

Notice is hereby given that the Triennial meeting of the Onewhero-Tuakau Community Board, following the 2016 Local Body Elections, will be held in the Board Room, Tuakau Memorial Hall, George Street, Tuakau on **MONDAY 7 NOVEMBER 2016** commencing at **4.30pm**.

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.

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GJ Ion

CHIEF EXECUTIVE

Agenda 2016/OTCB/161107 OTCB OP



DECLARATION BY MEMBER

I,, declare that I will faithfully and impartially, and according to the best of my skill and judgement, execute and perform, in the best interest of the Waikato District, the powers, authorities and duties vested in or imposed upon me as a member of the Onewhero-Tuakau Community Board by virtue of the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, or any other Act.

Dated at Tuakau this day of 2016.

Signed in the presence of:

GJ ION
CHIEF EXECUTIVE

Open Meeting

To	Onewhero-Tuakau Community Board
From	Gavin Ion Chief Executive
Date	20 October 2016
Chief Executive Approved	Y
Reference/Doc Set #	1627602
Report Title	Statutory Requirements

1. EXECUTIVE SUMMARY

It is my statutory responsibility under the Local Government Act 2002 to explain some of the laws affecting Elected Members. This report summarises this legislation, which is explained in greater detail in the Elected Members Survival Kit, a copy of which will be provided to each Councillor.

2. RECOMMENDATION

THAT the report from the Chief Executive be received;

AND THAT the Community Board acknowledge the report as a general explanation of the statutory requirements under schedule 7 clause 21 of the Local Government Act 2002.

3. BACKGROUND

The Chief Executive is required to discuss various statutory matters at the first Council meeting of the term.

4. DISCUSSION

4.1 DISCUSSION

The following matters are drawn to the attention of Elected Members in accordance with the Local Government Act 2002 Schedule 7 Clause 21(5)(c).

Local Government Official Information and Meetings Act 1987

Access to Local Authority Information

All information held by local authorities must be made available to the public unless there is a good reason for withholding it. If a decision-maker is in two minds, then he or she should come down on the side of making the information available. Reasons for withholding information are stated in the above Act. The main reasons are the protection of privacy or interests of other parties, or where information should remain confidential to protect commercial interests.

Council has a duty to provide reasonable assistance to the requester but may charge for the information supplied. All responses by Council are reviewable by the Office of the Ombudsmen.

Personal information requests are dealt with under the Privacy Act 1993. Information about corporations and groups are still covered by the Local Government Official Information and Meetings Act 1987.

Under this legislation, any information provided in good faith and in accordance with the Council's duties does not give rise to legal remedies.

Local Authority Meetings

The Council must notify its meetings although failure to comply does not invalidate the meeting. Agendas and associated reports must be available for public inspection free of charge.

The Council may exclude the public from meetings in certain circumstances.

Minutes of the meetings may be inspected and copies requested by the public. The publication of defamatory matter contained in publicly available agendas or minutes is privileged, unless it can be proven that the publisher was predominantly motivated by ill will or took improper advantage of the occasion of publication. However, publication of material from public excluded parts of a meeting is not protected by qualified privileges. The same applies to oral statements.

Confidential information given to Elected Members by Council must remain confidential and must not be disclosed in public.

Local Authorities (Members' Interests) Act 1968

The Act has two main requirements:

Section 3(1) provides that no person may become, or continue as, a member of a local authority if payments made by the local authority for contracts it has made in which that person is concerned or interested, exceeds \$25,000 in any financial year, unless prior approval is obtained from the Auditor General's office, or the exceptions listed below apply.

Exceptions include:

- Any loan raised by Council
- Advertisements in newspapers
- Leases granted by Council
- Compensation under the Public Works Act 1987
- Supply of goods made during a state of civil defence emergency.

The above provisions also apply to:

- A member's spouse
- A company where the member owns 10% of issued capital.
- A company where a member or spouse is a managing director or general manager.

Section 6(1) provides that members must not vote or take part in the discussion of any matter before the local authority in which they have a pecuniary interest (other than one in common with the public) unless any of the exceptions set out in section 6(3) apply. Notably, section 6(3)(f) provides that the Auditor-General may decide, on written application to it, that the pecuniary interest of a member is too remote or insignificant and therefore unlikely to influence that member in voting or taking part in the discussion of the particular matter. Breach of section 6(1) constitutes an offence, and a conviction can result in severe penalties.

Spouse and company interests also apply (see section 3(1)), and members must declare pecuniary interests at meetings. A declaration and abstention from voting are recorded in the minutes.

Crimes Act 1961

It is my duty to bring to your attention sections 99, 105 and 105A of the Crimes Act 1961:

Section 99 – Interpretation. In this part of the Act, unless the context otherwise requires:

“Bribe” means any money, valuable consideration, office, or employment or any benefit, whether direct or indirect.

“Official” means any person in the service of Her Majesty in right of New Zealand (whether that service is honorary or not, and whether it is within or outside New Zealand), or any member or employee of any local authority or public body, or any person employed in the Education service within the meaning of the State Sector Act 1988.”

Section 105 Corruption and bribery of official

- (1) Every official is liable to imprisonment for a term not exceeding 7 years who, whether within New Zealand or elsewhere, corruptly accepts or obtains, or agrees or offers to accept or attempts to obtain, any bribe for himself or any other person in respect of any act done or omitted, or to be done or omitted, by him in his official capacity.

- (2) Every one is liable to imprisonment for a term not exceeding 7 years who corruptly gives or offers or agrees to give any bribe to any person with intent to influence any official in respect of any act or omission by him in his official capacity.

Section 105A. Corrupt use of official information

Every official is liable to imprisonment for a term not exceeding 7 years who, whether within New Zealand or elsewhere, corruptly uses [or discloses] any information, acquired by him in his official capacity, to obtain, directly or indirectly, an advantage or a pecuniary gain for himself or any other person.”

Secret Commissions Act 1910

This legislation brings to members’ attention that it is an offence to give or receive gifts, rewards, or other consideration during the course of conducting the affairs of Council.

“Consideration” as defined in the Act means:

“valuable consideration of any kind; and particularly includes discounts, commissions, rebates, bonuses, deductions, percentages, employment, payment of money (whether by way of loan, gift or otherwise howsoever) and forbearance to demand any money or valuable thing.”

This includes any gift or other consideration given or offered or agreed to be given to any parent, husband, wife, or child or any agent, or to his/her partner, clerk or servant.

Local Government Act 2002

The attention of members is drawn to sections 44, 45, 46 and 47 of the Local Government Act 2002, which relates to financial loss incurred by local authorities, as a result of unlawful expenditure of money, the unlawful sale of an asset, a liability having been unlawfully incurred, or intentional or negligent failure to collect money the local authority is lawfully entitled to receive. If the Auditor-General is satisfied that a loss has been incurred, the loss is recoverable as a debt due to the Crown from each member of the local authority jointly and severally.

Health and Safety in Work Act 2015

The Act came into force on 4 April 2016. It provides a significant change to the previous health and safety legislation and places more onerous obligations on organisations to keep their workers safe.

A key new term introduced by the Act is “PCBU” or “Person conducting a Business or Undertaking”, The PCBU, i.e. the Council, must ensure, so far as reasonably practicable, the health and safety of all workers who work for the PCBU, and must, so far as is reasonably practicable, provide and maintain a work environment that is without risk to health and safety. The duties of a PCBU also include the provision of information, training and supervision necessary to keep all persons safe, and to monitor the health of workers and conditions of the workplace for the purpose of preventing injury and illness.

Another significant change to the previous legislation is the specific duty placed on those holding governance, or senior management. These persons are “Officers” under the Act and are in a position to exercise significant influence in relation to the management of business. For the purposes of the Act, the Mayor, councillors and the Chief Executive are Officers. Officers have to keep up to date with health and safety matters, gain an understanding of the risks and hazards association with Council business, ensure that the PCBU has and uses appropriate resources to eliminate and minimise risks, and ensure that the PCBU has and implements processes for complying with duties under the Act.

Under the Act, employers have to involve employees in the development of health and safety policies and provide a significant voice for employees in health and safety matters. Council has dedicated health and safety representation among staff.

Penalties for failing to comply with the requirements of the Act are considerable and range from high fines to imprisonment.

Financial Markets Conduct Act 2013

This Act governs how financial products are created, promoted and sold, and the ongoing responsibilities of those who offer and trade them. It also regulates the provision of some financial services.

The Act control offers of financial products (debt, equity, managed investments products). and is likely to affect Council should it choose to go direct to the market with an offer of its own debt securities, such as bonds. Furthermore, the Act sets out the disclosure requirements for offers of financial products.

The Act also provides for fair dealing in relation to financial products and prohibits misleading or deceptive conduct and false, misleading or unsubstantiated representations. Elected members are in a similar position as company directors, i.e. they could be personally liable for misleading statements.

Note: The above Act has repealed the Securities Act 1978.

Legal Disputes – Insurance Arrangements

Council is insured for material damage, public and statutory liability and in respect of professional negligence claims. The insurance policy does not cover judicial review proceedings or claims in contract.

If Council has a legal dispute or potential legal dispute with a ratepayer, members must ensure that they do not become involved in the dispute, or act other than in the best interests of Council. Otherwise, Council’s position could be compromised, with the result that insurance cover is not available.

Bylaws

Over the past few years the Council has been working to rationalise the number of bylaws. The list of current bylaws is as follows:

- WDC Speed Limits Bylaw 2011 and Amendments to Schedules
- WDC Livestock Movement Bylaw 2011
- WDC Fires in the Open Air Bylaw 2012
- WDC Water Supply Bylaw 2014
- WDC Dog Control Bylaw 2015
- WDC Keeping of Animals Bylaw 2015
- WDC Cemeteries Bylaw 2016
- WDC Public Places Bylaw 2016
- WDC Reserves and Beaches Bylaw 2016
- WDC Trade Waste and Wastewater Bylaw 2016
- WDC Freedom Camping Bylaw 2016
- WDC Trading in Public Places Bylaw 2008 and FDC Trading in Public Places Bylaw 2008
- WDC Public Places Liquor Control Bylaw 2009 and FDC Liquor Control Bylaw 2008
- FDC Food Hygiene Bylaw 2010
- FDC Brothel Bylaw 2010
- FDC Waste Bylaw 2009.

5. CONSIDERATION

5.1 FINANCIAL

Contract values can be important in this context.

5.2 LEGAL

This report covers key legislation which elected members need to be aware of.

5.3 STRATEGY, PLANS, POLICY AND PARTNERSHIP ALIGNMENT

This matter is not considered significant.

5.4 ASSESSMENT OF SIGNIFICANCE AND ENGAGEMENT POLICY AND OF EXTERNAL STAKEHOLDERS

(Ascertain if the Significance & Engagement Policy is triggered or not and specify the level/s of engagement that will be required as per the table below (refer to the Policy for more detail and an explanation of each level of engagement):

Highest levels of engagement	Inform <input checked="" type="checkbox"/>	Consult <input type="checkbox"/>	Involve <input type="checkbox"/>	Collaborate <input type="checkbox"/>	Empower <input type="checkbox"/>
<i>Tick the appropriate box/boxes and specify what it involves by providing a brief explanation of the tools which will be used to engage (refer to the project engagement plan if applicable).</i>	This report is for information only.				

State below which external stakeholders have been or will be engaged with:

Planned	In Progress	Complete	
	✓		Internal
	✓		Community Boards/Community Committees
			Waikato-Tainui/Local iwi
			Households
			Business
			Other Please Specify

Comment: This report is about raising awareness of elected members about legislative requirements.

6. CONCLUSION

There are a number of various legislative matters that Elected Members need to understand and be informed about.

7. ATTACHMENTS

Nil.

Open Meeting

To	Onewhero-Tuakau Community Board
From	Gavin Ion Chief Executive
Date	26 October 2016
Chief Executive Approved	Y
Reference/Doc Set #	1628022
Report Title	Standing Orders for Meetings of Local Authorities and Community Boards

1. EXECUTIVE SUMMARY

Council and Community Boards have been operating under the Model Standing Orders for Meetings of Local Authorities and Community Boards (NZS 9202:2003) including Amendment No. 1.

Last year, Local Government New Zealand, together with a representative group of officials and elected members commenced work on reviewing the existing Standing Orders with a view to replacing them with updated Standing Orders. A draft was sent to all local authorities, with a request to provide comments. The new Standing Orders have now become available and councillors and community board members have been provided with a copy. It is important that members familiarise themselves with the rules.

It is recommended that the Onewhero-Tuakau Community Board adopt and operate under the new “Waikato District Council Standing Orders (Community Boards)”.

2. RECOMMENDATION

THAT the report from the Chief Executive be received;

AND THAT the Onewhero-Tuakau Community Board cease conducting its meetings under the NZ Model Standing Orders NZS 9202:2003 incorporating Amendment No. 1;

AND FURTHER THAT the Onewhero-Tuakau Community Board adopt the new Waikato District Council Standing Orders (Community Boards) and conduct its meetings using those Standing Orders.

3. BACKGROUND

Community Boards must adopt standing orders at their inaugural meeting as a requirement of the Local Government Act 2002 (“LGA”). Standing orders apply to full Council meetings and committee meetings, and to community board meetings. They provide the basis for the orderly conduct of meetings and contain rules defining the rights of Chairs and members to

address meetings. Community Boards may amend or suspend any part of their Standing Orders if 75% of the members present vote in support.

Council has been operating under Model Standing Orders Version 2003, incorporating Amendment No. 1. A project team led by Local Government New Zealand has reviewed those Standing Orders and produced an up to date version, incorporating feedback received from local authorities.

4. DISCUSSION AND ANALYSIS OF OPTIONS

The new Standing Orders are easier to read and are organised in a more logical manner than the Model Standing Orders. They contain enhanced powers of a chairperson and there are three options for motions and amendments.

4.1 Discussion

4.1.1 The key points regarding Standing Orders are as follows:

- The Chairperson has a casting vote. Convention suggests that the Chairperson should vote for the status quo but this is not mandatory.
- For key positions, Community Boards have a process of one round of voting with the matter being resolved by lot if two or more candidates are tied at the end of the voting round.
- Wherever possible meetings should be open and transparent.
- A quorum is defined as:
 - (a) Community Boards – half of the elected representatives, where the number of members is even, and a majority of the members present, where the number of members is odd.
 - (b) Committee meetings – not fewer than two members.
- Notification of Meetings - Standing Orders specify that appropriate notice should be given of meetings to be held. Generally this would be 14 days unless a schedule of meetings has been agreed.
- Minutes are to be kept of official meetings.
- Council may delegate any of its functions to a Committee or Sub-Committee or Community Board except
 - a) The power to make a rate.
 - b) The power to make a bylaw.
 - c) The power to borrow money or purchase or dispose of assets.
 - d) The power to adopt an LTP, Annual Plan or Annual Report.
 - e) The power to appoint a Chief Executive.
 - f) The power to adopt policies required by the LTP or developed for the purpose of the local governance statement.
 - g) *repealed*
 - h) The power to adopt a remuneration and employment policy.

4.1.2 Voting System for certain appointments – standing order 5.2

When electing a Chairperson or Deputy Chairperson the Community Board must resolve to use one of the following two voting systems:

- Voting system A or
- Voting system B

System A requires that a person is elected or appointed if he or she receives the votes of a majority of the members of the local authority or committee present and voting. This system has the following characteristics:

- (a) There is a first round of voting for all candidates;
- (b) If no candidate is successful in that round there is a second round of voting from which the candidate with the fewest votes in the first round is excluded; and
- (c) If no candidate is successful in the second round there is a third, and if necessary subsequent, round of voting from which, each time, the candidate with the fewest votes in the previous round is excluded.
- (d) In any round of voting, if 2 or more candidates tie for the lowest number of votes, the person excluded from the next round is resolved by lot.

System B requires that a person is elected or appointed if he or she receives more votes than any other candidate. This system has the following characteristics:

- (a) There is only 1 round of voting; and
- (b) If 2 or more candidates tie for the most votes, the tie is resolved by lot.

[cl.25, Schedule 7, LGA]

4.1.3 Options for speaking and moving - Standing Order 21.1

This provision provides three options (A to C) for speaking and moving motions and amendments at a meeting of a local authority, its committees and subcommittees, and any Community Board. Options A to C are described in standing orders 21.2 to 21.4

Option A applies unless, on the recommendation of the chairperson at the beginning of a meeting, the meeting resolves (by simple majority) to adopt either Option B or Option C for the meeting generally, or for any specified items on the agenda.

4.2 Options

A Community Board is required to conduct its meetings in accordance with the Standing Orders that it has adopted.

It is appropriate that Community Boards operate under the most up-to-date Standing Orders and adopt the new Standing Orders which have been prepared by officials and members of local authorities, under the umbrella of Local Government New Zealand.

5. CONSIDERATION

5.1 FINANCIAL

Nil.

5.2 LEGAL

The Local Government Act 2002 requires Council to adopt a set of Standing Orders (schedule 7, clause 27).

5.3 STRATEGY, PLANS, POLICY AND PARTNERSHIP ALIGNMENT

The Standing Orders should reflect the intent of Community Boards. They should provide the appropriate level of formality and facilitate good decision making.

5.4 ASSESSMENT OF SIGNIFICANCE AND ENGAGEMENT POLICY AND OF EXTERNAL STAKEHOLDERS

The above policy has no bearing on Standing Orders.

State below which external stakeholders have been or will be engaged with:

Planned	In Progress	Complete	
	✓		Internal
	✓		Community Boards/Community Committees
			Waikato-Tainui/Local iwi
			Households
			Business
			Other Please Specify

Comment: Community Boards operate under a set of Standing Orders. If there is good alignment, the Standing Orders will facilitate a positive meeting environment.

6. CONCLUSION

Community Boards are required to use Standing Orders to conduct their meetings. This report is for the Onewhero-Tuakau Community Board to confirm that the new Waikato District Council Standing Orders (Community Boards) apply to the conduct of all its meetings.

Open Meeting

To	Onewhero-Tuakau Community Board
From	Gavin Ion Chief Executive
Date	25 October 2016
Chief Executive Approved	Y
Reference/Doc Set #	1627562
Report Title	Appointment of Chairperson and Deputy Chairperson

1. EXECUTIVE SUMMARY

At the triennial meeting the Community Board is required to appoint a Chairperson and a Deputy Chairperson.

2. RECOMMENDATION

THAT the report from the Chief Executive be received;

If needed:

AND THAT the Community board resolves to use system B for the election of Chairperson/Deputy Chairperson;

AND FURTHER THAT is appointed Chairperson of the Onewhero-Tuakau Community Board;

AND FURTHER THAT is appointed Deputy Chairperson of the Onewhero-Tuakau Community Board.

3. BACKGROUND

Schedule 7 of the Local Government Act 2002 identifies the need for the appointment of a Chairperson and Deputy Chairperson for each Community Board.

4. DISCUSSION AND ANALYSIS OF OPTIONS

4.1 DISCUSSION

The Local Government Act 2002 requires that a Chairperson and Deputy Chairperson is appointed at the triennial meeting. The members need to decide on nominations for these

positions. In the event there is more than one nomination then the Chief Executive will conduct an election in accordance with the Local Government Act 2002.

I also wish to point out that all members of the Community Board are eligible for election as Chairperson and Deputy Chairperson - it does not matter whether the person was elected or appointed by Council.

4.2 OPTIONS

Members must decide on whom to elect to the two positions. This must be conducted by way of election and resolution of the Community Board.

A contested election must be conducted in accordance with schedule 7 clause 25 of the Local Government Act 2002.

There are two options specified in clause 25:

System A

The candidate will be elected or appointed if he or she receives the votes of a majority of the members of the local authority or committee present and voting. This system has the following characteristics:

- (a) there is a first round of voting for all candidates;
- (b) if no candidate is successful in that round, there is a second round of voting from which the candidate with the fewest votes in the first round is excluded; and
- (c) if no candidate is successful in the second round, there is a third, and if necessary subsequent rounds, of voting from which, each time, the candidate with the fewest votes in the previous round is excluded.

In any round of voting, if two or more candidates tie for the lowest number of votes, the person excluded from the next round is resolved by lot.

System B

The candidate will be elected or appointed if he or she receives more votes than any other candidate. This system has the following characteristics:

- (a) there is only one round of voting; and
- (b) if two or more candidates tie for the most votes, the tie is resolved by lot.

cl.25, Schedule 7, LGA

System B is the recommended approach as it is simple and transparent.

5. CONSIDERATION

5.1 FINANCIAL

Nil.

5.2 LEGAL

The Local Government Act 2002 requires the Community Board to appoint a Chairperson and Deputy Chairperson. The conduct of a contested election should be in accordance with schedule 7 clause 25 of the Local Government Act.

5.3 STRATEGY, PLANS, POLICY AND PARTNERSHIP ALIGNMENT

This report is about the appointment of Chair and Deputy Chair which will be determined at the meeting.

5.4 ASSESSMENT OF SIGNIFICANCE AND ENGAGEMENT POLICY AND OF EXTERNAL STAKEHOLDERS

(Ascertain if the Significance & Engagement Policy is triggered or not and specify the level/s of engagement that will be required as per the table below (refer to the Policy for more detail and an explanation of each level of engagement):

Highest levels of engagement	Inform	Consult	Involve	Collaborate	Empower
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Tick the appropriate box/boxes and specify what it involves by providing a brief explanation of the tools which will be used to engage (refer to the project engagement plan if applicable).</i>	The Community Board must agree on a Chairperson and Deputy Chairperson at this meeting in order to ensure the appropriate governance structure is in place.				

State below which external stakeholders have been or will be engaged with:

Planned	In Progress	Complete	
	✓		Internal
	✓		Community Boards/Community Committees
			Waikato-Tainui/Local iwi
			Households
			Business
			Other Please Specify

Comment: This meeting is an opportunity to determine the views of the Board around the appropriate people to fill the role of Chairperson and Deputy Chairperson.

The matter needs to be determined by resolution of the members. Clearly, all members are affected by this decision.

6. CONCLUSION

This report fills a procedural requirement around the appoint of a Chairperson and Deputy Chairperson to oversee the conduct of meetings.

7. ATTACHMENTS

Nil.

Open Meeting

To	Onewhero-Tuakau Community Board
From	Gavin Ion Chief Executive
Date	26 October 2016
Chief Executive Approved	Y
Reference/Doc Set #	1627588
Report Title	Date and Time of Meetings

1. EXECUTIVE SUMMARY

The Community Board needs to agree on a schedule of meetings at its inaugural meeting. As there have been no identified problems with the meeting schedule the status quo is being proposed subject to the suggestion that the Community Board does not meet in January, April, July and October.

2. RECOMMENDATION

THAT the report from the Chief Executive be received;

AND THAT the Onewhero-Tuakau Community Board holds its meetings on the first Monday of each month commencing at 4.30pm;

AND FURTHER THAT it is suggested no meeting is held in the months of January, April, July and October in line with Council practice.

3. BACKGROUND

Schedule 7, clause 21 of the Local Government Act 2002 requires that a schedule of meetings should be adopted at the first meeting after the triennial elections.

4. DISCUSSION AND ANALYSIS OF OPTIONS

4.1 DISCUSSION

The Council meeting calendar is being drafted at present for adoption on 27 October 2016.

In order to be fair to all parties (public, Council, staff and members of the Committee) it is suggested that the existing practice of meeting on the first Monday of the month continues.

During the last term, Council trialled a meeting schedule that incorporates four months in which meetings are not held. This enables staff to make progress on issues raised without having to worry about writing numerous reports.

The system has functioned well under the proviso that meetings can be organised if needed. In the months when meetings are not scheduled, the Community Board might choose to hold workshops to discuss topics in depth. These are less formal and can be a productive way to assess individual issues.

4.2 OPTIONS

Members should be aware that the Council calendar is very full and it is difficult to suggest constructive alternatives to the status quo. It is also noted that the status quo works well, so there is no real need to change it.

It is noted that during the last Council term, the Community Board elected to hold some meetings in other venues (outside of Tuakau) such as Port Waikato, Glen Murray and Waikeratu. The Community Board may still wish to consider this approach albeit that experience suggests that when there are designated funding rounds (March, May, August and November) it is best if those meetings are held in Tuakau.

The Community Board could also review the timing of the meetings if warranted.

5. CONSIDERATION

5.1 FINANCIAL

Nil.

5.2 LEGAL

The Community Board is required to adopt a schedule of dates for its ordinary meetings in order to comply with the requirements of schedule 7 clause 21 of the Local Government Act 2002.

5.3 STRATEGY, PLANS, POLICY AND PARTNERSHIP ALIGNMENT

The proposed time and date for the meetings fits in with the rest of the Council calendar.

5.4 ASSESSMENT OF SIGNIFICANCE AND ENGAGEMENT POLICY AND OF EXTERNAL STAKEHOLDERS

(Ascertain if the Significance & Engagement Policy is triggered or not and specify the level/s of engagement that will be required as per the table below (refer to the Policy for more detail and an explanation of each level of engagement):

Highest levels of engagement	Inform	Consult	Involve	Collaborate	Empower
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Tick the appropriate box/boxes and specify</i>	The Board needs to agree a meeting timetable which suits its needs.				

<i>what it involves by providing a brief explanation of the tools which will be used to engage (refer to the project engagement plan if applicable).</i>	
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State below which external stakeholders have been or will be engaged with:

Planned	In Progress	Complete	
	✓		Internal
	✓		Community Boards/Community Committees
			Waikato-Tainui/Local iwi
			Households
			Business
			Other Please Specify

Comment: The Board will decide this matter as part of the meeting.

6. CONCLUSION

A meeting schedule for forthcoming meetings is required by the Local Government Act. The status quo of the meeting at 7.30pm on the second Thursday of the month is suggested.

7. ATTACHMENTS

Nil.

Open Meeting

To	Onewhero-Tuakau Community Board
From	Gavin Ion Chief Executive
Date	25 October 2016
Chief Executive Approved	Y
Reference/Doc Set #	1627592
Report Title	Community Board Charter

1. EXECUTIVE SUMMARY

This report draws attention to the Community Board Charter that was put in place a number of years ago. This is an opportunity for the new Board to review the Charter.

2. RECOMMENDATION

THAT the report from the Chief Executive be received;

AND THAT the Onewhero-Tuakau Community Board confirms the Community Board Charter as attached.

3. BACKGROUND

Council, in conjunction with the various Community Boards/Committees, put in place Charters a number of years ago that effectively provides terms of reference.

4. DISCUSSION AND ANALYSIS OF OPTIONS

4.1 DISCUSSION

Schedule 7 clause 32 of the Local Government Act 2002 requires Council to reconfirm the delegation to the Community Boards/Committees. This is scheduled to happen on 1 November 2016.

4.2 OPTIONS

This report is for the Board to confirm a Charter which will be submitted to Council for adoption on 1 November so that the Community Board have terms of reference.

5. CONSIDERATION

5.1 FINANCIAL

Nil.

5.2 LEGAL

Schedule 7 clause 32 of the Local Government Act 2002 required Council to reconfirm the role of Community Boards/Committees.

5.3 STRATEGY, PLANS, POLICY AND PARTNERSHIP ALIGNMENT

Council has put in place Community Board Charters, which outline the general rules governing the operation of Community Boards.

5.4 ASSESSMENT OF SIGNIFICANCE AND ENGAGEMENT POLICY AND OF EXTERNAL STAKEHOLDERS

(Ascertain if the Significance & Engagement Policy is triggered or not and specify the level/s of engagement that will be required as per the table below (refer to the Policy for more detail and an explanation of each level of engagement):

Highest levels of engagement	Inform	Consult	Involve	Collaborate	Empower
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Tick the appropriate box/boxes and specify what it involves by providing a brief explanation of the tools which will be used to engage (refer to the project engagement plan if applicable).</i>	<p>The Chief Executive will discuss this matter at the meeting.</p> <p>The Charter provides clear guidance on how the Community Boards/Committees will operate and what their responsibilities will be. The Charter should assist with progress in relation to Community Outcomes.</p> <p>The link to the four well-beings is indirect. It is related to creating an environment in which the four well-beings can be considered.</p> <p>The Charter does not specifically single out any particular group or nationality.</p>				

State below which external stakeholders have been or will be engaged with:

Planned	In Progress	Complete	
			Internal
✓			Community Boards/Community Committees
			Waikato-Tainui/Local iwi
			Households
			Business
			Other Please Specify

Comment: This matter will be discussed at the first meeting of each Community Board and the four identified Community Committees.

6. CONCLUSION

The terms of reference (by way of a charter) need to be determined by Council in terms of delegations to each Community Board and applicable Community Committees.

7. ATTACHMENTS

Community Board Charter

COMMUNITY BOARD CHARTER

The Waikato District Council has adopted the Community Board Charter as shown below:

COMMUNITY BOARD CHARTER

I Purpose

The _____ Community Board (the Community Board) is set up by the Waikato District Council (the Council) to assist the Council in dealing with local issues in the community of _____.

2 Roles and Delegations

- (a) The Council's roles are:
- i) To give effect to local identity and preferences.
 - ii) To make the local authority more responsive to the community's preferences and more accountable for their actions.
 - iii) To increase efficiency.
- (b) The Community Board's role is to express the community's views on local issues to the Council. In order to achieve this, the legislative guidelines for the Community Board shall be as follows:
- i) Represent, and act as an advocate for, the interests of its community.
 - ii) Consider and report on of all matters referred to it by the Council or any matter of interest or concern to the Community Board.
 - iii) Maintain an overview of services provided by the Council within the community of _____.
 - iv) Prepare an annual submission to the budgetary process of the Waikato District Council for expenditure within the community of _____.
 - v) Communicate with community organisations and special interest groups within the community of _____.
 - vi) To disburse within the community of _____ any discretionary funds allocated by the Council as part of its Annual Plan or Long Term Plan budget.
 - vii) Any other function and duties as may be delegated from time to time to the Community Board by the Council.
 - viii) To oversee and provide governance support to projects as agreed with council.
 - ix) To ensure appropriate health and safety systems are in place and operating for any works undertaken at the direction of the Community Board.
 - x) Promote and encourage Placemaking activities that reflect pride in our community.

- (c) Pursuant to Schedule 7 Clause 32 of the Local Government Act 2002 and recognising the role of Community Boards as defined in section 52 of that Act, the Waikato District Council delegates responsibilities, duties and powers to the Huntly, Ngaruawahia, Onewhero-Tuakau, Raglan and Taupiri Community Boards as follows:
- i) To liaise as necessary with any appointed Hall Committee to ensure that hire rates and charges are set for Council-owned halls and community centres within their community board area
 - ii) To consider applications for, and to distribute any Discretionary Fund grants within their Community Board area, in a fair and equitable fashion.
 - iii) To grant exemptions from Council bylaws for areas within their jurisdiction, where those bylaws so provide for an exemption or variation by consent of Council.
- (d) Pursuant to Schedule 7 Clause 32(3) of the Local Government Act 2002, any sub-delegation of these responsibilities, duties and powers by Community Boards is hereby expressly prohibited except the power to appoint sub-committees to administer Council-owned halls and community centres within their Community Board area.

3 Membership of the Community Board

- (a) The membership of the Community Board shall be as determined by the review of boundaries and membership procedure as set out in the Local Government Act 2002 and as confirmed prior to each Local Government Triennial Elections.
- (b) In line with representation reviews and any applicable Local Government Commission determinations, Councillor(s) elected in the Ward representing the Community Board area shall be Community Board members either by election or appointment. (Note that the Local Government Commission determination does not permit both elected Councillors from the Awaroa ki Tuakau Ward to be appointed to the Onewhero-Tuakau Community Board).
- (c) The role of the appointed Councillor shall be the liaison link between the Council and the Community Board, in particular accepting the responsibilities as set out in clause 8 of this Charter.
- (d) Where applicable, the role of the appointed Youth Action Group Representative/s shall be the liaison link between the Youth Action Group and the Community Board. This is with respect to the Youth issues within the board's jurisdiction.

4 Chairperson

- (a) The Community Board shall appoint a Chairperson from within its membership. The Chairperson may be an elected board member or a Councillor appointed to the Board.

- (b) The Community Board shall appoint a Deputy Chairperson from within its membership. The Deputy Chairperson may be an elected board member or a Councillor appointed to the Board.

5 Remuneration

- (a) Remuneration to individual members shall be as resolved by the Remuneration Authority in consultation with the Council and Community Board from time to time.
- (b) Community Board members must comply with current Council policies and procedures for submitting claim forms.

6 Meeting Procedures

- (a) The Community Board shall follow the general principles of the Standing Orders for Community Board meetings.
- (b) At each Community Board meeting there shall be an opportunity for informal discussion on matters of mutual interest to the Community Board and the Council, not covered by an agenda item. This general forum will enable:
 - i) matters to be raised in order that, if the Council agrees, they may be the subject of a staff report for inclusion in the subsequent agenda.
 - ii) concerns with Council operations to be discussed.
 - iii) Ward Councillors to report back to the meeting on Council discussions and decisions
 - iv) Community Board members to provide any relevant updates
- (c) Prior to each meeting, the Community Board must provide an open forum for members of the public to engage with the Board on local issues.

7 Communication

The objective is to retain quality relationships between the Council and the Community Board and the Community Board and the public.

8 Responsibilities of Ward Councillors and Staff

The Council, through the Ward Councillor(s) and the staff, will ensure that:

- (a) The Community Board is consulted in the November/December period on requests for works or projects to be included in the following year's Draft Annual Plan and/or draft Long-Term Plan (if applicable).
- (b) The Community Board is consulted by way of detailed presentation on the contents of the Draft Annual Plan or draft Long-Term Plan (whichever is appropriate) in sufficient time to allow the Community Board to make representations to Council.
- (c) The Community Board participates in the prioritising of capital works projects in the Community Board area such as:

- street lighting upgrades
 - footpath development
 - roading upgrade
 - utilities works
 - playground works
- (d) The Community Board members will be kept up to date with planned works.
- (e) The Community Board will be consulted by way of a detailed presentation on major policy issues initiated by the Council that have an effect on the Community Board area. The consultation and presentation will either be made prior to the public submission process to enable the Community Board to have input into draft documents, or be made in sufficient time to allow the Community Board to make a submission.
- (f) The Community Board members will be invited to participate in meetings held in the Community Board area on proposed works projects.

9 Responsibilities of Community Board Members

- (a) The Community Board members will contact the Ward Councillor(s), Chief Executive or General Managers prior to the Community Board meeting if sufficient detail is not available in the agenda to make the correct or appropriate decision.
- (b) The Community Board members will undertake or recommend to the Council promotion of local cultural, sporting and enterprise initiatives or community events.
- (c) The Community Board members will ensure that Discretionary Fund grants are distributed in a fair and equitable manner.
- (d) The Community Board members have a responsibility to be active members of the Community Board, adhering to relevant Council policies and procedures in the discharge of their duties.
- (e) The Community Board members will take part in any training or workshop sessions arranged by Council to promote a greater understanding of their role on behalf of the community so as to enhance performance.
- (f) Provide leadership and oversight of local projects agreed with Council.
- (g) Ensure appropriate health and safety systems are in place and operating for any works undertaken at the direction of the Community Board.
- (h) Promote and encourage placemaking activities that reflect pride in our community.

10 Responsibilities of the Council

- (a) The Council agrees to hold at least one combined workshop per annum, at which the Council will participate with all Community Boards in discussing issues of mutual interest and clarification will be given on future Council direction.

- (b) The Council may accept representations from the Community Board at its ordinary meetings on issues of significance contained within the Community Board Minutes.
- (c) The Council employs the Chief Executive and the Chief Executive employs all staff. The Chief Executive is accountable to the Council not to the Community Board.

The Waikato District Council will appoint Ward Councillors to its respective Community Boards in line with the Local Government Commission determination.

Pursuant to section 50(b) of the Local Government Act 2002 and section 19F of the Local Electoral Act the Waikato District Council makes the following appointments to its Community Boards:

Appointments confirmed 1 November 2016

Huntly Community Board

Huntly Ward Councillors (2)

Ngaruawahia Community Board

Ngaruawahia Ward Councillors (2)

Onewhero-Tuakau Community Board

Onewhero-Te Akau Ward Councillor

One Awaroa Ki Tuakau Ward Councillor

Raglan Community Board

Raglan Ward Councillor

Taupiri Community Board

Ngaruawahia Ward Councillors (2)

Open Meeting

To	Onewhero-Tuakau Community Board
From	Gavin Ion Chief Executive
Date	25 October 2016
Chief Executive Approved	Y
Reference/Doc Set #	1627598
Report Title	Code of Conduct

1. EXECUTIVE SUMMARY

To draw to the attention of elected members the existence of the Code of Conduct and to have a discussion about how it operates.

2. RECOMMENDATION

THAT the report from the Chief Executive be received.

3. BACKGROUND

The Local Government Act 2002 (Schedule 7 clause 15) requires all Councils to put a Code of Conduct in place. This Council duly did so in 2002. A separate Code of Conduct modelled on the Council Code was also put in place for each Community Board. A copy of the Code of Conduct is attached.

4. DISCUSSION AND ANALYSIS OF OPTIONS

4.1 DISCUSSION

The Code of Conduct sets out what is expected of elected members and how they should behave in Community Board and community situations. There is an expectation that elected members will behave with dignity and respect towards staff, the public, other elected members and other interested parties.

The Code of Conduct was put in place by a previous Community Board and is intended to continue until replaced. In general terms, the Code of Conduct was based on a standard developed by Local Government New Zealand, and is largely common sense.

A review of the Code of Conduct is not required at this time but it would be useful for elected members to identify any suggested changes at this time. In practice, the Code of

Conduct may only be amended if there is a 75% majority of the Community Board supporting the changes.

Local Government New Zealand have recently released a new Code of Conduct template. It may be appropriate to relook at this matter during 2017 once we have had time to consider possible changes.

4.2 OPTIONS

Elected members need to be aware of the Code of Conduct. In practice, across five Community Boards, it has rarely been referred to because the conduct of members has been generally consistent with the intent of the policy.

5. CONSIDERATION

5.1 FINANCIAL

Nil.

5.2 LEGAL

Council is required to have a Code of Conduct in place as a requirement of the Local Government Act.

Community Boards are not required to have a Code of Conduct in place but it is good practice.

5.3 STRATEGY, PLANS, POLICY AND PARTNERSHIP ALIGNMENT

The Code of Conduct deals with how elected members behave and affect others. The Code provides a series of guidelines and procedures to protect affected parties.

5.4 ASSESSMENT OF SIGNIFICANCE AND ENGAGEMENT POLICY AND OF EXTERNAL STAKEHOLDERS

(Ascertain if the Significance & Engagement Policy is triggered or not and specify the level/s of engagement that will be required as per the table below (refer to the Policy for more detail and an explanation of each level of engagement):

Highest levels of engagement	Inform	Consult	Involve	Collaborate	Empower
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Tick the appropriate box/boxes and specify what it involves by providing a brief explanation of the tools which will be used to engage (refer to the project engagement plan if applicable).</i>	<p>The Code of Conduct was originally prepared after consultation with the previous Community Board and after consideration of best practice.</p> <p>The Code of Conduct governs the behaviour of elected members and the discussion they have on all matters. There is no direct link to any individual community outcome.</p> <p>There is no direct link to one or more of the well-beings.</p> <p>There are no specific Tangata Whenua issues associated with the establishment of a code of conduct.</p>				

State below which external stakeholders have been or will be engaged with:

Planned	In Progress	Complete	
	✓		Internal
	✓		Community Boards/Community Committees
			Waikato-Tainui/Local iwi
			Households
			Business
			Other Please Specify

This report is an opportunity for discussion and consideration of any changes.

6. CONCLUSION

The Code of Conduct is a robust document that has operated in a manner consistent with the behaviour of elected members. It is considered best practice.

The Code of Conduct can only be changed by a vote of more than 75% of the members present.

7. ATTACHMENTS

Code of Conduct

CODE OF CONDUCT –COMMUNITY BOARDS

WDC1011/25/1/3

Part One: Introduction

Schedule 7 of the Local Government Act 2002 (the Act) requires Council to adopt a code of conduct. Once adopted, all elected members are required to comply with the code.

In the context of this report, the term “elected members” refers to Councillors, Community Board members or Community Committee representatives.

This code of conduct provides guidance on the standards of behaviour that are expected from all the elected members of the Waikato District Council. The code applies to elected members in their dealings with:

- each other
- the Chief Executive
- all staff employed by the Chief Executive on behalf of the Council
- the media
- the general public.

This code also applies to all Council committees, sub-committees and Community Committees.

In accordance with section 54 (2) of the Local Government Act 2002, the Code of Conduct does not apply to Community Boards. Community Boards are, however, not excluded from adopting their own Code of Conduct.

The objective of the code is to enhance:

- the effectiveness of the Council as the autonomous local authority with statutory responsibilities for the good local government of the Waikato District
- the credibility and accountability of the Council within its community
- mutual trust, respect and tolerance between the elected members as a group and between the elected members and management.

This code of conduct seeks to achieve its objectives by recording:

- an agreed statement of roles and responsibilities (recorded in Part Two of this Code)
- agreed general principles of conduct (recorded in Part Three of this Code)
- specific codes of conduct applying to particular circumstances or matters (also recorded in Part Three of this Code).

Elected members are primarily accountable to the electors of the district through the democratic process. However elected members must note that the Auditor-General may hold them to account for unlawful actions

or expenditure or for breaches of the Local Authorities (Members' Interests) Act 1968.

The code of conduct that follows is based on the following general principles of good governance:

- **Public interest.** Elected members should serve only the interests of the district as a whole and should never improperly confer an advantage or disadvantage on any one person.
- **Honesty and integrity.** Elected members should not place themselves in situations where their honesty and integrity may be questioned, should not behave improperly and should on all occasions avoid the appearance of such behaviour.
- **Objectivity.** Elected members should make decisions on merit including making appointments, awarding contracts, or recommending individuals for rewards or benefits. Elected members should also note that, once elected, their primary duty is to the interests of the entire district, not the ward that elected them.
- **Accountability.** Elected members should be accountable to the public for their actions and the manner in which they carry out their responsibilities, and should cooperate fully and honestly with the scrutiny appropriate to their particular office.
- **Openness.** Elected members should be as open as possible about their actions and those of the Council, and should be prepared to justify their actions.
- **Personal judgment.** Elected members can and will take account of the views of others, but should reach their own conclusions on the issues before them, and act in accordance with those conclusions.
- **Respect for others.** Elected members should promote equality by not discriminating unlawfully against any person and by treating people with respect, regardless of their race, age, religion, gender, sexual orientation, or disability. They should respect the impartiality and integrity of the Council staff.
- **Duty to uphold the law.** Elected members should uphold the law, and on all occasions, act in accordance with the trust the public places in them.
- **Stewardship.** Elected members must ensure that the Council uses resources prudently and for lawful purposes, and that the Council maintains sufficient resources to meet its statutory obligations.
- **Leadership.** Elected members should promote and support these proposals by example, and should always endeavour to act in the best interests of the community.

Part Two: Roles and Responsibilities

This part of the code describes the roles and responsibilities of elected members, the additional roles of the Mayor and Deputy Mayor, and the role of the Chief Executive.

Mayor

The Mayor is elected by the district as a whole and as one of the elected members shares the same responsibilities as other members of Council. The Mayor also has the following roles as a:

- presiding member at Council meetings. The Mayor is responsible for ensuring the orderly conduct of business during meetings (as determined in standing orders);
- advocate on behalf of the community. This role may involve promoting the community and representing its interests. Such advocacy will be most effective where it is carried out with the knowledge and support of the Council;
- ceremonial head of Council;
- providing leadership and feedback to other elected members on teamwork and Chairmanship of committees; and
- Justice of the Peace (while the Mayor holds office).

The Mayor must follow the same rules as other elected members about making public statements and committing the Council to a particular course of action, unless acting in accordance with the rules for media contact on behalf of the Council under a delegation of authority from the Council.

Recent changes to the Local Government Act have provided additional powers to the Mayor. These powers relate to:

- The appointment of the Deputy Mayor and Committee Chairpersons
- The determination of the Committee structure
- Leadership of budget, plans and key policy discussions

Deputy Mayor

The Deputy Mayor may be appointed by the Mayor. If the Mayor declines to do this, then the Deputy Mayor must be elected by the members of Council, at the first meeting of the Council. The Deputy Mayor exercises the same roles as other elected members, and if the Mayor is absent or incapacitated, the Deputy Mayor must perform all of the responsibilities and duties, and may exercise the powers, of the Mayor (as summarised above). The Deputy Mayor may be removed from office by resolution of Council.

Committee Chairpersons

As noted above, the Mayor has the power to appoint Chairpersons and to form Committees. If the Mayor declines to do this then the Council may create one or more committees of Council. A committee Chairperson presides over all meetings of the committee, ensuring that the committee acts within the powers delegated by Council, and as set out in the Council's Delegations Manual. Committee Chairpersons may be called on to act as an official spokesperson on a particular issue. They may be removed from office by resolution of Council.

Councillors

Councillors acting as the Council, are responsible for:

- the development and adoption of Council policy
- monitoring the performance of the Council against its stated objectives and policies
- prudent stewardship of Council resources
- employment of the Chief Executive

- representing the interests of the residents and ratepayers of the Waikato District Council. (On election, the members' first responsibility is to the district as a whole.)

Unless otherwise provided in the Local Government Act 2002 or in standing orders, the Council can only act by majority decisions at meetings. Each elected member has one vote. Any individual elected member (including the Mayor) has no authority to act on behalf of the Council unless the Council has expressly delegated such authority.

Community Boards

Within the Waikato District there are five community boards:

- Huntly Community Board
- Ngaruawahia Community Board
- Raglan Community Board
- Taupiri Community Board
- Onewhero-Tuakau Community Board

The community board elected members, acting as the community board, have the role to:

- represent, and act as an advocate for, the interests of its community
- consider and report on all matters referred to it by the Waikato District Council, or any matter of interest or concern to the community board
- maintain an overview of services provided by the Waikato District Council within the community
- prepare an annual submission to the Waikato District Council for expenditure within the community
- communicate with community organisations and special interest groups within the community
- undertake any other responsibilities that are delegated to it by the Waikato District Council.

Chief Executive

The Chief Executive is appointed by the Council in accordance with section 42 of the Local Government Act 2002. The Chief Executive is responsible for implementing and managing the Council's policies and objectives within the budgetary constraints established by the Council. In terms of section 42 of the Act, the responsibilities of the Chief Executive are:

- implementing the decisions of the Council
- providing advice to the Council and community boards
- ensuring that all responsibilities, duties and powers delegated to the Chief Executive or to any person employed by the Chief Executive, or imposed or conferred by any Act, regulation or bylaw are properly performed or exercised
- managing the activities of the local authority effectively and efficiently

- maintaining systems to enable effective planning and accurate reporting of the financial and service performance of the local authority
- providing leadership for the staff of the local authority
- employing staff on behalf of the local authority (including negotiation of the terms of employment for the staff of the local authority).

The Chief Executive is accountable to Council directly and not to Community Boards or Community Committees.

Under section 42 of the Local Government Act 2002 the Chief Executive employs all other staff on behalf of the local authority.

Meeting Attendance

Elected members are expected to attend and participate in all Community Board meetings, and sub-committee meetings to which they have been appointed, unless they have submitted an apology or obtained a leave of absence in advance for non-attendance.

From time to time, working parties will be established by the Community Board to achieve specific outcomes. Elected members are expected to make themselves available to be appointed to an equitable share of these working parties, and to attend all meetings of those to which they are appointed.

Appointments to Other Bodies

At the first meeting following the triennial elections and on other occasions (as appropriate) the Community Board will appoint elected members to a variety of other bodies.

These appointments will be made on the basis of the best person for the specific role bearing in mind the skills required, the views of the Community Board and location of the elected member.

Part Three: Relationships and Behaviours

This part of the code sets out the agreed standards of behaviour. Some of the matters described in this part of the code reflect other legislation such as the Local Authorities (Members' Interests) Act 1968. The majority of the code is material that the Council has decided to include of its own initiative.

Relationships with Other Elected Members

Successful teamwork is a critical element in the success of any democratically elected organisation. No team will be effective unless mutual respect exists between members. With this in mind elected members will conduct their dealings with each other in ways that:

- maintain public confidence in the office to which they have been elected
- are open and honest
- focus on issues rather than personalities

- avoid aggressive, offensive or abusive conduct
- treat people with courtesy and respect.

Elected members shall maintain the respect and dignity of their office in their dealings with each other, Council officers and the public.

Elected members should also note that discussions are not subject to privilege.

Elected members will act in good faith (i.e. honestly, for the proper purpose, and without exceeding their powers) in the interests of the Community Board and the community.

Elected members should remember that they have no personal power to commit the Community Board to any particular policy, course of action or expenditure and must not represent they have such authority if that is not the case.

Elected members will make no allegations regarding other elected members or Council officers which are improper or derogatory.

In the performance of their official duties, elected members should refrain from any form of conduct which may cause any reasonable person unwarranted offence or embarrassment.

Relationships with Staff

The effective performance of the Community Board also requires a high level of cooperation and mutual respect between elected members and staff. To ensure that level of cooperation and trust is maintained, elected members will:

- recognise that the Chief Executive is the employer (on behalf of Council) of all Council employees, and as such only the Chief Executive may hire, dismiss or instruct or censure an employee
- make themselves aware of the obligations that the Council and the Chief Executive have as employers and observe those requirements at all times
- treat all employees with courtesy and respect (including the avoidance of aggressive, offensive or abusive conduct towards employees)
- observe any guidelines that the Chief Executive puts in place regarding contact with employees
- not do anything which compromises, or could be seen as compromising, the impartiality of an employee
- avoid publicly criticising any employee in any way, but especially in ways that reflect on the competence and integrity of the employee
- raise concerns about employees only with the Chief Executive, and concerns about the Chief Executive only with the Mayor or the Chief Executive's Performance Review Sub-Committee.

Elected members should be aware that failure to observe this portion of the code of conduct may compromise the Council's obligations to act as a good employer and may expose the Council to civil litigation and audit sanctions.

Elected members should raise operational issues with the Chief Executive in the first instance. If it is a routine matter such as repairing a pothole, cutting of vegetation or footpath repairs, the issue should be logged with Customer Delivery who will enter the issue into our complaint management system (CRM). This enables progress on these issues to be monitored.

Relationships with the Community

Effective Council decision-making depends on productive relationships between elected members and the community at large.

Members should ensure that individual citizens are accorded respect in their dealings with the Council, have their concerns listened to, and deliberated on in accordance with the requirements of the Act.

Members should act in a manner that encourages and values community involvement in local democracy.

Contact with the Media

The media plays an important part in local democracy. In order to fulfil this role the media needs access to accurate, timely information about the affairs of the Community Board. From time to time, individual elected members will be approached to comment on a particular issue either on behalf of the Community Board, or as an elected member in their own right. This part of the code deals with the rights and duties of elected members when speaking to the media on behalf of the Community Board, or in their own right.

The following rules apply for media contact on behalf of Council:

- the Mayor is the first point of contact for the official view on any issue. Where the Mayor is absent, any matters will be referred to the Deputy Mayor or relevant committee Chairperson
- the Mayor may refer any matter to the relevant committee Chairperson or to the Chief Executive for their comment
- no other elected member may comment on behalf of Council without having first obtained the approval of the Mayor.

Elected members are free to express a personal view in the media, at any time, provided the following rules are observed:

- media comments must not state or imply that they represent the views of Council
- where an elected member is making a statement that is contrary to a Council decision or Council policy, the member must not state or imply that his or her statements represent a majority view
- media comments must observe the other requirements of the code of conduct, e.g. not disclose confidential information, or compromise the impartiality or integrity of staff.
- the elected member should ensure that any comments made do not compromise Council's statutory responsibilities. In other words, it would not be appropriate to comment on matters before

the Regulatory Committee, where this might compromise the Resource Management Act process.

Meeting Decisions

Every elected member who has the right to speak can lawfully express his or her opinion at any Community Board meeting within the limits imposed by Standing Orders. These meetings are open to the media and their comments may be reported.

Once a matter has been determined at a Community Board meeting, it becomes the Community Board's position until it is lawfully changed by a subsequent decision. All elected members and staff will respect this position.

The Mayor can make statements that accurately report Council decisions.

Committee Chairs can make statements that accurately report their Committee's decisions, or factual statements about Council or Committee decisions.

Elected members have the right to voice their own opinion to the news media, on Community Board decisions, but they must state clearly when they are expressing a majority, collective view and when they are expressing a personal, minority opinion.

Confidential Information

In the course of their duties elected members will occasionally receive information that may need to be treated as confidential. This will generally be information that is either commercially sensitive or is personal to a particular individual or organisation.

Elected members must not use or disclose confidential information for any purpose other than the purpose for which the information was supplied to the elected member.

Elected members should be aware that failure to observe these provisions will impede the performance of Council by inhibiting information flows and undermining public confidence in the Council. Failure to observe these provisions may also expose Council to prosecution under the Privacy Act 1993 and/or civil litigation.

Information Received in Capacity as an Elected Member

Any information received by an elected member in his/her capacity as an elected member that relates to the ability of Council to give effect to any provision of the Local Government Act 2002 or any other statute under which Council has responsibilities shall be disclosed by that elected member to all other applicable elected members and, if appropriate, the Chief Executive.

This duty of disclosure will require elected members to whom information may be offered on the basis that confidence be preserved to inform the intended provider of the information of the duty of disclosure and to decline to receive the information if that duty is likely to be compromised.

Responding to Queries Involving Liability Issues

Elected members need to ensure they respond to queries in an appropriate manner and with due regard to the legal position of Council. At times, elected members are asked to become involved in legal disputes or insurance claims. Such matters should be referred to the Chief Executive. It is important that Council act in an appropriate manner with regard to legal and insurance issues. Often our insurance cover depends on the way we address or manage an issue.

Training, Conferences and Induction

Following the triennial election, the Chief Executive will organise induction training for all elected members who require it. This will address the role of elected members and provide valuable information about what an elected member needs to know.

Council has a budget for training and development of elected members. From time to time consideration will be given to attendance at the Local Government Conference, Community Board Conference, Zone meetings and Planning Conference. Other conferences or meetings may also be considered.

If an elected member wishes to attend a conference or meeting, then he or she should discuss this with the Mayor.

Decisions on training, attendance at meetings, and attendance at conferences will be made by Council.

In the case of a Community Board or Community Committee elected member, an approach should be made to the Chairperson.

Conflicts of Interest

Elected members must be careful that they maintain a clear separation between their personal interests and their duties as an elected member. This is to ensure that people who fill positions of authority carry on their duties free from bias (whether real or perceived). Elected members therefore need to familiarise themselves with the provisions of the Local Authorities (Members' Interests) Act 1968 which concerns financial interests, and with other legal requirements concerning non-financial conflicts of interest.

The Act provides that an elected member is disqualified from office, or from election to office, if that member is concerned or interested in contracts under which payments made by or on behalf of the local authority exceed \$25,000 in any financial year.

Additionally, elected members are prohibited from participating in any Council discussion or vote on any matter in which they have a pecuniary interest, other than an interest in common with the general public. The same rules also apply where the elected member's spouse contracts with the authority or has a pecuniary interest. Elected members must declare their interests at Council meetings where matters in which they have a pecuniary interest arise.

Elected members shall annually make a general declaration of interest as soon as practicable after becoming aware of any such interests. These declarations are recorded in a register of interests maintained by Council. The declaration must notify the Council of the nature and extent of any interest, including:

- any employment, trade or profession carried on by the elected member or the elected member's spouse for profit or gain
- any company, trust, partnership etc for which the elected member or their spouse is a director, partner, trustee or beneficiary
- the address of any land in which the elected member has a beneficial interest and which is in the Waikato District Council
- the address of any land where the landlord is the Waikato District Council and:
 - the elected member or their spouse is a tenant, or
 - the land is tenanted by a firm in which the elected member or spouse is a partner, or a company of which the elected member or spouse is a director, or a trust of which the elected member or spouse is a trustee or beneficiary
- any other matters which the public might reasonably regard as likely to influence the elected member's actions during the course of their duties as an elected member.

If the elected member is in any doubt as to whether or not a particular course of action (including a decision to take no action) raises a conflict of interest, then the elected member should seek guidance from the Chief Executive immediately.

Elected members may also contact the Office of the Auditor General for guidance as to whether that member has a pecuniary interest. If there is a pecuniary interest, the elected member may seek an exemption to allow that elected member to participate or vote on a particular issue in which they may have a pecuniary interest. The latter must be done before the discussion or vote. The Chief Executive must also seek approval from the Office of the Auditor General for contractual payments to elected members, their spouses or their companies that exceed the \$25,000 annual limit.

Failure to observe the requirements of the Local Authorities (Members' Interests) Act 1968 could potentially invalidate the particular decision made, or the action taken, by Council. Failure to observe these requirements could also leave the elected member open to prosecution under the Local Authorities (Members' Interests) Act 1968. In the event of a conviction elected members can be ousted from office.

Standing Orders

Elected members must adhere to any standing orders adopted by Council under the Local Government Act 2002. These standing orders are subject to the same legal requirements as a code of conduct with regard to their adoption and amendment.

Ethics

Waikato District Council seeks to promote the highest standards of ethical conduct amongst its elected members. Accordingly, elected members will:

- claim only for legitimate expenses as laid down by any determination of the Remuneration Authority then in force, and any lawful policy of Council developed in accordance with that determination
- not influence, or attempt to influence, any Council employee to take actions that may benefit the elected member, or the elected member's family or business interests
- Only use Council resources (including facilities, staff, equipment and supplies) effectively and economically in the course of their duties, and within other guidelines, and not in connection with any election campaign or other personal business.
- not solicit, demand, or request any gift, reward or benefit by virtue of their position
- notify the Chief Executive if any gifts are accepted
- where a gift to the value of \$300 excluding GST or more is offered to an elected member, immediately disclose this to the Chief Executive for inclusion in the publicly available register of interests.

Acceptance of substantial gifts, favours or hospitality may be construed as a bribe or perceived as undue influence. Working meals and social occasions should be undertaken in an appropriate manner.

Disqualification of Members from Office

Elected members are automatically disqualified from office if they are convicted of a criminal offence punishable by two or more years' imprisonment, or if they cease to be or lose their status as an elector or are convicted of certain breaches of the Local Authorities (Members' Interests) Act 1968.

Under the Local Government Act 2002, local authorities, when adopting a code of conduct, must consider whether or not they will require elected members to declare whether they are an undischarged bankrupt. This Community Board believes that bankruptcy does raise questions about the soundness of a person's financial management skills and their judgment in general. The Community Board therefore requires elected members who are declared bankrupt to notify the Chief Executive as soon as practicable after being declared bankrupt.

Part Four: Compliance and Review

This part deals with ensuring that elected members adhere to the code of conduct and mechanisms for the review of the code of conduct.

Compliance

Elected members are bound by the Local Government Act 2002, the Local Authorities (Members' Interests) Act 1968, the Local Government Official Information and Meetings Act 1987, the Secret Commissions Act

1910, the Crimes Act 1961 and the Securities Act 1978. The Chief Executive will ensure that an explanation of these Acts is made at the first meeting after each triennial election and that copies of these Acts are freely available to elected members.

Short explanations of the obligations that each of these has with respect to conduct of elected members is attached in the Appendix to this code.

All alleged breaches of the code should be reported to the Mayor or Chief Executive. Any allegation of a breach of a code of conduct must be in writing, make a specific allegation of a breach of the code of conduct, and provide corroborating evidence.

In response to a breach, the Council will establish a Conduct Review Committee consisting of four members: His Worship the Mayor or his or her nominee, the Chairperson of the Community Board or his or her nominee, any person appointed by the elected member making the complaint, and any person nominated by the elected member being complained against. His Worship the Mayor or his nominee will Chair the Conduct Review Committee. The exact composition of the Committee will depend on the nature of the breach and the person implicated.

The Committee will investigate the alleged breach and prepare a report for the consideration of the Community Board. Before beginning any investigation, the committee will notify the elected member(s) in writing of the complaint and explaining when and how they will get the opportunity to put their version of events.

The Community Board will consider the report in open meeting of the Community Board, except where the alleged breach relates to the misuse of confidential information or could impinge on the privacy of a member of staff or of the general public.

Responses to Breaches of the Code

The exact nature of the action the Community Board may take depends on the nature of the breach and whether there are statutory provisions dealing with the breach.

Where there are statutory provisions:

- breaches relating to members' interests render elected members liable for prosecution by the Auditor-General under the Local Authority (Member's Interests) Act 1968
- breaches which result in the Council suffering financial loss or damage may be reported on by the Auditor-General under the Local Government Act 2002, which may result in the elected member having to make good the loss or damage
- breaches relating to the commission of a criminal offence may leave the elected member liable for criminal prosecution.

In these cases the Community Board may refer an issue to the relevant body, any member of the public may make a complaint, or the body itself may take action of its own initiative.

Where there are no statutory provisions, the Community Board may take the following action:

- censure
- removal of the elected member from subcommittees and/or other representative type bodies
- dismissal of the elected member from a position as Chair of the Community Board.

A decision to apply one or more of these actions requires a Community Board resolution to that effect.

Review

Once adopted, a code of conduct continues in force until amended by the Community Board. The code can be amended at any time but cannot be revoked unless the Community Board replaces it with another code. Once adopted, amendments to the code of conduct require a resolution supported by 75 per cent or more of the elected members of the Community Board present.

It is proposed that the Community Board will formally review the code as soon as practicable after the beginning of each triennium. The results of that review will be presented to the Community Board for their consideration and vote.

Appendix to the Code of Conduct

Legislation Bearing on the Role and Conduct of Elected Members

This is a summary of the legislation requirements that has some bearing on the duties and conduct of elected members. Copies of these statutes can be found in the Council library or in the office of the Chief Executive.

Local Authority (Members' Interests) Act 1968

This Act regulates situations where an elected member's personal interests impinge, or could be seen as impinging on their duties as an elected member.

The Act provides that an elected member is disqualified from office if that elected member is concerned or interested in contracts under which payments made by or on behalf of the local authority exceed \$25,000 in any financial year.

Additionally, elected members are prohibited from participating in any Council discussion or voting on any matter in which they have a pecuniary interest, other than an interest in common with the general public. The same rules also apply where the elected member's spouse contracts with the authority or has a pecuniary interest.

Members may also contact the Office of the Auditor General for guidance as to whether that elected member has a pecuniary interest, and if so, may seek an exemption to allow that elected member to participate or vote on a particularly issue in which they may have a pecuniary interest. The latter must be done before the discussion or vote. The Chief Executive must also seek approval from the Office of the Auditor General for contractual payments to elected members, their spouses or their companies that exceed the \$25,000 annual limit.

Failure to observe these requirements could also leave the elected member open to prosecution under the Local Authority (Members' Interests) Act 1968. In the event of a conviction elected members can be ousted from office.

Local Government Official Information and Meetings Act 1987

The Local Government Official Information and Meetings Act 1987 sets out a list of meetings procedures and requirements. Of particular importance for the roles and conduct of elected members is the fact that the Chair has the responsibility to maintain order at meetings, but all elected members should accept a personal responsibility to maintain acceptable standards of address and debate. No elected member should:

- create a disturbance or a distraction while another elected member is speaking
- be disrespectful when they refer to each other or other people
- use offensive language about the Council, other elected members, any employee of the Council or any member of the public.

The Local Government Official Information and Meetings Act 1987 sets out the rules around provision of information. This is summarised as follows:

Official Information

The term "Official Information" refers to all information (with a few exceptions) held by a local authority. The Local Government Official Information and Meetings Act 1987 requires all official information to be available to the public unless there are good reasons for withholding it.

Requesting Information

In brief, the Act states:

- requests should be made with "due particularity" (rather than asking for all files about a general topic, which creates a large amount of work) (section 10)
- it is the duty of Council to assist people making requests (section 11)
- the Council must convey its decision on whether to grant the request within 20 working days and must also indicate any charges (section 13)
- information in documents may be made available by providing an opportunity for reading it or by providing a copy of it or by providing a summary or excerpt; however, it should be made available in the way preferred by the requestor unless there are reasons for not doing so (section 15).

Refusing Requests for Information

A request may be refused (section 17) if:

- there is good reason to withhold it under section 6 or 7 of the Act
- the information will soon be publicly available
- the local authority does not actually hold the information
- the information cannot be made available without substantial collation or research
- the request is frivolous or vexatious.

Where a request is refused the Council must give its reasons and advise the requestor that there is a right to have the decision review by the Ombudsmen.

Sections 6 and 7 give the following reasons for withholding information:

- making it available would be likely to prejudice the maintenance of the law, or endanger safety
- withholding the information is necessary to:
 - protect privacy
 - protect information where its release would disclose a trade secret or would prejudice the commercial position of the person who supplied, or who is the subject of the information
 - avoid offence to tikanga Maori or avoid disclosure of wahi tapu locations
 - protect any obligations of confidentiality where making it available would affect the future supply of information or would otherwise damage the public interest

- maintain free and frank discussion or protect officers and elected members from harassment
- maintain legal professional privilege
- enable the Council to carry out without prejudice or disadvantage commercial activities or negotiations
- prevent the use of information for improper gain.

Crimes Act 1961

Under this Act it is unlawful for an elected member (or officer) to:

- accept or solicit for themselves (or anyone else) any gift or reward for acting or not acting in relation to the business of Council
- use information gained in the course of their duties for their, or another person's, monetary gain or advantage.

These offences are punishable by a term of imprisonment of seven years or more. Elected members convicted of these offences will also be automatically ousted from office.

Securities Act 1978

The Securities Act 1978 essentially places elected members in the same position as company directors whenever Council offers stock to the public. Elected members may be personally liable if investment documents such as a prospectus contain untrue statements and may be liable for criminal prosecution if the requirements of the Act are not met.

Please note that Council is not required to produce a prospectus following the enactment of the Securities (Local Authority Exemption) Amendment Act 2008. In its place a shorter investment statement is required.

Local Government Acts 1974 and 2002

The various provisions of the Local Government Act 1974 and 2002 form the basis of local government. Local government is a creature created by statute and in place to meet the requirements of the Local Government Act.

Elected members should be aware of the purpose of local government (section 10 Local Government Act 2002)

1. The purpose of local government is :
 - (a) to enable democratic local decision-making and action by, and on behalf of, communities; and
 - (b) to meet the current and future needs of communities for good quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses..
2. In this Act, good quality, in relation to local infrastructure, local public services and performance of regulatory functions, means infrastructure, services and performance that are:
 - (a) efficient; and
 - (b) effective; and
 - (c) appropriate to present and anticipated future circumstances.

In performing its role a local authority must have particular regard to the contribution that the following core services make to its communities

- (a) network infrastructure;
- (b) public transport services;
- (c) solid waste collection and disposal;
- (d) the avoidance or mitigation of natural hazards;
- (e) libraries, museums, reserves, recreational facilities and other community infrastructure

“(1) In performing its role, as outlined in section 14 of the Local Government Act 2002, a local authority must act in accordance with the following principles:

- (a) a local authority should -
 - (i) conduct its business in an open, transparent and democratically accountable manner; and
 - (ii) give effect to its identified priorities and desired outcomes in an efficient and effective manner.
- (b) a local authority should make itself aware of, and should have regard to, the views of all of its communities; and
- (c) when making a decision, a local authority should take account of:
 - (i) the diversity of the community, and the community’s interests, within its district or region; and
 - (ii) the interests of future as well as current communities; and
 - (iii) the likely impact of any decision on the interests referred to in subparagraphs (i) and (ii)
- (d) a local authority should provide opportunities for Maaori to contribute to its decision-making processes;
- (e) a local authority should collaborate and co-operate with other local authorities and bodies as it considers appropriate to promote or achieve its priorities and desired outcomes, and make efficient use of resources; and
- (f) a local authority should undertake any commercial transactions in accordance with sound business practices; and
- (fa) a local authority should periodically -
 - (i) assess the expected returns to the authority from investing in, or undertaking a commercial activity; and
 - (ii) satisfy itself that the expected returns are likely to outweigh the risks inherent in the investment or activity; and
- (g) a local authority should ensure prudent stewardship and the efficient and effective use of its resources in the interests of its district or region; and
- (h) in taking a sustainable development approach, a local authority should take into account:
 - (i) the social, economic, and cultural interests of people and communities; and
 - (ii) the need to maintain and enhance the quality of the environment; and
 - (iii) the reasonably foreseeable needs of future generations.”

Sections 44-46 of the Local Government Act 2002 outline action that can be taken by the Auditor General to recover a loss incurred by a local authority:

- “(1) For the purposes of this section and sections 45 and 46, a local authority is to be regarded as having incurred a loss to the extent that any of the following actions and omissions has occurred and the local authority has not been fully compensated for the action or omission concerned:
- (a) money belonging to, or administrable by, a local authority has been unlawfully expended; or
 - (b) an asset has been unlawfully sold or otherwise disposed of by the local authority; or
 - (c) a liability has been unlawfully incurred by the local authority; or
 - (d) a local authority has intentionally or negligently failed to enforce the collection of money it is lawfully entitled to receive.”

The Auditor General has the right to recover any such loss from each member of the local authority jointly and severally.

The Local Government Act deals with issues of governance, structure of local government, planning, decision-making and accountability, regulatory and enforcement, offences, penalties and other proceedings.

Resource Management Act 1991

This Act governs how Council should deal with land use and other planning processes. The Resource Management Act sets out to provide a range of rules that support a sustainable environment but also permits local autonomy based around the development of a District Plan that applies to each individual local authority.

Privacy Act 1993

The Privacy Act 1993 explains how Council should manage issues to do with information it holds to conduct its business. This could involve individual records relating to ratepayers or staff records for employees of Council.

Council must comply with the requirements of this Act and as part of this process a staff member has been appointed as the designated Privacy Officer. Any queries in relation to the Privacy Act should be directed to the Chief Executive in the first instance.

Health and Safety in Employment Act 1992

Council has obligations to provide a safe working place for staff and members of the public. Attendance to health and safety concerns is part of the responsibility of each staff member and elected member.

Significant penalties exist where the provisions of the Health and Safety in Employment Act are not adhered to.

Open Meeting

To	Onewhero-Tuakau Community Board
From	Gavin Ion Chief Executive
Date	25 October 2016
Chief Executive Approved	Y
Reference/Doc Set #	1627599
Report Title	Use of Community Board and Community Committee Discretionary Funds

1. EXECUTIVE SUMMARY

To remind Community Boards and Community Committees about the Use of Discretionary Funds policy that was put in place originally in 2006 and has since been reviewed.

2. RECOMMENDATION

THAT the report from the Chief Executive be received.

3. BACKGROUND

Council established discretionary funds a number of years ago in order to provide some local autonomy and decision making for Community Boards and Community Committees. Council saw the funds as a mechanism to advance projects and support local initiatives.

On the whole, the discretionary funds have been well used and have enabled a number of community initiatives to proceed.

There are four grant funding rounds per annum held in March, May, July and October.

4. DISCUSSION AND ANALYSIS OF OPTIONS

4.1 DISCUSSION

This report relates to the Community Board and Community Committee Discretionary Funds, as a set of criteria already exists regarding the use of the Rural Ward Discretionary Fund and Events Fund.

The main use of the discretionary funds is to assist with community projects. During 2006 a policy on how the funds could be used was set in place to eliminate some anomalies and to ensure consistency. The policy has since been updated.

The fund may be used to fund personal development for members of Community Boards and Community Committee members.

A copy of the policy approved by Council is attached for the information of members.

The intent of the policy is to rationalise the use of the discretionary funds and it also seeks to reinforce that Council approves these funds and Council wishes to ensure that they are used wisely.

4.2 OPTIONS

The policy is in place. This report is simply for the information of members. It is to explain how Discretionary Funds can be used in practice.

In the meantime, it is important that a policy is being used, should the Committee wish to approve funding from the Discretionary Fund.

5. CONSIDERATION

5.1 FINANCIAL

There are no direct financial implications of this proposal. The proposal is about how a set budget should be utilised.

5.2 LEGAL

Council allocates the funds for the use of Community Boards, Community Committees and the Rural Ward Discretionary Fund. Council is able to restrict how the funds can be utilised.

5.3 STRATEGY, PLANS, POLICY AND PARTNERSHIP ALIGNMENT

The discretionary funds were created as a method of providing some local autonomy and to improve our community. In this matter they could contribute to any of the nine community outcomes.

5.4 ASSESSMENT OF SIGNIFICANCE AND ENGAGEMENT POLICY AND OF EXTERNAL STAKEHOLDERS

(Ascertain if the Significance & Engagement Policy is triggered or not and specify the level/s of engagement that will be required as per the table below (refer to the Policy for more detail and an explanation of each level of engagement):

Highest levels of engagement	Inform	Consult	Involve	Collaborate	Empower
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Tick the appropriate box/boxes and specify what it involves by providing a brief explanation of the tools which will be used to engage (refer to the project engagement plan if applicable).</i>	This report is for information only. We are operating under an existing policy which is not scheduled for review at present.				

State below which external stakeholders have been or will be engaged with:

Planned	In Progress	Complete	
	✓		Internal
	✓		Community Boards/Community Committees
			Waikato-Tainui/Local iwi
			Households
			Business
			Other Please Specify

The Community Board and Community Committees are being asked to familiarise themselves with the requirements of the policy.

6. CONCLUSION

This report is to confirm with members that a policy is in effect in relation to how discretionary funds can be utilised by Community Boards and Community Committees.

7. ATTACHMENTS

Nil.



Use of Community Board and Community Committee Discretionary Funds

Purpose:

This policy is being put in place to provide clear guidance as to what discretionary funds are to be used for.

Background:

Council provides funds to enable Community Boards and Community Committees to advance projects within their local areas. They are in effect a substitute for Council providing direct funding. Council may, however, still elect to provide direct Council funding to projects at its discretion.

How the Funds are to be Used:

The following is the criteria to be used for the distribution of funds from the Community Board and Community Committee Discretionary Funds.

- (a) Funds are allocated on an annual basis through the budgeting process (Annual Plan or LTP whichever is appropriate).
- (b) Council has the overall right to withdraw by resolution of Council the right to spend discretionary funds at any time following consultation with the appropriate Community Board(s) or Community Committee(s).
- (c) Funds allocated from discretionary funds must be for lawful purposes and must be in accordance with Council policy.
- (d) The primary use of funds shall be for community projects that involve public attendance or usage.
- (e) Consideration should be given to the local need for such a development or project.
- (f) Funds are not available to oppose consent decisions or to fight legal battles.

- (g) Funds may be utilised to assist with research into the history, culture or environmental aspects of the local area.
- (h) With the exception of paragraph (g), funds are not to be spent on funding consultants or obtaining specialist professional advice without prior consultation with the Strategy & Finance Committee.
- (i) Funds may be utilised to promote the personal development of the Community Board or Community Committee members such as by attending relevant conferences. Any member who attends a conference or meeting on behalf of the Community Board or Community Committee must report back on how this has assisted in their personal or professional development.
- (j) The Community Board or Community Committee may utilise funds to a limited extent for social functions such as Christmas parties. No more than \$300 of the Discretionary Fund may be spent on social functions for the Community Board or Community Committee in any financial year.
- (k) Funds may be allocated to supplement or advance Council programmes such as roading, graffiti or amenity maintenance.
- (l) Funds may be used to supplement Township Development Funds but not to undertake work that does not meet the guidelines for township development. For example, funds could not be utilised to undertake structural work on private property.
- (m) Any dispute over the use of funds should be referred to the Strategy & Finance Committee for consideration.

Open Meeting

To	Onewhero-Tuakau Community Board
From	Tony Whittaker General Manager Strategy & Support
Date	25 October 2016
Prepared by	Julienne Calambuhay Management Accountant
Chief Executive Approved	Y
Reference/Doc Set #	GOV0514
Report Title	Discretionary Fund Report to 25 October 2016

1. EXECUTIVE SUMMARY

To update the Board on the Discretionary Fund Report to 25 October 2016.

2. RECOMMENDATION

THAT the report from the General Manager Strategy & Support be received.

3. ATTACHMENTS

Discretionary Fund Report to 25 October 2016

ONEWHERE TUAKAU COMMUNITY BOARD DISCRETIONARY FUND 2016/2017

	GL	1.215.1704
2016/17 Annual Plan		28,878.00
2015/16 Carry forward		30,656.00
Total Funding		<u><u>59,534.00</u></u>
EXPENDITURE:		
14-Jul-16	Tuakau Community Patrol - cost of upgrading community patrol vehicle	5,000.00
15-Jul-16	Glen Murray Community Equestrian Centre - upgrading the access track leading into the club's equestrian grounds	1,300.00
31-Aug-16	Onewhero Area School - cost of purchasing a defibrillator	3,262.00
31-Aug-16	The Laundry of Tuakau - table cloth for ANZAC Day	60.00
12-Sep-16	Port Waikato Resident and Ratepayers Association - cost of upgrading the security surveillance systems located at Port Waikato	5,000.00
Total Expenditure		<u>14,622.00</u>
Total Income		-
Net Expenditure		14,622.00
Net Funding (Excluding commitments)		<u><u>44,912.00</u></u>
COMMITMENTS:		
01-Jul-15	Allocated amount to the Chair to purchase misc. items (balance from 30/6/2015)	301.81
01-Sep-14	Contribution towards placemaking project (OTCB1409/06/2)	6,000.00
02-Nov-15	Opuatia Hall Committee - cost of painting the interior of the community hall facility (OTCB1511/06/7)	5,500.00
07-Dec-16	ANZAC 2016 commitments (OTCB1512/06/6)	3,000.00
	Less: Expenses	<u>669.75</u>
01-Aug-16	Tuakau Kindergarten - cost of hosting the Tuakau community duck racing event (OTCB1608/05/3)	2,330.25
		<u>2,928.60</u>
TOTAL COMMITMENTS		<u>17,060.66</u>
NET FUNDING REMAINING (Including commitments) as of 25 October 2016		<u><u>27,851.34</u></u>

Open Meeting

To	Onewhero–Tuakau Community Board
From	Tony Whittaker General Manager Strategy & Support
Date	26 October 2016
Prepared by	Lianne van den Bemd Community Development Advisor
Chief Executive Approved	Y
Reference/Doc Set #	1627772
Report Title	Discretionary Funding Guidelines

I. EXECUTIVE SUMMARY

To provide the Board with the Discretionary Funding Guidelines to inform the Board of the decision making process when considering applications for funding.

The Discretionary Funding Guidelines includes:

- Funding Mechanisms
- Who can apply
- Criteria and Eligibility for Grants (as per the Discretionary Grants Policy)
- Funding Rounds
- Application Process

The Community Development Advisor will be in attendance to present current Funding Applications and to assist with any queries around the application process.

2. RECOMMENDATION

THAT the report from the **General Manager Strategy & Support** be received.

3. ATTACHMENTS

Discretionary Funding Guidelines

DISCRETIONARY FUNDING GUIDELINES

How to make a Funding Application

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 is as follows:

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.

Waikato District Council Discretionary & Funding Committee

The Discretionary & Funding Committee allocates grants from the Events Fund and the Rural Ward Fund. Rural Ward grants are available for projects and initiatives in rural areas and areas that are not served by a community board. Events grants are available for events held within the Waikato District Council area.

Criteria for grants

Applications are required to meet the following criteria:

- i. Applications will be accepted from community groups, non-commercial groups and voluntary organisations. Applications from individuals will not be accepted.
- ii. Applications will need to be made to the relevant community board or community committee, or to Council's Discretionary & Funding Committee. (Events & Rural Ward Discretionary Funds)
- iii. 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.
- iv. Grants up to \$5000 can be funded up to 100% at the discretion of the relevant community board or committee or Council's Discretionary & Funding Committee. For grants above \$5000 a funding cap of 75% applies (whichever is the greater).

Applicants can have in-kind contributions recognised in terms of the non-grant funding component provided they demonstrate good community engagement.

- v. 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. All grant applications must include a detailed budget for the event or project.
- vi. Capital expenditure items may be considered for grant applications.

- vii. 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.
- viii. Applications for Long Term Plan grants should be made through the submission process.
- ix. 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.
- x. Grants will not be considered for events that have already occurred / projects completed (i.e. no retrospective funding).
- xi. Grants will not be given to oppose consent decisions, attend conferences or to contest legal cases.
- xii. Applications from commercial entities will not be considered.
- xiii. Multiple applications through the discretionary grants funding cycle made to the Discretionary & Funding Committee, community boards or community committees for the same event or project will not be considered.

Eligibility Criteria

Applications are required to meet the following eligibility criteria:

- i. Applicants must demonstrate that they will be undertaking a project or event that benefits a particular community/communities within the Waikato district.
- ii. Applicants must be based in the Waikato district or offering services to a community/communities in the district.
- iii. Applicants must be either a not for profit organisation OR a registered charitable trust, charitable entity or incorporated society.
- iv. Incomplete or non-complying applications will not be considered. If an application is considered to be incomplete the applicant will be given five working days to submit the required outstanding information.
- v. If the required information is not received within five working days the entire application will be returned to the applicant.
- v. Successful applicants **must** complete a project accountability report within 2 months of the completion of the project before being eligible for further funding.

Funding Rounds

Applications for Waikato District Council funds close on the **First Friday of February, April, July, and October.**

Presenting your application

Applications are generally considered in the month following the closing date. Applicants are advised in writing (letter and/or email) the date and time of the meeting. **For applications to community boards and the events fund, a representative of your organisation will be expected to attend the meeting at which the application is being considered so that committee members can ask questions or seek clarification on the application, if required.**

GUIDE TO APPLICATION FORM

It is recommended that prior to submitting your application, you contact the Waikato District Council's community development co-ordinator on 07 824 8633 or 0800 492 452, to discuss your application requirements and confirm that your application meets the eligibility criteria.

- An application form must be completed to apply for funding
- The same form is to be used no matter which funding pool you are applying to
- Please use a black pen and write clearly
- All attachments and accompanying documentation must be in A4 size and single sided
- **Applications must be completed in FULL**

Section 1 – Your details

You need to provide the name and purpose of your organisation, address details and contact details for someone who we can contact in relation to the application. If your organisation is GST registered, you must provide the GST number. Bank details are also required.

Attachments Required for Section 1:

- A copy of the last reviewed / audited accounts for your organisation/group/club
- Encoded deposit slip to enable direct credit of any grant payment made
- A copy of any documentation verifying your organisations legal status
- Charities Commission number (if you have one)

Section 2 – Community Wellbeings and Outcomes

In order to be considered for funding, your project /event needs to contribute to one or more of the Waikato District Council's community **wellbeings** and **outcomes**. Please tick **at least one box** on the form to indicate which wellbeing and outcome your project /event contributes to.

Waikato District Community Well-beings

- Social** means people have a voice in their future, choice in their lives and a sense of belonging.
- Economic** Includes use of land, infrastructure, regulation of activities, tourism
- Cultural** means communities and individuals participating in recreation, creative and cultural activities, arts, history, heritage and traditions.
- Environmental** means environmental outcomes our community wants to achieve, and how they prioritise the actions to achieve them.

Waikato District Community Outcomes

Accessible Waikato - A district where the community's access to transport infrastructure and technology meets its needs.

Sustainable Waikato - A district where growth is managed effectively and natural resources are protected and developed for future generations.

Thriving Waikato - A district that prides itself on economic excellence, where heritage and culture are protected and celebrated.

Healthy Waikato - A district with services and activities that promote a healthy community.

Safe Waikato - A district where people feel safe and supported within their communities.

Section 3 – Your event or project

Describe your event or project – what, when, where, why and who will benefit.

Section 4 – Funding requirements

Details of the cost of your project or event need to be provided in this section. You can complete the relevant part of the form OR if there is not enough room, you can attach additional budget details on a separate piece of paper. Please advise:

- Cost of the event/project
- How much funding is being sought from Waikato District Council
- What the funding will be used for
- Who is involved and how many volunteers
- Have described how the wider community will benefit from the event/project

You need to show here that you have enough funds to cover the total cost of your project/event. This includes details of alternative funding sources already accessed, or likely to be accessed. If you have received previous funding from the Waikato District Council in the last two years, you need to provide details of that.

Attachments required for section 4: Written proof of supplementary funding already raised or copies of applications to other funders (which are pending decision).

If your organisation is governed by another body (ie national or regional) you must provide a copy of any documentation verifying your organisations legal status. You may also provide a letter of support from the organisation's trustees/executive committee, along with any additional information in support of your application such as, newspaper articles, recent newsletters, letters of support etc.

A full list of councillors and community board members can be found on our website <http://www.waikatodistrict.govt.nz/Your-Council/Community-boards-and-community-committees.aspx>

How do I know if our application is successful?

If the committee or community board approves your application, the council will advise the contact person in writing and arrange for the grant to be paid.

If your application is not approved, the council will advise the contact person in writing.

What else you should know

- Groups benefiting from discretionary funding should acknowledge the council's contribution, for example through brochures or billboards.
- Grants will automatically lapse if not uplifted within 12 months unless notified by the council in writing to the contrary.
- Your organisation will be required to complete an accountability form within 2 months on completion of the project.

Open Meeting

To	Onewhero–Tuakau Community Board
From	TG Whittaker General Manager Strategy & Support
Date	15 October 2016
Prepared by	Lianne van den Bemd Community Development Advisor
Chief Executive Approved	Y
DWS Document Set #	1627413
Report Title	Application for Funding – Tuakau Lions Club

1. EXECUTIVE SUMMARY

The purpose of this report is to present an application for funding from the Tuakau Lions Club towards the cost of Tuakau Community Christmas Parade.

2. RECOMMENDATION

THAT the report from the **General Manager Strategy & Support** be received;

AND THAT an allocation of \$..... is made to the Tuakau Lions Club towards the cost of Tuakau Community Christmas Parade;

OR

AND THAT the request from the Tuakau Lions Club towards the cost of Tuakau Community Christmas parade is declined / deferred until for the following reasons:

3. BACKGROUND

Lions Club of Tuakau Inc. is organising the Tuakau Community Christmas Parade.

Past events have been very successful with an estimated 2000 people in attendance each year.

People who provide entertainment, food, and Christmas-themed products are all invited to the event.

The Lions has enlisted 30 active volunteers, Maori Wardens and the Tuakau Fire Bridgade in the running of the event.

The event will take place on 3 December 2016 in the Tuakau town centre.

4. OPTIONS CONSIDERED

- 1) That the application is approved and an allocation of partial or full funding requested by made.
- 2) That the application is declined.
- 3) That the application is deferred.

5. FINANCIAL

Funding is available to allocate for the year.

The project is noted to cost \$4,777.77. The Tuakau Lions is seeking funding of \$1,000.00 towards the cost of raising the float prize money for the event.

GST Registered				No
Set of Accounts supplied				Yes
Previous funding has been received by this organisation				Yes
Onewhero – Tuakau Community Board	Tuakau Lights	Christmas	November 2015	\$4,099.94
Onewhero – Tuakau Community Board	Tuakau Parade	Christmas	November 2015	\$1,000.00

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

For grants above \$5,000.00 a funding cap of 75% of the total project cost applies (whichever is the greater) and other funding needs to be sought.

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

6. CONCLUSION

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

7. ATTACHMENTS

Application for Funding – Tuakau Lions Club

DISCRETIONARY FUNDING APPLICATION FORM

Important notes for applicant:

- It is recommended that, prior to submitting your application, you contact the Waikato District Council's community development co-ordinator, on 07 824 8633 or 0800 492 452, to discuss your application requirements and confirm that your application meets the eligibility criteria.
- Please read the Guidelines for Funding Applications document to assist you with completing this application form.
- Please note that incomplete applications WILL NOT be considered. All parts of the application MUST be completed and all supporting information supplied.
- All applications must be on this application for funding form. We will not accept application forms that have been altered.
- Please ensure you complete the checklist on page 5.

Which fund are you applying to: (Please tick appropriate box)

Discretionary and Funding Committee

Project

Event

OR

Community Board / Committee Discretionary Fund

Raglan

Taupiri

Onewhero-Tuakau

Ngaruawahia

Huntly

Te Kauwhata

Meremere

Section I – Your details

Name of organisation

Tuakau Lions Club

What is your organisation's purpose?

Community Service Organisation

Address: (Postal)

P.O.Box 77, Tuakau 2342

Address: (Physical if different from above)

16b Coolen Place, Tuakau

Contact name, phone number/s and email address

Bob Bell 021 1797245

Charities Commission Number: (If you have one) 2152503

Are you GST registered? No Yes GST Number ____ / ____ / ____
 Bank account details 06 ____ / 0469 ____ / 0032085 ____ / 02 ____
 Bank ANZ Branch Tuakau

The following documentation is required in support of your application:

- A copy of the last reviewed or audited accounts (whichever applies) for your organisation/group/club
- Encoded deposit slip to enable direct credit of any grant payment made
- A copy of any documentation verifying your organisations legal status

Section 2 – Community wellbeing and outcomes

Which community wellbeing will your project contribute to?

(See the guidelines sheet for more information on this section).

Social Economic Cultural Environmental

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 Thriving Vibrant

Section 3 – Your event/project

What is your event / project, including date and location ? (please provide full details)

Tuakau Community Christmas Parade
 3rd December 2016
 Tuakau CBD

Who is involved in your event / project?

Tuakau Lions Club, Tuakau Fire Brigade, Maori Wardens
 Clubs and organisations entering floats

How many volunteers are involved?

30+

What other groups are involved in the project?

Stall Holders

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

Free Entertainment

Section 4 – Funding requirements

Note : Please provide full details of how much your event/project will cost, how much you are seeking from the Waikato District Council and 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.

<i>Please complete all of the following sections</i>		GST Inclusive Costs <i>(use this column if you are not GST registered)</i>	GST Exclusive Costs <i>(use this column if you are GST registered)</i>
TOTAL COST OF THE PROJECT/EVENT		\$4777.77	\$
Existing funds available for the project	Total A	\$Nil	\$

Funding being sought from Waikato District Council

Project Breakdown <i>(itemised costs of funding being sought)</i> <i>If there is insufficient space below please provide a breakdown of costs on an additional sheet.</i>		\$	
Float Prize Money		\$1,000.00	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
Total Funds being sought from WDC	Total B	\$1,000.00	\$

Has funding been sought from other funders? Yes

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

a) Southern Trust		\$2,802.77	\$ _____
b) Donations (Estimate)		\$975.00	\$ _____
c)		\$ _____	\$ _____
d)		\$ _____	\$ _____
Total of other funds being sought	Total C	\$3,777.77	\$ _____

Total Funding Applied for (Add totals A, B & C together to make Total D)	Total D	\$4,777.77	\$
<i>Note : This total should equal the Total Cost of the Project/Event</i>			


Section 5 – Previous Funding Received from Waikato District Council

If you have received funding from or through the Waikato District Council for any project in the past two years, please list below:

Project	Amount received	Date
Christmas Parade OTCB	\$1,000.00	2015
Christmas Decorations upgrade	\$4,099.94	2015
Christmas Parade OTCB	\$1,000.00	2014

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

Signed:  Name: Robert.A.Bell

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

Signature:  Date: 28 / 9 / 2016

Position in organisation (tick which applies)

Chairman Secretary Treasurer

Signature:  Date: 28/9/2016

Position in organisation (tick which applies)

Chairman Secretary Treasurer

TUAKAU'S CHRISTMAS PARADE BUDGET 2016

OPERATORS	BUDGET	COMMENTS
Faifax Media	\$ 362.25	Franklin County News Advertising
Securi-Com	\$ 603.75	Sound System
Waikato District Council	\$ 258.59	Advertise road closure
Computer Food	\$ 55.48	Stationery
St John	\$ 425.50	Event Service (Ambulance on standby)
Sign Max	\$ 57.55	Update signage
Pukekohe RSA Pipeband	\$ 460.00	Parade Leader
LS Electrical	\$ 579.65	Erection of Christmas Decorations
SUB TOTAL	\$ 2,802.77	Southern Trust Application.
Float Prize Money	\$ 1,175.00	See breakdown below
Misc Costs Estimate	\$ 800.00	Lollies, Music, Misc costs on the day
TOTAL	\$ 4,777.77	

Breakdown Prize money

First Prize	\$ 500.00	\$100.00 x 5 groups
Second Prize	\$ 375.00	\$75.00 x 5 "
Third Prize	\$ 250.00	\$50.00 x 5 "
Most Entertaining	\$ 50.00	\$50.00 x 1 only
TOTAL	\$ 1,175.00	

Funding Applications

Southern Trust	\$ 2,802.00
Waikato District Council OTCB	\$ 1,000.00
Total Funding Application	\$ 3,802.00
Lions Fund Raising	\$ 975.77
TOTAL COST	\$ 4,777.77



CERTIFICATE OF INCORPORATION

LIONS CLUB OF TUAKAU CHARITABLE TRUST 2152503

LIONS CLUB OF TUAKAU CHARITABLE TRUST is incorporated under the Charitable Trusts Act 1957 this 10th day of July 2008.

Neville Harris
Registrar of Incorporated Societies





Lions Club of Tuakau Inc.

P.O. Box 77 Tuakau 2342

28th September 2016

Onewhero – Tuakau Community Board

Dear Sir / Madam,

I forward herewith our application for “Funding” of the Annual Tuakau and Community Christmas Parade.

The Funding will assist with the Parade’s Prize money, lollies, handouts and on the day spontaneous expenses all of which Southern Trust’s Funding will not approve.

Our application is for \$1,000.00 and the balance of expenses will come from local business donations.

Once again I hope this application is successful as it benefits Tuakau and Community.

Kind regards
Bob Bell
President.

Tukau Lions.

Checklist

Please ensure you have completed all parts of the funding application form by marking the boxes below and include copies of all accompanying documentation required.

Please also ensure you attach the completed checklist with your application.

Items Required	Enclosed ✓
Read and understood the guidelines for funding applications document	✓
Discussed your application with the Waikato District Council community development co-ordinator	✓
Nominated the fund you are applying for	✓
Completed Section 1 – Your details	✓
Enclosed a full copy of the last reviewed or audited accounts (whichever applies) for your organisation/group/club	✓
Enclosed an encoded deposit slip to enable direct credit of any grant payment made	✓
Enclosed a copy of any documentation verifying your organisations legal status	✓
Included copies of written quotes	
Completed Section 2 - community wellbeing and outcomes	✓
Completed Section 3 – details of your event/project	✓
Completed Section 4 – Funding requirements	✓
Completed Section 5 where funding has been received in the previous 2 years	✓
Obtained two signatures on your application	✓

Please note: Incomplete applications will not be considered. Applicants will be requested to submit relevant outstanding information within 5 days or their application will be returned.

quotes not required - raise money.

LIONS CLUB OF TUAKAU

FINANCIAL REPORTS

FOR THE YEAR ENDED 30th JUNE 2016

Enclosures

Summary of Bank Accounts	1
Administration Receipts and Payments Accounts	2
Charitable Trust Receipts and Payments Account	3
Serious Saver Receipts and Payments Account	4

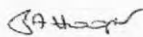
Review Report

I have examined the cash records of the TUAKAU LIONS CLUB INCORPORATED for the year ended 30th June 2016. In common with other organisations of a similar nature, control over fundraising income prior to it being recorded is limited and there are no practical review procedures to determine the effect of this control. Subject to the foregoing, in my opinion, the financial report fairly reflects the financial position of the Tuakau Lions Club Inc. as at 30th June 2016 and the results of its operations and cash flows for the year ended 30th June 2016.

My review report was completed on the 4th of August 2016 and my opinion is expressed at that date.

Philippa Hooper

Accountant



Date 4/8/16

LIONS CLUB OF TUAKAU

SUMMARY OF BANK ACCOUNTS

As at 30th June 2016

	<u>Balance</u> <u>at 01/07/15</u>	<u>Receipts</u>	<u>Payments</u>	<u>Transfers</u> <u>In/Out</u>	<u>Balance</u> <u>at 30/06/16</u>
Administration Receipts and Payments Account	1,047.80	12,197.19	12,063.60		1,181.39
Charitable Trust Receipts and Payments Account	9,194.32	25,176.23	27,791.19	-1,660.00	4,919.36
Serious Saver Receipts and Payments Account	0.00	145.23		1,660.00	1,805.23
	<u>10,242.12</u>	<u>37,518.65</u>	<u>39,854.79</u>	<u>0.00</u>	<u>7,905.98</u>

LIONS CLUB OF TUAKAU

ADMINISTRATION RECEIPTS AND PAYMENTS ACCOUNT

For the year ended 30th June 2016

RECEIPTS	2016	2015
Subscriptions	1,300.00	1,250.00
Bank Interest	5.49	14.64
Auction	956.70	1,036.20
Meals	7,097.50	6,720.00
Donations	485.00	0.00
Donations of milage from members	1,238.30	0.00
Raffles	903.00	964.10
Tail Twisting	211.20	141.40
Project Fundraising	0.00	1,683.00
Sundry Income	0.00	130.00
	<hr/>	<hr/>
Total Receipts	12,197.19	11,939.34
PAYMENTS		
Post Office Box Rental	175.00	170.00
Auditing	100.00	100.00
Stationery	267.76	480.53
Club Supplies	0.00	274.89
National and International Fees	3,583.34	3,992.39
Zone Meetings	200.00	0.00
Gifts	50.00	0.00
Raffles	400.00	382.72
Meals	7,287.50	7,160.00
	<hr/>	<hr/>
Total Payments	12,063.60	12,560.53
	<hr/>	<hr/>
Cash Surplus/(Shortage) for the Year	133.59	-621.19
Add Transfers in		
- from Charitable Trust Receipts and Payments Account	0	0
Cash at ANZ Bank at Start of Year	1,047.80	1,668.99
	<hr/>	<hr/>
Cash at ANZ Bank at End of Year	1,181.39	1,047.80
	<hr/>	<hr/>

LIONS CLUB OF TUAKAU

CHARITABLE TRUST RECEIPTS AND PAYMENTS ACCOUNT

For the year ended 30th June 2016

RECEIPTS	2016	2015
Bank Interest	60.79	73.72
Christmas Raffle	2,083.50	1,802.80
Donation & Special Help	60.00	155.00
Sale of Manure	12,637.00	13,182.50
St John Street Collection	0.00	2,748.40
Parade	4,705.00	6,440.00
Oddsock day/Camp Quality	130.00	0.00
Pinecone Sales	1,400.00	0.00
Christmas Decorations	4,099.94	0.00
Total Receipts	25,176.23	24,402.42
PAYMENTS		
Donations to Schools & Other	13,513.20	9,475.50
Citrus Costs	0.00	0.00
Manure	2,979.00	3,695.00
Christmas Raffle	439.83	274.84
Christmas Decorations	3,482.38	0.00
Flower Baskets	858.00	189.20
Members Donation of Milage to Admin	1,285.30	0.00
Club Supplies	0.00	67.34
Parade	4,389.49	6,668.88
Sundry	843.99	0.00
Total Payments	27,791.19	20,370.76
Cash Surplus/(Shortage) for the Year	-2,614.96	4,031.66
Add Transfers out		
- to Serious Saver Receipts and Payments Account	-1,660.00	0
Cash at ANZ Bank at Start of Year	9,194.32	5,162.66
Cash at ANZ Bank at End of Year	4,919.36	9,194.32

LIONS CLUB OF TUAKAU

SERIOUS SAVER RECEIPTS AND PAYMENTS ACCOUNT

For the year ended 30th June 2016

RECEIPTS	2016	2015
Bank Interest	145.23	0.00
Total Receipts	<u>145.23</u>	<u>0.00</u>
PAYMENTS	0.00	0.00
Total Payments	<u>0.00</u>	<u>0.00</u>
Cash Surplus/(Shortage) for the Year	<u>145.23</u>	<u>0.00</u>
Add Transfers in - from Charitable Trust Receipts and Payments Account	1,660.00	0
Cash at ANZ Bank at Start of Year	0.00	0.00
Cash at ANZ Bank at End of Year	<u><u>1,805.23</u></u>	<u><u>0.00</u></u>

Open Meeting

To	Onewhero-Tuakau Community Board
From	TG Whittaker General Manager Strategy & Support
Date	18 October 2016
Prepared by	Lianne van den Bemd Community Development Advisor
Chief Executive Approved	Y
DWS Document Set #	1627558
Report Title	Application for Funding – Te Kohanga School

I. EXECUTIVE SUMMARY

The purpose of this report is to present an application for funding from the Te Kohanga School towards the maintenance of the school pool for community use through the use of pool chemicals.

2. RECOMMENDATION

THAT the report from the **General Manager Strategy & Support** be received;

AND THAT an allocation of \$..... is made to the Te Kohanga School towards the maintenance of the school pool for community use;

OR

AND THAT the request from the Te Kohanga School towards the maintenance of the school pool for community use is declined / deferred until for the following reasons:

3. BACKGROUND

The Te Kohanga School operates a swimming pool for the school and wider community of Te Kohanga.

The pool is prepared and maintained by a volunteer throughout the summer months. Parents and volunteers prepare the pool before the swimming season starts.

Te Kura Kaupapa Maori O Te Punaha Waikato uses the pool for their swimming lessons.

The whole of the community is able to access the use of the pool over this time.

4. OPTIONS CONSIDERED

- 1) That the application is approved and an allocation of partial or full funding requested by made.
- 2) That the application is declined.
- 3) That the application is deferred.

5. FINANCIAL

Funding is available to allocate for the year.

The project is noted to cost \$821.07. The Te Kohanga School is seeking funding of \$410.53 towards the cost of the purchasing the school pool chemicals.

GST Registered			Yes
Set of Accounts supplied			Yes
Previous funding has been received by this organisation			Yes
Onewhero-Tuakau Community Board	To purchase chemicals for the school pool	August 2015	\$309.57

6. POLICY

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

For grants above \$5,000.00 a funding cap of 75% of the total project cost applies (whichever is the greater) 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 Board is required with regard to this funding request.

8. ATTACHMENTS

Application for Funding – Te Kohanga School



DISCRETIONARY FUNDING APPLICATION FORM

Important notes for applicant:

- It is recommended that, prior to submitting your application, you contact the Waikato District Council's community development co-ordinator, on 07 824 8633 or 0800 492 452, to discuss your application requirements and confirm that your application meets the eligibility criteria.
- Please read the Guidelines for Funding Applications document to assist you with completing this application form.
- Please note that incomplete applications WILL NOT be considered. All parts of the application MUST be completed and all supporting information supplied.
- All applications must be on this application for funding form. We will not accept application forms that have been altered.
- Please ensure you complete the **checklist on page 5**.

RECEIVED

14 SEP 2016

Which fund are you applying to: (Please tick appropriate box)

Discretionary and Funding Committee



Project



Event

Waikato District Council

OR

Community Board / Committee Discretionary Fund

Raglan



Taupiri



Onewhero-Tuakau



Ngaruawahia



Huntly



Te Kauwhata



Meremere



Section I - Your details

Name of organisation

TE KOHANGA SCHOOL

What is your organisation's purpose?

SCHOOL

Address: (Postal)

R.O. 3, TUAKAU 2693

Address: (Physical if different from above)

476 POKI WAIKATO - TUAKAU BRIDGE RD, TE KOHANGA

Contact name, phone number/s and email address

RUTH ILLSLEY, 09 232-8881, admin@tekohanga.school.nz

Charities Commission Number: (If you have one)

Are you GST registered? No Yes GST Number 10,797,004
 Bank account details 12,3109,0012412,00
 Bank ASB Branch PUKEKOHE

The following documentation is required in support of your application:

- A copy of the last reviewed or audited accounts (whichever applies) for your organisation/group/club
- Encoded deposit slip to enable direct credit of any grant payment made
- A copy of any documentation verifying your organisations legal status

Section 2 – Community wellbeing and outcomes

Which community wellbeing will your project contribute to?

(See the guidelines sheet for more information on this section).

Social Economic Cultural Environmental

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 Thriving Vibrant

Section 3 – Your event/project

What is your event / project, including date and location ? (please provide full details)

TO KEEP POOL OPEN OVER SUMMER TO THE COMMUNITY
OUT OF SCHOOL HOURS

Who is involved in your event / project?

TE KOHANGA COMMUNITY AND WIDER WHANAU WHEN
VISITING.

How many volunteers are involved?

ONE VOLUNTEER TO ENSURE POOL IS KEPT CLEAN – 60 HRS APPROX

What other groups are involved in the project?

TE KOHANGA PARENTS TO PREPARE POOL FOR USE.

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

YES: BY BEING ABLE TO USE POOL OVER THE SUMMER TIME OUT
OF SCHOOL HOURS.

TE KURA KAUPAPA MAORI O TE PUHAHA WAIKATO USE THE POOL
FOR THEIR SWIMMING LESSONS:

Section 4 – Funding requirements

Note : Please provide full details of how much your event/project will cost, how much you are seeking from the Waikato District Council and 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.

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)
TOTAL COST OF THE PROJECT/EVENT	\$ <u>944-22</u>	\$ <u>821-07</u>
Existing funds available for the project Total A	\$ <u>472-12</u>	\$ <u>410-54</u>

Funding being sought from Waikato District Council

Project Breakdown (itemised costs of funding being sought) If there is insufficient space below please provide a breakdown of costs on an additional sheet.	\$	\$
CHEMICALS USED TO TREAT POOL WATER.	\$ <u>944-22</u>	\$ <u>821-07</u>
AS PER INVOICES OF PRICE OF CHEMICALS USED.	\$	\$
2015 DEC - 2016 MARCH	\$	\$
CHLORINE, ALKALINE REDUCTION, STABILISER ETC.	\$	\$
	\$	\$
Total Funds being sought from WDC Total B	\$ <u>472-10</u>	\$ <u>410-53</u>

Has 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	\$ _____	\$ _____

Total Funding Applied for (Add totals A, B & C together to make Total D) Total D	\$ <u>944-22</u>	\$ <u>821-07</u>
Note : This total should equal the Total Cost of the Project/Event		

Describe any donated material / resources provided for the event/project:
DONATED/VOLUNTEER LABOUR BY TE KOHANGIA SCHOOL PARENTS TO ENSURE POOL IS READY FOR SUMMER AND VOLUNTEER TIME - APPROX 60 HRS TO MAINTAIN THE POOL

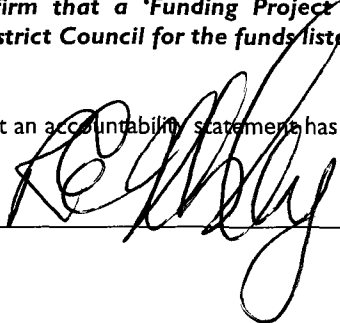
Section 5 – Previous Funding Received from Waikato District Council

If you have received funding from or through the Waikato District Council for any project in the past two years, please list below:

Project	Amount received	Date
CHEMICALS FOR POOL MAINTENANCE	\$309-57	3 AUGUST 2015

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

Signed:  Name: RUTH ILLSLEY

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

Signature:  Date: 16/8/16

Position in organisation (tick which applies) Chairman Secretary Treasurer

Signature:  Date: 16.08.16

Position in organisation (tick which applies) Chairman Secretary Treasurer



Te Kohanga School

976 Port Waikato Road
 Te Kohanga
 RD 3
 TUAKAU 2693

Phone: (09) 232 8881
 Fax: (09) 232 8065
 E-mail:
 admin@tekohanga.school.nz

Tax Invoice 16-25

GST No. 10-797-004

Invoice #:
 Invoice Date:
 Customer ID:

Bill To:

Waikato District Council
 Private Bag 544
 Ngaruawahia 3742

Ship To:

Date	Your Order #	Our Order #	Sales Rep.	FOB	Ship Via	Terms	Tax ID
15-08-2016							

Summer Period 2015-2016	Chemicals to have pool open.						410.53
						Subtotal	410.53
						Tax	61.57
						Shipping	
						Miscellaneous	
						Balance Due	\$472.10 incl GST

School Bank Account No. for Automatic Payments or Direct Credits is:
 ASB 12-3109-0012412-00



TE KOHANGA SCHOOL

Admin

From: Luke Parker <Luke.Parker@thinkwater.co.nz>
Sent: Monday, 1 August 2016 12:14 p.m.
To: admin@tekohanga.school.nz
Subject: School Pool Running Costs
Attachments: 01081601.PDF

Importance: High

Dear Sir / Madam,

Please see attached invoicing for the Tekohonga School Pool for 2015 / 2016. Note most of the invoices relate to chlorine for the pool. I trust this helps answers your questions.

Regards

Luke Parker

Sales /Design

Think Water Pukekohe
 148 Manukau Road, Pukekohe 2120
 P 09 238 9588 | F 09 238 7802 | C 021 468 104
 E luke.parker@thinkwater.co.nz | W www.thinkwater.co.nz



December 2015 to March 2016 = 4 months.

$\$944-22 \div 4 = \$236-05$

2 months over Sched holidays for Community use:

$\$472-10$.

Think Water - 2016 - Chemicals for Te Kohanga Pool						
Date		Description		Total incl		Total excl
21/12/2015		Chlorine tabs		97.50		84.78
		phenol Red		7.30		6.35
		Chlor Neutral		7.30		6.35
16/01/2016		SwimClear 10 kg		105.00		91.30
19/01/2016		Balance Pak 100-10kg		37.18		32.33
		Balance Pak 200-4kg		23.51		20.44
26/01/2016		Swim Clear 10kg x 2		210.00		182.60
27/01/2016		Polysheen plus-1lt		41.87		36.41
		MSA 111 Algecide lt		65.69		57.12
2/02/2016		Swim Clear 10 kg		105.00		91.30
10/02/2016		Balance Pak 100-4kg		18.98		16.50
4/03/2016		Swim Clear 10 kg		105.00		91.30
		Balance Pak 200-2kg		14.89		12.95
21/03/2016		Swim Clear 10 kg		105.00		91.30
				Total		821.03
				944.22		821.03

Think Water Pukekohe

89

ROY F PARKER & SON LTD
148 MANUKAU ROAD
PUKEKOHE 2120

Tax Invoice 162859



Ph: 09 2389588
Fax: 09 2387802
admin.pukekohe@thinkwater.co.nz

GST No : 51-659-619

Page No. : 1

Invoice To:

TE KOHANGA SCHOOL
TUAKAU BRIDGE- PORT WAIKATO R
R D 3
TUAKAU 2693

Order No : Date : 21/12/2015 Account : 2429 Reference : SHOP Rep :

Product Code	Description	Supplied	Rate	Total
B20020391	DPD 1 FREE CHLOR TABS SHEET OF 10	25.00	3.90 84.78 - 12.72 -	<u>97.50</u>
B26242000	REAG #2 PHENOL RED	1.00	7.30 6.35 - 95 -	7.30
B26246000	REAG #4 CHLOR NEUT	1.00	7.30 6.35 - 95 -	<u>7.30</u>

(Handwritten mark)

84.78 + 12.72 = 97.50

Te Kohanga school
CODE 27303
AUTHORISED *Wanwood*
DATE 9/2/16

You can now pay your THINK WATER account by credit card over the telephone. When paying via direct credit please quote your ACCOUNT NUMBER as a reference. If you wish to receive INVOICES & STATEMENT via email - LET US KNOW AT admin.pukekohe@thinkwater.co.nz.

How to pay

by Direct Deposit

GST Content 14.62
GST Inclusive 112.10

Bank: Bank of New Zealand
Account name: Roy F Parker & Son Ltd
Account: 02-0404-0084626-00

Please note that this invoice is due for payment on or before the 20/01/2016

²⁰¹⁵
Dec to March. ⁹⁰2016.

$$821-03 \div 4 = 205.26 \text{ month}$$

$$821-03 + 123.15 = 944.18 \text{ ind GST}$$

Think Water Pukekohe

ROY F PARKER & SON LTD
148 MANUKAU ROAD
PUKEKOHE 2120

Tax Invoice 163436

Ph: 09 2389588
Fax: 09 2387802
admin.pukekohe@thinkwater.co.nz

GST No : 51-659-619

Page No. : 1

Invoice To:

TE KOHANGA SCHOOL
TUAKAU BRIDGE- PORT WAIKATO R
R D 3
TUAKAU 2693

Order No : Date : 16/01/2016 Account : 2429 Reference : SHOP Rep :

Product Code	Description	Supplied	Rate	Total
B20020345	SWIM CLEAR 10KG*	1.00	105.00	105.00

✓ 91.30 + 13.70 = 105 ✓

Te Kohanga school

CODE 27303
AUTHORISED AKL
DATE 09 FEB 2016

You can now pay your THINK WATER account by credit card over the telephone.
When paying via direct credit please quote your ACCOUNT NUMBER as a
reference. If you wish to receive INVOICES & STATEMENT via email - LET US
KNOW AT admin.pukekohe@thinkwater.co.nz.

How to pay

by Direct Deposit

GST Content 13.70
GST Inclusive 105.00

Bank: Bank of New Zealand

Account name: Roy F Parker & Son Ltd

Account: 02-0404-0084626-00

Please note that this invoice is due for payment on or before the 20/02/2016

Think Water Pukekohe

ROY F PARKER & SON LTD
148 MANUKAU ROAD
PUKEKOHE 2120

Tax Invoice 163435

Ph: 09 2389588
 Fax: 09 2387802
 admin.pukekohe@thinkwater.co.nz

GST No : 51-659-619

Page No. : 1

Invoice To:

TE KOHANGA SCHOOL
 TUAKAU BRIDGE- PORT WAIKATO R
 R D 3
 TUAKAU 2693

Order No : POOL Date : 19/01/2016 Account : 2429 Reference : SHOP Rep :

Product Code	Description	Supplied	Rate	Total
B20020358	BALANCE PAK 100 10KG	1.00	37.18	32.33 - 4.85 37.18
B20020361	BALANCE PAK 200 4KG*	1.00	23.51	20.44 - 3.07 23.51

✓

52.77 - 7.92 = 60.69 ✓

Te Kohanga school

CODE 27303
 AUTHORISED [Signature]
 DATE 09 FEB 2016

You can now pay your THINK WATER account by credit card over the telephone.
 When paying via direct credit please quote your ACCOUNT NUMBER as a
 reference. If you wish to receive INVOICES & STATEMENT via email - LET US
 KNOW AT admin.pukekohe@thinkwater.co.nz.

How to pay

by Direct Deposit

GST Content 7.92

GST Inclusive 60.69

Bank: Bank of New Zealand

Account name: Roy F Parker & Son Ltd

Account: 02-0404-0084626-00

Please note that this invoice is due for payment on or before the 20/02/2016

Think Water Pukekohe
ROY F PARKER & SON LTD
148 MANUKAU ROAD
PUKEKOHE 2120

93

Tax Invoice 163769



Ph: 09 2389588
Fax: 09 2387802
admin.pukekohe@thinkwater.co.nz

GST No : 51-659-619

Page No. : 1

Invoice To:

TE KOHANGA SCHOOL
TUAKAU BRIDGE- PORT WAIKATO R
R D 3
TUAKAU 2693

Order No : POOL Date : 26/01/2016 Account : 2429 Reference : SHOP Rep :

Product Code	Description	Supplied	Rate	Total
B20020345	SWIM CLEAR 10KG*	2.00	105.00	210.00

✓ 91-30-13-70-105

182-60+27-39 = 210 ✓

Te Kohanga school
CODE 27303
AUTHORISED [Signature]
DATE 09 Feb 2016

You can now pay your THINK WATER account by credit card over the telephone.
When paying via direct credit please quote your ACCOUNT NUMBER as a
reference. If you wish to receive INVOICES & STATEMENT via email - LET US
KNOW AT admin.pukekohe@thinkwater.co.nz.

How to pay
by Direct Deposit

GST Content 27.39
GST Inclusive 210.00

Bank: Bank of New Zealand
Account name: Roy F Parker & Son Ltd
Account: 02-0404-0084626-00

Please note that this invoice is due for payment on or before the 20/02/2016

Think Water Pukekohe

ROY F PARKER & SON LTD
148 MANUKAU ROAD
PUKEKOHE 2120

Tax Invoice 163642

Ph: 09 2389588
Fax: 09 2387802
admin.pukekohe@thinkwater.co.nz

GST No : 51-659-619

Page No. : 1

Invoice To:

TE KOHANGA SCHOOL
TUAKAU BRIDGE- PORT WAIKATO R
R D 3
TUAKAU 2693

Order No : Date : 27/01/2016 Account : 2429 Reference : SHOP Rep :

Product Code	Description	Supplied	Rate	Total
B20020126	POLYSHEEN PLUS 1LT*	1.00	41.87	36.41 - 546 - 41.87
B20023207	MSA 111 ALGECIDE LT	1.00	65.69	5712 - 857 - 65.69

93.53 + 14.03 = 107.56 ✓

Te Kohanga schoolCODE 27303AUTHORISED PdlDATE 09 FEB 2016

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reference. If you wish to receive INVOICES & STATEMENT via email - LET US
KNOW AT admin.pukekohe@thinkwater.co.nz.

How to pay

by Direct Deposit

GST Content 14.03

GST Inclusive 107.56

Bank: Bank of New Zealand

Account name: Roy F Parker & Son Ltd

Account: 02-0404-0084626-00

Please note that this invoice is due for payment on or before the 20/02/2016

Think Water Pukekohe

ROY F PARKER & SON LTD
148 MANUKAU ROAD
PUKEKOHE 2120

Tax Invoice 163834

Ph: 09 2389588
Fax: 09 2387802
admin.pukekohe@thinkwater.co.nz

Page No. : 1

GST No : 51-659-619

Invoice To:

TE KOHANGA SCHOOL
TUAKAU BRIDGE- PORT WAIKATO R
R D 3
TUAKAU 2693

Order No : POOL Date : 02/02/2016 Account : 2429 Reference : SHOP Rep :

Product Code	Description	Supplied	Rate	Total
B20020345	SWIM CLEAR 10KG*	1.00	105.00	91.30 - 13.70 = 105.00 ✓

Te Kohanga school

CODE 27303
AUTHORISED [Signature]
DATE 09 FEB 2016



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When paying via direct credit please quote your ACCOUNT NUMBER as a
reference. If you wish to receive INVOICES & STATEMENT via email - LET US
KNOW AT admin.pukekohe@thinkwater.co.nz.

How to pay

by Direct Deposit

GST Content 13.70
GST Inclusive 105.00

Bank: Bank of New Zealand

Account name: Roy F Parker & Son Ltd

Account: 02-0404-0084626-00

Please note that this invoice is due for payment on or before the 20/03/2016

Think Water Pukekohe
ROY F PARKER & SON LTD
148 MANUKAU ROAD
PUKEKOHE 2120

Tax Invoice 164054



Ph: 09 2389588
 Fax: 09 2387802
 admin.pukekohe@thinkwater.co.nz

GST No : 51-659-619

Page No. : 1

Invoice To:

TE KOHANGA SCHOOL
 TUAKAU BRIDGE- PORT WAIKATO R
 R D 3
 TUAKAU 2693

Order No : Date : 10/02/2016 Account : 2429 Reference : SHOP Rep :

Product Code	Description	Supplied	Rate	Total
B20020357	BALANCE PAK 100 4KG*	1.00	18.98	16.50 - 248 - 18.98 ✓

Te Kohanga school

CODE 27303

AUTHORISED [Signature]

DATE 19-02-2016

You can now pay your THINK WATER account by credit card over the telephone.
 When paying via direct credit please quote your ACCOUNT NUMBER as a
 reference. If you wish to receive INVOICES & STATEMENT via email - LET US
 KNOW AT admin.pukekohe@thinkwater.co.nz.

How to pay

by Direct Deposit

GST Content 2.48

GST Inclusive 18.98

Bank: Bank of New Zealand

Account name: Roy F Parker & Son Ltd

Account: 02-0404-0084626-00

Please note that this invoice is due for payment on or before the 20/03/2016

Think Water Pukekohe

ROY F PARKER & SON LTD
148 MANUKAU ROAD
PUKEKOHE 2120

Tax Invoice 164621



Ph: 09 2389588
Fax: 09 2387802
admin.pukekohe@thinkwater.co.nz

GST No : 51-659-619

Page No. : 1

Invoice To:

TE KOHANGA SCHOOL
TUAKAU BRIDGE- PORT WAIKATO R
R D 3
TUAKAU 2693

Order No : Date : 04/03/2016 Account : 2429 Reference : SHOP Rep :

Product Code	Description	Supplied	Rate	Total
B20020345	SWIM CLEAR 10KG*	1.00	105.00	105.00
B20020360	BALANCE PAK 200 2KG*	1.00	14.89	14.89

91.30

- 1370 - 105.00

1245 - 194 - 14.89



PAID
18/3/2016

104.25 + 15.64

Te Kohanga school

CODE 27303AUTHORISED [Signature]DATE 14 March 2016

You can now pay your THINK WATER account by credit card over the telephone.
When paying via direct credit please quote your ACCOUNT NUMBER as a
reference. If you wish to receive INVOICES & STATEMENT via email - LET US
KNOW AT admin.pukekohe@thinkwater.co.nz.

How to pay

by Direct Deposit

GST Content

15.64

GST Inclusive

119.89 ✓

Bank: Bank of New Zealand

Account name: Roy F Parker & Son Ltd

Account: 02-0404-0084626-00

Please note that this invoice is due for payment on or before the 20/04/2016

Think Water Pukekohe

ROY F PARKER & SON LTD
 148 MANUKAU ROAD
 PUKEKOHE 2120

Tax Invoice 164908



Ph: 09 2389588
 Fax: 09 2387802
 admin.pukekohe@thinkwater.co.nz

GST No : 51-659-619

Page No. : 1

Invoice To:

TE KOHANGA SCHOOL
 TUAKAU BRIDGE- PORT WAIKATO Rd
 R D 3
 TUAKAU 2693

Order No : Date : 21/03/2016 Account : 2429 Reference : SHOP Rep :

Product Code	Description	Supplied	Rate	Total
--------------	-------------	----------	------	-------

B20020345	SWIM CLEAR 10KG*	1.00	105.00	105.00
-----------	------------------	------	--------	--------

91-30 13-70 105



Te Kohanga school
 CODE 27303
 AUTHORIZED *[Signature]*
 DATE 31-3-2016

PAID
PAID 15th APRIL 2016

You can now pay your THINK WATER account by credit card over the telephone.
 When paying via direct credit please quote your ACCOUNT NUMBER as a
 reference. If you wish to receive INVOICES & STATEMENT via email - LET US
 KNOW AT admin.pukekohe@thinkwater.co.nz.

How to pay

by Direct Deposit

GST Content	13.70
GST Inclusive	105.00

Bank: Bank of New Zealand

Account name: Roy F Parker & Son Ltd

Account: 02-0404-0084626-00

Please note that this invoice is due for payment on or before the 20/04/2016

Te Kohanga School

2015 Annual Report

And

Financial Statements

School Number: 1533

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Te Kohanga School Kiwisport

Report on use of Kiwi Sports Funding

Kiwi sport funding in 2015 \$353 (2014: \$384) was used to support all students, year 4 – 6, to participate in inter school sports days by subsidising bus transport to and from events. Our rural location and low decile makes it difficult for our families to provide safe transport to such events.

Te Kohanga School Analysis of Variance 2015

Focus: Writing
Strategic Aim: Every child will make progress towards meeting their appropriate national standard in literacy.
Annual Aim: Continue to develop an understanding of encoding so students can express their ideas in written form.
Target: Students who are below their expected national standard level, as identified by e-asTTle, 2014, will make significant progress towards meeting their appropriate national standard level in writing by the end of 2015.
<u>Students Year 4 - 6 who are well below</u> will make significant progress toward meeting their appropriate National Standard level in writing.
Baseline data: Writing is the main area of weakness identified across all class levels of our school.
Historically the majority of students at Te Kohanga School have been below their national standard level in writing. This was identified by e-asTTle testing in 2013, and 2014.
All year levels:
2013: 14/31 students were well below or below.
2014: 19/24 students were well below or below.

Actions (what did we do?)	Outcomes (what happened?)	Reasons for the variance (why did it happen?)	Evaluation (where to next?)
<p>Regular one-to-one opportunities were given for at risk students to have extra teacher support for learning the skills necessary to write text successfully.</p> <p>Students were included in regular writing opportunities with multiple opportunities provided for sustained meaningful writing across the curriculum.</p> <p>Teachers modelled writing daily.</p> <p>Differentiation of groupings to meet identified needs in writing.</p> <p>LCN goals implemented to promote closer links between home and school.</p> <p>LCN Professional Development in marking and moderating writing across the cluster of schools.</p> <p>RTLit and RTLB worked closely with at risk students. Assistive technology implemented through RTLB service for at risk students</p> <p>Clear links made between speaking, reading and writing to support the literacy programme.</p> <p>Teacher Appraisals linked to our writing targets.</p>	<p>Whole school results:</p> <p>16 / 24 students are at or above the expected national standard level for their age.</p> <p>8 / 24 students are below or well below.</p> <p>Priority Students: (16/24 students)</p> <p>2 students left during the year.</p> <p>12/14 students made gains of between 103-650 points (e-AsTTle) with one at risk student making a gain of 650 points. All students made either significant gains or accelerated gains. The smallest gain was 81 points. 6 students remain below the national standard level for their age despite the gains they have made. 8 students have raised their achievement level to either at or above.</p> <p>A greater engagement in writing was observed and attitude towards writing has improved (e-asTTle)</p> <p>Teachers have become more specific in their teaching following the cluster professional development.</p>	<p>Whole school student achievement in writing continues to trend upwards. Teachers gained insight into making their teaching specific and focussed using the eAsTTle marking rubric.</p> <p>We began Student Led Conferencing in 2015, this has led to students becoming more articulate about their learning.</p>	<p>Continue looking for ways to raise student achievement.</p> <ul style="list-style-type: none"> • Work on LCN cluster goals, working with students and their families • Specific teaching of Concepts about Print. To reduce confusion of punctuation and the difference between words and letters when reading and writing. • Continue with a rich writing programme and continue to emphasise the richness of language and the links between reading and writing. • Provide an opportunity for adults to improve their own literacy through adult literacy classes on the school site. • Continue to use Student Led Conferencing to bring together the partnership between student/ teacher/whanau.

Planning for next year:

Continue with assistive technology using study ladder Clicker 6 and word Q

Link priority students' achievement results to teacher appraisals.

Continue to implement LCN cluster goals in 2016;

- Strengthen Teacher pedagogy through professional development opportunities and scheduled workshops.
- LCN cluster wide moderation of writing.
- Continue to explore opportunities to engage families and whanau in their child's learning.
- Continue the process of Student Led Conferences.
- Adult literacy classes on the school site. (If parents request it.)

Focus: Reading

Strategic Aim: Continue to develop understanding of concepts about print and letter/sound identification in reading.

Annual Aim: Every child will make progress towards meeting their appropriate national standard in reading

Target: Year 1 and 2 students who are below national standard for their age group in reading.

Baseline data: Historically our new entrants arrive with little or no preschool experience. For this reason, at Te Kohanga School, we identify all new entrant Year 1 students as a target group.

Data used for base line was school entry (SEA) 6 year nets after 1 year at school.

Actions (what did we do?)	Outcomes (what happened?)	Reasons for the variance (why did it happen?)	Evaluation (where to next?)
<p>Daily reading programme and small group teaching to meet individual need.</p> <p>Reading recovery</p> <p>Assistive technology implemented through RTLB service for at risk students</p> <p>Teacher Appraisals linked to our reading targets.</p> <p>LCN goals implemented to promote closer links between home and school</p> <p>Reading together programme for families.</p>	<p>A varied reading programme with an emphasis on richness of language and enjoyment.</p> <p>Reading recovery, 4 students daily</p> <p>Assistive technology helped at risk students through the use of a variety of online programmes. This helped with student confidence and engagement.</p> <p>3 Year 1 students:</p> <p>2/3 below; 1/3 above</p> <p>6 Year 2 students:</p> <p>5/6 at or above; 1/6 below.</p> <p>Student goal setting as part of the Student Led Conference process, gave students and their families clear targets to aim for.</p> <p>Inviting whanau to a Reading Together programme was very beneficial as family members began to talk about their anxiety when trying to help their child.</p>	<p>Although some Priority students increased their reading levels and have grown in confidence and in understanding text when supported in a small group environment they are still below their national standard level but are tracking up.</p> <p>Two of these students have been identified for Reading Recovery when a place becomes available.</p>	<p>Increased emphasis on Concepts about Print to eliminate confusion at letter/sound level, in punctuation and between words and letters.</p> <p>Continue with a rich reading programme and continue to emphasise the richness of language and the links between reading and writing.</p> <p>Offer the Reading Together programme. Continue to explore opportunities to engage families and whanau in their child's learning.</p> <p>Continue the process of goal setting and preparing for Student Led Conferences.</p> <p>Provide an opportunity for adults to improve their own literacy.</p>

Planning for next year:

- Use STEPs programme for priority students.
- Continue with assistive technology using study ladder Word Q and Clicker 6.
- Link priority students' achievement results to teacher appraisals.
- Continue to explore opportunities to engage families and whanau in their child's learning.
- Continue implementing Student Led Conferences.
- Implement LCN cluster goals from 2015 ie; Continue to explore opportunities to engage families and whanau in their child's learning.
- Offer the Reading Together programme to parents at a venue where all parents can access it.
- Offer Adult literacy classes based in the school if parents request this.

Maths

Focus: : Raising achievement mathematics school wide

Strategic Aim: Every child will make progress towards meeting their appropriate national standard in numeracy

Annual Aim: Continue to develop understanding of place value and number Knowledge through problem solving.

Mathematics Target

Year 5 students who are below national standard for their age group in math.

Baseline data:

Historically this group has been affected by having 3 teachers in 18 months while in a Year 2/3 class. A solid foundation in place value and number was not embedded.

Data used for base line was: PAT maths, Numpa where their appropriate national standard was not met.

Actions (what did we do?)	Outcomes (what happened?)	Reasons for the variance (why did it happen?)	Evaluation (where to next?)
<p>Work closely with students to provide a range of opportunities to develop place value knowledge.</p> <p>Use on line Alim resources for small group teaching</p> <p>Teachers had in school Professional development workshops with Charlotte Wilkinson.</p> <p>Maths Professional development with facilitator provided by the ministry.</p> <p>Teacher Appraisals linked to priority students in maths.</p> <p>LCN goals implemented to promote closer links between home and school</p>	<p>8 Year 5 students in the group. 3/8 at national standard 5/8 below national standard.</p> <p>Students below have made gains in strategy sub-levels but not enough for them to meet their age appropriate national standard. In all cases the most common factor was ability to recall tables quickly to aide strategising. Students engaged and more articulate about their place value learning. Students had daily maths lessons ie; warm up, basic facts, practice, lesson then follow up practice. At risk students received lessons daily using on line Alim resources. Extra computer based practice sessions using maths games, maths web sites such as study ladder were used as ongoing practice. Student engagement in maths has consistently been at a high level. Teacher knowledge and confidence in math content increased- especially after in depth professional development around Fractions A `Maths Together' afternoon was held to engage families in their child's math learning.</p>	<p>Gaps in number knowledge basic facts and place value understanding, have proved to be a barrier to student's successful implementation of strategies when problem solving</p>	<p>Strengthen teacher expertise in teaching mathematics through problem solving.</p> <p>Provide home school maths workshops to raise parent confidence when helping their children with maths at home.</p> <p>Continue with the LCN cluster goals in 2016</p> <p>Continue to explore opportunities to engage families and whanau in their child's learning.</p> <p>Continue implementing Student Led Conferences.</p> <p>Subscribe to mathletics for whole school in 2016</p>

Planning for next year: To raise student achievement in Maths through problem solving. Continue to use LCN cluster goals in 2016 ie; Continue to explore opportunities to engage families and whanau in their child's learning through holding 'Math Together' afternoons

Engage in professional development

- Maths PD contract with the ministry 2nd year
- Charlotte Wilkinson, for teaching maths through problem solving follow up meetings
- Plan and implement home / school work shops in maths.
- Teacher Appraisals linked to priority students in maths.
- Subscribe to mathletics for whole school in 2016

Te Kohanga School Members of the Board of Trustees

Name	Position	How position on Board gained	Occupation	Term expired/ expires
Jody Trimble	Chairperson	Co-Opted Nov 2012 Re-elected May 2013	Farmer / Nurse	April 2016
Tania Collins	Parent Rep	Re-elected May 2013	Aged Care	April 2016
Carol Harwood	Principal	Appointed	Principal	
Anne Cheney	Staff Rep/ Secretary/ Treasurer	Elected May 2013	School Secretary	Resigned March 2015
Annette Coy	Parent Rep	Co-opted March 2014	Poultry Processor	Resigned 6 August 2015
Christine Cook	Parent Rep	Co-opted May 2014	Bus Driver	April 2016
Patricia Dixon	Parent Rep	Elected April 2015	Care Giver	April 2016
Jason Anderson	Parent Rep	Co-Opted September 2015	Farmer	April 2016

Te Kohanga School

Statement of Responsibility

For the year ended 31 December 2015

The Board of Trustees (the Board) has pleasure in presenting the annual report of Te Kohanga School incorporating the financial statements and the auditor's report, for the year ended 31 December 2015.

The Board of Trustees accepts responsibility for the preparation of the annual financial statements and the judgements used in these financial statements.

The management (including the principal and others as directed by the Board) accepts responsibility for establishing and maintaining a system of internal controls designed to provide reasonable assurance as to the integrity and reliability of the school's financial reporting.

It is the opinion of the Board and management that the annual financial statements for the financial year ended 31 December 2015 fairly reflects the financial position and operations of the school.

The School's 2015 financial statements are authorised for issue by the Board Chairperson and the principal.

Jodie Trimble

Full Name of Board Chairperson

[Signature]

Signature of Board Chairperson

25-05-2016

Date:

Carol Harwood

Full Name of Principal

[Signature]

Signature of Principal

25-05-2016.

Date:

Te Kohanga School
Statement of Comprehensive Revenue and Expense
 For the year ended 31 December 2015

		2015	2015	2014
	Notes	Actual	Budget	Actual
		\$	(Unaudited)	\$
			\$	
Revenue				
Government Grants	2	378,727	419,478	372,363
Locally Raised Funds	3	38,607	46,500	38,909
Interest Earned		5,815	5,000	5,554
		<hr/>	<hr/>	<hr/>
		423,149	470,978	416,826
Expenses				
Locally Raised Funds	3	7,238	14,100	17,454
Learning Resources	4	257,082	286,877	249,366
Administration	5	51,746	46,800	45,791
Property	6	93,008	109,207	97,825
Depreciation	7	6,041	9,000	7,165
Loss on Disposal of Property, Plant and Equipment		-	200	7,050
		<hr/>	<hr/>	<hr/>
		415,115	466,184	424,651
Net Surplus / (Deficit)		8,034	4,794	(7,825)
Other Comprehensive Revenue and Expenses		-	-	-
Total Comprehensive Revenue and Expense for the Year		<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
		8,034	4,794	(7,825)

The above Statement of Comprehensive Revenue and Expense should be read in conjunction with the accompanying notes.

Te Kohanga School

Statement of Changes in Net Assets/Equity

For the year ended 31 December 2015

	Actual 2015 \$	Budget (Unaudited) 2015 \$	Actual 2014 \$
Balance at 1 January	<u>136,315</u>	<u>136,315</u>	<u>144,140</u>
Total comprehensive revenue and expense for the year	8,034	4,794	(7,825)
Owner transactions			
Contribution - Furniture and Equipment Grant	-	-	-
Equity at 31 December	<u>144,349</u>	<u>141,109</u>	<u>136,315</u>
Retained Earnings	144,349	141,109	136,315
Reserves	-	-	-
Equity at 31 December 2015	<u>144,349</u>	<u>141,109</u>	<u>136,315</u>

The above Statement of Changes in Net Assets/Equity should be read in conjunction with the accompanying notes.

Te Kohanga School
Statement of Financial Position
As at 31 December 2015

	Notes	2015 Actual \$	2015 Budget (Unaudited) \$	2014 Actual \$
Current Assets				
Cash and Cash Equivalents	8	56,404	50,094	39,239
Accounts Receivable	9	16,939	20,500	20,931
Prepayments		845	1,500	1,514
Inventories	10	452	350	334
Investments	11	110,627	110,000	106,232
		<u>185,267</u>	<u>182,444</u>	<u>168,250</u>
Current Liabilities				
GST Payable		1,788	500	498
Accounts Payable	13	31,101	27,500	32,057
Revenue Received in Advance	14	-	-	80
Provision for Cyclical Maintenance	15	-	-	-
Funds held for Capital Works Projects	16	5,485	-	-
		<u>38,374</u>	<u>28,000</u>	<u>32,635</u>
Working Capital Surplus or (Deficit)		146,893	154,444	135,615
Non-current Assets				
Plant and Equipment	12	31,062	20,270	29,270
		<u>31,062</u>	<u>20,270</u>	<u>29,270</u>
Non-current Liabilities				
Provision for Cyclical Maintenance	15	33,605	33,605	28,570
		<u>33,605</u>	<u>33,605</u>	<u>28,570</u>
Net Assets		<u><u>144,350</u></u>	<u><u>141,109</u></u>	<u><u>136,315</u></u>
Equity		<u><u>144,349</u></u>	<u><u>141,109</u></u>	<u><u>136,315</u></u>

The above Statement of Financial Position should be read in conjunction with the accompanying notes.

Te Kohanga School
Statement of Financial Position
 As at 31 December 2015

	Notes	2015 Actual \$	2015 Budget (Unaudited) \$	2014 Actual \$
Current Assets				
Cash and Cash Equivalents	8	56,404	50,094	39,239
Accounts Receivable	9	16,939	20,500	20,931
Prepayments		845	1,500	1,514
Inventories	10	452	350	334
Investments	11	110,627	110,000	106,232
		<hr/>	<hr/>	<hr/>
		185,267	182,444	168,250
Current Liabilities				
GST Payable		1,788	500	498
Accounts Payable	13	31,101	27,500	32,057
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Provision for Cyclical Maintenance	15	-	-	-
Funds held for Capital Works Projects	16	5,485	-	-
		<hr/>	<hr/>	<hr/>
		38,374	28,000	32,635
Working Capital Surplus or (Deficit)		<hr/>	<hr/>	<hr/>
		146,893	154,444	135,615
Non-current Assets				
Plant and Equipment	12	31,062	20,270	29,270
		<hr/>	<hr/>	<hr/>
		31,062	20,270	29,270
Non-current Liabilities				
Provision for Cyclical Maintenance	15	33,605	33,605	28,570
		<hr/>	<hr/>	<hr/>
		33,605	33,605	28,570
Net Assets		<hr/>	<hr/>	<hr/>
		144,350	141,109	136,315
Equity				
		<hr/>	<hr/>	<hr/>
		144,349	141,109	136,315

The above Statement of Financial Position should be read in conjunction with the accompanying notes.

Te Kohanga School
Cash Flow Statement
For the year ended 31 December 2015

	Note	2015 Actual \$	2015 Budget (Unaudited) \$	2014 Actual \$
Cash flows from Operating Activities				
Government Grants		102,111	113,074	102,839
Locally Raised Funds		41,009	46,318	44,529
Goods and Services Tax (net)		1,290	2	760
Payments to Employees		(62,187)	(62,631)	(50,501)
Payments to Suppliers		(64,178)	(86,783)	(69,409)
Interest Paid		-	-	-
Interest Received		5,863	5,043	5,486
Funds Administered on Behalf of Third Parties		5,485	-	-
Net cash from / (to) the Operating Activities		29,392	14,823	33,704
Cash flows from Investing Activities				
Proceeds from Sale of PPE (and Intangibles)		-	-	-
Purchase of PPE (and Intangibles)		(7,832)	(200)	(4,216)
Purchase of Investments		(4,395)	(3,768)	(4,205)
Proceeds from Sale of Investments		-	-	-
Net cash from / (to) the Investing Activities		(12,227)	(3,968)	(8,421)
Cash flows from Financing Activities				
Furniture and Equipment Grant		-	-	967
Net cash from Financing Activities		-	-	967
Net increase/(decrease) in cash and cash equivalents		17,165	10,855	26,250
Cash and cash equivalents at the beginning of the year	11	39,239	39,239	12,989
Cash and cash equivalents at the end of the year	11	56,404	50,094	39,239

The statement of cash flows records only those cash flows directly within the control of the School. This means centrally funded teachers' salaries and the use of land and buildings grant and expense have been omitted.

The above Cash Flow Statement should be read in conjunction with the accompanying notes.

Te Kohanga School

Notes to the Financial Statements

For the year ended 31 December 2015

1. Statement of Accounting Policies

a) Reporting Entity

Te Kohanga School (the School) is a Crown entity as specified in the Crown Entities Act 2004 and a school as described in the Education Act 1989. The Board of Trustees (the Board) is of the view that the School is a public benefit entity for financial reporting purposes.

b) Basis of Preparation

Reporting Period

The financial reports have been prepared for the period **1 January 2015 to 31 December 2015** and in accordance with the requirements of the Public Finance Act 1989.

Basis of Preparation

The financial statements have been prepared on a going concern basis, and the accounting policies have been consistently applied throughout the period.

Financial Reporting Standards Applied

The Education Act 1989 requires the School, as a Crown entity, to prepare financial statements in accordance with generally accepted accounting practice. The financial statements have been prepared in accordance with generally accepted accounting practice in New Zealand, applying PBE Accounting Standards (PBE IPSAS) Reduced Disclosure Regime as appropriate to public benefit entities that qualify for Tier 2 reporting. The school is considered a Public Benefit Entity as it meets the criteria specified as "having a primary objective to provide goods and/or services for community or social benefit and where any equity has been provided with a view to supporting that primary objective rather than for financial return to equity holders".

PBE Accounting Standards Reduced Disclosure Regime

The School qualifies for Tier 2 as the school is not publicly accountable and is not considered large as it falls below the expenditure threshold of \$30 million per year. All relevant reduced disclosure concessions have been taken. These financial statements are the first set of financial statements presented in accordance with the new PBE accounting standards.

Measurement Base

The financial statements are prepared on the historical cost basis unless otherwise noted in a specific accounting policy.

Presentation Currency

These financial statements are presented in New Zealand dollars, rounded to the nearest dollar.

Specific Accounting Policies

The accounting policies used in the preparation of these financial statements are set out below.

Critical Accounting Estimates And Assumptions

In preparing these financial statements the School has made estimates and assumptions concerning the future in regard to asset lives, provisions for cyclical maintenance and impairment of assets. None of these estimates and assumptions are considered critical by the School.

c) Revenue Recognition

Government Grants Schools

The school receives funding from the Ministry of Education. The following are the main types of funding that the School receives;

Operational grants are recorded as revenue when the School has the rights to the funding, which is in the year that the funding is received.

Teachers salaries grants are recorded as revenue when the School has the rights to the funding in the salary period they relate to. The grants are not received in cash by the School and are paid directly to teachers by the Ministry of Education.

Use of land and buildings grants are recorded as revenue in the period the School uses the land and buildings. These are not received in cash by the School as they equate to the deemed expense for using the land and buildings which are owned by the

Te Kohanga School

Notes to the Financial Statements

For the year ended 31 December 2015

Crown.

Grants

Other grants are recorded as revenue when the School has the rights to the funding, unless there are unfulfilled conditions attached to the grant, in which case the amount relating to the unfulfilled conditions is recognised as a liability and released to revenue as the conditions are fulfilled.

Donations

Donations, gifts and bequests are recorded as revenue when their receipt is formally acknowledged by the School.

Interest Revenue

Interest Revenue earned on cash and cash equivalents and investments is recorded as revenue in the period it is earned.

d) Use of Land and Buildings Expense

The property from which the School operates is owned by the Crown and managed by the Ministry of Education on behalf of the Crown. The School's use of the land and buildings as occupant is based on a property occupancy document as gazetted by the Ministry. The expense is based on an assumed market rental yield on the value of land and buildings as used for rating purposes. This is a non-cash expense that is offset by a non-cash grant from the Ministry.

e) Operating Lease Payments

Payments made under operating leases are recognised in the Statement of Comprehensive Revenue and Expense on a straight line basis over the term of the lease.

f) Cash and Cash Equivalents

Cash and cash equivalents include cash on hand, bank balances, deposits held at call with banks, and other short term highly liquid investments with original maturities of three months or less, and bank overdrafts. The carrying amount of cash and cash equivalents represent fair value.

g) Accounts Receivable

Accounts Receivable represents items that the School has issued invoices for, but has not received payment for at year end. They are initially recorded at fair value and subsequently recorded at the amount the School realistically expects to receive. A provision for impairment of Accounts Receivable is established where there is objective evidence the School will not be able to collect all amounts due according to the original terms of the debt. This impairment loss is the difference between the carrying amount of the receivable and the present value of the amounts expected to be collected and has been included under Other Expenditure in the Statement of Comprehensive Revenue and Expense, if not otherwise shown separately.

h) Inventories

Inventories are consumable items held for sale and comprise of stationery and school uniforms. They are stated at the lower of cost and net realisable value. Cost is determined on a first in, first out basis. Net realisable value is the estimated selling price in the ordinary course of activities less the estimated costs necessary to make the sale. Thus the fair value of the inventory is determined based on the cost at time of purchase. The write down from cost to net realisable value is recorded as an expense in the Statement of Comprehensive Revenue and Expense in the period of the write down.

i) Property, Plant and Equipment

Land and buildings owned by the Crown are excluded from these financial statements. The Board's use of the land and buildings as 'occupant' is based on a property occupancy document.

Improvements to buildings owned by the Crown are recorded at cost, less accumulated depreciation and impairment losses.

Plant and equipment are recorded at cost or, in the case of donated assets, fair value at the date of receipt, less accumulated depreciation and impairment losses. Cost or fair value as the case may be, includes those costs that relate directly to bringing the asset to the location where it will be used and making sure it is in the appropriate condition for its intended use.

Plant and equipment acquired with individual values under \$500 are not capitalised, they are recognised as an expense in the Statement of Comprehensive Revenue and Expense.

Gains and losses on disposals (*i.e.* sold or given away) are determined by comparing the proceeds received with the carrying amounts (*i.e.* the book value). The gain or loss arising from the disposal of an item of property, plant and equipment is recognised in the Statement of Comprehensive Revenue and Expense.

Te Kohanga School

Notes to the Financial Statements

For the year ended 31 December 2015

Depreciation

Plant and equipment except for library resources are depreciated over their estimated useful lives on a straight line basis. Library resources are depreciated on a diminishing value basis. Depreciation of all assets is reported in the Statement of Comprehensive Revenue and Expense.

The estimated useful lives of the assets are:

Audio Visual	5 years
Buildings	20 years
Furniture and equipment	10 years
Information and communication technology	5 years
Music equipment	10 years
Office equipment	10 years
Other equipment	10 years
Plant and machinery	10 years
Library resources	12.5% Diminishing value

j) Accounts Payable

Accounts Payable represents liabilities for goods and services provided to the School prior to the end of the financial year which are unpaid. Accounts Payable are recorded at the amount of cash required to settle those liabilities. The amounts are unsecured and are usually paid within 30 days of recognition.

k) Employee Entitlements*Short-term employee entitlements*

Employee benefits that are due to be settled within 12 months after the end of the period in which the employee renders the related service are measured based on accrued entitlements at current rates of pay.

These include salaries and wages accrued up to balance date, annual leave earned to but not yet taken at balance date.

l) Provision for Cyclical Maintenance

The property from which the School operates is owned by the Crown, and is vested in the Ministry. The Ministry has gazetted a property occupancy document that sets out the Board's property maintenance responsibilities. The Board is responsible for maintaining the land, buildings and other facilities on the School site in a state of good order and repair.

Cyclical maintenance, which involves painting the interior and exterior of the School, makes up the most significant part of the Board's responsibilities outside day-to-day maintenance. The provision for cyclical maintenance represents the obligation the Board has to the Ministry and is based on the Board's ten year property plan (10YPP).

m) Financial Assets and Liabilities

The School's financial assets comprise cash and cash equivalents, accounts receivable, and investments. All of these financial assets, except for investments that are shares, are categorised as "loans and receivables" for accounting purposes in accordance with financial reporting standards.

The School's financial liabilities comprise accounts payable, funds held on behalf of the Ministry of Education, and painting contract liability. All of these financial liabilities are categorised as "financial liabilities measured at amortised cost" for accounting purposes in accordance with financial reporting standards.

n) Goods and Services Tax (GST)

The financial statements have been prepared on a GST exclusive basis, with the exception of accounts receivable and accounts payable which are stated as GST inclusive.

o) Budget Figures

The budget figures are extracted from the School budget that was approved by the Board at the start of the year.

p) Services received in-kind

From time to time the School receives services in-kind, including the time of volunteers. The School has elected not to recognise services received in kind in the Statement of Comprehensive Revenue and Expense.

Te Kohanga School
Notes to the Financial Statements
 For the year ended 31 December 2015

	2015	2015	2014
	Actual	Budget	Actual
	\$	(Unaudited)	\$
Operational grants	81,391	89,771	83,915
Teachers' salaries grants	220,609	250,000	226,261
Use of Land and Buildings grants	57,310	55,707	55,707
Special Education	16,607	16,000	3,836
Other MoE Grants	2,500	6,000	1,261
Other government grants	310	2,000	1,383
	<u>378,727</u>	<u>419,478</u>	<u>372,363</u>

Local funds raised within the School's community are made up of:

	2015	2015	2014
	Actual	Budget	Actual
	\$	(Unaudited)	\$
<i>Revenue</i>			
Donations	14,087	4,000	4,346
Fundraising	5,578	15,500	7,997
Activities	218	2,100	9,215
Other revenue	4,450	10,800	4,849
Trading	14,274	14,100	12,502
	<u>38,607</u>	<u>46,500</u>	<u>38,909</u>
<i>Expenses</i>			
Activities	1,505	2,050	7,948
Trading	2,344	3,000	3,642
Fundraising (costs of raising funds)	974	2,050	2,218
Other Fund Costs	2,415	7,000	3,646
	<u>7,238</u>	<u>14,100</u>	<u>17,454</u>
<i>Surplus for the year Locally raised funds</i>	<u>31,369</u>	<u>32,400</u>	<u>21,455</u>

	2015	2015	2014
	Actual	Budget	Actual
	\$	(Unaudited)	\$
Curricular	5,856	5,650	4,934
Library resources	534	750	424
Employee benefits - salaries	240,187	270,027	236,841
General Expenses	3,085	5,450	4,210
Staff development	7,420	5,000	2,957
	<u>257,082</u>	<u>286,877</u>	<u>249,366</u>

Te Kohanga School
Notes to the Financial Statements
For the year ended 31 December 2015

	2015	2015	2014
	Actual	Budget	Actual
	\$	(Unaudited)	\$
		\$	
ACC Levies	950	450	1,214
Audit Fee	5,220	4,500	4,550
Board of Trustees Fees	2,555	2,000	3,224
Board of Trustees Expenses	2,267	1,100	-
Communication	2,086	2,600	2,558
Consumables	4,165	2,000	3,549
Other	3,401	3,750	1,258
Employee Benefits - Salaries	27,305	27,000	25,614
Risk Management Premium	247	400	274
Service Providers, Contractors and Consultancy	3,550	3,000	3,550
	<u>51,746</u>	<u>46,800</u>	<u>45,791</u>

	2015	2015	2014
	Actual	Budget	Actual
	\$	(Unaudited)	\$
		\$	
Caretaking and Cleaning Consumables	1,976	4,100	3,883
Cyclical Maintenance Provision	5,035	10,000	5,035
Grounds	1,336	5,800	2,703
Heat, Light and Water	7,150	6,600	6,216
Repairs and Maintenance	4,943	11,500	7,170
Use of Land and Buildings	57,310	55,707	55,707
Employee Benefits - Salaries	15,258	15,500	17,111
	<u>93,008</u>	<u>109,207</u>	<u>97,825</u>

The use of land and buildings figure represents 8% of the school's total property value. This is used as a 'proxy' for the market rental of the property. Property values are established as part of the nation-wide revaluation exercise that is conducted every 30 June for the Ministry of Education's year-end reporting purposes.

	2015	2015	2014
	Actual	Budget	Actual
	\$	(Unaudited)	\$
		\$	
Audio Visual	773	1,000	773
Buildings - School	1,210	1,000	1,210
Music Equipment	29	50	32
Furniture and equipment	621	1,000	478
Information and communication technology	1,094	1,400	1,157
Office Equipment	37	50	52
Other Equipment	102	2,000	1,452
Plant and Machinery	976	1,000	725
Library resources	1,199	1,500	1,286
	<u>6,041</u>	<u>9,000</u>	<u>7,165</u>

	2015	2015	2014
	Actual	Budget	Actual
	\$	(Unaudited)	\$
		\$	
Bank Current Account	20,411	27,594	19,255
Bank Call Account	35,993	22,500	19,984
Net cash and cash equivalents and bank overdraft for Cash Flow Statement	<u>56,404</u>	<u>50,094</u>	<u>39,239</u>

The carrying value of short-term deposits with maturity dates of three months or less approximates their fair value.

Te Kohanga School
Notes to the Financial Statements
For the year ended 31 December 2015

	2015 Actual \$	2015 Budget (Unaudited) \$	2014 Actual \$
Debtors	416	3,000	2,898
Debtor Ministry of Education	-	2,000	1,303
Interest Accrued	495	500	543
Teacher Salaries Grant Receivable	16,027	15,000	16,187
	<u>16,939</u>	<u>20,500</u>	<u>20,931</u>
Receivables from Exchange Transactions	912	3,500	3,441
Receivables from Non-Exchange Transactions	16,027	17,000	17,490
	<u>16,939</u>	<u>20,500</u>	<u>20,931</u>

	2015 Actual \$	2015 Budget (Unaudited) \$	2014 Actual \$
Stationery	452	300	274
Lunchroom	-	50	60
	<u>452</u>	<u>350</u>	<u>334</u>

The School's investment activities are classified as follows:

	2015 Actual \$	2015 Budget (Unaudited) \$	2014 Actual \$
Current Asset			
Short-term Bank Deposits with Maturities Greater than Three Months and No Greater than One Year	110,627	110,000	106,232

2015	Opening Balance (NBV) \$	Additions \$	Disposals \$	Impairment \$	Depreciation \$	Total (NBV) \$
Audio Visual	1,998				(773)	1,225
Buildings	7,322	-			(1,210)	6,112
Music Equipment	29				(29)	-
Furniture and Equipment	2,439	1,715	-		(621)	3,533
Information and Communication Technology	2,262	999	-		(1,094)	2,167
Office Equipment	51				(37)	14
Other Equipment	491				(102)	389
Plant and Machinery	5,679	4,523			(976)	9,226
Library Resources	8,999	596			(1,199)	8,396
Balance at 31 December 2015	<u>29,270</u>	<u>7,833</u>	<u>-</u>	<u>-</u>	<u>(6,041)</u>	<u>31,062</u>

Te Kohanga School
Notes to the Financial Statements
For the year ended 31 December 2015

	Cost or Valuation	Accumulated Depreciation	Net Book Value
	\$	\$	\$
2015			
Audio Visual	5,506	(4,281)	1,225
Buildings	42,223	(36,111)	6,112
Music Equipment	2,621	(2,621)	-
Furniture and Equipment	29,691	(26,158)	3,533
Information and Communication Technology	26,475	(24,308)	2,167
Office Equipment	1,536	(1,522)	14
Other Equipment	72,445	(72,056)	389
Plant and Machinery	31,520	(22,294)	9,226
Library Resources	48,063	(39,667)	8,396
Balance at 31 December 2015	260,080	(229,018)	31,062

	Opening Balance (NBV)	Additions	Disposals	Loss on Disposal	Depreciation	Total (NBV)
	\$	\$	\$	\$	\$	\$
2014						
Audio Visual	2,771	-	-	-	(773)	1,998
Buildings	8,533	-	-	-	(1,210)	7,323
Music Equipment	61	-	-	-	(32)	29
Furniture and Equipment	2,917	-	-	-	(478)	2,439
Information and Communication Technology	4,485	-	-	(1,067)	(1,157)	2,261
Office Equipment	6,085	-	-	(5,983)	(52)	50
Other Equipment	1,944	-	-	-	(1,452)	492
Plant and Machinery	3,705	2,700	-	-	(725)	5,680
Library Resources	8,768	1,516	-	-	(1,286)	8,998
Balance at 31 December 2014	39,269	4,216	-	(7,050)	(7,165)	29,270

	Cost or Valuation	Accumulated Depreciation	Net Book Value
	\$	\$	\$
2014			
Audio Visual	6,217	(4,219)	1,998
Buildings	42,223	(34,901)	7,322
Music Equipment	2,621	(2,592)	29
Furniture and Equipment	27,976	(25,537)	2,439
Information and Communication Technology	25,476	(23,214)	2,262
Office Equipment	1,536	(1,485)	51
Other Equipment	72,444	(71,953)	491
Plant and Machinery	26,997	(21,318)	5,679
Library Resources	47,466	(38,467)	8,999
Balance at 31 December 2014	252,956	(223,686)	29,270

	2015 Actual	2015 Budget (Unaudited)	2014 Actual
	\$	\$	\$
Operating Creditors	11,948	9,650	12,744
Accruals	368	350	322
Employee Benefits Payable - Salaries	16,027	15,000	16,187
Employee Benefits Payable - Leave Accrual	2,758	2,500	2,804
	31,101	27,500	32,057
Payables for Exchange Transactions	31,101	27,500	32,057
	31,101	27,500	32,057

The carrying value of payables approximates their fair value.

Te Kohanga School
Notes to the Financial Statements
 For the year ended 31 December 2015

	2015 Actual \$	2015 Budget (Unaudited) \$	2014 Actual \$
Parent Payments in Advance	-	-	80
	-	-	80

	2015 Actual \$	2015 Budget (Unaudited) \$	2014 Actual \$
Provision at the Start of the Year	28,570	28,570	23,535
Increase to the Provision During the Year	5,035	10,000	5,035
Use of the Provision During the Year	-	-	-
Provision at the End of the Year	33,605	38,570	28,570
Cyclical Maintenance - Current	-	-	-
Cyclical Maintenance - Term	33,605	33,605	28,570
	33,605	33,605	28,570

The Board has a cash management plan to ensure that sufficient cash is available to meet all maintenance obligations as they fall due over the next 10 years. The amount recognised as a provision is the best estimate of the expenditure required to settle the present obligations at 31 December 2015. Present obligations are identified in the school's current 10-year property plan approved by the Ministry of Education. The provision has not been adjusted for inflation and the time value of money.

Capital Works Projects

During the year the School received and applied funding from the Ministry of Education for the following capital works projects:

	2015	Opening Balances \$	Receipts from MoE \$	Payments \$	Closing Balances \$
Roofing Repairs	<i>in progress</i>	-	5,485	-	5,485
Totals		-	5,485	-	5,485
Represented by:					
Funds Held on Behalf of the Ministry of Education					5,485
Funds Due from the Ministry of Education					-
					5,485
	2014	Opening Balances \$	Receipts from MoE \$	Payments \$	Closing Balances \$
		-	-	-	-
Totals		-	-	-	-

Te Kohanga School
Notes to the Financial Statements
 For the year ended 31 December 2015

The School is a controlled entity of the Crown, and the Crown provides the major source of revenue to the school. The school enters into transactions with other entities also controlled by the Crown, such as government departments, state-owned enterprises and other Crown entities. Transactions with these entities are not disclosed as they occur on terms and conditions no more or less favourable than those that it is reasonable to expect the school would have adopted if dealing with that entity at arm's length.

Key management personnel compensation

Key management personnel of the School include all trustees of the Board, Principal, Deputy Principals and Heads of Departments.

	2015 Actual \$	2014 Actual \$
Salaries and Other Short-term Employee Benefits (0.07 FTEs)	204,074	205,602
Post-employment Benefits	-	-
Other Long-term Benefits	-	-
Termination Benefits	-	-
	<u>204,074</u>	<u>205,602</u>

Board of Trustee and Committee Members

The total value of the remuneration disclosed above which was paid or payable to trustees of the Board and Committee members was as follows:

		2015 Actual \$	2014 Actual \$
Board of Trustees (FTEs)	<u>0.07</u>	2,555	2,555
Committee Members		-	-
		<u>2,555</u>	<u>2,555</u>

Principal

The total value of remuneration paid or payable to the Principal was in the following bands:

	2015 Actual \$000	2014 Actual \$000
Salaries and Other Short-term Employee Benefits:		
Salary and Other Payments	90 - 100	90 - 100
Benefits and Other Emoluments	10 - 11	11 - 12
Termination Benefits	-	-

Other Employees

The number of other employees with remuneration greater than \$100,000 was in the following bands:

Remuneration \$000	2015 FTE Number	2014 FTE Number
110 - 120	-	-
100 - 110	-	-
	<u>0</u>	<u>0</u>

The disclosure for 'Other Employees' does not include remuneration of the Principal.

There are no contingent liabilities and no contingent assets as at 31 December 2015 (Contingent liabilities and assets at 31 December 2014: nil).

Te Kohanga School
Notes to the Financial Statements
 For the year ended 31 December 2015

(a) Capital Commitments

There were no capital commitments as at 31 December 2015.

(Capital commitments at 31 December 2014: nil)

(b) Operating Commitments

As at 31 December 2015 the Board has entered into the following contracts:

(a) operating lease of a photocopier, a projector and laptops;

	2015 Actual	2014 Actual
	\$	\$
No later than One Year	2,511	2,511
Later than One Year and No Later than Five Years	9,167	11,677
Later than Five Years	-	-
	11,678	14,188

The School's capital is its equity and comprises capital contributions from the Ministry of Education for property, plant and equipment and accumulated surpluses and deficits. The School does not actively manage capital but "attempts" to ensure that income exceeds spending in most years. Although deficits can arise as planned in particular years, they are offset by planned surpluses in previous years or ensuing years.

The carrying amount of financial assets and liabilities in each of the financial instrument categories are as follows:

Cash and receivables

	2015 Actual	2015 Budget (Unaudited)	2014 Actual
	\$	\$	\$
Cash and Cash Equivalents	56,404	50,084	39,239
Receivables	16,939	20,500	20,931
Investments - Term Deposits	110,627	110,000	106,232
Total Cash and Receivables	183,970	180,584	166,402

Financial liabilities measured at amortised cost

Payables	31,101	27,500	32,057
Borrowings - Loans	-	-	-
Finance Leases	-	-	-
Total Financial Liabilities Measured at Amortised Cost	31,101	27,500	32,057

There were no significant events after the balance date that impact these financial statements.

Open Meeting

To	Discretionary & Funding Committee
From	TG Whittaker General Manager Strategy & Support
Date	19 October 2016
Prepared by	Lianne van den Bemd Community Development Advisor
Chief Executive Approved	Y
DWS Document Set #	1627557
Report Title	Application for Funding – Pukekawa Boys & Girls Agricultural Club

1. EXECUTIVE SUMMARY

The purpose of this report is to present an application for funding from the Pukekawa Boys & Girls Agricultural Club towards the cost of the upgrade of the school sports courts.

2. RECOMMENDATION

THAT the report from the **General Manager Strategy & Support** be received;

AND THAT an allocation of \$..... is made to the **Pukekawa Boys & Girls Agricultural Club** towards the cost of the upgrade of the school sport courts;

OR

AND THAT the request from the **Pukekawa Boys & Girls Agricultural Club** towards the cost of the upgrade of the school sports courts is declined / deferred until for the following reasons:

3. BACKGROUND

The Pukekawa School is upgrading the sports court facility located on the school grounds.

The school wants to purchase a new mobile tennis court net unit and install two new basketball hoops as part of the upgrade.

The Pukekawa Boys & Girls Agricultural Club is a sub-committee of the school who the school have tasked with seeking the funds required for the upgrade of the sports area. The Club has raised \$2,935.00 for the project through their annual community calf club day.

Those who use the area regularly include the Club members, school pupils, Pukekawa residents and the children who wait for the school bus in the morning before travelling to other high schools etc.

The Pukekawa School has an open door policy for the use of the school pool, playing fields, and the sports court area.

4. OPTIONS CONSIDERED

- 1) That the application is approved and an allocation of partial or full funding requested by made.
- 2) That the application is declined.
- 3) That the application is deferred.

5. FINANCIAL

Funding is available to allocate for the year.

The project is noted to cost \$19,435.00. The Pukekawa Boys & Girls Agricultural Club is seeking funding of \$11,500.00 towards the cost of upgrade of the school courts.

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 up to \$5,000.00 can be funded up to 100% at the discretion of the relevant community board or committee or Council's Discretionary & Funding Committee.

For grants above \$5,000.00 a funding cap of 75% of the total project cost applies (whichever is the greater) 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 Board is required with regard to this funding request.

8. ATTACHMENTS

Application for Funding - The Pukekawa Boys & Girls Agricultural Club

-7 OCT 2016

Time 9.45 Initials G.T.O.

DISCRETIONARY FUNDING APPLICATION FORM

Important notes for applicant:

- It is recommended that, prior to submitting your application, you contact the Waikato District Council's community development co-ordinator, on 07 824 8633 or 0800 492 452, to discuss your application requirements and confirm that your application meets the eligibility criteria.
- Please read the Guidelines for Funding Applications document to assist you with completing this application form.
- Please note that incomplete applications WILL NOT be considered. All parts of the application MUST be completed and all supporting information supplied.
- All applications must be on this application for funding form. We will not accept application forms that have been altered.
- Please ensure you complete the **checklist on page 5.**

Which fund are you applying to: (Please tick appropriate box)

Discretionary and Funding Committee

Project

Event

OR

Community Board / Committee Discretionary Fund

Raglan

Taupiri

Onewhero-Tuakau

Ngaruawahia

Huntly

Te Kauwhata

Meremere

Section I - Your details

Name of organisation

Pukekawa Boys & Girls Agricultural club.

What is your organisation's purpose?

To host annual School & Community calf club Day then use the funds raised towards a School project not funded by ministry of Education.

Address: (Postal)

4- Pukekawa School
803 Highway 22 Tuakau 2696

Address: (Physical if different from above)

Contact name, phone number/s and email address

Kate Hoisfield 021 323 576
Kate@clubed3.co.nz

Charities Commission Number: (if you have one)

Na.

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

Bank account details 06, 04 05, 00 63 528, 000

Bank ANZ Branch Pukekaha

The following documentation is required in support of your application:

- A copy of the last reviewed or audited accounts (whichever applies) for your organisation/group/club
- Encoded deposit slip to enable direct credit of any grant payment made
- A copy of any documentation verifying your organisations legal status

Section 2 – Community wellbeing and outcomes

Which community wellbeing will your project contribute to?

(See the guidelines sheet for more information on this section).

Social Economic Cultural Environmental

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 Thriving Vibrant

Section 3 – Your event/project

What is your event / project, including date and location ? (please provide full details)

Upgrade existing Sport court facility at Pukekaha School, to make it a functional & prominent facility for School members & Pukekaha Community.

To be completed Term 4 (MOU ~~Oct~~-Dec 2016)
2016

Who is involved in your event / project?

Pukekaha Boys & Girls Agricultural Club
Parents, teachers & pupils of Pukekaha School.
Tigerstark NZ & Pukekaha Community.

How many volunteers are involved?

15

What other groups are involved in the project?

N/A.

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

Sports courts available for community use & the only Basketball facility in Pukekaha.
Pukekaha School is a rural bus hub for the

community and many students from the wider one-whero / Teakau region use the facilities while waiting for the bus.

Section 4 – Funding requirements

Note : Please provide full details of how much your event/project will cost, how much you are seeking from the Waikato District Council and 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.

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)
TOTAL COST OF THE PROJECT/EVENT		\$ 19,435 -	\$ _____
Existing funds available for the project	Total A	\$ 2935 -	\$ _____

Funding being sought from Waikato District Council

Project Breakdown (itemised costs of funding being sought) If there is insufficient space below please provide a breakdown of costs on an additional sheet.	\$	\$
Basketball Hoops x 2	\$ 8625 -	\$
mobile Tennis unit x 1	\$ 2875 -	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
Total Funds being sought from WDC	Total B	\$ 11,500 -

Has funding been sought from other funders? Yes No

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

a) Harcourt's Foundation	\$ 5000 -	\$ _____
b)	\$ _____	\$ _____
c)	\$ _____	\$ _____
d)	\$ _____	\$ _____
Total of other funds being sought	Total C	\$ 5000 -

Total Funding Applied for (Add totals A, B & C together to make Total D)	Total D	\$ 19,435 -	\$ _____
Note : This total should equal the Total Cost of the Project/Event			

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

Section 5 – Previous Funding Received from Waikato District Council

If you have received funding from or through the Waikato District Council for any project in the past two years, please list below:

Project	Amount received	Date
N/A.		

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

Signed: _____ Name: _____

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

Signature: *J Anderson* Date: 5-10-16

Position in organisation (tick which applies) Chairman Secretary Treasurer

Signature: *[Signature]* Date: 5-10-16

Position in organisation (tick which applies) Chairman Secretary Treasurer



19th September 2016

Pukekawa School
803 Highway 22
Pukekawa 2696

kate@cubed3.co.nz
021-323576

Dear Kate,

Thank you for your time last week and the opportunity to submit a quote for the installation of TigerTurf at your school in Pukekawa. It was really nice to meet you, your hubby and school Principal.

This would undoubtedly soften up this area of the school and make this space once again functional and a prominent and welcoming facility for both school and community. It would certainly provide an ALL YEAR round out door play area which is soft and inviting. TigerTurf have plenty of reference sites (*please enquire for a comprehensive list*). I have also attached a list of some projects we have completed in schools over the last 12 months.

By choosing TigerTurf to install your sports courts we can offer you;

- ❖ Over 35 years of experience and knowledge in the synthetic surface industry.
- ❖ High quality product manufactured in our factory in Onehunga, New Zealand – **the only NZ based manufacturer in the market place.**
- ❖ Highly qualified and skilled staff dedicated to providing you with quality service, production, construction, installation, and after sales service.
- ❖ Competitive pricing.
- ❖ An on-going maintenance program.



TigerTurf Australia Pty Ltd
14 Latitude Boulevard
Thomastown, Victoria
Australia 3074
Tel +61 3 9464 5052
Fax +61 3 9357 0713
Freephone 1 800 802 570
www.tigerturf.com
ABN : 65 055 247 722

TigerTurf New Zealand Ltd
384 Neilson Street, Onehunga
Auckland 1061, PO Box 28 348
Remuera, Auckland 1541
Tel +64 9 634 4134
Fax +64 9 636 7975
Freephone 0800 804 134
www.tigerturf.com

TIGERTURF SPORTS EQUIPMENT

TigerTurf can complement the new sports surface with new sports equipment.



\$7,500.00 + GST

Supply and install 2x towers- fully adjustable height, sprung hoops- Check out Huntly West School



\$2,500.00 + GST

Supply and install 1x Alloy mobile tennis unit- Check out Pukekohe High

Other items can be priced on request.



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TIGERTURF FENCING- *Option: 1 Full perimeter*

To strip, dispose and supply and install a new full perimeter Galv fence, our price is;

\$26,550.00+ GST

Included in our pricing are the following:

- Site set up
- Health and Safety establishment
- All travel
- Removal and disposal of existing fence
- Supply and install new 3m Galv 40nb posts and top rail. 50nb corners
- Supply and install new heavy duty Galv mesh.
- Supply and install 1x set of double gates and 1x single gate.
- Tidy Up.

TIGERTURF FENCING- *Option: 2 end only*

To supply and install a Galv fence extension, our price is;

\$6,900.00+ GST

Included in our pricing are the following:

- Site set up
- Health and Safety establishment
- All travel
- Supply and install new Galv fence to best match and close the end of the court in
- Supply and install new heavy duty Galv mesh.
- Supply and install 1x single gate.
- Tidy Up.

Quotes are valid for 3 months from today's date.

Please Note:

It is advised that the school carries out a working bee and cleans up the entire perimeter of the court. This would include cleaning out the drain, over hanging bushes, trees and other debris.

No allowance has been made for a rebound board at the base of the fence. If Hockey is to be played this is recommended.

TigerTurf Australia Pty Ltd
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Freephone 0800 804 134
www.tigerturf.com



Once again thank you for the opportunity to submit these details and I look forward to discussing them with you shortly.

Yours sincerely
TigerTurf NZ Limited

Adam Cherrie
Business Development Manager- Education
a.cherrie@tigerturf.com
021-502770

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www.tigerturf.com



Karen Kanon
 Pukekawa Girls & Boys Agricultural Club
 Main Road, RD1
 Pukekawa
 Taukau 2696

The Harcourts Foundation
 7-9 Alpers Avenue
 Newmarket
 Auckland, 1023
 New Zealand

www.harcourtsfoundation.org

Phone: 09 480 1234
 Fax: 09 480 1235

Congratulations Pukekawa Girls & Boys Agricultural Club

It is with great pleasure we confirm you have been successful in receiving a grant of \$5000 to be used to update sports courts in school to make the space a functional and prominent facility for both the school and community. Also includes laying astroturf and a new fence extension. Finishing with much needed new sports equipment.

The Harcourts Foundation was established in 2008 to enable us to better support our team in the way they wish to support their communities. We value your contribution to the community and wish you all the very best in making use of this grant.

What Now?

Please supply the Harcourts representative with a copy of your deposit slip at your earliest convenience to allow payment of the grant.

Enclosed is a copy of the declaration form signed when submitting your application. Please ensure you understand the rules from this form, and apply these to the grant you have received. Just a reminder, grants must not be used for items already purchased or events/initiatives/projects already held.

Please also find enclosed the "Grants Report Form" which must be completed and returned as soon as the initiative you applied for is complete (must be within 4 months of the grant being awarded.)

We look forward to receiving an update from you in due course, and again thank you for the positive difference you are making in the community.

If you have any queries at all, please feel free to contact the Harcourts Foundation at newzealand@harcourtsfoundation.org

Yours sincerely

Chris Kennedy

Chief Executive Officer
 Harcourts New Zealand

jo-ann.elay-kennedy@harcourts.co.nz



Pukekawa Primary School is looking forward to putting their grant money to good use.

SUPPLIED

Grant for Pukekawa School

ANDREA SVENDSEN

When you are a small country school with only 106 pupils, fundraising to do work around the school is particularly hard.

But thanks to a \$5,000 grant from the Harcourts Foundation, Pukekawa School is now one step closer to upgrading its sports area.

Principal Karen McCulloch said they do their very best with sausage sizzles and other fundraisers.

But when it comes to big projects, she said they are reliant on the generosity of organisations like the Harcourts Foundation.

The grant will go towards laying astroturf, a new fence and the installation of quality basketball hoops.

Karen McCulloch said her school is basketball mad.

Over 50 per cent of her 106 pupils play the game for Franklin Basketball.

There is currently no functional basketball facility at school

to practice on.

"It's not just our students who use the sports court area, our entire community does.

"This upgrade is going to provide a much needed year round facility."

Harcourts Pukekohe branch manager Vonni van Bremen said her team jumped at the chance to be able to support a local primary school.

"It's lovely to be able to help out our local kids, who deserve the very best."

Treasurer's Financial Reporting Sheet

Pukekawa Calf
Club
FINANCIAL
STATEMENT
2015 CALF CLUB

Company Name	Fundraising Cash In	Expenses Paid Out	Net Cash
Opening Balance January 2015			\$6,715.17
2015 May Interest	\$26.44		\$26.44
May 2015 Chicken Orders Thomas Family	178 chickens \$150.00		\$801.00 \$150.00
June 2015 Group day Levy		\$170.00	-\$170.00
June 2015 Spud in Bucket	\$246.00		\$246.00
June 2015 Interest	\$25.30		\$25.30
June 2015 Post Shop Stamps & Envelopes		\$22.00	-\$22.00
2015 Buckets for Spud in the bucket		82 buckets @ .90	-\$81.18
2015 July Interest	\$30.00		\$30.00
Hall Projector & installation		\$5,268.49	-\$5,268.49

Judges gifts, bags and water		\$63.88	-\$63.88
2015 August Interest	\$18.79		\$18.79
2015 Cossie Club Sponsorship	\$200		\$200.00
September Interest	\$19.02		
Pro farm Replacement Ear Tags		\$65.00	-\$65.00
2015 Ribbon Order		\$918.00	-\$918
Raffle Ticket cheques	\$640		\$640.00
2015 Sponsorship Cheque Dexion	\$500.00		\$500.00
10th October 2014 rainbows end		\$103.00	-\$103.00
October interest	\$18.86		
Nikau Cave Accommodation		\$170.00	-\$170.00
Runna Go Cart & helmet		\$162.00	-\$162.00
2015 Tuakau Energy Bakery Bread		\$129.00	\$129.00
2015 Tuakau Butchers Meat		\$465.00	-\$465.00
Cash and coins from the day	\$2,497.30		\$2,497.30
Cheques from on the day	\$2,145.00		\$2,145
Direct deposit	\$140		\$140.00
Pukekawa PTA cheque	\$465.00		
<u>2015 Pukekawa School Indoor Exhibit Vouchers</u>		<u>255.91 to be paid</u>	<u>-\$255.91</u>
<u>Calf Club Lunch to be paid to PTA</u>		<u>????</u>	
<u>Country Kitchen TO BE PAID</u>		<u>-\$63.00</u>	<u>-\$63.00</u>
<u>Top of the Town Trophy</u>		<u>????</u>	

engraving

November interest to

come!!

!!!!

School Camp

!!!!!!

Last Meetings feed.

\$59.50

-\$59.50

Warehouse Vouchers and
gifts for Kartia

\$60.00

-\$60.00

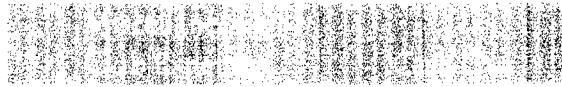
Total:

\$7,121.71

\$6,715.17

-\$8,055.96

\$5,800.92



Net Expenses

\$8,055.96

Net Income

\$7,121.71

-\$914.25

Balance

\$6,715.17

Grand total 2015

\$5,800.92

Open Meeting

To	Discretionary & Funding Committee
From	TG Whittaker General Manager Strategy & Support
Date	09 October 2016
Prepared by	Lianne van den Bemd Community Development Coordinator
Chief Executive Approved	Y
DWS Document Set #	1627367
Report Title	Application for Funding – Queens Redoubt Trust

I. EXECUTIVE SUMMARY

The purpose of this report is to present the deferred application for funding from the Queens Redoubt Trust towards the cost of installing a disabled toilet amenity inside the Queens Redoubt Visitors Centre.

2. RECOMMENDATION

THAT the report from the **General Manager Strategy & Support** be received;

AND THAT an allocation of \$..... is made to the **Queens Redoubt Trust** towards the cost of installing a disabled toilet amenity inside the **Queens Redoubt Visitors Centre**;

OR

AND THAT the request from the **Queens Redoubt Trust** towards the cost of installing a disabled toilet amenity inside the **Queens Redoubt Visitors Centre** is declined / deferred until for the following reasons:

3. BACKGROUND

This application was deferred to the November meeting for the following reasons:

- **more information is required regarding connection fee for wastewater.**

The Queens Redoubt Trust has advised the property where the Heritage Centre is located is also home to another historic homestead.

The homestead is where the main line connection for the new Pokeno sewerage system is to go. At this time a short connection will be installed to the Heritage Centre amenities facility.

The connection fee is approximately \$13,000.00. This cost will be met by the Trust utilizing the historic homestead budget.

The Queens Redoubt Trust wants to install a new toilet inside the Queens Redoubt Visitors Centre.

The Heritage Visitors and Research Centre was established to promote the significant stories of the New Zealand Wars and the history of Pokeno.

The centre is open by appointment for those who want to research the archival and library services. The Trust is working towards opening during more regular hours by mid-2017.

There are 35 active volunteers involved in the project.

One of the Trustees, who is a registered builder, will be undertaking the build free of charge as a service to the Trust. The value of this in-kind service is \$1,000.00.

4. OPTIONS CONSIDERED

- 1) That the application is approved and an allocation of partial or full funding requested by made.
- 2) That the application is declined.
- 3) That the application is deferred.

5. FINANCIAL

Funding is available to allocate for the year.

The project is noted to cost \$4,658.16. The Queens Redoubt Trust is seeking funding of \$4,232.17 towards the cost of installing a new toilet amenity.

GST Registered			Yes
Set of Accounts supplied			Yes
Previous funding has been received by this organisation			Yes
Discretionary Funding Committee	& To purchase new computer equipment	August 2015	\$1,683.00

6. POLICY

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

For grants above \$5,000.00 a funding cap of 75% of the total project cost applies (whichever is the greater) 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 Committee is required with regard to this funding request.

8. ATTACHMENTS

Application for Funding - Queens Redoubt Visitors Centre.

145
SCANNED
Set No _____

WAIKATO DISTRICT COUNCIL
30 JUN 2016
Time 11:50 Initials AS



DISCRETIONARY FUNDING APPLICATION FORM

Important notes for applicant:

- It is recommended that, prior to submitting your application, you contact the Waikato District Council's community development co-ordinator, on 07 824 8633 or 0800 492 452, to discuss your application requirements and confirm that your application meets the eligibility criteria.
- Please read the Guidelines for Funding Applications document to assist you with completing this application form.
- Please note that incomplete applications WILL NOT be considered. All parts of the application MUST be completed and all supporting information supplied.
- All applications must be on this application for funding form. We will not accept application forms that have been altered.
- Please ensure you complete the checklist on page 5.

Which fund are you applying to: (Please tick appropriate box)

Discretionary and Funding Committee Project Event

OR

Community Board / Committee Discretionary Fund

Raglan	<input 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

Name of organisation
Queen's Redoubt Trust

What is your organisation's purpose?
Acquire Queen's Redoubt site and develop it appropriately for public use and education about the Redoubt and the NZ Land Wars. To erect a memorial in remembrance of all who fought in these wars.

Address: (Postal)
40 Isabella Drive
Pukekohe 2120

Address: (Physical if different from above)
22 Great South Road
Pokeno 2402

Contact name, phone number/s and email address
Ian Barton
09 239 2049 ibtrees@wc.net.nz

Charities Commission Number: (If you have one)
CC47091

Are you GST registered? No Yes GST Number 78 / 527 / 714
 Bank account details 1 2 / 3 0 2 2 / 0 3 9 7 1 0 2 / 0 0
 Bank A.S.B. Branch Pukekohe

The following documentation is required in support of your application:

- A copy of the last reviewed or audited accounts (whichever applies) for your organisation/group/club
- Encoded deposit slip to enable direct credit of any grant payment made
- A copy of any documentation verifying your organisations legal status

Section 2 – Community wellbeing and outcomes

Which community wellbeing will your project contribute to?

(See the guidelines sheet for more information on this section).

Social Economic Cultural Environmental

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 Thriving Vibrant

Section 3 – Your event/project

What is your event / project, including date and location? (please provide full details)

To install a disabled Toilet in our new visitor centre at Queen's Redoubt, Pokeno; connect it to the proposed sewerage scheme and connect water to the toilet, work bench and fire protection hose. All electrical work connected with above

Who is involved in your event / project?

Trustees and supporters of the Queens Redoubt Trust

How many volunteers are involved?

35

What other groups are involved in the project?

Ngati Tamaho who provide 2 of our Trustees

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

Eventually the Visitor Centre will be open to the public at regular times or by appointment. Displays expected to be open mid 2017, archives and library available now.

Section 4 – Funding requirements

Note : Please provide full details of how much your event/project will cost, how much you are seeking from the Waikato District Council and 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.

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)
TOTAL COST OF THE PROJECT/EVENT	\$ _____	\$ _____
Existing funds available for the project <i>Contingency fund</i> Total A	\$ <u>490</u>	\$ <u>426.09</u>

Funding being sought from Waikato District Council

Project Breakdown (itemised costs of funding being sought) If there is insufficient space below please provide a breakdown of costs on an additional sheet.	\$	\$
<i>Plumbing work</i>	\$ <u>2480</u>	\$ <u>2156.52</u>
<i>Electrical work</i>	\$ <u>981</u>	\$ <u>853.04</u>
<i>Building materials</i>	\$ <u>544</u>	\$ <u>473.04</u>
<i>Drain laying (connect to sewerage)</i>	\$ <u>862</u>	\$ <u>749.57</u>
	\$ _____	\$ _____
	\$ _____	\$ _____
Total Funds being sought from WDC Total B	\$ <u>4867</u>	\$ <u>4232.17</u>

Has funding been sought from other funders? Yes No

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

a) <i>Lion Foundation (declined)</i>	\$ _____	\$ _____
b)	\$ _____	\$ _____
c)	\$ _____	\$ _____
d)	\$ _____	\$ _____
Total of other funds being sought Total C	\$ _____	\$ _____

Total Funding Applied for (Add totals A, B & C together to make Total D) Total D	\$ <u>5357</u>	\$ <u>4658.16</u>
Note : This total should equal the Total Cost of the Project/Event		

Describe any donated material / resources provided for the event/project: *Building labour provided by Trustees, one of whom is a Registered Builder. This 'in-kind' contribution is valued at \$1000*

Section 5 – Previous Funding Received from Waikato District Council

If you have received funding from or through the Waikato District Council for any project in the past two years, please list below:

Project	Amount received	Date
Computer equipment for library/archives	1683.00	21/9/15

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

Signed: *Ian Barton* Name: Ian Barton

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

Signature: *M. A. Doherty* Date: 29/6/16

Position in organisation (tick which applies) Chairman Secretary Treasurer

Signature: *Ian Barton* Date: _____

Position in organisation (tick which applies) Chairman Secretary Treasurer

Checklist

Please ensure you have completed all parts of the funding application form by marking the boxes below and include copies of all accompanying documentation required.

Please also ensure you attach the completed checklist with your application.

Items Required	Enclosed ✓		
Read and understood the guidelines for funding applications document	✓	Attachment	
Discussed your application with the Waikato District Council community development co-ordinator	✓		
Nominated the fund you are applying for	✓		
Completed Section 1 – Your details	✓		
Enclosed a full copy of the last reviewed or audited accounts (whichever applies) for your organisation/group/club 2014/15	✓		A
Enclosed an encoded deposit slip to enable direct credit of any grant payment made	✓		B
Enclosed a copy of any documentation verifying your organisations legal status	✓		C 1,2,3
Included copies of written quotes	✓		D
Completed Section 2 - community wellbeing and outcomes	✓		
Completed Section 3 – details of your event/project	✓		
Completed Section 4 – Funding requirements	✓		
Completed Section 5 where funding has been received in the previous 2 years	✓		
Obtained two signatures on your application	✓		

Please note: Incomplete applications will not be considered. Applicants will be requested to submit relevant outstanding information within 5 days or their application will be returned.

QUEEN'S REDOUBT TRUST

Directory

Trustees

Ian Barton
Neville Ritchie
Raewyn Ross
David Pearson
Hugh Ross
Lucas Calder
Les Vuletich
Mark Vuletich
Paul Bolton
Matthew Dean

Bankers

ASB Bank Limited

Date of Formation

10 February 1999

Nature of Business

Charitable Trust

Solicitors

Rennie Cox

Accountants

Elder Accounting Services Limited

QUEEN'S REDOUBT TRUST**Auditor's Report**

To the Trustees of the Queen's Redoubt Trust

We have audited the financial statement of the Queen's Redoubt Trust. The financial statements provide information about the past financial performance of the trust and its financial position as at 31 March 2015. This information is stated in accordance with the accounting policies set out in the Notes to the Financial Statements.

Auditor's Responsibilities

It is our responsibility to express an independent opinion on the financial statements presented by the treasurer and report our opinion to you.

Basis of Opinion

We conducted our audit in accordance with generally accepted auditing standards in New Zealand. We planned and performed our audit in order to obtain all the information and explanations that we consider necessary to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatements, whether caused by fraud or error. In forming our opinion, we also evaluated the overall adequacy of the presentation of information in the financial statements.

Other than in our capacity as auditor, we have no relationship with, or interest in, the trust.

Unqualified Opinion

We have obtained all of the information and explanations we have required.

In our opinion:

Proper accounting records have been kept by the trust as far as appears from our examination of those records.

The financial statements comply with generally accepted accounting practice in New Zealand and give a true and fair view of the financial position of the trust as at 31 March 2015 and its financial performance for the year ended on that date.

Our audit was completed on 14 August 2015, and our unqualified opinion is expressed as at that date.

Elder Accounting Services Ltd
Papakura

QUEEN'S REDOUBT TRUST

Statement of Financial Performance
For the Year ended 31st March 2015

	2015	2014
	\$	\$
REVENUE		
Sales	22	31
Interest Received	580	1,816
Membership Fees	357	223
Grazing Fees	522	522
Rent Received	19,108	17,429
Grants Received	52,586	44,455
Total Income	<u>73,175</u>	<u>64,476</u>
Less Expenses		
Audit Fees	490	490
Bank Charges	1	36
Commissions	1,914	1,544
General Expenses	1,154	701
Insurance	2,265	1,321
Rates	1,631	1,253
Repairs and Maintenance - Land	634	391
Repairs and Maintenance - Rental	4,985	471
Website Expenses	504	715
Total Expenses	<u>13,578</u>	<u>6,922</u>
Net Surplus Before Depreciation	59,597	57,554
Less Depreciation Adjustments		
Depreciation as per Schedule	464	519
Net Surplus Before Beneficiary Distributions	<u>59,133</u>	<u>57,035</u>
NET SURPLUS	<u>\$59,133</u>	<u>\$57,035</u>

The above statement must be read in conjunction with the Notes to the Financial Statements.

QUEEN'S REDOUBT TRUST

**Statement of Movements in Equity
For the Year Ended 31 March 2015**

	<i>2015</i>	<i>2014</i>
	\$	\$
EQUITY AT START OF PERIOD	372,860	315,825
SURPLUS & REVALUATIONS		
Net Surplus After Tax	59,133	57,035
Movements in Realised Capital Gains	-	-
Movements in Revaluation Reserves	-	-
Total recognised revenues & expenses	<u>59,133</u>	<u>57,035</u>
OTHER MOVEMENTS		
Funds Settled	-	-
Gifts Made During Year	-	-
EQUITY AT END OF PERIOD	<u>\$431,993</u>	<u>\$372,860</u>

The above statement must be read in conjunction with the Notes to the Financial Statements.

QUEEN'S REDOUBT TRUST**Statement of Financial Position
As at 31st March 2015**

	2015	2014
	\$	\$
CURRENT ASSETS		
ASB Cheque Account	13,168	37,045
Kiwi Bank Land Wars Memorial Fund	2,539	2,461
ASB Term Deposits	5,458	5,313
ASB Savings Plus Account	600	26,745
GST Refund Due	3,030	4,197
Total Current Assets	<u>24,795</u>	<u>75,761</u>
NON-CURRENT ASSETS		
Fixed Assets as per Schedule	<u>409,748</u>	<u>301,649</u>
TOTAL ASSETS	<u>434,543</u>	<u>377,410</u>
CURRENT LIABILITIES		
Accounts Payable	550	550
NON-CURRENT LIABILITIES		
Waikato District Council Community Partnership Loan	<u>2,000</u>	<u>4,000</u>
TOTAL LIABILITIES	<u>2,550</u>	<u>4,550</u>
NET ASSETS	<u>\$431,993</u>	<u>\$372,860</u>
Represented by;		
EQUITY		
Trust Capital	-	-
Reserves	-	-
Retained Earnings	<u>431,993</u>	<u>372,860</u>
TOTAL EQUITY	<u>\$431,993</u>	<u>\$372,860</u>

The accompanying notes form part of these Financial Statements and should be read in conjunction with the reports contained herein.

For and on behalf of the Trust:

Trustee _____ Trustee _____

Date

The above statement must be read in conjunction with the Notes to the Financial Statements.

QUEEN'S REDOUBT TRUST**Notes to the Financial Statements
For the Year ended 31st March 2015****1. Statement of Accounting Policies**

The financial statements presented here are for the entity Queen's Redoubt Trust.

Queen's Redoubt Trust is a charitable trust, settled under trust deed by the settlor dated 10 February 1999. The trust was registered under the Charitable Trusts Act 1957 on 19 February 1999. These financial statements are general purpose financial statements and have been prepared in accordance with generally accepted accounting practices.

The accounting principles recognised as appropriate for the measurement and reporting of earnings and financial position on an historical cost basis have been used, with the exception of certain items for which specific accounting policies have been identified.

(a) Changes in Accounting Policies

There have been no changes in accounting policies. All policies have been applied on bases consistent with those used in previous years.

(b) Fixed Assets & Depreciation

The entity has the following classes of fixed assets:

Land
Buildings
Plant & Equipment

All fixed assets are initially recorded at cost with depreciation being deducted on all tangible fixed assets other than freehold land, in accordance with rates set out in the Income Tax Act 1994.

Valuations

The most recent valuation was done on 20 September 1999 by Marsh & Irwin Limited.

Valuation on Lot 12-18 DP21310 Part Lot 14 DP13817

Valuation of Improvements	\$150,000	Rateable Value 1 July 2013	\$185,000
Valuation of Land	\$195,000	Rateable Value 1 July 2013	\$295,000

(c) Income Tax

No provision for Income Tax has been made as there is no current or deferred tax payable.

2. Nature of Business

The business of the Trust is a charitable Trust. The nature of the Trust's business has not changed during the year under review.

3. Audit

These financial statements have been subject to audit, please refer to Auditor's Report.

These financial statements have been prepared without review or audit. The above statement must be read subject to the Statement of Disclaimer on page 4.

QUEEN'S REDOUBT TRUST

**Notes to the Financial Statements
For the Year ended 31st March 2015**

4. Term Deposits

ASB Term Deposits				<u>\$5,458</u>	<u>\$5,313</u>
-------------------	--	--	--	----------------	----------------

Summary of Deposits

Deposit 0078	\$5,458	Interest Rate 3.00%pa	Maturity Date 16 May 2015		
--------------	---------	-----------------------	---------------------------	--	--

5. Fixed Assets

	<i>2015</i>	<i>2014</i>
	\$	\$
Land	165,513	165,513
Buildings	242,157	133,722
Plant and Equipment	<u>2,078</u>	<u>2,414</u>
	<u>\$409,748</u>	<u>\$301,649</u>

6. Term Loans

	<i>2015</i>	<i>2014</i>
	\$	\$
Waikato District Council Community Partnership Loan		
Current	2,000	2,000
Non Current	<u>-</u>	<u>2,000</u>
	<u>\$2,000</u>	<u>\$4,000</u>

Interest Rate	0.00% pa
Repayments	\$2,000 annually
Final Repayment	1 December 2015

7. Capital and Lease Commitments

The Trust has no capital or lease commitments as at 31st March 2015. (2014 \$Nil)

8. Contingent Liabilities

At balance date there are no known contingent liabilities (2014 \$Nil). Queen's Redoubt Trust has not granted any securities in respect of liabilities payable by any other party whatsoever.



CERTIFICATE OF INCORPORATION
of
QUEEN'S REDOUBT TRUST BOARD
(AK/948008)

This is to certify that QUEEN'S REDOUBT TRUST BOARD was incorporated under the Charitable Trusts Act 1957 on the 19th day of February 1999.

Neville Harris

Neville Harris
Registrar of Incorporated Societies
25 February 1999





Certificate of Registration

Queen's Redoubt Trust Board

This is to certify that Queen's Redoubt Trust Board was registered as a charitable entity under the Charities Act 2005 on 25 July 2011.

Registration number: CC47091

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

Trevor Garrett
Chief Executive



Inland Revenue Department,
Private Bag, Manukau
Telephone 0800 377 774
Facsimile 09-262 9001

01809

BUSINESSDIRECT

18 OCT 2002

QUEEN'S REDOUBT TRUST BOARD

IRD Number 78-527-714

22 ELGIN STREET
GREY LYNN AUCKLAND

1002

Our Reference

Your Reference

DEAR Sir/Madam

**Resident Withholding Tax on Interest and Dividends Certificate
of Exemption** IRD/Exemption number: 78-527-714

Here is your Certificate of Exemption from resident withholding tax on interest and dividends (IR 15C). Please keep it in a safe place. You will have to show it to those paying you interest or dividends, or you may have to return it to Inland Revenue if requested.

This certificate exempts you from paying resident withholding tax but does not exempt you from paying income tax. You must still file an income tax return.

If you no longer qualify for an exemption please send this certificate back to us with a written explanation. You must do this within five working days of the date you were no longer entitled to an exemption.

Yours faithfully

D Butler
Commissioner of Inland Revenue



Private Bag Manukau
Telephone 09-262 9011

BUSINESSDIRECT

**CERTIFICATE OF EXEMPTION FROM RESIDENT WITHHOLDING
TAX ON INTEREST/DIVIDENDS**

QUEEN'S REDOUBT TRUST BOARD

22 ELGIN STREET
GREY LYNN AUCKLAND

1002

Exemption/IRD Number 78-527-714

DIR

This certifies that Resident Withholding Tax deductions are not to be made from any interest and dividends paid to the named recipient from 18/10/2002

D Butler
Commissioner of Inland Revenue

This certificate is issued without alteration or erasure.



VALLEY DRAINLAYING LTD
P O Box 851
PUKEKOHE 2120
SOUTH AUCKLAND

TEL: 09 238 3485
FAX: 09 238 3510

VALLEYDRAINLAYING@XTRA.CO.NZ
WWW.VALLEYDRAINLAYING.CO.NZ

29 October 2015

Queen Redoubt Trust
C/- ibtrees@wc.net.nz

Dear Ian

Re: 22 Great South Rd, Pokeno

Job No: 4376

Further to my site visit and information supplied, please find below my quotation for drainage works required at 22 Great South Rd, Pokeno.

Description of Work:

Connect new toilet to new (yet to be built) sewer line. Supply and install 1 x gully trap, 1 x toilet vent.

Our price \$750 + GST = **\$862.5**

Standard Conditions of Trade:

- All tested to Council requirements and backfilled.
- We will supply digger, labour, truck, pipe, fittings and **all materials** required to complete the above job.
- This quotation is based upon the information provided by the client, any variation from that may incur extra costs.
- Please note payment is to be made in full 7 days from the issue of our invoice unless prior arrangement is made.
- For a full copy of our terms of trade, please see document attached.

Thank you for the opportunity to submit a price for this project. If you have any queries, please do not hesitate to contact me on 09 238 3485 or 0274 719 716.

Kind regards

Peter Valley
Valley Drainlaying Ltd



DMI Plumbing Limited
PO Box 355
Pukekohe 2340

Tel. 09 238 1450
admin@dmiplumbing.co.nz
GST # 81 781 958

CUSTOMER QUOTATION NO. 4290

Queens Rebout Trust
40 Isabella Dr
Pukekohe

Quote No: 4290
Site: 22 Great Soth Rd, Pokeno
Created Date: 24/09/2015
Valid For: 30 Day(s)

Dear Ian

Thank you for the opportunity to quote for work required at 22 Great South Rd, Pokeno. All plumbing pipe work and labour to completed contract is included in this price. Plumbing has been specified as G13.

Please find below a list of areas where our plumbing is to be connected.

Bathroom

Disabled Toilet pan & cistern - Vanity

Hose Reel

Install pipe work and connect hose reel

Hardware

Supply Disabled toilet pan & cistern - Wall hung basin to disabled specs - Grab rail to disabled specs

Materials to be Used

All waste pipe in PVC - All hardware connections in PVC to plug and wastes and stainless steel to water - All plumbing pipe work in Buteline piping systems

Exclusions

No allowance has been made for the following:

Supply or installation of water main - Draining - Future kitchen

Extras to Contract

The price has been quoted on the plans provided. Variations to the plan will be charged to the client as 'extras to contract'

Addition - Renovations

Supply pipe and labour for toilet, basin and connection of hose reel

Sub-Total ex GST \$1,450.00

Hardware - Supply of Hardware

Cosmo Care Pan and cistern

Caroma Flora Wall basin

Oceania Basin mixer

Grail Rail 600mm

Sub-Total ex GST \$706.68

With thanks and kind regards
DMI Plumbing Limited

Sub-Total ex GST \$2,156.68
GST \$323.50
Total inc GST \$2,480.18

Laser Electrical Papakura
 PO Box 72 858
 Papakura 2244
 Tel. 09 298 8173
 GST # 95-219-268
 www.laserelectrical.co.nz



CUSTOMER QUOTATION NO. 11385

Ian Barton
 Queens Redoubt Trust
 22 Great South Rd
 Pokeno

Quote No: 11385
Site: 22 Great South Rd Pokeno
Site Address: 22 Great South Rd
 Pokeno

Date: 06/10/2015
Valid For: 30 Day(s)

Description

Disabled toilet.

Disabled toilet

Install light and extract fan in the disabled toilet in the rear workroom.

As the ceiling of the toilet may be used for storage we suggest installing a wall extract fan to avoid ducting sitting above the ceiling. As the external cladding is corrugated iron we recommend having the external vent installed the builder or specialist installer.

We have allowed to install a high quality LED button light fitting that is IP rated so suitable for wet areas and being LED will not need lamp replacement for several years.

We have also allowed for the installation of a fan run-on timer so when the fan is switched off it will run for an additional 7 minutes before turning off.

Description	Qty	Unit Price	Total
~Fan 150mm thru wall kit	1.00	\$170.87	\$170.87
***LED ceiling button 20W White	1.00	\$169.74	\$169.74
Timer wall fan	1.00	\$35.31	\$35.31
~Switch 2G 10A WH	1.00	\$35.42	\$35.42
~1.0mm TPS twin + earth	10.00	\$2.24	\$22.40
Tradesman	6	\$70.00	\$420.00
Sub-Total ex GST			\$853.74

Thank you.

Sub-Total ex GST \$853.74

Laser Electrical Papakura

GST \$128.06

Total inc GST \$981.80

"Totally Dependable"

www.laserelectrical.co.nz

Shove Electrical NZ Ltd trading as Laser Electrical Papakura is independent to Laser Electrical Group Ltd.
 Laser Electrical Papakura uses the LASER™ name pursuant to a franchise agreement with Laser Electrical Group Ltd.

PROJECT ESTIMATE

Queens Redoubt Trust

E:

Address: Pokeno

PO Box:

Ph:

M:

Mitre10 Mega Pukekohe

Key Contact: Amanda Brocas M:

E: trade@megapukekohe.co.nz

Address: 12 wrightsons way, Pukekohe Ph: (09)2385559
2120, New Zealand

PO Box:

Estimate For:

Job Reference:

Date:

30 Oct 2015

Estimate Number:

83060

This estimate is valid until

29 Nov 2015

This estimate is subject to included tags, terms and conditions. All pricing is GST exclusive unless otherwise stated.

Schedule Summary

General

\$473.05

Grand Total (excluding GST)

\$473.05

GST (at 15%)

\$70.96

Grand Total (including GST)

\$544.01



Key Contact:

Amanda Brocas

Mobile:

Email Address:

trade@megapukekohe.co.nz

Store Phone:

(09)2385559



RECEIVED

- 2 SEP 2016

1549517.

Waikato District Council

Lianne van den Bemd
 Waikato District Council
 Private Bag 544
 Ngaruawahia 3742

30 August 2016

Re: Application for Funding to build Toilet in Visitor Centre at Pokeno.

Dear Lianne,

This letter accompanies the items you asked me for in our telephone conversation of a few days ago.

- A. A copy of Building Consent BDL 1077/16. Please note the total value of the work, at \$5551.00 is higher than we asked for as a grant. This is because the building work will be done by Queen's Redoubt Trustees, one of whom is a licensed builder.
- B. A plan showing services. Please note that the sewerage connection (marked blue and very short) is all that has to be covered by the consent and grant because it will connect the toilet to the sewerage line soon to be installed by WDC as part of the new scheme.

Waikato District Council staff have informed us that, because both of these buildings are on the same title, the Trust is only required to pay one sewerage connection.

Please let me know if you need any further information.

Regards

Ian Barton
 Secretary/Treasurer
 Queen's Redoubt Trust



Form 5

BUILDING CONSENT NO: BLD1077/16

Section 51, Building Act 2004

ISSUED BY: WAIKATO DISTRICT COUNCIL

The Building

Street address of building: 22 Great South Rd POKENO
 Legal description of land where building is located: PT LOT 14 DP 13817
 Valuation Number: 03801/054.03 Property Number: 302401
 Building name: Queen's Redoubt Visitor Centre
 Location of building within site/block number: n/a
 Level/unit number: n/a

The Owner

Name of owner: I L Barton, N J Prickett
 Mailing Address: 40 Isabella Drive, Pukekohe 2120

Street address/registered office: 40 Isabella Drive, Pukekohe

Phone numbers:

Landline: 09-2392049 Mobile: n/a
 Daytime: 09-2392049 After hours: 09-2392049
 Facsimile number: n/a Email address: ibtrees@wc.net.nz
 Website: www.queensredoubt.co.nz

First point of contact for communications with the Building Consent Authority

Name: Queens Redoubt Trust, I L Barton
 Mailing Address: 40 Isabella Drive, Pukekohe 2120

Phone numbers:

Landline: 09-2392049 Mobile: n/a
 Daytime: 09-2392049 Fax number: n/a
 Email address: ibtrees@wc.net.nz

Building Work

The following building work is authorised by this building consent:

Proposed work: Erect internal walls and install an accessible toilet in the meeting room

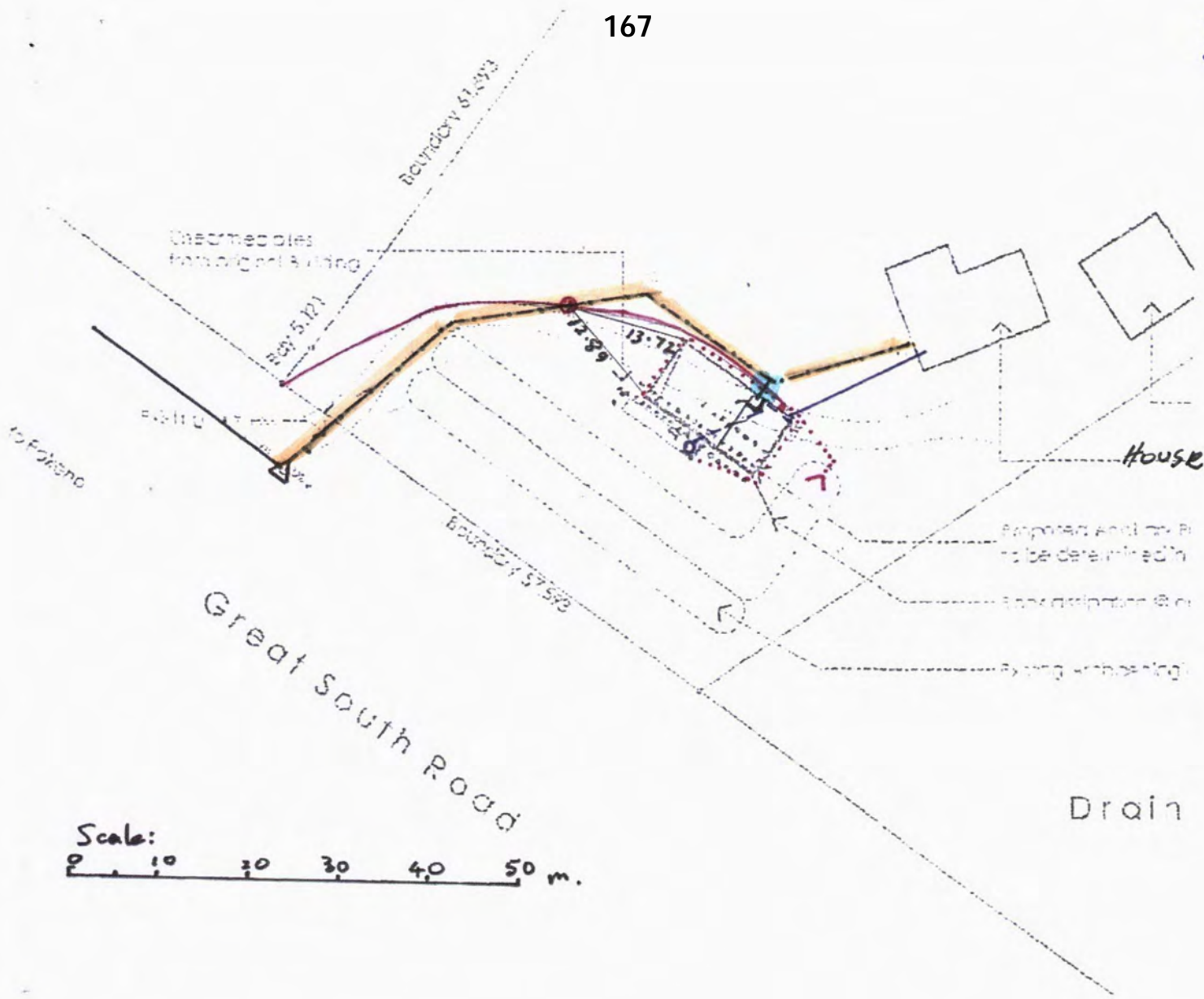
Project type: Community Building \$5,551

Total Value of work: \$5,551

Specified intended Life, not less than 50 years

This building consent is issued under Section 51 of the Building Act 2004. This building consent does not relieve the owner of the building (or proposed building) of any duty or responsibility under any other Act relating to or affecting the building (or proposed building).

This building consent also does not permit the construction, alteration, demolition, or removal of the building (or proposed building) if that construction, alteration, demolition, or removal would be in breach of any other Act.



Water Supply, Power Cable, Storm water and proposed Sewer line

- Power cable
- Point where cable accidentally cut when laying power line
- 12.89 Distance to cut from building corners (m)
- Storm water pipes (ca 75cm from building)
- Storm water out flow
- Water pipes (existing) (proposed)
- Fire hose reel
- Sewer line (existing) (proposed)
- Man like sewer connection
- Sewer line to house
- Connection for consent BLD 1077/16

**DISCRETIONARY & FUNDING 8 AUGUST 2016
ACTION SHEET
OPEN MEETING**

To:	Council		
	Chief Executive		
	General Manager Customer Support – Sue Duignan		
	General Manager Service Delivery – Tim Harty		
	General Manager Strategy & Support – Tony Whittaker	x	
	Lianne van den Bemd	x	

From: Wanda Wright

Date 8 August 2016

APPLICATIONS FOR FUNDING – RURAL WARD DECISIONS - CONTINUED

Application for Funding – Queens Redoubt Trust
Agenda Item 7.3

Resolved: (Crs Costar/McGuire)

THAT the report from the **General Manager Strategy & Support** be received;

AND THAT the request from the **Queens Redoubt Trust** towards the cost of installing a disabled toilet amenity inside the **Queens Redoubt Visitors Centre** is deferred for the following reasons:

- more information is required regarding connection fee for wastewater.

CARRIED on the voices

D&F1608/06/3

Open Meeting

To	Onewhero-Tuakau Community Board
From	TG Whittaker General Manager Strategy & Support
Date	18 October 2016
Prepared by	Lianne van den Bemd Community Development Advisor
Chief Executive Approved	Y
DWS Document Set #	1627806
Report Title	Application for Funding – Sunset Beach Lifeguard Service Inc.

1. EXECUTIVE SUMMARY

The purpose of this report is to present an application for funding from the Sunset Beach Lifeguard Service Inc. towards the cost of the lifeguard programme over the summer of 2016/2017.

2. RECOMMENDATION

THAT the report from the **General Manager Strategy & Support** be received;

AND THAT an allocation of \$..... is made to the **Sunset Beach Lifeguard Service Inc.** towards the cost of the lifeguard programme over the summer of 2016/2017;

OR

AND THAT the request from the **Sunset Beach Lifeguard Service Inc.** towards the cost of the lifeguard programme over the summer of 2016/2017 is declined / deferred until..... for the following reasons:

3. BACKGROUND

Sunset Beach Lifeguard Service Inc. wants to operate a full seven week lifeguard delivery programme over the summer holiday period starting December 2016. There is a shortfall in the cost of providing the programme delivery. The programme ensures the lifeguards are continually on hand to prevent drowning and other life threatening incidents that may potentially occur.

4. OPTIONS CONSIDERED

- 1) That the application is approved and an allocation of partial or full funding requested by made.
- 2) That the application is declined.
- 3) That the application is deferred.

5. FINANCIAL

Funding is available to allocate for the year.

The project is noted to cost \$5,600.00. The Sunset Beach Lifeguard Service Inc. is seeking funding of \$4,000.00 towards the cost of wages for the paid guards.

GST Registered			Yes
Set of Accounts supplied			Yes
Previous funding has been received by this organisation			Yes
Onewhero- Tuakau Community Board	Lifeguard programme	December 2013	\$4,000.00
Onewhero- Tuakau Community Board	Lifeguard programme	December 2014	\$3,480.00
Onewhero- Tuakau Community Board	Lifeguard programme	December 2015	\$4,000.00

6. POLICY

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

For grants above \$5,000.00 a funding cap of 75% of the total project cost applies (whichever is the greater) 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 Board is required with regard to this funding request.

8. ATTACHMENTS

Application for Funding - The Sunset Beach Lifeguard Service Inc.

Waikato District Council

DISCRETIONARY FUNDING APPLICATION FORM

SCANNED

Important notes for applicant:

- It is recommended that, prior to submitting your application, you contact the Waikato District Council's community development co-ordinator, on 07 824 8633 or 0800 492 452, to discuss your application requirements and confirm that your application meets the eligibility criteria.
- Please read the Guidelines for Funding Applications document to assist you with completing this application form.
- Please note that incomplete applications WILL NOT be considered. All parts of the application MUST be completed and all supporting information supplied.
- All applications must be on this application for funding form. We will not accept application forms that have been altered.
- Please ensure you complete the checklist on page 5.

Which fund are you applying to: (Please tick appropriate box)

Discretionary and Funding Committee



OR

Community Board / Committee Discretionary Fund

Raglan



Taupiri



Onewhero-Tuakau



Ngaruawahia



Huntly



Te Kauwhata



Meremere



Section I - Your details

Name of organisation

Sunset Beach lifeguard Service. Inc.

What is your organisation's purpose?

- Prevention of drowning in the Surf
- Training youth as lifeguards
- Safe swimming for the public in the ocean

Address: (Postal)

P.O. Box 186, Puketokohu 2340

Address: (Physical if different from above)

1 Ocean view Road, Port Waikato

Contact name, phone number/s and email address

Malcolm Beattie 021946695, malcolmb@pannellpartnersgroup.com

Charities Commission Number: (If you have one)

CC 25294

Are you GST registered? No Yes GST Number 13,562,920

Bank account details 12,3078,0054360,05

Bank ASB Branch Puketokhe

The following documentation is required in support of your application:

- A copy of the last reviewed or audited accounts (whichever applies) for your organisation/group/club
- Encoded deposit slip to enable direct credit of any grant payment made
- A copy of any documentation verifying your organisations legal status

Section 2 – Community wellbeing and outcomes

Which community wellbeing will your project contribute to?

(See the guidelines sheet for more information on this section.)

Social Economic Cultural Environmental

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 Thriving Vibrant

Section 3 – Your event/project

What is your event / project, including date and location ? (please provide full details)

To provide funding for the club to employ lifeguards during the statutory holidays and the weekends when the Regional Lifeguards are not on patrol, during the upcoming summer holiday period 2016-2017. These funds are not available from the Waikato District Grant to Surf lifesaving Northern Region

Who is involved in your event / project?

Wider Northern Waikato Community including Onehunga and Tuakau

How many volunteers are involved?

Four

What other groups are involved in the project?

None

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

Safe swimming and recreation at Sunset Beach Port Waikato, at a time when volunteer and regional lifeguards are not available

Section 4 – Funding requirements

Note : Please provide full details of how much your event/project will cost, how much you are seeking from the Waikato District Council and 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.

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)
TOTAL COST OF THE PROJECT/EVENT	\$ _____	\$ 5600.00
Existing funds available for the project Total A	\$ _____	\$ 1600.00

Funding being sought from Waikato District Council

Project Breakdown (Itemised costs of funding being sought) If there is insufficient space below please provide a breakdown of costs on an additional sheet.	\$	\$
	\$	\$
4 Lifeguards @ 8 hours/day	\$	\$ 5600.00
	\$	\$
	\$	\$
	\$	\$
	\$	\$
Total Funds being sought from WDC Total B	\$	\$ 4000.00

Has 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	\$ _____	\$ _____

Total Funding Applied for (Add totals A, B & C together to make Total D) Total D	\$ _____	\$ 4000.00
Note : This total should equal the Total Cost of the Project/Event		

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

Resources and equipment provided by Sunset Beach Lifeguard service include - first aid equipment, boats & motors, fuel, rescue tubes, rescue boards and accommodation.

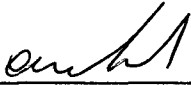
Section 5 – Previous Funding Received from Waikato District Council

If you have received funding from or through the Waikato District Council for any project in the past two years, please list below:


Project	Amount received	Date
2014-2015	\$3,480 + GST	22/12/14
2015-2016	\$4,000 + GST	9/12/15

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

Signed:  Name: Carolyn Edwards

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

Signature:  Date: 7/9/16

Position in organisation (tick which applies) Chairman Secretary Treasurer

Signature:  Date: 7/9/2016

Position in organisation (tick which applies) Chairman Secretary Treasurer

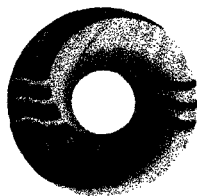
Checklist

Please ensure you have completed all parts of the funding application form by marking the boxes below and include copies of all accompanying documentation required.

Please also ensure you attach the completed checklist with your application.

Items Required	Enclosed ✓
Read and understood the guidelines for funding applications document	✓
Discussed your application with the Waikato District Council community development co-ordinator	✓
Nominated the fund you are applying for	✓
Completed Section 1 – Your details	✓
Enclosed a full copy of the last reviewed or audited accounts (whichever applies) for your organisation/group/club	✓
Enclosed an encoded deposit slip to enable direct credit of any grant payment made	.
Enclosed a copy of any documentation verifying your organisations legal status	✓
Included copies of written quotes	
Completed Section 2 - community wellbeing and outcomes	✓
Completed Section 3 – details of your event/project	✓
Completed Section 4 – Funding requirements	✓
Completed Section 5 where funding has been received in the previous 2 years	✓
Obtained two signatures on your application	✓

Please note: Incomplete applications will not be considered. Applicants will be requested to submit relevant outstanding information within 5 days or their application will be returned.

**TRUST WAIKATO**

TE PUNA O WAIKATO

Sunset Beach Lifeguard Service Inc.28th August 2016**To Whom It May Concern**

The committee of the Trust Waikato Sunset Beach Lifeguard Service resolved at a meeting held at the clubrooms on Sunday the 28th August 2016 to apply to the Onewhero Tuakau Community Board for a grant covering the cost of hiring Sunset Beach Summer lifeguards. This is for a total value of \$4000 plus GST.

I certify that the above is a true and correct copy of the resolution of the Management Committee of the Trust Waikato Sunset Beach Lifeguard Service Inc.

Signature of Treasurer

Name of Treasurer

Carolyn EdwardsDated: Sunday 28th August 2016.

Trust Waikato Sunset Beach Lifeguard Service, PO Box 186, Pukekohe 2340
www.sunsetbeach.org.nz secretary@sunsetbeach.org.nz



NEW ZEALAND
COMPANIES OFFICE

CERTIFICATE OF INCORPORATION

SUNSET BEACH LIFEGUARD SERVICE INCORPORATED 223400

This is to certify that SUNSET BEACH SURF LIFE SAVING PATROL INC was incorporated under the Incorporated Societies Act 1908 on the 2nd day of December 1959 and changed its name to SUNSET BEACH LIFEGUARD SERVICE INCORPORATED on the 27th day of April 2000.

Mandy McDonald

Registrar of Incorporated Societies
28th day of August 2016



Certificate of Registration

Sunset Beach Lifeguard Service Incorporated

Registration number: CC25294

This is to certify that Sunset Beach Lifeguard Service Incorporated was registered as a charitable entity under the Charities Act 2005 on 04 June 2008.



Sid Ashton
Chair



Trevor Garrett
Chief Executive

ASB
ASB Bank Limited
Pukekohe

Deposit

Account Name: SUNSET BEACH LIFEGUARD SERVICE INC
Account Number: 0054360005

SUNSET BEACH LIFEGUARD SERVICE INC

Amount: \$1,230.78
Date: 12/31/2005

ASB Bank Limited, Pukekohe, New Zealand


⑈ 123078⑈ 0054360⑈05 ⑈ 50


Annual Financial Statements

Trust Waikato Sunset Beach Lifeguard Service Inc.
For the year ended 30 April 2016

Prepared by Taylor Ogilvie Accountants

I certify that these Financial Statements have been submitted
to and approved by the members at a general meeting held
on the 17 day of August 2016

Signed 
TREASURER

Signed 
CHAIRMAN

Directory

Trust Waikato Sunset Beach Lifeguard Service Inc. For the year ended 30 April 2016

Nature of Charity

Volunteer Lifeguard Service

Charity Address

1 Ocean View Road

Port Waikato

Waikato 2695

Charity Registration Number

CC25294

IRD Number

013 562 920

Accountant

Taylor Ogilvie Accountants

70 Firth Street

Auckland 2247

Compilation Report

Trust Waikato Sunset Beach Lifeguard Service Inc. For the year ended 30 April 2016

Compilation Report to the Officers of Sunset Beach Lifeguard Service Inc.

Scope

On the basis of information provided and in accordance with Service Engagement Standard 2 Compilation of Financial Information, we have compiled the financial statements of Sunset Beach Lifeguard Service Inc. for the year ended 30 April 2015.

These statements have been prepared in accordance with the accounting policies described in the Notes to these financial statements.

Responsibilities

The Officers are solely responsible for the information contained in the financial statements and have determined that the Special Purpose Reporting Framework used is appropriate to meet your needs and for the purpose that the financial statements were prepared.

The financial statements were prepared exclusively for your benefit. We do not accept responsibility to any other person for the contents of the financial statements.

No Audit or Review Engagement Undertaken

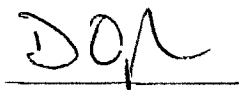
Our procedures use accounting expertise to undertake the compilation of the financial statements from information you provided. Our procedures do not include verification or validation procedures. No audit or review engagement has been performed and accordingly no assurance is expressed.

Independence

We have no involvement with Sunset Beach Lifeguard Service Inc. other than for the preparation of financial statements and management reports and offering advice based on the financial information provided.

Disclaimer

We have compiled these financial statements based on information provided which has not been subject to an audit or review engagement. Accordingly, we do not accept any responsibility for the reliability, accuracy or completeness of the compiled financial information contained in the financial statements. Nor do we accept any liability of any kind whatsoever, including liability by reason of negligence, to any person for losses incurred as a result of placing reliance on these financial statements.



Taylor Ogilvie Accountants

70 Firth Street, Drury
Dated: 16 June 2016

Statement of Financial Position

Trust Waikato Sunset Beach Lifeguard Service Inc.

As at 30 April 2016

	NOTES	30 APR 2016	30 APR 2015
Assets			
Current Assets			
Cash available in bank accounts			
Operational Account		41,113	48,622
IRB Competition Account		3,396	2,836
Surf Boat Account		496	3,153
Unused grants with conditions received			
NZCT Grant 59015 IRB boat and motor		-	(624)
NZCT Grant 61364 IRB Motor, Trailer, Lifevests, Propellers		-	(37,610)
NZCT Grant 58997 Competition Team		-	(186)
NZCT Grant 63870 - IRB hulls, motors, racing boards and propeller development		(28,876)	-
2015 Trust Waikato Grant - Programme Specific		(2,535)	-
Total Unused grants with conditions received		(31,411)	(38,420)
Total Cash available in bank accounts		13,594	16,191
Debtors and prepayments		320	1,370
GST Receivable		984	3,512
Total Current Assets		14,898	21,073
Non-Current Assets			
Property, Plant and Equipment	3	350,522	331,322
Operations Reserve Account		18,286	22,824
Total Non-Current Assets		368,807	354,146
Total Assets		383,705	375,219
Liabilities			
Current Liabilities			
Creditors and accrued expenses		3,219	2,779
Other Current Liabilities		-	-
Total Current Liabilities		3,219	2,779
Total Liabilities		3,219	2,779
Total Assets less Total Liabilities (Net Assets)		380,486	372,440
Accumulated Funds			
Accumulated surpluses or (deficits)		380,486	372,440
Total Accumulated Funds		380,486	372,440

These financial statements have been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.

Statement of Financial Performance

Trust Waikato Sunset Beach Lifeguard Service Inc.
For the year ended 30 April 2016

	NOTES	2016	2015
Revenue			
Donations, Grants and similar revenue			
Donations / Koha from the Public			
Donations		13,417	10,348
Port Waikato Household appeal		1,461	1,578
Pukekawa Fishing club		-	548
SLSNZ Surf Summer Appeal		726	1,116
Total Donations / Koha from the Public		15,604	13,590
Grants for current operations			
Endavour Foundation Grant - Paddle Boards		-	2,900
Lion Foundation Grant - John Deere 2 Seater		-	10,000
NZCT Grant 59950 - John Deere 4 Seater		-	15,000
NZCT Grant 57701 - New Surf Boat		-	35,574
NZCT Grant 59014 - Junior Boards		-	9,500
NZCT Grant 59015 - IRB boat and motor		-	17,376
NZCT Grant 61364 - IRB Motor, Trailer, Llifevests, Propellors		37,610	9,390
NZCT Grant 63870 - IRB hulls, motors, racing boards and propeller development		21,124	-
SLSNR - Equilisation Operational Grant ARAFA		10,430	10,430
SLSNZ - NZLGB Operational Grant		12,752	13,316
SLSNZ - Insurance Grant		5,098	5,343
Sunset Beach Lifeguard Charitable Trust - First Aid Equipment Grant		-	7,235
Trust Waikato - Annual Sponsorship		20,000	13,500
Trust Waikato Signage Grants		2,320	-
2014 Trust Waikato Grant - Programme Specific		-	10,000
2015 Trust Waikato Grant - Programme Specific		16,465	-
2015 Onewhero - Tuakau Community Board Grant		4,000	3,480
Total Grants for current operations		129,798	163,044
Grants and revenue for Competition			
IRB Competition Team - Donations, fundraising		12,633	16,112
Counties Manukau Sports - Waikato River Race		-	3,400
NZCT Grant 58997 - Competiton Team		-	19,814
2015 Nexam Corporation sponsorship		1,893	-
2016 Tuakua ITM sponsorship		2,500	-
0800 Brickly 90 mile sponsorship		800	-
2016 Port Waikato Golf Classic		1,166	-
2016 Len Reynolds Trust		300	-
2016 Port Waikato Fishing Club donation		550	-
Total Grants and revenue for Competition		19,843	39,326
Total Donations, Grants and similar revenue		165,245	215,960

These financial statements have been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.

Statement of Financial Performance

	NOTES	2016	2015
Fees, Subscriptions of other revenue from members			
IRB Competition team - fees		7,900	-
Members Subscriptions		3,213	2,817
IRB Competition Team - Uniform		3,977	238
Total Fees, Subscriptions of other revenue from members		15,090	3,055
Revenue from providing goods or services to the public			
SLSNR - Beach Ed Venue Hire		3,130	1,320
OP Shop Ball		3,657	-
Sale of IRB Boats and motors		4,012	-
SLSNR - Regional Lifeguard Venue Hire		3,500	3,000
Waikato River Race		-	1,511
Total Revenue from providing goods or services to the public		14,299	5,831
Interest, dividends and other investment revenue			
Interest Income		365	774
Total Interest, dividends and other investment revenue		365	774
Prizes			
Spot Prize Won - IRB Motor		-	6,176
Other Revenue		104	-
Total Prizes		104	6,176
Total Revenue		195,103	231,797
Expenses			
Volunteer and employee related costs			
Volunteer Internet and Phone reimbursement		1,957	-
Mileage Allowance		690	2,591
Total Volunteer and employee related costs		2,647	2,591
Costs related to providing goods or services			
NZCT Grant 61364 - IRB motor, Trailer, Lifevests, Propellers		-	9,390
NZCT Grant 63870 - IRB hulls, motors, racing boards and propeller development		6,314	-
Direct Costs relating to service delivery			
ATV Expenses		5,522	1,132
Club House Repairs and Maintenance		9,049	11,239
Communication - Vodafone (Patrol Members)		226	313
First Aid Supplies		1,639	8,782
First Aid Training Programs		4,175	2,807
IRB Repair & Maintenance		12,444	7,858
Lifeguard Training		6,614	1,305
Lifeguard Uniforms		534	40
Petrol & Oil for Rescue Equipment		6,122	3,882
Rescue Equipment R & M		3,421	2,388
Sunset Summer Lifeguards		800	485
Surf Boat R & M		1,859	237
Toyota Surf Ute		1,292	-
Tools and Equipment		1,386	667
Trailer R & M		3,640	1,910
2013 Trust Waikato - Programme Specific		-	442
2014 Trust Waikato Grant - Programme Specific Junior Guards		-	4,725

These financial statements have been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.

Statement of Financial Performance

	NOTES	2016	2015
2015 Trust Waikato Grant - Programme Specific		9,594	-
Onewhero-Tuakau Community Grant Expenses		4,000	3,480
Total Direct Costs relating to service delivery		72,316	51,691
Expenses for Competition			
IRB Competition Team - Uniform Expenses		8,113	3,369
IRB Competition Team - Attendance		20,875	5,869
Competition - Entry Fees and expenses		7,390	4,658
IRB Competition Team - Fundraising		4,377	1,490
NZCT Grant 58997 - Competition Team		-	24,636
River Race 2014 expenses		-	4,416
Travel - National		-	1,234
Total Expenses for Competition		40,755	45,672
Other service delivery costs			
Annual Awards and Functions		5,142	3,430
Furniture and Chattels		692	530
General Expenses		-	389
Sky Rental		463	557
Total Other service delivery costs		6,296	4,907
Administration and overhead costs			
ACC Levy		-	27
Accounting Fees and Xero Subscription		4,213	2,459
Advertising		-	233
Bank Fees		55	123
Cabin Rental		3,922	-
Charities Commission		44	77
Cleaning		4,977	4,730
Communication - Spark		851	901
Communication - Website		246	-
Freight & Courier		41	187
Insurance (2015 - 2 years of premiums paid)		9,123	18,469
Lease 3 Centreway Road		600	-
Post Office Box Rental		152	148
Printing & Stationery		775	1,398
Power Gas Water		4,744	4,047
Rates		1,774	915
Waste Disposal		892	819
Total Administration and overhead costs		32,407	34,531
Total Costs related to providing goods or services		158,089	146,191
Other expenses			
Depreciation		62,262	52,937
Gain / Loss on Sale / Disposal of Assets		(2,228)	5,623
Total Other expenses		60,035	58,560
Total Expenses		220,770	207,342
Surplus/(Deficit) for the Year		(25,667)	24,454

These financial statements have been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.

Cash Summary

Trust Waikato Sunset Beach Lifeguard Service Inc.
For the 12 months ended 30 April 2016
Excluding GST

	Apr 2016	Apr 2015
Income		
0800 Bricky 90 mile sponsorship	800	-
2014 Trust Waikato Grant - Programme Specific	-	10,000
2015 Nexam Corporation sponsorship	1,893	-
2015 Onewhero - Tuakau Community Board Grant	4,000	3,480
2015 Trust Waikato Grant Programme Specific	16,465	-
2016 Len Reynolds Trust	300	-
2016 Port Waikato Fishing Club donation	550	-
2016 Port Waikato Golf Classic	1,166	-
2016 Tuakua ITM sponsorship	2,500	-
Counties Manukau Sports - Waikato River Race	-	3,400
Donations	13,867	9,898
Endevour Foundation Grant - Paddle Boards	-	2,900
Interest Income	365	774
IRB Competition Team - Donations, fundraising	13,233	15,512
IRB Competition team - fees	7,900	-
IRB Competition Team - Uniform	3,977	238
Lion Foundation Grant - John Deere 2 Seater	-	10,000
Members Subscriptions	3,213	2,817
NZCT Grant 57701 - New Surf Boat	-	35,574
NZCT Grant 58997 - Competiton Team	-	19,814
NZCT Grant 59014 - Junior Boards	-	9,500
NZCT Grant 59015 - IRB boat and motor	-	17,376
NZCT Grant 59950 - John Deere 4 Seater	-	15,000
NZCT Grant 61364 - IRB Motor, Trailer, Lifevests, Propellers	37,610	9,390
NZCT Grant 63870 - IRB hulls, motors, racing boards and propeller development	21,124	-
OP Shop Ball	3,740	-
Other Revenue	104	(195)
Port Waikato Household appeal	1,461	1,578
Pukekawa Fishing club	-	548
Sale of IRB Boats and motors	11,000	-
SLSNR - Beach Ed Venue Hire	3,130	1,320
SLSNR - Equilisation Operational Grant ARAFA	10,430	10,430
SLSNR - Regional Lifeguard Venue Hire	3,500	3,000
SLSNZ - Insurance Grant	5,098	5,343
SLSNZ - NZLGB Operational Grant	12,752	13,316
SLSNZ Surf Summer Appeal	726	1,116
Spot Prize Won - IRB Motor	-	6,176
Sunset Beach Lifeguard Charitable Trust - First Aid Equipment Grant	-	7,235
Trust Waikato - Annual Sponsorship	20,000	13,500
Trust Waikato Signage Grants	2,320	-
Waikato River Race	-	1,511

These financial statements have been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.

Cash Summary

	Apr 2016 203,224	Apr 2015 230,551
Total Income		
Less Operating Expenses		
2013 Trust Waikato - Programme Specific	-	442
2014 Trust Waikato Grant - Programme Specific Junior Guards	-	4,725
2015 Trust Waikato Grant - Programme Specific	9,594	-
ACC Levy	-	27
Accounting Fees and Xero Subscription	4,213	2,459
Advertising	-	233
Annual Awards and Functions	5,118	3,430
ATV Expenses	5,522	1,132
Bank Fees	55	123
Cabin Rental	3,922	-
Charities Commission	44	77
Cleaning	4,912	4,681
Club House Repairs and Maintenance	9,049	11,239
Communication - Spark	851	901
Communication - Vodafone (Patrol Members)	226	313
Communication - Website	246	-
Competition - Entry Fees and expenses	6,017	4,658
First Aid Supplies	1,639	8,782
First Aid Training Programs	4,175	2,807
Freight & Courier	41	187
Furniture and Chattels	692	530
Gain / Loss on Sale / Disposal of Assets	-	(195)
General Expenses	-	389
Insurance	9,123	18,469
IRB Competition Team - Attendance	20,875	5,869
IRB Competition Team - Fundraising	4,352	1,490
IRB Competition Team - Uniform Expenses	8,113	3,369
IRB Repair & Maintenance	12,382	7,858
Lease 3 Centreway Road	950	(350)
Lifeguard Training	5,712	1,305
Lifeguard Uniforms	534	40
Mileage Allowance	690	2,591
NZCT Grant 58997 - Competition Team	-	24,636
NZCT Grant 61364 - IRB motor, Trailer, Lifevests, propellers	736	8,654
NZCT Grant 68370 - Boat, Motor, Propellers	6,314	-
Onewhero-Tuakau Community Grant Expenses	4,000	3,480
Petrol & Oil for Rescue Equipment	6,122	3,882
Post Office Box Rental	152	148
Power Gas Water	4,744	4,047
Printing & Stationery	775	1,398
Rates	1,774	915
Rescue Equipment R & M	3,421	2,388
River Race 2014 expenses	-	4,416
Sky Rental	463	557
Sunset Summer Lifeguards	800	485

These financial statements have been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.

Cash Summary

	Apr 2016	Apr 2015
Surf Boat R & M	1,859	237
Tools and Equipment	1,386	667
Toyota Surf Ute	1,292	-
Trailer R & M	3,640	1,910
Travel - National	-	1,234
Volunteer Internet and Phone reimbursement	1,739	-
Waste Disposal	892	819
Sundry Debtors	-	(1,929)
Rounding	-	-
Sundry Creditors	1,526	1,618
Total Operating Expenses	160,680	147,140
Operating Surplus (Deficit)	42,544	83,411
Plus Non Operating Movements		
ATVs, IRBS and Surf Equipment	(76,742)	(97,919)
Clubhouse and Tower Chattels	(9,480)	(1,038)
2015 Trust Waikato Grant - Programme Specific	2,535	-
NZCT Grant 58997 Competition Team	(186)	186
NZCT Grant 59015 IRB boat and motor	(624)	624
NZCT Grant 61364 IRB Motor, Trailer, Lifevests, Propellers	(37,610)	37,610
NZCT Grant 63870 IRB hulls, motors, racing boards and propeller development	28,876	-
Total Non Operating Movements	(93,231)	(60,537)
Plus Movements in Equity		
Insurance Claim	9,480	-
Retained Earnings	9,390	-
Value added by Propeller Development	14,842	-
Total Movements in Equity	33,713	-
GST Movements		
GST Inputs	(31,950)	(37,039)
GST Outputs	34,781	35,991
Net GST Movements	2,831	(1,048)
Net Cash Movement	(14,143)	21,826
Summary		
Opening Balance	77,435	55,609
Plus Net Cash Movement	(14,143)	21,826
Closing Balance	63,291	77,435

These financial statements have been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.

Depreciation Schedule

Trust Waikato Sunset Beach Lifeguard Service Inc. For the year ended 30 April 2016

NAME	COST	OPENING VALUE	PURCHASES	DISPOSALS	DEPRECIATION	CLOSING VALUE
ATVs, IRBS and Surf Equipment						
2 x SUP boards	3,086	2,263	-	-	905	1,358
Arancia #2 NZ AIL 0854G808 Year 2008	13,334	1,412	-	-	424	988
Arancia #3 Year 2008	13,334	1,412	-	988	424	-
Arancia #4 NZ AIL 0968H1010 Year 2010	13,334	3,867	-	-	967	2,900
Arancia #5 NZAIL1038A1212 Year 2012	13,334	5,156	-	-	1,289	3,867
Arancia #6 NZAIL01067K212 Year 2012	13,044	6,267	-	-	1,567	4,700
Arancia #7 NZAIL0111313 Year 2013	12,700	8,533	-	-	2,133	6,400
Aranica #8 CNBIL15837J4 Year 2014	11,200	9,800	-	-	2,450	7,350
Communications Equipment	10,830	697	-	-	139	557
Duet Suction Unit	2,605	638	-	-	128	510
IRB Beach Trailer x 2	6,400	622	-	-	186	435
IRB Gear Road Trailer	4,348	1,567	-	1,273	294	-
IRB Motor #29 ON180228 Year 2012	6,348	2,057	-	-	823	1,234
IRB Motor #40 ON115501 Year 2009	6,489	207	-	-	99	108
IRB Motor #41 Year 2009	6,489	207	-	141	66	-
IRB Motor #43 ON224456 Year 2014	6,176	4,694	-	-	2,253	2,441
IRB Motor #51 ON189247 Year 2012	6,348	1,676	-	-	670	1,005
IRB Motor #53 ON132298 Year 2010	6,489	728	-	-	291	437
IRB Motor #55 Year 2008	6,489	108	-	78	30	-
IRB Motor #6 ON203626 Year 2013	6,176	3,088	-	-	1,235	1,853
IRB Motor #68 ON233209 Year 2015	6,176	5,682	-	-	2,727	2,955
IRB Motor #73 ON238333 Year 2015	6,176	5,929	-	-	2,846	3,083
IRB Motor #8 ON203769 Year 2013	6,176	3,088	-	-	1,235	1,853
IRB Motor #96 ON244633 Year 2015	6,176	-	6,176	-	1,235	4,941
IRB Motor #98 ON244627 Year 2015	6,176	-	6,176	-	1,235	4,941
IRB Road Trailer x 3	4,534	74	-	-	22	52
John Deere 2 Seater - Lion Foundation	16,376	13,100	-	-	5,240	7,860
John Deere XUV 550 S4 Gator - NZCT	17,376	14,769	-	-	4,431	10,338
Leisure Built Caravan	32,178	7,809	-	-	1,499	6,309
NZCT Competition Life Vests	2,478	2,437	-	-	487	1,950
NZCT Competition Propellers 2014-2015	736	724	-	-	145	579
NZCT IRB Competition Trailer	40,000	-	40,000	-	5,000	35,000
NZCT Propellers 2015-2016	15,000	-	15,000	-	500	14,500
NZCT Sonic Junior Board	9,846	7,220	-	-	2,888	4,332
NZCT Surf Boat and oars	41,836	33,120	-	-	8,280	24,840
Public Announcement Equipment	1,669	114	-	-	23	91
Rescue Equipment	20,263	572	-	-	114	458
Surf Boat and Oars (Red Boat)	18,952	9,883	-	-	2,471	7,412

These financial statements have been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.

Depreciation Schedule

NAME	COST	OPENING VALUE	PURCHASES	DISPOSALS	DEPRECIATION	CLOSING VALUE
Surf Boat Cover	900	342	-	-	137	205
Surf Skis and Boards	33,423	1,686	-	-	556	1,129
Tanks, Pumps, Filtration Equipment	1,331	89	-	-	18	71
Tower Trailer and Canopy	2,545	587	-	-	67	520
Total ATVs, IRBS and Surf Equipment	458,875	162,221	67,352	2,480	57,531	169,563
Clubhouse and Tower Chattels						
2 x Gazebo	9,480	-	9,480	-	316	9,164
BBQ and BBQ Cover	543	347	-	-	56	291
BBQ Area	2,022	1,462	-	-	146	1,315
BBQ Table	383	281	-	-	56	225
Bunks and Mattresses	2,135	899	-	-	135	764
Bunks, Bed and Mattresses	4,459	1,033	-	-	155	878
Clubhouse Phone	139	70	-	-	35	35
Couch	200	171	-	-	22	148
Curtains and Drapes	1,534	355	-	-	53	302
Deck Extension	9,000	6,128	-	-	306	5,821
Deck Improvement	11,521	7,769	-	-	777	6,992
Fire Extinguishers	955	221	-	-	33	188
Flooring Clubhouse	9,113	2,111	-	-	317	1,794
Flooring Tower	1,769	410	-	-	61	348
Furniture - Couch	300	197	-	-	32	166
Furniture, Cabinets etc.	4,772	1,105	-	-	166	939
Gazebo Competition and Surf Boat	5,704	2,281	-	2,281	-	-
Kitchen Appliances	9,544	2,341	-	-	351	1,990
Kitchen Fit-Out Improvements	14,478	10,291	-	-	1,029	9,262
Laptop - Secretary	899	599	-	-	300	300
Lounge Improvement, Chiller	6,424	838	-	-	126	712
Mattresses	849	265	-	-	177	87
Security System Clubhouse	1,347	312	-	-	47	265
Surf Lifesaving Signs	1,043	242	-	-	36	206
Total Clubhouse and Tower Chattels	98,613	39,726	9,480	2,281	4,732	42,193
Land and Buildings						
Tower	145,527	138,766	-	-	-	138,766
Total Land and Buildings	145,527	138,766	-	-	-	138,766
Total	703,015	340,713	76,832	4,761	62,262	350,522

These financial statements have been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.

Notes to the Financial Statements

Trust Waikato Sunset Beach Lifeguard Service Inc. For the year ended 30 April 2016

1. Reporting Entity

Sunset Beach Lifeguard Service Inc. is a registered charity.

This special purpose financial report was prepared for the officers and members of the club only.

2. Statement of Accounting Policies

Basis of Preparation

These financial statements have been prepared in accordance with the 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.

Historical Cost

These financial statements have been prepared on a historical cost basis. The financial statements are presented in New Zealand dollars (NZ\$) and all values are rounded to the nearest NZ\$, except when otherwise indicated.

Changes in Accounting Policies

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

Income Tax

Sunset Beach Lifeguard Service Inc is wholly exempt from New Zealand Income tax having fully complied with all statutory conditions for these exemptions.

Goods and Services Tax

All amounts are stated exclusive of goods and services tax (GST) except for accounts payable and accounts receivable which are stated inclusive of GST.

	2016	2015
3. Property, Plant and Equipment		
Land and Buildings		
Land and Buildings	145,527	145,527
Accumulated depreciation - land and buildings	(6,761)	(6,761)
Total Land and Buildings	138,766	138,766
Clubhouse and Tower Chattels		
Clubhouse and Tower Chattels	92,909	89,133
Accumulated depreciation - Clubhouse and Tower Chattels	(50,716)	(49,407)
Total Clubhouse and Tower Chattels	42,193	39,726
Other Fixed Assets		
ATVs, IRBs and Surf Equipment	428,215	382,133

Notes to the Financial Statements

	2016	2015
Accumulated depreciation - fixed assets owned	(258,653)	(229,302)
Total Other Fixed Assets	169,563	152,831
Total Property, Plant and Equipment	350,522	331,322

4. Audit

These financial statements have not been audited.

Open Meeting

To	Onewhero–Tuakau Community Board
From	TG Whittaker General Manager Strategy & Support
Date	19 October 2016
Prepared by	Lianne van den Bemd Community Development Advisor
Chief Executive Approved	Y
DWS Document Set #	1627847
Report Title	Project Accountability Forms

I. EXECUTIVE SUMMARY

The purpose of this report is to present the project accountability forms for projects that have been approved for grant funding by the Board. This is the first of a bi annual report to the Board. The respective forms are attached to the report.

2. RECOMMENDATION

THAT the report from the **General Manager Strategy & Support** be received;

AND THAT the Board notes that the following amounts have been spent:

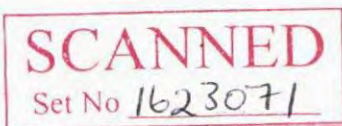
- \$7,910.19 **Naike Community Incorporated Society – roof upgrade;**
- \$4,099.99 **Tuakau Lions Club – Christmas flags and decorations;**
- \$1,000.00 **Tuakau Lions Club – Christmas Parade;**
- \$4,000.00 **Sunset Beach Lifeguard Service – Lifeguard programme 2015/2016;**
- \$309.57 **Te Kohanga School – pool chemicals;**
- \$1,300.00 **Glen Murray Community Equestrian Centre – upgrade the access way;**
- \$4,000.00 **Onewhero Rugby Club – building consent fees;**
- \$2,808.44 **Adult Literacy Trust – programme resources.**

3. ATTACHMENTS

1. Naike Community Incorporated Society
2. Tuakau Lions Club

3. Tuakau Lions Club
4. Sunset Beach Lifeguard Service
5. Te Kohanga School
6. Glen Murray Community Equestrian Centre
7. Onewhero Rugby Club
8. Adult Literacy Trust

14 OCT 2016



Funding Project Accountability

All successful applicants must complete a project accountability report within 2 months of the completion of the event/project before being eligible for further funding.

Grant received from ddd Orewhero-Tuakau Community committee/board
 Organisation/ Initiative name Naikē Community Incorporated Society
 Postal address 4-3370b Highway 22, Naikē
 Physical address RD 2, HUNTLY
 Contact person Kate Logan-Smith Phone 092333250

Amount of funding you received from Waikato District Council \$ 7910.19

How the funding received was spent Covered partial cost of materials and labour to put a new roof on the community Centre

Please provide receipts for all associated cost.

When did your event/project take place April/May 2016

How many people attended your event/project 4-5 people per day including two builders and up to 3 volunteers helping.

Comment on the success of your event/project and describe the benefits for those involved:

The project was very successful in that our community centre has a new roof and was completed within budget. We had enough volunteers to keep labour costs low. We also had members of the community provide morning and afternoon tea for the workers. A great community team effort working towards a common goal, while ensuring the community centre is maintained and preserved for the ongoing use for all community members today and for future generations.

How did your project contribute to the community's wellbeing (ie social, economic, environmental and/or cultural wellbeing) (See overleaf)

The project provides a centre for all to use so contributed to the community's well being socially, culturally and environmentally.

Which of the nine Community Outcomes for the Waikato District did this project contribute to and how: (See Information below)

1. Active Waikato - The centre we redeveloped provides a venue for a number of community groups.
2. Vibrant Waikato - The heritage & history of the old school buildings are protected by the communities ongoing work to maintain them.

I hereby declare that the information supplied here on behalf of our organisation is correct. We understand that the information supplied in this application will become public information. We consent to the Waikato District Council collecting the personal contact details provided in the project report and using these details. This consent is given in accordance with the Privacy Act 1993.

Name Kate Logan-Smith

Position in organisation Chairman

Signature Kate Logan-Smith Date 6.10.16

WAIKATO DISTRICT - COMMUNITY OUTCOMES

ACCESSIBLE WAIKATO - A district where the community's access to infrastructure, transport and technology meets its needs.

* **ACTIVE WAIKATO** - A district that provides a variety of recreation and leisure options for the community.

EDUCATED WAIKATO - A district where education options are varied, and allow our community to be skilled for work and life.

GREEN WAIKATO - A district where our natural resources are protected, developed and enhanced for future generations.

SAFE WAIKATO - A district where people feel safe and supported within their communities, and where crime is under control.

SUSTAINABLE WAIKATO - A district where growth is effectively managed.

THRIVING WAIKATO - A district where business and industry are encouraged and supported and employment contributes to a successful local economy.

VIBRANT WAIKATO - A district where our heritage and culture are recognised, protected and celebrated.

WELL WAIKATO - A district where people can access quality community health and care services.

WAIKATO DISTRICT - COMMUNITY WELLBEINGS

SOCIAL - The Royal Commission on Social Policy defined 'social well being' as concerned with ensuring people have 'a voice in their future, choice in their lives, and a sense of belonging that affirms their dignity and identity'.

ECONOMIC

Examples of the types of impacts and activities include:

- the allowable use of land through the District Plan

How did your project contribute to the community's wellbeing (ie social, economic, environmental and/or cultural wellbeing) (See overleaf)

Cultural.

Which of the nine Community Outcomes for the Waikato District did this project contribute to and how: (See Information below)

Vibrant Waikato -

I hereby declare that the information supplied here on behalf of our organisation is correct. We understand that the information supplied in this application will become public information. We consent to the Waikato District Council collecting the personal contact details provided in the project report and using these details. This consent is given in accordance with the Privacy Act 1993.

Name : **Bob Bell**

Position in organization : **President and Parade Coordinator.**

Signature 

Date 10/11/2016

WAIKATO DISTRICT - COMMUNITY OUTCOMES

ACCESSIBLE WAIKATO - A district where the community's access to infrastructure, transport and technology meets its needs.

ACTIVE WAIKATO - A district that provides a variety of recreation and leisure options for the community.

EDUCATED WAIKATO - A district where education options are varied, and allow our community to be skilled for work and life.

GREEN WAIKATO - A district where our natural resources are protected, developed and enhanced for future generations.

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WELL WAIKATO - A district where people can access quality community health and care services.

WAIKATO DISTRICT - COMMUNITY WELLBEINGS

SOCIAL - The Royal Commission on Social Policy defined 'social well being' as concerned with ensuring people have 'a voice in their future, choice in their lives, and a sense of belonging that affirms their dignity and identity'.

ECONOMIC



Funding Project Accountability

All successful applicants must complete a project accountability report within 2 months of the completion of the event/project before being eligible for further funding.

Grant received from : **Onewhero – Tuakau Community Board** committee/board

Organisation/ Initiative name : **Tuakau Lions Club**

Postal address : **P.O.Box 77 Tuakau 2342**

Physical address : **16b Coolen Place, Tuakau**

Contact person : **Bob Bell** _ Phone **09 2368384**

Amount of funding you received from Waikato District Council \$1,000.00

How the funding received was spent : Prize Money and Parade Supporting costs.

Please provide receipts for all associated cost. : Receipts are not issued

When did your event/project take place : Saturday 5th December 2015

How many people attended your event/project : Unknown

Comment on the success of your event/project and describe the benefits for those involved:

The Parade was very successful with a large quantity of Tuakau and District residents in attendance.

The Parade creates great entertainment for all in attendance.

How did your project contribute to the community's wellbeing (ie social, economic, environmental and/or cultural wellbeing) (See overleaf)

Social and Cultural wellbeing.

Which of the nine Community Outcomes for the Waikato District did this project contribute to and how: (See Information below)


Active Waikato -

I hereby declare that the information supplied here on behalf of our organisation is correct. We understand that the information supplied in this application will become public information. We consent to the Waikato District Council collecting the personal contact details provided in the project report and using these details. This consent is given in accordance with the Privacy Act 1993.

Name : **Bob Bell**

Position in organisation : **President and Parade Coordinator.**

Signature _____



Date _____

10/11/2016

WAIKATO DISTRICT - COMMUNITY OUTCOMES

ACCESSIBLE WAIKATO - A district where the community's access to infrastructure, transport and technology meets its needs.

ACTIVE WAIKATO - A district that provides a variety of recreation and leisure options for the community.

EDUCATED WAIKATO - A district where education options are varied, and allow our community to be skilled for work and life.

GREEN WAIKATO - A district where our natural resources are protected, developed and enhanced for future generations.

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WAIKATO DISTRICT - COMMUNITY WELLBEINGS

SOCIAL - The Royal Commission on Social Policy defined 'social well being' as concerned with ensuring people have 'a voice in their future, choice in their lives, and a sense of belonging that affirms their dignity and identity'.

ECONOMIC

SCANNED
Set No 1620090

203
WAIKATO DISTRICT COUNCIL
10 OCT 2016
Time... 6:30... Initials... K.T.
NGARUAWAHIA



Funding Project Accountability

All successful applicants must complete a project accountability report within 2 months of the completion of the event/project before being eligible for further funding.

Grant received from Onewhero-Tuakau Discretionary Fund committee/board
Organisation/ Initiative name Trust waikato Sunset Beach Lifeguard Service
Postal address P.O. Box 186 Puketapu 23+0
Physical address 1 Oceanview Rd Port Waikato
Contact person Malcolm Beattie Phone 021946695

Amount of funding you received from Waikato District Council \$ 4000 + GST
How the funding received was spent The club employed lifeguards during the statutory holiday period 2015-2016 Summer.
Please provide receipts for all associated cost.

When did your event/project take place December - February 2015-2016
How many people attended your event/project Eight lifeguards employed

Comment on the success of your event/project and describe the benefits for those involved:
The project was successfully implemented with eight lifeguards employed to patrol Sunset Beach. They patrolled during statutory holidays and weekends when Regional lifeguards and volunteers were unavailable. Beach attendance by the public was high on these days. The beach was safely patrolled.

How did your project contribute to the community's wellbeing (ie social, economic, environmental and/or cultural wellbeing) (See overleaf)

A safe swimming environment for residents and visitors was the major and key benefit.

Which of the nine Community Outcomes for the Waikato District did this project contribute to and how: (See Information below)

Safe & Active Waikato - lifeguards on patrol mean that visitors and the community have a safe place to swim and recreate.

I hereby declare that the information supplied here on behalf of our organisation is correct. We understand that the information supplied in this application will become public information. We consent to the Waikato District Council collecting the personal contact details provided in the project report and using these details. This consent is given in accordance with the Privacy Act 1993.

Name Caroleen Edwards

Position in organisation Treasurer

Signature [Signature]

Date 30/8/16

WAIKATO DISTRICT - COMMUNITY OUTCOMES

ACCESSIBLE WAIKATO - A district where the community's access to infrastructure, transport and technology meets its needs.

ACTIVE WAIKATO - A district that provides a variety of recreation and leisure options for the community.

EDUCATED WAIKATO - A district where education options are varied, and allow our community to be skilled for work and life.

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WAIKATO DISTRICT - COMMUNITY WELLBEINGS

SOCIAL - The Royal Commission on Social Policy defined 'social well being' as concerned with ensuring people have 'a voice in their future, choice in their lives, and a sense of belonging that affirms their dignity and identity'.

ECONOMIC

Examples of the types of impacts and activities include:

- the allowable use of land through the District Plan

- the provision of infrastructure and regulation of certain activities
- the establishment of, and support for, a regional tourism organisation

CULTURAL - For the Ministry for Culture and Heritage, cultural well-being is defined as: The vitality that communities and individuals enjoy through:

- participation in recreation, creative and cultural activities; and the freedom to retain, interpret and express their arts, history, heritage and traditions.

ENVIRONMENTAL - Environmental wellbeing under the LGA is defined by what environmental outcomes your community wants to achieve, and how they prioritise the actions to achieve them

0800 492 452

■ If calling from overseas +64 7 824 8633
 ■ publicenquiries@waikato.govt.nz

■ www.waikatodistrict.govt.nz
 ■ www.facebook.com/WaikatoDistrictCouncil

Postal Address

Waikato District Council
 Private Bag 544
 Ngaruawahia 3742

Huntly Office

142 Main Street
 Huntly

Ngaruawahia Office

13 Galileo Street
 Ngaruawahia

Raglan Office

7 Bow Street
 Raglan

Te Kauwhata Office

11 Main Road
 Te Kauwhata

Tuakau Office

2 Dominion Road
 Tuakau



Funding Project Accountability

All successful applicants must complete a project accountability report within 2 months of the completion of the event/project before being eligible for further funding.

Grant received from Onewhero - Tuakau Community bd. committee/board
 Organisation/ Initiative name Te Kohanga School
 Postal address R.D. Tuakau 2693
 Physical address 476 Port Waikato - Tuakau Bridge Rd Tuakau.
 Contact person Carol Harwood Phone 09 23 28 881

Amount of funding you received from Waikato District Council \$ 309.57
 How the funding received was spent Purchase Pool Chemicals for
Community use of pool between 18th Dec²⁰¹⁵ and 1st Feb 2016
 Please provide receipts for all associated cost.

When did your event/project take place Over school holidays
 How many people attended your event/project 300 people over period

CA Family Reunion Boosted anticipated numbers

Comment on the success of your event/project and describe the benefits for those involved:

Thank you for the Boards contribution.
Over the Anniversary Weekend we had an
estimated 200 bathers. This increase was due to
a Family Reunion we were not aware had been
scheduled. Consequently 1 whole bucket of Chlorine
was used in just 5 days!
Your contribution helped to make such events
possible with out adverse draining of the
School's Resources.

How did your project contribute to the community's wellbeing (ie social, economic, environmental and/or cultural wellbeing) (See overleaf)

Families being able to provide swimming as an affordable
recreation over summer.
Community members able to provide swimming as an
activity at a family Reunion.

Which of the nine Community Outcomes for the Waikato District did this project contribute to and how; (See Information below)

Active Waikato, Educated Waikato (swim lessons)
Safe Waikato, Vibrant Waikato, (Coming together of family for reunion) Well Waikato - Health & fitness.

I hereby declare that the information supplied here on behalf of our organisation is correct. We understand that the information supplied in this application will become public information. We consent to the Waikato District Council collecting the personal contact details provided in the project report and using these details. This consent is given in accordance with the Privacy Act 1993.

Name Carol Harwood
Position in organisation Principal Te Kohanga School
Signature [Signature] Date 14/2/16

WAIKATO DISTRICT - COMMUNITY OUTCOMES

ACCESSIBLE WAIKATO - A district where the community's access to infrastructure, transport and technology meets its needs.

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WAIKATO DISTRICT - COMMUNITY WELLBEINGS

SOCIAL - The Royal Commission on Social Policy defined 'social well being' as concerned with ensuring people have 'a voice in their future, choice in their lives, and a sense of belonging that affirms their dignity and identity'.

ECONOMIC

Examples of the types of impacts and activities include:

- the allowable use of land through the District Plan
- the provision of infrastructure and regulation of certain activities
- the establishment of, and support for, a regional tourism organisation

CULTURAL - For the Ministry for Culture and Heritage, cultural well-being is defined as: The vitality that communities and individuals enjoy through:

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Raglan Office
7 Bow Street
Raglan

Te Kauwhata Office
1 Main Road
Te Kauwhata

Tuakau Office
2 Dominion Road
Tuakau



Funding Project Accountability

All successful applicants must complete a project accountability report within 2 months of the completion of the event/project before being eligible for further funding.

Grant received from Onewhero / Tuakau Ward committee/board

Organisation/ Initiative name Glen Murray Community Equestrian Centre

Postal address _____

Physical address Glen Murray Hall Grounds, Glen Murray, Highway 22, R.D.5 2695

Contact person Flee Coker-Grey Phone 021 1821635

Amount of funding you received from Waikato District Council \$ 1,300

How the funding received was spent Purchase of 4 x truck & trailer load of rotten rock for Glen Murray Community Equestrian Centre grounds entrance track.

Please provide receipts for all associated cost.

When did your event/project take place Track laid Oct 14th /Event 26th & 27th November 2016

How many people attended your event/project 5

Comment on the success of your event/project and describe the benefits for those involved:

In November the GMCEC grounds are utilised by Glen Murray Hall Committee and the Mr Motorcycles annual motorbike district fund raiser. This is a large event attended by 1000 approx Motorbike rider's. Due to the Waikato District Council funding we can ensure the main track into parking area and mini "piwee" bike track area will have a much improved access surface. The day prior (this year Sat 26th Nov) approx 40 Horses riders and associated vehicles (horse floats and horse trucks) attend the annual GM Equestrian trek having a dedicated track with freshly laid Rotten Rock will greatly improve quality of access throughout both days.

How did your project contribute to the community's wellbeing (ie social, economic, environmental and/or cultural wellbeing) (See overleaf)

Cultural and Environmental

In addition the process of applying for this Waikato District Council funding has encouraged collaborative positive working approach particularly between the GM Hall Assoc & the GM Equestrian center as to how this community resource is maintained, benefiting all parties.

Which of the nine Community Outcomes for the Waikato District did this project contribute to and how: (See Information below)

Active Waikato and Vibrant Waikato.

I hereby declare that the information supplied here on behalf of our organisation is correct. We understand that the information supplied in this application will become public information. We consent to the Waikato District Council collecting the personal contact details provided in the project report and using these details. This consent is given in accordance with the Privacy Act 1993.

Name Felicity Coker-Grey

Position in organisation Co Chairperson

Signature  Date 26 Oct 2016

WAIKATO DISTRICT - COMMUNITY OUTCOMES

ACCESSIBLE WAIKATO - A district where the community's access to infrastructure, transport and technology meets its needs.

ACTIVE WAIKATO - A district that provides a variety of recreation and leisure options for the community.

EDUCATED WAIKATO - A district where education options are varied, and allow our community to be skilled for work and life.

GREEN WAIKATO - A district where our natural resources are protected, developed and enhanced for future generations.

SAFE WAIKATO - A district where people feel safe and supported within their communities, and where crime is under control.

SUSTAINABLE WAIKATO - A district where growth is effectively managed.

THRIVING WAIKATO - A district where business and industry are encouraged and supported and employment contributes to a successful local economy.

VIBRANT WAIKATO - A district where our heritage and culture are recognised, protected and celebrated.

WELL WAIKATO - A district where people can access quality community health and care services.

WAIKATO DISTRICT - COMMUNITY WELLBEINGS

SOCIAL - The Royal Commission on Social Policy defined 'social well being' as concerned with ensuring people have 'a voice in their future, choice in their lives, and a sense of belonging that affirms their dignity and identity'.

ECONOMIC

Examples of the types of impacts and activities include:

- the allowable use of land through the District Plan
- the provision of infrastructure and regulation of certain activities
- the establishment of, and support for, a regional tourism organisation

CULTURAL - For the Ministry for Culture and Heritage, cultural well-being is defined as: The vitality that communities and individuals enjoy through:

- participation in recreation, creative and cultural activities; and the freedom to retain, interpret and express their arts, history, heritage and traditions.

ENVIRONMENTAL - Environmental wellbeing under the LGA is defined by what environmental outcomes your community wants to achieve, and how they prioritise the actions to achieve them

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Ngaruawahia Office
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Ngaruawahia

Raglan Office
7 Bow Street
Raglan

Te Kauwhata Office
1 Main Road
Te Kauwhata

Tuakau Office
2 Dominion Road
Tuakau

SCANNED

Set No 1027994



Funding Project Accountability

All successful applicants must complete a project accountability report within 2 months of the completion of the event/project before being eligible for further funding.

Grant received from Onewhero Tūkai Community committee/board
 Organisation/ Initiative name Onewhero RFC New Changing Rooms
 Postal address PO Box 13, TUAKAU
 Physical address Hall Road, Onewhero
 Contact person Rowena Massey Phone 021921902

Amount of funding you received from Waikato District Council \$ _____

How the funding received was spent Preparing plans for new changing rooms block at Onewhero Rugby club.

Please provide receipts for all associated cost.

When did your event/project take place N/A

How many people attended your event/project N/A

Comment on the success of your event/project and describe the benefits for those involved:

To be allocated this money it allowed for our vision of a new changing rooms block/utility multi-purpose rooms to come to fruition.

We see this not only benefiting the rugby club but the School, local St John group and wider community.

The rooms will be used and accessed by groups for varying reasons, from rugby teams, to St John competition days, School education and sporting teams.

How did your project contribute to the community's wellbeing (ie social, economic, environmental and/or cultural wellbeing) (See overleaf)

Social wellbeing being the hub, along with the school, of the community

Which of the nine Community Outcomes for the Waikato District did this project contribute to and how: (See Information below)

Active Waikato - recreation facility
 Education Waikato - school use, St John learnings
 Sustainable Waikato - future proofing our growing community

I hereby declare that the information supplied here on behalf of our organisation is correct. We understand that the information supplied in this application will become public information. We consent to the Waikato District Council collecting the personal contact details provided in the project report and using these details. This consent is given in accordance with the Privacy Act 1993.

Name Ronera Massey
 Position in organisation Committee Member + Funding Officer
 Signature R Massey Date 18-10-16

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Tuakau Office
 2 Dominion Road
 Tuakau



RECEIVED

- 5 FEB 2016



Waikato District Council

Funding Project Accountability

All successful applicants must complete a project accountability report within 2 months of the completion of the event/project before being eligible for further funding.

Grant received from ___ Onewhero-Tuakau _____ committee/board

Organisation/ Initiative name ___ Adult Literacy Trust _____

Postal address _19 Ocean View Road, Port Waikato, RD 5 Tuakau 2695 _____

Physical address _19 Ocean View Road, Port Waikato _____

Contact person ___Jo Poland_____ Phone _09 280 4348_____

Amount of funding you received from Waikato District Council \$ 2808.44 _____

How the funding received was spent ___Printer Toner, Manila folders, Suspension Files, Backup drives, Co build dictionaries and headsets_____

Please provide receipts for all associated cost.

When did your event/project take place **N/A** _____

How many people attended your event/project **N/A**

Comment on the success of your event/project and describe the benefits for those involved:

At the time of receiving this grant, ALT did not have any toner left for the printer. With the grant we were able to purchase the toners and thus print our flyers.

All 3 of our computers now have a backup drive so there will be no more lost work. Our filing system has been revamped so that all students now have their own file. So much easier to find!

We have started to send the dictionaries out to students who need them and the headsets are here ready for the next students to come on board. _____

How did your project contribute to the community's wellbeing (ie social, economic, environmental and/or cultural wellbeing) (See overleaf)

Our Trust addresses the Social wellbeing of the community in providing free tuition for low literacy adults. _____

Which of the nine Community Outcomes for the Waikato District did this project contribute to and how: (See Information below)

EDUCATED WAIKATO - A district where education options are varied, and allow our community to be skilled for work and life. _____

I hereby declare that the information supplied here on behalf of our organisation is correct. We understand that the information supplied in this application will become public information. We consent to the Waikato District Council collecting the personal contact details provided in the project report and using these details. This consent is given in accordance with the Privacy Act 1993.

Name Christine Ramsey

Position in organisation Community Coordinator

Signature 

Date 29th January 2016

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Open Meeting

To	Onewhero-Tuakau Community Board
From	Gavin Ion Chief Executive
Date	26 October 2016
Chief Executive Approved	Y
Reference/Doc Set #	1628122
Report Title	Service Requests

1. EXECUTIVE SUMMARY

To provide Community Board members with an overview of the Service Request system. This system is almost always the most efficient way to resolve minor or routine maintenance issues in line with the attached schedule.

2. RECOMMENDATION

THAT the report from the Chief Executive be received.

3. BACKGROUND

The Service Request system is Council's system which logs and monitors requests for service. It provides a paper trail and enables the progress of complaints to be monitored.

The system has been in place for the last few years with the results showing steady improvement over the past few years. In 2016, over 89% of Service Requests have been completed on time.

4. DISCUSSION AND ANALYSIS OF OPTIONS

4.1 DISCUSSION

This report is aiming to provide a more effective response system to customer requests for service. As a consequence it is in the best interests of ratepayers at large.

4.2 OPTIONS

This report is for information. At times elected members seem frustrated at the lack of progress on items. The use of the Service Request system is the most effective way for

these issues to be dealt with and to ensure that meetings do not get bogged down on minor matters.

It provides an audit trail and a basis for senior management to follow up on progress. The Service Request system and responsiveness is now incorporated into individual performance agreements for all staff.

5. CONSIDERATION

5.1 FINANCIAL

There is a significant staff and elected member cost when items are raised and managed outside the Service Request system. Matters are generally delayed and responded to much later by informal methods. There are often no records or ability to follow up on informal arrangements.

5.2 LEGAL

Nil.

5.3 STRATEGY, PLANS, POLICY AND PARTNERSHIP ALIGNMENT

The Service Request system is designed to improve the relationship between customers and Council.

The Service Request system contributes to all of the Community Outcomes. Which individual Community Outcome applies is dependent on the nature of the enquiry.

There is an indirect link to all of the four well-beings. The Service Request system has been established to improve customer relationships and to assist in achieving the four well-beings.

5.4 ASSESSMENT OF SIGNIFICANCE AND ENGAGEMENT POLICY AND OF EXTERNAL STAKEHOLDERS

(Ascertain if the Significance & Engagement Policy is triggered or not and specify the level/s of engagement that will be required as per the table below (refer to the Policy for more detail and an explanation of each level of engagement):

Highest levels of engagement	Inform	Consult	Involve	Collaborate	Empower
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Tick the appropriate box/boxes and specify what it involves by providing a brief explanation of the tools which will be used to engage (refer to the project engagement plan if applicable).</i>	This report provides an overview of the Service Request system and suggests the value of the system in terms of addressing routine maintenance issues.				

State below which external stakeholders have been or will be engaged with:

Planned	In Progress	Complete	
			Internal
	✓		Community Boards/Community Committees
			Waikato-Tainui/Local iwi
			Households
			Business
			Other Please Specify

Comment: This report identifies the best provided process to ensure an effective and timely response to maintenance issues.

6. CONCLUSION

The Service Request system offers the quickest and most effective method of resolving minor maintenance issues around the District. Staff believe that elected members, together with the communities they represent, will benefit from using this method.

7. ATTACHMENTS

N/A

Open Meeting

To	Onewhero-Tuakau Community Board
From	GJ Ion Chief Executive
Date	2 August 2016
Prepared by	Lynette Wainwright Committee Secretary
Chief Executive Approved	Y
DWS Document Set #	1627601
Report Title	Hall Committee Formation

I. EXECUTIVE SUMMARY

At its meeting held on Monday 1 August 2016, the Onewhero-Tuakau Community Board considered a report on the formation of a Hall Committee and resolved as follows:

“THAT the Onewhero-Tuakau Community Board recommend to the new incoming Board that two members be delegated to liaise with Council on both the running and maintenance of the Tuakau Memorial Town Hall and the Tuakau Domain Hall.”

The new Board should consider this resolution and whether to appoint two members to liaise with Council on the running and maintenance of the Tuakau Memorial Town Hall and the Tuakau Domain Hall.

This report is submitted to enable that deliberation to take place.

2. RECOMMENDATION

THAT the report from the Chief Executive be received;

AND THAT the following members be delegated to liaise with Council on the running and maintenance of the Tuakau Memorial Town Hall and the Tuakau Domain Hall:

3. ATTACHMENTS

Nil

Open Meeting

To	Onewhero-Tuakau Community Board
From	Tony Whittaker General Manager Strategy & Support
Date	25 October 2016
Prepared by	Shannon Kelly Youth Engagement Advisor
Chief Executive Approved	Y
Reference/Doc Set #	GOV0514
Report Title	Youth Engagement Update

I. EXECUTIVE SUMMARY

The purpose of this report is to provide the Onewhero-Tuakau Community Board with:

1. An overview of Council's Youth Engagement Plan
2. An update from Council's Youth Engagement Advisor, Shannon Kelly
3. The Youth Action Group's Quarterly Report (prepared by Shannon Kelly) from the Onewhero and Tuakau Youth action groups.

2. RECOMMENDATION

THAT the report from the **General Manager Strategy & Support** be received.

AND THAT the **Community Board** agrees to identify two youth mentors (one from Onewhero and one from Tuakau) to support the youth action groups and youth representatives.

AND FURTHER THAT any new issues identified in the Youth Action Group's Quarterly Reports that the Committee agrees on, be added to the Community Board's Works and Issues report so that progress on implementation can be monitored.

AND FURTHER THAT the Community Board note that it will be requested to consider appointing two youth representatives to the Committee in early 2017.

3. COUNCIL'S YOUTH ENGAGEMENT PLAN

Council adopted the Youth Engagement Plan ("YEP") in August 2015 after engaging with the Huntly and Ngaruawahia Community Boards and the Te Kauwhata Community Committee. These communities were chosen as they were part of a Social Sector Trials pilot programme aimed at facilitating youth involvement in local decision making structures such as Community Boards and Community Committees for which Waikato District Council received funding from the Ministry of Social Development.

The YEP aligns with the Council's 2020 challenge, which is to have the most engaged community in New Zealand. It focuses on how Council and its communities can better engage with young people in our communities by providing them a platform to engage in a range of initiatives.

The key objectives of the YEP are as follows:

- Giving young people a voice in local decision-making.
- Building the confidence of young people to engage in local government matters.
- Helping to ensure that the views of youth are considered in community planning matters.
- Helping to create a cadre of future leaders.

The key recommendation in the Youth Engagement Plan was that Community Boards and Community Committees have youth representation. Youth Action groups were initially set up in Huntly, Ngaruawahia and Te Kauwhata as pilot programmes.

The Youth Engagement Advisor was approached by members in the Tuakau-Onewhero community in May 2016 to discuss the possibility of having youth representation on their local Board. The Youth Engagement Advisor approached the Community Board with this request and the Board asked the Youth Engagement Advisor to help them develop and support youth representatives for their Community Board. It was requested that we consider developing two separate youth groups to accommodate for the varying needs and concerns of each community. These youth groups were established by the Youth Engagement Advisor through contacts that had been provided by members on the Onewhero-Tuakau Community Board.

4. YOUTH ENGAGEMENT IN ONEWHERO AND TUAKAU

Council's Youth Engagement Advisor met with Pam McArley and students at Onewhero Area School to establish a Youth Action Group. A number of young people attended the first meeting and four people indicated their interest in being the youth representatives. Training has been arranged for 28 October. Pam is the key contact from the school end.

The Youth Engagement Advisor met with Ani Taua and students at Tuakau College to set up the Tuakau Youth Action Group. Eleven students attended and a Youth Action Report was created during the meeting. Five students are interested in attending the Tuakau-Onewhero Community Board meeting as a member of the public, and another five have been asked to

support the Pokeno Community Committee to work out who will put themselves forward as a youth representative.

Supporting young people on Community Boards is empowering for the whole community. It can only function effectively and develop powerful young leaders with strong support and consistent mentoring from strong community members supporting these young people. Youth Action Groups quite often fall over when the support from these key leaders are not present.

The process for the recruitment, selection and development of the youth action group also needs to rest quite strongly in community hands. The Youth Engagement Advisor is seeking your support and regular mentorship to encourage the continuity of youth representation and good community engagement.

5. YOUTH MENTORS

The Onewhero-Tuakau Community Board has previously acknowledged the need for Youth mentors from the elected Community Board representatives. These mentor roles will support the youth representatives on the Community Board.

Effective youth mentors will:

- Be available to attend the Youth Action Group meetings if required by the Youth Action Group.
- Be the first point of contact and support for youth representatives on the Community Board.
- Support and mentor the youth representatives on the Board.
- If needed, provide assistance to the youth representatives when writing tri monthly reports to the Board.
- Be available to find answers to questions the youth representatives may have relating to Council and/ or the Board.
- Be police vetted to ensure safety and align with best practice in youth development and engagement.

Youth mentors are volunteer positions and a particular type of skill set is required to be a youth mentor:

- Engage meaningfully with the Youth Action Groups.
- Respect the young person's viewpoint and values.
- Be consistent, dependable, and always be on time for scheduled meetings with the young person.
- Actively listen to everything the young person shares.
- Keep their word.
- Especially in the early days meet in public, ensuring that the young person feels safe and secure at all times.

- Keep the relationship alive - persevere at the beginning of the relationship.
- Empathise.

Council's Committee Secretary, Lynette Wainwright, has offered her support to mentor and guide young people related to the meetings for the Onewhero-Tuakau Community Board. Lynette has a wealth of organisational knowledge in governance, processes and training, and has developed a fantastic training package for young people to understand the function and rules of the Community Board.

The Youth Engagement Advisor would like the Community Board to consider formally appointing two youth mentors to support the establishment of youth representation on the Onewhero-Tuakau Community Board. The Community Board is also being asked to consider the possibility of providing some discretionary funding to support the Youth Action Group. Such funding will be for food during meetings. The Board could also consider funding specific projects relevant to the Youth Action Group as per the Board's Works & Issues report.

6. ATTACHMENTS

- Onewhero Youth Action Group Report
- Tuakau Youth Action Group Report
- Youth Engagement Plan

Onewhero Youth Action Group Quarterly Report

Onewhero Youth Action Update: 11 October 2016, Onewhero Area School

	Identified Issue	Background into Why	Progress/Outcome/Thoughts
1	Transport is a major problem.	There is no public transport in Onewhero area. The one school bus that goes from Onewhero to Tuakau is always fully packed (sometime has up to 4 people to a seat). The railroad does not reach to Onewhero. If you want to get anywhere you HAVE to be able to drive or have someone who can drive you.	Thoughts of one young person "It's is so hard to get here". Thoughts of another young person "It's so confined". Not enough time to discuss this yet.
2	Lack of footpaths.	There are no footpaths outside of the Onewhero "triangle". For example, a young person who highlighted this lives 3kms from school and has to walk mostly on the road or in wet grass unless a car is coming. This is dangerous and a hazard for young people.	Not enough time to discuss this.
3	No Dairy in the town.	We have to use the local mechanics to buy things.	Not enough time to discuss this.

What do you like most about Onewhero?

- Our older young people are so connected with younger kids.
- Onewhero has a great range of ages in the area.
- Our young people are heavily involved in theatre and the arts (some young people have keys to the Theatre).
- Onewhero has a big community spirit.
- We have a passionate fire force.
- We are pretty heavily involved in St John's, the rugby club and the squash club (the older group enjoy the squash club – usually 16 years old +).
- There are quite a few things to do in Onewhero (like martial arts, sports, theatre etc).

Created by Onewhero Youth Action Group: Charles Paterson, Jemimah Elley, Matthew Lancaster, Kaleb

Tuakau Youth Action Group Quarterly Report

Tuakau Youth Action Group Update: 25 October 2016, Tuakau College

	Identified issue	Background into Why	Progress/Outcome/Thoughts
1	Job opportunities for young people in Tuakau.	One young person commented that he wanted to work at a local business and was told that a local business only hired women.	More support to get work.
2	Too many liquor stores and not enough gyms.		
3	More opportunities for young people overall. More support and things to do.		Young people need inspiration and support.
4	Gangs made up of young people our age (UDR). Some of these people steal from their own families.	There are no opportunities for people in the gangs. Need support and help for jobs, wellbeing and drinking problems.	We could have a dedicated tagging zone, prefer a place near the park.
5	Town needs music through the main street.		Get some speakers through the town to play welcoming music.
6	Wireless WiFi through the town.		

Created by Tuakau Youth Action Group: Amehera, Tylesha, Krystle and Shaelym. Members of the Youth Action Group will be presenting their report to the Community Board on Monday, 07 November 2016.



YOUTH ENGAGEMENT PLAN



The story so far...

our Youth Engagement Plan

The Background

Early in 2013 the Ministries of Social Development, Justice, Education and Health, and the New Zealand Police launched the Waikato Social Sector Trial (WSST) in our district. The Social Sector Trial is motivated to improve outcomes for youth aged 12–18 years in Huntly, Ngaruawahia, Raglan, Te Kauwhata and Tuakau.

A key outcome was for Waikato District Council to better engage with youth. To achieve this, we welcomed Youth Engagement Advisor, Sam Dockary to our team for three months. Sam has been tasked with developing a youth engagement plan to encourage youth in Huntly, Ngaruawahia and Te Kauwhata to participate in local decision-making and community activities. Sam's role was made possible with funding from the Ministry for Social Development.

Our 2020 challenge is to have the most engaged community in New Zealand. The Youth Engagement Plan shows how we can achieve this by better integrating young people into our communities and giving them a platform to air their views. Youth are a key group in our communities who need to be engaged. If we do not actively engage with the 13,000 youth within our district we are missing the mark on a sixth of the total population of our district. Even though youth may be too young to pay rates and are not legally entitled to vote, they still have insights into issues which are relevant to them and they are the future of our communities. Council is keenly aware of this and by working together with our community boards and community committees we are hoping to make a difference.

Currently there is some great work happening with young people in our district. There are well-established youth action groups in Huntly and Te

Kauwhata. These groups meet regularly and help make decisions from a youth perspective. But they have very little input into local level governance processes either through their own community board or community committee.

By listening to youth opinion on issues, getting them involved in community development and engaging with them, Council's 2020 challenge of being the most engaged community in New Zealand will be much easier to achieve. Engaging with youth will also greatly support Council's Community Engagement Strategy.

Engaging youth today will hopefully help build a group of future leaders and residents that are engaged with local government.

Māori make up 24% of the total population in our district and 31% are youth aged between 10 and 24. This makes Māori youth a key group that Council wants to make a positive impact on.

Creating a district where youth feel valued and engaged in local government matters will encourage youth to stay, potentially retaining social capital. This means that new skills acquired by youth through learning and training would be retained in our district and more people would be proud to continue living in the Waikato district.

The purpose of the plan

This Youth Engagement Plan focuses on how Council and its community boards and community committees can give youth a voice in local decision-making structures. The assumption is that young people will start taking more of an interest in local government matters if they feel that their opinions on relevant issues matter. The youth of today are the leaders of tomorrow. They are an important interest group in our community and it is important that they feel that they are heard as well as listened to. They are often the eyes and ears of our community and have a lot to contribute to its development.

This plan contains:

- ***The story behind the plan.***
- ***How it has been developed.***
- ***The key findings from the consultation process.***
- ***What can be done to address the issues raised.***

The key points to this plan:

- ***Giving young people a voice in local decision-making.***
- ***Create confidence in young people to be able to have a voice.***
- ***To help shape our community's to be more youth-focused.***
- ***To create a specific group of future leaders.***

This plan is the foundation document, alongside which other plans could be developed and possibly lead a number of future developments, including potentially permanent youth representation on community boards, establishment of youth councils, national youth conferences and online youth collective forums.

Developing the plan

Development of the Youth Engagement Plan has been led by Council's Youth Engagement Advisor, Sam Dockary. Sam has been supervised by Council's Planning & Strategy Manager, Vishal Ramduny, and Ministry of Social Development's Waikato Social Sector Trial Manager, Kodi Hapi. Council's Community Development Co-ordinator, Lianne van den Bemd, has also worked closely with Sam on this project and has accompanied Sam to many internal and external meetings. Additional support has been provided by Council's Corporate Planner, Maria Edgar.

This plan has been developed based on consultation with Community Boards and Committees, Councillors, Waikato District Council staff, other Councils, Government agencies, high schools, youth providers and youth action groups in Huntly, Ngaruawahia and Te Kauwhata. These discussions have shaped the plan to what it is.

Issues/problems

The plan has set out to address the following:

- ***Limited engagement by youth in the district with community groups and Council-run community boards and committees. As a consequence of this youth are not having a say in decisions that affect them.***
- ***A sense of disengagement of youth from the wider community.***

Plan Objectives

The key objectives of the Plan are:

- *To provide youth in Huntly, Ngaruawahia and Te Kauwhata a voice in local (community board and community committee) decision-making.*
- *To help youth understand they have an important role to play in shaping their communities.*
- *To help build a group of future leaders.*

Benefits of the Plan

The key benefits of the Plan are:

- *Give youth the opportunity to have a say in matters that affect them now and in the future.*
- *Boost morale and pride amongst youth knowing that they have had the opportunity to provide input into decision-making.*
- *Help create a generation of future leaders who understand the role of Council and how they can contribute.*
- *Youth benefit by gaining skills, knowledge and self-esteem.*
- *Foster a sense of connectedness amongst youth.*
- *Adults benefit by enhancing their own competencies, learning to better understand and value youth, and increasing their commitment and energy to their organisations.*
- *Organisations benefit by improving their programmes, gaining community recognition, and attracting funders.*
- *Communities benefit by improving quality of life, coordinating youth services and authentically embracing diversity by representing young people.*

Stakeholder & roleplayer engagement

The plan was developed in consultation with youth service providers and key members of the community. Regional, district and local stakeholders were engaged and asked to provide feedback on the aims and objectives of the engagement.

Community consultation meetings were held during May and June 2015 in Huntly, Ngaruawahia and Te Kauwhata. Almost 50 community members participated in the meetings where the concept of a youth engagement plan was discussed.

An online youth survey was undertaken, providing valuable information from young people in regards to their understanding of the work Council does, their community and their needs.

The complete group of stakeholders and roleplayers engaged can be broken up to:

- **Councillor**
- **Council staff**
- **External stakeholders:**
 - Huntly Community Boards
 - Ngaruawahia Community Board
 - Te Kauwhata Community Committee
 - Local iwi
 - Community groups
 - Local high schools
 - Youth action groups
 - Youth service providers within the district
 - Individuals with an interest in youth matters from within the community
 - Ministry for Social Development
 - Ministry for Youth Development
 - Other councils and government agencies

Key stakeholder groups

The graphic below demonstrates that if all stakeholders and roleplayers work well together it will maximise benefits for youth and foster unity within households and the community.



Source: MSD, Social sector trial graph, 2013.

Key findings

Consultation with the Huntly and Ngaruawahia Community Boards, the Te Kauwhata Community Committee, youth action groups and other members of the community helped us identify key issues.

Meetings with agencies and community groups who are involved directly with youth in the three communities also helped shape the plan.

The findings of this engagement have been grouped together into key themes.

Three distinct themes have emerged.

Disconnected

- Many young people do not know what council does.
- Facebook can be a key communication tool between Council and youth. Youth aren't aware that they can use Facebook to communicate with Council.
- Mentoring and support is required to keep youth on track and motivated.

- Youth feel there is no support to help them get involved in local decision-making bodies.
- Youth don't know how Council meetings work or how to make submissions on important Council planning documents such as the Long Term Plan.

Inactive

- There is currently no youth representation on the Huntly Community Board and the Te Kauwhata Community Committee.
- There is currently no youth action group in Ngaruawahia.
- Training is needed to upskill youth in personal and professional development.
- Lessons are not shared by youth across community boards/committees due to a lack of youth representation.
- Youth feel there is no support to help them get involved in local decision-making bodies.

Unsustained

- The sustainability of youth engagement initiatives is a concern. The lack of funding often means ideas are not implemented.
- Many youth organisations are not aware that they can access funding from the community board, community committee or from Council discretionary funds.
- Lack of continuity in youth leadership – no rewards for their time and effort.
- The current Youth Engagement Advisor role is a good initiative by Council and the Ministry for Social Development. How can this be sustained and the good ideas that have emerged implemented?

Key findings

Disconnected to connected

Intervention One:

Youth representation on the Te Kauwhata Community Committee, Huntly Community Board and Ngaruawahia Community Board.

It's clear that youth want to be involved in community matters but feel powerless because they're seen as either too young or not interested.

One of the key recommendations is for the Huntly Community Board, Ngaruawahia Community Board and Te Kauwhata Community Committee, to appoint a youth representative from the local youth action group, to air views from a youth perspective.

Intervention Two:

Youth representation is made up of a local Youth Action Group Co-ordinator and a Youth Action Group Representative (two youth members on the community board or community committee).

Youth aged between 16-24, who live in the community, have the opportunity to join their local youth action group. They will identify issues and share ideas with the community board/committee and advocate on those issues. The youth action groups will speak on behalf of all youth within the

community and will be the voice of your people on the community board or committee.

The youth action groups will discuss relevant issues from the monthly board/committee agenda prior to their meetings at least four times a year. The youth representatives will present the issues on a quarterly basis in the form of a report to the board/committee.

Youth will not have any voting rights on the boards but they will have the opportunity to have a voice. A quarterly report will be provided to the respective community board or committee on the issues found in the agendas and anything else the action group wish to put forward. The Youth Action Group Co-ordinator will also write a report to Council (the Strategy & Finance Committee) regarding the progress of the action group and how they feel being on the community board/committee is working. Along with a yearly survey to the community boards/committee and the youth action groups, this will help with monitoring project outcomes.

Intervention Three:

A mentor is identified from within the Te Kauwhata Community Committee, Huntly Community Board and Ngaruawahia Community Board to support and guide the youth representatives at meetings and be a general point of contact.

The mentor needs to be an elected member of the community board/committee. The mentor will be responsible for ensuring that the youth representative is well supported through the meeting and that they have the opportunity to share their ideas. The mentor will be a "go to" person for any issues or questions that the youth action group representatives may have. Once the board/committee adopts this engagement plan, a mentor should be identified by the time of its next meeting.

Intervention Four:

Taking Council to the youth.

- Open days at Waikato District Council for youth to gain an understanding of what council does.

- An annual session at each of the high schools in the district which the local ward councillor can host and share their experiences of being a councillor.
- Run workshops for the youth action group members in each town to build the relationship between community boards and committees, council staff and youth. These meetings will enable young people to ask questions about issues relevant to their community. Council staff can also provide an overview on how submissions to Council can be made.
- Bring awareness to youth around the importance of having a voice for and giving a vote for the candidate that has their best interests in mind.
- Generate awareness around the importance of voting in local and national elections and the impact it has on our lives.

Inactive to active

Intervention Five:

A youth action group be established in Ngaruawahia.

- Linking the youth of Ngaruawahia, and encouraging participation in the setup of a Ngaruawahia Youth Action Group.
- Making sure the youth action group is representative of youth belonging to different organisations and groups, even to those that do not attend school in Ngaruawahia. We propose that this youth action group is modelled on the Huntly and Te Kauwhata groups.
- While the Ngaruawahia Youth Action Group is being established, the current youth representative on the Ngaruawahia Community Board, Salem Waters, will continue to be supported and strengthened.

Intervention Six:

Establish a Ngaruawahia service providers networking group, to discuss relevant youth issues within the sector and to support the youth action group.

- This group should consist of anyone who is interested in working with or helping

young people. These organisations should have a youth focus e.g. services providers, parents, youth workers, high schools, Council, government agencies etc.

- The group meets regularly to discuss relevant issues involving youth and their community. This group is required to work together for the benefit of youth in the community.
- This group will support the running of the youth action group and provide assistance where needed.
- This group should follow the current model of the Raahui Pokeka Rangatahi networking group which meets once a month in Huntly.

Intervention Seven:

A dedicated budget for advancing youth engagement.

This budget is for the costs associated with the youth action group representatives and also the youth action groups in each community.

Community boards and committees members are paid for their service. What they do with their funds is up to them, some put them back into the board's/committee's discretionary fund.

If we want young people to share their opinions and be the voice of youth then we need to acknowledge the time and effort they will be putting in. Young people's needs and comprehension of community service and volunteering can be difficult to work with, so by asking a young person to give up time without reward may not work. This fund would help the youth action groups to function well and would encourage young people to attend such meetings.

Rewarding the efforts of the youth action group representatives

It is proposed that a payment in the form of a \$20 gift voucher be given to each of the two youth action group representatives (the Youth Action Group Co-ordinator and Youth Action Group Representative) for each community board/committee meeting they attend. This is not an incentive to serve the community, but rather a reward for the time and effort put into the community.

It is proposed that the funds be provided from a new budget which will sit under the Strategy and Support Group General Manager. \$400 per year for each community board/committee will be required (\$20 per person per meeting (10 meetings altogether) for the two youth action group representatives). This will equate to \$2800 across the seven community boards/committees per annum.

Youth action group meeting costs

The youth action group will be meeting quarterly. Any expenses the group may need to be met e.g. meeting room hire, costs of food for the meetings, resources etc. These costs will be approximately \$1800 per year. This will cover all five community boards and two formally recognised community committees.

A permanent Youth Engagement Advisor position within Council

The arrangement that Council had with the Ministry for Social Development with regards to employing a Youth Engagement Advisor ended on 30 June 2015. It is important the momentum that has been generated by the work done so far continues through the implementation of the Youth Engagement Plan. Council should consider sourcing additional funding so the Youth Engagement Advisor position can be continued until the end of the 2015/16 financial year. If this role proves successful and the desired outcomes of the plan realised, it is proposed that this position be made permanent.

Measuring success

How will we know if this plan is successful?

- By gauging the meeting frequency of the youth action groups.
- By gauging the interest shown by youth in the action groups and in the topics and issues discussed with the community board/committee.

- Attendance by youth action group co-ordinators and youth action group representatives of the Huntly and Ngaruawahia community boards and the Te Kauwhata committee meetings and their contribution to the discussions.
- Quarterly reports provided to each of the community boards/committees by the youth action group co-ordinators.
- Feedback from the youth action group co-ordinators and youth action group representatives on the mentoring provided by their respective mentors.
- Feedback from each community board/committee about the benefits of youth representation in the development of their community and in their decision-making processes.
- Increased participation from youth in local community events.
- An increase in youth initiatives/projects run by the youth action groups and their community board/committee.
- Annual youth survey.

Conclusion

The Youth Engagement Plan can only achieve its goals if there is commitment from all parties.

This includes Council, each community board or committee, the youth action groups, youth service providers, high schools and community groups.

Using an analogy from the Maaori model for health and well-being - Te Whare Tapa Wha - the symbol of the whareniui illustrates the four dimensions of Maaori well-being (akin to the four walls of a house). Should one of the four dimensions be missing or in some way damaged, a person, or a collective may become 'unbalanced' and subsequently unwell (in other words, the house will collapse).

The projected outcomes sought will not be successfully met if, for instance, a youth action group stops meeting (then there will be no youth voice). In the same way, if funding is stopped youth action groups may not have a venue to meet and the youth representative may not attend community board or community committee meetings as they may feel they are not being valued.

The key to this plan is engagement i.e. how to get youth engaged through giving them a voice in local decision making processes. If this engagement plan succeeds in the pilot communities of Huntly, Ngaruawahia and Te Kauwhata, it will then be rolled out to other community boards and committees in our district.

This Plan will be updated on a regular basis. It forms the foundation document for future youth engagement initiatives.

The future possibilities for youth engagement could be:

- A Youth Forum – youth action groups coming together to discuss youth events in their communities and to network with each other.
- The possible establishment of a Youth Council (if deemed feasible) – responsible for fostering networks and building relationships with decision makers in order to influence change for young people at a local council level.
- Youth conferences - hosting or attending youth conferences, for those that are involved in local, regional and national decision making, for personal and professional development purposes.

These are just some of the possibilities which can be explored through future reviews of the Youth Engagement Plan.

However, first things first. Let's give our youth a voice – then the possibilities will be endless.

Appendices

Appendix One: Person specifications for youth action group members, the youth action group representative and the youth action group co-ordinator

Youth action group members

Youth action group members should be 12 – 24 years of age and from their respective communities.

Some of the key qualities a youth action group member should possess include:

- Committed to wanting to help give a youth voice.
- Passionate about change.
- Being a team player.
- Approachable and friendly.
- Willing to attend and contribute to youth action group meetings.
- Punctual.

Youth action group representative (on community boards or committees)

Youth action group representatives should ideally be between 16 – 24 years of age. They too should possess the qualities required of the youth action group member plus the following:

- Good people skills.
- Good communications skills.
- Be presentable.
- Able to relate in a professional manner with community boards or community committee members.
- Is respected by his/her peers and willing to represent youth and the issues they have.
- Reliable and proactive.

- Willing to be mentored by the nominated youth mentor on the community board/ committee and by the Youth Action Group Co-ordinator.

Youth co-ordinator

The Youth Action Group Co-ordinator should ideally be 16 years and older. Some of the key qualities that s/he must have include:

- Relatable to young people.
- Good facilitation and communication skills.
- Good organisational skills.
- Good time management.
- Being a role model for the youth.
- Able to bring the different members of the youth action group together for regular meetings.

Appendix Two: Individuals and groups consulted throughout the development of this plan

Community groups/providers

Ngaruawahia

- Ngaruawahia Community Board
- Nga Tu Tangata
- Nga Miro
- Ngaruawahia Community House
- Ngaruawahia High School
- Turangawaewae Marae – Rangatahi Rep
- Community members - David Ivory
- St John's Ambulance Cadet leader

Huntly

- Huntly Community Board
- Waikato District Health Board - Emily Kerr, Lyn King
- Huntly in Action - Lila Tekani
- Inspire Hub Huntly – Amy Henderson
- Huntly Youth Action Group
- Huntly College
- Huntly Library
- Volunteering Waikato - Lorraine Hooper
- Te Ahurei A Rangatahi - Potaea Maipi, Letari Paku

- Kaitumutumu Marae – Rangatahi Rep
- Community members - Kelley Mara, Chick Rameka, Lorna Hambleton, Yve Heanga, Michelle Doak
- Waahi Whanui (invited)
- All Marae (invited) - Te Ohaaki Marae, Waahi Pa, Maurea Marae, Horahora Marae, Kaitumutumu Marae

Te Kauwhata

- Te Kauwhata Community Committee
- DISC – Community House
- Events Committee
- St Andrew’s Church
- St Margaret’s Church
- Te Kauwhata College
- Youth Centre - youth action group
- Community members - Debbie Tonks, Richard Stewart, Ann Cooper
- Waikare Marae (invited)

Waikato District Council Councillors

- Allan Sanson (Mayor)
- Dynes Fulton (Deputy Mayor)
- Clint Baddeley (Raglan Ward Councillor)
- Jacqui Church (Awaroa ki Tuakau Ward Councillor)
- Rosemarie Costar (Onewhero-Te Akau Ward Councillor)
- Janet Gibb (Ngaruawahia Ward Councillor)
- Wally Hayes (Tamahere Ward Councillor)
- Shelley Lynch (Huntly Ward Councillor)
- Rob McGuire (Eureka Ward Councillor)
- Lionel Petersen (Awaroa ki Tuakau Ward Councillor)
- Jan Sedgwick (Whangamarino Ward Councillor)
- Noel Smith (Newcastle Ward Councillor)
- Moera Solomon (Ngaruawahia Ward Councillor)
- Graeme Tait (Huntly Ward Councillor)

Waikato District Council Staff

- Gavin Ion (Chief Executive)
- Tony Whittaker (General Manager Strategy and Support)
- Sue Duignan (General Manager Customer Support)

- Tim Harty (General Manager Service Delivery)
- Vishal Ramduny (Planning and Strategy Manager)
- Lianne Van Den Bemd (Community Development Co-ordinator)
- Kurt Abbot (Organisational Planning & Project Support Team Leader)
- Maria Edgar (Corporate Planner)
- Marae Tukere (Iwi & Community Partnership Manager)
- Jeff Myles (Project Management Advisor)
- Andrew Corkill (Asset Management Team Leader)
- Anne Beex (Communications Manager)
- Erin Rangi-Watt (Senior Communications Advisor)
- Nicole Nooyen (Communications Advisor)
- Nadine Rogers (Communications Assistant)
- Clive Morgan (Economic Development Manager)
- Alison Diaz (Finance Manager)
- Jenni Vernon (Strategic Planning and Resource Management Team Leader)
- Donna Tracey (Strategic Planning Analyst)
- Betty Connolly (Senior Policy Planner)

Ministry for Social Development

- Kodi Hapi (Ngati Haua, Ngati Pukenga - Waikato Social Sector Trial Manager)
- David Ivory (Waikato Social Sector Trial Co-ordinator)

Ministry for Youth Development

- Rob Griffiths (Youth Participation Advisor)

Other Territorial Local Authorities

- Waipa District Council
- Auckland Council

Appendix Three: Specific input derived from each of the pilot communities

Theme: Disconnected

Ngaruawahia

- The youth action group should be informed on how to make a submission to council.
- Facebook should be the key element in communication between Council and young people, a Facebook page will be started by youth co-ordinator and the youth action group to communicate easily to each other and to other young people .
- There are a lot of young people who are community minded and will be willing to join the action group.
- Need to make the roles clear to all parties involved on what they are to do/how it all works, especially the young people, keep it simple.

Huntly

- Keep the meetings short and not complex or they will get bored and not want to attend.
- An awesome opportunity for the community and good for community engagement.
- This will be beneficial in the development of Huntly and its young people.

Te Kauwhata

- A personal approach with youth members is needed to make it relevant and real.
- A diverse range of young people are needed to successfully hear all aspects on a topic or issue.
- Training the young people in professional development and also how the meetings work, what to do, how to make submissions to Council etc.
- Facebook is a key communication tool for young people and can be used to share community events of interest to youth or general community events. Youth can also share events on each other's pages.

- Good for community engagement.
- Open the youth action group up to any young person who is willing to share ideas. Do this during school lunch time to get the biggest audience.
- The group needs strong community and Council support.
- All community groups and members are backing the idea of giving youth a greater voice, as they are key for the future development of this country.
- Great idea of having a youth voice and representatives, but they need mentoring and support to keep on track.

Theme: Inactive

Ngaruawahia

- Currently there is no Youth Action Group for Ngaruawahia and the community would like one started.
- A youth focused, networking group be established for service providers to discuss relevant youth issues and events within their community.
- Love the idea, but want to see it go forward and happen, rather than it being just another good idea from Council.

Huntly

- Have food at meetings and make them different, not just writing ideas down, but explore different options.
- Two youth representatives will be better than one, as they can support each other and bounce ideas etc and they won't feel alone in the room with older members.
- Training is needed to upskill the young people in personal and professional development.

Te Kauwhata

- Have two youth representatives to support each other at the meetings in addition to the Youth Action Group Co-ordinator.

- The representatives should attend each meeting and be involved in meeting procedures.
- The youth representatives and co-ordinator should be able to speak about relevant issues at the start of the meeting and then be able to leave once all relevant topics are discussed.
- The young people need to know that all decisions take time and nothing will be done immediately. They need to be prepared for that.
- That the high schools allow the space and time to hold meetings to support the youth action group to fulfil its responsibilities. Other support could be through speaking to other students about the topics, handing out and receiving surveys, speaking in assemblies etc.
- Approach from a solutions-based plan e.g. graffiti clean-up costs more than graffiti prevention. Having the help at the top of the cliff rather than the ambulance at the bottom.

Theme: Unsustained

Ngaruawahia

- Funding is a concern, who is funding the group and for how long, also what for?

Huntly

- Is it sustainable and will it carry on if there is no youth engagement advisor through Council?
- Is there funding available for the group to access if they want to put on events or a project?

Te Kauwhata

- If the youth representative only stays on for 12 months, it will be difficult to keep the ball rolling, as training of new representative would have to happen each year and will restart the process of the relationship building again – keep youth representatives on for a three year term if they are successful.

- Sustainability? Can this initiative be successful? Are there any funds available for the group for food and for meetings? What about payment for members and representatives, training etc. If there is funding, there needs to be a continuation of this so it doesn't fall over after a short time and hard work isn't ruined. Funding is key to the success of this venture, shifting the focus from clean up, to prevention.
- Continuation of leadership, who is going to carry it on if someone is away or not present in the community anymore.

Appendix Four: Youth Engagement Budget for 2015/16

Council will be seeking further funding for the roll out of the Youth Engagement Plan including the role of the Youth Engagement Advisor in supporting this.

Task: Roll out of the Youth Engagement Plan

Committed (for 2015/16): \$15,000

Source: Ministry of Social Development

Task: Roll out of the Youth Engagement Plan

Committed (for 2015/16): \$20,000

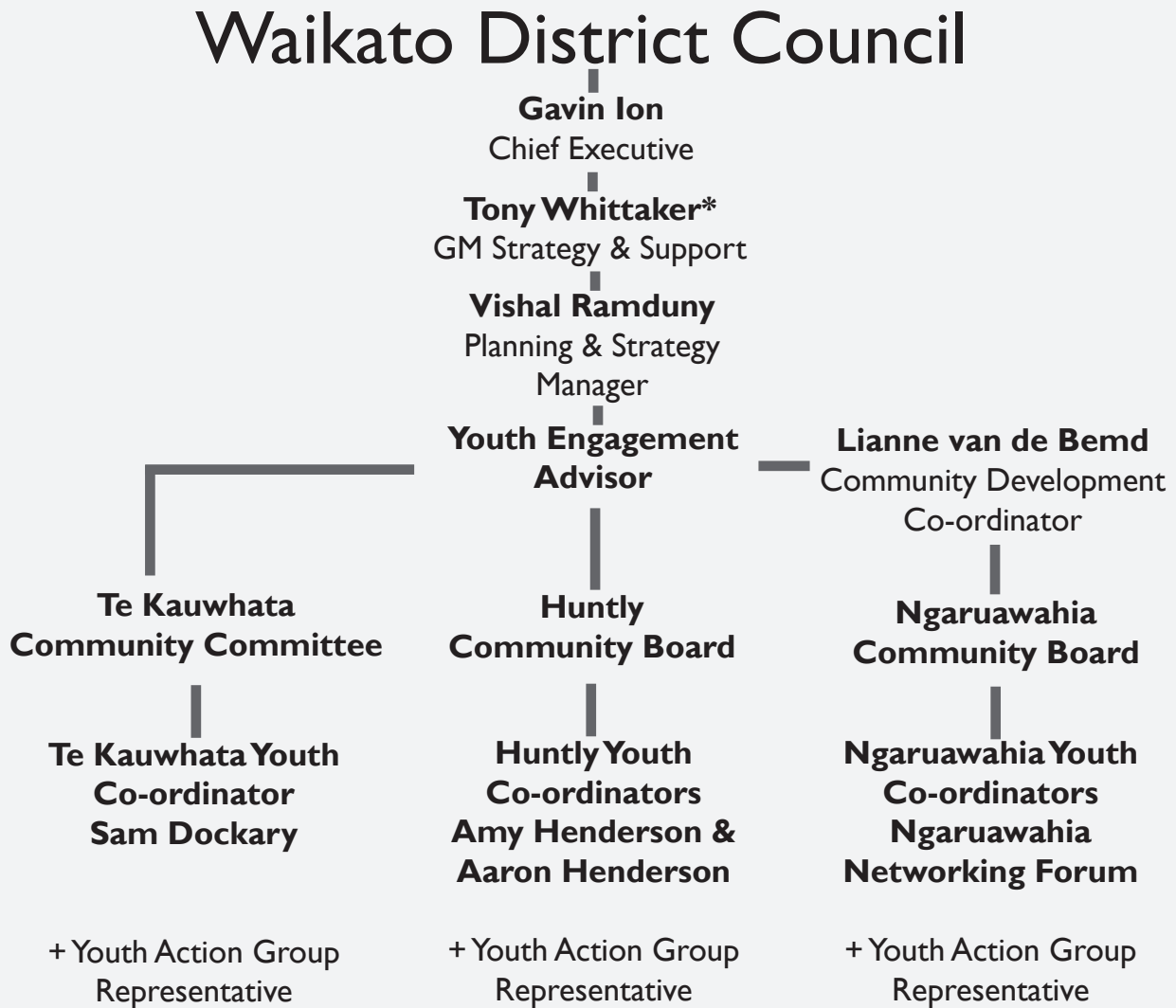
Source: Waikato District Council

Task: Youth awards and support to facilitate youth events in accordance with the Youth Engagement Plan

Committed (for 2015/16): \$15,000

Source: Ministry for Youth Development

Appendix Five: Main accountability oversight for youth engagement between Council and Community Boards and Committees



* Whilst the General Manager for Strategy & Support will have GM oversight for youth development the General Managers for Customer Support (Sue Duignan) and Service Delivery (Tim Harty) will also maintain oversight with regards to the respective community boards/committees they have been assigned to.

Appendix Six: Quotes in support of youth engagement

“Young people live in a community where they are recognised, valued and supported to fulfil their potential and aspirations.” – **Ministry of Social Development, Waikato District Youth Action Plan, Social Sector Trials, 2013.**

“Restless Development reaches out to young people in a unique way; from the youth to the youth, so the messages aren’t lost in a generation gap.” – **Restless Development, Youth Engagement Strategy, 2012 – 2015.**

“Despite their numbers, passion and experience, the voices of young people often go unheard. Young people - both in the global North and South - rarely have the opportunity to inform development policy and practice. Young people have the right to be heard.” - **Restless Development, Youth Engagement Strategy, 2012 – 2015.**

“We recognise that young people have the right to be involved in decisions that affect them and that they are best placed to make informed decisions.” – **Restless Development, Youth Engagement Strategy, 2012 – 2015.**

“Youth formal (positional) and non-formal (non-positional) leaders:

- Help other young people to identify their own needs and those of their communities.
- Advocate for vulnerable and marginalised groups.
- Share information, transfer skills and knowledge to their peers and to adults.
- Encourage other young people to take a leadership role in their communities.
- Act as the link enabling young people to work with others at different levels of the community.”

Restless Development, Youth Engagement Strategy, 2012 – 2015.

“Strong youth for strong national societies and safe and resilient communities. Youth doing more, doing better, and reaching further.”

Red Cross and Red Crescent Society, Youth Engagement Strategy, 2013.

Waikato



DISTRICT COUNCIL
Te Kaunihera aa Takiwaa o Waikato