



KAIKOHE-HOKIANGA COMMUNITY BOARD



Waima

AGENDA

Kaikohe-Hokianga Community Board Meeting

Wednesday, 6 April 2022

Time: 10.30 am
Location: Virtual via TEAMS

Membership:

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



Far North District Council



The Local Government Act 2002 states the role of a Community Board is to:

- (a) Represent, and act as an advocate for, the interests of its community.
- (b) Consider and report on all matters referred to it by the territorial authority, or any matter of interest or concern to the community board.
- (c) Maintain an overview of services provided by the territorial authority within the community.
- (d) Prepare an annual submission to the territorial authority for expenditure within the community.
- (e) Communicate with community organisations and special interest groups within the community.
- (f) Undertake any other responsibilities that are delegated to it by the territorial authority

Council Delegations to Community Boards - January 2013

The "civic amenities" referred to in these delegations include the following Council activities:

- Amenity lighting
- Cemeteries
- Drainage (does not include reticulated storm water systems)
- Footpaths/cycle ways and walkways.
- Public toilets
- Reserves
- Halls
- Swimming pools
- Town litter
- Town beautification and maintenance
- Street furniture including public information signage.
- Street/public Art.
- Trees on Council land
- Off road public car parks.
- Lindvart Park – a Kaikohe-Hokianga Community Board civic amenity.

Exclusions: *From time to time Council may consider some activities and assets as having district wide significance and these will remain the responsibility of Council. These currently include: The roading network, Hundertwasser toilets, District Library Network, Baysport, the Kerikeri, Kaikohe & Kaitaia Airports, Hokianga Vehicle Ferry, i-Site network, Far North Community Centre, Kerikeri Domain, Kawakawa Heated Swimming Pool, Kaikohe Cemetery, Kerikeri Sports Complex, The Centre at Kerikeri, the Bay of Islands/Hokianga Cycle Trail.*

Set local priorities for minor capital works in accordance with existing strategies,

1. Recommend local service levels and asset development priorities for civic amenities as part of the Annual Plan and Long-Term Plan processes.
2. Reallocate capital budgets within the Annual Plan of up to 5% for any specific civic amenity, provided that the overall activity budgetary targets are met.
3. Make grants from the allocated Community Funds in accordance with policy 3209, and the SPARC/Sport Northland Rural Travel fund in accordance with the criteria set by the respective body, and, for the Bay of Islands-Whangaroa Community Board, the power to allocate the Hundertwasser Donations Account.
4. Provide comment to council staff on resource consent applications having significance within the Community, including the provision of land for reserves or other public purposes.
5. To hold, or participate in hearings, as the Council considers appropriate, in relation to submissions pertinent to their community made to plans and strategies including the Long-Term Plan and Annual Plan, and if appropriate recommend decisions to the Council.

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

Terms of Reference

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

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

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

Protocols

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

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

KAIKOHE-HOKIANGA COMMUNITY BOARD MEMBERS REGISTER OF INTERESTS

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

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

Far North District Council
Kaikohe-Hokianga Community Board Meeting
will be held in the Held virtually via Microsoft Teams on:
Wednesday 6 April 2022 at 10:30 am

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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

To be confirmed on the day.

3 TE TONO KŌRERO / DEPUTATION

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

4 NGA KAIKORERO / SPEAKERS

Funding Applicants:

- Kaikohe Business Association (Linda Bracken)
- Kohukohu Bowling Club (Esther Booth)
- Freedom Whare Limited (Rhonda Zielinski) – to be confirmed

5 CONFIRMATION OF PREVIOUS MINUTES

5.1 CONFIRMATION OF PREVIOUS MINUTES

File Number: A3538463

Author: Marlema Baker, Meetings Administrator

Authoriser: Aisha Huriwai, Team Leader Democracy Services

PURPOSE OF THE REPORT

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

RECOMMENDATION

That the Kaikohe-Hokianga Community Board confirms the minutes of their meeting held 2 March 2022 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. 2022-03-02 KHCB Meeting Minutes - A3614494 [↓](#) 

**MINUTES OF
KAIKOHE-HOKIANGA COMMUNITY BOARD MEETING
HELD AT THE COUNCIL CHAMBER, MEMORIAL AVENUE, KAIKOHE
ON WEDNESDAY, 2 MARCH 2022 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

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

APOLOGY

RESOLUTION 2022/9

Moved: Chairperson Mike Edmonds

Seconded: Member Emma Davis

That an apology for lateness received from Member Moko Tepania be accepted.

CARRIED

2 TE WĀHANGA TŪMATANUI / PUBLIC FORUM

- Shaun Reilly - Neglected waystation area and street sweeping.

3 NGĀ TONO KŌRERO / DEPUTATIONS

The meeting was advised that the following deputations, recorded in the agenda were no longer to speak.

1. Healthy Families Far North
2. Te Miringa Mihaka, Rhonda Zeilinski, Shannyn Waerea

4 NGĀ KAIKŌRERO / SPEAKERS

Priscilla Barber was scheduled to speak in objection to the Ground Lease Over Part Of Okaihau Recreation Reserve To Ohaeawai Community Education Trust. She was however not available to join.

5 CONFIRMATION OF PREVIOUS MINUTES

5.1 CONFIRMATION OF PREVIOUS MINUTES

Agenda item 6.1 document number A3538461, pages 10 - 17 refers.

RESOLUTION 2022/10

Moved: Chairperson Mike Edmonds

Seconded: Member Emma Davis

That the Kaikohe-Hokianga Community Board confirms the minutes of their meeting held 4 February 2022 as a true and correct record with the following corrections:

- **Item 6.5 d) - Funding was approved for the sand dropping for 2022/23 and 2023/24.**

CARRIED

6 REPORTS

6.1 GROUND LEASE OVER PART OF OKAIHAU RECREATION RESERVE TO OHAEAUWAI COMMUNITY EDUCATION TRUST

Agenda item 7.1 document number A3548216, pages 18 - 25 refers.

RESOLUTION 2022/11

Moved: Member Laurie Byers

Seconded: Member Emma Davis

That the Kaikohe-Hokianga Community Board recommend a lease be granted to the Ohaeawai Community Education Trust for early childhood education.

In Favour: Members Mike Edmonds, Emma Davis, Louis Toorenburg, Kelly van Gaalen, Alan Hessell, Laurie Byers, John Vujcich and Moko Tepania

Against: Nil

CARRIED

6.2 KAIKOHE-HOKIANGA STATEMENT OF COMMUNITY BOARD FUND ACCOUNT AS AT 31 JANUARY 2022

Agenda item 7.2 document number A3600362, pages 26 - 29 refers.

RESOLUTION 2022/12

Moved: Member John Vujcich

Seconded: Member Louis Toorenburg

That the Kaikohe-Hokianga Community Board receives the report Kaikohe-Hokianga Statement of Community Board Fund Account as at 31 January 2022.

In Favour: Members Mike Edmonds, Emma Davis, Louis Toorenburg, Kelly van Gaalen, Alan Hessell, Laurie Byers, John Vujcich and Moko Tepania

Against: Nil

CARRIED

6.3 PROJECT FUNDING REPORTS

Agenda item 7.3 document number A3588071, pages 30 - 34 refers.

RESOLUTION 2022/13

Moved: Member John Vujcich

Seconded: Member Alan Hessell

That the Kaikohe-Hokianga Community Board note the project report received from Ngā Mahi Toi o Hōreke and the Board thinks the photos are fantastic.

In Favour: Members Mike Edmonds, Emma Davis, Louis Toorenburg, Kelly van Gaalen, Alan Hessell, Laurie Byers, John Vujcich and Moko Tepania

Against: Nil

CARRIED

7 INFORMATION REPORTS

7.1 KAIKOHE CARES PROJECT REPORT

Agenda item 8.1 document number A3596140, pages 35 - 36 refers.

RESOLUTION 2022/14

Moved: Member John Vujcich

Seconded: Member Emma Davis

That the Kaikohe-Hokianga Community Board receive the report Kaikohe Cares Project Report.

In Favour: Members Mike Edmonds, Emma Davis, Louis Toorenborg, Kelly van Gaalen, Alan Hessel, Laurie Byers, John Vujcich and Moko Tepania

Against: Nil

CARRIED

7.2 KAIKOHE-HOKIANGA COMMUNITY BOARD ACTION SHEET UPDATE MARCH 2022

Agenda item 8.2 document number A3600486, pages 37 - 43 refers.

RESOLUTION 2022/15

Moved: Member Moko Tepania

Seconded: Member John Vujcich

That the Kaikohe-Hokianga Community Board receive the report Kaikohe-Hokianga Community Board Action Sheet Update March 2022.

In Favour: Members Mike Edmonds, Emma Davis, Louis Toorenborg, Kelly van Gaalen, Alan Hessel, Laurie Byers, John Vujcich and Moko Tepania

Against: Nil

CARRIED

8 TE KAPINGA HUI / MEETING CLOSE

The meeting closed at 11:39 am.

The minutes of this meeting will be confirmed at the Kaikohe-Hokianga Community Board Meeting held on 6 April 2022.

.....
CHAIRPERSON

6 REPORTS

6.1 DISCHARGING OF THE HOKIANGA SPRAYING COMMITTEE

File Number: A3615572

Author: Marlema Baker, Democracy Advisor

Authoriser: Aisha Huriwai, Team Leader Democracy Services

TAKE PŪRONGO / PURPOSE OF THE REPORT

To discharge the Hokianga Spraying Committee.

WHAKARĀPOOTO MATUA / EXECUTIVE SUMMARY

- At their meeting on 3 February 2021, the Kaikohe-Hokianga Community Board resolved to establish the Hokianga Spraying Committee and discussed the issue of spraying in Rawene.
- Following their meeting 2 March 2022, the Committee held a workshop and agreed to disestablish the Hokianga Spraying Committee.
- This report seeks to formally discharge the Hokianga Spraying Committee, and thank the members for their participation.

TŪTOHUNGA / RECOMMENDATION

That Kaikohe-Hokianga Community Board;

- a) disestablish the Hokianga Spraying Committee and discharge all members from their committee roles.**
- b) acknowledge and thank community representatives Gail and John Aiken, Peter Reid and Lorene Royal for their service and community advocacy.**

1) TĀHUHU KŌRERO / BACKGROUND

At their meeting on 3 February 2021, the Kaikohe-Hokianga Community Board resolved to establish the Hokianga Spraying Committee and discussed the issue of spraying in Rawene. The committee has held 3 meetings to date.

Following their meeting 2 March 2022, the Committee held a workshop and agreed to disestablish the Hokianga Spraying Committee. This report seeks to formally discharge the Committee and its members.

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

The Kaikohe-Hokianga Community Board convened this Committee at the request of Rawene Community members. The Chairperson and membership for this sub-committee was determined by the Kaikohe Hokianga Community Board. It is therefore the role of the Community Board to discharge this Committee as the responsible establishing body.

Take Tūtohunga / Reason for the recommendation

Staff recommend that the Kaikohe-Hokianga Community Board discharge the Hokianga Spraying Committee as per their request.

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

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

ĀPITI HANGA / ATTACHMENTS

Nil

Hōtaka Take Ōkawa / Compliance Schedule:

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

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

He Take Ōkawa / Compliance Requirement	Aromatawai Kaimahi / Staff Assessment
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	This 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 Local Government Act 2002 enables this to occur
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 discharging the Hokianga Spraying Committee
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).	None identified that would not relate to the whole community
State the financial implications and where budgetary provisions have been made to support this decision.	There are no financial implications requiring input from the Chief Financial Officer.
Chief Financial Officer review.	The Chief Financial Officer has not reviewed this report

6.2 KAIKOHE-HOKIANGA STATEMENT OF COMMUNITY BOARD FUND ACCOUNT AS AT 28 FEBRUARY 2022

File Number: A3640349

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 28 February 2022.

BACKGROUND

The statement is attached for the Board's information and to provide sufficient information to enable the Board to allocate funds in accordance with the funds available.

Community Fund Account balance as at 1 July 2021	\$203,211.00
• Plus, carry forward – Kaikohe Community & Youth Centre Trust for installation of the basketball court and hoops at Memorial Park	\$19,523.79
• Plus, carry forward – Junior Bike Park	\$14,376.54
• Plus, Unspent from 2020/21 – BOI Canine Association	\$2,580.00
• Plus, Unspent from 2020/21 – Nth Hokianga A&P Society 2021 Show	\$3,720.00
• Plus, Unspent from 2020/21 – Outward Bound Student Sponsorship	\$6,000.00
• Plus, Unspent from 2020/21 – Allocation to the Tamariki	\$10,751.00
• Less funds granted and uplifted to 28 February 2022	\$40,402.55
• Less funds not uplifted from 2016/2017 Commitment Carry Forward – Junior Bike Park	\$14,376.54
• 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	\$19,523.79
• Less funds not uplifted from 02 June 2021 for Allocation to the Tamariki of the Kaikohe-Hokianga ward for the Rural Travel fund for the 2021/22 year	\$10,751.00

<ul style="list-style-type: none"> 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 	\$4,724.16
<ul style="list-style-type: none"> Less funds not uplifted from 04 August 2021 for Balance of funding initially set aside (but not required) for the Outward Bound Students that were selected for sponsorship through the Mayors Taskforce for Jobs be added to the funds set aside for Rural Travel Funding 	\$1,275.84
<ul style="list-style-type: none"> Less funds not uplifted from 06 October 2021 and 04 February 2022 for Pioneer Village Kaikohe for costs towards 2021 Halloween event 	\$1,500.00
<ul style="list-style-type: none"> Less funds not uplifted from 08 December 2021 for Hokianga Community Educational Trust for the purchase of a shredder/chipper 	\$2,999.00
<ul style="list-style-type: none"> Less funds not uplifted from 04 February 2022 for Authorise costs towards placement of barriers for the protection of the Opononi Pohutukawa trees 	\$5,000.00
<ul style="list-style-type: none"> Less funds not uplifted from 04 February 2022 for AKAU for a masterplan of Mangamuka 	\$20,000.00
<ul style="list-style-type: none"> Less funds not uplifted from 03 June 2020 for Kaikohe Business Association for costs towards their Community Patrol vehicle 	\$1,000.00
<ul style="list-style-type: none"> Community Fund Account balance as at 28 February 2022 	\$138,609.45

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 28 February 2022 is \$138,609.45.

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 28 February 2022 is attached.

ATTACHMENTS

- Statement of Community Fund Account Kaikohe-Hokianga as at 28 February 2022 - A3640312  

Far North District Council**Kaikohe - Hokianga Community Board****Statement of the Community Fund Account as at 28 February 2022**

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

November 21

South Hokianga War Memorial Hall for costs towards the purchase and installation of an AED defibrillator	4,098.60
Ngapuhi Hokianga Ki O Rahi for costs towards 2021 Christmas event	1,300.00
Okaihau Residents Association for costs towards the replacement of community hall lights	1,555.95
Kaikohe Business Association for costs towards 2021 Christmas Festival	2,500.00

December 21

Rawene Residents and Ratepayers for costs towards reprinting "Rawene: A past in pictures"	2,475.00
Rawene Community Hall Management Committee to purchase chairs	3,296.00

January 22

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	1,059.00
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Far North District Council**Kaikohe - Hokianga Community Board****Statement of the Community Fund Account as at 28 February 2022**

Te Pu o Te Wheke Community Art Gallery Trust for costs to install an oven and track spotlights	1,749.00	
February 22		
North Hokianga A&P Society Inc for costs towards entertainment at the 2021 show	3,720.00	
Manaki Tinana Trust Hokianga Community Gym for Laptop	758.00	
		<u>40,402.55</u>
Balance as at 28 February 2022		<u>\$219,759.78</u>
Less Commitments 2021/22 as at 28 February 2022 (Funds not yet uplifted)		
2016/2017 Commitment		
Carry Forward - Junior Bike Park	14,376.54	
2019/2020 Commitment		
Carry Forward - Kaikohe Community & Youth Centre Trust for installation of the basketball court and hoops at Memorial Park	19,523.79	
Meeting 02.06.21		
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	
Balance of funding initially set aside (but not required) for the Outward Bound Students that were selected for sponsorship through the Mayors Taskforce for Jobs be added to the funds set aside for Rural Travel Funding	1,275.84	
Meeting 06.10.21 & 04.02.22		
Pioneer Village Kaikohe for costs towards 2021 Halloween event to now be used for the 2022 Halloween Party	1,500.00	
Meeting 08.12.21		
Hokianga Community Educational Trust for the purchase of a shredder/chipper	2,999.00	
Meeting 04.02.22		
Authorise costs towards placement of barriers for the protection of the Opononi Pohutukawa trees	5,000.00	
AKAU for a masterplan of Mangamuka	20,000.00	
Meeting 03.06.20		
Kaikohe Business Association for costs towards their Community Patrol vehicle	1,000.00	
		81,150.33
Balance 28 February 2022 Uncommitted/(Overcommitted)		<u>\$138,609.45</u>

Far North District Council**Kaikohe - Hokianga Community Board****Statement of the Community Fund Account as at 28 February 2022**

6.3 FUNDING APPLICATIONS

File Number: A3614080

Author: Kim Hammond, Funding Advisor

Authoriser: Sheryl Gavin, Manager - Corporate Planning & Community Development

TAKE PŪRONGO / PURPOSE OF THE REPORT

This report summarises the applications received for the Local Community Grant funding to enable the Kaikohe-Hokianga Community Board to determine which applications will receive funding at the 6 April 2022 meeting.

WHAKARĀPOOTO MATUA / EXECUTIVE SUMMARY

- Three applications for funding were received requesting a total of \$18,474.
- The balance of the community board funding available for the Board to allocate is \$64,232.84.
- The Board also had \$100,000 for placemaking funding to grant in the 2021/22 financial year and has allocated a total of \$22,000.

TŪTOHUNGA / RECOMMENDATION

That the Kaikohe-Hokianga community Board:

- a) Approves the sum of **\$14,190** (plus GST if applicable) be paid from the Board's Community Fund account to Kohukohu Bowling Club to replace the grass and purchase two water tanks for the Kohukohu Bowling Club, to support the following Community Outcomes:
 - i) Proud, vibrant communities
 - ii) Communities that are healthy, safe, connected and sustainable.
- b) approves the sum of **\$2,140** (plus GST if applicable) be paid from the Board's Community Fund account to R. Tucker Thompson to send a youth from the Kaikohe-Hokianga Community Board area to attend the 7-day Youth Development Voyage on the R. Tucker Thompson, to support the following Community Outcomes:
 - i) Proud, vibrant communities
 - ii) Communities that are healthy, safe, connected and sustainable.
- c) approves the sum of **\$2,144** (plus GST if applicable) be paid from the Boards Community Fund account to Weka Weka Valley Community Trust for the purchase of shelving, paint, roller blinds and barstools for the Waimamaku Resource Centre, to support 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 and Project	Requested	Recommend	Comments	Type
Kohukohu Bowling Club Incorporated – Grass for the Bowling Green	\$14,190 (54%)	\$14,190	<p>The bowling green is an essential part of a bowling club, and the new committee is determined to restore the bowling club to the busy community hub that it was previously.</p> <p>This is the first part of a larger project but is essential to be able to continue to operate. The club has been without a green for four years and members (full and social) have continued to support the club to make sure the green can be restored.</p>	Sport and Recreation
R. Tucker Thompson Sail Training Trust – Youth Development Voyage	\$2,140 (9%)	Approve - \$2,140	<p>R. Tucker Thompson relies on tourism to support/subsidise the youth development programme. Since 2020 and the COVID-19 lockdowns/mandates this has not allowed R. Tucker Thompson to generate as much income as in previous years.</p> <p>The amount requested is minimal that has the possibility to leave an ever-lasting impact on a local rangitahi from the Kaikohe-Hokianga Community Board area. There is evidence to show the benefits that rangitahi who attend the voyage benefit in regard to psychological resilience, increased self-esteem and positive outlook and more.</p>	Community Development
Weka Weka Valley Community Trust – Resource Centre	\$2,144.16 (24%)	Approve - \$2,144	<p>Weka Weka Valley Community Trust offers a wide range of activities to the Waimamaku community and community groups in the area. Activities include free Wifi, printing, Op Shop but also hosts workshops throughout the year.</p> <p>The applicant did include GST in their application, the total cost of the project excluding GST is \$8,753.04 and the amount requested is \$2,144.16 GST exclusive. As they are GST registered the amounts requested should be GST exclusive.</p>	Community Development

Take Tūtohunga / Reason for the recommendation

The applicants are 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 Provisions has been made and the grant is allocated in accordance with the Community Grant Policy.

ĀPITIHINGA / ATTACHMENTS

1. **Application - Kohukohu Bowling Club Incorporated - A3633691**  
2. **Application - R. Tucker Thompson Sail Training Trust - A3613087**  
3. **Application - Weka Weka Valley Community Trust - A3623017**  

Hōtaka Take Ōkawa / Compliance Schedule:

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

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

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

Local Grant Application Form



Instructions

Please read carefully:

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

The following must be submitted along with this application form:

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

Applicant details

Organisation	Kohukohu Bowling Club Incorporated	Number of Members	50
Postal Address	22 Beach Road, Kohukohu	Post Code	0491
Physical Address	22 Beach Road, Kohukohu	Post Code	0491
Contact Person	Esther Booth	Position	Chairwomen
Phone Number		Mobile Number	027 601 9773
Email Address	eakohukohu@gmail.com		

Please briefly describe the purpose of the organisation.

Kohukohu Bowling Club was opened in 1958. The main purpose of the bowling club is to provide the Kohukohu and surrounding areas with access to a bowling green and competitions. The committee however has also organised community functions and activities e.g Christmas parade, ANZAC parade.

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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.

There are a total of 12 bowling clubs across the Far North which deliver benefits to people of all ages. Lawn bowls is a low-impact exercise that can improve fitness, coordination and confidence. As well as providing social interaction. The Kohukohu Bowling Club also provides community activities and facility hire.

In 2018/2019 season there was a drought and the volunteer greens keeper who watered the green everyday sadly passed away and the green was let go.

Recently the committee has been replaced and it is our goal to get the green back up and running so that we can host local bowling competitions again.

We will be calling in the help of a previous Chairperson, who was Chairperson for 25 years, who has an extensive knowledge on how to get the grass back as well as how to maintain it so that this does not happen again. As part of maintaining the green we need to make sure that we have water available all year round and especially during the summer. By purchasing the two new water tanks this will give us access to our own water, water from the town hall across the road if needed.

To be able to complete this project it will require 6-7 volunteers, one day a week, over four weeks who will come to the club and lay the grass. And then a volunteer to come each day to check and water the grass if needed. As well to mow the lawn when needed. Some clubs have funding for a groundsman/greenkeeper, however our club runs solely on volunteer time.

At a later stage we would also like to look at installing a irrigation/sprinkler system so that it is easier to maintain the green.

Local Grant Application Form



Project Cost

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

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

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

Please Note:

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

Expenditure	Total Cost	Amount Requested
Rent/Venue Hire		
Advertising/Promotion		
Facilitator/Professional Fees ²		
Administration (incl. stationery/copying)		
Equipment Hire		
Equipment Purchase (describe) 2 x water tanks	\$7,465.00	\$9,205.00
Lawn mix 20 square meters	\$1,740.00	
Utilities		
Hardware (e.g. cement, timber, nails, paint)	\$4,985.00	\$4,985.00
Consumable materials (craft supplies, books)		
Refreshments		
Travel/Mileage - Delivery	\$522.00	\$0.00
Volunteer Expenses Reimbursement		
Wages/Salary		not applicable
Volunteer Value (\$20/hr)	\$11,480.00	not applicable
Other (describe)		
TOTALS	\$26,192.00	\$14,190.00

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

Local Grant Application Form



Financial Information

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

How much money does your organisation currently have?

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

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

Purpose	Amount
Yearly operational costs	\$18,000
Grass for the bowling green (this project)	\$522
TOTAL	

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

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

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

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

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Local Grant Application Form



Privacy Information

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

Applicant Declaration

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

On behalf of: (full name of organisation)

Kohukohu Bowling Club Incorporated

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

Esther Booth

Signatory Two

Margaret Young

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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="Ester Booth"/>	Position	<input type="text" value="Chairwomen"/>
Postal Address	<input type="text" value="625 Matawera Road, RD2, Kohukohu"/>		Post Code <input type="text" value="0492"/>
Phone Number	<input type="text"/>	Mobile Number	<input type="text" value="027 601 9773"/>
Signature			Date <input type="text" value="15/03/2022"/>

Signatory Two

Name	<input type="text" value="Margaret Young"/>	Position	<input type="text" value="Committee Member"/>
Postal Address	<input type="text" value="1446a Kohukohu Road, Kohukohu"/>		Post Code <input type="text" value="0491"/>
Phone Number	<input type="text"/>	Mobile Number	<input type="text" value="0274 782237"/>
Signature			Date <input type="text" value="15/03/2022"/>

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Schedule of Supporting Documentation**KOHUKOHU BOWLING CLUB INCORPORATED****(Grass for Bowling Green)**

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

1	Quote – 2 x Water Tanks x 1 page
2	Quote – Lawn Seed and Delivery x 1 page
3	Quote – Placemakers x 1 page
4	Bank Statement x 1 page
5	Performance Report x 15 pages

Local Grant Application Form



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

The following must be submitted along with this application form:

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

Applicant details

Organisation	<input type="text" value="R Tucker Thompson Sail Training Trust"/>	Number of Members	<input type="text" value="NA"/>
Postal Address	<input type="text" value="PO Box 42, Opuia"/>	Post Code	<input type="text" value="0200"/>
Physical Address	<input type="text" value="Opuia Wharf, Beechy St"/>	Post Code	<input type="text"/>
Contact Person	<input type="text" value="Jo Lynch"/>	Position	<input type="text" value="Chief Executive"/>
Phone Number	<input type="text" value="0275773336"/>	Mobile Number	<input type="text" value="027 577 3336"/>
Email Address	<input type="text" value="jo.lynch@tucker.co.nz"/>		

Please briefly describe the purpose of the organisation.

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Please briefly describe the purpose of the organisation.

The R. Tucker Thompson Sail Training Trust operates a tall ship youth development programme funded by tourism activity, patrons, grants and sponsorship. The mission of the R. Tucker Thompson Sail Training Trust is: *Learning for Life through the Sea.*

Through the values of kaitiakitanga and whakawhānaungatanga we act in three areas:

Tangata - People	Turangawaewae - Place	Waka - Ship
Make a positive difference to the lives of those who come on board, whether for a day, a week or longer	Allow those who sail in her to learn more about who they are, where they come from and where they are going	Embrace the values of Kaitiakitanga; preserve the tradition of tall ship sailing and specifically the R. Tucker Thompson

Our primary purpose is youth development, focused on rangatahi from Te Tai Tokerau. Annually we take approximately 200 taitamariki, aged from 13 to 18, on 7-day voyages on the tall ship, the R. Tucker Thompson.

The Youth Development programme has focused on youth development since 2006. Key measurable outcomes include:

- Improved self-confidence
- Improved ability to build relationships
- A better understanding of their own strengths
- A strengthening of personal identity
- The development of leadership skills

Historically we would raise funds through tourism to support the youth development programme; we have consistently raised approximately \$200,000 each summer to subsidize each placement. Unfortunately, due to COVID-19, for the last two years we have not generated revenue. The impact of the pandemic, coupled with a 7-week breakdown this summer costing \$100,000, means we are seeking alternative funding support. We have excellent reserves in place for a breakdown such as this, but we require additional support please.

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.



We are applying for these funds to sponsor a rangatahi specifically from the Kaikohe Hokianga Ward. The trainee can be selected by the Community Board or we can work with local schools and iwi to ensure this funding benefits youth within the Ward.

We work with rangatahi from 13 to 18 from Te Tai Tokerau. We have over 200 young people each year from Northland of which 65% are Māori. Tikanga Māori, education, new experiences and a focus on belonging underpin delivery.

Environment: Whakawhānaungatanga is our guiding principle. We focus on creating a sense of belonging, demonstrated through deliberate inclusivity and acceptance.

Education: A structured programme is delivered. Crew deliver modules on Safety at Sea; Meteorology; Sailing and Seamanship; Polynesian Celestial Navigation; Marine Navigation; Sustainability, Pollution and Recycling; Marine Wildlife; Financial Literacy; Food and Nutrition; Fishing; and Environmental activities. A specific talk on careers and post-school planning is also delivered.

New Experiences: Like many adventure education programmes, exposure to many new and unique experiences and challenges creates and strengthens neural pathways that support improved coping skills and decision making in the future. The tall ship experience is no different. The Trainees learn traditional sailing skills, climb the mast, swim, collect seafood, walks ashore and engage in many other outdoor activities.

Tikanga: Te Ao Māori approach is woven into the programme. Over 65% of the Trainees are Māori; our crew members are Maori and NZ Pākehā. Relationships are Tuakana- Teina in nature and tikanga is foundational in our delivery.

Evidence of outcomes

Otago University Research: In addition to assessing the effect the voyages had on psychological resilience, self-esteem, and positive outlook, the research was also looking to determine the contribution of *whakawhānaungatanga* or collective identity to these outcomes. The quantitative research found that:

- Both Māori and Pākehā Youth displayed a significant increase in **Resilience** as a result of the voyage. Maori youth had a significantly lower level of resilience at the beginning, but were comparable by the end. [View here.](#)
- Pākehā youth showed a moderate increase in **Self-esteem**, and Māori Youth a significant increase: directly compared, Maori Youth reported significantly lower levels of self-esteem at the beginning but at the end the levels were comparable.
- Both Māori and Pākehā Youth displayed a significant increase in **Positive Outlook** as a result of the voyages.
- The survey found that both Māori and Pākehā Youth benefited from a sense of **Collective identity** but that it was not directly related to the shift in self-esteem or positive outlook.

Furthermore, [qualitative research indicated](#) that the group identity formed on the voyages was experienced by all participants, but was potentially more salient and meaningful for the Māori trainees. Researcher Hitaua Arahanga-Doyle stated that this “also lends support to the previous findings that social identity development in the voyage group is more strongly linked to resilience and positive outlook for Māori when compared to the NZ European trainees.”

The Trust is in discussion with the University about further longitudinal studies and is also considering economic impact research to further strengthen the evidence of our outcomes.

We are partnering with different tertiary and work placement organisations such as CompeteNZ, NorthTec to connect our Trainees to apprenticeships, work and tertiary study.

From this last year’s survey of trainees, there were a number of benefits in terms of wellbeing, including

- 82.61% were more confident meeting new people
- 73.91% felt more positive/happy/relaxed
- 72.46% felt they had gained leadership skills/take on responsibility
- 65.22% were more self-confident
- 59.42% had better understanding of people
- 57.97% considered they were better able to tackle problems
- 49.28% enjoyed a chance to be involved in decision making
- 42.03% said they liked themselves better

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

COSTS

I have provided the voyage costs and costs per child; there figures are exclusive of GST.

I have also included the Fixed Expenses of which 50% is apportioned to each Youth Voyage.

Direct costs	Annual cost	Per voyage	Per child
Advertising	4000	250	23
Cleaning & Refuse	1500	94	9
Expenses	2000	125	11
Fuel & Oil	6000	375	34
KiwiSaver	5670	354	32
LPG, & Outboard fuel	1000	63	6
Petrol	800	50	5
Printing & Stationery	2200	138	13
Provisions	17000	1063	97
Wages	189000	11813	1074
Total Direct costs	229170	14323	1302
Contribution to central costs*	147541	9221	838
Total voyage costs ex GST	164541	23544	2140
Plus GST	24681	3532	321
Total including GST	189222	27076	2461

*Fixed Expenses all activities	Apportionment	Annual
ACC Premiums	2353	4706
Assets under \$500	390	780
Audit fees	1900	3800
Bank Charges	75	150
Depreciation Expense - Development Expenditure	695	1390
Depreciation Expense - Office Equipment	257	515
Depreciation Expense - Plant & Equipment	3609	7218
Depreciation Expense - Vessel	24339	48679
Electricity	548	1096
Expenses Shed	15366	30732
General Expenses	720	1440
Health & Safety	820	1640
Hire of Plant & Equipment	374	747
Insurance	5750	11500
Internet	0	0
IT Equipment	3500	7000
IT licenses	861	1722
IT R&M	170	339
Kiwi saver R&M	600	1200
Legal Fees	495	990
Licences & Fees	4750	9500
Meals	102	203
Petrol (car)	242	485
Postage, Telephone & Tolls	1373	2745
Printing & Stationery	368	737
R&M - wages	20000	40000
R&M expenses	500	1000
R&M Schooner & Ancillary Plant	20000	40000
Rent	12684	25367
Staff Training	3132	6263
Travel	318	637
Uniforms	250	500
Wages Executive Trustee	21000	42000
TOTAL	147541	295081

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
Working capital - monthly overheads and operational costs	\$40,000
Maintenance Reserves - for annual maintenance costs	150,000
Donations - for voyages	\$52,000
Reserves - organisational reserves	\$125,000
TOTAL	\$367,000

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

Funding Source	Amount	Approved
Foundation North	\$100,050	Yes / Pending
Sponsorship	\$70,460	Yes / Pending
Unconfirmed sponsorship	\$117,348	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
Far North Holdings fund 1 voyage	\$20,086	Annually	Y / N
			Y / N
			Y / N
			Y / N

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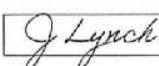
Local Grant Application Form



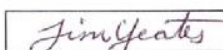
We agree to the following conditions if we are funded by Local Community Grant Funding:

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="Jo Lynch"/>	Position	<input type="text" value="Chief Executive"/>
Postal Address	<input type="text" value="63 Oromahoe Road Opua"/>		Post Code <input type="text" value="0200"/>
Phone Number	<input type="text" value="027 577 3336"/>	Mobile Number	<input type="text" value="027 577 3336"/>
Signature			Date <input type="text" value="16 February 2022"/>

Signatory Two

Name	<input type="text" value="Tim Yeates"/>	Position	<input type="text" value="Trustee"/>
Postal Address	<input type="text" value="Total Marine Group Beechy Street Opua"/>		Post Code <input type="text" value="0200"/>
Phone Number	<input type="text" value="021 412 954"/>	Mobile Number	<input type="text" value="021 412 954"/>
Signature			Date <input type="text" value="16 February 2022"/>

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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)

R. Tucker Thompson Sail Training 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

J Lynch

Signatory Two

Jim Yeates

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Schedule of Supporting Documentation**R. TUCKER THOMPSON SAIL TRAINING TRUST****(Youth Development Voyage)**

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

1	Programme Overview x 4 pages
2	Business Plan 2021 – 2022 x 20 pages
3	Health and Safety Plan x 21 pages
4	Bank Statement or January 2022 x 3 pages
5	Performance Report until 31 May 2021 x 22 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
- **Incomplete, late, or non-complying** applications will not be accepted.
- Applicants who have failed to complete a Project Report for previous funding granted within the last five years are not eligible for funding.
- **If there's anything on this form you're not sure of**, please contact the Community Development team at freephone 0800 920 029, or funding@fndc.govt.nz – we're happy to help.
- **Send your completed form** to funding@fndc.govt.nz or to any Council service centre

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

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

Applicant details

Organisation Weka Weka Valley Community Trust Number of Members 8 trustees
 Postal Address P.O. Box 5, Waimamaku Post Code 0473
 Physical Address 7235 State Hwy 12, Waimamaku Post Code 0473
 Contact Person Sandy-Lee Bell Position Co-ordinator/Secretary
 Phone Number 09 405 4661 Mobile Number 021 031 2584
 Email Address WaimamakuResourceCentre@gmail.com

Please briefly describe the purpose of the organisation.

See attached sheet.

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Waimamaku Resource Centre

About:

The Wekaweka Valley Community Trust - Developing initiatives that improve the lives of the people in Waimamaku.

The trust operates in Waimamaku Valley and our biggest activity is the running of the Waimamaku Resource Centre.

Waimamaku is a small town situated in a valley that runs between Waipoua Forest and the Hokianga Harbour. It is incredibly isolated with poor communication utilities and limited access to services.

The Waimamaku Resource Centre or the RC, located in the heart of town was established with the intent to provide services, support and create employment opportunities for the people of Waimamaku. It's a true community space that serves the community and community groups in the area. The vision for the Waimamaku Resource Centre is of a vibrant and humming community space that is inclusive, welcoming and well-used by all that live in the Waimamaku Valley.

Activities:

Waimamaku Resource Centre or the RC:

The RC is a place where the general community of Waimamaku can go to access a variety of resources and services for a small fee or koha. Inside the RC we have free WIFI, computers, printing, photocopier/scanner, an Op shop, an extensive book collection, a Tool library for borrowers and event and community notice boards. We can provide assistance to locals with emailing, paying bills online, searching information.

We have co-ordinators and a team of volunteers who help to keep the RC humming along.

This year we want to be able to provide a space inside the RC to showcase local arts and crafts people. There are many fantastic creative people in our community that would benefit from having a space where they can showcase their work and it also may provide a passive income to those that are in need.

In order for us to support this initiative we need substantial shelving units to display the arts and crafts on, along with storage for RC equipment.

Some community members also like to come into the RC just to relax and have a cup of tea or coffee, have a chat. *We would like to provide some comfortable furniture to sit on for our elderly, and kaumatua, kuia community members.*

Further more we would like to be able to have an Espresso Coffee Machine, no other service in Waimamaku offers this type of coffee or hot chocolate, so we would like to be able to provide this to our local community members as an alternative to the run-of-the-mill instant or packet varieties.

Our Op Shop area inside the back part of the RC is a bit tired looking in general, so we would like to paint the walls white to brighten up the space, and give it a new fresh look. We have a lot of clothing that is donated from our community, and we would like to be able to steam clean some of these items ourselves to provide fresh clean clothing for our community members.

We would also like to create spaces inside the RC for "hot desking" - where community members can use a semi private space for their projects. We would like to have modern bar leaner type workstations and bar stools for this.

We also would like to be able to set up spaces into break out rooms, we envision doing this by having room dividers so we can open up or close off certain areas of the RC.

We have minimal natural light inside the RC, we would like to have some strong lighting in the space to help when working on projects and hosting creative workshops.

Workshops:

We have plans underway to begin hosting a series of workshops throughout the year. These workshops will provide opportunities to community members to up-skill and learn whilst spending time together in a social setting.

Examples of workshops: predator trapping, jewellery making, fermenting, screen printing, mobile phone usage for seniors, taonga puoro, native fauna identification, youth mural and bombing workshop and more.

We need trestle tables for practical workbenches and learning desks, to assist with the workshops.

Village Markets:

Our monthly community village markets comprises of local stalls selling arts, crafts, produce, food and other unique products. The Resource Centre staff and volunteers organise this event, we provide a food stall and an area where community members can sit and enjoy a bite to eat and support local stallholders. This year we have added into the marketplace a local music and entertainment component, local schools, bands, individuals, groups can have the opportunity to play or perform to their community, bringing an uplifting and fun element to the market place.

Again trestle tables and bar leaner type table seating would be very useful in this situation, also for our other planned events this year like Matariki/Puanga and Hokianga Pride.

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 Waimamaku Resource Date 6/3/2022

Location HOKIANGA Centre 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.

(See attached sheet)

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Local Grant Application Form



Project Cost

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

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

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

Please Note:

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

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

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

Budget

ITEM	SUPPLIER	SOURCE	COST
Shelving units x6	Mitre 10	Community Board	684
Trestle tables x 8	Trade me	Community	800
Paint 20l	Mitre 10	Community Board	415
Room divider/ roller blinds x 4	Mitre 10	Community Board	360
Coffee machine	Harvey	Community	750
Barstools x10	Freedom	Community Board	990
Desk leaners x5	Trade me	Community	1320
Steam cleaner	Godfreys	Community	329
Armchairs x2	Freedom	Community	1698
Sofa x2	Freedom	Community	2198
Lamps x6	Mitre 10	Community	522
TOTAL			10,066

ITEM	SUPPLIER	SOURCE	COST
Resource Centre Coordination	In-kind	Volunteers	12hrsp/w @ \$21p/h - \$13,104.00
TOTAL			13,104.00

Local Grant Application Form



Financial Information

Is your organisation registered for GST?



Yes



No

GST Number

056-647-023

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
TOTAL	

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

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

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

Purpose	Amount	Date	Project Report Submitted
Operational Costs	\$ 1,000	2019	(Y) / N
"	\$ 3,000	2020	(Y) / N
			Y / N
			Y / N

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1. How much money does your organisation currently have?

Total current funds held in bank accounts: \$58,421.24

2. How much money is committed to specific purposes?

\$27,032.22 is funds held on behalf of unincorporated community groups as umbrella organisations.

Balance held is for wages and operating costs for the RC and workshops, training etc

3. What are the purposes and the amounts already tagged or committed?

Community Health Umbrella Acc	1336.71
Community Garden Umbrella AC	18185.79
Waimamaku Sports group	4.06
Youth group umbrella	7505.66

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)

Weka Weka Valley Community 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:
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 - A person responsible for keeping the financial records of the organisation
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 - 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



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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.
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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 Courtney Davis Position Chairperson
 Postal Address 2233 State Hwy 12 Waimamaku Post Code 0473
 Phone Number 09 405 4661 Mobile Number 022 080 96 75
 Signature [Signature] Date 6/3/22

Signatory Two

Name JULIET TIHEMA Position Trustee
 Postal Address PO BOX 48 WAIMAMAKU Post Code 0446
 Phone Number Mobile Number 021 085 25 960
 Signature [Signature] Date 07/03/2021

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Schedule of Supporting Documentation**WEKA WEKA VALLEY COMMUNITY TRUST****(Waimamaku Resource Centre)**

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

1	Quotes x 11 pages
2	COVID-19 Safety Plan x 3 pages
3	Bank Statement x 1 page
4	Draft Performance Report until March 2021 x 15 pages

7 INFORMATION REPORTS

7.1 KAIKOHE TRAFFIC CALMING DELIVERY STRATEGY

File Number: A3627293

Author: Elizabeth Stacey, NTA Road Safety and Traffic Engineer

Authoriser: Glenn Rainham, Manager - Infrastructure Operations

TAKE PŪRONGO / PURPOSE OF THE REPORT

The purpose of this report is present the project strategy for the Local Area Traffic Management (LATM) program in Kaikohe.

WHAKARĀPOOTO MATUA / EXECUTIVE SUMMARY

The LATM project in Kaikohe is directed towards slowing speed in specific targeted areas, noting there is not enough funding in the current project to address every street. Through LATM planning, proposed treatments can be weighted and prioritised in terms of reported crashes, crash costs, nearby assets, traffic data, and street width to determine the need for speed reduction treatments. This enables effective, informed decision making within the budgetary allocation. A variety of permanent and quick build alternatives are available to the project team. We are recommending a hybrid delivery model which allows the maximum benefit to the community with the proposed plan of a rolling program of treatments during each LTP period focusing on both permanent and quick build solutions.

TŪTOHUNGA / RECOMMENDATION

That the Kaikohe-Hokianga Community Board receive the report Kaikohe Traffic Calming Delivery Strategy.

TĀHUHU KŌRERO / BACKGROUND

Kaikohe's wide streets and lack of pedestrian facilities do not promote safe traffic speeds. Community members have raised concerns about excessive speed, especially near homes and schools north of Broadway (SH12). This area is also where most of the pedestrian activity occurs. Pedestrians are particularly at risk in higher speed collisions. Although most crashes are along Broadway, traffic calming treatments to reduce speed are likely to address the midblock and minor intersection crashes occurring in the rest of the township. Loss of control was the leading movement code accounting for 41% of all crashes, indicating that excessive speed is a particular issue. LATM/traffic calming will aid in addressing these issues.

As the project team evaluated a variety of traffic calming treatments, we investigated three different delivery options.

Option A "quick build" is an implementation approach that uses low-cost materials such as paint, delineator posts, and concrete planter boxes. Also known as an "interim" approach, these materials have a durability of about five years – although with proper maintenance they can last longer. The quick build approach enables the testing of changes to the street environment and the treatment layout can be easily modified if need be. Stormwater drainage is typically unaffected with a quick build approach, so obtaining surveyed road levels and digging out the road surface is not needed.

Therefore, the design and construction costs are much lower than conventional road works resulting in more areas being able to be treated.

Option B uses more traditional permanent materials such as concrete kerb realignment, concrete platforms and pavers, and in-ground landscaping. Within the budgetary constraints, only some of the high priority locations can be addressed through this method.

Option C applies the permanent treatments where they are most needed and lower cost quick build treatments at other high priority locations. Option C treats more streets than Option A but less than Option B, striking a balance between safety benefits, costs and achieving a long term, permanent solution.

An initial map of proposed treatment locations and types is provided as an attachment to this report and can also be found [here](#).

MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND NEXT STEPS

Given the needs of the community and the number of requests received for traffic calming, the project team proposes to use Option C, a hybrid delivery option. Using both traditional materials and quick build alternatives will provide an increased benefit for the budget allocated to the project and is in line with the national Road to Zero strategy.

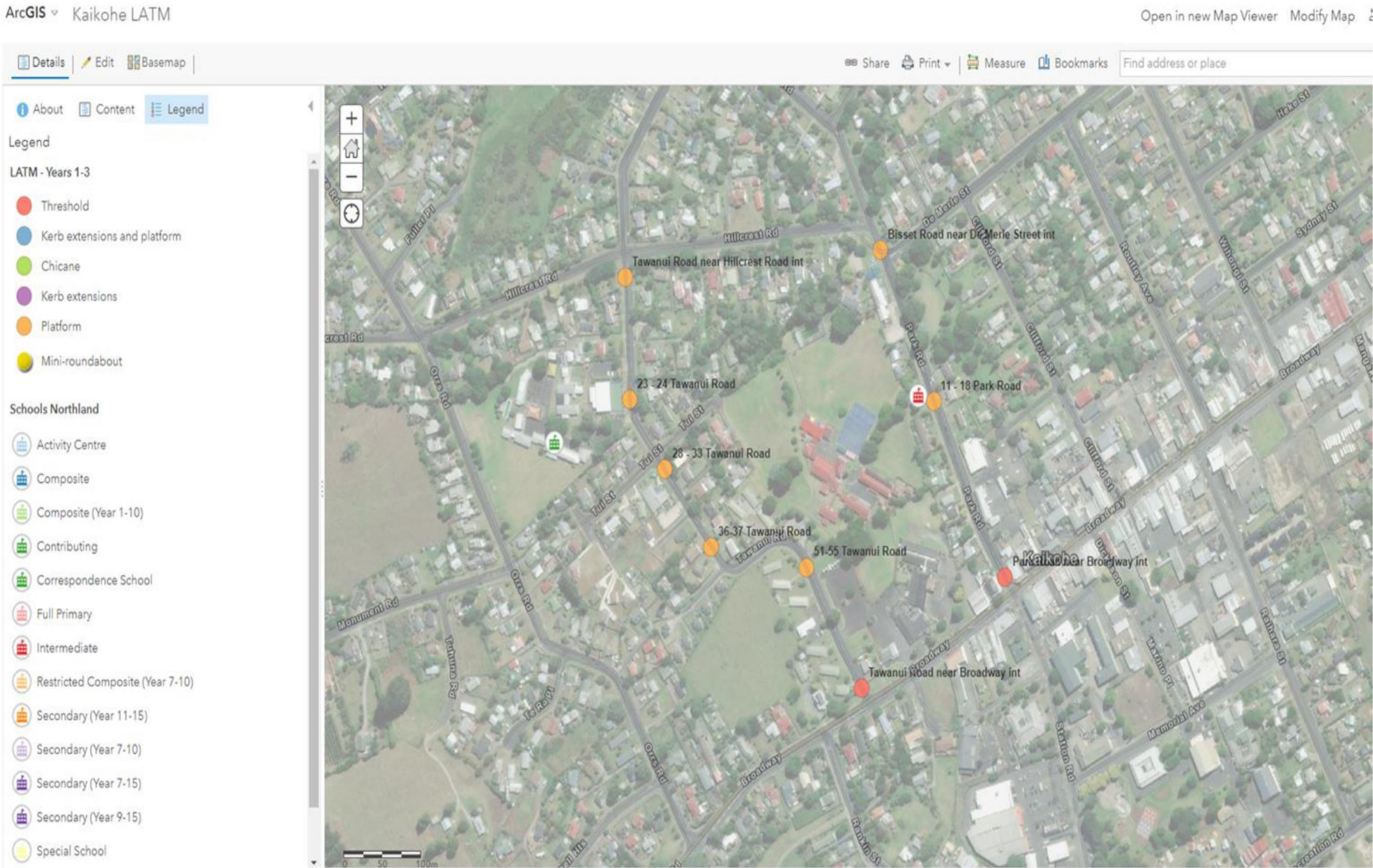
Part of the strategy of using a hybrid model allows us to test treatments in locations prior to a permanent build and inform a rolling program of improvements for future works planning. During each LTP period of number of quick build locations would be formalised with permanent builds and new locations would be installed as part of the quick build program. Building on the previous work of Innovative Streets, this strategy is envisaged to have a positive outcome for safety, public health, active transport choices and increased sense of community.

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

There are no budget implications as a result of this project.

ĀPITI HANGA / ATTACHMENTS

1. **Traffic Calming Report - KHCB LATM MAP - A3646556** [↓](#) 



7.2 KAIKOHE - HOKIANGA COMMUNITY HALL ANNUAL INFORMATION UPDATE

File Number: A3603256

Author: Nina Gobie, Team Leader - Facilities Operations

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

TAKE PŪRONGO / PURPOSE OF THE REPORT

The purpose of the report is to present to the Kaikohe – Hokianga Community Board the annual AGM minutes, financial statement and statistical data as provided by the Kaikohe Senior Citizen's Hall, Rawene, South Hokianga / Opononi Hall and Taheke Hall Committees.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- The 2016 Community Halls Policy requires Community Hall Committees to provide annual accounts and statistical information on the usage of the hall, income received, and any investments made in the hall.
- This report presents the information received from those Community Hall Committees in response to various letters, emails and phone calls from Council Officers.

TŪTOHUNGA / RECOMMENDATION

That the Kaikohe-Hokianga Community Board receive the report Kaikohe - Hokianga Community Hall Annual Information Update.

TĀHUHU KŌRERO / BACKGROUND

Several Council owned community halls are managed by community committees as per the Hall and Facilities Strategy dated June 2015 (as attached) and the Community Halls Policy dated September 2016 (as attached).

The Hall and Facilities Strategy notes Council's vision for community halls is: "A network of fit for purpose, affordable community facilities that connect and support resilient, healthy and vibrant communities."

The Community Halls Policy includes the following key statements:

1. *Ensure that communities' current and future needs for halls or similar facilities are met.*
2. *Ensure that communities take active roles in facilitating the provision of an appropriate number of accessible, safe and well maintained facilities.*
3. *Adopt preferred frameworks for the Council's involvement in community halls and for partnership arrangements.*
4. *Encourage and enhance the capability of communities to improve their facilities.*

The policy also identifies the 'Procedures for Hall Committees' including:

- c) *Committee will produce annual audited accounts and statistical information on the usage of the hall, income received, and any investments made in the hall.*

The Policy also outlines the responsibilities between Council, Community Board and that of the Hall Committee.

The following table identifies the ownership details of the community halls, the various and complex circumstances per Ward:

	Council owned on Council land	Community owned on Council land	Council owned on Crown Land	Community owned buildings on

				community owned land
Kaikohe – Hokianga Ward	Kaikohe War Memorial Hall, Kohukohu, South War Memorial, Kaikohe Senior Citizen's Hall, Horeke, Okaihau and Rawene		Taheke Community Centre	Broadwood, Ngawha, Waimamaku and Umawera
Te Hiku Ward	Herekino and Mangonui <i>Oruru remains closed</i>	Whatuwhiwhi	Lake Ohia and Kaingaroa	Fairburn, Waiharara and Araiawa <i>Takahue – no longer exists</i>
BOI – Whangaroa Ward	Paihia, Russell, Totara North, Waipapa and Whangaroa Memorial Hall (Kaeo)	Moerewa	Maromaku	Opua and Pakaraka

Towards the end of the year annually, Council staff contact the various hall committees reminding them of the need to provide Council with a copy of their AGM minutes, financial statements and usage data as per the letter and template attached.

Numerous attempts are made to contact the hall committees by way of letters, emails and phone calls as a reminder and means to obtain this information.

It is the intention of Council staff to present the Community Hall Committee information to the appropriate Community Board around March / April annually.

At the time of writing this report, community hall information had not been received from Kohukohu, Horeke and Okaihau Hall Committees.

Letters / emails of thanks have been sent to those Hall Committees who have provided their information.

MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND NEXT STEPS








Board members will consider the content of the information received.

The Community Board to decide what steps to take next with those Community Hall Committees who have yet to provide the information requested as per the 2016 Community Halls Policy.

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

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

ĀPITIHINGA / ATTACHMENTS

1. **2021 Kaikohe Senior Citizens Hall Annual Information - A3637991** [↓](#) 
2. **2021 Opononi Community Hall Annual Information - A3637985** [↓](#) 
3. **2021 Rawene Community Hall Annual Information - A3637993** [↓](#) 
4. **2021 Taheke Community Centre Annual Information - A3637986** [↓](#) 
5. **Community Halls Policy 2016 - A3638428** [↓](#) 
6. **Halls and Facilities Strategy 2015 - A3640937** [↓](#) 
7. **Annual Hall Letter, Statistics and Information TEMPLATE - A3638439** [↓](#) 

2020-21 Hall Information and Statistics

HALL DETAILS			
Name of Hall:	Kaikohe & District Senior Citizens Hall		
Physical address:	55 Tawanui Road KAIKOHE		
Postal address:	PO Box 83 KAIKOHE 0440		
Booking Officer (name):	Lorraine COCHRANE		
Booking Officer (contact):	Ph.:	Mobile: 021-0830 8064	Email: jloc@xtra.co.nz
Afterhours contact	Lorraine COCHRANE		
Emergency Contact	Lorraine COCHRANE		
Afterhours (contact):	Ph.: (09) 4011431	Mobile: 021-08308064	Email: jloc@xtra.co.nz
Other:			

HALL COMMITTEE DETAILS				
Position	Name	Postal Address	Email address	Phone number
Chair	Laurence MASON-WITEHIRA		laurence.maso4@gmail.com	(09) 4011795
Interim Secretary, Treasurer & Booking Officer	Lorraine COCHRANE	PO Box 83, KAIKOHE 0440	jloc@xtra.co.nz	021-0830 8064 After Hours (09) 4011431

Please feel free to update on the reverse of this or add another piece of paper

COMMITTEE MEETING DETAILS	
How often does the Committee meet annually?	6 – Covid permitting
How often did the Committee meet in the year?	3

HALL INFORMATION	
Usage Data	
Number of bookings:	210
Number of users:	41

Type of use				
Community (regular users):		7		
Casual (one off):		50		
Commercial:		11		
Hire rates (per hour)				
Community:		Koha		
Casual:		60 (1-4 hours)		
Commercial:		80 (1-4 hours)		
Other:				
2020/21 Financial Statement		Attached: yes / no		
BWOF		Attached: yes / No <i>FNDC responsibility</i>		Expiry Date:
Insurance - Contents		Yes/ No		Value:
Improvements completed		<ul style="list-style-type: none"> • The interior of the hall has since been repainted • New dispensers (Paper Towels, Toilet Papers, Hand soap & Hand Sanitiser) • Nonslip Safety Mats at entrance / exit doors and kitchen • New Crockery & Cutlery • Ongoing Alarm Monitoring & Alarm Maintenance 		
Maintenance completed		<ul style="list-style-type: none"> • Upgrade of dispensers • Upgrade of the urinal system in men's toilet 		
Other:		Would like to see the availability of WiFi, not affordable		
Check list (cross out as provided)		AH / emergency contact details	Copy of BWOF certificate - NIL	Copy of Evacuation Plan
				Form fully completed

Council is also improving its website content, and we would like to provide a basic description of what the hall can be booked for and how to make a booking etc. If you could provide information about the following, which we believe will help potential hall hirers that would be much appreciated:

Hall / meeting room details and capacities e.g.: Main hall – 250 pp	80 people seated comfortably
Kitchen facilities	2 Free Standing Stoves, Microwave, Pie Warmer, Commercial Fridge, Constant Boiler (hot water), Crockery, Cutlery, Glassware, Utensils, Pots & Pans and Serving Dishes, Tea Towels

Toilets	Yes – disable men's & women's toilets
Disabled access	Yes
Parking	Yes
Furniture available	Yes

Other facilities / assets available.g.: stage, lighting, heating	Need new heating system

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Kaikohe Senior Citizens Hall

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SUMMARY CASHBOOK: 01/07/20 TO 30/06/21

Kaikohe Senior Citizens Hall, Account No. 12-3097-122699-00 (Bank 1)
ASB, Kaikohe

	Opening balance		2,594.90
	Add: Deposits		
ACCOUNT	TITLE		
195	Hall Hire	5,930.00	
	Total Deposits		5,930.00
			8,524.90
	Less: Payments		
ACCOUNT	TITLE		
178	Alarm (R & M)	371.46	
179	Alarm Monitoring (Monthly)	483.00	
195	Hall Hire	60.00	
270	Purchases	44.00	
315	Cleaning Supplies	530.66	
320	Custodian Fee	2,300.00	
428	Repairs and Maintenance	2,351.44	
	Total Payments		6,140.56
	Closing balance		2,384.34

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Kaikohe Senior Citizens Hall

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ACCOUNT DETAILS REPORT

ACCOUNTS 178 TO 969, DATE RANGE 01/07/20 TO 30/06/21
Kaikohe Senior Citizens Hall, Account No. 12-3097-122699-00 (Bank 1)
ASB, Kaikohe

178 Alarm (R & M)

		Debit	Credit	Balance
01/07/20	Opening balance			0.00
08/09/20	Chq-1 258601 ARA Security Ltd	351.46		351.46
22/12/20	Chq-1 258606* L Cochrane (Vodafone Alarm Top Up)	20.00		371.46
30/06/21	Closing balance			371.46

179 Alarm Monitoring (Monthly)

		Debit	Credit	Balance
01/07/20	Opening balance			0.00
20/07/20	DPay-1 1 ARA Group Ltd	40.25		40.25
20/08/20	DPay-1 2 ARA Group Ltd	40.25		80.50
21/09/20	DPay-1 3 ARA Group Ltd	40.25		120.75
20/10/20	DPay-1 4 ARA Group Ltd	40.25		161.00
20/11/20	DPay-1 5 ARA Group Ltd	40.25		201.25
21/12/20	DPay-1 6 ARA Group Ltd	40.25		241.50
20/01/21	DPay-1 7 ARA Group Ltd	40.25		281.75
22/02/21	DPay-1 8 ARA Group Ltd	40.25		322.00
22/03/21	DPay-1 9 ARA Group Ltd	40.25		362.25
20/04/21	DPay-1 10 ARA Group Ltd	40.25		402.50
20/05/21	DPay-1 11 ARA Group Ltd	40.25		442.75
21/06/21	DPay-1 12 ARA Group Ltd	40.25		483.00
30/06/21	Closing balance			483.00

195 Hall Hire

		Debit	Credit	Balance
01/07/20	Opening balance			0.00
08/07/20	Dep-1 1 Income (Mid North Grey Power)		50.00	-50.00
08/07/20	Dep-1 2 Income (R Hau)		60.00	-110.00
17/07/20	Dep-1 3 Income (Q Warren)		80.00	-190.00
03/08/20	Dep-1 4 Income (Hokianga Taiwhenua Hui)		100.00	-290.00
03/08/20	Dep-1 5 Income (POK)		50.00	-340.00
05/08/20	Dep-1 6 Income (M Vegar)		10.00	-350.00
07/08/20	Dep-1 7 Income (POK)		50.00	-400.00
11/08/20	Dep-1 8 Income (M Vegar)		10.00	-410.00
12/08/20	Dep-1 9 Income (Candidates Meeting)		50.00	-460.00
12/08/20	Dep-1 10 Income (Wharerau Whanau)		60.00	-520.00
14/08/20	Dep-1 11 Income (POK)		50.00	-570.00
14/08/20	Dep-1 12 Income (Mid North Friendship Club)		150.00	-720.00
18/08/20	Dep-1 13 Income (M Vegar)		10.00	-730.00
21/08/20	Dep-1 14 Income (POK)		50.00	-780.00
25/08/20	Dep-1 15 Income (M Vegar)		10.00	-790.00
01/09/20	Dep-1 16 Income (M Vegar)		10.00	-800.00
03/09/20	Dep-1 17 Income (Pukekiwi Trust)		55.00	-855.00
08/09/20	Dep-1 18 Income (M Vegar)		10.00	-865.00
15/09/20	Dep-1 19 Income (M Vegar)		10.00	-875.00
15/09/20	Dep-1 20 Income (Lake Omapere Trust)		30.00	-905.00
15/09/20	Dep-1 21 Income (R Lemon)		25.00	-930.00
17/09/20	Dep-1 22 Income (S Matene)		50.00	-980.00
18/09/20	Dep-1 23 Income (Te Opekotaht)		30.00	-1,010.00
18/09/20	Dep-1 24 Income (Keeping Connected)		50.00	-1,060.00
22/09/20	Dep-1 25 Income (M Vegar)		10.00	-1,070.00
22/09/20	Dep-1 26 Income (L Maioha)		100.00	-1,170.00
22/09/20	Chq-1 258602 Wharerau Whanau (Refund)	60.00		-1,110.00
02/10/20	Dep-1 29 Income (PF Olsen Ltd)		50.00	-1,160.00
05/10/20	Dep-1 30 Income (POK)		100.00	-1,260.00
05/10/20	Dep-1 31 Income (AWI AGM 2020)		50.00	-1,310.00
07/10/20	Dep-1 32 Income (SJ Matene)		50.00	-1,360.00
07/10/20	Dep-1 33 Income (Wharemate Whanau)		50.00	-1,410.00
09/10/20	Dep-1 34 Income (POK)		50.00	-1,460.00

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Kaikohe Senior Citizens Hall

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ACCOUNT DETAILS REPORT

ACCOUNTS 178 TO 969, DATE RANGE 01/07/20 TO 30/06/21
Kaikohe Senior Citizens Hall, Account No. 12-3097-122699-00 (Bank 1)
ASB, Kaikohe

195 Hall Hire (continued)

			<i>Debit</i>	<i>Credit</i>	<i>Balance</i>
09/10/20	Dep-1	35	Income (Home Support North)	50.00	-1,510.00
14/10/20	Dep-1	36	Income (M Vegar)	10.00	-1,520.00
14/10/20	Dep-1	37	Income (R Lamou)	20.00	-1,540.00
15/10/20	Dep-1	38	Income (Oranga Tamariki)	90.00	-1,630.00
15/10/20	Dep-1	39	Income (SJ Matene)	50.00	-1,680.00
16/10/20	Dep-1	40	Income (POK)	50.00	-1,730.00
17/10/20	Dep-1	41	Income (FJ Hohua)	20.00	-1,750.00
20/10/20	Dep-1	42	Income (M Vegar)	10.00	-1,760.00
21/10/20	Dep-1	43	Income (S Matene)	50.00	-1,810.00
23/10/20	Dep-1	44	Income (POK)	50.00	-1,860.00
25/10/20	Dep-1	45	Income (FJ Hohua)	30.00	-1,890.00
27/10/20	Dep-1	46	Income (M Vegar)	10.00	-1,900.00
30/10/20	Dep-1	47	Income (POK)	50.00	-1,950.00
03/11/20	Dep-1	48	Income (M Vegar)	10.00	-1,960.00
04/11/20	Dep-1	49	Income (Hepi Whanau)	50.00	-2,010.00
06/11/20	Dep-1	50	Income (POK)	50.00	-2,060.00
09/11/20	Dep-1	51	Income (Keeping Connected)	50.00	-2,110.00
10/11/20	Dep-1	52	Income (M Vegar)	10.00	-2,120.00
10/11/20	Dep-1	53	Income (Te Opekotahi)	20.00	-2,140.00
12/11/20	Dep-1	54	Income (POK)	50.00	-2,190.00
17/11/20	Dep-1	55	Income (M Vegar)	10.00	-2,200.00
20/11/20	Dep-1	56	Income (POK)	50.00	-2,250.00
20/11/20	Dep-1	57	Income (Extn 50 (Farmers))	50.00	-2,300.00
24/11/20	Dep-1	58	Income (M Vegar)	10.00	-2,310.00
27/11/20	Dep-1	59	Income (POK)	50.00	-2,360.00
01/12/20	Dep-1	60	Income (M Vegar)	10.00	-2,370.00
03/12/20	Dep-1	61	Income (Far North JP's)	50.00	-2,420.00
03/12/20	Dep-1	62	Income (AWI & Witehira Whanau)	100.00	-2,520.00
03/12/20	Dep-1	63	Income (Rural Womens NZ)	100.00	-2,620.00
04/12/20	Dep-1	64	Income (POK)	50.00	-2,670.00
08/12/20	Dep-1	65	Income (M Vegar)	10.00	-2,680.00
22/12/20	Dep-1	67	Income (Te Hauora o Te Hiku)	80.00	-2,760.00
18/01/21	Dep-1	68	Income (Keeping Connected)	50.00	-2,810.00
22/01/21	Dep-1	69	Income (POK)	50.00	-2,860.00
25/01/21	Dep-1	70	Income (Pukekiwi Trust)	50.00	-2,910.00
29/01/21	Dep-1	71	Income (POK)	50.00	-2,960.00
01/02/21	Dep-1	72	Income (Poihakena Potraits)	90.00	-3,050.00
05/02/21	Dep-1	73	Income (POK)	50.00	-3,100.00
09/02/21	Dep-1	74	Income (M Vegar)	10.00	-3,110.00
12/02/21	Dep-1	75	Income (POK)	50.00	-3,160.00
16/02/21	Dep-1	76	Income (M Vegar)	10.00	-3,170.00
19/02/21	Dep-1	77	Income (Northable)	60.00	-3,230.00
19/02/21	Dep-1	78	Income (POK)	50.00	-3,280.00
22/02/21	Dep-1	79	Income (B Goidsack)	50.00	-3,330.00
23/02/21	Dep-1	80	Income (M Vegar)	10.00	-3,340.00
26/02/21	Dep-1	81	Income (POK)	50.00	-3,390.00
02/03/21	Dep-1	82	Income (M Vegar)	10.00	-3,400.00
02/03/21	Dep-1	83	Income (Watersafe Auckland)	120.00	-3,520.00
05/03/21	Dep-1	84	Income (POK)	50.00	-3,570.00
09/03/21	Dep-1	85	Income (M Vegar)	20.00	-3,590.00
11/03/21	Dep-1	86	Income (S Wilson)	5.00	-3,595.00
11/03/21	Dep-1	87	Income (S Wilson)	5.00	-3,600.00
12/03/21	Dep-1	88	Income (POK)	50.00	-3,650.00
16/03/21	Dep-1	89	Income (M Vegar)	20.00	-3,670.00
17/03/21	Dep-1	90	Income (Te Wananga o Aotearoa)	100.00	-3,770.00
18/03/21	Dep-1	91	Income (S Wilson)	5.00	-3,775.00
19/03/21	Dep-1	92	Income (POK)	50.00	-3,825.00
22/03/21	Dep-1	93	Income (Keeping Connected)	50.00	-3,875.00

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Kaikohe Senior Citizens Hall

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ACCOUNT DETAILS REPORT

ACCOUNTS 178 TO 969, DATE RANGE 01/07/20 TO 30/06/21
Kaikohe Senior Citizens Hall, Account No. 12-3097-122699-00 (Bank 1)
ASB, Kaikohe

195 Hall Hire (continued)

			Debit	Credit	Balance
23/03/21	Dep-1	94	Income (M Vegar)	20.00	-3,895.00
25/03/21	Dep-1	95	Income (S Wilson)	5.00	-3,900.00
26/03/21	Dep-1	96	Income (POK)	50.00	-3,950.00
30/03/21	Dep-1	97	Income (M Vegar)	20.00	-3,970.00
01/04/21	Dep-1	98	Income (S Wilson)	5.00	-3,975.00
06/04/21	Dep-1	99	Income (POK)	50.00	-4,025.00
06/04/21	Dep-1	100	Income (Nicole Adams)	100.00	-4,125.00
06/04/21	Dep-1	101	Income (Agewell)	100.00	-4,225.00
06/04/21	Dep-1	102	Income (M Mangu)	60.00	-4,285.00
08/04/21	Dep-1	103	Income (S Wilson)	5.00	-4,290.00
09/04/21	Dep-1	104	Income (POK)	50.00	-4,340.00
13/04/21	Dep-1	105	Income (Rural Womens)	100.00	-4,440.00
15/04/21	Dep-1	106	Income (Pentecostal Ladies)	90.00	-4,530.00
15/04/21	Dep-1	107	Income (S Wilson)	5.00	-4,535.00
16/04/21	Dep-1	108	Income (POK)	50.00	-4,585.00
20/04/21	Dep-1	109	Income (S Wilson)	5.00	-4,590.00
23/04/21	Dep-1	110	Income (POK)	50.00	-4,640.00
28/04/21	Dep-1	111	Income (Pukekiwi Trust)	50.00	-4,690.00
29/04/21	Dep-1	112	Income (S Wilson)	5.00	-4,695.00
30/04/21	Dep-1	113	Income (POK)	50.00	-4,745.00
05/05/21	Dep-1	114	Income (M Vegar)	20.00	-4,765.00
06/05/21	Dep-1	115	Income (S Wilson)	5.00	-4,770.00
07/05/21	Dep-1	116	Income (POK)	50.00	-4,820.00
12/05/21	Dep-1	117	Income (M Vegar)	20.00	-4,840.00
13/05/21	Dep-1	118	Income (S Wilson)	5.00	-4,845.00
14/05/21	Dep-1	119	Income (POK)	50.00	-4,895.00
19/05/21	Dep-1	120	Income (M Vegar)	20.00	-4,915.00
20/05/21	Dep-1	121	Income (S Wilson)	5.00	-4,920.00
21/05/21	Dep-1	122	Income (POK)	50.00	-4,970.00
26/05/21	Dep-1	123	Income (M Vegar)	20.00	-4,990.00
27/05/21	Dep-1	124	Income (S Wilson)	5.00	-4,995.00
28/05/21	Dep-1	125	Income (POK)	50.00	-5,045.00
02/06/21	Dep-1	126	Income (M Vegar)	20.00	-5,065.00
03/06/21	Dep-1	127	Income (S Wilson)	5.00	-5,070.00
04/06/21	Dep-1	128	Income (POK)	50.00	-5,120.00
09/06/21	Dep-1	129	Income (M Vegar)	20.00	-5,140.00
10/06/21	Dep-1	130	Income (S Wilson)	5.00	-5,145.00
11/06/21	Dep-1	131	Income (POK)	50.00	-5,195.00
16/06/21	Dep-1	132	Income (M Vegar)	20.00	-5,215.00
17/06/21	Dep-1	133	Income (S Wilson)	5.00	-5,220.00
18/06/21	Dep-1	134	Income (POK)	50.00	-5,270.00
18/06/21	Dep-1	135	Income (Te Hauora o Ngapuhi)	120.00	-5,390.00
18/06/21	Dep-1	136	Income (PF Olsen Ltd)	60.00	-5,450.00
18/06/21	Dep-1	137	Income (S Wilson)	15.00	-5,465.00
21/06/21	Dep-1	138	Income (Kingi-Makiha)	100.00	-5,565.00
21/06/21	Dep-1	139	Income (Wharemate)	60.00	-5,625.00
21/06/21	Dep-1	140	Income (William Martin)	50.00	-5,675.00
23/06/21	Dep-1	141	Income (M Vegar)	20.00	-5,695.00
24/06/21	Dep-1	142	Income (S Wilson)	5.00	-5,700.00
25/06/21	Dep-1	143	Income (POK)	50.00	-5,750.00
28/06/21	Dep-1	144	Income (LR Wharemate 23 Oct)	100.00	-5,850.00
30/06/21	Dep-1	145	Income (M Vegar)	20.00	-5,870.00
30/06/21			Closing balance		-5,870.00

270 Purchases

			Debit	Credit	Balance
01/07/20		Opening balance			0.00
22/12/20	Chq-1	258606* L. Cochrane (Glasses & Water Jugs)	44.00		44.00

Printed on Wednesday 9 March, 2022 at 7:12 am

CashManager 2008.01

Kaikohe Senior Citizens Hall

Page 4

ACCOUNT DETAILS REPORT

ACCOUNTS 178 TO 969, DATE RANGE 01/07/20 TO 30/06/21
Kaikohe Senior Citizens Hall, Account No. 12-3097-122699-00 (Bank 1)
ASB, Kaikohe

270 Purchases (continued)

		<i>Debit</i>	<i>Credit</i>	<i>Balance</i>
30/06/21	Closing balance			44.00

315 Cleaning Supplies

		<i>Debit</i>	<i>Credit</i>	<i>Balance</i>
01/07/20	Opening balance			0.00
08/09/20	Chq-1 258600 Northland Cleaning Supplies	163.53		163.53
11/01/21	Chq-1 258607 Northland Cleaning Supplies	95.41		258.94
24/05/21	Chq-1 258610 Northland Cleaning Supplies	271.72		530.66
30/06/21	Closing balance			530.66

320 Custodian Fee

		<i>Debit</i>	<i>Credit</i>	<i>Balance</i>
01/07/20	Opening balance			0.00
14/08/20	Chq-1 258594 Anna Dalton (Mar, Jul & Aug)	600.00		600.00
02/10/20	Chq-1 258603 Anna Dalton (Sept)	200.00		800.00
03/12/20	Chq-1 258604 Anna Dalton (Oct, Nov & Dec)	600.00		1,400.00
30/04/21	Chq-1 258609* Anna Dalton (Annual Clean)	300.00		1,700.00
30/04/21	Chq-1 258609* Anna Dalton (Feb, March & April)	600.00		2,300.00
30/06/21	Closing balance			2,300.00

428 Repairs and Maintenance

		<i>Debit</i>	<i>Credit</i>	<i>Balance</i>
01/07/20	Opening balance			0.00
13/07/20	Chq-1 258599 Tobin Plumbers Ltd	101.44		101.44
03/12/20	Chq-1 258605 TripleJ Maintenance	190.00		291.44
22/12/20	Chq-1 258608 A&D Maintenance (Painter)	2,000.00		2,291.44
30/04/21	Chq-1 258609* Anna Dalton (Carpet Vac)	60.00		2,351.44
30/06/21	Closing balance			2,351.44

610 Retained Earnings

		<i>Debit</i>	<i>Credit</i>	<i>Balance</i>
01/07/20	Opening balance			-2,594.90
30/06/21	Closing balance			-2,594.90

Total of range (178 to 969)

6,140.56	5,930.00	-2,384.34
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Printed on Wednesday 9 March, 2022 at 7:12 am

2020-21 Hall Information and Statistics

HALL DETAILS			
Name of Hall:	SOUTH HOKIANGA WAR MEMORIAL HALL, AKA OPONONI HALL		
Physical address:	1345 HOKIANGA HARBOUR DRIVE, SM 12, OPONONI, KAIKONE, 0473		
Postal address:	PO BOX 33, OPONONI, KAIKONE, 0473		
Booking Officer (name):	(Booking Officer will be added to our website) JENNY READ		
Booking Officer (contact):	Ph.:	Mobile:	Email:
		021 121 1203	opononiHall@gmail.com
Afterhours contact (name):	JENNY READ, 021 121 1203 (Sec/Treas)		
Emergency Contact (name):	DAVID ADAMS, 021 377-720 (Chair) KAREN MORUNGA, 0274 150 886 (caretaker)		
Afterhours (contact):	Ph.:	Mobile:	Email:
Other:			

HALL COMMITTEE DETAILS				
Position	Name	Postal Address	Email address	Phone number
CHAIR	DAVE ADAMS		daveadams55@gmail.com	021 377-720
SEC/TREAS	JENNY READ		jennyhounk@gmail.com	021 121 1203
MEMBER	DIANE HUMIA		diane.humia@xtra.co.nz	021 112 6601
MEMBER	PENNY SAMSON		pendope7048@yahoo.com	021 180 5621
MEMBER	GAYLE SINCLAIR		gayle-msinclair@hotmail.com	027 278 0133

Please feel free to update on the reverse of this or add another piece of paper

COMMITTEE MEETING DETAILS	
How often does the Committee meet annually?	Normally 4 times
How often did the Committee meet in the year?	3 times this year so far

HALL INFORMATION	
Usage Data	
Number of bookings:	Prior to Covid L3+L2, approx 6-10 per month
Number of users:	
Type of use	
Community (regular users):	Prior to Covid - 4-7 per month
Casual (one off):	Prior to Covid - 2-3 per month

MEMBER KATHRYN DARBY
MEMBER IAN DERBIDGE

Kpdarby4@gmail.com 021-340 3502
ianderidge@gmail.com 0274 859 170

Commercial:	Prior to Covid - 0 to 1 per month.			
Hire rates (per hour)				
Community:				
Casual:				
Commercial:	See attached hire schedule.			
Other:				
2020/21 Financial Statement	Attached: <input checked="" type="radio"/> yes / no			
BWOF	Attached: yes / No		Expiry Date:	
Insurance - Contents	Yes / <input checked="" type="radio"/> No		Value:	
Improvements completed	None this year			
Maintenance completed	3 monthly working bees. Floor Polishing			
Other:				
Check list (cross out as provided)	AH / emergency contact details	Copy of BWOF certificate	Copy of Evacuation Plan	Form fully completed

Council is also improving its website content, and we would like to provide a basic description of what the hall can be booked for and how to make a booking etc. If you could provide information about the following, which we believe will help potential hall hirers that would be much appreciated:

Hall / meeting room details and capacities e.g.: Main hall – 250 pp	HALL & STAGE 254, MEETING ROOM 39
Kitchen facilities	KITCHEN & SUPPER ROOM 38 PP LARGE OVEN, HW ZIP, PIENARMERS, LARGE FRIDGES CUTLERY, CROCKERY
Toilets	LADIES, MENS & DISABLED
Disabled access	YES, VIA SUPPER ROOM FIRE EXIT.
Parking	LIMITED IN HALL CARPARK BUT LOTS OF ON ROAD PARKING
Furniture available	250+ CHAIRS, UELTURN, 30+ TABLES

Other facilities / assets available e.g.: stage, lighting, heating	DATA PROJECTOR e SCREEN (\$50 HIRE) SOUND SYSTEM (PA) (\$50 HIRE)
--	--

South Hokianga War Memorial Hall Committee

15 Hokianga Harbour Drive, PO Box 33, Opononi, Kaikohe, 0445. Email OpononiHall@gmail.com

SHWMHC END OF YEAR FINANCIALS 01.08.20 - 31.07.21

SUMMARY - INCOME 01.08.20 to 31.07.21

HALL HIRE	\$	4,768.11	
DONATION RSA @ \$50 monthly	\$	600.00	
RSA SIGN CONTRIBUTION	\$	2,500.00	
FNDC SIGN CONTRIBUTION	\$	1,000.00	
			\$ 8,868.11

SUMMARY - EXPENDITURE 01.08.20 to 31.07.21

POWER	\$	1,394.97	
WATER	\$	323.40	
CARETAKER	\$	1,282.90	
CLEANING PRODUCTS	\$	722.69	
BONDS RETURNED	\$	950.00	
MAINTENANCE	\$	276.22	
STATIONERY	\$	12.99	
EQUIPMENT	\$	4,305.46	
SIGN	\$	3,348.43	
			\$ 12,617.06

INCOME OVER EXPENDITURE -\$ 3,748.95

Opening Bank Account	\$	5,160.23
Plus income to 31.07.21	\$	8,868.11
	\$	14,028.34
Less expenses to 31.07.21	\$	12,617.06
Closing Balance as @ 31.07.21	\$	1,411.28
Statement Balance as @ 31.07.21	\$	1,411.28

South Hokianga War Memorial Hall Committee

15 Hokianga Harbour Drive, PO Box 33, Opononi, Kaikohe, 0445. Email OpononiHall@gmail.com

SOUTH HOKIANGA WAR MEMORIAL HALL ACCOUNTS

1ST AUGUST 2020 - 31ST JULY 2021

EQUIPMENT BOUGHT:

Wet/Dry floor machine \$349.50. Microwave \$299.99.

P.A. System \$669.42.

Workbench \$2986.55 ordered in this financial year as needed to be made.
Foundation funding since been received.

RETURNED DEPOSITS AND CANCELLATIONS OF BOOKINGS:

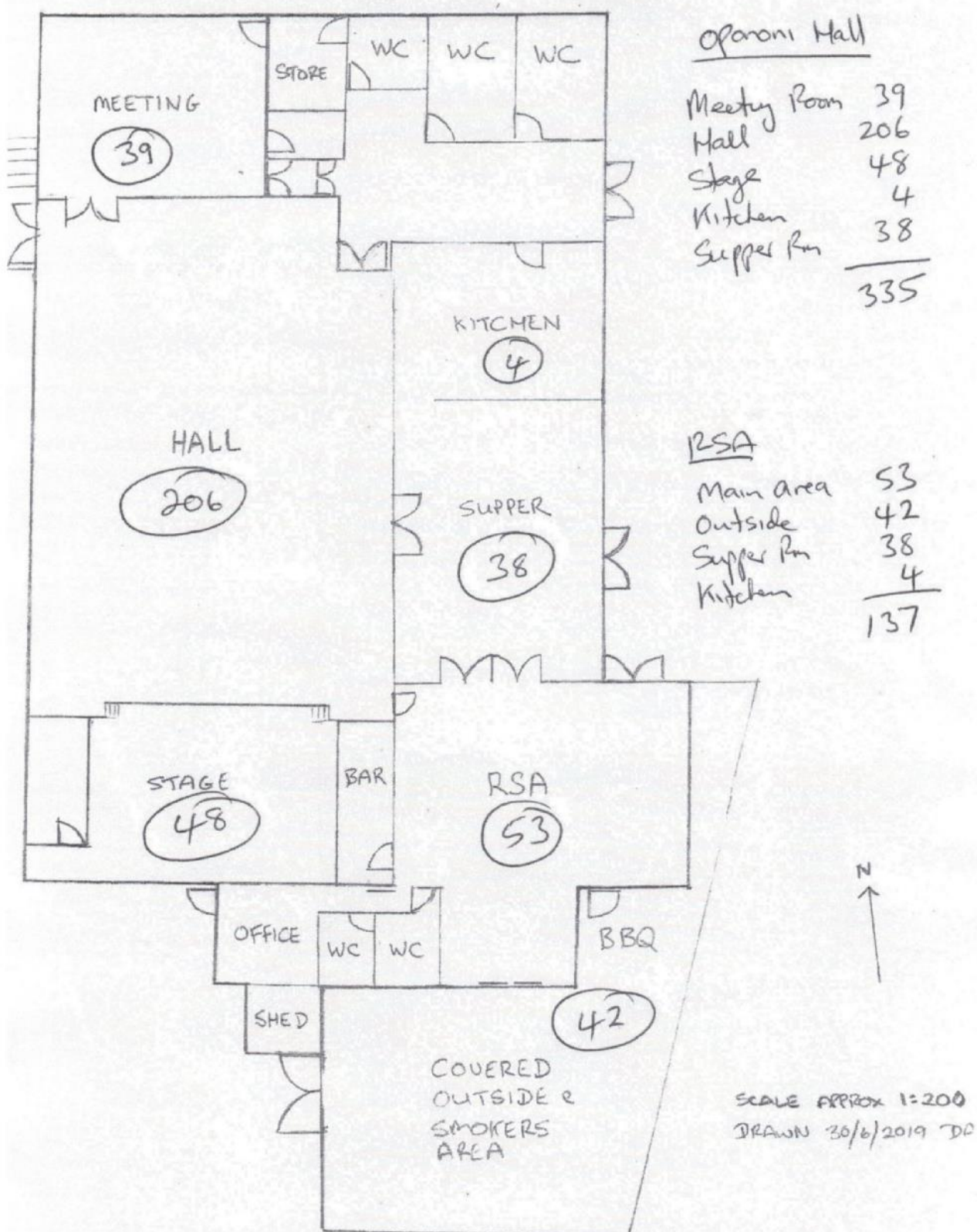
Due to covid last year full payments including deposits refunded.

SIGN: FNDC \$1000 RSA DONATION \$2500

FOUNDATION NORTH GRANT RECEIVED \$9389.00 24/08/21.

**KITCHEN WORKBENCH, 10 RECTANGLE TABLES ordered and paid for,
CROCKERY AND CUTLERY STILL WORKING THROUGH QUOTES.**

BALANCE IN BANK 31/08/21 \$11,289.55



SOUTH HOKIANGA WAR MEMORIAL HALL & RSA, 15 STATE HIGHWAY 12, Opononi

**Building Systems Status Report**

Compliance Schedule#: 1275

BUILDING	
Building name: Opononi RSA Hall	Legal description of land where building is located: Lot 1 DP 42588 Opononi Hall BLK VI Hokianga S D
Street address of building: 15 State Highway 12 Opononi 0473	Location where compliance schedule is kept: 15 State Highway 12 Opononi 0473
Location within site/block:	Compliance Schedule Anniversary: 30 April 2021

BUILDING USE AND OCCUPANCY

Intended life of the building, if 50 years or less:

Current, lawfully established use		Activity (Change of Use Regulations)	Fire design category		Occupant Load
Level	Classified Use(s)		Risk Group (Acceptable solution (AS), post-2012)	Highest Fire Hazard Category	
	Community Hall			1	

OWNER

Name: Far North District Council Mailing Address: Private Bay 752 Kaikohe 0440

SPECIFIED SYSTEMS PROCEDURE STATUS

One or more inspection, maintenance and reporting procedures were unable to be carried out for the following specified systems due to Covid-19 Alert Level restrictions (list):

SS 2/2 Emergency Warning System

The inspection, maintenance and reporting procedures for the following specified systems were fully complied with during the previous 12 months prior to the date stated below (list):

SS 4/2 Emergency Lighting System
 SS 14/2 Signs relating to Systems or Features
 SS 15/2 Final Exits
 SS 15/4 Signs to facilitate evacuation

OWNERS DECLARATION

This report has been issued in lieu of a building warrant of fitness (Form 12).
 A building warrant of fitness was unable to be supplied and displayed due to Covid-19 Alert Level restrictions preventing one or more scheduled inspection and/or maintenance procedures of the compliance schedule from being carried out.
 All specified systems in the building are currently performing to the performance standards stated in the building's compliance schedule.

Signature of Agent on behalf of the owner:

Date: 26-11-2020

South Hokianga War Memorial Hall Committee

15 Hokianga Harbour Drive, PO Box 33, Opononi, Kaikohe, 0445. Email OpononiHall@gmail.com

FIRE EVACUATION SCHEME

The following document details the method of carrying out a safe, prompt and efficient evacuation of the Opononi Hall and the attached Hokianga Memorial RSA located at 15 Hokianga Harbour Drive, Opononi, in the case of fire or when the fire alarm sounds:

Fire Safety

- The paths used to evacuate the building must be kept clear and unobstructed at all times. Nothing should be stored in escape routes. Exit doors must be available and easy to operate so that occupants are able to escape in the case of fire.
- Possible causes of fire, or the reasons that a fire will spread if one does break out, should be carefully managed. This includes managing the use of open flames, how flammable liquids are stored and used, where goods are packaged and unpackaged, and how certain flammable materials are stored.
- Fire Action Notices telling people what to do must be clearly visible to occupants.

Evacuation Procedure

- If you discover a fire you should warn other occupants of the building by shouting FIRE FIRE FIRE and operating the manual call point in either the hall or the RSA
- When building occupants are warned of a fire they should evacuate immediately
- The routes to exit the Hall are via the main entry doors, via the supper room doors and via the emergency exit doors in the NW corner of the hall.
- The routes to exit the RSA are the fire exit door in the NE corner of the RSA and the fire exit door in the SE corner of the RSA and out via the outside covered area.
- The hall assembly areas are Assembly Area A for the NW fire doors, and Assembly Area B for the Main Entry and Supper Room doors.
- The RSA assembly areas are Assembly Area B for the NE exit door and Assembly area C for the rear covered area.
- Provide assistance to anyone that requires it to evacuate. It is important that all occupants are warned of the fire and are able to exit the building.
- Once people have exited the building they should gather at one of the 3 assembly areas as detailed.
- It will be determined that the evacuation is complete by the designated Fire Warden or other designated person checking that the building is clear and accounting for all building occupants
- When a fire occurs, Fire & Emergency should be alerted by dialling 111 from a phone outside the building.
- Fire fighting equipment is positioned in the hall kitchen (fire extinguisher) and supper room (hose reel). Only use this equipment if you are trained and confident to use it. Always ensure that you are between the fire and a way out and that evacuation of the building is underway.

Maintaining the Evacuation Scheme

To keep the evacuation scheme current, Trial Evacuations are carried out every 6 months at the start and finish of daylight saving.

I understand and accept the above: (signed)..... (dated).....

OPONONI HALL FIRE ACTION NOTICE

IF YOU DISCOVER A FIRE

WARN OTHER BUILDING OCCUPANTS

**ACTIVE THE MANUAL CALL POINT IN THE
SOUTH EAST CORNER OF THE HALL ADJACENT
TO THE STAGE STEPS
DIAL 111 FROM A SAFE PHONE – ASK FOR FIRE
FIREFIGHTING EQUIPMENT IS LOCATED IN THE
SUPPER ROOM**

WHEN WARNED OF A FIRE IN THIS BUILDING

**YOU MUST LEAVE THE BUILDING IMMEDIATELY
USING THE NEAREST EXIT**

**EXITS ARE LOCATED IN THE NORTH WEST
CORNER OF THE HALL, THE MAIN HALL ENTRY
DOORS AND THROUGH THE SUPPER ROOM
ASSEMBLE IN EITHER ASSEMBLY AREAS A OR B**

***IF YOU REQUIRE ASSISTANCE TO EVACUATE
ASK FOR HELP FROM OTHERS IN THE AREA.***



25 November 2019

**Notification of approval of evacuation scheme
EV-2019-368468-02**

Your evacuation scheme for the Hokianga Memorial RSA & Community Hall building at 15 Hokianga Harbour Drive, Opononi, Far North District is approved under section 77 of the Fire and Emergency New Zealand Act 2017.

As the building owner, you must ensure that the evacuation scheme is maintained by carrying out regular trial evacuations within the frequency specified in your approved evacuation scheme. In order to be counted for the purpose of maintaining your scheme, the result of each trial evacuation must be reported to Fire and Emergency New Zealand no more than 10 working days after the trial evacuation occurs. An unscheduled evacuation (e.g. in response to a real alarm of fire) can also be considered as a trial evacuation for the purpose of maintaining your scheme, so long as you notify Fire and Emergency New Zealand within 10 working days of the evacuation.

- Running your trial evacuation on or before the planned date in accordance with your approved evacuation scheme.
- Reporting the outcome of your trial evacuation to Fire and Emergency New Zealand no more than 10 working days after the trial.

As you submitted this application online, we recommend that the regular reporting needed for this scheme be completed electronically via our Online Services website. Please refer to <https://onlineservices.fire.org.nz/Home/QuickReferenceGuides> for a full guide to maintaining your approved scheme. If you are unable to complete your reporting online, please use the form available at <https://onlineservices.fire.org.nz/Home/PrintableForms>.

You must comply with the requirements of the Fire and Emergency New Zealand (Fire Safety, Evacuation Procedures, and Evacuation Schemes) Regulations 2018. In addition to details about maintaining your evacuation scheme, these regulations set out general fire safety precautions you must follow. They also require you to notify Fire and Emergency New Zealand when certain events happen in your building.

You will find more information about the Fire and Emergency New Zealand (Fire Safety, Evacuation Procedures, and Evacuation Schemes) Regulations 2018 at: <https://onlineservices.fire.org.nz/Home/EvacuationSchemes>.

Telephone 0800 FIRE INFO (0800 347 346)
Email fireinfo@fireandemergency.nz
Postal Address Fire and Emergency New Zealand - Fire Information Unit
PO Box 68042, Wellesley Street, Auckland 1141

JM2211

South Hokianga War Memorial Hall Committee

15 Hokianga Harbour Drive, PO Box 33, Opononi, Kaikohe, 0445. Email OpononiHall@gmail.com

OPONONI HALL CHARGES

Functions Main Hall (max 254 pers)

Full Day (8am – 5pm)	\$100	Per hour or part thereof	\$20
Evening (5pm till late)	\$100	Setting up evening before	\$25

Function Kitchen/Supper Room (max 42 pers)

Catering Purposes	\$40	Use of Zip only	\$10
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Meetings

Hall (per hour)	\$20	Supper Room (max 2 hours)	\$30
Meeting Room (max 39 pers)	\$50		

Next day cleaning \$25

A portable PA system (basic sound system) is available for hire at \$50 per time.

A laptop with USB input and a data projector and screen is available for hire at \$50 per time

A refundable \$200 bond is payable where liquor is involved or the committee deem appropriate

A cleaning fee will be charged if the hirer fails to adequately clean the premises

A fee will be charged if chairs and tables are not put back as they were prior to use

The Hall Committee manages the hall on behalf of the FNDC. Income from hall hirers is used to pay for hall expenses such as power, water, internal building maintenance, cleaning materials and the caretaker.

As a guide organisations, individuals and community groups are expected to pay for the use of the hall. Funerals are by Koha.

Exceptions are: OORRA and groups using the hall for community fundraising, ie Lions, Coastguard, Hokianga Health and the RSA. The Hall Committee have the final say on who pays.

ASB

ASB BANK LIMITED KAIKOHE

Depositor's name

Reference

Credit account of

SOUTH HOKIANGA WAR MEMORIAL
HALL COMMITTEE

Funds included in this deposit cannot be drawn against until proceeds have been cleared.

Deposit Date

Notes	No	Amount
\$100		
\$50		
\$20		
\$10		
\$5		
Coin		
Chequers or bank		

\$

⑈ 123097⑈ 0212504000 ⑈ 50

2021-22 Hall Information and Statistics

HALL DETAILS			
Name of Hall:	Rāwene Community Hall		
Physical address:	9 Parnell Street, Rāwene 0443		
Postal address:	P O Box 96, Rāwene 0443		
Booking Officer (name):	(Booking Officer will be added to our website) Michael Albrecht		
Booking Officer (contact):	Ph.:	Mobile: 021 137 1097	Email: rawenehall@gmail.com
Afterhours contact (name):	Michael Albrecht, as above		
Emergency Contact (name):	Claire Kaahu White, 021 068 7669, claire.white@xtra.co.nz Gwen Freese, 021 022 91704, karlandgwen@outlook.com		
Afterhours (contact):	Ph.:	Mobile:	Email:
Other:			

HALL COMMITTEE DETAILS				
Position	Name	Postal Address	Email address	Phone number
Refer attached spreadsheet.				

Please feel free to update on the reverse of this or add another piece of paper

COMMITTEE MEETING DETAILS	
How often does the Committee meet annually?	Bi-monthly (minimum of 6 meetings) + AGM
How often did the Committee meet in the year?	2020-21 - Nine times

HALL INFORMATION	
Usage Data	
Number of bookings:	244
Number of users:	2937

Type of use				
Community (regular users):	Masonic Lodge, Dance Group, Tai Chii, Community Markets, Gym Group, Community Meetings.			
Casual (one off):	Whānau events, performing arts, training events, public consultation, funerals/tangihanga.			
Commercial:	N/A			
Hire rates (per hour)				
Community:	\$10 p/h			
Casual:	\$10 p/h local, \$15 p/h outside of Hokianga			
Commercial:	N/A			
Other:	Funerals/tangihanga flat charge \$120			
2020/21 Financial Statement		Attached: Yes		
BWOF		Attached: Yes		Expiry Date: 30 April 2022
Insurance - Contents		No		Value: N/A
Improvements completed		Exterior stage door moved. Access steps and back door area upgraded to meet compliance. A new disability access ramp created on north side of hall.		
Maintenance completed		Both double door access to the north and south side walls the door lock mechanisms were replaced.		
Other:				
Check list (cross out as provided)		AH / emergency contact details	Copy of BWOF certificate	Copy of Evacuation Plan
				Form fully completed

Council is also improving its website content, and we would like to provide a basic description of what the hall can be booked for and how to make a booking etc. If you could provide information about the following, which we believe will help potential hall hirers that would be much appreciated:

Hall / meeting room details and capacities e.g.: Main hall – 250 pp	Main hall 124 people, supper room 19 people, stage 27 people, mezzanine (intermediate) floor 50 people, Masonic Lodge 14 people, front meeting room 14 people: Total occupancy is 236 with current exit doors capacity.
Kitchen facilities	Fridge freezer combo, stove, wall mounted zip, free standing urn, crockery and cutlery for 100 people.
Toilets	Mens: 1 x WC, 1 x urinal, 1 x shower - no wheelchair access. Womens: 4 x WCs, 1 shower. No wheelchair access. The facilities do not meet standards regarding disability access.

Disabled access	Disabled access to main hall from the north. The front door ramp access is now non-compliant because the gradient is too steep.
Parking	4 in front of square, 1 by the front (Parnell St) railing. The regular daytime users of the car parks are RAD and the FNDC. Parking is an issue.
Furniture available	20 plastic trestles, 78 upholstered chairs and 60 wooden chairs.
Other facilities / assets available <i>e.g.: stage, lighting, heating</i>	A stage with limited lighting and no heating. A kitset catwalk for shows, hall PA system.

Position	Name	Postal address	Email address	Phone number
Chairperson	Claire Kaahu White	Box 72 Rawene0443	claire.white@xtra.co.nz	0 210687669
Treasurer	Micheal Albrecht	Box96 Rawene0443	rawenehall@gmail.com	0 211371097
Secretary	Gwen Freese	Box 79 Rawene0443	karlandgwen@outlook.com	021 02291704
Minute Sec	Carol Fife	Box12 Rawene0443	hareha@xtra.co.nz	09 4057739
Committee	Judy Cartwright	Box 69 Rawene0443	hatsandflowers@xtra.co.nz	09 4057617
Committee	Paul Hamilton	180 Ohuiri RD Kaikohe	scamanderriver@gmail.co	022 189 1459
Committee	Christine Fath	Box 708 Kaikohe	xtholive.com	021 1346424
Lodge Rep	Karl Freese	Box 79 Rawene0443	karlandgwen@outlokk.com	021 02291704
KHCB Rep	Lois Toorenburg	Box 8 Rawene0443	amazellou@nzity.co.nz	0 210308027



Building Warrant of Fitness
Form 12, Section 108, Building Act 2004

Issued 30 April 2021

Expires 30 April 2022

The building	
Street address of building:	9 Parnell St Rawene
Legal description of land where building is located:	Sec 251 252 Pt Sec 242 Rawene Township
Building name:	Rawene Community Hall
Location of building within site/block number:	ALL
Level/unit number:	ALL
Current, lawfully established, use:	Community Hall
Year first constructed:	
Intended life of the building if 50 years or less:	Indefinite
Highest fire hazard category for building use:	One
Compliance Schedule:	1276
The owner	
Name of owner:	Far North District Council
Contact person:	The Manager
Mailing address:	Private Bag 752 Kaikohe
Agent	
Name of agent:	Wormald
Contact person:	Kat Conafray
Mailing address:	P O Box 944 Whangarei 0140
Phone number Daytime:	(09) 4702690
Facsimile number:	None
Relationship to owner:	Duly Authorised Agent
Warrant	
The maximum number of occupants that can safely use this building is:	
The inspection, maintenance, and reporting procedures of the compliance schedule for the above building have been fully complied with during the 12 months prior to the date stated below.	
The compliance schedule is kept at:	9 Parnell St Rawene
SYSTEMS	
SS 2/1 Emergency Warning System	SS 14/2 Signs relating to Systems or Features
SS 4/1 Emergency Lighting System	SS 15/2 Final Exits
	SS 15/4 Signs to facilitate evacuation

Attachments

Certificates relating to inspections, maintenance, and reporting

Signature of Owner / Agent

Print Name

Date

IQP Number

KI Conafray

Kat Conafray

30 August 2021

013

**TRANSFER OF OWNERSHIP MUST BE NOTIFIED TO THE COUNCIL
WITHIN 14 DAYS**

Protecting People & Property



Wormald
257 Port Road
WHANGAREI
Telephone: 09 4702690

FORM 12 A**Certificate of Compliance with Inspection, Maintenance and Reporting
Procedures**

Section 108(3)(c), Building Act 2004

THE BUILDING

Compliance Schedule Number: 1276

Street Address: 9 Parnell St Rawene

Legal Description of land where building is located: Secs 251 252 Pt Sec 242 Rawene

Building Name: Rawene Community Hall

Location of Building within site/block number: Level/Unit Number:

THE OWNER

Name of Owner: Far North District Council

Mailing Address: Private Bag 752 Kaikohe

COMPLIANCE

The inspection, maintenance, and reporting procedures of the compliance schedule have been fully complied with during the 12 months prior to the date stated below in relation to the following specified system/s:

SS 4 Emergency Lighting System

COMMENTS

Name of IQP: *Bruce Webb*

Signature of IQP: *[Signature]*

Registration No. 013

Date: *30/8/21*

Pronto: 45801-15 LA
Supplied To: Estee.Rapatini@fndc.govt.nz
BWOF Date: 30 April 2021

claire.white@xtra.co.nz

From: Gwen Freese <karlandgwen@outlook.com>
Sent: Wednesday, 17 November 2021 12:05 pm
To: Rawene Hall; Claire White
Subject: Fw: Evacuation Form.
Attachments: Evacuation report.docx

Kia ora Claire and Mike, FYI ,
Regards
Gwen

From: Goffin, Jason <Jason.Goffin@fireandemergency.nz>
Sent: Tuesday, November 16, 2021 2:41 PM
To: karlandgwen@outlook.com <karlandgwen@outlook.com>
Subject: Evacuation Form.

Good Morning,

Please find attached form.

This is to be completed after your evacuation drills which are required every 6 months.
Currently this is not required until we are back in level 1. And social distancing has been suspended.

Kind Regards

Jason Goffin

Advisor Risk Reduction – Kaitiaki Matua Whakaheke Moorea
Specialist Fire Investigator – Kaitiaki Ahi Maatanga
Te Tai Tokerau
Te Hiku Region 1
9 Homestead Road Kerikeri



Mobile: 027 7066467

Email: jason.goffin@fireandemergency.nz

Fire Fact "A House Fire Can Become Fatal within 5 Minutes"



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If this is a private communication, it does not represent the views of the organisation.

RAWENE COMMUNITY HALL MANAGEMENT COMMITTEE

9 Parnell St Rawene, Box 181, Rawene 0443, Email – rawenehall@gmail.com

FIRE EVACUATION PLAN **Reviewed 10.12.2020**

The following document details the procedure to a safe prompt and efficient evacuation of the Rawene Hall located at 9 Parnell St Rawene.

Fire Safety

Representative of **Hirer or key holder is responsible for Fire Safety & agrees:-**

- *To locate FIRE ALARM , Exit doors , Escape routes, and Assembly Point.
- *To keep Exit Doors clear at all times
- *To keep paths used to evacuate the building clear at all times.

Evacuation Procedure

*In the event of fire to warn other occupants of the building by:-

SHOUTING FIRE FIRE FIRE

ACTIVATE FIRE ALARM – located on wall - **INSIDE DOOR - MAIN ENTRANCE**

DIAL 111 to alert **Fire and Emergency** (From safe location)

EVACUATE OCCUPANTS IMMEDIATELY - direct occupants to
EXIT & LEAVE THE BUILDING IMMEDIATELY USING THE NEAREST EXIT SIGN

- *Provide assistance to anyone that requires assistance to evacuate.
- *It is important that all occupants are able to exit the building.

*** ASSEMBLE at the CARPARK unless otherwise directed
 by Emergency Services UNTIL the "ALL CLEAR" is given.**

It will be determined that the fire evacuation is complete by the designated person checking that the building is clear and accounting for all occupants.

- * Firefighting equipment is positioned in the hall kitchen (fire extinguisher) back door entrance (hose reel) main door entrance (fire extinguisher and hose reel). **Only use the equipment if you are trained and confident to use it.**
- Always ensure that you are between the fire and the way out and that evacuation of the building is underway.

I understand and accept the above. SignedDated.....



Rāwene Hall Management Committee

Evacuation Procedure

In case of fire activate the alarm at entrance

1. Call the Fire Service – 111
2. Leave the premises immediately by the nearest safe exit
3. Report to the Assembly Area: FNDC car park
4. Remain at the Assembly Area until the all clear is given by the Chief Warden of Fire Service

Only if conditions permit, and it is safe to do so, should you attempt to extinguish a fire

Performance Report

Rawene Community Hall Management Committee
For the year ended 30 June 2021

Contents

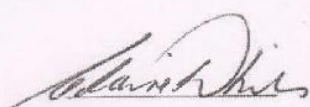
- 3 Approval of Financial Report
- 4 Entity Information
- 5 Statement of Service Performance
- 6 Statement of Income and Expenses
- 7 Movements in Accumulated Funds
- 8 Balance Sheet
- 9 Schedule of Property, Plant and Equipment
- 10 Statement of Accounting Policies

Approval of Financial Report

Rawene Community Hall Management Committee For the year ended 30 June 2021

The Committee are pleased to present the approved financial report including the historical financial statements of Rawene Community Hall Management Committee for year ended 30 June 2020.

APPROVED



Chairperson

Date 21/10/2021

Entity Information

Rawene Community Hall Management Committee For the year ended 30 June 2021

'Who are we?', 'Why do we exist?'

Legal Name of Entity

Rawene Community Hall Management Committee

Entity Type and Legal Basis

Unincorporated Not for Profit Organisation

Entity's Purpose or Mission

The aims of the Group shall be to: Provide a fit for purpose, affordable community facility, that Members, Community Groups and individuals may use.

Entity Structure

The committee is an elected delegated body on behalf of the Kaikohe Hokianga Community Board. Under the Far North District Councils Community Facilities and Community Halls Policy, it is responsible for: all bookings, fee collections and resolving any operational problems, internal maintenance of building and equipment, replacement of equipment, service & utilities payments, cleaning. The committee is also responsible for producing statistical information in regards to use and numbers of users. Hokianga Masonic Lodge has a 999-year hall agreement with FNDC for the Lodge rooms and the use of the rest of the Hall.

Organisation chart :-

Chairperson - Claire Kaahu - White

Treasurer - Michael Albrecht

Secretary - Gwen Freese

Minute secretary - Carol Fife

KHCB Rep - Louis Toorenburg

Dance Club Rep - Judy Cartwright

Paul Henderson Community

Masonic Lodge Rep - Karl Freese

Assurance Reviewer - Teresa Lomas

All positions subject to review and election to office at Annual General Meeting.

Main Sources of Entity's Cash and Resources

The entity's activities are funded by income from hall hire, grants from FNDC and philanthropic organisations.

Main Methods Used by Entity to Raise Funds

Revenue from hall hire.

Entity's Reliance on Volunteers and Donated Goods or Services

The entity relies totally on the good will of volunteer time and expertise to complete work in all essential roles such as governance, administration and fundraising.

Additional Information

Rawene Community Hall Management Committee

Physical Address: - 9 Parnell St Rawene 0443

Postal Address: - Box 96, Rawene 0443 rawenehall@gmail.com 0211371097

Statement of Service Performance

Rawene Community Hall Management Committee

For the year ended 30 June 2021

Cash Basis

'What did we do?', 'When did we do it?'

Description and Quantification of the Entity's Outputs

Please refer to Treasurers end of year financial statement.

- Reviewed hall hire charges, policies and procedures for pertaining to use of hall , hall Hire and cleaning contract agreement.
- Occupational Health and Safety
- Complied with Covid 19 regulations – notices – upgraded handwashing facilities etc.

Additional Output Measures

Rawene Committee Hall management Committee successfully negotiated with FNDC to program and address outstanding maintenance: -

- 1 To comply with health and safety standards install wheelchair access ramp to North facing Fire Exit.
- 2 To upgrade rear deck, renew substandard steps, and install safety rails
- 3 Repair & replace door, steps and hand rails to outdoor access to stage
- 4 Install safety rails to North facing Fire Exit.
- 5 Install cleaning station.

Long term plan subject to finance: -

1. Upgrade toilet block, to ensure wheelchair access. Renew all fittings including urinal, hand basin and W.C. pans. Improve ventilation. Renew all floor coverings. Provide wheelchair entry/egress to the service block annex.
2. Kitchen: Install hand basin, renew all floor coverings. Replace defective window
3. Install acoustic panels in main hall.
4. Install ventilation fans in main hall.

Statement of Income and Expenses

Rawene Community Hall Management Committee

For the year ended 30 June 2021

	2021	2020
Income		
Annual Usage Fees	280	700
Cost Recoveries	220	-
Grants	4,400	5,000
Hall Hire	6,390	6,306
Total Income	11,290	12,006
Expenses		
Administration Expenses		
Travel and Accommodation	-	30
Assurance Review Fees	449	518
Bank Charges	-	70
Bond Refunds	350	480
Booking Administration	2,340	2,280
Computer Maintenance and Support	-	40
General Expenses	-	598
Printing & Stationery	105	76
Total Administration Expenses	3,244	4,092
Occupancy Costs		
Plant & Equipment Hire	-	250
Cleaning & Laundry	2,499	1,910
Gas Bottle Costs	-	96
Light Power & Heating	1,059	1,508
Total Occupancy Costs	3,558	3,764
Repairs and Maintenance		
Minor Assets	181	240
Repairs & Maintenance - Buildings	33	515
Repairs & Maintenance - General	-	58
Repairs & Maintenance - Grounds	-	-
Total Repairs and Maintenance	214	812
Non-cash expenses		
Depreciation	750	940
Total Non-cash expenses	750	940
Total Expenses	7,766	9,608
Net Increase (Decrease) in Funds for the Year	3,525	2,397



Movements in Accumulated Funds

Rawene Community Hall Management Committee
For the year ended 30 June 2021

	2021	2020
Accumulated Funds		
Opening Balance	15,125	12,728
Current Year Increase (Decrease) in Funds	3,525	2,397
Total Accumulated Funds	18,650	15,125

Balance Sheet

Rawene Community Hall Management Committee

As at 30 June 2021

	30 JUN 2021	30 JUN 2020
Assets		
Current Assets		
Cash and Bank	10,265	5,894
Accounts Receivable	-	376
Total Current Assets	10,265	6,270
Non-Current Assets		
Property, Plant and Equipment	8,384	9,135
Total Non-Current Assets	8,384	9,135
Total Assets	18,650	15,405
Liabilities		
Current Liabilities		
Accounts Payable	-	280
Total Current Liabilities	-	280
Total Liabilities	-	280
Net Assets	18,650	15,125
Accumulated Assets		
Retained Earnings	18,650	15,125
Total Accumulated Assets	18,650	15,125



Schedule of Property, Plant and Equipment

Rawene Community Hall Management Committee

For the year ended 30 June 2021

NAME	COST	OPENING VALUE	PURCHASES	DISPOSALS	DEPRECIATION	CLOSING ACCUM DEP	CLOSING VALUE
Buildings							
Flooring upgrade	7,360	7,360	-	-	-	-	7,360
Total Buildings	7,360	7,360	-	-	-	-	7,360
Furniture & Fittings							
Blinds x 9	2,605	1,913	-	-	478	1,170	1,435
Total Furniture & Fittings	2,605	1,913	-	-	478	1,170	1,435
Plant & Equipment							
Public Address system -Mixing desk and speakers	3,600	2,722	-	-	272	1,151	2,449
Total Plant & Equipment	3,600	2,722	-	-	272	1,151	2,449
Total	13,565	11,995	-	-	750	2,321	11,244



Statement of Accounting Policies

Rawene Community Hall Management Committee For the year ended 30 June 2021

1. Reporting Entity

Rawene Community Hall Management Committee is an unincorporated entity. This special purpose financial report was authorised by the Management Committee on the date specified on page 3.

2. Basis of Preparation

The accounting principles recognised as appropriate for the measurement and reporting of financial performance and financial position on a historical cost basis are followed by Rawene Community Hall Management Committee. These financial statements are special purpose financial statements prepared specifically for the members of Rawene Community Hall Management Committee and may not comply with NZ GAAP.

Accounting Policies

The following specific accounting policies have been used in the preparation of the financial statements.

Goods and Services Tax (GST)

The entity is not registered for GST. Therefore all amounts are stated inclusive of GST (if any).

Bank Accounts and Cash

Bank accounts and cash in the Balance Sheet comprise cash balances and bank balances (including short term deposits) with original maturities of 90 days or less.

Changes in Accounting Policies

There have been no changes in accounting policies. Policies have been applied on a consistent basis with those of the previous reporting period.

Revenue Recognition

Revenue is measured at the fair value of the consideration received or receivable for the sale of goods and services, excluding goods and services tax rebates and discounts, to the extent it is probable that the economic benefits will flow to the entity and revenue can be reliably measured.

Interest received is recognised as interest accrues, gross of refundable tax credits received.

Government grants are recognised as revenue on receipt where no performance conditions have been specified on receipt of the grant.

Government grants requiring specified future conditions to be met are recognised as a liability on receipt. The grants are recognised as income over the period that the specified conditions are complete and the associated costs are recognised.

Property, Plant and Equipment

Property, plant and equipment and investment property are stated at historical cost less any accumulated depreciation and impairment losses. Historical cost includes expenditure directly attributable to the acquisition of assets, and includes the cost of replacements that are eligible for capitalisation when these are incurred.

3. Review

These financial statements have been subject to assurance review. Please refer to the independent reviewer report.

Statement of Accounting Policies**4. Contingent Assets and Liabilities**

There were no known contingent assets or liabilities at balance date. (2020: Nil)

5. Related parties

There were no material transactions with related parties during the period.

6. Going Concern

The entity is a going concern and will continue to operate into the foreseeable future.

7. Covid 19

A new virus, COVID - 19, became a global pandemic by March 2020. In response to the pandemic, in late March 2020 the New Zealand

Government ordered a nationwide four-week lockdown, during which time non-essential businesses and organisations were unable to operate and individuals were required to stay at home. In late April 2020, the lockdown period ended and the New Zealand Government began gradually easing the restrictions that had been placed on businesses, organisations and individuals. At the time of preparing these financial statements, the full financial impact of the COVID-19 pandemic was not able to be determined, however the board have concluded that the pandemic has had no serious material impact on the going concern assumption upon which these financial statements have been prepared.



INDEPENDENT ASSURANCE PRACTITIONERS REVIEW REPORT

To the Members of Rawene Community Hall Management Committee



I have reviewed the accompanying Financial Report of Rawene Community Hall Management Committee, which comprises the Directory Information, Statement of Income and Expenses, the Statement of Financial Performance, Balance Sheet as at 30 June 2021, and Notes to the Financial Report.

Responsibility for the Financial Statements

The committee are responsible for the preparation and fair presentation of this Financial Report in accordance with Special Purpose Financial Reporting Non-GAAP and for such internal control as the committee members determine is necessary to enable the preparation of a Financial Report that is free from material misstatement, whether due to fraud or error.

Assurance Practitioners Responsibility

My responsibility is to express a conclusion on the accompanying financial statements. I conducted my review in accordance with International Standard on Review Engagements (New Zealand) (ISRE (NZ)) 2400, Review of Historical Financial Statements Performed by an Assurance Practitioner who is not the Auditor of the Entity. ISRE (NZ) 2400 requires me to conclude whether anything has come to my attention that causes me to believe that the financial statements, taken as a whole, are not prepared in all material respects in accordance with the applicable financial reporting framework. This Standard also requires me to comply with relevant ethical requirements.

A review of the Financial Report in accordance with ISRE (NZ) 2400 is a limited assurance engagement. The assurance practitioner performs procedures, primarily consisting of making enquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained. The procedures performed in a review are substantially less than those performed in an audit conducted in accordance with International Standards on Auditing (New Zealand). Accordingly, I do not express an audit opinion on these financial statements.

Other than in my capacity as assurance practitioner I have no relationship with, or interests in, Rawene Community Hall Management Committee.

Basis for Qualified Conclusion

Receipts from cash activities are a source of revenue for the Rawene Community Hall Management Committee. Control over cash revenue is limited prior to recording. Accordingly as evidence available to me about revenue from this source was limited, my review procedures for cash revenue was restricted to the amounts recorded in the financial records. Therefore I am unable to express an opinion on whether cash fundraising activities revenue as recorded is complete.

Qualified Conclusion

Except for the possible effects of the matter described in the Basis for Qualified Opinion paragraph, based on my review, nothing has come to my attention that causes me to believe that the Financial Report does not present fairly, in all material respects the financial position of Rawene Community Hall Management Committee as at 30 June 2021, and of its financial performance for the year then ended.

Teresa Lomas
LCT Consulting & Accounting Ltd
Waimamaku
28th September 2021

1

2020-21 Hall Information and Statistics

HALL DETAILS				
Name of Hall:	TAHEKE UNITED COMMUNITY CENTRE			
Physical address:	3272 State Highway 12, Taheke, Hokianga			
Postal address:	C/O Elle Reihana, 3368 Horeke Road, RD 3, Kaikohe 0473			
Booking Officer (name):	(Booking Officer will be added to our website) ANGELINA GOODHEW			
Booking Officer (contact):	Ph.: NIL	Mobile: 0211711418	Email: angelinagoodhew@gmail.com	
Afterhours contact (name):	Elle Reihana, Mobile 0221626300			
Emergency Contact (name):	Elle Reihana			
Afterhours (contact):	Ph.:	Mobile: 0221626300	Email: elleniceharding1962@gmail.com	
Other:				
HALL COMMITTEE DETAILS				
Position	Name	Postal Address	Email address	Phone number
Chairperson	Murray Harding	3368 Horeke Road, RD 3, Kaikohe 0473	Elleniceharding1962@gmail.com	021639338
Secretary	Jacine Warmington	Waima Valley Road, RD 3, Kaikohe 0473	Jacine.warmington@fndc.govt.nz	094053801 0272368778
Treasurer	Elle Reihana	3368 Horeke Road, RD 3, Kaikohe 0473	Elleniceharding1962@gmail.com	0221626300
Vice Chairperson	Craig Goodhew	36 Otatara Marae Road, Waima, RD 3, Kaikohe 0473	craiggoodhew@hotmail.co.nz	0274639383
Please feel free to update on the reverse of this or add another piece of paper				
COMMITTEE MEETING DETAILS				
How often does the Committee meet annually?			4	

2

How often did the Committee meet in the year?	4			
HALL INFORMATION				
Usage Data				
Number of bookings:	One			
Number of users:	One major user			
Type of use				
Community (regular users):	League trainings, meetings, home games			
Casual (one off):	Birthday celebrations, memorial and wake occasions			
Commercial:	N/A			
Hire rates (per hour)				
Community:	Major User - \$700.00 Small Groups - \$150.00			
Casual:	One-off \$100.00 day/night plus Bond			
Commercial:	N/A			
Other:	meetings \$5000 plus \$5000 Bond			
2020/21 Financial Statement	Attached: <input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No			
BWOF	Attached: <input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No		Expiry Date:	
Insurance - Contents	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No		Value:	
Improvements completed	Major refurbishment completed May 2021, included new toilets, carpark and disabled ramp.			
Maintenance completed	N/A			
Other:				
Check list (cross out as provided)	AH / emergency contact details	Copy of BWOF certificate	Copy of Evacuation Plan	Form fully completed

Council is also improving its website content, and we would like to provide a basic description of what the hall can be booked for and how to make a booking etc. If you could provide information about the following, which we believe will help potential hall hirers that would be much appreciated:

Hall / meeting room details and capacities e.g.: Main hall – 250 pp	Main Hall – 200 pp
Kitchen facilities	New kitchen cabinets, stove, extractor and fridge
Toilets	New toilet block with three separate toilets - men, women and disabled toilet
Disabled access	Yes
Parking	Yes
Furniture available	Tables and chairs
Other facilities / assets available e.g.: stage, lighting, heating	Heater and blackboard

*10/6/21 Emailed
15:52 Compliance Committee
office - Govt. NZ* *Tabled 16/5/21*

Society Name: **TAHEKE UNITED COMMUNITY CENTRE INCORPORATED**

Society No: **2642991**

Financial Statement for year ended: 31 March 2021

INCOME		
Affiliation fees	700.00	
Koha	45.00	
Pine trees	8,278.36	
TOTAL INCOME	\$9,023.36	
EXPENSES		
Power accounts		1,083.89
Advertising		35.00
Fencing materials and labour		1,865.89
Digger hire		500.00
Healthy Homes		80.00
TOTAL EXPENSES		\$3,564.78
Credit	\$5,458.58	
ASSETS		
Cash in bank – cheque account (00)	\$6,715.00	
Cash in bank – savings account (01)	\$850.00	
TOTAL ASSETS	\$7,565.00	
LIABILITIES	NIL	
Total funds as at 31 March 2021	\$7,565.00	

FINANCIAL STATEMENT FOR YEAR ENDING 2021

I certify that this financial statement has been submitted to and approved by the members at the Annual General Meeting/General Meeting held on *16 May 2021*

Signed E A Reihana



Name and description: Ellenice Reihana (Treasurer)

Community Halls Policy

Adopted: 8 September, 2016

Background

Each Community Board has delegated responsibility for community buildings that provide a space for social interaction. These facilities (hereafter referred to as 'halls') may be used for leisure, arts, cultural, educational, sporting and other community activities. They may accommodate community groups and organisations.

The policy gives effect to the **Far North District Council - Halls and Facilities Strategy 2015**. It provides additional guidance on the management of community halls either owned by the Council or situated on Council land.

As at May 2016, there were 16 Council owned halls on Council land, 4 Council owned halls on Crown land and 2 community owned halls on Council land. See Appendix 1 for a schedule of facilities.

Objective

A network of fit for purpose affordable community facilities that connect and support resilient, healthy and vibrant communities.

Policies

1. Ensure that communities' current and future needs for halls or similar facilities are met.
 - a. Council aims to have a network of community venues across the district so people can meet and participate in the life of their communities. The network consists of both Council and non-Council owned facilities. It is important that the community has access to a variety of spaces and venues. Who owns those facilities is secondary to their existence and function.
 - b. Halls will not be acquired unless it can be demonstrated that they are fit for purpose, with affordable facilities to meet current and projected community needs.
2. Ensure that communities take active roles in facilitating the provision of an appropriate number of accessible, safe and well maintained facilities.
 - a. Community Boards support communities in achieving their goals for facilities by providing expertise, supporting establishment of a Community Trust, and, if appropriate, contributing funds. Ownership of new facilities may remain with the community, usually managed by a community not-for-profit entity.
 - b. Council will actively encourage and support organisations to provide community access to existing venues, such as school halls and church meeting spaces.
 - c. Council will consider innovative types of facilities in response to diverse community needs and to changing trends in community and leisure activities. These could include multi-purpose facilities and facilities as part of commercial, retail, or residential developments.
3. Adopt preferred frameworks for the Council's involvement in community halls and for partnership arrangements.
 - a. The Council leases land, buildings, or land and buildings to community groups for a wide range of activities. It may transfer ownership of a hall to a community not-for-profit organisation where the community wants to take a greater role.
 - b. Council has a partnership approach to community facilities consistent with [the Community Grant Policy](#).

- c. If Council is building a new facility or developing an existing facility, it will actively seek opportunities to do so in partnership with other organisations, such as schools or churches.
 - d. Where no community organisation or committee can be formed within the community, the facility may be managed by the Community Board (or by the Council in exceptional instances, such as the Kaikohe Memorial Hall).
 - e. Community Boards, through consultation with their community, may retain ownership and have a Hall Committee under delegated authority to oversee the hall's operation.
4. Encourage and enhance the capability of communities to improve their facilities.
- a. The Council will consider community-empowered management and community-led divestment.
 - b. Communities will be encouraged to upgrade halls by their own resources, including through seeking external funding and voluntary work.

Procedures for Hall Committees

1. When Community Boards have a Hall Committee under delegated authority to oversee the hall's operation, the following procedures will apply:
- a. The Committee will have a minimum of 5 elected members. In addition, a Community Board Member will be seconded to the committee to provide a liaison and advisory role, but shall not hold an office on the Committee.
 - b. The Committee will hold an Annual General Meeting every 12 months; this meeting must be publicly notified. Elections will take place at the Annual General Meeting. As Council's financial year starts in July, this is the suggested month for elections.
 - c. The Committee will produce annual audited accounts and statistical information on the usage of the hall, income received and any investments made in the hall.
 - d. The Committee is responsible for all bookings, fee collections and resolving any operational issues.
 - e. The Committee is responsible for all operational expenditure, including water, pan charges, power, phone, and cleaning.
 - f. Public halls owned by Council are non-rateable, except for water and sewerage charges.
 - g. The Committee is responsible for internal maintenance, refurbishments, and purchase of replacement equipment, but not for building renewals.
 - h. The Committee is responsible for insurance of the hall committee's chattels, such as chairs, tables, and crockery. Council will insure the facility, which will include fixtures such as stoves and zip water heaters.
 - i. Where fee income does not meet expenses, an approach can be made through the Community Board for a one-off grant or for the Community Board to fund a specific shortfall each financial year. The Committee's Community Board Member will advise if fees may need to be increased or if a hall may no longer meet the community's needs.

The table below gives a summary of the relative responsibilities of Council, Community Board and Hall Committee:

Council Responsibility	Community Board Responsibility	Hall Committee Responsibility
Asset management	Governance	Operation
Delegations	Appointment of Committee Advisor	AGM & appointment of Committee and Officers
Renewals and upgrades planning and delivery	Reporting of income, expenditure & usage	Bookings management
To maintain the external building envelope		Internal maintenance of building and equipment
Water & wastewater infrastructure provision and maintenance		Replacement of internal equipment
Insurance payments		Water & wastewater rates
Car park & grounds control, maintenance and upgrades		Services & utilities payments
Fences control, maintenance and upgrades		Cleaning

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 - d. The Committee is responsible for all bookings, fee collections and resolving any operational issues.
 - e. The Committee is responsible for all operational expenditure, including water, pan charges, power, phone, and cleaning.
 - f. Public halls owned by Council are non-rateable, except for water and sewerage charges.
 - g. The Committee is responsible for internal maintenance, refurbishments, and purchase of replacement equipment, but not for building renewals.
 - h. The Committee is responsible for insurance of the hall committee's chattels, such as chairs, tables, and crockery. Council will insure the facility, which will include fixtures such as stoves and zip water heaters.
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Water & wastewater infrastructure provision and maintenance		Replacement of internal equipment
Insurance payments		Water & wastewater rates
Car park & grounds control, maintenance and upgrades		Services & utilities payments
Fences control, maintenance and upgrades		Cleaning



HE ARA TĀMATA
CREATING GREAT PLACES
Supporting our people

Email: ask.us@fnc.govt.nz
Website: www.fnc.govt.nz

Private Ecg 752, Memorial Avenue
Kaikohe 0440, New Zealand
Freephone: 0800 920 029
Phone: (09) 401 5200
Fax: (09) 401 2137

Date

Hall Name
Email

Dear Sir / Madam

As per Council's 2016 Community Halls Policy (as attached), there is a requirement that Hall Committee's will produce annual audited accounts and statistical information on the usage of the hall, income received and any investments (improvements) made in the hall.

The period for this being 1 July 2020 to 30 June 2021.

It is acknowledged that being asked to produce annual audited accounts is not realistic for many of you therefore, a full audit will only be required only every three years. However, we would still expect to receive a basic income and expenditure type of account information.

As per previous years, this is also an opportunity to ensure Council has the correct contact details of the hall committee members as well as an afterhours / emergency contact. This is more so important with COVID impacting on our day to day lives and the operation of the halls etc.

Therefore, can you please complete the information below and return it by Friday 1 December 2021.

This information will form part of a report that is presented to your local Community Board early 2022.

Can you also provide a copy of the hall's evacuation plan and a copy of the current BWO for our records?

We will send out a few more reminders before the closing date of the reports and should we not receive any information, we will note this in the report for the Community Board to consider.

As such, please find attached the following documents:

- 2016 Community Halls Policy
- 2015 Halls and Facilities Strategy
- 2021 COVID Level 2 information sheet
- Hall Committee details and statics template

Thank you for providing the requested information, please return in the envelope provided or email to districtfacilities@fnc.govt.nz

Should you have any further queries, please contact me P: 0800 920 029.

Yours sincerely

Tam Marselos
District Facilities

2020-21 Hall Information and Statistics

HALL DETAILS			
Name of Hall:			
Physical address:			
Postal address:			
Booking Officer (name):	(Booking Officer will be added to our website)		
Booking Officer (contact.):	Ph.:	Mobile:	Email:
Afterhours contact (name):			
Emergency Contact (name):			
Afterhours (contact.):	Ph.:	Mobile:	Email:
Other:			

HALL COMMITTEE DETAILS				
Position	Name	Postal Address	Email address	Phone number

Please feel free to update on the reverse of this or add another piece of paper

COMMITTEE MEETING DETAILS	
How often does the Committee meet annually?	
How often did the Committee meet in the year?	

HALL INFORMATION	
Usage Data	
Number of bookings:	
Number of users:	
Type of use	
Community (regular users):	
Casual (one off):	
Commercial:	

Hire rates (per hour)				
Community:				
Casual:				
Commercial:				
Other:				
2020/21 Financial Statement	Attached: yes / no			
BWOF	Attached: yes / No		Expiry Date:	
Insurance - Contents	Yes / No		Value:	
Improvements completed				
Maintenance completed				
Other:				
Check list <i>(cross out as provided)</i>	AH / emergency contact details	Copy of BWOF certificate	Copy of Evacuation Plan	Form fully completed

Council is also improving its website content, and we would like to provide a basic description of what the hall can be booked for and how to make a booking etc. If you could provide information about the following, which we believe will help potential hall hirers that would be much appreciated:

Hall / meeting room details and capacities e.g.: Main hall – 250 pp	
Kitchen facilities	
Toilets	
Disabled access	
Parking	
Furniture available	

Other facilities / assets available e.g.: <i>stage, lighting, heating</i>	
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7.3 KAIKOHE-HOKIANGA COMMUNITY BOARD ACTION SHEET UPDATE APRIL 2022**File Number:** A3640622**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 April 2022.

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.

ĀPITIHINGA / ATTACHMENTS

1. KHCB Action Sheet April 2022 - A3647281 [📄](#) 

OUTSTANDING ACTIONS REPORT			
Division: Committee: Officer:		Kaikohe-Hokianga Community Board	
		Printed: Thursday, 24 March 2022 12:19:13 pm Date From: 1/01/2020 Date To: 24/03/2022	
Meeting	Title	Resolution	Notes
Kaikohe-Hokianga Community Board 11/11/2020	Petition of Perry van Gaalen - Speedbumps on Hillcrest Road - Kaikohe.	RESOLUTION 2020/52 Moved: Member Moko Tepania Seconded: Member John Vujcich That the Kaikohe-Hokianga Community Board; a) request a report investigating options, including speed bumps, to reduce speed along Hillcrest Road in Kaikohe. b) draft a letter of support for this petition to be sent to Mayor Carter. CARRIED	22 Feb 2022 2:55pm Baker, Marlema Part b) was completed by Chair Mike Edmonds in 2021. Part a) will be allocated to Elizabeth Stacey for follow-up as Aram Goes has left Council. 22 Feb 2022 3:10pm Baker, Marlema - Reallocation Action reassigned to Stacey, Elizabeth by Baker, Marlema
Kaikohe-Hokianga Community Board 2/06/2021	Kaikohe-Hokianga Footpath Programme	MOTION Moved: Member Louis Toorenburg Seconded: Member Alan Hessel That the Kaikohe-Hokianga Community Board: a) Agree to the 2021/2022 footpath programme to include the following 'top nine' prioritised and subject to funding availability: i) Parnell Street Rawene - Hospital to Clendon Esplanade (Est \$500,000) ii) Manning Street Rawene - Existing to House #54 Manning Street (Est \$70,000) iii) Koutu Point Road Koutu - SH12 to 68 Koutu Point Road (Est \$340,000) iv) Old Wharf Road Omapere - SH12 to Wharf (Est \$40,000) v) Freese Park Road Omapere – Old Wharf Road to end (Est \$40,000) vi) Horeke Road Okaihau - Existing to house 2054 (Est \$230,000) vii) Honey Street – Parnell Street to End (Est \$120,000) viii) Taumataiwi Street Opononi – Walkway to SH10 - via bowling green (Est \$30,000)	24 Jan 2022 2:27pm Baker, Marlema 27/01/2022 Update from Elizabeth Stacey (NTA): NTA is currently conducting a gap analysis and prioritisation matrix of the footpath network for the Kaikohe-Hokianga area. The Community Board currently has \$450,000 in footpath budget to allocate over Year 2 and Year 3 of the LTP. Of the money to be allocated, \$150,000 is carry over from 2021-2022, giving a total of \$300,000 to allocate in Year 2. NTA is requesting a workshop at the April community board meeting to prioritise and select footpath locations for design and construction in Years 2 and 3. 02 Mar 2022 1:03pm Baker, Marlema - Reallocation Action reassigned to Stacey, Elizabeth by Baker, Marlema – Work in Progress

OUTSTANDING ACTIONS REPORT			
Division: Committee: Kaikohe-Hokianga Community Board Officer:		Printed: Thursday, 24 March 2022 12:19:13 pm Date From: 1/01/2020 Date To: 24/03/2022	
Meeting	Title	Resolution	Notes
		ix) Michie Street – Start to Playschool (Est \$30,000) That the Kaikohe-Hokianga Community Board: b) Identify and recommend to Council a list of footpaths from the above priority safety programme to the value of \$150,000 to be constructed 100% funded from Far North District Council Funds. ITEM LEFT TO LIE Workshop with Sandi Morris (NTA) for Monday 14 June 2021 at Pioneer Village 10am.	
Kaikohe-Hokianga Community Board 6/10/2021	Koutu Mangeroa Picnic Area Encroachment	RESOLUTION 2021/62 Moved: Member Alan Hessel Seconded: Member Louis Toorenburg That the Kaikohe-Hokianga Community Board. 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 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. CARRIED	24 Mar 2022 11:55am Baker, Marlema At their meeting held 24 February 2022, Council resolved to; a) engage with the kaitiaki of the Koutū Mongeroa Picnic Area to formalise a Kaitiaki Agreement for lawful use of the area as a campgrounds; and, 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., c) that a progress report be brought to the Kaikohe-Hokianga Community Board., Work in Progress - update pending.
Kaikohe-Hokianga Community Board 6/10/2021	Upgrade Memorial Park, Kaikohe	RESOLUTION 2021/64 Moved: Member Moko Tepania Seconded: Member Kelly van Gaalen That Kaikohe-Hokianga Community Board: a) approves the final concept for Memorial Park as developed by AKAU.	24 Jan 2022 10:43am Baker, Marlema 19/01/2022 Update from Jeanette England: There has not been any further progress with the project as the final design has not been approved by the Community Board.

OUTSTANDING ACTIONS REPORT			
Division: Committee: Officer:		Kaikohe-Hokianga Community Board	
		Printed: Thursday, 24 March 2022 12:19:13 pm Date From: 1/01/2020 Date To: 24/03/2022	
Meeting	Title	Resolution	Notes
		b) approves the removal of the Casuarina Tree close to the final location of the Wharepaku. c) approves the use of Streetscapes budget for the landscaping, furniture, footpaths, tree works and learn to ride paths within Memorial Park (\$344,200). d) approves the use of Town Beautification budget for the new civil works and surfacing for the new Playground within Memorial Park (\$100,000). e) approves the use of the Amenity Lighting budget for new lights within Memorial Park (\$18,500). CARRIED	Design changes to the overall concept were being made by AKAU and they were discussing directly with KHCB Chairperson. Progress with other works is also on hold pending receipt of the final approved design. 24 Mar 2022 12:33pm Baker, Marlema Update pending
Kaikohe-Hokianga Community Board 6/10/2021	Omapere Wharf - Renewal of End section	RESOLUTION 2021/65 Moved: Member Louis Toorenborg Seconded: Member Emma Davis That the Kaikohe-Hokianga Community Board: a) Receive the report Omapere Wharf - Renewal of End section. 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. CARRIED	24 Jan 2022 10:15am Baker, Marlema Update received from Helen Ronaldson: The recommendation for intertidal steps has been included in the design and can be included in existing budgets available for this project. This project will now progress to approval at the appropriate delegation so contracts can be awarded. 22 Feb 2022 3:06pm Baker, Marlema Work in progress.
Kaikohe-Hokianga Community Board 6/10/2021	Kaikohe-Hokianga Footpath Programme	RESOLUTION 2021/66 Moved: Chairperson Mike Edmonds Seconded: Member Louis Toorenborg That the Kaikohe-Hokianga Community Board identifies: a) 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	22 Feb 2022 3:10pm Baker, Marlema - Reallocation Action reassigned to Stacey, Elizabeth by Baker, Marlema - Allocating part a) of this action item to you as Aram and Sandi have left. 24 Mar 2022 12:17pm Baker, Marlema Work in Progress. E Stacey (NTA) is currently working with CB members to collate all past and current Footpaths Matrixes.

OUTSTANDING ACTIONS REPORT			
Division: Committee: Officer:		Kaikohe-Hokianga Community Board	Printed: Thursday, 24 March 2022 12:19:13 pm Date From: 1/01/2020 Date To: 24/03/2022
Meeting	Title	Resolution	Notes
		b) request that the remaining footpath budget from 2020 (estimated 80k) be found and returned for allocation to Kaikohe-Hokianga Community footpaths CARRIED	
Kaikohe-Hokianga Community Board 2/03/2022	Ground Lease over part of Okaihau Recreation Reserve to Ohaeawai Community Education Trust	RESOLUTION 2022/11 Moved: Member Laurie Byers Seconded: Member Emma Davis That the Kaikohe-Hokianga Community Board recommend a lease be granted to the Ohaeawai Community Education Trust for early childhood education. CARRIED	10 Mar 2022 4:06pm Meekings, Kay 9-03-22 10.50am - OCET notified by email thru their solicitor they no longer require a lease over the Okaihau Rec Res. 10 Mar 2022 4:31pm Meekings, Kay Escalation of CB recommendation to Council is no longer required ACTION ITEM TO BE CLOSED

8 TE KAPINGA HUI / MEETING CLOSE