

Agenda for a meeting of the Tuakau Community Board to be held at the Main Hall, Tuakau Memorial Hall, George Street, Tuakau on **TUESDAY, 28 MARCH 2023** commencing at **6.00pm**.

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

**1. APOLOGIES AND LEAVE OF ABSENCE**

**2. CONFIRMATION OF STATUS OF AGENDA**

**3. DISCLOSURES OF INTEREST**

The register of interests is no longer included on agendas; however, members still have a duty to disclose any interests under this item.

**4. CONFIRMATION OF MINUTES**

Meeting held on Monday, 27 February 2023

2

**5. PUBLIC FORUM**

**6. REPORTS**

7.1	Works, Actions & Issues Report	11
7.2	Discretionary Fund (DF) Report	18
7.3	Appointment of Funding Representative	20
7.4	Waikato District Council Executive Update	Verbal
7.5	Chairperson's Report	Verbal
7.6	Councillors' Report	Verbal
7.7	Community Board Members' Report	Verbal

GJ Ion  
**CHIEF EXECUTIVE**

<b>To</b>	<b>Tuakau Community Board</b>
<b>Report title</b>	<b>Confirmation of Minutes</b>
Date:	28 March 2023
Report Author:	Grace Shaw, Democracy Advisor
Authorised by:	Gaylene Kanawa, Democracy Manager

### **1. Purpose of the report**

#### **Te Take moo te puurongo**

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To confirm the minutes for a meeting of the Tuakau Community Board held on Monday, 27 February 2023.

### **2. Staff recommendations**

#### **Tuutohu-aa-kaimahi**

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**THAT the minutes for a meeting of the Tuakau Community Board held on Monday, 27 February 2023 be confirmed as a true and correct record.**

### **3. Attachments**

#### **Ngaa taapirihanga**

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Attachment 1 – TUCB Meeting Minutes, Monday, 27 February 2023.

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**MINUTES** for a meeting of the Tuakau Community Board held in the Memorial Hall, George Street, Tuakau on **MONDAY, 27 FEBRUARY 2023** commencing at **6.00pm**.

**Present:**

Mrs G Tema-Liapaneke (Chairperson)  
Cr V Reeve (Deputy Chairperson)  
Mr D Henderson  
Cr P Matatahi-Poutapahi – *arrived at 6.26pm*  
Mr C Morgan  
Mr F Semau  
Ms A Frame  
Mrs S Henderson

**Attending:**

Mr T Whittaker (Chief Operating Officer)  
Ms K Rhind (Senior Community Engagement Advisor)  
Mr J Marconi (Community-Led Development Advisor)  
Ms G Shaw (Democracy Advisor)

**Guests**

Her Worship the Mayor, Mrs JA Church  
Cr K Ngataki

Twenty-three (23) members of the public were in attendance.

**SWEARING IN OF NEW COMMUNITY BOARD MEMBERS**

Her Worship the Mayor swore in Mr Carl Morgan, Mr Fili Semau, Ms Adrienne Frame and Ms Stephanie Henderson as new members of the Tuakau Community Board, elected to the board via the Tuakau by-election on 17 February 2023.

**APOLOGIES AND LEAVE OF ABSENCE**

**Resolved: (Cr Reeve/Ms Henderson)**

**THAT the apology from Cr Matatahi-Poutapahi for lateness be received.**

**CARRIED**

**TUCB2302/01**

## **CONFIRMATION OF STATUS OF AGENDA ITEMS**

**Resolved: (Mr Henderson/Ms Frame)**

**THAT:**

- a. the agenda for the meeting of the Tuakau Community Board held on Monday, 27 February 2023 be confirmed, with all items therein being considered in open meeting; and
- b. all reports be received.

**CARRIED**

**TUCB2302/02**

## **DISCLOSURES OF INTEREST**

There were no disclosures of interest.

## **CONFIRMATION OF MINUTES**

**Resolved: (Cr Reeve/Mr Henderson)**

**THAT the minutes for a meeting of the Tuakau Community Board held on Monday, 14 November 2022 be confirmed as a true and correct record.**

**CARRIED**

**TUCB2302/03**

## **PUBLIC FORUM**

- Cr Ngataki discussed civil defence preparedness of the Tuakau community, highlighting the increasing urgency for work to progress in this area.
- Cr Ngataki requested the Tuakau Community Board carvings be added back onto the Works, Issues and Actions report for progress updates (she had been working on the project in the previous triennium).

**ACTION:** Tuakau Community Board carvings project to be added back onto the Tuakau Works, Issues and Actions report for future progress updates.

- The Tuakau Community Patrol Group provided a general update and thanked Council for its work with local communities following recent weather events.
- The Tuakau Community Patrol Group sought the Community Board's feedback and support, noting it would submit a future Discretionary Fund application.
- The Tuakau Youth Centre made general enquiries regarding lawn mowing, drainage in the skatepark bowl and paint work around Tuakau. The group was advised to submit service requests regarding projects/points it had raised to ensure Council staff could urgently address concerns.

## **REPORTS**

### Works, Actions & Issues Report

#### Agenda Item 7.1

The report was received [*TUCB2302/02 refers*] and the following discussion was held:

- *George St/Buckland Road corner* – this is still considered to be a real safety concern with reported accidents at this intersection.

The Community Board felt this project required further attention.

- *Tuakau Youth Centre Building* – staff were investigating options to expand the building, however in the process, realised the Youth Group had identified several areas it required funding assistance for, and an expanded building was only one part of the puzzle. The Funding Team decided to formulate a funding strategy to address the full scope of the Youth Group's requirements. and would provide further updates as the project progresses.
- *Rubbish in the Tuakau CBD* – there is currently no funding available for the replacement of bins, however if funds become available category 3 and 4 bins would be the priority. Bin replacement/refurbishment will be added to the next LTP.
- *Tuakau Domain Toilets* – An asset assessment is currently being undertaken to see if the existing building could be made fit for purpose. These toilets have been identified as a priority and were added to the current project scope for further investigation. The investigation would also include a possible new build and an option of the existing structure being converted into changing rooms.
- *Lightbody Reserve Carpark* – Cr Reeve will connect with relevant staff to discuss the project, scope and Works and Issues report updates.

**ACTION:** Cr Reeve to connect with relevant staff regarding the Lightbody Reserve Carpark – e.g. scope, updates.

### Community Board Executive Council Representative Vote

#### Agenda Item 7.2

The report was received [*TUCB2302/02 refers*] and the following discussion was held:

- The majority (five) of Board members voted for Carolyn Hall as the Zone 2 Representative for the Community Board Executive Council.

**Resolved: (Mr Henderson/Mr Semau)**

**THAT the Tuakau Community Board agrees to vote for Carolyn Hall as the Zone 2 Representative for the Community Board Executive Council.**

**CARRIED**

**TUCB2302/04**

Discretionary Fund Report  
Agenda Item 7.3

The report was received [TUCB2302/02 refers] and the following discussion was held:

- Board requested that the 2019-2022 Belgravia commitment be removed from the Discretionary Fund report.
- Board requested that the March 2020 Belgravia commitment be removed from the Discretionary Fund report.
- Cr Reeve would follow up around the 2022 'Ms Hillary Barry donation' commitment.
- The Board agreed to commit \$900 to the Tuakau ANZAC Day parade this year, as opposed to \$400 committed in previous years, to reflect inflation/cost of living increases.

**ACTION:** Staff to remove the 2019-2022 Belgravia commitment and the March 2020 Belgravia commitment from the Discretionary Fund report.

**ACTION:** Cr Reeve to follow up around the 2022 Ms Hillary Barry online donation /Discretionary Fund commitment.

**Resolved: (Mr Morgan/Cr Matatahi-Poutapahi)**

**THAT the Tuakau Community Board commits \$900 from its Discretionary Fund towards costs associated with the 2023 Tuakau ANZAC Day Parade.**

**AND THAT the prior year commitments to Belgravia for the pool subsidy be returned to the discretionary fund.**

**CARRIED**

**TUCB2302/05**

Proposal for the Tuakau Centennial Swimming Pool Entry Fee Subsidy  
Agenda Item 7.4

The report was received [TUCB2302/02 refers] and the following discussion was held:

- In the previous three seasons (2019/20; 2020/21; and 2021/22) the OTCB subsidised pool entry, and there was a significant enough uptake from the community and increase in patronage to show that the funding was worthwhile.
- The agreement in principle from the meeting on 14 November 2022 was for the same arrangements to be made with Belgravia as for the 2021/22 season with a maximum cost to the TUCB of \$7,600.
- This was an estimate of the revenue that Belgravia would receive for the season. The Board would be charged this amount and then revenue generated from a \$1 entry fee for all patrons would be credited to the TUCB to offset this cost.

- Board members noted the swimming pools had been closed over much of the summer period. Discussion ensued regarding requirements for the system and processes around this agreement to be reviewed and strengthened, and to ensure it delivers on desired outcomes.
- Noted that the pools required cleaning for health and safety reasons (metal and leaves had reportedly collected at the base of the pool/s).

**ACTION:** Staff to review the Belgravia NZ/Tuakau Centennial Swimming Pool Entry Fee Subsidy scheme to ensure it is delivering the outcomes desired and the processes are robust.

- Board highlighted recent weather issues, and staff being unable to travel to work, which had affected the availability of the pool/s and subsidy scheme for the local community.

**Resolved: (Mr Semau/Ms Frame)**

**THAT the Tuakau Community Board:**

- retrospectively approves subsidised pool entry at the Tuakau Centennial Swimming Pool up to a maximum of \$7,600 for the 2022/23 season; and**
- retrospectively approves the agreement between the Tuakau Community Board and Belgravia Health and Leisure Group PTY Ltd trading as Franklin Pool and Leisure (the agreement); and**
- retrospectively approves a fee of \$1 per patron discount for entrance to the Tuakau Centennial Swimming Pool. This fee will be charged by the operators of the pool Belgravia Leisure NZ and returned to the Tuakau Community Board as outlined in the agreement; and**
- that the arrangement is reviewed prior to the next swimming season.**

**CARRIED**

**TUCB2302/06**

Proposed Road Names

Agenda Item 7.5

The report was received [*TUCB2302/02 refers*] and the following discussion was held:

- The report requested that the Tuakau Community Board approve the proposed road name for a subdivision at 164 Bollard Road, Tuakau. The developer preferred to utilise a name which was not on the pre-approved list (Allie). The other alternative names (Raupo and Linder) were from the approved list but are not preferred.
- Cr Ngataki noted there had been no Mana Whenua engagement given the Mana Whenua group Council had attempted to reach in the consultation process was the incorrect group.

- It was clarified that Mana Whenua within the Tuakau area are Ngaati Tiipa and also the neighbouring hapuu Ngaati Aamaru. These groups would need to be consulted with moving forward.

**ACTION:** Staff to consult with Ngaati Tiipa and the neighbouring hapuu Ngaati Aamaru in relation to future Tuakau Road Naming projects.

- Given the importance of making a decision on the night the Board agreed subject to an apology being made to the appropriate Mana Whenua. Staff agreed to this.

**ACTION:** Staff to contact with Ngaati Tiipa and Ngaati Aamaru to provide an explanation an apology for a lack of consultation around proposed road names for Subdivision 0111/21 and Subdivision 0155/22 at 164 Bollard Road, Tuakau.

- Noted there was an opportunity for Mana Whenua groups to develop a list of potential road names for developments in the area.

**ACTION:** Staff to consult with relevant Mana Whenua groups to develop a list of potential road names for developments in Tuakau.

**Resolved: (Cr Reeve/Ms Frame)**

**THAT the Tuakau Community Board approves the following proposed road name submitted by the developer for SUB 0021/22 and SUB 0155/22, 164 Bollard Road, Tuakau, on the condition that Council connects with appropriate Mana Whenua groups for future consultation.**

- **Option 1: Road 1 (Lot 101) –Allie Drive**

**CARRIED**

**TUCB2302/07**

Stephanie Henderson voted against the resolution.

WDC Executive Update  
Agenda Item 7.6

- The Chief Operating Officer spoke to Council's civil defence/emergency response efforts. Highlighted the emergency response had pulled resource from various teams, affecting business as usual. Noted this was challenging for Council as it still had the same pressures to deliver projects/tasks to deadlines.
- Recent weather events had inflicted damage across the district, resulting in requirements for significant roading costs and repair.
- Greater resourcing would be required in the recovery planning space.
- Noted the Government's reform agenda was still significant for Councils.



### Chairpersons report

#### Agenda Item 7.7

- Had been working on the ANZAC Day planning and sought to implement improvements based off feedback received in regard to the 2022 parade.

### Councillors' Reports

#### Agenda Item 7.8

Cr Reeve provided a verbal update, and the following matters were discussed:

- Many members of the public did not understand where they could or could not go for support/assistance during Cyclone Gabrielle. Highlighted the need to work as a community to identify areas/sites/groups we could work with in this space.

Cr Ngataki provided a verbal update, and the following matters were discussed:

- Progress had been made on the Buckland Road Playground. There would be two options presented to the Community Board prior to public consultation.
- Noted she had been managing the Community Board Facebook account but was happy for other members to assist/manage it.

Cr Matatahi-Poutapahu provided a verbal update, and the following matters were discussed:

- Some Mana Whenua engagement was happening throughout the district and would continue to progress over the next six (6) months.
- Noted there would need to be an established Maori Engagement Strategy in the next Long-Term Plan.
- Also highlighted the need for Mana Whenua feedback in upcoming water reform processes.

### Community Board Members' Report

#### Agenda Item 7.9

Community Board members provided a verbal update, and the following matters were discussed:

- Ms Frame was looking forward to working collaboratively with the Board and Council staff.
- Mr Morgan was also looking forward to his role on the Board and was pleased to note the diversity of on the Board.
- Mr Semau noted many in the community were struggling and sought to work with the Board to investigate how it could provide further assistance throughout the community.

- Mrs Henderson also noted her enthusiasm to work with fellow Board members on relevant community issues.

There being no further business the meeting was declared closed at 8.43pm.

Minutes approved and confirmed this                      day of                      2023.

G Tema-Liapanek  
**CHAIRPERSON**

Unconfirmed

<b>To</b>	<b>Tuakau Community Board</b>
<b>Report title</b>	<b>Works, Actions &amp; Issues Report: Status of Items March 2023</b>
Date:	28 March 2023
Report Author:	Karen Bredesen, EA to the General Manager Service Delivery
Authorised by:	Emma Edgar, Executive Manager, Communications & Engagement

## **1. Purpose of the report**

### **Te Take moo te puurongo**

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To update the Tuakau Community Board on actions and issues arising from the previous meeting and works underway in March 2023.

## **2. Staff recommendations**

### **Tuutohu-aa-kaimahi**

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**THAT the Tuakau Community Board receives the Tuakau Works, Actions & Issues Report: Status of Items for March 2023.**

## **3. Attachments**

### **Ngaa taapirihanga**

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Attachment 1 – Tuakau Projects-Issues-Activities and Actions March 2023 (Within report)

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## Tuakau Community Board Actions – March 2023

	<b>Actions</b>	<b>To Action</b>	<b>Update/Response</b>
1.	<p><b>George St/Buckland Road corner</b> This intersection is considered to need a safety solution as has experienced several accidents.</p>	Service Delivery, Attinder Singh	<p>March 2023: Improvement for the intersection is part of the LTP. The Roding team is currently reviewing the options given the space constraints. It is appreciated a roundabout is the preferred option, but a space/safety viability assessment is in progress.</p> <p>The timing of the assessment is not yet known given team flood damage priorities.</p>
2.	<p><b>Speed Bend on Jellicoe Avenue, Tuakau, to be installed.</b> Vehicles cut the corner on Jellicoe Ave on the bend at Village Place as they travel towards George St. This makes the intersection at Jellicoe and Village Place dangerous. Some safety intervention required.</p>	Service Delivery, Attinder Singh	<p>March 2023: The Safety Engineer is to review this site and will contact Cr Reeve when on site to clearly understand the Board's safety concerns.</p> <p>We expect to have the agreed design solution by the end of March and implementation as soon as the Alliance have completed their priority flood works. This will however be addressed this financial year by June 2023.</p>
3.	<p><b>Tuakau Youth Centre Building Project</b> Tuakau currently have a building to support youth activity. This project is about providing more capacity and or upgrade as the current facility is no longer fit for purpose (run down and not sufficient capacity).</p>	Community Growth – Economic Development Advisor, Jason Marconi	<p>March 2023: Several options have been explored to date.</p> <p>Following a meeting between DIA and CLD funding advisor, the next step is to create a plan which builds funding capability with the Youth Trust to attract additional funding. An update on timing will be provided at the meeting.</p>

	<b>Actions</b>	<b>To Action</b>	<b>Update/Response</b>
4.	<b>Rubbish in the Tuakau CBD</b> Existing rubbish bins in Tuakau require refurbishment.	Service Delivery, Roding, Grant Tregidga	March 2023 An audit of bins is now complete. It confirms several bins require replacement or refurbishment. At this point these works will be added to the next LTP as there is currently no funding available.
5.	<b>Upgrade to the Tuakau Domain Toilets</b>	Service Delivery, Mel Tarawhiti	March 2023: A Condition Assessment of the current Tuakau Domain toilets is being undertaken on Thursday 9 March 2023. Cushman & Wakefield completed a separate investigation of the current plumbing, water and wastewater condition of the shower and toilet areas. The findings will be available by Thursday 9 March to view.  These assessments will inform other optioneering which will be shared with the Community Board prior to agreeing the way forward. We will plan to get to this point by June 2023.

	<b>Actions</b>	<b>To Action</b>	<b>Update/Response</b>
6.	<p><b>Pool Admission Subsidy</b></p> <p>To confirm with Belgravia that other than the 22/23 summer swimming season, the Tuakau Community Board subsidy payments are up to date and hence the discretionary fund commitments for prior years can be removed.</p> <p>To review the arrangement with Belgravia to ensure outcomes are being met and process is robust.</p>	Service Delivery, Mel Tarawhiti	<p>March 2023:</p> <p>We have received written confirmation from the General Manager of Balgravia advising there are no outstanding subsidy payments from Tuakau Community Board. The Discretionary Fund commitments can be updated to reflect this.</p>
7.	<p><b>Emergency Hub</b></p> <p>Tuakau would like to formalise the identification of a hub to support community members who are displaced. This includes those who might need Tuakau as a location in the event their community is cut off. The Activate Church was used in the February storms driven by community.</p> <p>Community Board interested in being involved in a debrief of emergency response.</p>	Business Resilience, Anisha McPhee	<p>March 2023:</p> <p>The Emergency Management team is currently prioritising working with communities on community response plans, including community led centre arrangements. The team will contact the Board Chair by the end of March to arrange specific work on the Tuakau planning.</p>
8.	<p><b>Mana Whenua</b></p> <p>To review the list of Mana Whenua contacts for the Tuakau Community Board catchment to ensure they are up to date and accurate. This will support engagement on issues such as road naming.</p>	Iwi Liaison, Ngahina Armstrong-Nield	<p>March 2023:</p> <p>In progress. All Iwi contacts were emailed on 7 March to request updated details. We have requested replies by the 24 March. In the interim the closest Marae is the key engagement contact point. Maaori Ward Councillors are also supporting this.</p>

## **Community Projects Team – Project Update** (As at 7 March 2023)

### **Buckland Road Development Park – Concept Planning & Engagement**

The Projects team will attend and provide a brief presentation on progress on the park development.

#### **Carparks**

##### St Stephen's Carpark

Council recently met with adjacent business owners and received positive feedback on the concept design provided. The concept design will now progress through the detailed design phase.

##### West Street Carpark

Council recently met with adjacent business owners and received positive feedback on the concept designs provided. Some minor amendments will be made following consultation. These will be undertaken through the detailed design phase.

##### Lightbody reserve Carpark

WDA have re-established onsite after crews were required to assist with the clean-up from Cyclone Hale and Gabrielle.

The stormwater upgrade taking place in front of Aquatic Centre. The subsoil drainage, kerb and channel preparation works are underway in Carpark C (Western side of Escotts Road).



*Carpark construction adjacent to the Aquatic Centre*

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*West side of Escotts Road*

### **Harrisville Bridge Replacement** (intersection of Dominion Road, Tuakau)

The surveyor commissioned to survey the site has largely completed their work, with the information now being reviewed internally and by the specialist engineer (Te Miro Water Consultants) so that the stream catchment analysis can proceed.

Te Miro Water Consultants, have commenced analysis of the site and are working to provide guidance on the available options. This is an iterative process that will support future design with consideration of the site constraints.

The geotechnical desktop study that was commissioned is largely complete and has provided guidance on what further testing will be needed. Offers will now be sought to undertake the recommended testing to support ongoing design work.

### **Tuakau Aquatic Centre**

Work is continuing with the design for the building entranceway upgrade and will not be affected by the Lightbody Reserve carpark upgrade being undertaken by the Waikato District Alliance adjacent to the Aquatic Centre.

There are additional projects planned at the aquatic centre for the following year, including re-roofing, and changing rooms upgrades that will be incorporated into this project. The works are similar in nature and will be procured at the same time.

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**Tuakau Memorial Hall**

Cushman Wakefield has commenced the seismic strengthening works with the expected completion date of Tuesday 7 March 2023.

Roofing works are booked in a week later, dependent on the lead time to form the cap flashing (and is weather dependent).

The acoustic wall fabric has been assessed to be an acoustic device for the hall. If removed this will result in an acoustic reverberation. Marshall Day and GDC consultants have been engaged to provide an acoustic design to provide options. Their report is due at the end of March.

To avoid reworks, the flooring works will be delayed until a cost-effective acoustic solution is found.

Flooring contractors are ready to commence works when the site is ready.

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<b>To</b>	<b>Tuakau Community Board</b>
<b>Report title</b>	<b>Discretionary Fund Report to 23 March 2023</b>
Date:	28 March 2023
Report Author:	Jen Schimanski Support Accountant
Authorised by:	Tony Whittaker, Chief Operating Officer

## **1. Purpose of the report**

### **Te Take moo te puurongo**

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The purpose of this report is to update the Tuakau Community Board on the Discretionary Fund spend to date, commitments and balance as at 23 March 2023.

Please note the resolutions returned to the fund pool are OCT2003/03 \$3,550.00, OCTB2011/10 \$5,000.00 and OTCB2111/04 \$665.22, as requested in the minutes dated 27 February 2023.

To seek approval for an amendment to Resolution TUCB2203/04 to fully reimburse previous board member Bronwyn Watson for costs incurred in the 2022 Anzac Service for Tuakau. The resolution read:

*THAT the Onewhero-Tuakau Community Board approves the allocation from their Discretionary Fund for the amount of \$400 towards ANZAC Day catering/food.*

## **2. Staff recommendations**

### **Tuutohu-aa-kaimahi**

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**THAT the Tuakau Community Board:**

- a. receives the Discretionary Fund Report to 23 March 2023; and**
- b. approves an increase of \$36 to Resolution OTCB2203/04 to ensure Bronwyn Watson is fully reimbursed for the costs incurred with the 2022 Anzac Day service from the Tuakau Community Board Discretionary Fund.**

## **3. Attachments**

### **Ngaa taapirihanga**

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Attachment 1 – Discretionary Fund report to 23 March 2023

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**TUAKAU (URBAN) COMMUNITY BOARD DISCRETIONARY FUND REPORT 2022/23 (July 2022 - June 2023)**
**As at Date: 23-Mar-2023**

			<b>GL</b>	<b>1.215.1704</b>
<b>2022/23 Annual Plan 2022/23</b>				15,437.00
<b>2021/22 Carry forward</b>				41,651.90
<b>Total Funding</b>				<b>57,088.90</b>
<b>Income</b>				
<b>Total Income</b>				
				-
<b>Expenditure</b>				
				<i>excl GST</i>
05-Nov-22	Payment to Belgravia Leisure Ltd for the amount of \$6,334.78 (excluding GST) to subsidise the pool entry at the Tuakau Centennial Swimming Pool for the 2021-22 season	OTCB2111/04		6,334.78
14-Nov-22	Payment to the Tuakau Lions Club for the amount of \$2,300 (including GST) towards the cost of the 2022 Tuakau Christmas Parade	TUCB/PRWCB2211/08		2,300.00
24-Nov-22	Payment to the Tuakau Youth Centre for the amount of \$841.17 (including GST) towards the cost of music instruments and tutoring	TUCB/PRWCB2211/09		731.45
<b>Total Expenditure</b>				<b>9,366.23</b>
<b>Net Funding (Excluding commitments)</b>				<b>47,722.67</b>
<b>COMMITMENTS:</b>				
				<i>excl GST</i>
04-Jun-19	Tuakau Youth Centre building project	OTCB1906/04		3,000.00
22-Nov-21	Commitment for a donation for the amount of \$100.00 (excluding GST) commemorating the passing of Ms Hillary Barry to Breast Cancer Foundation by Mr Reeve online	OTCB2111/04		100.00
22-Nov-21	Commitment for the amount of \$2,000.00 (including GST) towards the cost of Christmas events in Tuakau	OTCB2111/04		1,739.13
04-Mar-22	Commitment from Onewhero-Tuakau Community Board Discretionary Fund for the amount of \$400.00 towards ANZAC Day catering/food	OTCB2203/04		347.83
14-Nov-22	Commitment to Belgravia for the amount of approximately \$7,600.00 (excluding GST) towards covering the costs of a swimming pool subsidy scheme for 2022/23 season	TUCB/PRWCB2211/10 TUCB2302/06		7,600.00
27-Feb-23	Commitment from the Tuakau Community Board Discretionary Fund for the amount of \$900.00 towards the costs associated with the 2023 Tuakau ANZAC Day Parade	TUCB2302/05		782.61
<b>Total Commitments</b>				<b>13,569.57</b>
<b>Net Funding Remaining (Including commitments)</b>				<b>34,153.10</b>

<b>To</b>	<b>Tuakau Community Board</b>
<b>Report title</b>	<b>Community Board and Community Committee Appointed Fund Representative</b>
Date:	28 March 2023
Report Author:	Community-Led Development Advisory Team
Authorised by:	Clive Morgan, General Manager Community Growth

## **1. Purpose of the report**

### **Te Take moo te puurongo**

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The purpose of the report is for the Community Board to decide on who the funding representative will be for the 2022-2025 triennium. The Community Board can either delegate this responsibility to its Chairperson, or it can opt to appoint a member of the Board to undertake this role.

#### **The role of the representative and the Board/Community Committee are as follows:**

- The Chair (funding representative) receives applications for funding.
  - The Chair (or funding representative) is to vet the application and if supported in principle, forward the application to Council's Democracy Team for the application to be placed on the Community Board/Committee Agenda under its discretionary fund report.
  - Board/Community Committee considers applications and decides on whether to fund or not fund.
  - The decision is recorded in the minutes.
  - The Chair (funding representative) sends out communication of approval/non approval to the applicant (including payment and accountability requirements).
  - Invoice from the applicant must be sent to Council's Democracy Team.
  - The Democracy Team attaches board resolution/codes and sends to Finance.
  - Finance looks after the applicant from that point.
  - Applicant sends accountability to the Board/Community Committee when complete.
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## 2. Executive summary

### Whakaraapopototanga matua

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Waikato District Council provides discretionary funding to assist community groups, non-commercial groups and voluntary organisations operating within the Council's rural wards, Community Boards and the Te Kauwhata and Meremere Community Committee areas.

An outline of the funding guidelines is set out in the attachment to this report.

## 3. Staff recommendations

### Tuutohu-aa-kaimahi

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#### **EITHER**

**THAT the Tuakau Community Board Chairperson be appointed to be the funding representative for the 2022-2025 triennium.**

#### **OR**

**THAT a Tuakau Community Board member be appointed to be the funding representative for the 2022-2025 triennium.**

## 4. Background

### Koorero whaimaarama

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The sentiment is about empowering Boards and Community Committees to manage their funding with support from the Democracy, Finance and Community-Led Development Teams.

## 5. Attachments

### Ngaa taapirihanga

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Attachment 1: Community Boards/Committees Funding Guidelines

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# DISCRETIONARY FUNDING GUIDELINES

## How to make a funding application

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Waikato District Council provides discretionary funding to assist community groups, non-commercial groups and voluntary organisations operating within the council's rural wards, community boards and the Te Kauwhata and Meremere Community Committees areas.

### Funding Mechanisms

1. Waikato District Council Community Boards / Community Committees
2. Waikato District Council Discretionary and Funding Committee

### Who can apply?

Any community group, non-commercial group or voluntary organisation can apply for a grant. Specific criteria for each fund are as follows:

1. Waikato District Council Community Boards and the Te Kauwhata and Meremere Community Committees  
 Community boards and the Te Kauwhata and Meremere Community Committees allocate grants for events and projects in their areas. Applicants must outline how their event or project will contribute to the community board area and wider community. The relevant community board or committee has responsibility for determining grant applications in their area.
2. Waikato District Council Discretionary & Funding Committee  
 The Discretionary & Funding Committee allocates grants from the Rural Ward Fund. Rural grants are available for events and projects in rural areas and areas that are not served by Community Boards or the Te Kauwhata and Meremere Community Committees. Applicants must outline how their event or project will contribute to the community Rural area and wider community. The Discretionary & Funding Committee has responsibility for determining grant applications in the Rural area.

### 3. Criteria for grants

Applications are required to meet the following criteria:

- a) Applications will be accepted from community groups, non-commercial groups and voluntary organisations. Applications from individuals will not be accepted.
- b) Applications will need to be made to the relevant community board or committee, or to Council's Discretionary & Funding Committee.

- c) Applications for Christmas parade/events will need to be made to the relevant community board or community committee.
- d) Applicants need to describe in their application why the event or project is important to the community and how the wider community will benefit by the event or project.
- e) Applicants can have in-kind contributions recognised in terms of the non-grant funding component provided they demonstrate good community engagement.
- f) Applications must detail how the monies sought will specifically be used and how the balance of the monies required for the event or project will be obtained.
- g) Capital expenditure items may be considered for grant applications.
- h) Applicants can make more than one application for a grant within a 12-month period provided that the grant being sought is for a different project or event and an accountability statement has been completed.
- i) Applications may be considered from schools where the Ministry of Education will not fully fund the project and the benefits are for the wider community.
- j) Grants will not be considered for events or projects that have already occurred / projects completed (i.e. no retrospective funding).
- k) Grants will not be given to oppose consent decisions, attend conferences or to contest legal cases.
- l) Applications from commercial entities will not be considered.
- m) All applications will need to provide the relevant template describing the event/project, budget and relevant quotes.
- n) The project or event must take place in the Waikato District Council area of jurisdiction.
- o) Council-owned property i.e. halls managed by hall committees and who receive a targeted rate are not eligible for funding.

### **Eligibility Criteria**

Applications are required to meet the following criteria:

- a) Applicants must be either a community groups, non-commercial groups and voluntary organisations
- b) Successful applicants must complete a project accountability report within 2 months of the completion of the project before being eligible for further funding. This is essential for auditing requirements.
- c) Applicants may be required to attend the community board / community committee and the Discretionary & Funding Committee to present their application.

### **Funding Rounds**

Applications to be presented to the boards/committee's chair or funding representative two weeks prior to the next scheduled meeting.

### **Presenting your application**

Applicants are advised in writing by the community board/committee of the outcome of the funding.