:	\$ 2000.00	

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

Pirata Bay 752, Memorial Ave, Kaikohe 0430, New Zealand, Freephone: 0800 920 029,
Phone: (09) 405 2750, Fax: (09) 401 2137, esk.us@fndc.govt.nz, Website: www.fndc.govt.nz

We produced a project that highlighted the fragile state of our forest and awa to extended communities. We were able to include the rangatahi in educational and regenerative work they are involved with in the forests. For example, a 21 year old working with a group of young people on a restoration project in the Warawaras (Te Rarawa). A young 'ambassador' in Te Roroa working in the Waipoua Forest providing education on the state of the forest and traditional stories gave a live korero on his work as well as musical accompaniment (by taonga puoro). Rangatahi from a Kaihaka group took part in a Whakatau on the wharf before departure. The accompanying Putatara playing during the Karanga was performed by Rangatahi. Waiata tautoko during the Mihimihi was also provided by Rangatahi. Following tikanga they also served Kai to all the participants at the event to Whakanoa the whole group after the formalities. Participants ranged between 10 – 80+ years. Through the project intergenerational participants from Te Rarawa, Te Roroa and Ngapuhi were drawn together in service of the kaupapa.

A note on audience numbers:

We successfully negotiated a live stream with Tautoko FM Radio and an estimated 100 people tuned into the video and sound live stream of the projection event. The audience numbers who attended the live event on March 13th 2021 was 55. Our numbers were limited by the availability of suitable safe vessels (although we still used four boats) to reach the dune of Kahakaharoa; and by the unsettled Covid environment in March 2021 that meant cancellation in our intended event was a real possibility, and limited numbers was essential.

Viewers of the live stream commented that the images communicated well and the commentary from Tautoko radio helped them feel connected to the event, although the sound quality was limited by the outdoor location.

Other highlights and community engagement:

- The whole-hearted involvement of both rangatahi/youth of Ngā Kaitiaki o Hokianga kapa haka group, *and* kaumatua from Te Roroa, Te Rarawa and Ngā Puhi contributing korero and Dallas Williams and Reva Mendes who supported our Kaupapa.
- The Pōwhiri on the shore, the waiata, Allan John playing the pūtātara from sea and shore on the dune
- The ancient Karakia from Jasmine Martin, in reference to Kupe's wife Kuramārōtini and the korero from young forest ambassadors of the Warawara and Waipoua.
- Taonga Puoro – Nopera playing the snail shell and the sea shells from forest to dune and Hemi's audio design of the taonga puoro.
- The Kai, to whakanoa – shot glass of paua and crab
- The technical expertise of the projection crew and forty metre width of the projection along the contours of Kahakaharoa, (the Te Rarawa name for the whole dune), on our site at Pouahi.
- The labour on the edit between the collaborators at long distance through Covid.

(3)

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

We found that the powhiri for the event and community engagement became just as important as the sound and images.

Dallas Williams, (Te Hikutu, Ngā Puhi, Te Mahurehure, Ngāti Hau, Ngāti Kaharau), a kaiarahi /cultural advisor and audience member on the night of Te Whenua tupu Ora: The Niniwa Projection Project writes:

"The Niniwa Project event had a significant cultural impact on us as Hapu Kaikorero from Hokianga. It enabled us to visualise ancestral landscapes through the projection process, transforming Kahakaharoa into what it once was... creating a sort of dream space for us to picture what our voyaging tupuna Kupe, Ruanui, & Nukutawhiti would have seen when they first arrived.

For those of us who have told and retold many times the narrative of these histories, it has breathed new life into our ability to personally connect to these stories, those waiata, and our karakia which are what has maintained our affinity so far. We became more expressive on the night. We enabled the wairua of those who have come before us to inhabit our karanga in new ways.

In addition to this the imagery provided glimpses of the ways our existing matua ngahere are evolving and undeniably under threat. Seeing these images acts in the same way as our tikanga around 'ngakau' - a rallying cry to remove barriers and join with our whanaunga."

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

The Community Board was verbally acknowledged in the kōrero by Heather Randerson on the night of the live event (13th March).

(Our kaiarahi/ advisors preferred not to have print material accompany the live event.)

The Community Board was attributed on Facebook advertising for the event:

<https://www.facebook.com/trackzeron/posts/2743870919163552>

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

<https://www.facebook.com/trackzeron/posts/2743870919163552>

This report was completed by:

Name:	Janine and Heather Randerson		
Address:	PO Box 40 Omapere		
Phone	094258285	mob:	021393973
Email:	randersonheather@gmail.com		
Date:	17.5.2021		

(5)

Schedule of Supporting Documentation**NINIWA COLLECTIVE**

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

1	Income & Expenditure – September 2020 to April 2021 x 2 pages
2	Supporting photos – x 4 pages
3	Email – from Janine Randerson - Niniwa Collective KHCB – Project Report attached x 1 page



Project Report COMMUNITY GRANT FUND - LOCAL

F0080402

Name of organisation: **Volunteering Northland**
 Name & location of project: **Far North District, operational cost Volunteer Centre**
 Date of project/activity: **Ongoing**

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

Amount received from the Community Fund: **\$1000**

Board meeting date the grant was approved: **3 June 2020**

Details of how the money was spent:

Supplier/Description	\$amount	Receipt/s attached (please tick)
Contribution towards Rent/Venue Hire (approx: 3,500)	100	
Contribution towards Advertising/Promotion (approx: 8,350)	255	
Contribution towards Administration (approx: 1,750)	40	
Contribution towards Travel/Mileage (approx: 4,500)	75	
Contribution towards Volunteer Expenses (approx: 650)	10	
Contribution towards Staff training/Memberships/Accounting charge (approx: 1,500)	100	
Contribution towards Phone and Internet/depreciation (approx: 10,200)	420	
Total:	1,000	

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

- The grant contributed towards the acquisition/registration of more non-profit organisations in the Far North District and contributed to cover the cost of promotion and marketing associated to recruiting volunteers for registered organisations. Due to the effects of Covid, the number of organisations we work with in the District is down compared to the year before. 48 organisations use our recruitment service and another 46 on a casual basis (mainly taking advantage of the subsidised PD options we offer). On top of these, there are another 26 organisations operating Northland-wide like Fire and Emergency, St John, Plunket, ...
 - We organised the following courses and events:
 - Two "meet-up/meet-us" sessions providing more networking opportunities for volunteer coordinators as well as growing the number of registered organisations.
 - A subsidised conflict-awareness / de-escalation training in Kerikeri
 - Fourteen 90 minutes Governance Bites sessions August 2019 to November 2020, 100% funded by Foundation North, Whangarei and Kaipara Districts councils. These sessions, 14 topics are still available on-line.
 - Two First aid Training sessions, \$30 contribution per person only.
- We were not able to do as many events as the year before, we did however visit many organisations in the district.

- We focussed on advertising the volunteer opportunities:
 - Weekly ads in the local papers and news letters and regular boosted Facebook posts to recruit volunteers.
 - We are advertising volunteer opportunities using display boards and tear-off posters in Te Ahu centre Kaitaia, an (empty) shop window and the library in Kaikohe, in the Procter Library Kerikeri (display with slide show) and other "high-traffic" areas.
 - We have been recruiting at the Packhouse market using our stall.
- We are now a member of the Civil Defence Welfare Coordination Group after collaborating with CD in 2020, connecting volunteers to help-requests in the Far North.

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

The non-profit sector has been an essential part of the Covid response, and most non-profits involve volunteers. Many could not, or did not want to volunteer during level 4, 3 and even 2. A significant number of volunteers did not return at all. This is why numbers are down, at some organisations up to 25%.

Our recruitment and referral service is back on track. It works best if we have many opportunities to advertise, so all potential volunteers that contact us can find something that fits. This is why we have been looking for support to assist organisations to create a wide variety of opportunities, focussing on more short-term options.

After The Whangarei District Council did support us with additional funding to assist organisations with their volunteer program, we also applied to the Lottery Wellbeing fund for the same purpose, so we would be able to assist organisations in the Far North and Kaipara district as well. The Lottery Grants Board partially funded our request, so we now have an additional staff member focussing on the Far North and Kaipara district.

Volunteer referral numbers have improved 2021, although some areas are easier accessible than others.

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

- This was funding for operational cost. We acknowledge the support from the Far North District Community Boards on our website (<https://volunteeringnorthland.nz/aboutus/ourfunders>), correspondence, flyer's, newsletters etc.

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

- <https://www.facebook.com/volunteeringnorthland/>

This report was completed by:

Name:	Bart van der Meer
Address:	Level 1 Civic Arcade, 3741 Bank Street Whangarei
Phone:	09-9454984 / 0800-8652268 / 021-2390101
Email:	mgr@volunteeringnorthland.nz
Date:	26/05/21

Schedule of Supporting Documentation**VOLUNTEERING NORTHLAND (KHCB)**

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

1	Annual Report 2020 x 11 pages
2	Northland Age Extract (An Opportunity to give something back) x 4 pages
3	Marketing Material Examples x 1 page
4	Email – from Bart van der Meer – KHCB Project Report attached x 1 page

7 TE KAPINGA HUI / MEETING CLOSE