

Agenda for a meeting of the Raglan Community Board to be held in the Town Hall, Supper Room, Bow Street, Raglan on **WEDNESDAY 31 MARCH 2021** commencing at **1.30pm**.

Information and recommendations are included in the reports to assist the Committee in the decision making process and may not constitute Council's decision or policy until considered by the Committee.

1. APOLOGIES AND LEAVE OF ABSENCE

2. CONFIRMATION OF STATUS OF AGENDA

Dallas Butler and Rick Thorpe from Xtreme Zero Waste will be in attendance from 1:30 pm to discuss item 6.1

3. DISCLOSURES OF INTEREST

4. CONFIRMATION OF MINUTES

Meeting held on Wednesday 17 February 2021.

2

5. PUBLIC FORUM

6. REPORTS

6.1	Xtreme Zero Waste Report	Verbal
6.2	Staff Reports (Community Resilience Coordinator)	Verbal
6.3	Discretionary Fund Report to 15 March 2021	10
6.4	Raglan Works, Actions & Issues Report: Status of Items March 2021	12
6.5	Raglan Aerodrome Safety Improvements	18
6.6	Raglan Community Arts Council – Portable Staging Unit	21
6.7	A Rocha Aotearoa NZ – Karioi Signage Project	59
6.8	Chairperson's Report	94
6.9	Raglan Naturally Report	Verbal
6.10	Raglan Town Hall Report	96
6.11	Councillor's Report	101
6.12	Board Members' Reports	105

GJ Ion

CHIEF EXECUTIVE

Open Meeting

To	Raglan Community Board
From	GJ Ion Chief Executive
Date	9 March 2021
Prepared by	Matt Horsfield Democracy Advisor
Chief Executive Approved	Y
Reference #	GOV0507
Report Title	Confirmation of Minutes

1. EXECUTIVE SUMMARY

The minutes for a meeting of the Raglan Community Board held on Wednesday 17 February 2021 are submitted for confirmation.

2. RECOMMENDATION

THAT the minutes of a meeting of the Raglan Community Board held on Wednesday 17 February 2021 be confirmed.

3. ATTACHMENTS

RCB Minutes – 17 February 2021

MINUTES of a meeting of the Raglan Community Board held in Basement Meeting Room, Raglan House, 45 Bow Street, Raglan on **WEDNESDAY 17 FEBRUARY 2021** commencing at **1.31pm**.

Present:

Mrs G Parson (Chairperson)
Mr B MacLeod (Deputy Chair)
Mr D Amoore
Cr LR Thomson

Attending:

Members of the Public

Mr B Stringer (Democracy Manager)
Mr M Horsfield (Democracy Advisor)

APOLOGIES AND LEAVE OF ABSENCE

Resolved: (Mr MacLeod/Mr Amoore)

THAT an apology be received from Mr Bains, Mr Oosten and Mr Rayner.

CARRIED

RCB2102/01

CONFIRMATION OF STATUS OF AGENDA ITEMS

Resolved: (Mrs Parson/Cr Thomson)

THAT the agenda for a meeting of the Raglan Community Board held on Wednesday 17 February 2021 be confirmed and all items therein be considered in open meeting;

AND THAT all reports be received;

AND FURTHER THAT the Board resolves that the following item be added to the agenda as a matter of urgency as advised by the Chairperson:

- **Raglan Kerbside Foodwaste Collection, Xtreme Zero Waste,**

to be considered as Item 6.9

CARRIED

RCB2102/02

DISCLOSURES OF INTEREST

Mr MacLeod advised members of the Board noted he had a non-financial interest in item 6.7 [*Councillor's Report*].

CONFIRMATION OF MINUTES

Resolved: (Mrs Parson/Cr Thomson)

THAT the minutes of a meeting of the Raglan Community Board held on Wednesday 9 December 2020 be confirmed as a true and correct record of that meeting.

CARRIED

RCB2102/03

PUBLIC FORUM

The following matters were discussed:

- Freedom Camping Signage – Concern expressed regarding unclear signage at the reserve on John Street. Issues were still occurring with freedom campers, but situation had improved with monitoring and signage. Freedom Camping Bylaw review would occur later in the year.

ACTION: Senior Transportation Engineer to inform Community Board regarding the designation for parking on reserve on John Street.

- Football Fields – Concern expressed regarding the uncertainty in Council communications of the location of the football fields. The football club wrote a letter in response to the Blueprint. The club felt like they have not been listened to. The matter had yet to be determined as part of the draft Reserve Management Plan.

REPORTS

Discretionary Fund Report to 28 January 2021

Agenda Item 6.1

The report was received [*RCB2102/02 refers*] and the following matters were discussed:

- The Community Board advised that the invoice from Raglan Ink, attached to the staff report, was not for the Board to pay.

ACTION: The Senior Transportation Engineer is requested to investigate and arrange for the payment of the Raglan Ink invoice for Places for People design work.

- Ways that the Board could proactively promote the Discretionary Fund to community groups. The Board would consider this issue at its next workshop.
- Possible use of funds for a Matariki event.
- The Board decided not to send a delegate to the upcoming Community Board Conference in Gore

Raglan Works & Issues Report: Status of Items February 2021

Agenda Item 6.2

The report was received [*RCB2102/02 refers*] and discussion was held on the following matters:

- Manu Bay -The Board would appreciate more commentary regarding the issue. Concerns with rock build up and overtopping. Effective monitoring was needed.

ACTION: Staff to provide a progress report to the Community Board before the end of February 2021 and that the Community Project Manager or other staff to speak to the report at the next Community Board meeting.

- Roading (Gilmour Urban Upgrade) – Design drawings being completed. Local residents to be consulted on plans.

ACTION: Council to provide an update to local residents regarding the Gilmour Urban Upgrade project.

- Raglan Community Board Quarterly Update – concern expressed as to lack of detail on project timeframes.

ACTION: Future reports to include a column for (indicative) project timeframes (including completion date) and a clear explanation for any significant delays encountered.

- Cliff Road - Signs were complete and clear; motorists continued to drive down the wrong way.
- Disabled car park - Sign has been installed.
- Inter-Raglan Bus Service – Survey results would be appreciated to understand community views of how the current service was operating.

ACTION: Regional Council to provide results of the Inter-Raglan Bus Service survey and be invited to present at the next Board meeting.

ACTION: Regional Council to attend Community Board meeting and report on Raglan 23 Bus Route.

- Freedom Camping - Important to remind people to participate in Bylaw Review.

ACTION: Chair to put a Facebook post on Community Board Page to remind people to participate in the review of the Freedom Camping Bylaw and to ask community members for contact details for those who wish to be actively involved.

- School Marking – School needs to evaluate the parking situation on Whitley Street.

Climate Response and Resilience Action Plan Agenda Item 6.3

The report was received [RCB2102/02 refers] and discussions were held on the following matters:

- Board to support the Council with the Action Plan and be more proactive in the community.
- Possibility of creating a climate response and resilience Board Subcommittee.

ACTION: All Board members to read thoroughly and understand the report in preparation for the Board's 90-day planning workshop.

ACTION: Board to send Action Plan to different organisations to encourage collaboration and ideas to support the community to achieve outcomes.

- The Chair, Mr Rayner and Mr Bains have agreed to focus on Climate change and resilience.

- Suggestion that the organisational structure graphic in the plan was confusing – needed to clearly outline who comprised the Executive Leadership Team.

Year to Date Service Request Report Agenda Item 6.4

The report was received [RCB2102/02 refers] and no discussion was held.

Chairperson's Report Agenda Item 6.5

The report was received [RCB2102/02 refers] and discussions were held on the following matters:

- Coastal Reserve – Chair was still to have a workshop with the Service Delivery General Manager in relation to the Board's oversight over reserves. The Raglan Reserve Management Plan Hearing would be held on Thursday, 25th February 2021 with a Board member attending to speak to submission.
- Poihakena Marae – Meeting organised for 7th March 2021.
- 90-day planning workshop scheduled for Tuesday 23rd February 2021. A longer workshop would be scheduled for Wednesday 10th March 2021.
- Discussion on items to be discussed at the next Board meeting.
 - Civil Defence and Emergency Management - Board wanted to be informed of their responsibilities regarding the Civil Defence response plan.

ACTION: Waikato District Council Civil Defence Emergency Management Coordinator requested to attend the Board's next meeting to discuss the Civil Defence and Raglan Community Response Plan.

- Community Board Charter required review:
 - Board's responsibility for Raglan reserves (following discussion with General Manager Service Delivery).
 - Transfer responsibility of Raglan Naturally to the Raglan Naturally Trust Board.
- Affordable Housing – little progress to report; Cr Thomson was monitoring outside of Board meetings.

Raglan Naturally Update

Agenda Item 6.6

The report was received [RCB2102/02 refers] and no discussion was held.

Councillor's Report

Agenda Item 6.7

The report was received [RCB2102/02 refers] and Cr Thomson highlighted the following matters.

- LTP briefings and workshops had been productive and positive.
- Soundsplash
 - Less congestion and rubbish compared to previous years.
 - Stricter monitoring of alcohol and an increase of underage people found with alcohol.
 - Long waits for entry armbands a concern.
 - Raglan Camping Ground had indicated it would no longer allow guests under the age of 25 years to stay during Soundsplash weekend given the number of adverse incidents that took place.

ACTION: Council staff to provide a copy of their Soundsplash audit report/debrief to the Chair before the Board's next meeting. Chair to discuss with General Manager Service Delivery whether to include the report in the Board's agenda.

Board Chair to invite Soundsplash organisers to the next Board meeting as guest presenters to discuss the recent Soundsplash event.

- Camera Licensing Trust – Date not set for the next Trust meeting.

ACTION: Cr Thomson to provide an update on when the Trust was next due to meet at the next Board meeting.

Board Members' Report

Agenda Item 6.8

The report was received [RCB2102/02 refers] and discussions were held on the following matters:

- Disappointment expressed that the tender for the two public parklets as part of the Places for People project had not been conducted yet.

Raglan Kerbside Foodwaste Collection
Late Agenda Item 6.9

The report was received [RCB2102/02 refers] and discussion was held on the following matters:

- Proposal was for the Community Board to make clear to Council its support of kerbside food waste collection and that the Community Board supports the inclusion of a targeted rate for Raglan to go into the LTP consultation document.
- Indication that the cost from Xtreme Zero Waste had now reduced from.
- Query on the number of residents using the current service to justify a targeted rate. Discussion on whether a survey could be included in the LTP consultation document for Raglan residents.
- Funding alternatives discussed.
- Possibility that foodwaste collection could be mandatory in the future and additional costs to restart the service.
- Democracy Manager outlined the Chief Financial Officer's email advice that it was too late in the process to introduce a new targeted rate for the LTP consultation document. The Board could look to include this in its submission on the LTP, or work with the Council to consider the feasibility of the proposal for the 2022/23 Annual Plan.

Resolved: (Mrs Parson/Mr MacLeod)

THAT the Raglan Community Board put forward a recommendation to Council that Waikato District Council consult in the 2021/2031 LTP on a targeted rate for Raglan's Kerbside Foodwaste Collection, to support and continue the service.

CARRIED.

RCB2102/04

There being no further business the meeting was declared closed at 3:38PM

Minutes approved and confirmed this day of 2021.

G Parson
CHAIRPERSON

Open Meeting

To	Raglan Community Board
From	Alison Diaz Chief Financial Officer
Date	15 March 2021
Prepared by	Julie Kelly Support Accountant
Chief Executive Approved	Y
Reference/Doc Set #	GOV0507
Report Title	Discretionary Fund Report to 15 March 2021

1. EXECUTIVE SUMMARY

To update the Board on the Discretionary Fund Report to 15 March 2021.

2. RECOMMENDATION

THAT the report from the Chief Financial Officer be received.

3. ATTACHMENTS

Discretionary Fund Report to 15 March 2021

RAGLAN COMMUNITY BOARD DISCRETIONARY FUND REPORT 2020/21 (July 2020 - June 2021)

As at Date: 15-Mar-2021

			1,206,170.4
2020/21 Annual Plan			14,271.00
Carry forward from 2019/20			8,002.00
Total Funding			22,273.00
Income			
Total Income			-
Expenditure			
14-Aug-2020	Raglan Community Arts Council	RCB2008/05	3,500.00
08-Dec-2020	Mafia Design Raglan Map Project	RCB2012/04	665.00
Total Expenditure			4,165.00
Net Funding Remaining (Before commitments)			18,108.00
Commitments			
23-Jun-2020	Maki Nishiyama for the creation of a Raglan Community Board website to include set up, board training, and two year domain hosting	RCB2006/03	1,000.00
05-Aug-2020	Raglan Community Radio from the Board's Discretionary Fund for the Whaingaroa Talent Factory Event - 10 October 2020	RCB2008/03	1,000.00
16-Sep-2020	Whaingaroa Raglan Destination Management Organisation for the support of the establishment of the DMO (\$1,000 incl. GST)	RCB2009/05	869.57
28-Oct-2020	An additional amount of \$130.43 is committed to Whaingaroa Raglan Destination Management Organisation for the support of the establishment of the DMO	RCB2010/06	130.43
Total Commitments			3,000.00
Net Funding Remaining (Including commitments)			15,108.00

Open Meeting

To	Raglan Community Board
From	Alison Diaz Chief Financial Officer
Date	22 March 2021
Prepared by	Sharlene Jenkins Executive Assistant
Chief Executive Approved	Y
DWS Document Set #	GOV0507
Report Title	Raglan Works, Actions & Issues Report: Status of Items March 2021

1. EXECUTIVE SUMMARY

The purpose of this report is to update the Raglan Community Board on actions and issues arising from the previous meeting and works underway in Raglan.

2. RECOMMENDATION

THAT the report from the Chief Financial Officer be received.

3. ATTACHMENTS

1. Raglan Community Board Actions & Issues Register – March 2021
2. Raglan Works as at 15 March 2021
3. Manu Bay Progress Report Update No. 6

RAGLAN COMMUNITY BOARD ACTIONS & ISSUES REGISTER – March 2021

ISSUE	Area	Action	Comments
Manu Bay Breakwater	Community Projects, Service Delivery	<p>DECEMBER 2020: Staff to confirm with the Board who was monitoring the Manu Bay breakwater.</p> <p>FEBRUARY 2021: The Community Board would appreciate more commentary regarding the issue. Concerns with rock build up and overtopping. Effective monitoring was needed. Staff to provide a progress report to the Community Board before the end of February 2021 and that the Community Project Manager or other staff to speak to the report at the next Community Board meeting.</p>	<p>JANUARY 2021: Complete. Email sent 13 January 2021.</p> <p>MARCH 2021: Manu Bay Progress Report Update No. 6 was sent out to the Forum on Friday 12 March (see attached).</p>
Inter-Raglan Bus Service	Roading, Service Delivery	<p>DECEMBER 2020: Staff to follow up on the bus survey results and report back to the next Community Board meeting.</p> <p>FEBRUARY 2021: Regional Council to provide results of the Inter-Raglan Bus Service survey and be invited to present at the next Board meeting.</p> <p>FEBRUARY 2021: Regional Council to attend Community Board meeting and report on Raglan 23 Bus Route.</p>	<p>JANUARY 2021: Respondents are mostly happy with the current Raglan bus services, as the current timetable appears to fit bus users' work and education schedules. Although satisfaction with current bus services is high, stop location, routes, and scheduling appear to be barriers, and will need to be considered when implementing new services in this area. To this, an internal service may provide an opportunity to encourage more people to use bus services, as feedback suggests increasing the number of bus times, as well as a later return time from Hamilton, may assist with future uptake. Furthermore, Raglan's traffic congestion and parking issues over the summer months may also be alleviated somewhat with the introduction of an internal bus service and an enhanced service to Hamilton.</p> <p>MARCH 2021: The survey has been completed and has been forwarded to the Board Chair. As previously noted in January, there is support for a local bus service and provisional funding has been allocated to the Long Term Plan should this service commence. The next stage is to develop a route and timetabling option for Waikato Regional Council to consider how best to adjust the 23 bus service and ensure that connectivity is maintained. This will be completed by second week of May.</p> <p>MARCH 2021: This is being managed between Waikato District Council and Waikato Regional Council. When there is the route and possible new service, Waikato Regional Council and Waikato District Council will present to the Raglan Community Board.</p>

ISSUE	Area	Action	Comments
Freedom Camping Signage	Roading, Service Delivery	FEBRUARY 2021: Senior Transport Engineer to inform Community Board regarding designation for parking on reserve on John Street.	MARCH 2021: This is not a roading issue, however signage has already been installed and freedom camping has ceased at this location.
Freedom Camping	Community Board Chair	FEBRUARY 2021: Chair to put a Facebook post on Community Board Page to remind people to participate in the review of the Freedom Camping Bylaw and to ask community members for contact details for those who wish to be actively involved.	
Raglan Ink Invoice	Roading, Service Delivery	FEBRUARY 2021: The Senior Transportation Engineer is requested to investigate and arrange for the payment of the Raglan Ink invoice for Places for People design work.	MARCH 2021: This has been paid under the Places for People project.
Gilmour Urban Upgrade	Roading, Service Delivery	FEBRUARY 2021: Council to provide an update to local residents regarding the Gilmour Urban Upgrade Project.	MARCH 2021: Completed.
Raglan Community Board Quarterly Update	Roading, Service Delivery	FEBRUARY 2021: Future reports to include a column for (indicative) project timeframes (including completion date) and a clear explanation for any significant delays encountered.	MARCH 2021: Noted for future reports.
Climate Response and Resilience Action Plan	Community Board	FEBRUARY 2021: All Board members to read thoroughly and understand the report in preparation for the Board's 90-day planning workshop. FEBRUARY 2021: Board to send Action Plan to different organisations to encourage collaboration and ideas to support the community to achieve outcomes.	
Civil Defence and Raglan Community Response Plan	Civil Defence Emergency Management	FEBRUARY 2021: Waikato District Council Civil Defence Emergency Management Coordinator requested to attend the Board's next meeting to discuss the Civil Defence and Raglan Community Response Plan.	MARCH 2021: Council's Community Resilience Coordinator will be in attendance at the March Community Board meeting.
Soundsplash	Community Venues & Events, Service Delivery	FEBRUARY 2021: Council staff to provide a copy of their Soundsplash audit report/debrief to the Chair before the Board's next meeting. Chair to discuss with General Manager Service Delivery whether to include the report in the Board's agenda.	MARCH 2021: General Manager Service Delivery to discuss with Board Chair.
Camera Licensing Trust	Cr Thomson	FEBRUARY 2021: Cr Thomson to provide an update on when the Trust was next due to meet at the next Board meeting.	

RAGLAN WORKS – as at 15 March 2021

BOAT RAMPS

Manu Bay Breakwater

Progress Report Update No. 6 was sent out to the Forum on Friday 12 March (see attached).

An independent consultant is being commissioned to review what's been done to date, and using the surveys and the video imaging assess effects, and report findings and recommendations. This will be provided to the Forum.

It's expected that following receipt of the independent consultants report, another facilitated workshop will be organised with the Forum. This will be to discuss the works to date, any continuation of rock removal to try to form the chute adjacent to the breakwater, and discuss the remaining listed workshop outcome items including other modifications proposed to the breakwater to reduce the surging and overtopping affecting the ramp.

WALKWAYS

Papahua Stage 1 and 2 as well as the campground carpark, and also a path designed to connect the skatepark to the footpath network.

Stage 1 (bridge to campground entranceway) – Detailed Design and a Schedule of Quantity & Rates (SoQR) discussed with Project Sponsor who has accepted pricing and scope. Works beginning at the start of April taking 4 weeks.

Manu Bay (Waikeri) Breakwater: Progress Report Update No.6

March 2021

Thank you to all Manu Bay breakwater participants for your patience over the past five months, as Waikato District Council (WDC) monitors the breakwater for changes in performance since the rock removal works in October 2020.

Monitoring

There are no major changes or any significant outcomes to report.

The rocks removed to re-form the chute that existed adjacent to the breakwater prior to its reconstruction, that were placed on the erosion area in front of the carpark have not moved and the erosion repair remains intact and in good order.

However observational data indicates that fresh rock has moved back into the chute area alongside the embankment. This happened in a short timeframe, indicating that the rock removal done in October is likely not a long-term solution. Either insufficient rock was removed to re-initiate the self-flushing chute, a winter storm season is needed to effectively clear the chute, or the chute is no longer naturally sustainable with the new breakwater alignment or layout. ECoast consultants support the observational data with the awareness that regular rock movement is required.



Figure 2: Frame grab from the Manu Bay surf report camera 09/03/2021 showing overtopping of the breakwater under moderate swell conditions, light winds and two hours before a 0.9m low tide. Note wave breaking over rock situated off the tip of the breakwater.

Linked to this, the expected reduction of rock washing up on the boat ramp has not eventuated. This could again be due to insufficient rock removed, or that the new breakwater shape and layout has created this new seabed behaviour.

WDC will now re-survey the area alongside the breakwater where the chute was expected to form to assess the volume of fresh rock that appears to have moved in from the west. This will allow better understanding of the changes that have taken place since the rock removal in October, and assessment of volumes for any future maintenance rock removal the group may agree to carry out.

WDC will also commission an independent consultant to assess the video monitoring data being recorded by eCoast consultants, pre- and post-rock removal surveys, and monitoring records, and report their findings and recommendations.

Where to from here.

An independent consultant will be confirmed next week, and the review is expected to take around four weeks. The consultant's report will then be released to the forum and feedback will be sought.

Depending on the reports recommendations, it is probable that another facilitated workshop will then be arranged to discuss the outcomes to date, and discuss the remainder of the workshop outcome items laid out in Workshop 2 on 17 September 2018.

The collaborative consultation developed with the Forum to enable the October rock removal was successful in delivering a transparent process to achieve these works.

In ongoing collaboration, the group will need to decide whether to continue with the chute maintenance, removing up to 100m³ of rock annually under the permitted activities rules to continue to try to re-initiate the self-flushing chute.

Should the group decide to expand the rock removal process to make a more substantial change, the rock volume would need to be increased to more than the 100m³, and the area extend further along the breakwater. This increased volume would trigger a requirement for a resource consent, and general consensus of the Forum would be necessary.

Should other changes to the breakwater structure be considered, a resource consent is expected to be required, and so again the consensus of the Forum would be needed.

The consultant's report will be forwarded to the Forum as soon as it available.

Feedback

If you have any questions in the meantime, please don't hesitate to contact us at trevor.ranga@waidc.govt.nz

Open Meeting

To	Raglan Community Board
From	Roger MacCulloch General Manager Service Delivery
Date	31 March 2021
Prepared by	Duncan MacDougall Open Spaces Team Leader
Chief Executive Approved	Y
Reference #	RCB2021
Report Title	Raglan Aerodrome Safety Improvements

1. EXECUTIVE SUMMARY

As a result of the fatal mid-air collision in June 2019 at Hood aerodrome in Masterton, the Civil Aviation Authority issued a notice to all Aerodromes regarding safety and compliance with the Civil Aviation Act 1990 & the Safety at Work Act 2015 in early 2020.

The purpose of this report is to inform the Raglan Community Board of a potential safety risk relating to the operation of the Raglan Aerodrome and Council staff's proposal to address the associated risk.

2. RECOMMENDATION

THAT the report from the **General Manager of Service Delivery** be received;

AND THAT the **Raglan Community Board** supports the proposed health and safety improvements to the **Raglan Airfield** as outlined in this report and supporting document;

And FURTHER THAT the **Raglan Community Board** recommends to **Council's Infrastructure Committee** that further investigation is undertaken to understand **Council's legal obligations** to own operate the airfield.

3. BACKGROUND

3.1 Airfield Safety

Following receipt of the CAA's notice, staff engaged an aviation consultant to undertake a site inspection and audit of the Raglan Aerodrome. The audit identified a number of safety concerns, the majority of which have since been resolved. However, the main concern identified was the ease of which pedestrians have access to the airfield which results in pedestrians crossing the landing zone. This issue represents a significant health and safety risk

for both pilots and the public. On several occasions there have been reported near misses between aircraft and the public. The potential for injury or death is high.

The public access the airfield for a number of reasons. The most common is to access the beach adjacent to the airfield which results in the public crossing the landing strip, as it is the most efficient access. There are also reports of the area being utilised as an off-lead dog exercise area. This is contrary to the Dog Control Bylaw 2015.

4. DISCUSSION

4.1 Airfield Safety Improvements

To reduce the risk associated with pedestrian and aircraft interactions, the site audit recommended prohibiting the general public from accessing the airfield. This would be achieved by:

- Removing pedestrian access gates and installing appropriate signage in line with CAA requirements. An example of these signs is below.
- Retaining the 1.2m tall standard stock fence and extending along the beach. A standard stock fence is adequate in this application as long as associated signage is in place.
- Retaining pedestrian access to the beach by providing a perimeter trail around the airfield.



Example 1: Proposed Signage

Staff are aware that the above proposal is likely to be unpopular. However, the purpose of the proposal is to comply with the Civil Aviation Act 1990 and Safety at Works Act 2015.

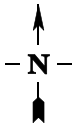
Once the Community Board has received this report a copy will be sent to Council's infrastructure committee for further discussion, along with any recommendations made by the Raglan Community Board.

4.2 Land Acquisition and Property Purpose

Due to the risk associated with this activity, staff have queried relevance of a Council managed airfield. Further investigation has identified a number of issues that complicate alternative solutions. It has been identified that if the community wish to disestablish the airfield it will be a long-term process that could take several years. This is due to the complicated way the land was acquired for use as an airfield. Staff believe this should be investigated further. However, if such actions were to be undertaken, the aerodrome would continue to operate for several years. Therefore, the risk associated with aircraft and pedestrian interactions will still need to be addressed.

5. ATTACHMENT

- Raglan Aerodrome Proposed Safety Improvement Plan



Open Meeting

To	Raglan Community Board
From	Clive Morgan General Manager Community Growth
Date	5 March 2021
Prepared by	Lianne van den Bemd Community Development Advisor
Chief Executive Approved	Y
Reference #	GOV0514 / 3029745
Report Title	Raglan Community Arts Council - Portable Staging Unit

1. EXECUTIVE SUMMARY

The purpose of this report is to present an application for funding from Raglan Community Arts Council towards the cost to purchase a portable staging unit.

2. RECOMMENDATION

THAT the report from the General Manager Community Growth be received;

AND THAT an allocation of \$..... is made to the Raglan Community Arts Council towards the cost to purchase a portable staging unit;

OR

AND THAT the request from the Raglan Community Arts Council towards the cost to purchase a portable staging unit is declined / deferred until for the following reasons:

3. BACKGROUND

Raglan Community Arts Council nurture and encourage development of the arts in the Whaingaroa area. They operate and maintain the Raglan Old School Arts Centre, support and prompt arts-based activities and events for the community.

The project is to improve facilities for performing events with a portable staging unit. Locals complained that they are unable to see performing artists at the Raglan Old School Arts Centre for local drama, music and other performing events.

Volunteers have done the planning and obtained quotes for the portable staging unit. A large amount of work went into this project for to improve local events and these volunteers will also help to setup this portable staging unit.

4. OPTIONS CONSIDERED

- 4.1 That the application is approved and an allocation of partial or full funding requested by made.
- 4.2 That the application is declined.
- 4.3 That the application is deferred.

5. FINANCIAL

Funding is available to allocate for the year.

The project is noted to cost \$6,808.32. Raglan Community Arts Council is seeking funding of \$5,808.32 towards the cost to purchase a portable staging unit.

GST Registered	Yes
Set of Accounts supplied	Yes
Previous funding has been received by this organisation	Yes

6. POLICY

The application meets the criteria set in the Discretionary Grants Policy, one of which is that grants of \$5,000.00 can be funded up to 100 percent at the discretion of the relevant community board or committee or Council's Discretionary and Funding Committee.

For grants above \$5,000.00, a funding cap of 75 percent of the total project cost applies and other funding needs to be sought.

Funds cannot be uplifted until all sufficient funds for the project are approved.

7. CONCLUSION

Consideration by the Raglan Community Board is required with regards to this funding request.

8. ATTACHMENT

Raglan Community Art Centre - Portable Staging Unit

DISCRETIONARY FUNDING APPLICATION FORM

Important notes for applicant:

- Prior to submitting your application, please contact the Waikato District Council's community development advisor, on 0800 492 452 Ext 5732, to discuss your application requirements and confirm that your application meets the eligibility criteria.
- Have you discussed your application with the Waikato District Council community development advisor
Yes No
- Application form must be completed in full and emailed to Funding funding@waidc.govt.nz
- Please ensure you have read the **Guidelines** on [Waikato District Council Discretionary Grants Fund](#) prior to completing the application form (these are updated from time to time).
- I have read and understood the guidelines for funding application form
Yes No
- All parts of the application need to be completed and all supporting information supplied.

PLEASE NOTE: Incomplete applications **WILL NOT be considered and will be returned.**

Contact email: (Correspondence will be emailed from funding@waidc.govt.nz)

Which of the 2 funds are you applying for: (please tick **one** appropriate box.)

1. **Discretionary and Funding Committee** Project Fund (Rural Ward Areas) Event Fund

OR

2. **Community Board / Committee Discretionary Fund for local Town / Village, Projects / Events**

Raglan <input checked="" type="checkbox"/>	Taupiri <input type="checkbox"/>	Onewhero-Tuakau <input type="checkbox"/>	
Ngaruawahia <input type="checkbox"/>	Huntly <input type="checkbox"/>	Te Kauwhata <input type="checkbox"/>	Meremere <input type="checkbox"/>

Section I – Your details

1. Name of your organisation and contact person

Raglan Community Arts Council : Rodger Gallagher

2. What is your organisation's purpose/background (who are you? what do you do?)

We nurture and encourage development of the arts in Raglan Whaingaroa area. We operate and maintain the Raglan Old School Arts Centre, support and prompt activities & events for the community.

3. Phone number/s

Rodger Gallagher Arts Centre Office 825 0023

4. Email / Address

accounts@raglanartscentre.co.nz | 5 Stewart Street, Raglan 3225

5. If you are a Registered Charity (we require your registration number & confirmation that your organization registration is current)

We are a registered charity and our registration is current. Registration number CC24379.

Section 2 – Your event / project**1. What is your event / project, including date and location?** *(please describe in full the project details)*

The project is improving facilities for performance events with a portable staging unit.

2. How many volunteers and who else is involved in the project?

Volunteers have planned the work and obtained the quotations for the staging. A large amount of work on projects and events is done by volunteers. For this project volunteers will set up the staging.

3. How will the wider community benefit from this event/project?

Raglanites are complaining that when they attend drama, music and other performances at the Old School Arts Centre they cannot see the performers. By providing a 40 cm high staging unit formed from eight 2 by 1 metre sections local audiences will be able to fully see performers and better appreciate performances.

Are you GST registered? No Yes GST Number / / _ _

PLEASE NOTE: The following documentation MUST be supplied with your application:

- A copy of the last reviewed or audited accounts (whichever applies) for your organisation/group/club
- A copy of any documentation verifying your organisation's legal status
- Include copies of written quotes [\(these must match the Funding Requirements in section 4.\)](#)

Section 3 – Funding requirements**1. NOTE: Please provide full details for the following:**

- How much your event/project will cost,
- How much you are seeking from the Waikato District Council,
- How much you are seeking from other providers,
- Details of other funding and donated materials/resources being sourced, and
- Current funds in hand to cover the costs of the event/project.

IMPORTANT: Please ensure all quotes supplied are clearly itemised and match the "Project Breakdown" (Total B)

Please complete all of the following sections	GST Inclusive Costs (use this column if you are NOT GST registered)	GST Exclusive Costs (use this column if you are GST registered)
What is the total cost of your project/event	\$	\$ 6808.32
Existing funds available for the project. Include any projected income i.e. ticket sales, merchandise etc.		
Total A	\$	\$ 1000

2. Only include the Funding being sought from Waikato District Council below:

Project Breakdown (itemised costs of funding being sought)	GST Inclusive Costs (use this column if you are NOT GST registered)	GST Exclusive Costs (use this column if you are GST registered)
Staging as per quote (eight 2 x 1m stage sections)	\$	\$ 6808.32 <input type="checkbox"/>
	\$	\$
	\$	\$
	\$	\$
	\$	\$
less community contribution from RCAC fundraising	\$	\$ 1000.00 <input type="checkbox"/>
Total Funds being sought from <u>WDC</u> Total B	\$	\$ 5808.32 <input type="checkbox"/>

3. Has / will funding been sought from other funders? Yes No

If 'Yes', please list the funding organisation(s) and the amount of funding sought

a)	\$	\$
b)	\$	\$
c)	\$	\$
d)	\$	\$
Total of other funds being sought Total C	\$	\$

4. Describe any donated material / resources provided for the event/project:

Section 4 – Community wellbeing and outcomes**1. Which community wellbeing will your project contribute to?***(See the guidelines sheet for more information on this section).*

Social Economic Cultural Environmental

2. Which of the five community outcomes for the Waikato district does this project contribute to?*(See the guidelines sheet for more information on this section).*

Accessible Safe Sustainable Healthy Vibrant

Section 5 – Previous Funding Received from Waikato District Council**1. If you have received funding from or through the Waikato District Council for any project/event in the past two years, please list below:**

What Board / Committee	Type of Project / Event	Date received	Amount
Events	Raglan Arts Weekend 2020	15/1/20	3000
Raglan	Building renovation (plastering)	26/8/20	3500

2. Please confirm that a 'Funding Project Accountability' form has been completed and returned to Waikato District Council for the funds listed above.**NOTE: This will be checked and confirmed by council staff.**


I confirm that an accountability statement has been completed and returned for previous funding received.

Name: Rodger Gallagher Date: 4 Feb 2021

I certify that the funding information provided in this application is correct.

Name: Rodger Gallagher Date: 4 Feb 2021

Position in organisation (tick which applies) Chairman Secretary Treasurer

Signature:  Date: 4 Feb 2021

***Incomplete applications will not be accepted and will be returned**

STRONGLITE STAGING® Ltd.
WWW.STRONGLITE.CO.NZ

Address: 196 Finlayson Road, RD10, Hamilton
 SALES Ph: 0800 78 78 99 Mobile: 027 473 4443
 HIRES Ph: 0800 12 12 33 Mobile: 027 237 1211

GST No: 87-396-673
 Email: stages@stronglite.co.nz
 Email: hires@stronglite.co.nz

Preliminary Sales Quote *The "Superlite" Premium Stage*

Date: **7/07/2020**

Raglan Arts Centre
 Raglan

Your Ref: S20-0095
 Phone: 825 7443
 Mobile:

Attn: **Rodger Gallagher**

E-mail: [Rodger Gallagher <rodger@raglanartscentre.co.nz>](mailto:Rodger.Gallagher<rodger@raglanartscentre.co.nz>)

DESIGNED AND MANUFACTURED EXCLUSIVELY IN NEW ZEALAND BY STRONGLITE STAGING® LTD



The "Superlite" Premium Aluminium Stage Sections

Engineer certified and tested, proprietary all aluminium frame, premium plywood deck, easy to change aluminium tubular legs
 (incorporating non-marking, non slip feet, adjustable feet) plus velcro fitted to all four sides of each section for attaching stage skirts.

Standard section sizes = 1m x 1m, 2m x 1m. Custom sizes available.

We provide the strongest, lightest, safest, most versatile staging, for a lifetime of quality performance.

*** 10 Year Guarantee ***

Qty	Stage Sections with 17.5mm black decks. Safe working load per square metre = 750kg	Unit Price excl GST	Price excl GST
	<i>To Form a 4m x 4m stage</i>		
8	2m x 1m Sections	\$1,195.00	\$9,560.00
32	Legs (as described above) to 450mm high stage	\$65.00	\$2,080.00
1	Set of stage joiners	\$132.00	\$132.00
1	Set of steps (2 tread) with stairnosing, to suit 450mm stage height	\$825.00	\$825.00
	<i>Stage Skirts in black Wool Serge fabric, nil fullness, Durably flame retardant (AS1530 Part 2) with Velcro attachment - price per metre \$60/mtr</i>		
2	Stage Skirts 8.25m @ 450mm drop	\$495.00	\$990.00
		SUBTOTAL	\$13,587.00
	Delivery and Initial Installation are additional, subject to confirmed order	Del/Install.	\$250.00
		SUBTOTAL	\$13,837.00
		GST	\$2,075.55
		TOTAL (inc GST)	\$15,912.55

Continued on second page

Page 1 of 2



STAGING DIRECT NZ

WHOLESALE STAGING EQUIPMENT

Ph: 09 908 5000 Mob: 027 2338820
 PO Box 202104, Southgate, Takanini, AKL
 info@stagingdirect.co.nz
 www.stagingdirect.co.nz

TO

Raglan Community Arts Council
 Attn: Rodger Gallagher
 rodger@raglanartscentre.co.nz

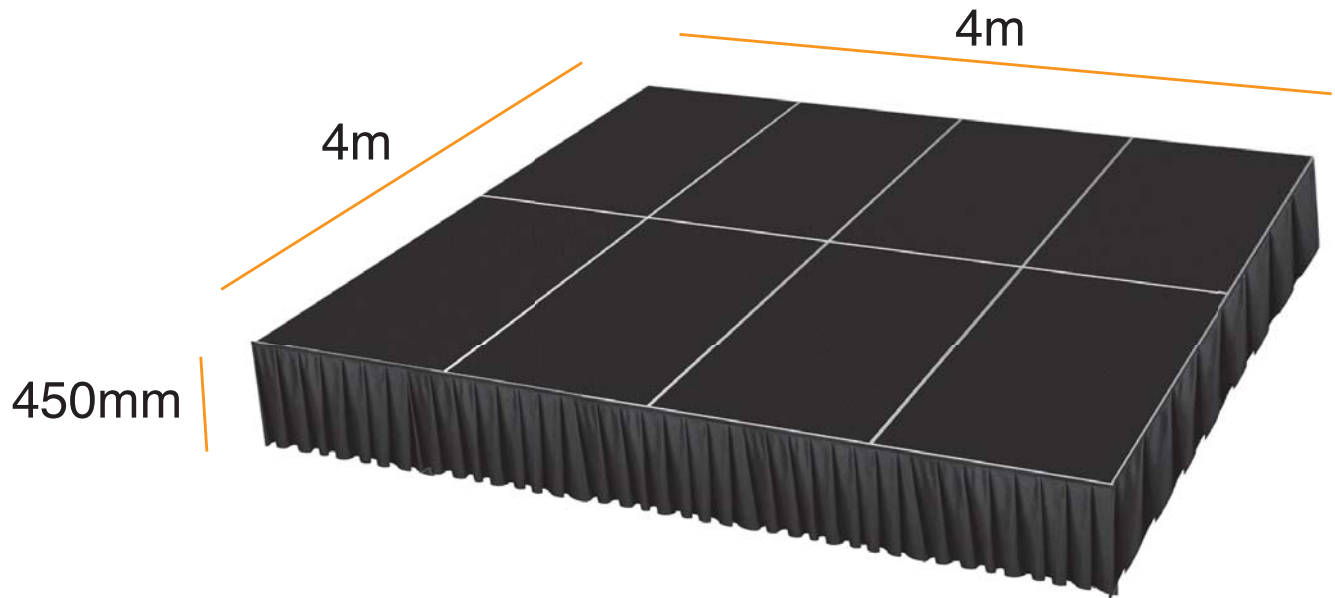
Quote 204512

Date **17/11/2020**

GST Reg No 94-847-508

4mx4m ProFlex stage at 450mm high

Qty	Code	Description	Unit Price	Disc	Extension
8	PFEP2X11B	ProFlex Platform - 2m x 1m - BLACK Industrial (single)	630.00		5,040.00
32	KPADJ40	Pipe Leg 40cm with Adjusta-Foot: 6.5cm	29.22		935.04
16	PFPSC	ProFlex Hardware - Panel to Panel Stage Clamp (single)	14.00		224.00
6	ESK2X40	Intellistage Skirt - 2m wide x 40cm drop - Black	63.88		383.28
1	SESTEP20	S101 Step - 20cm High Fixed Step	157.00		157.00
1	SESTAIRPU	S101 Step - Universal Connecting Plate for Fixed Steps	69.00		69.00



Note: Freight will be calculated on confirmation of order.	Subtotal:	6,808.32
	GST:	1,021.25
	Total Owed:	\$7,829.57



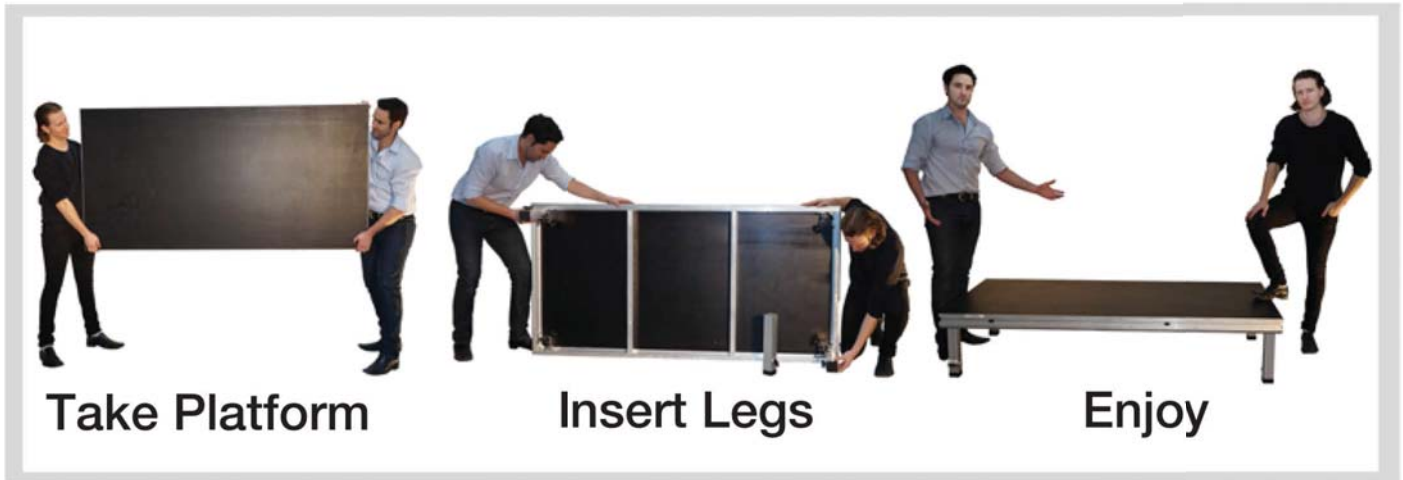


ProFlex™

For serious industry professionals!



ProFlex™ ticks all the boxes, this professional looking stage is suitable for both indoor and outdoor applications. ProFlex™ stage platforms are lightweight and easily assembled allowing for a wide range of configurations. Legs are available in fixed heights or telescopic, simplifying the process of setting up your stage on uneven surfaces and creating multiple tiered levels for choir, seating or production sets.



Summary:

ProFlex™ is designed and manufactured in Europe from the highest quality components available. A 3 step quality control check is performed on all products before they are shipped. Staging Direct NZ are the exclusive distributors of ProFlex™ products in New Zealand.

Safe Load Rating:

The safe load rating of ProFlex™ platforms is 750kgs per sqm (SCA03 platforms) or 1 tonne per sqm (SCA01 platforms) up to 1m high. Above this height leg bracing is required to maintain safety. ProFlex™ is suitable for indoor use on a flat surface or outdoor use on uneven terrain. ProFlex™ products have been TUV rated in accordance with DIN standards.

Product Weight:

- SCA03 2x1m platform = 29kg
- SCA01 2x1m platform = 44kg

Assurance:

We offer a two year factory warranty, we also maintain communication with our clientele to ensure continued satisfaction. We have dealt with a number of schools, churches, Government departments and community organisations and references and testimonials are readily available.



PUBLIC BENEFIT ENTITY SIMPLE FORMAT REPORTING – ACCRUAL (NOT-FOR-PROFIT)**STEP ONE - BASIC INFORMATION**

Please complete the following information for your entity, this will then flow into the Performance Report.

Full name of organisation

For the year ended

This workbook contains a number of formulae and other features designed to make it's completion as easy as possible. To avoid inadvertent overwriting of this functionality, the workbooks have been password protected. The password is noted below , so that entities that wish to modify the workbook can do so. However, it is recommended that extreme care be taken if any modification is undertaken.

PASSWORD : xrb (Note password is case-sensitive)

- Raglan Community Arts Council is a non profit organisation established in 1982 as the Raglan Community Arts Centre. In April 1984 it was designated in the New Zealand Government Gazette, as a Community Arts Council, a statutory body, under the provisions of the Queen Elizabeth II Arts Council Act of 1974.
- In May 1985, the Raglan County Council was designated as the administrative local authority for the Raglan Community Arts Council. With the restructuring of local authorities, this responsibility now lies with the Waikato District Council.
- Arts Council of NZ Act of 1994 restructured existing Community Arts Councils
- Under clause 26 of the new act, each CAC under the old act was deemed to be a CAC under the new act operating under the provisions of clause 22- the RCAC is an established Community Arts Council operating under clause 22 of Arts Council of NZ Act of 1994.
- The Raglan Community Arts Council receives no direct government funding.
- The Raglan Community Arts Council was registered as a charitable entity (CC24379) on 14 May 2008 under the Charities Act 2005.

New Zealand Gazette 1984 issue 83 p1703-4 New Zealand Gazette 1985, issue 130 page 2992

Designation of Raglan Community Arts Council

PURSUANT to section 32 (i) of the Queen Elizabeth II Arts Council of New Zealand Act 1974, on the recommendation of the Northern Regional Arts Council and on the application of the Raglan Community Arts Council, the Queen Elizabeth II Arts Council of

New Zealand hereby designates the Raglan Community Arts Council for the following duly defined area:

The Raglan County area, less than part of Raglan County included in the Franklin-Papakura Community Arts Council area being the Rural Delivery area of Tuakau.

Dated at Wellington this 12th day of April 1984.

The Seal of the Queen Elizabeth II Arts Council of New Zealand affixed in the presence of:

Sir MICHAEL FOWLER, Chairman.
R. WALKER, Deputy Chairman.
WENDY J. BAYLEY, Witness.

[L.S.]

(I.A. Cul. 10/6/8)

6

Designation of Administrative Local Authority for Community Arts Council

PURSUANT to section 36 of the Queen Elizabeth The Second Arts Council of New Zealand Act 1974 as subsequently amended under section 3 in 1977, I hereby designate the Raglan County Council to be the administrative local authority for the Raglan Community Arts Council.

Dated at Wellington this 6th day of May 1985.

PETER TAPSELL, Minister for the Arts.

(I.A. Cul. 10/6/8)

6

From: Kate Gallagher [mailto:KateG@CREATIVENZ.GOV.T.NZ]

Sent: Wednesday, 24 May 2006 5:39 p.m.

To: rwg@cvm.co.nz

Cc: Nicola Robb; Ruth Delaney

Subject: [raglan-arts] Administrative Local Authorities

Hi Rodger

Yes it is Waikato District Council who is the designated Administrative Local Authority for the Raglan Community Arts Council.

Raglan Community Arts Council**Performance Report**

For the year ended
31 March 2020

Contents

	Page
Non-Financial Information:	
Entity Information	1
Statement of Service Performance	4
Financial Information:	
Statement of Financial Performance	5
Statement of Financial Position	6
Statement of Cash Flows	7
Statement of Accounting Policies	8
Notes to the Performance Report	9



[If the entity has an Independent Auditors Report or Independent Review Report - add this to your contents and attach to the Performance Report]

Raglan Community Arts Council

Entity Information

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

For the year ended
31 March 2020

Legal Name of Entity:*	Raglan Community Arts Council
Other Name of Entity (if any):	Raglan Old School Arts Centre
Type of Entity and Legal Basis (if any):*	Community Arts Council operating under the Arts Council of NZ Act
Registration Number:	CC24379
Entity's Purpose or Mission: Our aim is to nurture and encourage development of the arts in Whaingaroa. Operating the Raglan Old School Arts Centre, Providing a financial umbrella for arts projects, Fund raising for operations & projects, Supporting & prompting arts activities & events, Encouraging & promoting resident artists.	
Entity Structure: * RCAC has a management committee with a Chairperson, Deputy Chairperson, Secretary and Treasurer. The committee meets monthly. All payments are approved by two members of the committee who have been authorised by a committee meeting.	
Main Sources of the Entity's Cash and Resources:* Main funding sources are self funding, grants and donations from community funders, government agencies, individuals and businesses.	
Main Methods Used by the Entity to Raise Funds:* RCAC holds a monthly creative market to raise funds. It also raises funds from facility and equipment hire.	
Entity's Reliance on Volunteers and Donated Goods or Services: * Volunteers run most activities including movie screenings, event coordination and management.	
Additional Information:*	
Contact details	
Physical Address:	5 Stewart St, Raglan 3225
Postal Address:	5 Stewart St, Raglan 3225
Phone/Fax:	07 825 0023
Email:	info@raglanartscentre.co.nz
Website:	https://raglanschoolartscentre.co.nz
	https://www.facebook.com/raglanoldschoolartscentre/
	

Raglan Community Arts Council
Statement of Service Performance
"What did we do?", When did we do it?"
For the year ended
31 March 2020

Description of the Entity's Outcomes*:

RCAC aims to achieve a high level of community involvement and participation in the wider arts and culture at the Old School Arts Centre.

Description and Quantification (to the extent practicable) of the Entity's Outputs:*	Actual*	Budget	Actual*
	This Year	This Year	Last Year
10 exhibitions - number of weeks running	34		13
Monthly Movies			
96 movie sessions - people attending	1400		1300
Film Festival			
10 sessions - number of people attending	250		270
Red Carpet Awards Evening - number of people attending	121		114
Raglan Art to Wear 2018 - Biennial event not held in 1919/20			
Active participants	0		100
Audience	0		600
22 concerts, music or drama events, book launches - people attending	500		500
Raglan Arts Weekend - Arts Weekend took place at April 2019	2270		0
Raglan Arts Weekend - Preview exhibition - 4 weeks prior to Weekend	1650		0
Raglan Creative Market - held monthly, bi-monthly in summer months			
People attending over the year	10,000		10,000
Pre-school to Youth Clay Art workshops			
4 sessions per term - people attending	130		110

Additional Output Measures:

What's On newsletter published each month with 250 print and 834 electronic copies.

Additional Information:

Clayshed members' nights and ClayShedPlus sessions are held throughout the year along with other groups such as children's drama, children's art based holiday programmes, Raglan Art Group and Karioi Quilting. The Arts Centre is used by a large number of community groups throughout the year, including parenting sessions and Plunket messy play groups.

Raglan Community Arts Council
Statement of Financial Performance
"How was it funded?" and "What did it cost?"
For the year ended
31 March 2020

	Note	Actual* This Year \$	Budget This Year \$	Actual* Last Year \$
Revenue				
Rents received and income from equipment hire		39266		34,670
Classes, participation fees, stallholders fees, ticket sales		52353		69,196
Subscriptions		1774		1,887
Items sold on behalf of Artists		27536		27,181
Interest		388		3,330
Sponsorship and advertising		12058		9,113
Grants, donations and subsidies		224067		228,490
Other revenue		74492		66,733
Total Revenue*		431,934	-	440,600
Expenses				
Workshops and Events		51222		52,094
Volunteer and employee related costs*		104469		79,925
Overheads and consumables		31539		33,137
Payments to Artists for items sold		27536		27,181
Repairs and maintenance		15346		12,285
Other expenses		35556		29,031
Depreciation expense		3909		3,467
Total Expenses*		269,577	-	237,120
Surplus/(Deficit) for the Year*		162,357	-	203,480

Raglan Community Arts Council
Statement of Financial Position
 "What the entity owns?" and "What the entity owes?"

As at
 31 March 2020

	Note	Actual* This Year \$	Budget This Year \$	Actual* Last Year \$
Assets				
Current Assets				
Bank accounts and cash*		26,747		172,119
GST Accrued		-		5,768
Inventory*				
Other current assets				
Total Current Assets		26,747	-	177,887
Non-Current Assets				
Property, plant and equipment*		625,240		410,021
KiwiBank Notice Saver account		-		1,225
Historical Adjustment		334		
Total Non-Current Assets		625,574	-	411,246
Total Assets*		652,321	-	589,133
Liabilities				
Current Liabilities				
Refundable key deposits		908		908
Creditors and accrued expenses*		-		4,465
GST owing		86		-
Unused donations and grants with conditions*		10,359		112,842
Income received in advance		7,693		
Total Current Liabilities		19,046	-	118,215
Non-Current Liabilities				
Loans*				
Other non-current liabilities		-		-
Total Non-Current liabilities		-	-	-
Total Liabilities*		19,046	-	118,215
Total Assets less Total Liabilities (Net Assets)*		633,275	-	470,918
Accumulated Funds				
Capital contributed by owners or members*		213,271		213,271
Accumulated surpluses or (deficits)*		420,004		257,647
Reserves*		-		-
Total Accumulated Funds*		633,275	-	470,918

Raglan Community Arts Council

Statement of Cash Flows

"How the entity has received and used cash"

For the year ended

31 March 2020

	Actual*	Budget	Actual*
	This Year	This Year	Last Year
	\$	\$	\$
Cash Flows from Operating Activities*			
Cash was received from:			
Donations, fundraising and other similar receipts*	259,839		147,064
Fees, subscriptions and other receipts from members*	1,774		1,887
Receipts from providing goods or services*	169,913		151,908
Interest, dividends and other investment receipts*	388		3,330
Net GST	5,553		6,015
Cash was applied to:			
Payments to suppliers and employees*	363,589		209,768
Donations or grants paid*	5,257		360
Payments to acquire property plant and equipment	215,219		182,818
Net Cash Flows from Operating Activities*	(146,598)	-	(82,742)
Cash flows from Investing and Financing Activities*			
Cash was received from:			
Receipts from the sale of property, plant and equipment*			
Receipts from the sale of investments*			
Proceeds from loans borrowed from other parties*			
Capital contributed from owners or members*			
Cash was applied to:			
Payments to acquire property, plant and equipment*			
Payments to purchase investments*	-		-
Repayments of loans borrowed from other parties*			
Capital repaid to owners or members*			
Net Cash Flows from Investing and Financing Activities*	-	-	-
Net Increase / (Decrease) in Cash*	(146,598)	-	(82,742)
Opening Cash*	166,055		248,797
Closing Cash*	19,457	-	166,055
This is represented by:			
Bank Accounts and Cash*	26,747	-	172,119

Raglan Community Arts Council

Statement of Accounting Policies

"How did we do our accounting?"

For the year ended
31 March 2020

Basis of Preparation*

Raglan Community Arts Council has elected to apply PBE SFR-A (NFP) Public Benefit Entity Simple Format Reporting - Accrual (Not-For-Profit) on the basis that it does not have public accountability and has total annual expenses of equal to or less than \$2,000,000. All transactions in the Performance Report are reported using the accrual basis of accounting. The Performance Report is prepared under the assumption that the entity will continue to operate in the foreseeable future.

Goods and Services Tax (GST)*

All amounts are recorded exclusive of GST, except for Debtors and Creditors which are stated inclusive of GST.

Income Tax

Raglan Community Arts Council is wholly exempt from New Zealand income tax having fully complied with all statutory conditions for these exemptions.

Bank Accounts and Cash

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

[Name of Specific Accounting Policy]*

RCAC Financial Procedures were reviewed on 14th November 2017. Petty Cash amounts were increased.

Changes in Accounting Policies*

There have been no changes in accounting policies during the financial year.

Raglan Community Arts Council
Notes to the Performance Report
For the year ended
31 March 2020

Note 1 : Analysis of Revenue

Revenue Item	Analysis	This Year	Last Year
		\$	\$
Rents received and income from equipment hire	Old School	25084	21,691
	St Lazarus Kitchen	12519	11,030
	Movie equipment hire	1663	1,949
	Total	39,266	34,670
		\$	\$
Classes and course fees, participation fees, ticket sales and entry fees, Market stallholders fees	Classes and course fees	13017	7,995
	Participation fees	738	4,177
	Ticket sales and entry fees	20385	33,647
	Market Stallholders fees	18213	23,377
	Total	52,353	69,196
		\$	\$
Fees, subscriptions and other revenue from members	Subscriptions received	1,774	1,887
	Total	1,774	1,887
		\$	\$
Items sold on behalf of customers	RCAC events	14899	22,464
	Non RCAC events	12637	4,717
	Total	27,536	27,181
		\$	\$
Interest, dividends and other investment revenue	Interest	388	3,330
	Total	388	3,330
		\$	\$
Sponsorship and Advertising		12058	9,113
	Total	12,058	9,113
		\$	\$
Grants, donations and subsidies		224067	228,490
	Total	224,067	228,490
		\$	\$
Other revenue	Sundry income	20648	15,806
	Koha and donations received	44508	40,947
	Refreshment sales	6483	5,774
	Commission on Artists' sales	2358	4,206
	Handling fee on Agents' sales	495	-
	Total	74,492	66,733

Raglan Community Arts Council
Notes to the Performance Report
For the year ended
31 March 2020

Note 1a : Detailed Analysis of Revenue for Grants, Donations and Subsidies

Revenue Item	Analysis	This Year \$	Last Year \$
Grants, Donations and Subsidies - Details of Note 1	Unspent grants forward from last year	112842	207260
	Bluesky Community Trust	4261	0
	Creative Communities NZ - Waikato	0	4439
	Waikato District Council - Events fund	13297	12079
	Chartwell Charitable Trust	4200	0
	Raglan Town Hall Committee	8082	4054
	COGS	14000	10000
	Trust Waikato	15000	50000
	Waikato District Council - Wellbeing Trust	20000	0
	Southern Trust		10000
	Raglan Lions Club	6515	8000
	WEL Energy Trust	10000	5000
	Sir John Logan Campbell Residuary Trust	0	20000
	SuperValue Raglan	600	200
	St Lazarus Trust	0	10000
	Anonymous donor	0	300
	Southern Trust	20000	0
	Norah Howell Trust	2500	0
	Meridian Energy	2,240	-
	Less Unspent grants forward to next year	(9,470)	-112842
	Total	224,067	228,490

Raglan Community Arts Council

Notes to the Performance Report

For the year ended
31 March 2020

Note 2 : Analysis of Expenses

Expense Item	Analysis	This Year	Last Year
		\$	\$
Workshop and events	Workshops and Events	51,222	52,094
	Total	51,222	52,094
Expense Item	Analysis	This Year	Last Year
		\$	\$
Volunteer and employee related costs	Wages and salaries	98729	75,011
	Kiwi Saver - employer contribution	1339	1,494
	ACC Premiums	419	363
	Social events, gifts	548	127
	Staff training and expenses	3434	2,930
	Total	104,469	79,925
Expense Item	Analysis	This Year	Last Year
		\$	\$
Overheads and consumables	Venue hire	11057	12,203
	Power	4180	2,306
	Rent and rates	1735	1,404
	Telephone and internet	1791	2,660
	Printing and stationery	7323	6,825
	Freight and postage	256	668
	Bank fees	419	290
	Charities Services fee, Legal and Licence expenses	594	44
	Accounting and audit fees	1720	2,830
	Insurance	2464	3,907
	Total	31,539	33,137
Expense Item	Analysis	This Year	Last Year
		\$	\$
Payment to Artists for items sold	Customers reimbursed for items sold RCAC events	14899	22,464
	Customers reimbursed for items sold Non RCAC events	12637	4,717
	Total	27,536	27,181
Expense Item	Analysis	This Year	Last Year
		\$	\$
Repairs and maintenance	Equipment Repairs and Maintenance	1359	2,511
	Buildings Repairs and Maintenance	9071	3,888
	Grounds Repairs and Maintenance	1972	1,397
	Cleaning Buildings - Labour and Supplies	1812	2,278
	Replacements	1132	2,211
	Total	15,346	12,285
Expense Item	Analysis	This Year	Last Year
		\$	\$
Other expenses	Advertising and Marketing	10185	6,530
	Refreshment purchases	3479	4,057
	Xero Cloud Accounting Services	1154	45
	General expenses	3680	680
	Koha/Donations paid	5257	360
	Subscriptions paid	25	81
	Kitchen expenses	6058	5,847
	Equipment lease and hire	1968	1,761
	Event Prizes - Film Festival and Art2Wear (biennial)	3750	9,670
	Grants and Scholarships paid		0
	Total	35,556	29,031
Expense Item	Analysis	This Year	Last Year
		\$	\$
Depreciation expenses	Depreciation expense	3909	3,467
	Total	3,909	3,467

Raglan Community Arts Council
Notes to the Performance Report
For the year ended
31 March 2020

Note 3 : Analysis of Assets and Liabilities

Asset Item	Analysis	This Year	Last Year
		\$	\$
Bank accounts and cash	Cheque account	2830	7,759
	Business On Call Account	23317	163,761
	Petty Cash	600	600
	Accounts receivable	3367	5,768
	Total	30,114	177,888
		\$	\$
Debtors and prepayments			
	Total	-	-
		\$	\$
Inventory			
	Total	-	-
		\$	\$
Other current assets			
	Total	-	-
		\$	\$
Investments			
	KiwiBank Notice Saver account	-	1,226
	Total	-	1,226
		\$	\$
Other non-current assets	Term Deposit		
	Total	-	-
		\$	\$
Creditors and accrued expenses	Refundable key deposits	908	870
	Income received in advance	7693	4,305
	Accounts payable	3517	160
	Total	12,118	5,335
		\$	\$
Employee costs payable			
	Total	-	-
		\$	\$
Unspent donations and grants with		10359	112,842
	Total	10,359	112,842
		\$	\$
Other current liabilities			
	Total	-	-
		\$	\$
Loans			
	Total	-	-
		\$	\$
Other non-current liabilities			
	Total	-	-

Raglan Community Arts Council

Notes to the Performance Report

For the year ended
31 March 2020

Note 4 : Property, Plant and Equipment

This Year					
Asset Class*	Opening Carrying Amount*	Purchases	Sales/Disposals	Current Year Depreciation and Impairment*	Closing Carrying Amount*
Land*	-			-	-
Buildings*	394,339	217,947			612,286
Motor Vehicles*	-				-
Furniture and fixtures*	469			107	362
Kitchen Equipment	4,234	308		578	3,964
Computers (including software)*	1,942	873		805	2,010
Arts Equipment	9,037			2,419	6,618
Heritage assets	-				-
Total	410,021	219,128	-	3,909	625,240

PPE7 - PPE8	
Current Valuation*	Source and Date of Valuation*

Last Year					
Asset Class*	Opening Carrying Amount*	Purchases	Sales/Disposals	Current Year Depreciation and Impairment*	Closing Carrying Amount*
Land*				-	-
Buildings*	216,954	177,385			394,339
Motor Vehicles*	-				-
Furniture and fixtures*	865			396	469
Kitchen Equipment	-	4,315		81	4,234
Computers (including software)*	1,395	1,118		571	1,942
Arts Equipment	11,456			2,419	9,037
Heritage assets	-				-
Total	230,670	182,818	-	3,467	410,021

Significant Donated Assets Recorded - Source and Date of Valuation*	

Significant Donated Assets - Not Recorded*	

Raglan Community Arts Council

Notes to the Performance Report

For the year ended
31 March 2020

Note 5: Accumulated Funds

This Year				
Description*	Capital Contributed by Owners or Members*	Accumulated Surpluses or Deficits*	Reserves*	Total*
Opening Balance	213,271	257,647	-	470,918
Capital contributed by owners or members*				-
Capital returned to owners or members*				-
Surplus/(Deficit)*		162,357		162,357
Distributions paid to owners or members*		-		-
Transfer to Reserves*				
Transfer from Reserves*				
Closing Balance	213,271	420,004	-	633,275

Last Year				
Description*	Capital Contributed by Owners or Members*	Accumulated Surpluses or Deficits*	Reserves*	Total*
Opening Balance	236,771	30,667	23,500	290,938
Capital contributed by owners or members*				-
Capital returned to owners or members*	(23,500)			(23,500)
Surplus/(Deficit)*		203,480		203,480
Distributions paid to owners or members*		-		-
Transfer to Reserves*				
Transfer from Reserves*		23,500	(23,500)	
Closing Balance	213,271	257,647	-	470,918

Breakdown of Reserves		Actual*	Actual*
Name*	Nature and Purpose*	This Year	Last Year
		\$	\$
	Total	-	-

Raglan Community Arts Council**Notes to the Performance Report**

For the year ended
31 March 2020

Note 6 : Commitments and Contingencies**Commitments**

There are no commitments as at balance date (Last Year - nil)

Contingent Liabilities and Guarantees

There are no contingent liabilities or guarantees as at balance date (Last Year - nil)

Notes 7-7**Note 7****Related Party Disclosures:**

There were no transactions involving related parties during the financial year. (Last Year - Nil)

Events After the Balance Date:

There were no events that have occurred after the balance date that would have a material impact on the Performance Report. (Last Year Nil)

INDEPENDENT AUDITOR'S REPORT

To the Trustees of Raglan Community Arts Council

Report on the Financial Statements

I have audited the financial statements of Raglan Community Arts Council on pages 5 to 16, which comprise the balance sheet as at 31 March 2020, the income statement, and statement of changes in equity for the year then ended, and a summary of significant accounting policies and other explanatory information.

Trustees' Responsibility for the Financial Statements

The Trustees are responsible for the preparation of financial statements in accordance with generally accepted accounting practice in New Zealand and that give a true and fair view of the matters to which they relate, and for such internal control as the Trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

My responsibility is to express an opinion on these financial statements based on my audit. I conducted my audit in accordance with International Standards on Auditing (New Zealand). Those standards require that I comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation of financial statements that give a true and fair view of the matters to which they relate in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control.

An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates, as well as evaluating the presentation of the financial statements. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion. Other than in my capacity as auditor I have no relationship with, or interests in, Raglan Community Arts Council.

Opinion

In my opinion, the financial statements on pages 5 to 16 comply with generally accepted accounting practice in New Zealand; give a true and fair view of the financial position of Raglan Community Arts Council as at 31 March 2020 and its financial performance for the year ended on that date.

Richard Thomson
28 July 2020

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Stage Platforms

ProFlex™ stage platforms are constructed from the highest grade materials available. The lightweight aluminium frame & plywood deck, makes them suitable for a wide range of events & applications, stage extensions & tiered riser configurations.

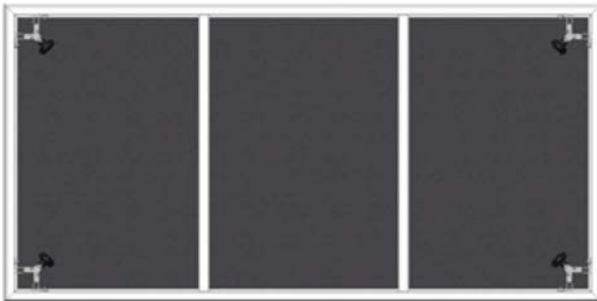


Our Black Industrial finish is water resistant & coated with a Phenolic laminate & hexagonal, slip-resistant tread.

Our Wood finish is made from European Birch & offers a classic alternative, able to be stained or painted to suit your venue, event or production.

Frame: ProFlex™ stage platforms are constructed from a lightweight, aluminium frame with cross bracing through the middle for extra support. Leg locking mechanisms secure the frame together.

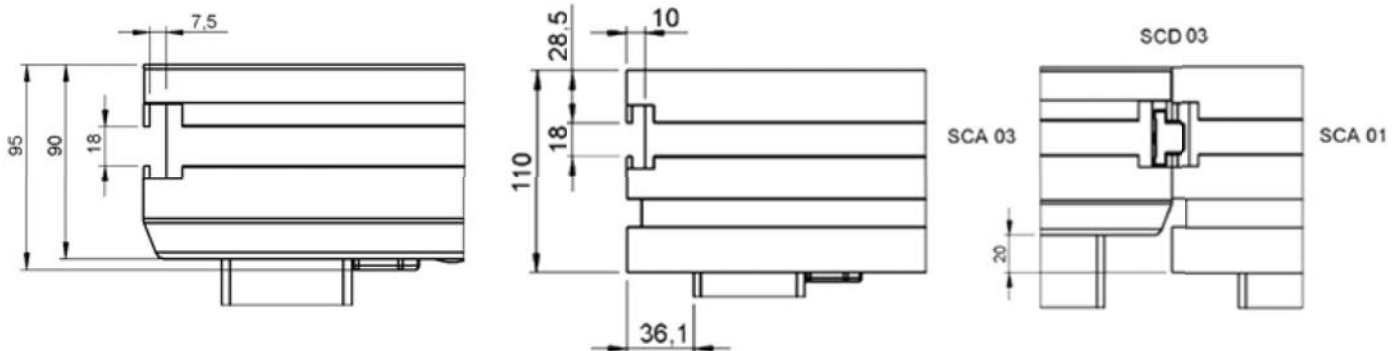
SCA03: safe load rating: 750kgs per sqm



SCA01: safe load rating: 1 tonne per sqm



Profile: ProFlex™ SCA03 stage platforms have a 90mm aluminium profile with an 18mm channel embedded into the extrusion, allowing for the connection of steps, guard rails, ramps & signage. ProFlex™ SCA01 stage platforms have a similar extrusion but have a 110mm aluminium profile. Both profiles are compatible allowing the user to combine both grades at the same time.



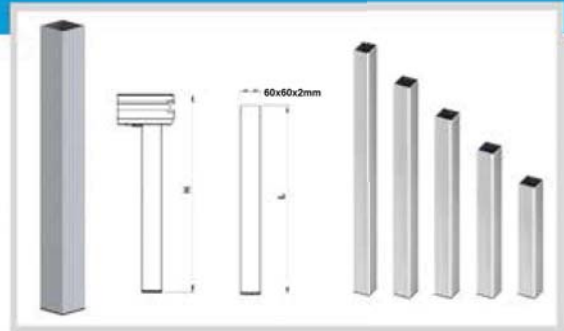


Legs

The ProFlex™ stage system is one of the most versatile and durable stage systems on the market today. All components are constructed from high quality, industrial grade materials so you can rest assured your stage is built to last.

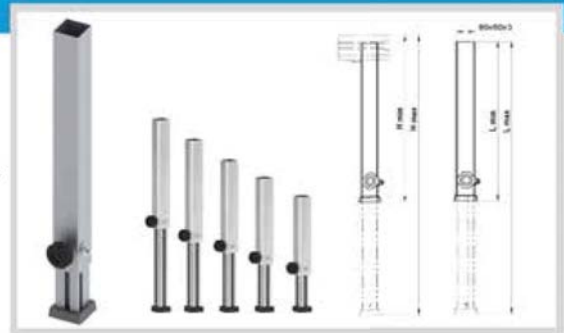
Fixed Height Legs

ProFlex™ legs are available in fixed heights or Telescopic. Fixed height leg dimensions are 60mm x 60mm x 2mm aluminium box section & the length of each leg is fixed to match the required height of the stage. Simply plug each leg into the four corner locking brackets on the underside of each platform & secure in place.



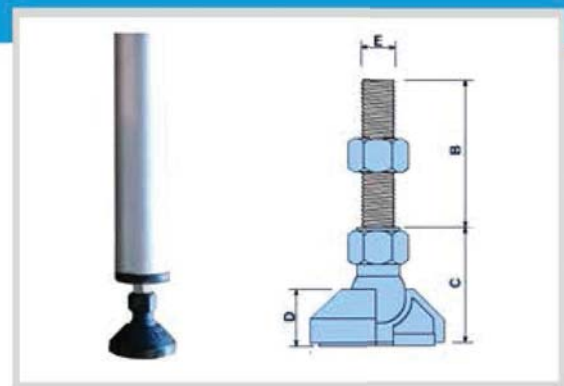
Telescopic Legs

ProFlex™ Telescopic legs have a leg within a leg design with a dual locking mechanism that allows seamless height variations between 40cm & 2m (leg dependant). Simply extend the leg to the desired height & secure with the locking dial. Then plug each leg into the four corner brackets on the underside of each platform & secure in place. Make any height adjustments to account for uneven terrain then tighten the secondary nylock nut to safely secure the height of your stage.



Adjustable Legs

The ProFlex™ adjustable tube leg can be purchased in whatever height you require. Constructed from heavy duty, 50mm x 3mm, 6261 T6 grade aluminium. These legs come with a beefy Ajustafoot™ which offers up to 5cm of height adjustability or up to 14cm of height adjustability (foot dependent). Ajustafoot™ products come with anti-slip pads to protect your flooring and have a 20 degree optional camber to account for uneven terrain.



Leg Bracing

The ProFlex™ Leg bracing system offers maximum support for stages that are set above 1m and subjected to heavy or dynamic loads. The aluminium support tube is connected to legs via a clamp & ensures safety is achieved when performing at heights.



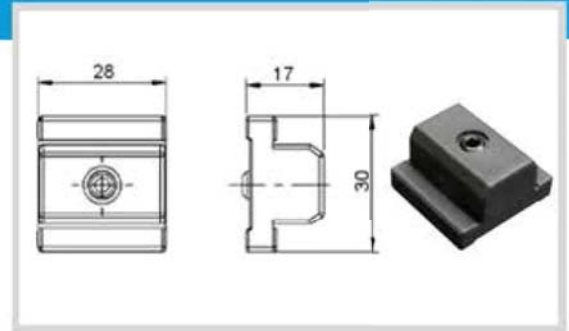


Connecting modules

The ProFlex™ stage system is easy to set up, pack down & store. The following items will enable you to connect stage modules together, safely & securely.

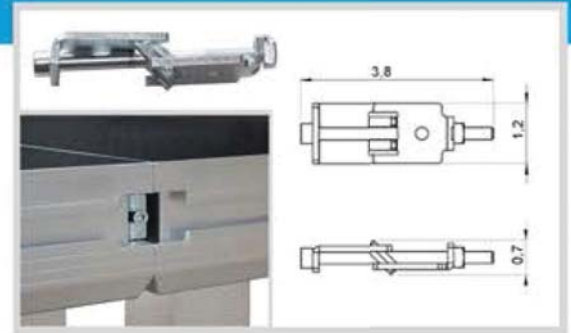
Self Levelling Insert

The ProFlex™ PFSLI self levelling insert slides into each profile & is secured in place with a small hex key. This ensures connected platforms are level with each other & the transition between modules is smooth, void of any potential trip hazard. Simply insert x1 PFSLI into each 1m connected side & x2 on every 2m connected side to streamline installation & create a safe performance space.



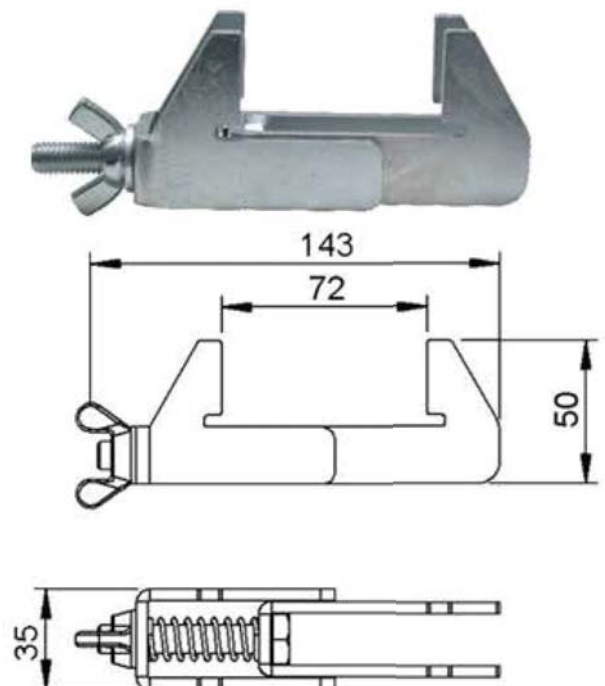
Platform to Platform connector

The ProFlex™ PFSC slides into the extrusions of two joining platforms & locks the two platforms together as you tighten it with a 5mm hex key. The PFSC is a simple solution for connecting & levelling stage modules when access to the underside of platforms is restricted due to the height of the stage, the shape of the platforms or the configuration.



Profile to Profile clamps

The ProFlex™ PFPSC profile to profile clamp secures platforms side by side & prevents them from separating. This hardwearing, industrial grade clamp ensures a safe transition between modules. Simply attach x1 clamp per 1m side & x2 clamps per 2m side to lock your stage in place.





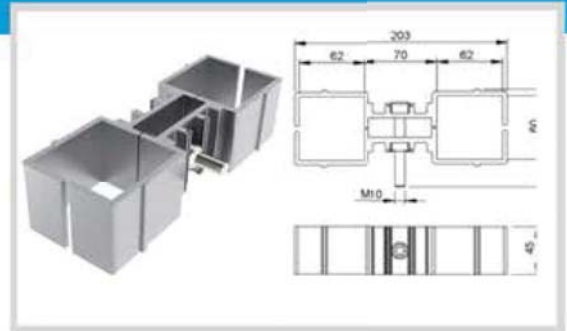
Other Components

The ProFlex™ stage system utilises industrial grade components and heavy duty hardware to maximise stability and reinforce a safe stage surface for performers. The below items allow you to strengthen the foundations and secure accessories.

Dual Leg clamps - square

The ProFlex™ PFDSLCL leg to leg clamp secures legs together lowering the centre of gravity and creating a safer foundation. PFDSLCL dual leg clamps are required on stages above 80cm or for tiered stage configurations like choir / seated risers or production sets.

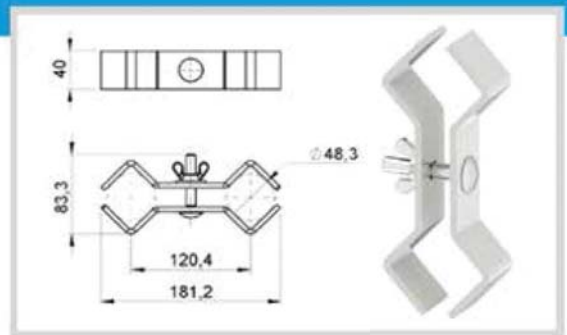
This hardwearing, industrial grade leg clamp creates maximum stability for your stage system.



Dual Leg Clamps - tube

ProFlex™ leg to leg clamp for tubular based legs is the best method for securing platforms at different heights, in a tiered configuration as well as reinforcing the perimeter on stages set at heights of 80cm or above.

This hardwearing, industrial grade dual leg clamp creates maximum stability for your ProFlex™ stage system.



Assembly Inserts

The ProFlex™ PFAI assembly insert enables the user to bolt items directly onto the platforms profile. Perfect for attaching advertising banners or signage or securing sets or production props.



Stage Skirting

ProFlex™ stage skirting is available in either a black pleated, flame retardant material, made from 100% Polyester Micro Tricot Fabric or a 600gsm PVC material in a black matt finish with a 50mm hem around the perimeter. Both skirt types come with velcro loops sewed into the top inside edge. Staging Direct supply industrial grade velcro to attach to your ProFlex™ stage enabling simple installation.



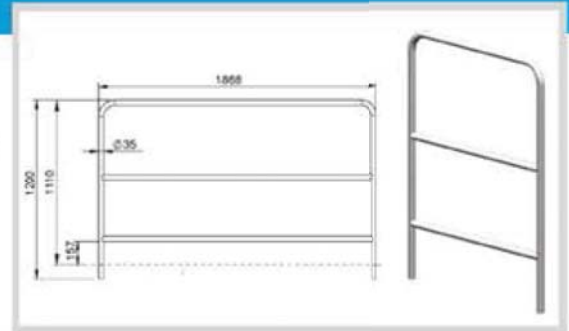


Guard rails and chair stops

The ProFlex™ stage system is one of the safest systems on the market today. Designed and manufactured in Europe from the highest grade materials you can clearly see the quality in its construction. The following components enable you to create a safe elevated performance space for your event.

Guard rails

ProFlex™ Guard rails are constructed from lightweight aluminium and are available in 2m wide or 1m wide x 1100mm H units. They easily attach to your ProFlex™ stage via guardrail mounting hardware and are locked together side by side via connecting clamps (see below). ProFlex™ Guard rails are designed to keep people safe and restrict them from straying too closely to the edge of your stage.



Guard rail mounting hardware

ProFlex™ Guard rail mounting hardware enables you to easily attach guard rails to your stage. Simply slide the assembly into the profile of the platform then secure the mounting hardware vice to the stage and lock in place with bolts. Guard rails then slide into the cavity of the mounting hardware and are secured in place via a locking dial.



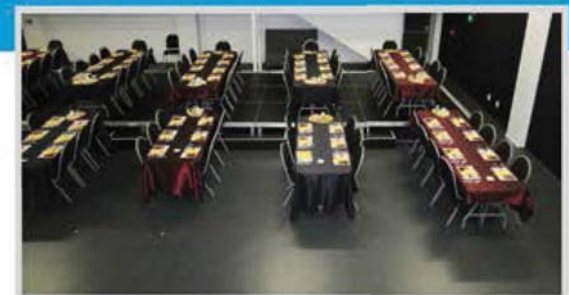
Guard rail connecting clamps

The ProFlex™ Guard rail connecting clamp secures guard rails side by side strengthening the entire row of guard rails by binding them all together. Simply unscrew the wing nut on the connecting clamp, place the clamp between two guard rails as shown in the opposite image then tighten the wing nut to secure in place.



Chairstops

ProFlex™ chairstops are the ideal solution for preventing chairs from slipping off the back of your stage. They simply clip onto the profile and offer a 7cm lip above the rear of the stage providing that extra safety measure when guard rails are not required.





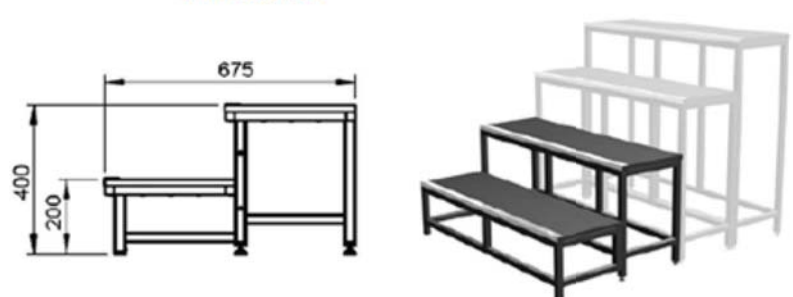
Modular Step Units

ProFlex™ Modular Step units are designed to provide a safe access solution to your stage set up. Various height modules are available to suit the height of your stage. Adjustable feet allow for levelling on uneven ground.

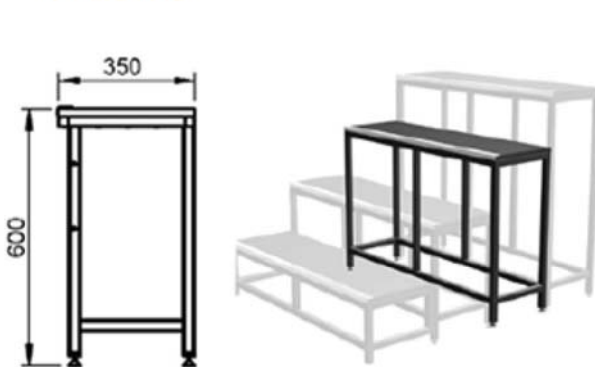
PFESTR1



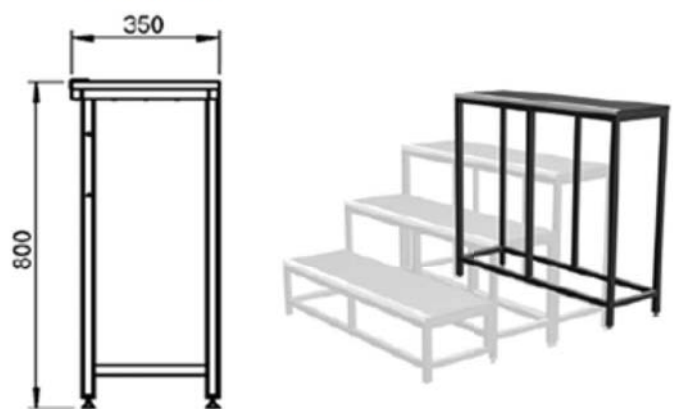
PFESTR4



PFESTR6



PFESTR8



Technical Specifications

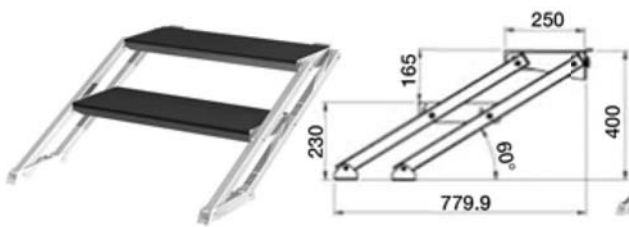
Product Sku	Height (mm)	Weight (kg)	No# of Steps	Materials
PFESTR1	200mm	8.47 kg	1	Steel profile with 12mm plywood deck
PFESTR4	400mm	19.7 kg	2	
PFESTR6	600mm	12.2 kg	1	
PFESTR8	800mm	13.36 kg	1	



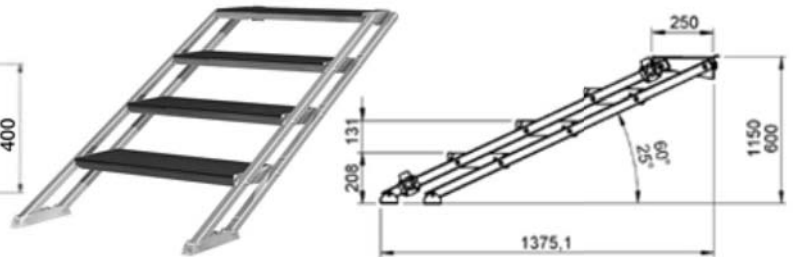
Adjustable Step Units

ProFlex™ Adjustable Step units are designed to provide a safe access solution to your ProFlex™ stage. Each step unit can be installed indoors or outdoors on level or uneven terrain & different sizes are available to suit the height of your stage.

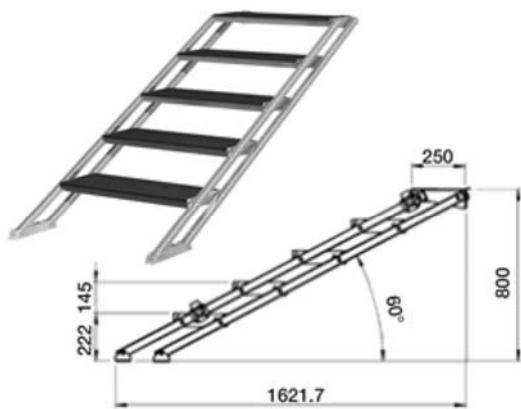
PFASTR2



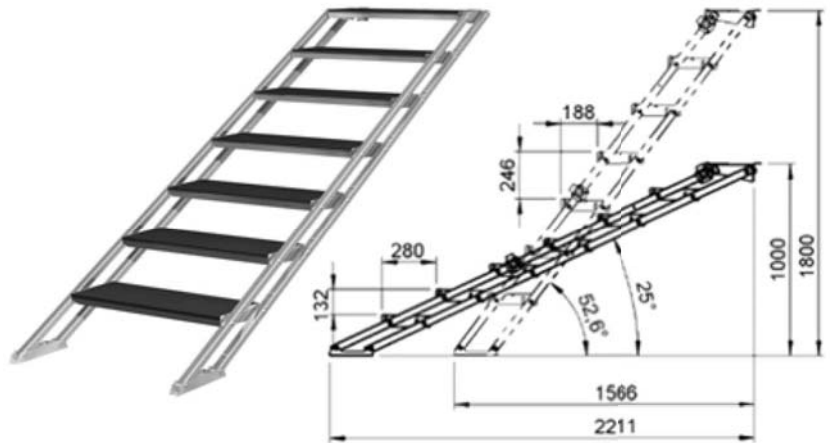
PFASTR4



PFASTR5



PFASTR7



Technical Specifications

Product Sku	Height (mm)	Weight (kg)	No# of Steps	Width (mm)	Materials
PFASTR2	400-600	16.36 kg	2	750 - 812	Steel profile
PFASTR4	600-1000	29.94 kg	4	750 - 812	with 12mm plywood deck
PFASTR5	800-1400	37.46 kg	5	750 - 812	
PFASTR7	1000-1800	50.41 kg	7	750 - 812	

Structural Analysis



The ProFlex™ stage system is a high quality portable staging product that is TUV & SLV certified in accordance with DIN standards. Independently tested by Expo Engineering, based in Germany, ProFlex™ staging is certified safe & provides the right solution for all your portable staging requirements.

Conducted Test: (Expo Engineering)

A Uniformly Distributed Load (UDL) of 1700kgs has been applied to the ProFlex™ SCA03 stage deck platform at a height of 1.5m without leg bracing & at 1.8m with leg bracing.

A side force load of 170kgs has also been applied in different directions.

SCA01 stage decks have also been tested at the same heights & conditions with more than 2000kgs of weight (UDL) & over 200kgs of side force load.

After completing all load tests, the stage deck platforms were disassembled & the corners were probed by a colour penetration test; no cracks or deformation occurred.

The Structural analysis shows that all parts of the SCA03 & SCA01 stage deck platforms are sufficiently dimensioned.

Technical Ratings:

The SCA03 stage deck platform has acquired a conservative load rating certificate from TUV NORD of 500kgs per sqm (UDL), which is a fraction of its tested load capacity.

SCA01 platforms have achieved 900kgs per sqm (UDL) conservatively.

TUV NORD is an international certification body recognised worldwide.

TUV certificates provide assurance that the products tested are of high quality & safe for use.

-Based on these factory tests & conservative TUV ratings our supplier has determined that the SCA03 stage deck platform has a safe load rating of 750kgs per sqm & 1000kgs per sqm for SCA01 platforms (UDL) at heights between 20cm - 1m without leg bracing.

Platform	Plywood deck	Weight (kg)	TUV rated	Safe Load Rating
SCA03	12mm	2x1m: 29kg	500kgs/m ²	750kgs/m ²
SCA01	15mm	2x1m: 44kg	900kgs/m ²	1000kgs/m ²

ProFlex

Cipex International Ltd
4321 Atlantic Ave
Long Beach
CA 90807
The United States of America
www.proflexstaging.com

SCA03
F - uniformly distributed load

Frame	Aluminium (EN AW-6063 T66)
Fulfillment	Plywood
The maximum load	750 kg/m ²
Weight	2x1 29 kg
	1x1 18,3 kg
	2x0,5 18,3 kg
	1x0,5 11,8 kg

date

assembler

serial number



DIN DIN 4113-3
DIN 18800-7
DIN EN ISO 3834-3



ZERTIFIKAT
CERTIFICATE

Hiermit wird bescheinigt, dass die Firma / This certifies that the company

Athletic Sp. z.o.o.
ul. Katowicka 8a
46-200 Kluczbork
Poland

berechtigt ist, das unten genannte Produkt mit dem abgebildeten Zeichen zu kennzeichnen
is authorized to provide the product mentioned below with the mark as illustrated

Fertigungsstätte
Manufacturing plant

Athletic Sp. z.o.o.
ul. Katowicka 8a
46-200 Kluczbork
Poland

Beschreibung des Produktes
(Details s. Anlage 1)
Description of product
(Details see Annex 1)

Bühnen Podest System Typ SCA 03
Stage deck 03 SCA type



Geprüft nach
Tested in accordance with

Prüfprogramm: EK5/AK1 11-01:2012

Registrier-Nr. / Registered No. 44 326 12044001
Prüfbericht Nr. / Test Report No. 3509 8222
Aktenzeichen / File reference 2.4- 115/12

Gültigkeit / Validity
von / from 2013-10-16
bis / until 2018-10-15


TÜV NORD CERT GmbH
Zertifizierungsstelle Konsumgüter

Essen, 2013-10-16

TÜV NORD CERT GmbH Langemarckstraße 20 45141 Essen www.tuev-nord-cert.de prodcert@tuev-nord.de

Bitte beachten Sie auch die umseitigen Hinweise
Please also pay attention to the information stated overleaf



TUV Certificate: SCA01



Zertifikat

Certificate

Registrier-Nr.
Registered No.

44 780 10 380284

Zeichen des Auftraggebers
Customer's reference
Hr. Pielot

Auftragsdatum
Date of order
03.03.2010

Aktenzeichen
File reference
2.4-136/10 Brau/B0c

Prüfbericht Nr.
Test report no.
10 780 380284

**Name und Anschrift
des Auftraggebers**

Athletic Sp. z.o.o.
ul. Katowicka 8a
46-200 Kluczbork
Polen

*Name and address of
the customer*

**Ist berechtigt, das unten
genannte Produkt
mit dem abgebildeten Zeichen
zu kennzeichnen**



*is authorized to
provide the product
mentioned below with
the mark as illustrated*

Fertigungsstätte

Athletic Sp. z.o.o.
ul. Katowicka 8a
46-200 Kluczbork
Polen

Manufacturing plant

Geprüft nach

DIN EN 13200-6:2006, DIN 4113-1:1980,
DIN 4113-1/A1:2002, DIN 4113-2:2002,
DIN V 4113-3:2004

Tested in accordance with

**Beschreibung des
Produktes
(Details s. Anlage 1)**

Bühnentisch-System Typ: SCA 01
Stage deck system type: SCA 01

*Description of product
(Details see Annex 1)*

TÜV NORD CERT GmbH
Zertifizierungsstelle
Fachleiter Konsumgüter

Gültig bis/ Valid until: 20.07.2015

Essen, 21.07.2010

Bitte beachten sie auch die umseitigen Hinweise
Please also pay attention to the information stated overleaf

Langemarckstr. 20 • 45141 Essen • Fon +49 (0)201 825 5120 • Fax +49 (0)201 825 3208 • Email: prodoent@tuv-nord.de



Preliminary Sales Quote

Page 2 of 2

Date: 7/07/2020

Raglan Arts Centre
Raglan

Your Ref: S20-0095

The "Superlite" Premium Stage Accessories/Options

Qty	Description	Unit Price excl GST	Price excl GST
	2m x 1m Sections	\$1,195.00	
	1m x 1m Sections	\$1,095.00	
	Legs (as described above) for 150mm high stage	\$59.00 each	
	Legs (as described above) for 300mm high stage	\$62.00 each	
	Legs (as described above) for 450mm high stage	\$65.00 each	
	Legs (as described above) for 600mm high stage	\$68.00 each	
	Legs (as described above) for 900mm high stage	\$74.00 each	
	Non-Adjustable Feet	Less \$20.00 each	
	Extendable legs (with adjustable feet), 600mm - 900mm	\$95.00 each	
1	Tread, black plywood 150mm high x 750mm wide with stairnosing (for 300mm high stage)	\$325.00	
1	Set of steps (2 tread) with stairnosing, to suit 450mm stage height	\$825.00	
1	Set of steps (3 tread) with stairnosing, to suit 600mm stage height (accessible compliant with the addition of handrails).	\$950.00	
1	Set of steps to suit 900mm stage height, all aluminium with folding legs and handrails both sides.	\$2,895.00	
1	Set of Aluminium Adjustable Height Steps, handrails both sides, will fit 900mm & 1200mm stage heights	POA	
	<i>Guard Rails with Clamps (aluminium, built to code)</i>		
1	2m x 1m Rear Guard Rail	\$850.00	
1	1m x 1m Side Guard Rail	\$785.00	
1	Stage Trolley (stores/carries 4 sections - wheels through a standard doorway) assists one person to set up staging	\$950.00	
1	Set (of 4) Stage Stack Castor Wheels, including 2 fully braked castors & stack securing strap per set. Can store/handle up to 10 stage sections per set.	\$495.00	
	<i>Stage Skirts in black Wool Serge fabric, nil fullness, Durably flame retardant (AS1530 Part 2) with Velcro attachment - price per metre</i>		
	300mm drop	\$55/mtr	
	450mm drop	\$60/mtr	
	600mm drop	\$65/mtr	
	900mm drop	\$75/mtr	
1	Legs Storage Box, wheeled	\$495.00	
1	Double Legs Storage Box, stacking, wheeled	\$750.00	
	We offer a Black Powder-coating, premium-finish on our stage frames, for a professional, stylish look and also to prevent any aluminium residue.	\$75/section	

All prices are Exclusive of GST and Ex-factory. Quote valid for 30 days.
Terms and Conditions of Sale are attached.

Yours sincerely
Stronglite Staging® Ltd
Lloyd Sutton
Managing Director

File Ref:S20-0095

Open Meeting

To	Raglan Community Board
From	Vishal Ramduny Acting General Manager Community Growth
Date	8 March 2021
Prepared by	Lianne van den Bemd Community Development Advisor
Chief Executive Approved	Y
Reference #	GOV0514 / 3030260
Report Title	A Rocha Aotearoa NZ - Karioi Signage Project

1. EXECUTIVE SUMMARY

The purpose of this report is to present an application for funding from A Rocha Aotearoa NZ, who is seeking funds towards the cost of the Karioi Signage Project.

2. RECOMMENDATION

THAT the report from the Acting General Manager Community Growth be received;

AND THAT an allocation of \$..... is made to the A Rocha Aotearoa NZ towards the cost of the Karioi Signage Project;

OR

AND THAT the request from the A Rocha Aotearoa NZ towards the cost of the Karioi Signage Project is declined / deferred until for the following reasons:

3. BACKGROUND

A Rocha Aotearoa is creating a future where people and nature can thrive in New Zealand, turning the tide on biodiversity loss and re-wilding our corner of the world. They are doing this by connecting people to nature and the places they love through community conservation and outdoor environmental education programs that protect native species and seabirds.

Their flagship, the Karioi Project (project) runs multi-species predator control on 2,500 ha to protect vulnerable seabirds and forest birds. The vision for this project is to restore biodiversity from mountain to sea. The aim is to protect New Zealand's unique native species, enhance people's outdoor experiences in our region and educate our community about biodiversity and how they can help when visiting our beaches and reserves. To achieve this project, the team will design and install signage at the Bryant Reserve and Ngarunui Beach.

Karioi has engaged 300 plus volunteers who have donated a staggering 6,000 hours per year to the project, (30,000 plus hours to date). In addition to volunteer support, they rely on relationships with scientists and nature photographers to inform communications and advocacy, also these individuals will contribute to the content of this signage by donating their time, skills and knowledge to the project.

4. OPTIONS CONSIDERED

- 4.1 That the application is approved and an allocation of partial or full funding requested by made.
- 4.2 That the application is declined.
- 4.3 That the application is deferred.

5. FINANCIAL

Funding is available to allocate for the year.

The project is noted to cost \$7,521.00. A Rocha Aotearoa NZ is seeking funding of \$3,518.61 towards the cost of their Karioi project. They are only seeking partial funding for each of their suppliers – see page 14 of the application for budget details.

GST Registered	Yes
Set of Accounts supplied	Yes
Previous funding has been received by this organisation	No

6. POLICY

The application meets the criteria set in the Discretionary Grants Policy, one of which is that grants of \$5,000.00 can be funded up to 100 percent at the discretion of the relevant community board or committee or Council's Discretionary and Funding Committee.

For grants above \$5,000.00, a funding cap of 75 percent of the total project cost applies and other funding needs to be sought.

Funds cannot be uplifted until all sufficient funds for the project are approved.

7. CONCLUSION

Consideration by the Raglan Community Board is required with regard to this funding request.

8. ATTACHMENT

A Rocha Aotearoa NZ – Karioi Signage Project

DISCRETIONARY FUNDING APPLICATION FORM

Important notes for applicant:

- Prior to submitting your application, please contact the Waikato District Council's community development advisor, on 0800 492 452 Ext 5732, to discuss your application requirements and confirm that your application meets the eligibility criteria.
- Have you discussed your application with the Waikato District Council community development advisor
Yes No
- Application form must be completed in full and emailed to Funding funding@waidc.govt.nz
- Please ensure you have read the **Guidelines** on [Waikato District Council Discretionary Grants Fund](#) prior to completing the application form (these are updated from time to time).
- I have read and understood the guidelines for funding application form
Yes No
- All parts of the application need to be completed and all supporting information supplied.

PLEASE NOTE: Incomplete applications WILL NOT be considered and will be returned.

Contact email: (Correspondence will be emailed from funding@waidc.govt.nz)

Which of the 2 funds are you applying for: (please tick **one** appropriate box.)

1. **Discretionary and Funding Committee** Project Fund (Rural Ward Areas) Event Fund

OR

2. **Community Board / Committee Discretionary Fund for local Town / Village, Projects / Events**

Raglan <input checked="" type="checkbox"/>	Taupiri <input type="checkbox"/>	Onewhero-Tuakau <input type="checkbox"/>	
Ngaruawahia <input type="checkbox"/>	Huntly <input type="checkbox"/>	Te Kauwhata <input type="checkbox"/>	Meremere <input type="checkbox"/>

Section I – Your details

1. Name of your organisation and contact person

A Rocha Aotearoa NZ - Karioi Project Kristel Van Houte - Project Director, Bexie Towle - Coordinator

2. What is your organisation's purpose/background (who are you? what do you do?)

The Karioi Project connects people to nature and the places they love through community conservation and outdoor environmental education to protect native species and seabirds. MORE... SEE ATTACHED

3. Phone number/s

Kristel Van Houte, Bexie Towle

4. Email / Address

bexie.towle@arocha.org

5. If you are a Registered Charity (we require your registration number & confirmation that your organization registration is current)

CC36274

Section 2 – Your event / project**1. What is your event / project, including date and location?** *(please describe in full the project details)*

See attached

2. How many volunteers and who else is involved in the project?

See attached

3. How will the wider community benefit from this event/project?

See attached

Are you GST registered? No Yes GST Number / / _ _ _ _

PLEASE NOTE: The following documentation MUST be supplied with your application:

- A copy of the last reviewed or audited accounts (whichever applies) for your organisation/group/club
- A copy of any documentation verifying your organisation's legal status
- Include copies of written quotes [\(these must match the Funding Requirements in section 4.\)](#)

Section 3 – Funding requirements**I. NOTE: Please provide full details for the following:**

- How much your event/project will cost,
- How much you are seeking from the Waikato District Council,
- How much you are seeking from other providers,
- Details of other funding and donated materials/resources being sourced, and
- Current funds in hand to cover the costs of the event/project.

IMPORTANT: Please ensure all quotes supplied are clearly itemised and match the "Project Breakdown" (Total B)

Section 1 – Your details

1. Name of your organisation and contact person

A Rocha Aotearoa NZ - Karioi Project

Kristel Van Houte - Project Director - 0274276242

Bexie Towle - Advocacy and Comms - 0211634644

2. What is your organisation's purpose/background (who are you? what do you do?)

A Rocha is creating a future where people and nature thrive in New Zealand, turning the tide on biodiversity loss and re-wilding our corner of the world. We're doing this by connecting people to nature and the places they love through community conservation and outdoor environmental education.

Our flagship, the Karioi Project runs multi-species predator control on 2,500 ha to protect vulnerable seabirds and forest birds. Our vision is restored biodiversity from mountain to sea.

Phone number/s

See above

1. Email / Address

kristel.vanhoute@arocha.org, new.zealand@arocha.org, bexie.towle@arocha.org

2. If you are a Registered Charity

CC36274

Section 2 – Your event / project

1. What is your event / project, including date and location? (please describe in full the project details)

We aim to protect our unique native species, enhance people's outdoor experiences in our region and educate our community about biodiversity and how they can help when visiting our beaches and reserves. To achieve this, we will design and install signage at the Bryant Reserve and Ngarunui Beach.

The species we will focus on include *ōi* / grey faced petrel, which is on the brink of local extinction. Over 120 volunteers trap around the reserves and Karioi Maunga to help protect these seabirds, as well as the overall biodiversity of the region. Visitors to the beach can also help, as the *ōi* breed right on the beach and tracks to the beach. Thus, is it critically important for the survival of the species that we educate visitors to the beach and reserves on the role that they can play in protecting these species - by keeping cats and dogs under control, bringing their rubbish home with them, and understanding the breeding cycles of this taonga species.

While *ōi* are a keystone species of the project, there are many other species who benefit from our conservation efforts. We hope visitors will enjoy learning about these species and tips for how they can help protect...

- Kororā / blue penguin

- Pekapeka / long-tailed bats
- Kokopu and other freshwater fish
- Invertebrates such as spiders, weta and land snails
- Forest birds such as tui, korimako / bellbird, piwakawaka / fantail and more...

We aim to complete this project in 2021 and for the signage to remain in place for several years. We have initial permission from the Department of Conservation and Noel Barber/WDC pending approval on completion of signage design.

2. How many volunteers and who else is involved in the project?

Karioi Project's 300+ volunteers donate a staggering 6,000 hours per year to the project, (30,000 + hours to date). In addition, 174 households are part of our Backyard Trapping program, and residents aim to make Raglan predator-free. We are totally reliant on volunteers to check traps regularly and we value our volunteers for their contribution and participation in the Karioi Project. Almost 10% of Raglan's population are currently involved in this community project, either through predator control, wildlife monitoring or through the outdoor, environmental education programs we run for 100+ students each year.

In addition to volunteer support, we rely on relationships with scientists and nature photographers to inform our communications and advocacy. For this signage project, we have several very talented individuals who will contribute to the content of this signage by donating their time, skills and knowledge to the project. Also, professional nature photographers have offered us discounted prices for their incredible images of the species that we will feature.

3. How will the wider community benefit from this event/project?

Most of our native species are threatened and many are hard to see. Our signage will introduce people to the native species that are living at their doorstep and list practical ways to protect these species. Instead of just a walk to the beach, the Bryant Reserve and Ngarunui tracks will be a learning experience, enhancing the time that visitors spend in nature in our region.

Please complete all of the following sections	GST Inclusive Costs (use this column if you are NOT GST registered)	GST Exclusive Costs (use this column if you are GST registered)
What is the total cost of your project/event	\$	\$ 7521.00
Existing funds available for the project. Include any projected income i.e. ticket sales, merchandise etc.		
Total A	\$	\$ 3,739.65 +

2. Only include the Funding being sought from Waikato District Council below:

Project Breakdown (itemised costs of funding being sought)	GST Inclusive Costs (use this column if you are NOT GST registered)	GST Exclusive Costs (use this column if you are GST registered)
Graphic Design - Leighton Davies	\$	\$ 1,069.10 +
Photography - Edin Whitehead and Neil Fitzgerald	\$	\$ 594.06
Printing - Raglan Sign Company	\$	\$ 1,496.00 +
Installation - Posts, screws and concrete	\$	\$ 359.45 +
	\$	\$
	\$	\$
Total Funds being sought from <u>WDC</u> Total B	\$	\$ 3518.61 +

3. Has / will funding been sought from other funders? Yes No

If 'Yes', please list the funding organisation(s) and the amount of funding sought

a) Whaingaroa Environment Centre	\$	\$ 2,030.90 +
b)	\$	\$
c)	\$	\$
d)	\$	\$
Total of other funds being sought Total C	\$	\$ 2,030.90 +

4. Describe any donated material / resources provided for the event/project:

Discount from Edin Whitehead photography - \$140.00 Discount from Neil Fitzgerald photography - \$168.75 In-Kind contribution from volunteers and Karioi Project staff - \$1,400.00 Total - \$1,708.75

Section 4 – Community wellbeing and outcomes**1. Which community wellbeing will your project contribute to?***(See the guidelines sheet for more information on this section).*

Social Economic Cultural Environmental

2. Which of the five community outcomes for the Waikato district does this project contribute to?*(See the guidelines sheet for more information on this section).*

Accessible Safe Sustainable Healthy Vibrant

Section 5 – Previous Funding Received from Waikato District Council**1. If you have received funding from or through the Waikato District Council for any project/event in the past two years, please list below:**

What Board / Committee	Type of Project / Event	Date received	Amount

2. Please confirm that a 'Funding Project Accountability' form has been completed and returned to Waikato District Council for the funds listed above.***NOTE: This will be checked and confirmed by council staff.***

I confirm that an accountability statement has been completed and returned for previous funding received.

Name: _____ Date: _____

I certify that the funding information provided in this application is correct.

Name: Nicola Hoggard Creegan Date: 4 Feb 2021

Position in organisation (tick which applies) Chairman Secretary Treasurer

Signature:  Date: 4 Feb 2021

****Incomplete applications will not be accepted and will be returned***



EDIN WHITEHEAD

www.edinz.com
022 619 6329
edinatw@gmail.com

Attention: KARIOI PROJECT

Date: 16/01/ 2021

Description	Size	Amount
Hi-Res images for sign display		
Fairy Prion	Medium	\$ 70
Cook's Petrel	Large cut out	\$ 200
Oi (night-time)	Medium	\$ 70
Oi (chick)	Large cut out	\$ 200
Subtotal		\$ 540
Discount		\$ 140
	Total	\$ 400

QUOTE FOR STOCK PHOTOGRAPHY

Bexie Towle
Karioi Project

31 December, 2020





Quote No: 500000

Raglan signage

The following usage license will be granted upon payment in full of the invoice:

Neil Fitzgerald, (Licensor) grants to Karori Project, (Licensee) rights to use and Reproduce the items identified in the Invoice, solely to the extent explicitly stated in usages listed below for Karori Project. This right may be exercised by subcontractors of Licensee (including Purchaser) for preparation of the Licensee's Work, provided that such subcontractors agree to abide by the terms of this Agreement. Photo credit must read: ©Neil Fitzgerald, All Rights Reserved.








Usage Fees

	<p>1 Grey-faced petrel in flight Media: Interpretation panel License Duration: A one time use Distribution Format: Display Industry: Environment</p>	<p>112.50 112.50</p>
	<p>1 Auckland tree weta photographed on white Media: Interpretation panel License Duration: A one time use Distribution Format: Display Industry: Environment</p>	<p>56.25 56.25</p>
	<p>1 Snail (Flammulina zebra)_ Media: Interpretation panel License Duration: A one time use Distribution Format: Display Industry: Environment</p>	<p>56.25 56.25</p>
	<p>1 A New Zealand pigeon/kereru (Hemiphaga novaeseelandiae) perched in deciduous (kowhai) tree Media: Interpretation panel License Duration: A one time use Distribution Format: Display Industry: Environment</p>	<p>12.50 12.50</p>

Initial _____

Prepared using the fotoQuote® stock photography pricing software.

Raglan signage

	<p>1 Male blackbird Media: Interpretation panel License Duration: A one time use Distribution Format: Display Industry: Environment</p>	<p>12.50 12.50</p>
	<p>1 Male North Island tomtit. Media: Interpretation panel License Duration: A one time use Distribution Format: Display Industry: Environment</p>	<p>12.50 12.50</p>
	<p>1 Grey warbler Media: Interpretation panel License Duration: A one time use Distribution Format: Display Industry: Environment</p>	<p>12.50 12.50</p>
	<p>1 Tui on flax flowers Media: Interpretation panel License Duration: A one time use Distribution Format: Display Industry: Environment</p>	<p>12.50 12.50</p>
	<p>1 Goldfinch in flax flowers Media: Interpretation panel License Duration: A one time use Distribution Format: Display Industry: Environment</p>	<p>12.50 12.50</p>
	<p>1 Grey-faced petrel on the ground (near breeding burrow) at night. Media: Interpretation panel License Duration: A one time use Distribution Format: Display Industry: Environment</p>	<p>12.50 12.50</p>
	<p>1 Silvereye Media: Interpretation panel License Duration: A one time use Distribution Format: Display Industry: Environment</p>	<p>12.50 12.50</p>

Raglan signage

1 Juvenile kea	12.50	12.50
	Media: Interpretation panel	
	License Duration: A one time use	
	Distribution Format: Display	
	Industry: Environment	

Other Charges and Discounts

1 Discount	-168.75	-168.75
	Usage Fees	337.50
	Other Charges and Discounts	-168.75
	Subtotal	168.75
	GST (15%)	25.31
	Total	\$194.06

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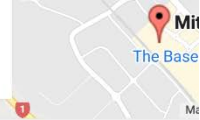

Signature

Client Signature _____ Date _____



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Clearfix Polycarbonate Fasteners 14g x 50mm Pack of 50 Grey

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pack of 50

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[Add delivery location](#)

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QUOTE # - 610

3 February, 2021

FROM	TO
Leighton Davies - Graphic Designer	Attention:
16 Stewart Street	Bexie Towle
Raglan	Karioi Project
New Zealand	
3225	

ITEMS

Quantity	Description	
1	10 signs designed with info-graphics/ clear cut images/ print files supplied	\$3100.00

This figure is based on the information provided, and may be inappropriate if additional information is forthcoming, or specifications change. This does not include printing. Thank you.

AMOUNT DUE

SUBTOTAL	\$3100.00
GST	\$00,00
SHIPPING	\$00,00
TOTAL	\$3100.00



Raglan Sign Company

Estimate

GST number: 94-161-557
 4 Helen Place
 Raglan, 3225 07 8258609

To Karioi Project
 Community Conservation and Communication Project Raglan,

Estimate Number 00065
 Estimate Date 07/11/2020

Item	Description	Unit Price	Quantity	Subtotal
Design	Design / Set up files for printing for Signage to educate the community and visitors to Raglan and help protect our wildlife and environment	65.00	2	130.00
Large Signs 840mm x 300mm	Supply Aluminum Composite Boards (10 year warranty on boards) with digitally printed graphics and clear laminate Signs cut to size, with sanded edges	107.00	3	321.00
Small Signs 630mm x 300mm	Supply Aluminum Composite Boards (10 year warranty on boards) with digitally printed graphics and clear laminate Signs cut to size, with sanded edges	95.00	11	1,045
Item Total				NZ\$1,496
GST (15%)				NZ\$224.40
Total				NZ\$1,720.40

Thank you for choosing to use Raglan Sign Company.
 We appreciate your business.

Payment can be made by direct credit to:
 03-1563-0057195-000

Please include the invoice number in the reference field.
 Thank you.

Expenses							
Item	Supplier	without GST	With GST	Seeking from WDC	Quote attached?	Notes	
Graphic Design	Leighton Davies	\$3,100.00	\$3,100.00		1069.1	Quote attached	
Photos	Edin Whitehead	\$540.00	\$540.00		400	Quote attached	\$140 discount
Photos	Neil Fitzgerald	\$337.50	\$338.13		194.06	Quote attached	\$168.75 discount
Printing	Raglan Sign Company	\$1,496.00	\$1,720.00		1496	Quote attached	
Installation - Posts	Kiwi Timber	\$276.25	\$325.00		\$276.25	from website - screenshot	\$25 per post/ 13 posts
Installation - concrete	Mitre 10	\$51.00	\$60.00		\$51.00	from website - screenshot	\$8.62 bag / 7 bags
Installation - screws	Mitre 10	\$32.20	\$37.88		\$32.20	from website - screenshot	One box of 50 screws
Installation - Labour			\$200.00				
writing and editing			\$1,200.00				
Total Expenses			\$7,521.01		3518.61		
Funding/Donations/in-kind contribution							
Discount from Edin Whitehead photography			\$140.00				
Discount from Neil Fitzgerald photography			\$168.75				
In-Kind contribution from volunteers and Karioi Project time			\$1,400.00				
Donation	Whaingaroa Environment Centre		\$2,030.90				Given to us on 19 July 2019
Total Funding Received/Promised			\$3,739.65				
Total Funding needed:			\$3,781.36				

To : Raglan Community Board
From : Cara Hansen - Department of Conservation
Re: Signage at Bryant Reserve

I am writing to confirm that I have spoken with the Karioi Project about their proposed signage at Bryant Reserve. I will support the Karioi Project in the approval process required for any signage installed on Department of Conservation land to assure that the signage meets our Recreational Team's requirements. I believe that the environmental education that the signage will deliver will be an asset to the Bryant Reserve.

Yours sincerely,



Cara Hansen
Biodiversity Ranger
Department of Conservation, Waikato District



Certificate of Registration

A Rocha Aotearoa New Zealand

This is to certify that A Rocha Aotearoa New Zealand was registered as a charitable entity under the Charities Act 2005 on 23 December 2008.

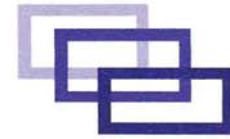
Registration number: CC36274

A handwritten signature in black ink, appearing to read "S. Ashton".

Sid Ashton
Chair

A handwritten signature in black ink, appearing to read "T. Garrett".

Trevor Garrett
Chief Executive



INDEPENDENT AUDITOR'S REPORT

To the Members of
A Rocha Aotearoa New Zealand

Opinion

I have audited the financial statements of A Rocha Aotearoa New Zealand, which comprise the statement of service performance, statement of financial performance, statement of financial position, statement of cashflow, for the year ended 31st March 2020 and a summary of significant accounting policies and other explanatory information.

In my opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the A Rocha Aotearoa New Zealand as at 31st March 2020, and its financial performance and its cash flows for the year ended in accordance with Tier3 PBE SFR-A (NFP) Public Benefit Entity Simple Format Reporting Standard – Accrual (Not for Profit) issued by the New Zealand Accounting Standards Board.

Basis of Opinion

I have conducted my audit in accordance with International Standards of Accounting (New Zealand) (ISAs (NZ)). My responsibilities under those standards are further described in the Auditor's Responsibilities section of my report. I am independent of the A Rocha Aotearoa New Zealand in accordance with Professional and Ethical Standard 1 (Revised) Code of Ethics for Assurance Practitioners issued by the New Zealand Auditing and Assurance Standards Board, and I have fulfilled my other ethical responsibilities in accordance with these requirements. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Other than in my capacity as auditor I have no relationship with or interests in A Rocha Aotearoa New Zealand.

Committee Responsibility for the Financial Statements

The Trustees are responsible on behalf of A Rocha Aotearoa New Zealand for the preparation and fair presentation of the financial statements in accordance with the Tier3 PBE SFR-A (NFP) Public Benefit Entity Simple Format Reporting Standard – Accrual (not for Profit) and for such internal control as the Board may determine is necessary to enable the preparation of the financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements the trustees are responsible on behalf of A Rocha Aotearoa New Zealand for assessing the Trust's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustee's either intend to liquidate A Rocha Aotearoa New Zealand or to cease operations, or have no realistic alternative but to do so.

Auditor's Responsibility

My objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (NZ) will always detect a material misstatement if, individually or in the aggregate, they could reasonably be expected to influence the decisions of users taken on basis of these financial statements.



JOHN MILLS, C.A.

Hamilton

Email: jmmills.ca@gmail.com

Thursday, May 14, 2020

**A ROCHA AOTEAROA NEW ZEALAND
PERFORMANCE REPORT
FOR THE YEAR ENDED
31 MARCH 2020**

CONTENTS PAGE

Entity Information	3
Trust Directory	4
Statement of Service Performance	5
Statement of Financial Performance	6
Statement of Financial Position	7
Statement of Movements in Equity	7
Statement of Cash Flows	8
Notes to the Financial Statements	9
Independent Auditor's Report	15



The attached notes form part of and should be read in conjunction with these accounts

The Trustees present the Performance Report of A ROCHA AOTEAROA NEW ZEALAND for the period ended 31st March 2020

Approved by Board Members



Nicola Hoggard Creegan
Chair

Date 21 May 2020



Philip Church
Treasurer

Date 21 May 2020

A ROCHA AOTEAROA NEW ZEALAND**Entity Information****For The Year Ended 31 March 2020**

Legal Name of Entity	A Rocha Aotearoa New Zealand
Objectives	<ol style="list-style-type: none"> 1. To raise funds for, and administer those funds on behalf of the Trust to provide for the preservation, restoration and enhancement of natural resources and habitats in recognition of the obligation acknowledged by Christian men and women to care for God's creation. 2. To benefit the community by involving Christians of all denominations in the practical work of restoration and enhancement of natural resources and habitats in recognition of the obligation acknowledged by Christian men and women to care for God's creation. 3. To benefit the community by providing for and promoting education in and study of ecology and to promote exhibitions, classes, courses, produce publications, film and electronic material for dissemination and the like. 4. To benefit the community by promoting or undertaking research into matters concerning the environment and disseminate the results. 5. To work with Tangata Whenua, Crown and Local Government agencies, Community Organisations and members of the community, to assist with implementing the objectives of the Trust. 6. To advance education by the provision of training, working examples and consultancy for (a) the advancement of the Christian faith; and (b) conservation of natural resources and habitats for the benefit of the public; and (c) living in an environmentally sustainable manner. 7. To advance education by delivering vocational training and operating social service programs which aid in the development of individual capabilities, competencies, skills and understanding for the community.
Entity Structure	A Rocha Aotearoa New Zealand is a Charitable Trust registered under the Charities Act 2005
Registration Number	CC36274
Main Sources of Cash and Resources	The main sources of the entity's cash and resources consist of donations from the public and grants from Government agencies and other charitable entities
Fundraising	The main method used by the entity to raise funds is by making applications for grants from funding bodies.
Volunteers	<p>Volunteers assist A Rocha Aotearoa New Zealand at the Karioi Project by checking trap lines and monitoring Oi (the Grey-Faced Petrel).</p> <p>Local group volunteers help out at restoration and planting projects in Auckland, Palmerston North, Wellington, Christchurch and Dunedin.</p>

A ROCHA AOTEAROA NEW ZEALAND**Directory****TRUSTEES**

Philip Church
Nicola Hoggard Creegan
Mary Hutchinson
Josephine Kukutai
Stephen Pattemore
Richard Storey

POSTAL ADDRESS

PO Box 24118
Royal Oak
Auckland
New Zealand

BANKERS

Westpac Banking Corporation

ACCOUNTANT

Philip Church
P O Box 24118
Royal Oak
Auckland

A ROCHA AOTEAROA NEW ZEALAND
Statement of Service Performance
Year ended 31 March 2020

Description of the entity's outcomes

Ecosystems restored and communities across New Zealand actively caring for the earth through community-based projects, research and education. Specifically for the Karioi Project, restored biodiversity on Karioi Maunga from the mountain to the sea. Active conservation through engaging communities, providing environmental education and having sustainable partnerships. Our predator control work at Karioi will enhance existing bird populations and allow the translocation of previously resident birds and re-filling vacant ecological niches. By returning seabirds to Karioi, integral species, habitats and ecological processes will be restored.

Description and Quantification of the entity's outputs	2020	2019
Conservation		
Karioi Programme		
Number of Oi chicks fledged at the Karioi Project	8	7
Number of predators removed at the Karioi Project	50	41
Number of traps deployed and checked on Karioi trap-lines	1,549	1,279
Number of traps deployed and checked in Karioi Backyard Hub	773	555
Number of volunteers at the Karioi Project	100	100
Number of volunteer hours at the Karioi Project	5,500	5,520
New Zealand wide local groups		
Number of organised practical conservation volunteer events	28	43
Number of volunteer hours in organised practical volunteer events	792	1,713
Education		
Number of environmental education engagement events	44	56
Number of participants in Education Engagement events	1589	2681
Number of Environmental Education Programs / Camps	9	7
Number of participants in Environmental Education Programs / Camps	265	132
Publicity		
Radio interviews	12	4
Features in local newspapers / magazines / book reviews	12	10

A ROCHA AOTEAROA NEW ZEALAND
Statement of Financial Performance
For The Year Ended 31 March 2020

2019	Note	2020
General Income		
39,776		79,081
15,000		10,000
234		262
1,027		12,070
		12,708
13,332		1,087
69,369		115,208
Project Income		
228,053	2	334,868
228,053		334,868
297,422		450,076
Expenses		
81,783		219,437
		17,781
2,763		3,841
1,116		1,059
560		3,484
1,390		1,335
87		187
3,803		1,711
2,163		1,984
		350
3		39
(255)		64
1,430		1,645
6,131		5,232
150		478
		4,374
		54
187,180		177,424
4,134		2,970
745		191
191		177
		128
		1,269
69		25
1,383		1,734
3,536		2,000
278		877
4,173		
302,812		449,850
(5,390)		226

A ROCHA AOTEAROA NEW ZEALAND
Statement of Financial Position
As At 31 March 2020

2019		Note	2020
	TRUST FUNDS		
<u>16,746</u>	Accumulated Funds		<u>16,972</u>
	REPRESENTED BY:		
	Current Assets		
428,481	Bank Accounts	3	325,834
20,900	Accounts Receivable		1,409
128	Artwork		
180	Provision for Tax		180
<u>7,999</u>	Tangible Assets	1	<u>5,960</u>
457,688	Total Assets		333,383
	Liabilities		
412,445	Unused Grants with Conditions	2	291,780
	Accounts Payable		803
5,474	Annual Leave Accrual		8,509
1,499	Other Accruals		1,300
<u>21,523</u>	GST Payable		<u>14,019</u>
440,942			316,411
<u>16,746</u>	Net Assets		<u>16,972</u>

A ROCHA AOTEAROA NEW ZEALAND
Statement of Movements in Equity
For The Year Ended 31 March 2020

	Accumulated Funds	
22,136	Accumulated Funds at the Start of the Year	16,746
(5,390)	Net Surplus / (Deficit) for the year	226
<u>16,746</u>	Accumulated Funds at End of the Year	<u>16,972</u>

A ROCHA AOTEAROA NEW ZEALAND

Statement of Cash Flows
for year ended 31 March 2020

2019		Note	2020
	Cash Flows from Operating Activities		
	Cash was Received from		
39,876	Donations and fund raising		77,607
1,027	Sales		23,769
13,332	Conference Income		1,086
449,305	Grants for Project Funds		236,386
15,000	Other Grants		10,000
234	Interest		262
<u>518,774</u>			<u>349,111</u>
	Cash Was Applied to		
325,918	Payments to suppliers and Employees		444,255
<u>(19,910)</u>	Net GST		<u>7,504</u>
306,008			
			451,758
212,766	Net Cash Flows from Operating Activities	4	(102,647)
	Cash Flows from Investing Activities		
(4,015)	Payments to Acquire Plant and Equipment		
(4,015)	Net Cash Flows from Investing Activities		0
			<u>451,758</u>
208,751	Net Increase/Decrease in Cash		(102,647)
<u>219,730</u>	Opening Cash		<u>428,481</u>
428,481	Closing Cash	3	325,834

A ROCHA AOTEAROA NEW ZEALAND
Notes to the Performance Report
For The Year Ended 31 March 2020

Statement of Accounting Policies

Basis of Preparation

A Rocha Aotearoa New Zealand has elected to apply Tier 3 PBE SFR-A Public Benefit Entity Simple Format Reporting – Accrual (Not-For-Profit) on the basis that it does not have public accountability and has total annual expenses of equal to or less than \$2,000,000. All transactions in the Performance Report are reported using the accrual basis of accounting. The Performance Report is prepared under the assumption that the entity will continue to operate in the foreseeable future

The accounting principles recognised as appropriate for the measurement and reporting of the financial performance and the financial position on a historical cost basis are followed by A Rocha Aotearoa New Zealand.

These financial statements have been prepared in accordance with generally accepted accounting practice in New Zealand

Goods and Services Tax (GST)

All amounts are recorded exclusive of GST, except for Debtors and Creditors which are stated inclusive of GST.

Income Tax

A Rocha Aotearoa New Zealand is wholly exempt from New Zealand Income Tax having fully complied with all statutory conditions for these exemptions.

Bank Accounts and Cash

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

Revenue

Income from the sale of products and services are recognised when they are received or fall due. Fund-raising and unconditional donations or koha are recognised when received. Grants received are recognised in operating revenue, unless specific conditions attach to a grant and repayment of the grant is required where those conditions are not met. In these cases, the grant is treated as a liability until the conditions are met.

Commitments and Contingencies

There were no capital commitments or contingent liabilities at year end (2019 \$nil)

Employee Entitlements – Salary Accruals

Leave entitlements have been accrued for employees as follows

- Annual Leave (Holiday Pay) – employees are entitled to 4 weeks annual leave per annum – Value of accrual \$5,474.
- Sick Leave – employees are entitled to 5 days per annum to a maximum of 30 days – not accrued as not significant when calculated based on probability of being paid.

Changes in Accounting Policies

The application of all accounting policies is consistent with previous years.

A ROCHA AOTEAROA NEW ZEALAND
Notes to the Performance Report
For The Year Ended 31 March 2020

Specific Accounting Policies

Note1 – Tangible Assets

Fixed assets are stated at cost less depreciation. Depreciation is calculated at rates applicable to the entity.

Depreciation Schedule
1 April 2019 to 31 March 2020

Name	Number	Cost	Rate		Purchased Date	Disposed Date	Book Value 1-Apr-19	Deprcn	Disposals	Accum Dep	Book Value 31-Mar-20
Computer Equipment											
ASUS 550C Computer	FA-0001	1,274	50.0 %	DV	1/09/2014	20/05/2019	57	2	54	-	-
Apple Computer	FA-0002	2,126	50.0 %	DV	1/06/2015		155	78	-	2,048	78
Motor Vehicle											
Mazda	FA-0004	5,870	30.0 %	DV	12/03/2018		4,006	1,202	-	3,065	2,804
Boat											
Quicksilver Inflatable Boat with outboard	FA-0005	4,015	17.5 %	SL	1/12/2018		3,781	703	-	937	3,078
Total		13,285					7,999	1,984	54	6,051	5,960

The attached notes form part of and should be read in conjunction with these accounts

Depreciation Schedule
1 April 2018 to 31 March 2019

Name	Number	Cost	Rate		Purchased Date	Book Value 1-Apr-18	Purchases	Deprcn	Accum Dep	Book Value 31-Mar-19
Computer Equipment										
ASUS 550C Computer	FA-0001	1,274	50.0%	DV	1/09/2014	114	-	57	1,217	57
Apple Computer	FA-0002	2,126	50.0%	DV	1/06/2015	310	-	155	1,971	155
Motor Vehicle										
Mazda	FA-0004	5,870	30.0%	DV	12/03/2018	5,723	-	1,717	1,864	4,006
Boat										
Quicksilver Inflatable Boat with outboard	FA-0005	4,015	17.5%	SL	1/12/2018	-	4,015	234	234	3,781
Total		13,285				6,147	4,015	2,163	5,286	7,999

A ROCHA AOTEAROA NEW ZEALAND
Notes to the Performance Report
For The Year Ended 31 March 2020

Note 2 - Grant Funding

The table provides detail of Grants carried forward, received, expended and the closing balance as at 31st March 2020

	Opening Balance	Received 2019/20	Expended 2019/20 Operations	Admin	Closing Balance
Karioi Project					
Karioi General/Oi	65,371	53,286	(19,217)	(7,072)	92,366
Karioi DOC Capability 14	41,102				41,102
WRC Funding (ICM2016-2020-1676)	49,333	101,200	(23,885)	(97,240)	29,407
WWW Fund (Private funder)	29,949		(1,108)		28,841
WWF Habitat Protection 2018 Grant	(0)				(0)
WWF HPF (18/R2/HPF8)	10,850	3,750	(12,467)	(2,132)	0
Len Reynolds General Fund 2018		12,000			12,000
Len Reynolds Environment Fund 2019 (Env0122019)		10,000	(1,099)	(8,901)	0
Lotteries Funding (LEH-2019-98525)	80,000		(55,736)		24,264
Patagonia (Tides Foundation) Grant ID: 1812-55849	28,914		(28,914)		0
Lions Club Earthcare Traps Grant	2,750		(2,750)		0
Meridian Energy Grant	5,000		(5,000)		0
Pacific Development and Conservation Grant		25,000	(839)	(339)	23,823
Raglan Community Charitable Trust		2,841	(2,126)		715
Firth Charitable Trust	982		(982)		0
DOCCF 3-027 Grant	18,071	15,000	(18,104)	(12,457)	2,510
WEL Energy 2019 Grant (CS893)		15,000	(5,267)	(2,822)	6,911
Karioi Education Funds					
WWF EAAF - Karioi / Papa Taiao Earthcare Academy (18/R1/EAAF02)	3,750		(168)		3,582
WWF EAAF - Manaaki Ao / Earthcare (18/R2/EAAF1)		7,500	(256)	(7,244)	0
WWF EAAF 2019 Round 1 (2019/EAAF01)		3,500	(3,500)		0
Sky City Hamilton Community Trust Grant		5,000	(4,161)		839
Curious Minds	28,880		(14,295)	(14,585)	(0)
Gallagher Foundation Grant		5,000	(5,000)		0
Earthcare Fund (Papa Taiao)	8,020	6,250	(3,060)	(9,072)	2,138
Raglan Area School (Manaaki Ao)		5,000			5,000
WEL Energy 2018 Grant (CS697)	4,799		(4,799)		0
DV Bryant Trust Board Grant	5,000				5,000
Trust Waikato Karioi Education Fund (GG-1905-208631)		5,000	(5,000)		0
COM Waikato Len Reynolds Trust Grant	20,000	(12,000)	(1,700)	(6,300)	(0)
Other Funds					
Designated funds Andrew Shepherd	1,474			(1,474)	0
Auckland Local Group	1,223	15			1,238
Manuwatu Local Group	379				379
Wellington Local Group		150			150
Otago Presbytery Funding		5,000	(53)	(500)	4,447
Dunedin Local Group	6,600	500	(213)		6,887
Donations for ARI and other ARNO	0	180			180
	412,446	269,172	(219,699)	(170,139)	291,781

The attached notes form part of and should be read in conjunction with these accounts

A ROCHA AOTEAROA NEW ZEALAND
Notes to the Performance Report
For The Year Ended 31 March 2020

The table provides detail of Grants carried forward, received, expended and the closing balance as at 31st March 2019

	Opening Balance	Received 2018/19	Expended 2018/19		Closing Balance
			Operations	Administration	
Karioi Project					
General / Oi	20,378	56,011	(11,018)		65,371
DOC Capability 14	41,102				41,102
WRC Funding	71,555	101,200	(35,214)	(88,208)	49,333
WWW Fund	18,300	15,649	(4,000)		29,949
WWF Habitat Protection Fund		11,136	(11,136)		0
WWF Habitat Protection Fund, 2		11,250	(400)		10,850
Lotteries Funding		80,000			80,000
Tides Foundation		28,914			28,914
Firth Charitable Trust		5,000	(4,018)		982
COGS Waikato West Grant		3,000		(3,000)	
DOC 3-027 Grant	18,407	30,000		(30,336)	18,071
Karioi Education Funds					
Curious Minds Fund		28,880			28,880
Meridian Energy Grant		5,000			5,000
DV Bryant Trust Board Grant		5,000			5,000
WWF EEA Fund	(2,000)	9,500	(1,825)	(5,675)	
WWF EEA Earthcare Fund	8,100	3,750		(8,100)	3,750
Papa Taiao Earthcare Fund	1,934	9,300	(593)	(2,621)	8,020
Trust Waikato 2019	1,107	5,000	(6,107)		
Lions Club Earthcare traps Grant		2,750			2,750
WEL Energy 2017	3,466		(3,466)		
WEL Energy 2019		7,500	(2,701)		4,799
COM Waikato Len Reynolds Trust	1,613	20,000	(1,613)		20,000
Other Funds					
Rich living	4,598		(3,662)	(936)	
COGS Admin Funding		2,400		(2,400)	
Conference Fund	1,023		(1,023)		
Designated Funds A Shepherd		1,474			1,474
Auckland	1,163	60			1,223
Manuwatu	379				379
Dunedin	600	6,000			6,600
	191,725	448,774	(86,776)	(141,276)	412,446

Commencing 2019/20 project expenditure includes \$53,286 of revenue that has been recognised as General Income in the Statement of Financial Performance, having been used to complete project works.

A ROCHA AOTEAROA NEW ZEALAND
Notes to the Performance Report
For The Year Ended 31 March 2020

Note 3 – Cash & Bank

	2020	2019
Westpac – Business on line Saver	239,871	239,698
Westpac - Business Transaction Account	85,963	188,783
	325,834	428,481

Note 4 - Reconciliation of reported Surplus/(deficit) with cash from Operations

	2020	2019
Reported Surplus / (Deficit)	226	(5,390)
Plus (less) non-cash items	2,039	2,163
<i>Movement in Working capital</i>		
Increase / (decrease) in accounts payable	(3,864)	(5,359)
Increase / (decrease) in Income Received in Advance (Grants Carried Forward)	(120,667)	220,721
Decrease) / (Increase) in accounts receivable	19,619	631
Net cash flow from operating activities	(102,647)	212,766

Note 5 – Related Party Transactions

During the year there have been related party transactions with the trustees amounting to \$446 for the reimbursement of expenses and with Philip Church for the provision of accountancy services to the value of \$1,500 (2019, \$1,200). The accounting services have been provided at normal market rates and all reimbursements have been supported by receipts/supplier invoices.

Note 6 – Subsequent Events

There are no subsequent events known to the Trustees.

Open Meeting

To	Raglan Community Board
From	Gabrielle Parsons Raglan Community Board
Date	31 March 2021
Prepared by	Matt Horsfield Democracy Advisor
Chief Executive Approved	Y
DWS Document Set #	GOV0507
Report Title	Chairperson's Report

1. EXECUTIVE SUMMARY

The Chairperson's report is attached for the Board's information.

2. RECOMMENDATION

THAT the report from the Chairperson be received.

3. ATTACHMENTS

Chairperson's report – 31 March 2021

Raglan Community Board

Chairperson's Report

19th March 2021

We do really live in a wonderful community and time and time again I am reminded of this – in noticing the little things, small interactions, projects happening, people making an effort to speak up and out about things that are important to them, individuals giving of their time and organisations striving to make our community and the world a better place. It's a challenge working in this role – balancing where my energy and time to where it needs to go. We as board members get paid a little but it is essentially a volunteer job and there is always something to be done. I encourage those of you who read this report to check in with those board members you know, give them some words of encouragement and support! We are open to suggestions, ideas, input, help – and its much easier to receive when offered in a kind and constructive way (not always easy I know..). We may not always do the perfect job, we may be learning as we go – but we are here putting in lots of time and effort for our community and doing the best we can. We are doing this for you. 😊

Over the last few weeks I have been working on:

- 90 Day Planning session with the Board.
- Attended the Reserves Management Plan Hearing and supported Tony Oosten in the RCB submission.
- Met with the Poihakena Marae Committee, along with board members Chris, Tony and Dennis
- Training on the RCB website with other board members, so we can help to keep that up to date
- Met with Council staff on the Community Board oversight of the Coastal Reserves. More work to do here to come to agreement on our role.
- Places for People meetings
- Raglan Wharf project – keeping up to speed and supporting where I can
- Generally responding to queries from community members
- Even though this is not part of my Chair role, I continue to actively support Raglan Naturally as the coordinator/administrator and work alongside Tony Oosten who is the RCB representative on the RN Trust Board.

Open Meeting

To	Raglan Community Board
From	Antony Oosten Raglan Community Board Member
Date	23 March 2021
Prepared by	Matt Horsfield Democracy Advisor
Chief Executive Approved	Y
DWS Document Set #	GOV0507
Report Title	Receipt of the Raglan Town Hall Minutes

1. EXECUTIVE SUMMARY

Attached are the minutes of the Raglan Town Hall Committee meeting held on 11 March 2021 for your information.

2. RECOMMENDATION

THAT the minutes of a meeting of the Raglan Town Hall Committee be received.

3. ATTACHMENTS

Raglan Town Hall Committee meeting Minutes – 11 March 2021

Draft Raglan Town Hall – Hire Fees 2021-2022

**MINUTES OF A MEETING OF THE
RAGLAN TOWN HALL COMMITTEE
HELD ON 11 March 2021 at 8.00am**

PRESENT: P.Mitchley, S.Soanes, T Oosten, K Warren

IN ATTENDANCE: Nil

APOLOGIES: Nil

CONFIRMATION OF STATUS OF AGENDA ITEMS: Moved S.Soanes / T Oosten **That all agenda items be discussed in open meeting.** Carried on the voices

CONFIRMATION OF MINUTES OF MEETING OF 19 November 2020: Moved S.Soanes / T.Oosten **That the minutes of the meeting of 19 November 2020 be confirmed as a true and accurate record of the meeting.** Carried on the voices

Kay Warren requested to address the Committee and this was considered as the first item on the agenda.

1. Role of Customer Delivery Officers at Raglan WDC and Town Hall and lack of any documentation to show that role.
2. Attending meetings twice a year as a committee member
3. Cleaning contract.
4. Raglan Hall Committee responsiveness to public queries.

When Kay was asked if she wished to remain on the Committee she replied that she did.

The issue of Hall Committee responsiveness was discussed, and the suggestion was made that in future all non-hall booking enquiries that the public make be directed directly to the Hall Committee to resolve.

Mrs Warren retired from the meeting at 8.25am

MATTERS ARISING FROM MINUTES:

Secretary to talk to Pablo Rickard about removing the surplus Karate mats on the stage.

The WDC Property Manager has been requested to investigate when the Hall Building Warrant of Fitness will be provided and displayed. The current WOF expired in July 2020.

The Hall committee have no objection to the WEC installing extra power points at their expense. These must be installed by a registered electrician. The extra power points have been installed

CORRESPONDENCE

Bank Statements.

Power Accounts.

Email from Geneveive Cheeseman – Secretary to reply- Damage to wall not serious and can be repaired by our Maintenance Officer at no cost to Mrs Cheeseman.

6.1 Financial report

The Secretary presented a copy of the Financial Report. The latest bank statement received shows a current balance in the operating account at \$25450.92. There are no outstanding invoices for payment. Investment Account Deposit balance stands at \$68,430.79

Moved P.Mitchley / T.Oosten **That the Financial Report be received.** Carried on the voices.

GENERAL BUSINESS

Committee discussed alignment of hall rental fees to be like the WDC hall fees. Patti agreed to update the hall fee structure and to circulate back to committee with subsequent email approval and tabling at Raglan Community Board meeting for inclusion on the WDC website.

Committee discussed the issue of lack of documentation at the WDC Raglan office indicating role of hall booking manager and key holders. It was therefore agreed that a motion would be tabled at the Raglan Community Board meeting indicating that the Raglan Hall Committee requests that the WDC Raglan office continues to be the manager of hall bookings and holder of the hall keys.

Moved: S.Soanes/ P.Mitchley That the Committee approves issuing a door key to the RCB Chairperson.

Aggression by a member of the public (name withheld to ensure privacy of members of the public) toward staff and community using the Town Hall. Complaints from Raglan Radio, Environment Centre, Dance class groups involving young children. Bottles being thrown and smashed. The person involved is well known in the community. Patti has spoken to family members who have banned him from the vicinity of the Hall. The Secretary will take the matter up with the Police so they are aware of the situation.

There being no further business the meeting was declared closed at 9.10am

P.Mitchley
Chairperson

Raglan Town Hall – Hire fees 2021-2022

General Charges	2021/22
Bond	385.00
Surcharge for events with alcohol	65.00
Bond for non-profits	100.00
Penalty for late return of keys – per working day	25.00
Event cancellation fee (commercial only)	50.00
Commercial (includes non-local weddings)	
Town Hall inc. Supper Room + Kitchen (*weekend)	500.00
Town Hall inc. Supper Room + Kitchen (day & evening)	400.00
Town Hall inc. Supper Room + Kitchen (8hr)	300.00
Town Hall inc. Supper Room + Kitchen (half day 4hr)	150.00
Main Hall (day & evening)	350.00
Main Hall (8hr)	150.00
Main Hall (4hr)	75.00
Main Hall (1hr)	40.00
Supper Room (day & evening)	150.00
Supper Room (8hr)	100.00
Supper Room (4hr)	50.00
Supper Room (1hr)	30.00
Community	
Town Hall inc. Supper Room + Kitchen (*weekend)	150.00
Town Hall inc. Supper Room + Kitchen (day & evening)	120.00
Town Hall inc. Supper Room + Kitchen (8hr)	75.00
Town Hall inc. Supper Room + Kitchen (half day 4hr)	50.00
Main Hall (day & evening)	100.00
Main Hall (8hr)	50.00
Main Hall (4hr)	25.00
Main Hall (1hr)	15.00
Supper Room (day & evening)	80.00
Supper Room (8hr)	40.00
Supper Room (4hr)	20.00
Supper Room (1hr)	10.00
Charitable (free entry/donation/content for youth)	
Main Hall (day & evening)	50.00
Main Hall (up to 8hrs)	30.00
Supper Room (day & evening)	40.00
Supper Room (up to 8hrs)	20.00

*Weekend or 2-3 full days for pack in and pack out and cleaning i.e. in Fri 12pm out Sun 12pm
A bond of \$450 must be paid upon signing the user's agreement and before the issue of keys for all events which involve alcohol.

Open Meeting

To	Raglan Community Board
From	Cr Lisa Thomson Raglan Ward Councillor
Date	22 March 2021
Reference #	GOV0507
Report Title	Councillor's Report

1. EXECUTIVE SUMMARY

The Councillor's report is set out below.

Sub-Committee Meetings:

Discretionary and Funding

Strategy and Finance

Solid Waste

Infrastructure

Policy and Regulatory

Policy and Regulatory - Keeping of Animals Bylaw Hearings

Attended the Raglan Reserves Management Plan hearings

Raglan Holiday Park Papahua camp governance board meeting

Workshops/Updates:

Financial Strategy

Draft Revenue and Financial Policy

Discretionary Funding Review

Draft user fees and charges

Dog pound feasibility

Draft DC policy update

Zhui with MfE and staff re solid waste

Water and Stormwater Bylaws

Te Waka bi annual update

Waikato Tainui proposal for Hopuhopu

Zero Harm

Community:

Raglan Naturally - strategic planning

Wharf Project - PGC

Whaingaroa Raglan Destination Management Organisation:

- Planning
- Funding
- Volunteer recruitment and roster
- Information hub
- Supplier list

Raglan Business Chamber board meeting and attended breakfast hui with Jason Dawson from Hamilton Waikato Tourism presenting

Raglan Radio - regular interview with Aaron

Whaingaroa Raglan Affordability Project - Nil to report

Raglan Area School PTA meeting - update on road safety and what the board has been doing

Raglan Food waste discussion with staff and Xtreme Zero Waste

Strategic planning with Tony Mayow for the Raglan Holiday Park Papahua board

Meeting with Craig Rowlingson re the condition of our unsealed network

Community Board website training with Maki

Regular volunteer shifts at the I Hub

2. RECOMMENDATION

THAT the report from Cr Thomson, Raglan Ward Councillor, be received;

AND THAT the report from Lisa Thomson, Chairperson, Raglan Holiday Park Papahua governance board, be received.

3. ATTACHMENTS:

I-Chairpersons 7 monthly report to 31st January 2021 for Raglan camp Papahua and special purpose financial report

Introduction:

This report presents a summary of the main activities and challenges for the 7 month period to the 31st January 2021.

I would like to take this opportunity to acknowledge the hard work of our management team, Pam Ryan and Haven Tahere, who have managed the business through very challenging times. I also acknowledge all the work our maintenance crew, receptionists, cleaners and security do, the positive feedback we receive about the camp is testimony to their combined efforts.

We welcomed Tony Mayow onto the governance board, he is the new business representative and comes with a range of skills, including extensive governance knowledge/experience, a background in community development, he currently sits on the board of Xtreme Zero Waste and is on the Raglan Naturally Advisory committee and has worked for many years at Waitakere Council.

We farewelled Jordy Wiggins from Waikato District Council late last year, she worked closely with Pam and the Board, we appreciated her time and energy. Thanks also to Roger MacCulloch who has been really proactive and supportive of the camp and the Board.

The Board will be continuing our strategic planning which was initiated in 2019, we will be reviewing our aims/objectives and will be working with our camp management as we progress our planning.

Highlights:

A big surprise has been our visitor numbers, these have increased since we came out of lockdown last year and year to date, we have not seen a down turn right through to the 31st January. January and February weekdays and weekends have been equal to our normal Christmas/New Year peak season.

Activity:

- Planning for and responding to Covid-19.
- Hui Room and Papahua House have been well utilised.
- Implementation of our night cleaning crew - this has been a godsend to staff working during the day.
- Going cashless.
- Installation of a new bouncy pillow.
- Ongoing maintenance planning and budgeting.
- Marketing and advertising.
- Soundsplash.
- Health and safety planning, including undertaking 'job safety' analysis.
- Recruitment of a new camp manager, Pam will be working part time until a new manager is hired and will stay on to support the induction of the new person.

Challenges:

- Heat pump installation has proven to be problematic, however the issues have now been resolved.
- Staff employment, this is a challenge finding the right people for the positions available.
- Board membership and continuity.

The camp continues to go from strength to strength, thanks to all the hard work of Pam and her team.

Open Meeting

To	Raglan Community Board
From	Dennis Amoore Raglan Community Board
Date	19 March 2021
Prepared by	Matt Horsfield Democracy Advisor
Chief Executive Approved	Y
DWS Document Set #	GOV0507
Report Title	Board Member's Report

1. EXECUTIVE SUMMARY

The Board Member's report is attached for the Board's information.

2. RECOMMENDATION

THAT the report from Mr Amoore be received.

3. ATTACHMENTS

Board Member's report – 19 March 2021

Places for People Update 19 March 2021

The present status of people for places project is as follows.

- The design for the two parklets has been finalised.
- Tenders were sent to three suppliers on the 19th March and close on the Tuesday 7th April
- Target date for contract award is week of 12th April
- Contract date for delivery and installation is 1st June
- Approval of parklet design has been secured from Waka Kotahi/NZTA and their recommendations considered.

The Bow street parklets will be constructed from modular interlocking parts that can be moved and rearranged in different locations and layouts, the initial locations for the trial period will be next to the existing raised crossings on Bow St, one in the vicinity of Ali's Turkish Kebabs and the second near Trade Aid. During the trial period which will run through to the end of March 2022, we will be seeking further feedback from the community, businesses and visitors as they enjoy and experience utilising these new public spaces. We are presently talking to Waikato University to develop feedback questionnaire's. Potentially three groups to consider, retailers, local residents, visitors.

As part of the project, we are looking at some road art to highlight the existing busy crossing of Wainui Road from The Shack to Wyld.

The design for this is being discussed with Waka Kotahi and WDC. Some safety concerns have been raised by WDC which are being considered and discussed.

In conjunction with the Places for People project and as a result of our monitoring and feedback from the community, Waikato District Council is looking at a complementary project to improve the congestion and safety at the intersection of Bow St & Wainui Rd. This will involve moving the giveaway line forward on Wainui Road so cars don't stop in the middle of the crossing, and trialling a paint-only roundabout at the intersection of Bow St & Wainui Rd. This will be painted on the road surface allowing trucks and other large vehicles to simply drive over it. There will also be give way lines added to Bow street in both directions. The aim of this trial is to alleviate the traffic congestion and create a more free flowing intersection where it becomes clear who gives way to who.

Wharf Update

Present status is as follows by components.

Health & Safety

Risk assessment recommendations has been shared between Council business-as-usual work and tasks that will be included within the scope of the project.

The project will take on the larger one-off pieces of work - for example handrails, lighting, and traffic management. These works are being included as part of the West Walkway package of works. Others works will be completed by WDC as normal maintenance.

Wharf Sub Structure

A detailed wharf inspection was carried out earlier in February to establish a baseline of what parts of the structure are good and what is not so good. This report is expected in the next couple of weeks.

This is progressing as a project separate to the PGF funding. The wharf project we will be concerned with urgent work should it be identified.

Note that the precautionary weight limit of five tonne on the structure remains in place. To assist with managing the weight limit, a lockable bollard has been placed at the entrance to the service lane.

Pontoon

Procurement documentation for the is complete and tender documents are planned to be issued to three suppliers week 22nd March 2021. This is a design build tender. The walkway to pontoon bridge has been included in the West Walkway component. This is because the design and construction of the walkways are expected to be similar.

West Walkway

The procurement document for this project which now includes walkway to pontoon bridge and the Health and Safety upgrades is being prepared at present. It is expected that design tender will be issued first half of April.

Whaingaroa Infrastructure Study

The team has had meeting with Beca to discuss the scope of this work and Beca have been contracted by WDC to prepare a scope document for this study. Once PCG has approved the scope brief it we will circulated and we will invite interested parties to partake in the study and finalise the facilitator. Note several local groups have already registered interest.