



# KAIKOHE-HOKIANGA COMMUNITY BOARD



Footprints of Manea - Hokianga

## AGENDA

### Kaikohe-Hokianga Community Board Meeting

**Wednesday, 8 December 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 & 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 Toorenburg</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
<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

**Far North District Council**  
**Kaikohe-Hokianga Community Board Meeting**  
**will be held in the Council Chamber, Memorial Avenue, Kaikohe on:**  
**Wednesday 8 December 2021 at 10.30 am**

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**Te Paeroa Mahi / Order of Business**

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## **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        TE WĀHANGA TŪMATANUI / PUBLIC FORUM**

Confirmed on the day.

## **3        TE TONO KŌRERO / DEPUTATION**

Healthy Families Update.

## **4        NGA KAIKORERO / SPEAKERS**

Funding Applicants:

Jessie McVeagh - Hokianga Community Educational Trust.

Gwen Freese - Rawene Community Hall Management Committee.

## 5 CONFIRMATION OF PREVIOUS MINUTES

### 5.1 CONFIRMATION OF PREVIOUS MINUTES

**File Number:** A3052601

**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 8 November 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. 2021-11-08 Kaikohe-Hokianga Community Board Minutes. - A3470528 [↓](#) 

**MINUTES OF  
KAIKOHE-HOKIANGA COMMUNITY BOARD MEETING  
HELD AT THE RAWENE COMMUNITY HALL, 9 PARNELL STREET, RAWENE  
ON MONDAY, 8 NOVEMBER 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

**IN ATTENDANCE:**

**STAFF PRESENT:** Aisha Huriwai (Team Leader – Democracy Services), Kathryn Trewin (Funding Advisor) Cheryl Smith (Sport Northland), Marlema Baker (Meetings Administrator).

**1 KARAKIA TIMATANGA / OPENING PRAYER**

Deputy Chair Emma Davis commenced the meeting and invited kaumatua Steve Morunga to open with a karakia.

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

**2.1 APOLOGIES AND DECLARATIONS OF INTEREST**

**RESOLUTION 2021/73**

Moved: Chairperson Mike Edmonds

Seconded: Member Emma Davis

**That the Kaikohe-Hokianga Community Board receive apologies from Members Moko Tepania and Kelly Van Gaalen.**

**CARRIED**

**3 TE WĀHANGA TŪMATANUI / PUBLIC FORUM**

- Manaaki Tinana Trust – Seeking support to have the gym roof fixed as it is a Council building.
- Aranne Donald and Lorene Royal would like Council:
  - to engage an urban designer to help with the town square.
  - to engage better traffic movement system to and from the Ferry.
  - drains need to be fixed, not with white concrete, use aggregate.
- Steve Morunga
  - potholes slowing traffic down.
  - Climate change and rising tides.
- Mike Albrecht – Rawene Town Hall Toilet upgrade.
  - Asking Community Board for opex budget to also provide a second disabled access ramp.
- Janet Nixon – Communications and Hokianga Spraying Committee.
- Lorene Royal
  - RAD unresolved for the Tenancy of the Council building in Rawene.

#### 4 NGĀ TONO KŌRERO / DEPUTATIONS

None

#### 5 NGĀ KAIKŌRERO / SPEAKERS

- Manaaki Tinana Trust – Funding Applicant.
- Gwen Freese - Funding Applicant, new chairs for Rawene Town Hall (Consider applying for funding)
- Linda Bracken – Funding Applicant, Christmas Event.
- Kirsty Joiner -

*The meeting was adjourned from 11:20 am to 11:34 am.*

- Cheryl Smith – Rural Travel Funding

#### 6 NOTICE OF MOTION

##### 6.1 NOTICE OF MOTION - REVOCATION OF DECISION - ITEM 6.4 (D) UPGRADE MEMORIAL PARK, KAIKOHE

Agenda item 6.1 document number A3447438, pages 12 - 12 refers

##### **MOTION**

Moved: Chairperson Mike Edmonds

Seconded: Member John Vujcich

That the Kaikohe-Hokianga Community Board revokes part (d) of the resolution passed as part of item 6.4 (6 October 2021) and replaces it with;

*'Reserves the final approval of the playground portion of the design to the board, which must be given separately before any money is spent on purchase and civil works for the playground.'*

##### **AMENDMENT**

Moved: Chairperson Mike Edmonds

Seconded: Member John Vujcich

That Members Moko Mike John be delegated final that approval to Chair Edmonds John, Moko and Kelly.

In Favour: Crs Mike Edmonds, Emma Davis, Louis Toorenburg, Alan Hessel and John Vujcich

Against: Nil

**CARRIED 5/0**

The amendment became the substantive motion.

##### **RESOLUTION 2021/74**

Moved: Chairperson Mike Edmonds

Seconded: Member John Vujcich

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

- a) **revokes part (d) of the resolution passed as part of item 6.4 (6 October 2021) and replaces it with;**

***'Reserves the final approval of the playground portion of the design to the board, which must be given separately before any money is spent on purchase and civil works for the playground.'***

- b) and that Chair Mike Edmonds and members Moko Tepania, John Vujcich and Kelly Van Gaalen be delegated that final approval.**

In Favour: Crs Mike Edmonds, Emma Davis, Louis Toorenborg, Alan Hessel and John Vujcich

Against: Nil

**CARRIED 5/0  
CARRIED**

## **7 CONFIRMATION OF PREVIOUS MINUTES**

### **7.1 CONFIRMATION OF PREVIOUS MINUTES**

Agenda item 7.1 document number A3052598, pages 18 - 18 refers

#### **RESOLUTION 2021/76**

Moved: Chairperson Mike Edmonds

Seconded: Member Emma Davis

**That the Kaikohe-Hokianga Community Board confirms the minutes of their meeting held 6 October 2021 as a true and correct record with amendments to item 6.9 (b); adding mover/seconder surnames.**

In Favour: Crs Mike Edmonds, Emma Davis, Louis Toorenborg, Alan Hessel and John Vujcich

Against: Nil

**CARRIED 5/0  
CARRIED**

## **8 REPORTS**

### **8.1 KAIKOHE-HOKIANGA STATEMENT OF COMMUNITY BOARD FUND ACCOUNT AS AT 30 SEPTEMBER 2021**

Agenda item 8.1 document number A3442818, pages 26 - 27 refers

#### **RESOLUTION 2021/77**

Moved: Member John Vujcich

Seconded: Member Alan Hessel

**That the Kaikohe-Hokianga Community Board receives the report Kaikohe-Hokianga Statement of Community Board Fund Account as at 30 September 2021.**

In Favour: Crs Mike Edmonds, Emma Davis, Louis Toorenborg, Alan Hessel and John Vujcich

Against: Nil

**CARRIED 5/0  
CARRIED**

**8.2 SUMMER 2021/22 RURAL TRAVEL FUNDING APPLICATIONS**

Agenda item 8.2 document number A3440064, pages 30 - 33 refers

**RESOLUTION 2021/78**

Moved: Chairperson Mike Edmonds

Seconded: Member Alan Hessell

**That the Kaikohe-Hokianga Community Board allocates Rural Travel Grant funding in accordance with the recommendations received from Sport Northland, to be released on confirmation of sporting event as follows:**

a) Mid North United Sports Incorporated	\$1,700.00
b) Rawene School	\$840.00
c) Special Olympics - Bay of Islands	\$500.00
d) Taitokerau Rugby League	\$2,100.00
e) Te Kura o Ōmanaia	\$1,000.00

In Favour: Crs Mike Edmonds, Emma Davis, Louis Toorenborg, Alan Hessell and John Vujcich

Against: Nil

**CARRIED 5/0  
CARRIED**

**8.3 FUNDING APPLICATIONS**

Agenda item 8.3 document number A3442801, pages 54 - 58 refers

**RESOLUTION 2021/79**

Moved: Chairperson Mike Edmonds

Seconded: Member Emma Davis

**That the Kaikohe Hokianga Community Board:**

**a) approves the sum of \$2,500 (plus GST if applicable) be paid from the Board's Community Fund account to Kaikohe Business Association for costs towards 2021 Christmas Festival to support the following Community Outcomes:**

**i) Communities that are healthy, safe, connected and sustainable**

**ii) Proud, vibrant communities**

In Favour: Crs Mike Edmonds, Emma Davis, Louis Toorenborg, Alan Hessell and John Vujcich

Against: Nil

**CARRIED 5/0**

**RESOLUTION 2021/80**

Moved: Chairperson Mike Edmonds

Seconded: Member John Vujcich

**b) approves the sum of \$1300 (plus GST if applicable) be paid from the Board's Community Fund account to Ngapuhi Hokianga Ki O Rahi for costs towards 2021 Christmas event to support the following Community Outcomes to be distributed on evidence that the event is being held:**

**i) Communities that are healthy, safe, connected and sustainable**

**ii) Proud, vibrant communities**

In Favour: Crs Mike Edmonds, Emma Davis, Louis Toorenburg, Alan Hessel and John Vujcich

Against: Nil

**CARRIED 5/0**

**RESOLUTION 2021/81**

Moved: Chairperson Mike Edmonds

Seconded: Member John Vujcich

- c) approves the sum of **\$1,559** (plus GST if applicable) be paid from the Board's Community Fund account to Okaihau Residents Association for costs towards the replacement of community hall lights to support the following Community Outcomes:

i) Communities that are healthy, safe, connected and sustainable

ii) Proud, vibrant communities

In Favour: Crs Mike Edmonds, Emma Davis, Louis Toorenburg, Alan Hessel and John Vujcich

Against: Nil

**CARRIED 5/0**

**RESOLUTION 2021/82**

Moved: Chairperson Mike Edmonds

Seconded: Member Emma Davis

- d) approves the sum of **\$2,475** (plus GST if applicable) be paid from the Board's Community Fund account to Rawene Residents and Ratepayers for costs towards reprinting "Rawene: A past in pictures" to support the following Community Outcomes:

i) Communities that are healthy, safe, connected and sustainable

ii) Proud, vibrant communities

In Favour: Crs Mike Edmonds, Emma Davis, Louis Toorenburg, Alan Hessel and John Vujcich

Against: Nil

**CARRIED 5/0  
CARRIED**

#### **8.4 KAIKOHE-HOKIANGA STATEMENT OF FINANCIAL PERFORMANCE ACTIVITIES BY WARD FOR THE PERIOD ENDING 30 SEPTEMBER 2021**

Agenda item 8.4 document number A3450590, pages 84 - 84 refers

**RESOLUTION 2021/83**

Moved: Member John Vujcich

Seconded: Member Louis Toorenburg

**That the Kaikohe-Hokianga Community Board receives the report Kaikohe-Hokianga Statement of Financial Performance Activities by Ward for the period ending 30 September 2021.**

In Favour: Crs Mike Edmonds, Emma Davis, Louis Toorenburg, Alan Hessel and John Vujcich

Against: Nil

**CARRIED 5/0**

**CARRIED****8.5 RURAL TRAVEL FUNDING PROJECTS**

Agenda item 8.5 document number A3453009, pages 86 - 88 refers

**RESOLUTION 2021/84**

Moved: Member Louis Toorenburg

Seconded: Member Emma Davis

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

- a) Mid North United Sports**
- b) Rawene School**
- c) Te Kura Omanaia**

In Favour: Crs Mike Edmonds, Emma Davis, Louis Toorenburg, Alan Hessel and John VujcichAgainst: Nil**CARRIED 5/0  
CARRIED****9 INFORMATION REPORTS****9.1 HOKIANGA FERRY LIAISON GROUP REPORT**

Agenda item 9.1 document number A3347859, pages 98 - 99 refers

**RESOLUTION 2021/85**

Moved: Member Louis Toorenburg

Seconded: Member Alan Hessel

**That the Kaikohe-Hokianga Community Board receives the Hokianga Ferry Liaison Group Information report.**In Favour: Crs Mike Edmonds, Emma Davis, Louis Toorenburg, Alan Hessel and John VujcichAgainst: Nil**CARRIED 5/0  
CARRIED****9.2 KAIKOHE-HOKIANGA COMMUNITY BOARD ACTION SHEET UPDATE NOVEMBER 2021**

Agenda item 9.2 document number A3447350, pages 104 - 104 refers

**RESOLUTION 2021/86**

Moved: Chairperson Mike Edmonds

Seconded: Member John Vujcich

**That the Kaikohe-Hokianga Community Board receive the report Kaikohe-Hokianga Community Board Action Sheet Update November 2021.**In Favour: Crs Mike Edmonds, Emma Davis, Louis Toorenburg, Alan Hessel and John VujcichAgainst: Nil**CARRIED 5/0**



**CARRIED**

The meeting was adjourned from 12:24 to 1:15 pm.

**MAJOR ITEM NOT ON THE AGENDA:****RESOLUTION 2021/87**

Moved: Chairperson Mike Edmonds

Seconded: Member Emma Davis

**That Kaikohe-Hokianga Community Board:**

- a) resolves to consider the item not on the agenda the Rawene FNDC Building Lease and Far North Holdings Omapere Wharf Stairs.
- b) notes the item was not on the agenda because the Community Board had no prior notice of these urgent community issues.
- c) notes the report cannot be delayed because these are health and safety issues.

In Favour: Crs Mike Edmonds, Emma Davis, Louis Toorenborg, Alan Hessell and John Vujcich

Against: Nil

**CARRIED 5/0  
CARRIED**

**10.1 ITEMS NOT ON THE AGENDA: COUNCIL BUILDING 11 PARNELL STREET, RAWENE LEASE AND FAR NORTH HOLDING LTD - OMAPERE WHARF STAIRS.****RESOLUTION 2021/85**

Moved: Chairperson Mike Edmonds

Seconded: Member Alan Hessell

**Whereas with regard to Far North Holdings Limited Omapere Wharf:**

- a) the coast guard use the wharf for unloading victims into ambulance and unloading equipment and crew members at all tides.
- b) The wharf is used for recreation and fishing despite restrictions and a strong rip and steps are required for health and safety.
- c) Recreation and commercial boats are launched at the boat ramp at all tides, and transfer crew members gear and catch from the wharf.

**It is resolved**

- d) to affirm the resolution at the last meeting where it was strongly recommended that the design of Omapere wharf include inter-tidal stairs.

In Favour: Crs Mike Edmonds, Emma Davis, Louis Toorenborg, Alan Hessell and John Vujcich

Against: Nil

**CARRIED 5/0**

**RESOLUTION 2021/86**

Moved: Chairperson Mike Edmonds

Seconded: Member Alan Hessell

**Whereas with regard to Lease Council Building 11 Parnell Street, Rawene:**

- a) at the 27 June, 2019 meeting Council resolved to:

**a) offers a new lease to Rawene and Districts Community Development Inc (RAD) at nominal (peppercorn) rent, still allowing RAD to sub-let part of the premises to other groups and organisations**

**b) approves that \$62,000 of available renewal funding is put towards the internal fit-out proposed by RAD.**

**b) a lease has not been finalised as of 8 November 2021.**

**It is resolved**

**a) that the community board requests delegation to negotiate the Council Building 11 Parnell Street, Rawene Lease.**

In Favour: Crs Mike Edmonds, Emma Davis, Louis Toorenborg, Alan Hessel and John Vujcich

Against: Nil

**CARRIED 5/0  
CARRIED**

### **RESOLUTION TO EXCLUDE THE PUBLIC**

#### **RESOLUTION 2021/87**

Moved: Chairperson Mike Edmonds

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:**

<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under section 48 for the passing of this resolution</b>
<b>9.1 - Confirmation of Previous Minutes - Public Excluded</b>	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons	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

In Favour: Crs Mike Edmonds, Emma Davis, Louis Toorenborg, Alan Hessel and John Vujcich

Against: Nil

**CARRIED 5/0  
CARRIED**

## **8 TE KAPINGA HUI / MEETING CLOSE**

The meeting closed at 12:05 pm.

The minutes of this meeting will be confirmed at the Kaikohe-Hokianga Community Board Meeting held on 8 December 2021.

.....  
**CHAIRPERSON**

## 6 REPORTS

### 6.1 SETTING OF 2022 MEETING SCHEDULE

**File Number:** A3490925

**Author:** Marlema Baker, Meetings Administrator

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

#### PURPOSE OF THE REPORT

To allow the Community Board to set their meeting dates for the 2022 calendar year.

#### EXECUTIVE SUMMARY

- Each Community Board is responsible for setting their own meeting dates.
- The Community Board has previously held meetings monthly on a Wednesday.
- Council adopted its formal meeting calendar on 4 November 2021.
- A 6-weekly meeting calendar has been provided for the Boards consideration.
- 2022 meeting schedule only goes through to September 2022 as 2022 is an election year.

#### RECOMMENDATION

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

**a) adopt the following 6-weekly meeting dates:**

- **Wednesday, 2 March 2022.**
- **Wednesday, 13 April 2022.**
- **Wednesday, 25 May 2022.**
- **Wednesday, 6 July 2022.**
- **Wednesday, 17 August 2022.**
- **Wednesday, 28 September 2022.**

**b) adopt the following Hokianga Spraying Committee Meeting dates:**

- **Wednesday, 2 March 2022 – 2:30 pm.**
- **Wednesday, 25 May 2022 – 2:30 pm.**
- **Wednesday, 17 August 2022 – 2:30 pm.**

**c) and delegates to Chair Mike Edmonds authority to change the meeting dates.**

#### 1) BACKGROUND

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

Council reserve 28 October of each year, as a non-Council meeting day, in recognising the signing of He Whakaputanga o te Rangatiratanga o Nu Tireni – Declaration of Independence of the United Tribes of New Zealand, as the National day set aside to observe New Zealand Wars.

Community Boards are required to set their own meeting dates, so long as they are not in conflict to Council meetings.

## **2) DISCUSSION AND OPTIONS**

This report recommends that the Kaikohe-Hokianga Community Board continue to meet on the first Wednesday of each month except for in May and December.

The formal meeting calendar adopted by Council was that Council and Committee meetings would be held on 6 weekly rotation and that Executive Review Committees would be held monthly. As part of the Formal Meeting Calendar adoption by Council reserve dates have been set aside for workshops.

The Kaikohe-Hokianga Community Board Chairperson is appointed to the national Community Board Executive Committee. The Committee have a meeting scheduled on the first Wednesday of November. This report does not recommend the Board reschedule that meeting but the Board should consider whether it holds its meeting with this conflict in mind or reschedules to an alternative day.

Community Board meeting dates were included in the calendar adopted by Council, not for adoption but to signal the dates that meetings might be scheduled for.

Please note, additional time may be required from time to time for unexpected or unanticipated matters. This should however be minimal. Staff are committed to providing as much notice as possible and making sure that business where possible, is restricted to the days adopted as part of this schedule.

Boards are also encouraged to meet informally outside of the formal meeting schedule to touch base or conduct workshops to discuss various matters.

### **Reason for the recommendation**

To adopt a schedule of Kaikohe-Hokianga Community Board meetings for the 2021 calendar year.

## **3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION**

There is a cost in supporting meetings, and these are covered within operational budgets.

## **ATTACHMENTS**

- 1. KHCB 2022 Meeting Calendar - PDF - A3496397**

**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 matter is of low significance.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	The relevant legislation as referenced in the report is the Local Government Act 2002 and the Local Government Official Information and Meetings Act 1987.
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	Community Boards are responsible for setting their own meeting schedule. Similar reports will be written suggesting alignment with Council and Committee meetings.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.	There are no particular implications for Māori.
Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences (for example – youth, the aged and those with disabilities).	This report does not have any implications on persons identified in legislation.
State the financial implications and where budgetary provisions have been made to support this decision.	Financial implications are covered within operational budgets.
Chief Financial Officer review.	The CFO has not reviewed this report.



DAY	JAN		FEB		MAR		APR		MAY		JUN		JUL		AUG		SEP		OCT		NOV		DEC	
SAT	1	New Years Day																	1					
SUN	2	Day After NYD							1										2		1		1	
MON	3	NYD observed							2						1				3		2		2	
TUE	4	Day after NYD observed	1	REGC	1				3	SPP					2				4		3		3	
WED	5		2	ARF	2	KHCB			4	INF	1				3				5		4		4	
THUR	6		3		3				5		2				4		1		6		5		5	
FRI	7		4		4		1		6		3		1		5		2		7		6		6	
SAT	8		5		5		2		7		4		2		6		3		8	ELECTIONS	7		7	
SUN	9		6	Waitangi Day	6		3		8		5		3		7		4		9		8		8	
MON	10		7	Waitangi Day-observed	7		4		9		6	Queens Birthday	4		8		5		10		9		9	
TUE	11		8	SPP	8	ERC	5		10		7	REGC	5		9		6	SPP	11		10		10	
WED	12		9	INF	9		6		11		8		6	KHCB	10		7	INF	12		11		11	
THUR	13		10		10		7	COUNCIL	12		9		7	ERC	11	COUNCIL	8	COUNCIL	13		12		12	
FRI	14		11		11		8		13		10		8		12		9		14		13		13	
SAT	15		12		12		9		14		11		9		13		10		15		14		14	
SUN	16		13		13		10		15		12		10		14		11		16		15		15	
MON	17		14		14		11		16		13		11		15		12		17		16		16	
TUE	18		15		15	REGC	12	ERC	17	COUNCIL AP	14	SPP	12		16		13		18		17		17	
WED	19		16	CBEC	16	ARF	13	KHCB	18		15	INF	13		17	KHCB	14		19		18		18	
THUR	20		17	CBEC	17		14		19	COUNCIL	16		14		18		15		20		19		19	
FRI	21		18		18		15	Good Friday	20		17		15		19		16		21		20		20	
SAT	22		19		19		16		21		18		16		20		17		22		21		21	
SUN	23		20		20		17		22		19		17		21		18		23		22		22	
MON	24		21		21		18	Easter Monday	23		20		18		22		19		24	Labour Day	23		23	
TUE	25	ERC	22		22	SPP	19		24		21		19	REGC	23	ERC	20		25		24		24	Xmas Eve
WED	26		23		23	INF	20		25	KHCB	22	ARF	20		24		21		26		25		25	Xmas Day
THUR	27		24	COUNCIL	24		21		26		23		21	LGNZ Conference	25		22		27		26		26	Boxing Day
FRI	28		25		25		22		27		24	Matariki	22	LGNZ Conference	26		23		28	He Whakaputanga	27		27	
SAT	29		26		26		23		28		25		23	LGNZ Conference	27		24		29		28		28	
SUN	30		27		27		24		29		26		24		28		25		30		29		29	
MON	31	Auckland Anniversary	28		28		25	ANZAC Day	30		27		25		29		26		31		30		30	
TUE					29		26	REGC	31	ERC	28		26	SPP	30	REGC	27					31	New Years Eve	
WED					30		27	ARF			29		27	INF	31	ARF	28	KHCB						
THUR					31		28				30		28				29							
FRI							29						29				30							
SAT							30						30											
SUN													31											





**6.2 GROUND LEASE OVER PART OF OKAIHAU RECREATION RESERVE TO OHAEAUWAI COMMUNITY EDUCATION TRUST****File Number: A3475952****Author: Kay Meekings, Property Legalisation Officer****Authoriser: William J Taylor MBE, General Manager - Corporate Services****TAKE PŪRONGO / PURPOSE OF THE REPORT**

To initiate a public consultation process on the granting of a new ground lease to the Ohaeawai Community Education Trust (OCET) over part of the recreation reserve land, vested in Council, at 3 Michie Street Okaihau

**WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY**

- The New Zealand Playcentre Association (NZPA) no longer operates from the reserved land at Okaihau.
- OCET wish to operate an early childhood centre (ECC) from the vacant playcentre site.
- OCET plan to purchase the onsite NZPA owned building and bring it up to the Ministry of Education standards for an ECC.
- Subject to successful public consultation and Council consent a commercial ground lease under the Reserves Act 1977 will be negotiated by the Council Property Officer.
- Lease negotiations will be subject to the existing building gaining Far North District Council Building Code of Compliance.
- OCET require some certainty of occupation prior to support funding applications.
- Council does not wish to be responsible for the costs of a building upgrade nor removal of a substandard building.

**TŪTOHUNGA / RECOMMENDATION**

**That the Kaikohe-Hokianga Community Board, acting under delegated authority and pursuant to section 73(3) of the Reserves Act 1977 recommends to Council:**

- a) that a public consultation process, under Reserves Act, is commenced on the granting of a new ground lease to Ohaeawai Community Education Trust over approximately 780 square metres of Pt Lot 1 DP 24206, being part Record of Title NA618/108, vested in Far North District Council as recreation reserve and located at 3 Michie Street, Okaihau.**
- b) that the Kaikohe-Hokianga Community Board is appointed to hear any submissions received in response to the consultation process and to then make recommendations to the Council in respect of granting the proposed lease.**

**1) TĀHUHU KŌRERO / BACKGROUND**

Okaihau Recreation Reserve is vested in Council and is occupied by the Okaihau Rugby Club, the Okaihau Bowling Club and until 2 years ago by the Okaihau Playcentre.

The playcentre site is at the south-eastern corner of the reserve and accessed from Michie Street.

A Council Officer reported the abandoned playcentre building had suffered vandalism in late 2020.

Early 2021, the NZPA approached Council seeking a process to sell the building. NZPA were advised Council supported the removal of the building at NZPA cost or the transferring of the building occupation to a Council endorsed body. NZPA have been successful in transferring the building ownership over to OCET.

OCET wish to operate an ECC from the reserve site and are seeking a ground lease over the former playcentre footprint. The site includes the existing vacant building and the associated fenced off green space.

OCET proposes to upgrade the exiting building and green space to the standard required by the Ministry of Education for an early childhood centre operation.

A Council lease document would hold the lessee responsible for meeting all Council building codes, for example a building code of compliance as well as any resource consent requirements, if any.

## **2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS**

OCET is a registered Charitable Trust and currently a provider of early childhood education at 7568 SH 1 Ohaeawai. OCET believes an ECC will provide value to the community of Okaihau.

The ECC operation is considered a trade or business under the Reserves Act as the proposed ECC will be receiving government subsidies through the Ministry of Education along with some user pays fees.

The Reserves Act Section 73(3) provides for a lease over part of recreation reserve where any part of such a reserve is not likely to be used for that purpose and it is considered inexpedient to revoke the reservation at this time. The lease is subject to the conditions of Reserves Act Schedule 1 and subject to public consultation. The options available for this particular site are:

Option 1: Complete public consultation on issuing a lease for an ECC over the recreation reserve

Option 2: Require the NZPC to remove the existing building and associated assets from the reserve at their cost and reinstate the land for recreation purposes.

### **Take Tūtohunga / Reason for the recommendation**

Public consultation will enable Council to assess the community's engagement with the ECC proposal. OCET believes an ECC will provide value to the community of Okaihau.

Public consultation gives the community the opportunity to put forward alternative options for the occupation of the building and/or the use of the site.

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

As Council is not the building owner, there will be no cost to Council for any works associated with the building. A lease document will require the building to be issued with a Code of Compliance at the lessee's cost. The lease will provide for the lessee to complete all ongoing maintenance of the building and associated green space.

The outcome of this proposal is for Council not to be burdened with a building that is not a Council asset that requires upgrading, nor does Council want to be responsible for the removal costs of said building.

An appropriate commercial rent for the land will be negotiated by the Council Property Officer.

## **ĀPITI HANGA / ATTACHMENTS**

- 1. Okaihau Recreation Reserve - Proposed ECC Site Map - A3487804** [↓](#) 

**Hōtaka Take Ōkawa / Compliance Schedule:**

Full consideration has been given to the provisions of the Local Government Act 2002 section 77 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.

<b>He Take Ōkawa / Compliance Requirement</b>	<b>Aromatawai Kaimahi / Staff Assessment</b>
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>	Low
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	FNDC Reserves Policy: The Policy supports a long-term lease being offered to community orientated groups wanting a permanent base, requiring significant financial investment.  The Reserves Act 1977: Section 73(3) provides for a lease over recreation reserve for other purposes without requiring a change of reserve classification.
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.	Delegation to the relevant Community Board enables them to hear submissions and make a recommendation to Council.
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.	Local Iwi will be included in the public consultation process.
Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences (for example – youth, the aged and those with disabilities).	Public consultation provides for the community as individuals and groups to make submissions which will form part of the deliberations prior to a recommendation to Council being made.

State the financial implications and where budgetary provisions have been made to support this decision.	All upgrade and maintenance costs fall to the lessee. An appropriate commercial rent for the land will be negotiated.
Chief Financial Officer review.	The Chief Financial Officer has reviewed this report.

## PROPOSED LEASE AREA AND LOCALITY PLAN

Part Lot 1 DP 24206 – Area 780m<sup>2</sup> approx.

## LOCALITY MAP



### 6.3 KAIKOHE-HOKIANGA STATEMENT OF COMMUNITY BOARD FUND ACCOUNT AS AT 31 OCTOBER 2021

**File Number:** A3492300

**Author:** Segun Rotimi, 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 October 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.

<b>Community Fund Account balance as at 1 July 2021</b>	<b>\$203,211.00</b>
• Plus, carry forward – Kaikohe Community & Youth Centre Trust for installation of the basketball court and hoops at Memorial Park	<b>\$19,523.79</b>
• Plus, carry forward – Junior Bike Park	<b>\$14,376.54</b>
• Plus, Unspent from 2020/21 – BOI Canine Association	<b>\$2,580.00</b>
• Plus, Unspent from 2020/21 – Nth Hokianga A&P Society 2021 Show	<b>\$3,720.00</b>
• Plus, Unspent from 2020/21 – Outward Bound Student Sponsorship	<b>\$6,000.00</b>
• Plus, Unspent from 2020/21 – Allocation to the Tamariki	<b>\$10,751.00</b>
• Less funds granted and uplifted to 31 October 2021	<b>\$17,891.00</b>
• Less funds not uplifted from 2016/2017 Commitment Carry Forward – Junior Bike Park	<b>\$14,376.54</b>
• Less funds not uplifted from 2019/2020 Commitment Carry Forward – Kaikohe Community & Youth Centre Trust for installation of the basketball court and hoops at memorial park	<b>\$19,523.79</b>
• Less funds not uplifted from 03 February 2021 for North Harbour A&P Society	<b>\$3,720.00</b>
• Less funds not uplifted from 02 June 2021 for Outward Bound Students that were selected for sponsorship through the Mayors	<b>\$16,751.00</b>

<b>Taskforce for jobs and Allocation to the Tamaraki of the Kaikohe-Hokianga ward for the Rural Travel fund for the 2021/22 year</b>	
<ul style="list-style-type: none"> <li>• Less funds not uplifted from 04 August 2021 for travel and attendance costs for students attending Outward Bound in association with the Mayors Taskforce for Jobs</li> </ul>	<b>\$4,724.16</b>
<ul style="list-style-type: none"> <li>• Less funds not uplifted from 06 October 2021 for Pioneer Village Kaikohe for costs towards 2021 Halloween event</li> </ul>	<b>\$1,500.00</b>
<ul style="list-style-type: none"> <li>• Less funds not uplifted from 06 October 2021 for South Hokianga War Memorial Hall for costs towards the purchase and installation of an AED defibrillator</li> </ul>	<b>\$4,098.00</b>
<ul style="list-style-type: none"> <li>• Community Fund Account balance as at 31 October 2021</li> </ul>	<b>\$177,577.84</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 October 2021 is \$177,577.84.

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 October 2021 is attached.

### ATTACHMENTS

1. **Statement of Community Fund Account Kaikohe-Hokianga as at 31 October 2021 - A3491539** [↓](#) 



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

Allocation Grants & Donations Annual Budget 2021-22	103,211.00	
Community Board Placemaking Fund	100,000.00	
Carry Forward - Kaikohe Community & Youth Centre Trust for installation of the basketball court and hoops at Memorial Park	19,523.79	
Carry Forward - Junior Bike Park	14,376.54	
Unspent from 2020/21 - BOI Canine Association	2,580.00	
Unspent from 2020/21 - Nth Hokianga A&P Society 2021 Show	3,720.00	
Unspent from 2020/21 - Outward Bound Student Sponsorship	6,000.00	
Board Contribution to Rural Travel Funding	10,751.00	
		260,162.33

**Less Expenditure 2021/22 (Funds Uplifted)**

**July 21**

Okaihau Community Association for costs towards town signage repair	425.00
Bay of Islands Canine Association for costs towards community dog education and training	2,580.00
Hush Dance Studio for costs towards Dance Showcase and Dinner	1,550.00

**August 21**

Kaikohe and Districts Sportsville for costs towards Māori Warden monitoring of Penney Cres parking	1,000.00
Hokianga Community Education Trust for costs towards Walks of the Hokianga publication	4,316.00
Hokianga Country Music Festival for costs towards 2021 Hokianga Country Music Festival	3,235.00

**October 21**

Youthline Auckland Charitable Trust for costs towards Youthline services	3,000.00
Ngā Mahi Toi o Horeke for costs towards installation of murals along Te Pou Herenga cycle trail	1,785.00

17,891.00

**Balance as at 31 October 2021**

**\$242,271.33**

**Less Commitments 2021/22 as at 31 October 2021 (Funds not yet up lifted)**

**2016/2017 Commitment**

Carry Forward - Junior Bike Park	14,376.54
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**2019/2020 Commitment**

Carry Forward - Kaikohe Community & Youth Centre Trust for installation of the basketball court and hoops at Memorial Park	19,523.79
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**Meeting 03.02.21**

North Hokianga A&P Society Inc for costs towards entertainment at the 2021 show	3,720.00
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**Meeting 02.06.21**

Outward Bound Student that were selected for sponsorship through the Mayors Taskforce for Jobs.	6,000.00
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**Far North District Council****Kaikohe - Hokianga Community Board****Statement of the Community Fund Account as at 31 October 2021**

Allocation to the tamariki of the Kaikohe-Hokianga ward for the Rural

Travel fund for the 2021/22 year

10,751.00

**Meeting 04.08.21**

Far North District Council for travel costs and attendance costs

towards three students attending Outward Bound in association with

the Mayors Taskforce for Jobs

4,724.16

**Meeting 06.10.21**

Pioneer Village Kaikohe for costs towards 2021 Halloween event

1,500.00

South Hokianga War Memorial Hall for costs towards the purchase

and installation of an AED defibrillator

4,098.00

64,693.49

**Balance 31 October 2021 Uncommitted/(Overcommitted)****\$177,577.84**

## 6.4 FUNDING APPLICATIONS

**File Number:** A3489218

**Author:** Kim Hammond, 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 8 December 2021 meeting.

### WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- Four new applications for funding were received requesting a total of \$9,354.41
- The balance of this amount available for the Board to allocate is \$65,968.
- The Board also has \$100,000 for placemaking funding to grant in the 2021/22 financial year.

### TŪTOHUNGA / RECOMMENDATION

That the Kaikohe Hokianga Community Board:

- a) approves the sum of **\$2,999** (plus GST if applicable) be paid from the Board's Community Fund account to Hokianga Community Educational Trust for the purchase of a shredder/chipper to support the following Community Outcomes:
  - i) Proud, vibrant communities
  - ii) Communities that are healthy, safe, connected and sustainable.
- b) approves the sum of **\$1,059** (plus GST if applicable) be paid from the Board's Community Fund account to Parent to Parent Northland for the transport, admission and catering from Manea Footprints of Kupe, facilitator fees and volunteer costs for the Siblings Activity Day to support the following Community Outcomes:
  - i) Proud, vibrant communities
  - ii) Communities that are healthy, safe, connected and sustainable.
- c) approves the sum of **\$3,296** (plus GST if applicable) be paid from the Board's Community Fund account to Rawene Community Hall Management Committee to purchase chairs support the following Community Outcomes:
  - i) Proud, vibrant communities
  - ii) Communities that are healthy, safe, connected and sustainable.
- d) approves the sum of **\$1,749** (plus GST if applicable) be paid from the Board's Community Fund account to Te Pu o Te Wheke Community Art Gallery Trust for costs to install an oven and track spotlights the following Community Outcomes:
  - i) Proud, vibrant communities
  - ii) Communities that are healthy, safe, connected and sustainable.

**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 Long Term Plan (LTP) and all provisions listed on the application form.

**2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS**

Applicant	Project	Requested	Recommended	Comments	Type
Hokianga Community Educational Trust	Community Composting Project	\$2,999 (27%)	\$2,999	The community composting project forms part of a larger project – Ara Rongoa Hikoi Whakaora – Wellbeing Walkway. The purchase of the shredder/woodchipper will allow this project to not only be of benefit to the those involved in Ara Rongoa Hikoi Whakaora but also residents who will be able to dispose of different types of waste products and access seedlings that will be grown as part of this project.  Hokianga Community Educational Trust was allocated \$4,316 at the KHCB meeting in August 2021 meeting for the 'Ngā Hikoi o Hokianga/Walks of Hokianga', the project report is not due back until February 2022.	Environmental / Community
Parent to Parent Northland	Siblings Activity Day	\$1,059.41 (38%)	\$1,059	Previous siblings' days have shown transport to be an issue for those in the Kaikohe-Hokianga area to attend Siblings Day. This application aims to remove that challenge by providing transportation and holding the event in the Kaikohe-Hokianga area so they can attend.	Community
Rawene Community Hall Management Committee	Improving Rawene Community Hall Facility	\$3,296 (23%)	\$3,296	The Rawene Community Hall Management Committee have been upgrading the community hall and this project would be included in the upgrades.	Community
Te Pu o Te Wheke Community Art Gallery & Trust	"Fries, Lies and Alibis"	\$2,000 (57%)	\$1,749	The installation of the track spotlights will allow Te Pu o Te Wheke as a professionally viable art studio for future exhibitions.  The reason for recommending less than what is requested is due to the application form stating that 'funding requested may not exceed 50% of the total project cost'.	Community

**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.

**ĀPITI HANGA / ATTACHMENTS**

1. **Funding Application - Hokianga Community Educational Trust - A3489335** [↓](#) 
2. **Funding Application - Parent to Parent Northland - A3468058** [↓](#) 
3. **Funding Application - Rawene Community Hall Management Committee - A3490492** [↓](#) 
4. **Funding Application - Te Pu O Te Wheke Community Art Gallery Trust - A3490660** [↓](#) 

**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.

<b>He Take Ōkawa / Compliance Requirement</b>	<b>Aromatawai Kaimahi / Staff Assessment</b>
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.  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](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

<b>Organisation</b>	Hokianga Community Educational Trust	<b>Number of Members</b>	8
<b>Postal Address</b>	c/- P.O Box 96 Rawene	<b>Post Code</b>	0443
<b>Physical Address</b>	48 De Thierry St Rawene	<b>Post Code</b>	0443
<b>Contact Person</b>	Jessie McVeagh	<b>Position</b>	Manutaki, Project Coordinator
<b>Phone Number</b>	021 066 7262	<b>Mobile Number</b>	
<b>Email Address</b>	jessiemcveagh72@gmail.com		

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

The purpose of the Hokianga Community Educational Trust to promote and support education for the people of Hokianga and to umbrella organisations whose kaupapa aligns with HCET's. This is an umbrella application.

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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.

The Community Composting project sits within the Ara Rongoa Hikoi Whakaora- Wellbeing Walkway project at Hokianga Hospital. The Ara Rongoa project has developed food gardens, rongoa plantings for use locally, and established native plants and flowers bordering the walkway encompassing the hospital. The project encompasses emotional, spiritual and relationship aspects to health as well as the physical.

The Ara Rongoa project values sustainability and waste reduction as a part of our overall wellbeing: Tiakina te Taiao, Tiaki Tangata = care for the environment, care for people. This application is for a shredder- chipper, which will enable us to use cardboard and compostable cups and packaging from the hospital and community in our compost system, as well as some green waste such as small branches, elephant grass, bamboo etc...

The Composting project will benefit the people of Hokianga by utilising the waste from the Hospital and community, turning it into valuable nutrients for the community gardens and nursery based at the Hospital. The food we produce in the gardens supplements the hospital kitchen and marae, which caters for everyone in Hokianga, as well as giving kai to local whanau who are in need. The rongoa plants are for Hokianga rongoa practitioners and students. People can access the seedlings we grow when they are available.

Having a shredder will enable us to recycle more waste from our hospital and community, increase the opportunities for Hokianga people to dispose of different types of resources in sustainable ways, and learn the importance of composting. In this way we will also reduce methane and other greenhouse gases as we turn 'waste products' that are dumped, burnt or transported out of the area into a medium that restores the soil and grows food and rongoa for the people. We will run a variety of workshops on-site, including composting courses for people across Hokianga. The ongoing costs of running of the composting project, and the educational courses are funded through the Ara Rongoa project self. CBEC has funded 3 'Carbon Cycle' hot compost bins to create the compost, but we need a shredder-chipper to be able to really make an impact on local waste.

## 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)			
Equipment Hire			
Equipment Purchase (describe)	Hot compost bins x 3	\$8,000	
	Shredder -Chipper	\$2,999	\$2,999
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)			
<b>TOTALS</b>		<b>\$10,999</b>	<b>\$2,999</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
*See attached doc 'Tagged Funds 2021'	
<b>TOTAL</b>	<b>\$59,001.37</b>

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

Funding Source	Amount	Approved
CBEC	\$8,000 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
Nga Hikoi o Hokianga- book	\$2,000	July 2021	Y / N No
Nga Hikoi o Hokianga- book	\$4,316	Aug 2021	Y / N No
			Y / N
			Y / N

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## Local Grant Application Form



### Privacy Information

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

### Applicant Declaration

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

**On behalf of: (full name of organisation)**

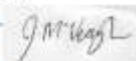
Hokianga Community Educational Trust

**We, the undersigned, declare the following:**

In submitting this application:

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

**Signatory One**



**Signatory Two**



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## Local Grant Application Form



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

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

### Signatory One

Name	<input type="text" value="Jessie McVeagh"/>	Position	<input type="text" value="Project Manager - Manutaki"/>
Postal Address	<input type="text" value="P.O Box 96 Rawene, Far North"/>		Post Code <input type="text" value="0443"/>
Phone Number	<input type="text" value="021 066 7262"/>	Mobile Number	<input type="text"/>
Signature	<input type="text" value="J. McVeagh"/>	Date	<input type="text" value="9.11.21"/>

### Signatory Two

Name	<input type="text" value="Janine McVeagh"/>	Position	<input type="text" value="Secretary"/>
Postal Address	<input type="text" value="P.O Box 96, Rawene, Far North"/>		Post Code <input type="text" value="0443"/>
Phone Number	<input type="text" value="021 187 1492"/>	Mobile Number	<input type="text"/>
Signature	<input type="text" value="J. McVeagh"/>	Date	<input type="text" value="9.11.21"/>

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**Schedule of Supporting Documentation**  
**HOKIANGA COMMUNITY EDUCATIONAL TRUST**  
**(Community Composting Project)**

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

1	Quote for Chipper x 3 pages
2	Budget for Project x 1 page
3	Bank Statement and Transactions x 3 pages
4	Health and Safety Plan x 4 pages
5	Performance Report for Year Ended June 2021



## Local Grant Application Form



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- 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)
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- **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	Parent to Parent Northland	Number of Members	21
Postal Address	PO Box 234 Waikato Mail Centre, Hamilton	Post Code	3240
Physical Address	775 Wiroa Road, RD1 Okaihau	Post Code	0475
Contact Person	Ruth Taylor	Position	Acting Funding Lead
Phone Number	02041800341	Mobile Number	
Email Address	rutht@parent2parent.org.nz		

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

Empowering families and whanau of people with disabilities and health impairments through support and information. We focus on the wellbeing of the wrap-around family. When they each feel informed, listened to and understood, they can then feel empowered, not only individually but as a strong circle of support for their disabled family member.

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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.

Living with a brother or sister who has a disability can be challenging. We are here to support siblings to thrive in their own unique family environment. As a result of Parent to Parent being able to offer this SibDay to 18 children aged 8-18 years we intend to see positive outcomes regarding their wellbeing and welfare. These children will come away from these days with new connections and confidence to handle the daily struggles they may face. The day allows the children to establish their own support networks by making friends with siblings that are in similar situations. Our intended outcome is to see improvements in the children's well-being and family environments.

The Grant will provide the following benefits:

Siblings living with disabled family members have a group of supportive peers around them.

Siblings are empowered with the right information, resources, and evidence to support their unique needs at the right time.

Siblings will learn some practical tools and strategies to enable them to thrive.

Siblings develop leadership skills and experience personal growth.

Siblings are more resilient and happier.

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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	521.80	260.90
Advertising/Promotion		
Facilitator/Professional Fees <sup>2</sup>	434.80	217.40
Administration (incl. stationery/copying)		
Equipment Hire	580.43	290.21
Equipment Purchase (describe)	Van hire and petrol	
Utilities		
Hardware (e.g. cement, timber, nails, paint)		
Consumable materials (craft supplies, books)		
Refreshments	521.80	260.90
Travel/Mileage		
Volunteer Expenses Reimbursement	60	30
Wages/Salary	300	not applicable
Volunteer Value (\$20/hr)	320	not applicable
Other (describe)		
<b>TOTALS</b>	<b>2,738.83</b>	<b>1,059.41</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
Operations	\$9,375
Wages	\$11,206.27
Programmes	\$1123.62
<b>TOTAL</b>	<b>\$21,704.89</b>

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

Funding Source	Amount	Approved
Foundation North	\$1060	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
Renew Workshop	\$2000	May 2019	Y / N
Support Parent Training	\$1,150	June 2017	Y / N
			Y / N
			Y / N

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## Local Grant Application Form



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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)**

Parent to Parent Northland

**We, the undersigned, declare the following:**

In submitting this application:

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

**Signatory One**

Ruth Taylor

**Signatory Two**

Fiona Denton-Giles

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## Local Grant Application Form



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

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

### Signatory One

Name	<input type="text" value="Ruth Taylor"/>	Position	<input type="text" value="Acting Funding Lead"/>
Postal Address	<input type="text" value="1 Settler Lane, Ohaupo, Hamilton"/>		Post Code <input type="text" value="3803"/>
Phone Number	<input type="text" value="020 418 00341"/>	Mobile Number	<input type="text"/>
Signature			Date <input type="text" value="1/11/21"/>

### Signatory Two

Name	<input type="text" value="Fiona Denton-Giles"/>	Position	<input type="text" value="National Operations Manager"/>
Postal Address	<input type="text" value="PO Box 234, Waikato Mail Centre, Hamilton"/>		Post Code <input type="text" value="3240"/>
Phone Number	<input type="text" value="027 327643"/>	Mobile Number	<input type="text"/>
Signature			Date <input type="text" value="1/11/21"/>

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**Schedule of Supporting Documentation****PARENT TO PARENT NORTHLAND**

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

1	Project Proposal x 2 pages
2	Financial Statements Year Ended 30 June 2021 x 9 pages
3	Quote for Manea x 1 page
4	Quote for Van Hire x 1 page
5	Letter of Support x 1 page
6	Bank Statement x 1 page
7	Health and safety Policy x 4 pages

## 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

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### Applicant details

Organisation	Rawene Community Hall Management Committee		Number of Members	8
Postal Address	Box 96 Rawene		Post Code	0443
Physical Address	9Parnell St		Post Code	0437
Contact Person	Gwen Freese	Position	Secretary	
Phone Number	09 4057 801	Mobile Number	021 02291704	
Email Address	<a href="mailto:karlandgwen@outlook.com">karlandgwen@outlook.com</a>			

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

To provide a fit for purpose, affordable, comfortable facility that community groups and  
may use.

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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.

People of Rawene and the Hokianga There are very limited facilities in the Hokianga to cater for the various and increasing needs of communities. Being largely a decile one area, affordability is also an issue, as well as volunteer capacity,, capability to meet compliance. The Hall is currently used by groups individuals to provide : wellness and local markets, social events, weddings, funerals, birthdays, events for events for elderly. Health and Mental Health workshops and consultations, creative events, Tia - chi,, dance tuition, and Hokianga wide public consultations.

The volunteer Hall committee has been very proactive in the past 3 years to upgrade and improve the facility, including repainting Hall interior, reupholstering padded chairs , installation of blinds, sanding / floor, and have put systems / policies in place regards hall hire agreement etc.

RCHMC received NZLGB Grant and to improve hall acoustics and will be installing acoustic panels ASAP.

RCHMC cleaned, repaired, cataloged, rehung hall Historic picture collection .

RCHMC have contributed a conservative estimate of 400 voluntary hours work on projects to upgrade the hall.

RCHMC appreciates the work completed North Fire Exit , and back deck to comply with OHS Regulations.

We all appreciate venues with safe and comfortable seating.

RCHMC trust that Kaikohe / Hokianga Community Board will give this application for funding to replace the 80 obsolete wooden chairs currently in use.

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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 <sup>2</sup>		
Administration (incl. stationery/copying)		
Equipment Hire		
Equipment Purchase (describe) 80 CHAIRS to replace obsolete wooden chairs. ( Bryco Quote)	6,592.00	3,296.00
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) Itemised Page 2	8,000.00	not applicable
Other (describe) -		
<b>TOTALS</b>	<b>14,592.00</b>	<b>3,296.00</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
NZLGB Grant as per attached budget	10,000.00
Operating expenses ( in excess of NZLGB Grant )	1,888.00
Historic Photo Project	1000.00
Notice Board Project	1,811.00
<b>TOTAL</b>	<b>14,699.00</b>

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

Funding Source	Amount	Approved
Kaikohe/ Hokianga Community Board	3,296.00	Yes / <b>Pending</b>
Pub Charity ( Applying to January funding round)	3,296.00	Yes / <b>Pending</b>
		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
Operating expenses, LTC Accounting	2,500	5.6.2019	<b>Y</b> / N
			Y / N
			Y / N
			Y / N

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## Local Grant Application Form



### Privacy Information

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

### Applicant Declaration

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

On behalf of: (full name of organisation)

Rawene Community Hall Management Committee

We, the undersigned, declare the following:

In submitting this application:

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

Signatory One



Signatory Two



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## Local Grant Application Form



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

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

### Signatory One

Name	<input type="text" value="Gwen Freese"/>	Position	<input type="text" value="Secretary"/>
Postal Address	<input type="text" value="Box 79 Rawene"/>	Post Code	<input type="text" value="0443"/>
Phone Number	<input type="text" value="09 4057 801"/>	Mobile Number	<input type="text" value="021 02291704"/>
Signature	<input type="text" value="Gwen Freese"/>	Date	<input type="text" value="4/11/2021"/>

### Signatory Two

Name	<input type="text" value="Michael Albrecht"/>	Position	<input type="text" value="Treasurer"/>
Postal Address	<input type="text" value="Box 96 Rawene"/>	Post Code	<input type="text" value="0443"/>
Phone Number	<input type="text" value="N/A"/>	Mobile Number	<input type="text" value="021 137 1097"/>
Signature	<input type="text" value="Michael Albrecht"/>	Date	<input type="text" value="5th November, 2021"/>

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**Schedule of Supporting Documentation****RAWENE COMMUNITY HALL MANAGEMENT COMMITTEE****(Improving Rawene Community Hall Facility)**

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

1	Letter from Rawene Community Hall Management Committee x 2 pages
2	Operating Costs for 2021-2022 Financial Year x 1 page
3	Bank Statement x 1 page
4	Quote for Chairs x 2 pages
5	Performance Report x 12 pages
6	Annual Report x 2 pages

## 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	Te Pu O te wheke Community Art Gallery & Trust		Number of Members	21
Postal Address	3 Ngapua Place, Kaikohe 0405		Post Code	0405
Physical Address	118 Broadway, Kaikohe		Post Code	0405
Contact Person	Karen Browne	Position	Personal Assistant	
Phone Number		Mobile Number	0274053444	
Email Address	karen.browne001@gmail.com			

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

The primary goal was to create a space where local artists could utilise their artistic skills, showcase their work in a safe environment, celebrate their achievements and appreciate how the therapeutic aspects of art could uplift their spirits and restore and maintain mental health and wellbeing.

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Since opening on the 7<sup>th</sup> June 2019, the gallery has provided an environment where local artists feel supported and safe.

Several art exhibitions have been hosted and whanau participation is continuing to grow, with more skilled artist utilising the gallery to showcase their creative talents.

Workshops have been held for youth, as well as one on one sessions provided for those with physical and mental disabilities. A wide selection of creative media are used for these workshops including utilising recycled and repurposed objects, harakeke, music and poetry plus marae based wananga.

We have named our series of workshops "HART" – Healing through ART. The gallery is able to run weekly workshops at the gallery, as well as workshops out in the wider communities such as Rawene, Mitimiti and Horeke. Having developed positive relationships with other local organisations such as Ngapuhi Iwi Social Services, He Waka Eke Noa recovery Hub, Hiwa I Te Rangi Teen Parent Unit, Tu Kaha Sub Acute Unit, Oranga Tamariki, Rawene Campus, Village Arts – Kohukohu, No1 Gallery – Rawene, the gallery is now able to reach an even wider group of people.

Mantu Taonga Culture and Heritage has enabled the gallery to employ staff to extend on what the gallery has been providing since 2016 and with the extra staffing, our 'out-reach' workshops will provide the opportunity for those who have difficulty reaching places due to barriers like poor transport, rural and social isolation and mental health and addiction issues. Since the arrival of Covid-19 lockdowns, the issues have become more exacerbated and we are now having to explore other innovative ways to support engagement with our communities.

As part of the whole visions, the gallery is wanting to step to another level. We have been gifted spotlights from Village Arts – Kohukohu and would like an oven installed in the gallery so we are able to offer healthy hot soup and bread rolls at our workshops.

**The hope is the Far North District Council Community Board will consider this application to help in the cost of installing the spotlights and cooking appliances to increase the gallery's capability to become more upbeat with a broader range of options.**

Unfortunately, the Manatu Toanga Cultural and Heritage grant will not cover this type of cost.

The gallery believes the spotlights and oven will be hugely beneficial when it comes to our future exhibitions, making the gallery more professionally viable, as well as the ability to provide kai when needed. Kai is an integral part of our society and is a great healing and comfort tool, we have put the next exhibition in this application so the Board has an idea what we are planning for the future.



## 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.

Everyone will ideally benefit from this much-needed exhibition as methamphetamine is having a devastating effect upon our community. Having worked in the social sector, the domestic violence statistics are continuing to grow and the neglect of our babies is also of concern. It will create conversation, provide creative therapy and create discussions around solutions to heal the issue.

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

The gallery brought over 40 large sized canvases to distribute around the community both to artists but also to people who had never painted but felt compelled to express the impact of "P" on their lives. Hiwa I Te Rangi Teen Parent Unit are going to work on the project both via art and 'spoken word' poetry during their school term. According to a teacher there are young mums have been directly impacted by meth. He Waka Eke Noa Recovery Hub will support both via art but also key note speakers - counsellors from the Hub. Ngapuhi Iwi Social Services have been approached to support with the whakatau. As well our young mentors are offering the canvases to our youth justice clients who are under NISS on a programme of self-discovery. The hope is they will be offered a plethora of expressions and re-think the path their life is currently on.

Tame Iti has been asked to be a key-note speaker at the opening.

## 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)		
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)      Electrician	\$3,499.52	\$2,000.00
<b>TOTALS</b>	<b>\$3,499.52</b>	<b>\$2,000.00</b>

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

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

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## Local Grant

### Application Form

#### Financial Information

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

How much money does your organisation currently have?

18/11/2001 As of today the Trust account - \$5,594.21 The Ministry for Culture & Heritage Grant account - \$11,467.92

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

The Trust money was received from a COVID grant and the commitment is to materials for workshops. The Trust account will also (kindly) contribute to the other portion of costs of the electrician. Unfortunately the MCH 'application' did not include 'materials'. Luckily there was still some Trust money, which is currently being used to buy paints, canvases, clay, glass etc., used for the 'outreach' and 'inreach' programmes, which are proving to be successful and popular around the Kaikohe and Hokianga region. Eventually as COVID settles down, we will branch out to more remote communities.

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

Ministry of Culture + Heritage Grant =	\$11,467.92 (current)
Salaries - One full time worker / three part-time workers	
Kiwi Saver / Accounting / Light, power, heating	
Workshop facilitators / Office expenses /	
Printing + stationery / Kai for workshops	
Security / Telephone + internet / Travel + rental - workshops	
TOTAL	\$11,467.92

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

Te Pu O Te Wheke Trust Account	Account total =	\$5,594.21
The Trust would like to pay		<del>Yes</del> / Pending
50 % of the electrician's costs		Yes / Pending
Balance will continue to be		Yes / Pending
used for art materials for		Yes / Pending
local workshops		Yes / Pending

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

(Te Pu O Te Wheke Trust was not formulated at this time)			
Sasha Wilson	Matariki materials	2016	Yes
			Y/N
			Y/N
			Y/N
			Y/N



## 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)**

Te Pu O Te Wheke Community Arts Gallery and Trust

**We, the undersigned, declare the following:**

In submitting this application:

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

Signatory One

 \_\_\_\_\_

Signatory Two

 \_\_\_\_\_

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## Local Grant Application Form




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

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

### Signatory One

Name	<input type="text" value="Sasha Roylene Wilson"/>	Position	<input type="text" value="Gallery Manager/Trustee"/>
Postal Address	<input type="text" value="118 Broadway, Kaikohe"/>		Post Code <input type="text" value="0405"/>
Phone Number	<input type="text" value=""/>	Mobile Number	<input type="text" value="022 409 9645"/>
Signature			Date <input type="text" value="08/11/2021"/>

### Signatory Two

Name	<input type="text" value="Karen Browne"/>	Position	<input type="text" value="Personal Assistant/Trustee"/>
Postal Address	<input type="text" value="PO Box 156, Rawene"/>		Post Code <input type="text" value="0473"/>
Phone Number	<input type="text" value=""/>	Mobile Number	<input type="text" value=""/>
Signature			Date <input type="text" value="08/11/2021"/>

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

**Schedule of Supporting Documentation****TE PU O TE WHEKE COMMUNITY ART GALLERY & TRUST****(Fries, Lies and Alibis)**

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

<b>1</b>	<b>Quote for electrical work x 5 pages</b>
<b>2</b>	<b>Health and safety Plan for Te Pu o Te Wheke x 2 pages</b>
<b>3</b>	<b>Profit and Loss Statement x 1 page</b>

## 6.5 PROJECT FUNDING REPORTS

**File Number:** A3435216

**Author:** Kim Hammond, Meetings Administrator

**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 report received from:

- a) Ākau Foundation – Bling Bling Toi Marama 2021, Kaikohe
- b) Bay of Islands Canine Association – Pet Dog Training 2020 – 2021
- c) Kaikohe Business Association – Community Patrol Vehicle 2020/21 and 2021/22
- d) Te Puna o Kupenuku Incorporated – Campus in Rawene (Interim Report)

### 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.

### ĀPITI HANGA / ATTACHMENTS

- 1. Project Report - Akau Foundation - Bling Bling Toi Marama - A3494729 [↓](#) 
- 2. Project Report - Bay of Islands Canine Association - A3494703 [↓](#) 
- 3. Project Report - Kaikohe Business Association - Community Patrol - A3495589 [↓](#) 
- 4. Project Report - Te Puna o Kupenuku Inc - Campus in Rawene (Interim Report) - A3494810 [↓](#) 

**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.

<b>He Take Ōkawa / Compliance Requirement</b>	<b>Aromatawai Kaimahi / Staff Assessment</b>
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.





**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](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:** ĀKAU Foundation

**Name & Location of project:** Bling Bling Toi Marama 2021, Kaikohe

**Date of project/Activity:** 7-10 July, 2021

**Which Community Board did you receive funding from?**

☐ Te Hiku

☒ Kaikohe-Hokianga

☐ Bay of Islands-Whangaroa

**Amount received from the community board:** \$7,500

**Board meeting date the grant was approved:** 21<sup>st</sup> May

**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)
Bay of Islands Scaffold and Hire Ltd 01	\$ 16,434.20 excl GST	X
Bay of Islands Scaffold and Hire Ltd 02	\$ 4,633.30 excl GST	X
	\$	
	\$	
<b>Total:</b>	<b>\$ 21,067.50</b>	

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

Bling Bling Toi Marama worked with 9 schools, 2 Early Childhood Centre's, and 1 kohanga reo from across Te Tai Tokerau in the creation of light art for the festival. There was amazing participation across Hokianga ki Taumarere. In total 1,681 taitamariki with the support of 77 kaiako actively participated in the creation of mahi for the festival. In addition, Toi o Tāmaki (Auckland Art gallery) and Tai o Hī, Tai o Hā, a Toi Ngāpuhi programme consisting of a collective of up-and-coming Ngāpuhi artists also contributed to the installation. ĀKAU looked to engage with more community groups this year and had the opportunity to run papamahi with kaumatua and kuia at Age Well Kaikohe and Taha Moana - over 65's. There were 6109 attendees at our event Bling Bling Toi Marama light festival, many of whom had travelled up from as far as Auckland.

Another highlight was the collaboration with other organisations in Kaikohe such as Kaikohekohe Konnex to scale the event up from 2020 and create an event that not only celebrated our taitamariki, but also our hapori, our local markets and our musicians.

Seeing the faces of the local taitamariki light up when they saw the installations they had contributed to the event, manuhiri getting creative at our interactive spaces, and seeing local talent and businesses thrive were all highlights of the event.

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

Bling Bling Toi Marama 2021 was a successful event because it was a localised and community led kaupapa. The local taitamariki could relate to installations as many were made by them or they contributed to making them.

**Impact for Taitamariki:**

Through Bling Bling Toi Marama, ākonga were able to translate their mahi toi from 2D to 3D forms and contribute towards the community Light Festival Exhibition. During projects, tangible outcomes are a great way for taitamariki to see an immediate result of their mahi and learning. Whānau are also able to see their mahi and express their opinions - leading to a boost in confidence for the taitamariki.

"Exposure to expressing one's creativity - expanding their imagination around possibilities," said one Kaiako from Te Kura Kaupapa Māori o Kaikohe.

"It was an amazing experience for our students to see their work displayed in a professionally designed and curated setting that was visible to the whole community," said one Kaiako from Kaikohe East School.

**Impact for Local Schools:**

Through Bling Bling Toi Marama ĀKAU had the opportunity to really engage and support local schools. It allowed us to involve and build connections with schools, kura and community groups that we hadn't yet engaged with. Each group brought their own way of doing things to the kaupapa making the tangible outcomes all wonderfully diverse.

**Impact for Community:**

**Market Stalls:** Bling Bling Toi Marama light festival contributed to the local economy of Kaikohe. Kaikohe Business Association aimed to see local businesses get involved in the Kaupapa which we plan to grow in 2022. With Bling Bling Toi Marama growing its capacity for participants and involving more people and groups there is always room for improvement and opportunities arising during feedback and planning.

The local food Market which generally is only open for one night of the week was able to be open for four nights, the length of the festival. The stalls were all diverse and brought hot kai, sweets, avocado's, kākahu and more to manuhiri. The stallholders would be set up from 3 pm and sell out by the end of each night. These stalls brought the outdoor space to life. Food Rescue held a stall and was able to provide whānau in need with kai and supplies during a few of the Festival Nights. Te Rūnanga A iwi O Ngāpuhi also had a marquee selling Ngāpuhi merch, so the local iwi was also able to contribute to Bling Bling Toi Marama.

**Local talent:** Kaikohekohe Konnex organised a line-up of live music for the festival which was a great opportunity to celebrate our local talent. The Bling Bling Toi Marama video on Youtube was filmed by Tivarn Tipoki a local videographer. In this way, not only did Bling Bling Toi Marama showcase the local talent of the taitamariki but also the musical and creative talents of local artists.

**Whanaungatanga:** Lastly, Bling Bling Toi Marama was a great opportunity for our community to come together in a positive environment to celebrate Puanga and Matariki and the creativity of our taitamariki. Everyone that came really enjoyed themselves and that was the main purpose of this project to be involved in a positive kaupapa and to creatively inspire taitamariki. Bling Bling allowed schools and the community the opportunity to collaborate. Often these schools have little opportunity to collaborate with each other. With the mahi toi being displayed together under one kaupapa it brought a sense of collaboration and teamwork.

Te Pu o Te Wheke Art Gallery lent their papamahi space to ĀKAU to create the large props and set pieces for the Light Exhibit. This was an amazing help over the weeks leading up to Bling Bling and allowed us to connect and mahi with some of the members of the Art Gallery. This opportunity allowed ĀKAU to connect with Sasha Wilson from Te Pū o te Wheke and keep those relationships strong with pillars in our community.

**Activities:** Each year we have run Bling Bling manuhiri and taitamariki have loved being able to interact and paint as part of the experience. This year we had a tuhi (drawing section) with fluoro pens and a peita (paint) section with fluoro paints.

Engaging taitamariki and whānau in interactive activities is a great way to make the experience memorable for all. Whānau were able to put their mark on Bling Bling on our paint wall, fluoro pen wall, hanging crafts or any of the numerous games happening in the market area.

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

Please Refer to Attachments.

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

[Bling Bling Toi Marama - Light Festival | Facebook](#)

Link to the video filmed by Tivarn Tipoki : [https://youtu.be/\\_LEr8631QwM](https://youtu.be/_LEr8631QwM)



This report was completed by:

Name: Dina McLeod on behalf of ĀKAU  
Address: 8B Dickeson St Kaikohe 0405  
Mobile: 021 086 99213  
Email: [dina@akau.co.nz](mailto:dina@akau.co.nz)  
Date: 26/08/2021

**Schedule of Supporting Documentation****KHCB - PROJECT REPORT - BLING BLING TOI MARAMA****(ĀKAU FOUNDATION)**

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

<b>1</b>	<b>Invoice Bay of Islands Scaffolding &amp; Hire Ltd x 3 pages</b>
<b>2</b>	<b>Bling Bling Toi Marama Sumary report at 12 August 2021 x 16 pages</b>



## 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:

PDF attachment via email is preferred) OR:

Funding Advisor  
Far North District Council  
Private Bag 752  
KAIKOHE 0440

Name of organisation: Bay of Islands Canine Association.  
Name & location of project: Pet Dog Training  
Date of project/activity: June 2020 - June 2021

Which Community Board did you receive funding from?

☐ Te Hiku

☒ Kaikohe-Hokianga

☒ Bay of Islands-Whangaroa

Amount received from the Community Fund:

\$1500  
\$1732.  
\$1500, Bay of Islands-Whangaroa \$1732.00

Board meeting date the grant was approved:

1st June 2020

Please give details of how the money was spent:

Supplier/Description	Amount	Receipt/s attached (please tick)
See list / Invoices.		
Milage	\$ 2280.00	
Hire Grounds	\$ 64.00	
Stationery/Equip.	\$ 395.69	
	\$	
Total:	\$ 3315.69	

See pdf.

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

Dog training was held on Tuesday evening at A&P Grounds Kaikohe. During the year we held dog training talks before each term. We held 32 training nights, approx 200 people received classes, some staying 9 hours, others not. Approx 30 people attended. We graduated 25 with CQC Basic, and 4 with the talks, Bronze level. Milage was reduced to enable completion of courses. Approx. 200 plus hours volunteered for Project by Trainers.

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

An awareness of dog training where many did not realise they could access it financially. Greater awareness of the legislation and expectations of being a dog owner. Assistance offered to Bay of Islands Animal Rescue. A resource for people to call with dog training issues. Those that graduated, now assisting with training.

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 achieved ~~stages~~ in classes we were able to provide ~~direct~~ Com Board funding. Also acknowledged in AGM speech, and at each talk we gave. Photos attached of graduation age Foundation Bronze, also some training classes.

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

facebook.com/groups/244335846457702.

This report was completed by:

Name: Jill Northeast  
 Address: 2556 Pahi Road, RD2, KAWAKAWA.  
 Phone: 09 4040065 mob: 0272920995  
 Email: northeastextra.co.nz  
 Date: 17/10/21.

Attachments

- Letter Agreement Funding.
- List of Donations / List of Trainers
- Summary Split between Com Boards
- Photos
- Some Support letters.

**Schedule of Supporting Documentation****Bay of Islands Canine Association****(Pet Dog Training June 2020 – June 2021)**

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

1	MYOB Invoice Tracker x 1 page
2	Summary of Costs x 1 page
3	Mileage Invoices x 18 pages
4	Kaikohe A&P Showgrounds Invoices x 4 pages
5	Awhere Canine Academy (Training) Invoice x 1 page
6	Photos of Training x 3 pages
7	Annual Report for Year Ended June 2021 x 5 pages
8	Newsletter Write Up x 2 pages
9	Letters of Support x 4 pages





## 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](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:	Community Patrol
Date of project/activity:	for the year beginning June 2020

Which Community Board did you receive funding from?

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

Amount received from the Community Fund: \$2000

Board meeting date the grant was approved: First of 3 years funding granted in June 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)
Annual Insurance	\$ 760.45	x
Telephone charges and stationary	\$ 457.50	x
	\$ 71.33	x
Motor Vehicle Expenses	\$ 290.00	x
Total:	\$ 1579.28	

Please note I have attached a zero report not receipt

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

<p>Ongoing weekly functioning of the Kaikohe Community Patrol - benefits to the community are safety and reporting to Police of any unusual behaviour sighted</p>
---

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

Without the support of the Community Board we would not be able to continue this valuable community service  
We are currently looking at options on how we can improve this situation becoming more sustainable

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 is not something we advertise Perhaps we could?

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

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

This report was completed by:

Name: Anika Whapshott  
Address: 691/c SH 10 RD3 Kerikeri 0293  
Phone: mob: 0211240382  
Email: admin@kaikohe.town  
Date: 13/10/21

**Schedule of Supporting Documentation****KAIKOHE BUSINESS ASSOCIATION****(Community Patrol 2020/221 and 2021/22)**

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

<b>1</b>	<b>Profit and Loss Statement to 31 October 2021 x 1 page</b>
<b>2</b>	<b>Email Explaining Expenditure x 3 pages</b>



**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](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: TE PUNA O KUPENUKU INC  
 Name & location of project: CAMPUS IN RAWENE  
 Date of project/activity: 2021-2022

Which Community Board did you receive funding from?

☐ Te Hiku

☒ Kaikohe-Hokianga

☐ Bay of Islands-Whangaroa

Amount received from the Community Fund: \$17,291.00

Board meeting date the grant was approved: 7<sup>th</sup> October 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	Samount	Receipt/s attached (please tick)
<u>See attached spreadsheet.</u>	\$	
	\$	
	\$	
	\$	
Total:	\$	

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

See attached letter

Private Bag 752, Memorial Ave, Kaikohe 0440, New Zealand, Freephone: 0800 920 029,  
 Phone: (09) 405 7750, Fax: (09) 401 2137, Email: [ccf.co@fndc.govt.nz](mailto:ccf.co@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 letter

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

See attached photo & article

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

To be set up.

This report was completed by:

Name: JANINE McVEAGH  
Address: P.O. BOX 96, RAWENE 0443  
Phone: / mob: 021 187 1472  
Email: janimemcveagh@xplains.com  
Date: 12/8/21

**Schedule of Supporting Documentation****TE PUNA O KUPENUKU INC.****(PURCHASE OF EQUIPMENT & SERVICES – CAMPUS COSTS)**

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

1	Interim Report to Kaikohe-Hokianga Community Board x 1 page
2	Article – Northern Advocate x 2 pages
3	Open day photo x 1 page

## **7 INFORMATION REPORTS**

### **7.1 KAIKOHE-HOKIANGA COMMUNITY BOARD ACTION SHEET UPDATE NOVEMBER 2021**

**File Number:** A3492441

**Author:** Marlema Baker, Meetings Administrator

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

#### **TAKE PŪRONGO / PURPOSE OF THE REPORT**

To provide the Kaikohe-Hokianga Community Board with an overview of outstanding decisions from 1 January 2020.

#### **WHAKARĀPOOTO MATUA / EXECUTIVE SUMMARY**

- Council staff have reintroduced action sheets as a mechanism to communicate progress against decisions/resolutions and confirm when decisions have been implemented.
- Action sheets are also in place for Council, Committees and Community Boards.

#### **TŪTOHUNGA / RECOMMENDATION**

**That the Kaikohe-Hokianga Community Board receive the report Kaikohe-Hokianga Community Board Action Sheet Update November 2021.**

#### **TĀHUHU KŌRERO / BACKGROUND**

The Democracy Services Team have been working on a solution to ensure that elected members can receive regular updates on progress against decisions made at meetings, in alignment with a Chief Executive Officer key performance indicator.

Action sheets have been designed as a way to close the loop and communicate with elected members on the decisions made by way of resolution at formal meetings.

Action sheets are not intended to be public information but will provide updates to elected members, who, when appropriate can report back to their communities and constituents.

#### **MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND NEXT STEPS**

The outstanding tasks are multi-facet projects that take longer to fully complete.

The Democracy Services staff are working with staff to ensure that the project completion times are updated so that action sheets provided to members differentiate between work outstanding and work in progress.

#### **PĀNGA PŪTEA ME NGĀ WĀHANGA TAHUA / FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION**

There are no financial implications or need for budgetary provision in receiving this report.

#### **ĀPITI HANGA / ATTACHMENTS**

1. **ACTION SHEET - KHCB 8 December 2021 - A3496769** [↓](#) 



## OUTSTANDING ACTIONS REPORT

Printed: Tuesday, 23 November 2021 1:12:40 pm

Division:  
Committee: Kaikohe-Hokianga Community Board  
Officer:

Date From: 1/01/2021  
Date To: 23/11/2021

Meeting	Title	Resolution	Notes
Kaikohe-Hokianga Community Board 12/05/2021	Kaikohe-Hokianga Notice of Motion - Okaihau Playcentre Reserve	<p><b>RESOLUTION 2021/34</b></p> <p>Moved: Chairperson Mike Edmonds Seconded: Member John Vujcich</p> <p><b>That, pursuant to the Local Government Act 2002, Schedule 7, CI 32(6), the Kaikohe-Hokianga Community Board requests that the Council consider delegating governance responsibility for the reserve land upon which the Okaihau Playcentre sits to the KHCB to the fullest extent possible, and that the Kaikohe-Hokianga Community Board be delegated recommendation rights for all those powers not able to be delegated.</b></p> <p><b>CARRIED</b></p>	<p><b>17 Jun 2021 1:54pm Baker, Marlema - Reallocation</b> Action reassigned to Wood, Melissa by Baker, Marlema - I am allocating this to you in the first instance as it is in regard to CB delegations and is a request from the KHCB which will require CEO direction</p> <p><b>24 Jun 2021 11:32am Wood, Melissa - Target Date Revision</b> Target date changed by Wood, Melissa from 26 May 2021 to 28 June 2021 - Received 17 / 6. Requested further direction before any further action.</p> <p><b>23 Nov 2021 12:17pm Baker, Marlema</b> A report has been prepared for the KHCB and will be included in the 8 December 2021 Agenda.</p>
Kaikohe-Hokianga Community Board 7/07/2021	Items of Business not of the Agenda which cannot be delayed	<p><b>RESOLUTION 2021/55</b></p> <p>Moved: Member Alan Hessell Seconded: Member John Vujcich</p> <p><b>That the Kaikohe-Hokianga Community Board:</b></p> <ol style="list-style-type: none"> <li><b>reminds the CEO of our motion dated 7/04/2021 regarding the Pohutukawa trees.</b></li> <li><b>requests information on the progress and urgent action to protect the trees.</b></li> <li><b>Delegate authority to member Hessell to request an onsite meeting through the Chief Executive Officer.</b></li> </ol> <p><b>CARRIED</b></p>	<p><b>08 Jul 2021 3:04pm Baker, Marlema - Reallocation</b> Action reassigned to Wood, Melissa by Baker, Marlema - Allocated to the CE office for urgent comment and/or action.</p> <p><b>23 Nov 2021 12:45pm Baker, Marlema</b> RFS 4049902 Notable Trees on State Highway 12 – Site visit took place 30 June 2021 with members of KHCB, Waka Kotahi, NTA and Council Staff. No further update provided.</p>

## OUTSTANDING ACTIONS REPORT

Printed: Tuesday, 23 November 2021 1:12:40 pm

Division:  
Committee: Kaikohe-Hokianga Community Board  
Officer:

Date From: 1/01/2021  
Date To: 23/11/2021

Meeting	Title	Resolution	Notes
Kaikohe-Hokianga Community Board 7/07/2021	Item of Business not on the Agenda	<p><b>RESOLUTION 2021/53</b></p> <p>Moved: Member Louis Toorenburg Seconded: Member Alan Hessel</p> <p><b>That the Kaikohe-Hokianga Community Board :</b></p> <p>a) expresses bitter disappointment at the Northland Transport Alliance's failure to hold a workshop with the Community Board, failure to follow delegation and to communicate fully why the workshop wasn't held.</p> <p>b) requests the Chief Executive urgently arrange a workshop with Northland Transport Alliance and the Community Board to deal with the time-sensitive Kaikohe-Hokianga Footpath Program for Kaikohe.</p> <p><b>CARRIED</b></p>	<p><b>08 Jul 2021 2:47pm Baker, Marlema - Reallocation</b> Action reassigned to Wood, Melissa by Baker, Marlema - Referred to CE Office for urgent comment/action</p> <p><b>23 Nov 2021 12:48pm Baker, Marlema</b> Virtual workshop held 18 August 2021 with KHCB members, FNDC staff and NTA. Sandi Morris had transferred notes and workload to other NTA staff. KHCB Chair was to liaise with Nick Marshall on a way forward.</p>
Kaikohe-Hokianga Community Board 6/10/2021	Koutu Mangeroa Picnic Area Encroachment	<p><b>RESOLUTION 2021/62</b></p> <p>Moved: Member Alan Hessel Seconded: Member Louis Toorenburg</p> <p><b>That the Kaikohe-Hokianga Community Board.</b></p> <p>a) engage with the kaitiaki of the Koutū Mongeroa Picnic Area to formalise a Kaitiaki Agreement for the lawful use of the area as a campground; and</p> <p>b) engage with the kaitiaki to obtain the necessary consents under the Resource Management Act, Local Government Act and Health Act to facilitate the lawful use of the area as a campground.</p> <p><b>CARRIED</b></p>	<p><b>23 Nov 2021 12:51pm Baker, Marlema</b> This matter has been returned to Council. Staff are preparing a report for the February 2022 Council Meeting., Update from Cr Tepania (17/11/2) – “the kaitiaki group cannot make decisions around the site alone and included in the conversations needs to be Ngāti Korokoro. For the time being they will need to follow tikanga around next steps forward as a kaitiaki group and Ngāti Korokoro and asked for me to pass on to council that until they have had time to have these conversations, and reach out, council staff are asked to respect conditions not to be on the whenua there.”</p>

## OUTSTANDING ACTIONS REPORT

Printed: Tuesday, 23 November 2021 1:12:40 pm  
 Date From: 1/01/2021  
 Date To: 23/11/2021

Division:  
 Committee: Kaikohe-Hokianga Community Board  
 Officer:

Meeting	Title	Resolution	Notes
Kaikohe-Hokianga Community Board 6/10/2021	Upgrade Memorial Park, Kaikohe	<p><b>RESOLUTION 2021/64</b></p> <p>Moved: Member Moko Tepania          Seconded: Member Kelly van Gaalen</p> <p><b>That Kaikohe-Hokianga Community Board:</b></p> <p>a) approves the final concept for Memorial Park as developed by AKAU.</p> <p>b) approves the removal of the Casuarina Tree close to the final location of the Wharepaku.</p> <p>c) approves the use of Streetscapes budget for the landscaping, furniture, footpaths, tree works and learn to ride paths within Memorial Park (\$344,200).</p> <p>d) approves the use of Town Beautification budget for the new civil works and surfacing for the new Playground within Memorial Park (\$100,000).</p> <p>e) approves the use of the Amenity Lighting budget for new lights within Memorial Park (\$18,500).</p> <p style="text-align: right;"><b>CARRIED</b></p> <p>ABSTAINED : Member Byers</p>	<p><b>23 Nov 2021 1:02pm Baker, Marlema</b>          Notice of Motion presented to KHCB members at the meeting held 8/11/2021 as follows:</p> <p>The amendment became the substantive motion.</p> <p><b>RESOLUTION 2021/74</b></p> <p>Moved: Chairperson Mike Edmonds,          Seconded: Member John Vujcich, That the Kaikohe-Hokianga Community Board:</p> <p>a) revokes part (d) of the resolution passed as part of item 6.4 (6 October 2021) and replaces it with;  <i>'Reserves the final approval of the playground portion of the design to the board, which must be given separately before any money is spent on purchase and civil works for the playground.'</i></p> <p>b) and that Chair Mike Edmonds and members Moko Tepania, John Vujcich and Kelly Van Gaalen be delegated that final approval.</p> <p><b>CARRIED</b></p>
Kaikohe-Hokianga Community Board 6/10/2021	Omapere Wharf - Renewal of End section	<p><b>RESOLUTION 2021/65</b></p> <p>Moved: Member Louis Toorenburg          Seconded: Member Emma Davis</p> <p><b>That the Kaikohe-Hokianga Community Board:</b></p> <p>a) Receive the report Omapere Wharf - Renewal of End section.</p>	<p><b>23 Nov 2021 12:53pm Baker, Marlema</b>          H Ronaldson awaiting a report back from FHNL at the beginning of December</p> <p><b>23 Nov 2021 1:11pm Baker, Marlema</b>          Helen Ronaldson is expecting a report back from FNHL in December.</p>

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Meeting	Title	Resolution	Notes
		b) Supports the new design concept for the replacement section of the Wharf; and c) that inter-tidal steps be strongly recommended and incorporated into the design. <b>CARRIED</b>	
Kaikohe-Hokianga Community Board 6/10/2021	Kaikohe-Hokianga Footpath Programme	<b>RESOLUTION 2021/66</b> Moved: Chairperson Mike Edmonds Seconded: Member Louis Toorenburg <b>That the Kaikohe-Hokianga Community Board identifies:</b> a) <b>Manning Street Rawene - Existing to House #54 Manning Street (Est \$70,000) to be constructed 100 % from the footpath budget and a list of Kaikohe footpaths be brought back to Kaikohe-Hokianga Community Board for consideration; and</b> b) <b>request that the remaining footpath budget from 2020 (estimated 80k) be found and returned for allocation to Kaikohe-Hokianga Community footpaths</b> <b>CARRIED</b>	<b>20 Oct 2021 3:47pm Baker, Marlema - Reallocation</b> Action reassigned to Goes, Aram by Baker, Marlema - I am unable to allocate this action item to Nick Marshall or Cushla Jordan. They are not in our system. Please forward this matter to one or both of them please. <b>23 Nov 2021 1:04pm Baker, Marlema</b> No update received
Kaikohe-Hokianga Community Board 6/10/2021	Items Not on the Agenda: Pawarenga Road Sealing & Okaihau Playcentre	<b>RESOLUTION 2021/73</b> Moved: Chairperson Mike Edmonds Seconded: Member Emma Davis <b>That the Kaikohe-Hokianga Community Board:</b> a) <b>be provided with answers as to why the non-residential part of Pawarenga Road was sealed but the residential part was not sealed.</b> b) <b>request that Council delegate the powers to negotiate the terms of the Okaihau Playcentre lease to Chair Mike</b>	<b>20 Oct 2021 3:45pm Baker, Marlema - Reallocation</b> Action reassigned to Wood, Melissa by Baker, Marlema - There are 2 action points that the CB members would like responses to. Are you able to forward the Road Sealing item to Aram Goes and provide an update/response regarding the delegation request to negotiate the Okaihau Playcentre Lease please? Thank you <b>23 Nov 2021 1:04pm Baker, Marlema</b> Emma Davis met with Aram Goes and showed him the area related to Pawarenga sealed/not sealed road.

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**Officer:**

Meeting	Title	Resolution	Notes
		<b>Edmonds, Member John Vujcich and Member Moko Tepania.</b>  <b>CARRIED</b>	<b>23 Nov 2021 1:06pm Baker, Marlema</b> Okaihau Playcentre Lease report will be presented to KHCB at the 8 December 2021 meeting.

**8        TE KAPINGA HUI / MEETING CLOSE**