

Notice is hereby given that the Triennial meeting of the Huntly Community Board, following the 2016 Local Body Elections will be held in the Riverside Room, Civic Centre, Main Street, Huntly on **TUESDAY 15 NOVEMBER 2016** commencing at **6.00pm**.

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

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GJ Ion

CHIEF EXECUTIVE

Agenda 2016/HCB/161115 HCB OP

Open Meeting

To	Huntly Community Board
From	Gavin Ion Chief Executive
Date	28 October 2016
Chief Executive Approved	Y
Reference/Doc Set #	1629705
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	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.				

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	Huntly Community Board
From	Gavin Ion Chief Executive
Date	28 October 2016
Chief Executive Approved	Y
Reference/Doc Set #	1629703
Report Title	Standing Orders for Meetings of Local Authorities and Community Boards

I. 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 Huntly 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 Huntly Community Board cease conducting its meetings under the NZ Model Standing Orders NZS 9202:2003 incorporating Amendment No. 1;

AND FURTHER THAT the Huntly 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 Raglan 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	Huntly Community Board
From	Gavin Ion Chief Executive
Date	28 October 2016
Chief Executive Approved	Y
Reference/Doc Set #	1629742
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 Huntly Community Board;

AND FURTHER THAT is appointed Deputy Chairperson of the Huntly 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	Huntly Community Board
From	Gavin Ion Chief Executive
Date	28 October 2016
Chief Executive Approved	Y
Reference/Doc Set #	1629744
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 Huntly Community Board holds its meetings on the third Tuesday of each month commencing at 6.00pm;

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 third Tuesday 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.

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 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 Board needs to agree a meeting timetable which suits its needs.				

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 6.00pm on the third Tuesday of the month is suggested.

7. ATTACHMENTS

Nil.

Open Meeting

To	Huntly Community Board
From	Gavin Ion Chief Executive
Date	28 October 2016
Chief Executive Approved	Y
Reference/Doc Set #	1629704
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 Huntly 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	Huntly Community Board
From	Gavin Ion Chief Executive
Date	28 October 2016
Chief Executive Approved	Y
Reference/Doc Set #	1629745
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	Huntly Community Board
From	Gavin Ion Chief Executive
Date	28 October 2016
Chief Executive Approved	Y
Reference/Doc Set #	1629700
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	Huntly 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 #	1628021
Report Title	Discretionary Funding Guidelines

I. EXECUTIVE SUMMARY

To provide the Board with the Discretionary Funding Guidelines which informs 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	Huntly Community Board
From	Tony Whittaker General Manager Strategy & Support
Date	03 November 2016
Prepared by	Julienne Calambuhay Management Accountant
Chief Executive Approved	Y
Reference/Doc Set #	GOV0505
Report Title	Discretionary Fund Report to 28 October 2016

1. EXECUTIVE SUMMARY

To update the Board on the Discretionary Fund Report to 28 October 2016.

2. RECOMMENDATION

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

3. ATTACHMENTS

Discretionary Fund Report to 28 October 2016

62
HUNTLY COMMUNITY BOARD DISCRETIONARY FUND 2016/2017

	GL	GL 1.204.1704
2016/17 Annual Plan		24,026.00
Carry forward from 2015/16		25,941.00
Total Funding		49,967.00
Expenditure	Resolution No.	
1/07/2016 R Thurston - for vehicle running costs in removing graffiti - July 2016	(HCB1411/06/8)	400.00
11/06/2016 Placemaking project - GT Engineering -manufacture & galvanize seat parts	(HCB1606/03/1)	939.00
28/06/2016 Placemaking project - ANZOR Fasteners - 14G x 50mm Tek screws	(HCB1606/03/1)	75.57
1/08/2016 R Thurston - for vehicle running costs in removing graffiti - August 2016	(HCB1411/06/8)	400.00
11/08/2016 Huntly College Year 9 & 10 outdoor education programme one-off contribution	(HCB1605/06/2)	2,000.00
31/08/2016 North Waikato (Huntly) Basketball Development Programme Group - teaching, training, and refereeing skills for a group of young women in Huntly	(HCB1608/04/3)	1,000.00
1/09/2016 Angel Casts Charitable Trust - towards the cost of offering bereaved families free detailed stone casts for babies and children	(HCB1608/04/4)	3,615.88
1/09/2016 R Thurston - for vehicle running costs in removing graffiti - September 2016	(HCB1411/06/8)	400.00
1/10/2016 R Thurston - for vehicle running costs in removing graffiti - October 2016	(HCB1411/06/8)	400.00
20/10/2016 S Stewart - reimbursement for end of Triennium function	(HCB1606/04/1/1)	184.85
Total Expenditure		9,415.30
Net Funding Remaining (Excluding commitments)		40,551.70
Commitments		
21/06/2016 Commitment for placemaking projects (HCB1606/03/1)	15,000.00	
Less: Expenses	1,014.57	13,985.43
18/11/2014 Robin Thurston - for vehicle running costs in removing graffiti (HCB1411/06/8)	4,800.00	
Less: Expenses	1,600.00	3,200.00
16/08/2016 End of year triennium function (remaining balance - \$250 less \$184.85 per above) (HCB1606/04/1/1)		65.15
Total Commitments		17,250.58
Net Funding Remaining (Including commitments) as of 28 October 2016		23,301.12

Open Meeting

To	Huntly Community Board
From	TG Whittaker General Manager Strategy & Support
Date	28 October 2016
Prepared by	Lianne van den Bemd Community Development Advisor
Chief Executive Approved	Y
DWS Document Set #	1630847
Report Title	Application for Funding – Lakeside Christian Life Centre

1. EXECUTIVE SUMMARY

The purpose of this report is to present an application for funding from Lakeside Christian Life Centre towards the cost of the Community Christmas Carols event.

2. RECOMMENDATION

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

AND THAT an allocation of \$..... is made to the Lakeside Christian Life Centre towards the cost of the Community Christmas Carols event;

OR

AND THAT the request from the Lakeside Christian Life Centre towards the cost of the Community Christmas Carols event is declined / deferred until for the following reasons:

3. BACKGROUND

Community Christmas Carols is an annual event for the Lakeside Christian Centre. The church members, local talent, local schools and volunteers assist in putting on a memorable evening of singing and celebrating Christmas for Huntly and surrounding communities.

The event is to take place on 04 December 2016 at 1 Emmanuel Place, Huntly.

4. OPTIONS CONSIDERED

- 1) That the application is approved and an allocation of partial or full funding requested be 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 \$1,747.95. The Lakeside Christian Life Centre is seeking funding of \$1,747.95 towards the cost of spot prizes, food, beverages and advertising.

GST Registered			Yes
Set of Accounts supplied			Yes
Previous funding has been received by this organisation			Yes
Huntly Community Board	Christmas Carols	December 2014	\$1,865.79
Huntly Community Board	Christmas Carols	November 2015	\$1,676.01

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.

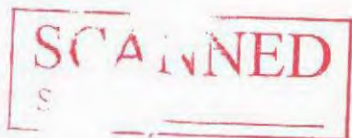
Funds cannot be uplifted until all sufficient funds for the project are approved.

7. CONCLUSION

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

8. ATTACHMENTS

Application for Funding - Lakeside Christian Life Centre



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

Lakeside Christian Life Centre

What is your organisation's purpose?

To host the annual Huntly Community Christmas Carols

Address: (Postal)

PO Box 47 Huntly 3740

Address: (Physical if different from above)

1 Emmanuel Place Huntly 3700

Contact name, phone number/s and email address

Helen Mahon 027 6574622 lakesideclc@ihug.co.nz

Charities Commission Number: (If you have one)

CC23881

Are you GST registered? No Yes GST Number 77,789,057

Bank account details 01,0330,0013162,00

Bank ANZ Branch Huntly

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)

Huntly Community Christmas Carols
1 Emmanuel Place Huntly
4th December 2016

Who is involved in your event / project?

The communities of Huntly, Taupiri,
Te Kauwhata and all other surrounding areas

How many volunteers are involved?

100

What other groups are involved in the project?

Huntly Primary School, Huntly West Primary
Kimihi Primary School

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

This event will bring all communities together.
Local talent will be performing. It will bring
families together for a fun night of
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.

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>1747.95</u>
Existing funds available for the project Total A	\$ _____	\$ <u>0.00</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.	\$	\$
Advertising - Chatter	\$	\$ <u>472.50</u>
Advertising - NWN	\$	\$ <u>737.88</u>
Spot Prizes	\$	\$ <u>192.10</u>
Sausages / Bread	\$	\$ <u>202.17</u>
Drinks	\$	\$ <u>143.30</u>
	\$	\$
Total Funds being sought from WDC Total B	\$	\$ <u>1747.95</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**

Note : This total should equal the Total Cost of the Project/Event

Describe any donated material / resources provided for the event/project: <u>Church members will be presenting the evening by cooking and serving of sausages and anything else that is required to make this evening possible</u>	\$ _____	\$ _____
---	----------	----------

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
2015 Community Carols	\$1676.01	9/12/15
2014 Community Carols	\$1865.79	30/12/14

incl. GST
\$1927.41
\$2145.60

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: H Mahon Name: Helen Mahon

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

Signature: H Mahon Date: 18/9/16

Position in organisation (tick which applies) Chairman Secretary Treasurer

Signature: [Signature] Date: 18/9/16

Position in organisation (tick which applies) Chairman Secretary Treasurer



CERTIFICATE OF INCORPORATION

of

LAKESIDE CHRISTIAN LIFE CENTRE

(HN/1130681)

This is to certify that LAKESIDE CHRISTIAN LIFE CENTRE was incorporated under the Charitable Trusts Act 1957 on the 23rd day of March 2001.



Neville Harris

Neville Harris
Registrar of Incorporated Societies
4 April 2001

Certificate of Registration

Lakeside Christian Life Centre

Registration number: CC23881

This is to certify that Lakeside Christian Life Centre was registered as a charitable entity under the Charities Act 2005 on 5 May 2008.



Chair
Charities Commission



Chief Executive
Charities Commission

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Lakeside Christian Life Centre

P O Box 47
Huntly 3740

Balance Sheet

As of March 2015

16/09/2016
9:53:19 a.m.

Assets

Current Assets

Cheque Account General - ANZ		\$2,657.82
ANZ - Bonus Bonds		\$420.00
ANZ - Bonus Bonds - Womens F.		\$210.00
Trade Debtors		\$142.88
GST Refund Due		\$618.92
Total Current Assets		\$4,049.62

Fixed assets

Land & Buildings

Land at Cost		\$330,000.00
Building at Valuation		\$731,713.00
Provision for Depreciation		-\$94,125.00
Container		\$18,074.95
Provision for Depreciation		-\$641.00
Total Land & Buildings		\$985,021.95

Vehicles

Kingcat Lawn Tractor		\$8,695.65
Provision for Depreciation		-\$2,695.65
Nissan Maxima 50% share		\$10,222.00
Provision for Depreciation		-\$9,422.00
Ford Transit Van		\$24,347.83
Provision for Depreciation		-\$9,347.83
Total Vehicles		\$21,800.00

Plant and Equipment

Plant and Equipment		\$113,691.49
Provision for Depreciation		-\$97,691.49
LCD TV Projector Unit		\$692.15
Provision for Depreciation		-\$292.15
Computer printer		\$913.58
Provision for Depreciation		-\$113.58
Retaining Wall		\$5,258.00
Provision for Depreciation		-\$213.69
Trough		\$882.55
Provision for Depreciation		-\$32.55
Total Plant and Equipment		\$23,094.31

Total Fixed assets

Total Assets **\$1,029,916.26**
\$1,033,965.88

Liabilities

Current Liabilities

GST Owing		
GST Collected		\$82.83
GST Adjustment		\$775.14
Total GST Owing		\$857.97
Total Current Liabilities		\$857.97

Total Liabilities

\$857.97

Net Assets

\$1,033,107.91

Equity

Balance at Beginning of Year		\$1,029,173.73
Current Year Earnings		\$3,934.18
Total Equity		\$1,033,107.91

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Lakeside Christian Life Centre
 P O Box 47
 Huntly 3740

Profit & Loss Statement

April 2014 through March 2015

16/09/2016
 9:54:07 a.m.

Income	
Tithes and Offerings	
General Tithes & Offerings	\$96,994.09
Love Offerings	\$307.60
Koha	\$1,425.00
Total Tithes and Offerings	<u>\$98,726.69</u>
Investment and Property Income	
Interest Received	\$44.84
Genesis Energy	\$2,484.42
Funeral Services	\$217.39
Rent Received	\$817.39
Total Investment and Property Income	<u>\$3,564.04</u>
Missions and Activities	
Grants	\$10,000.00
SuperKidz Club	\$3,675.00
Services Rendered	\$3,600.00
Crossroads Reimbursements	\$533.53
Youth Group	\$2,993.43
Study Group/Workbooks	\$17.39
Christmas Parade	\$248.87
Community Christmas Carols	\$1,865.79
Total Missions and Activities	<u>\$22,934.01</u>
Total Income	<u>\$125,224.74</u>
Expenses	
Fellowship Running Expenses	
Accounting	\$814.00
Advertising	\$645.50
Bank Fees	\$276.69
Bibles & Literature	\$1,481.60
Computer Supplies	\$503.90
Communion Supplies	\$219.13
Depreciation	\$8,906.82
Flowers	\$182.60
Insurance	\$4,926.71
Laundry & Cleaning	\$371.68
Petty Cash	\$313.05
Photocopying charges	\$4,045.55
Postage	\$426.10
Power	\$4,568.48
Meals & Entertainment	\$1,265.90
Stationery	\$717.32
Subscriptions	\$66.67
Telephones & Internet	\$3,128.58
Mobile Phone	\$1,097.58
Total Fellowship Running Expenses	<u>\$33,957.86</u>
Teaching	
Cell Group Study Material	-\$73.91
Promise Keepers	\$121.74
Subscriptions & Levies	\$576.68
Total Teaching	<u>\$624.51</u>
Music Resources	
Music Supplies	\$180.28
Sound Equipment	\$2,540.65
Instrument Tuning	\$143.48
Copyright Fees	\$596.45
Total Music Resources	<u>\$3,460.86</u>
Children Ministries	
Superkidz Church	\$6,050.12
Total Children Ministries	<u>\$6,050.12</u>
Fellowship Ministries	
Mens Fellowship	\$182.61
Emmanuel Catering	\$842.82
Ministerial Expenses	\$229.05
Youth Group	\$3,659.84

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Lakeside Christian Life Centre

Profit & Loss Statement

April 2014 through March 2015

16/09/2016
9:54:07 a.m.

Total Fellowship Ministries	\$4,914.32
Property Expenses	
Rates	\$746.88
Repairs & Maintenance Building	\$546.83
Repairs & Maintenance Property	\$3,519.64
Water	\$163.67
Total Property Expenses	<u>\$4,977.02</u>
Pastoral Expenses	
Wages, Salaries & Stipends	\$20,770.09
O & J Mounsey	\$27,744.31
A.C.C. Levy	\$64.82
Total Pastoral Expenses	<u>\$48,579.22</u>
Motor Vehicle Costs	
Petrol	\$6,107.93
Petrol - Other Vehicles	\$533.27
Car Repairs & Maintenance	\$1,189.25
Car Insurance	\$203.03
Van Repairs & Maintenance	\$1,468.51
Van Insurance	\$636.03
Total Motor Vehicle Costs	<u>\$10,138.02</u>
Community Missions	
Community Christmas Carols	\$2,951.59
Christmas Parade	\$563.62
Love Offering / Koha	\$800.00
Welfare	\$749.53
Total Community Missions	<u>\$5,064.74</u>
Specific Missions	
Guthrie Boyd	\$300.00
John Childers	\$1,050.00
Des Short	\$600.00
Sonny Ooi	\$614.00
Joshua Fund	\$150.00
Howard Willard	\$103.80
Te Puru School	\$126.09
Rhema Broadcasting Donation	\$580.00
Total Specific Missions	<u>\$3,523.89</u>
Total Expenses	<u>\$121,290.56</u>
Operating Profit	<u>\$3,934.18</u>
Designated Funds Received	
Designated Sonny Ooi	\$186.00
Designated Howard Willard	\$296.20
Total Designated Funds Received	<u>\$482.20</u>
Designated Funds Disbursed	
Designated Sonny Ooi	\$186.00
Designated Howard Willard	\$296.20
Total Designated Funds Disbursed	<u>\$482.20</u>
Net Profit / (Loss)	<u>\$3,934.18</u>

countdown 

A division of General Distributors Ltd.
PH: 07 828 2041
16-18 Tumate Mahuta Drive
Huntly

T Tax Invoice GST No 44-833-918
T
THOMEBRAND SOFT DRINKVARIETY 24X350ML
T Qty 15 @ \$10.99 ea 164.85
T15 SUBTOTAL \$164.85
T
T ROUNDING -0.05
T TOTAL \$164.80
T CASH \$164.80
T CHANGE \$0.00
T
T Taxable Items
TOTAL includes GST \$164.80
Non GST Item

Thank you for visiting Countdown today.

Tell us about your experience

for a CHANCE TO WIN a

Countdown gift card

1x\$500 and 5x\$100 cards

to be won monthly.

Terms & Conditions apply.

Share your feedback at

www.countdownlistens.co.nz

JOIN ONECARD

Save your way, every day. PICK UP YOUR ONECARD to lay!

You have earned a TOTAL of 8 Cosmo Shell/s
to add to your collection.

STORE 9164 POS 2 TRANS 427 119 13:33:12 16/09/2016

FUEL OFFER

4 cents PER LITRE off auto fuels at IA Smartfuel
partners BP & Caltex; OR Gull. Voucher expires 1 month
from purchase. Voucher used once. Single fill. 100 litre
max. Fuel cards excluded. Terms at countdown.co.nz



97916400204270000000040001011810201629

T
T* TRAINING MODE **
T
STORE 9164 POS 002 TRANS 0427 0119 13:33 16/09/16

BRISCOES
HOMEWARE 
you'll never buy better

BRISCOES (NZ) LTD

Briscoes Te Rapa

0600 274 726

Tax Invoice

GST 10-024-870 inc gst

September 01, 2016 10:34:56 10270500026212

Invoice: 1027

*** SUSPENDED ***

Customer Details:

Lakeside Christian Life Centre

	\$
Clock Wall TTC Plastic 0902 Black	29.99
Discount: E Promotion on Department	-15.00
1037192 QTY 1 @ \$14.99 EA	
Egg Cooker SB Steel 104000	59.99
Discount: E Promotion on Product	-20.00
1049486 QTY 1 @ \$39.99 EA	
Rice Cooker ZIP S/S 5 Cup Zip835	89.99
Discount: E Promotion on Product	-60.00
1012755 QTY 1 @ \$29.99 EA	
Flask TF S/Steel 1lt	39.99
Discount: E Promotion on Product	-25.00
1039263 QTY 1 @ \$14.99 EA	
Travel Mug MXW EC1004 Orange 450ml	29.99
Discount: E Promotion on Product	-15.00
1050553 QTY 1 @ \$14.99 EA	
Photo Frame BRL Daytona Black Triple Ape	32.99
Discount: E Promotion on Division	-16.50
1011006 QTY 1 @ \$16.49 EA	
Salt & Pepper Set RH RHPK3000RED Red	89.99
Discount: E Promotion on Product	-40.00
1067290 QTY 1 @ \$49.99 EA	
Tumbler OF S/4 HM Madison 320ml	24.99
Discount: E Promotion on Division	-12.50
1004867 QTY 1 @ \$12.49 EA	
Coffee Plunger Zip 1000ml Red 969	29.99
Discount: E Promotion on Class	-17.99
1057043 QTY 1 @ \$12.00 EA	
Mug HM Coal Black 330ml Set 4	29.99
Discount: E Promotion on Division	-15.00
! QUOTE ONLY - Lakeside Christian Life Centre Huntly !	
1062572 QTY 1 @ \$14.99 EA	
Total	\$220.91

Items 10

*** SUSPENDED ***

You were served by Shanice

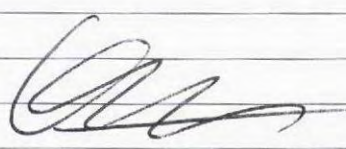



Shop 4, Lynden Court, Chartwell, Hamilton
 Ph: 07 853 7511 • Fax: 07 853 7510
 Email: chartwellmb@clear.net.nz
 www.madbutcher.kiwi

TAX INVOICE

Date: 16/9/16
 Customer No.:
 Order No.:
 G.S.T. Reg No.: 91 342 472
 Invoice No.: 0305

Invoice To	QUOTE ONLY	Delivery Address
	Lakeside	
	CLC Huntly	

Qty	Description	Unit Price	\$	¢
	QUOTE ONLY			
	600 pre-coded Sausages @ 30¢ each		\$ 180	
	need 30 loaves 15 x loaves white 15 x loaves Brown		\$ 52.50	
				
		TOTAL EXCLUSIVE G.S.T. \$ PLUS % G.S.T. \$ TOTAL INCLUSIVE G.S.T. \$ 232.50		

Chatter

YOUR LOCALLY OWNED & OPERATED COMMUNITY NEWSPAPER

Helen Mahon
Administrator
Lakeside Christian Life Centre
& Community Centre
Huntly

Hi Helen, please find your quote as requested. Prices quoted are Ex GST

Quarter page advert in full colour \$236.25.

As with last year if you wish to repeat advert in following edition a 10% discount will apply.

Regards Jim & Karen
Chatter Community Newspaper.

Celebrating 17 Years in Print

Contact details: P.O. Box 113 Te Kauwhata
tkchatta@xtra.co.nz
phone 07 8263 148
Jim 0274 746867 Karen 027 477 1603

www.chatternewspaper.co.nz

FAIRFAX MEDIA NEW ZEALAND LTD



Account: LAKESIDE CHRISTIAN LIFE CENTRE

Created Date: 17/10/2016

Account Number: O221446

Quote Number: 00144419

Phone: +64 07 8288530

Prepared By: Zivana-Lee Edwards

Subject: Lakeside Christian Life Centre Ad's

Email: zivana.edwards@fairfaxmedia.co.nz

Phone: 0800 505 303 extn 6235

Print						
Publication	Size	Classification	Colour	Dates	Per Insertion Cost	Total Cost
North Waikato News	19x3	Early Page, Early Page	Full Colour	16Nov2016 30Nov2016	368.94	737.88

Total exc. GST: \$737.88

The advertising costings outlined above are exclusive of GST. All bookings are subject to space and colour availability at the time of booking confirmation. Acceptance of your booking is subject to our normal advertising terms and conditions which can be found at <http://www.fairfaxmedia.co.nz/portfolio-nz/ad-centre>. Any advertising material supplied must adhere to our technical specification requirements. This information can be provided on your request. Thank you

Open Meeting

To	Huntly Community Board
From	TG Whittaker General Manager Strategy & Support
Date	28 October 2016
Prepared by	Lianne van den Bemd Community Development Advisor
Chief Executive Approved	Y
DWS Document Set #	1630848
Report Title	Application for Funding – Huntly Events Committee

I. EXECUTIVE SUMMARY

The purpose of this report is to present an application for funding from the Huntly Events Committee towards the cost of the 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 **Huntly Events Committee** towards the cost of the community Christmas parade;

OR

AND THAT the request from the **Huntly Events Committee** towards the cost of the community Christmas parade is declined / deferred until for the following reasons:

3. BACKGROUND

The Huntly Events Committee is hosting the annual Huntly Christmas parade 2016.

The Events Committee members, local talent and volunteers assist in putting on a Christmas parade for the benefit of and participation by the Huntly community.

Activities on the day include face painting for children, performing arts, Santa's sweet supply and prizes.

The event will take place 03 December 2016 at the Huntly Domain, and it is estimated 2,000 people will be in attendance.

4. OPTIONS CONSIDERED

- 1) That the application is approved and an allocation of partial or full funding requested be 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 \$9,300.00. The Huntly Events Committee is seeking funding of \$2,000.00 towards the cost of advertising, printing and donations.

GST Registered			No
Set of Accounts supplied			Yes
Previous funding has been received by this organisation			Yes
Huntly Community Board	Huntly Christmas parade	August 2014	\$2,000.00
Huntly Community Board	Huntly Christmas Parade	November 2015	\$2,000.00

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 - Huntly Events Committee

SCANNED
Set No _____

WAIKATO DISTRICT COUNCIL
13 OCT 2016
Time: 2.50 Initials: [Signature]
NGARUAWAHIA

Kianne ✓



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

Huntly Events

What is your organisation's purpose?

Events for the Community of Huntly

Address: (Postal)

PO Box 74, Huntly 3746

Address: (Physical if different from above)

68 Main Street, Huntly

Contact name, phone number/s and email address

Quintin Lichtwark, 029 8246646, quin.lichtwark@farmside.co.nz

Charities Commission Number: (If you have one)

NA

Are you GST registered? No Yes GST Number / /

Bank account details 061032910702999102

Bank ANZ Branch Huntly Branch

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)

Huntly Community Christmas Parade
Huntly Domain
December 3 (Saturday) 2016

Who is involved in your event / project?

How many volunteers are involved?

Currently about 6 organisers on the day 20 plus

What other groups are involved in the project?

We have requested Lions assistance on the day
There will be other indirectly involve due to their participation involving
the float parade, stage performances etc

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

This is an opportunity for the Huntly Community to "come together"
Celebrate their community it's achievements and their people

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 Total A	\$ <u>2,300.00</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.	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
Total Funds being sought from WDC Total B	\$ <u>2000.00</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) Pub Charities Limited	\$ <u>5000.00</u>	\$ _____
b)	\$ _____	\$ _____
c)	\$ _____	\$ _____
d)	\$ _____	\$ _____
Total of other funds being sought Total C	\$ <u>5000.00</u>	\$ _____

Total Funding Applied for (Add totals A, B & C together to make Total D) Total D	\$ <u>9,300.00</u>	\$ _____
<i>Note : This total should equal the Total Cost of the Project/Event</i>		

Describe any donated material / resources provided for the event/project:
Members of the Community have donated A truck for the Stage materials for Stage Extension
Tents & Gasebos
Their time and Expertise

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 2015	2000.00	May 2016
Christmas Parade 2014	2000.00	May 2016

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: Brian Curle Name: BRIAN CURLE

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

Signature: Brian Curle Date: 13/10/2016

Position in organisation (tick which applies)

Chairman

Secretary

Treasurer

Signature: Q O Lichtwark Date: 13/10/2016

Position in organisation (tick which applies)

Chairman

Secretary

Treasurer

Huntly Christmas Parade 2016 Budget

Event Income	\$	\$	
Tickets from Sales of Rides on Amusements	2,000.00		
Stall Fees.	200.00		
			2,200.00
Event Expenses			
<i>Advertising</i>			
T K Chatta	1,396.10		
North Waikato News (Fairfax)	1,243.39		
Posters Allenmara Computers	37.00		
Traffic Management Advertising	200.54		
			2,877.03
<i>Prize Monies</i>			
Overall	600.00		
1st Place Youth	300.00		
2nd Place youth	200.00		
1st Place other	300.00		
2nd Place other	200.00		
Parade Spot Prizes	200.00		
			1,800.00
<i>Entertainment Costs</i>			
Event Fun Co	2,677.00		
Above Productions Sound System	1,279.38		
MC Fee	300.00		
Lead Band	300.00		
Gifts of Appreciation to Performers	150.00		
			4,706.38
<i>Other Costs</i>			
Gift to Provider of Truck for Stage	30.00		
Gift to The Santa	30.00		
Santas Lollies	100.00		
Public Liability Insurance for Committee	200.00		
Volunteer Lunches	100.00		
Miscellaneous Costs	300.00		
Banner Reconfiguration (completed)	40.00		
First Aid	300.00		
Lions Voluteers	1,000.00		
			2,100.00
			11,483.41
Deficit			-9,283.41
Funding Applications			
Pub Charity			5,000.00
Waikato District Council			2,000.00
Huntly Events Own Reserves			2,283.41
			9,283.41

HUNTLY EVENTS COMMITTEE
Statement of Financial Performance
For Year Ended 31st August 2016

<u>2015</u>	<u>Income</u>	<u>2016</u>
	Stall Fees Christmas Parade	540.00
5,000.00	Pub Charity	5,000.00
2,000.00	Huntly Community Board	2,000.00
500.00	Genesis Energy - Christmas Parade	0.00
250.00	Genesis Energy Book Fair	0.00
853.10	Ticket Sales Parade Day (net)	2,110.40
290.00	Donations	0.00
2,954.30	Book Fair Income (net)	1,351.30
90.00	Mountain Bike Income (net)	0.00
<u>44.96</u>	Interest received	<u>27.10</u>
12,482.36	Total Income generated	11,028.80
	 <u>Expenditure</u>	
1,737.20	Advertising	1,889.54
230.00	Posters	160.00
360.00	Secretarial	0
1,279.38	Above Products Sound System	1,279.38
2,213.75	Rockup rides	2,348.00
241.71	Book Fair & Christmas Parade Misc. Exp.	350.00
200.00	Hireage	368.00
350.00	Face Painting	350.00
100.00	Santas Sweet Supply	135.00
250.00	Lead Band	250.00
808.73	Signage	0.00
2.50	Bank Charges	6.09
1,800.00	Christmas Parade prizes	1,000.00
0.00	St John Ambulance	425.50
100.00	Compare - Christmas Parade	250.00
1,000.00	Lions Club Support Fee	1,000.00
167.12	Road Closure advertised	183.83
0.00	Pub Charity refund	631.49
600.00	Talent Quest	<u>300.00</u>
11,440.39	Total Expenditure	10,926.83
1,041.97	Excess Income over Expenditure for year	

HUNTLY EVENTS COMMITTEE
Statement of Financial Position
As at 31st August 2016

<u>2015</u>	<u>Current Assets</u>	
6,630.14	ANZ Bank A/c 0329 07029999 02	6,732.21
	 <u>Equity</u>	
6,013.41	Balance as at 1 September 2015	6,630.14
718.80	Plus excess Income/Expenditure for year	102.17
6,732.21		6,732.21



Huntly Events
Attention , Quintin Lichtwark
9 October 2016

Dear Quintin

Thank you for your email regarding this years Christmas Parade, we are pleased to submit the prices for the required adverts.

The half page price for the 9 & 23 November is \$370.75 per edition.

The quarter page price for the October 26 & 7 December is \$236.25 per edition

The quoted prices are excluding GST and are for full colour.

If further information is required please make contact.

As mentioned in previous email deadline for your adverts is the Friday prior to publication day.

Regards Jim & Karen
Chatter Newspaper.
G.S.T 55 796 874

Allenmara Computers

Phone 078288480
 Fax 078288405
 PO BOX 241
 Huntly 3740

Poster Printing

Quotation

For Huntly Events
 C/- Brian Curle

Date 07-Oct-2016
 Quote No QU05748
 Quote By Greg Allen
 Quote For

Description	Quantity	Units	Sell Price	Price
A4 Colour printing	20		0.60	12.00
A3 Colour printing	10		2.50	25.00
Prices include GST of \$4.83	TOTAL			\$37.00

Huntly Community Board
Discretionary Fund
C/O Waikato District Council
Galileo Street
Ngaruawahia

13 October 2016

To whom this Concern

I would like to acknowledge the support that the Waikato District Council through both it's policies and that of the support of the Huntly Community board. This has given the Huntly Community the opportunity to come together and celebrate ourselves at this time of the year.

I was once asked why I would invest my time in supporting something that is all about commerce. Personally I do not see this that way here. During the 10 years I have been involved with the Huntly Christmas Parade I believe that commerce has very little influence on the Christmas Parade of Huntly. This is a time however that we get a chance to build our community. Participants of the parade are not big business and not about naming rights or advertising. It is about participation and celebration of who we are as a Community and what we achieve. Most importantly it brings our town together to be together.

This year as we have in previous years we would like to request \$2000.00 of support in order for us to stage the Christmas Parade. Attached is the application form along with supporting documents of where the greater portion of this money would be spent. Beyond these invoices I have attached our budget which will show a number of other expenses that will be incurred during the day most of which will be purchases of gifts of appreciation in recognition of those members of the community that were willing to put themselves out there for the day. As these are purchase made closer to the time and at a price that we can fit the budget (ie depending on store specials) we are unable to provide costs or values at this time.

This years Date for the Christmas parade is December 3rd 2016. We look forward to your support in helping this be a great day.

In advance I thank you for your consideration of continued support.

Kind Regards



Quintin Lichtwark
Chairperson Huntly Events

Lianne Van Den Bemd

From: I-Jay Huirama
Sent: Wednesday, 26 October 2016 8:11 a.m.
To: Lianne Van Den Bemd
Subject: FW: Further information required

Regards - Naku noa na,

I-Jay (Ingrid-Jayne) Huirama

Team Administrator Strategy & Support

Waikato District Council

■ P 07 824 8633 F 07 824 8091 ■ Call Free 0800 492 452

Private Bag 544, Ngaruawahia 3742

www.waikatodistrict.govt.nz ■ Like us on Facebook



Please consider the environment before printing this e-mail

From: Quintin Lichtwark [<mailto:quin.lichtwark@farmside.co.nz>]
Sent: Saturday, 22 October 2016 12:56 p.m.
To: I-Jay Huirama
Subject: RE: Further information required

Hi I-Jay

Thanks for your e-mail and also our discussion on the Telephone.

To clarify for you and others.

My understanding of the Quote from the TK Chatta covers 4 Advertisements

2 1/4 page ads relating to the Christmas Parade on October 26 and December 7 at 236.25 plus GST each
 2 1/2 page ads relating to the Christmas Parade on November 9 and November 23 at 370.75 plus GST each

Total cost excluding GST \$1214.00

GST \$182.1

The total cost including GST is \$1396.10

My clear understanding is that since Huntly Events is not registered for GST then we should therefore present the costings in which we are applying for funds for to be the total including GST as we cannot claim back any portion of GST incurred.

I hope that this will clear up this matter for you.

Kind Regards

Quintin Lichtwark

From: I-Jay Huirama [<mailto:I-Jay.Huirama@waidc.govt.nz>]
Sent: Friday, October 21, 2016 2:40 PM
To: quin.lichtwark@farmside.co.nz
Subject: RE: Further information required

Hi there

Just checked with Lianne, are you able to put our conversation in an email as we need record of the requested information please and that should be fine.

Thanks for your time
IJ

Regards - Naku noa na,

I-Jay (Ingrid-Jayne) Huirama

Team Administrator Strategy & Support

Waikato District Council

■ P 07 824 8633 F 07 824 8091 ■ Call Free 0800 492 452

Private Bag 544, Ngaruawahia 3742

www.waikatodistrict.govt.nz ■ [Like us on Facebook](#)



Please consider the environment before printing this e-mail

From: I-Jay Huirama
Sent: Friday, 21 October 2016 1:01 p.m.
To: 'quin.lichtwark@farmside.co.nz'
Subject: Further information required

Kia Ora

In order for staff to complete your application we require the following information:

Can you please advise how many adverts you are placing in the TK chatter, and does the amount being requested match the quotes supplied

Please let me by Wednesday 26th October.

Thanks
IJ

Regards - Naku noa na,

I-Jay (Ingrid-Jayne) Huirama

Team Administrator Strategy & Support

Open Meeting

To	Huntly Community Board
From	TG Whittaker General Manager Strategy & Support
Date	28 October 2016
Prepared by	Lianne van den Bemd Community Development Advisor
Chief Executive Approved	Y
DWS Document Set #	1630852
Report Title	Application for Funding – Menzshed Huntly

1. EXECUTIVE SUMMARY

The purpose of this report is to present an application for funding from Menzshed Huntly towards the cost of building six little free libraries for the Huntly community.

2. RECOMMENDATION

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

AND THAT an allocation of \$..... is made to **Menzshed Huntly** towards the cost of building six little free libraries for the Huntly community;

OR

AND THAT the request from **Menzshed Huntly** towards the cost of building six little free libraries for the Huntly community is declined / deferred until for the following reasons:

3. BACKGROUND

Menzshed Huntly and the Friendship House met with Council's Community Placemaking Team to discuss the idea of a collaborative project to build 'little free libraries' for the community of Huntly.

'Little free libraries' are a gathering point for the community. Sparking community interactions will help enact the principles of Placemaking.

The project is in line with the Placemaking philosophy in that it begins with small-scale, do-able improvements that can immediately bring benefits to public places and the people who use them.

It was agreed by all that Menzshed Huntly would build the initial little free libraries. The libraries will then be installed around Huntly with the aim of connecting people with books.

Menzshed Huntly has built the first initial 'little free library' as an example for the project.

Menzshed and the Friendship House approached the Huntly Community Board in August 2016 to seek financial assistance towards the project.

The following recommendation was made by the Board: **The Board supports in principal an application to fund the Little Free Library project being made to the Discretionary Grants Funding round in October 2016.**

Menzshed Huntly will be donating time and skills but would like in principle the support of the Huntly Community Board to fund materials for this project.

4. OPTIONS CONSIDERED

- 1) That the application is approved and an allocation of partial or full funding requested be 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 \$1,200.00. Menzshed Huntly is seeking funding of \$1,200.00 towards the cost of the materials to build six little free libraries.

GST Registered	No
Set of Accounts supplied	N/A
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 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 – Menzshed Huntly



95

RECEIVED

19 SEP 2016

Waikato District Council



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

Menzshed Huntly Incorporated

What is your organisation's purpose?

The purpose of the Society is to be beneficial to the community by promoting men's mental and physical health through providing facilities and an environment for men to pursue their personal growth and develop greater understanding of their role in community and family

Address: (Postal)

55 William Street Huntly 3700

Address: (Physical if different from above)

17 James Henry Crescent Huntly

Contact name, phone number/s and email address

Victoria Kemp 07 8287559 menzshed.huntly@gmail.com

Charities Commission Number: (If you have one) CC53622

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

Bank account details 02 /0328/ 0121084 / 00

Bank BNZ **Branch** Huntly

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)

Menzshed Huntly place making project.

Place making connects people to the public spaces around them and to each other, strengthening the sense of community.

The place making project is 'Free Little Libraries' that can be installed at as many locations around Huntly as the community wants. 'Free Little Libraries' will be filled with books and magazines donated from individuals, op shops and others, the idea will be that people can take a book and return a book. We would like funding to make six individual libraries.

The libraries will be a meeting place and conversation starter, depending where they are placed will decide how the library can be grown. In the front garden of the community house comfy seating and shade can be added to the little library to encourage people to stay awhile.

The Libraries will be installed around Huntly with the aim of connecting people and books.

Who is involved in your event / project?

Huntly Menzshed volunteers, Lianne van dem Bremd

How many volunteers are involved? **Many**

What other groups are involved in the project?

Harty Sistaz Girls Group, Huntly Kids Kitchen, Te Wananga O Aotearoa

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

Place making connects people to the public spaces around them and to each other, strengthening the sense of community.

The libraries will be a meeting place and conversation starter, depending where they are placed will decide how the library can be grown. In the front garden of the community house comfy seating and shade can be added to the little library to encourage people to stay awhile.

The Libraries will be installed around Huntly with the aim of connecting people and books.

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	\$ 1200.00	\$
Existing funds available for the project Total A	\$0.00	\$

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.	\$	\$
Materials to build 6 little libraries	\$1200.00	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
Total Funds being sought from WDC Total B	\$1200.00	\$

Has funding been sought from other funders? Yes No **X**
If 'Yes', please list the funding organisation(s) and the amount of funding sought

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

Total Funding Applied for (Add totals A, B & C together to make Total D) Total D	\$ 1200.00 _____	\$ _____
<i>Note : This total should equal the Total Cost of the Project/Event</i>		

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

Donated time and skills

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

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: A S Price Date: 14-9-2016

Position in organisation (tick which applies) Chairman Secretary Treasurer

Signature: Memp Date: 14/9/2016

Position in organisation (tick which applies) Chairman Secretary Treasurer

CASHBOOK 2016/17

Menzshed Huntly Incorporated

Balance Brought Forward	86.53	77.71	64.23	455.18	1411.23	1827.77	1485.95	1486.37	1357.66
Income	January	February	March	April	May	June	July	August	September
Fundraising				955.90	295.00				
Grant - WDC									
Grant - Trust Waikato									
Grant - WEL Energy Trust									
Grant- Lion Foundation									
Grant - Pub Charity									
Membership	20.00		40.00		20.00	60.00		60.00	
Interest	0.03	0.02	0.10	0.15	0.42	0.36	0.42		
Donation			350.00		180.00				
Refund Banking Fee			10.85						
TOTAL INCOME	20.03	0.02	400.95	956.05	495.42	60.36	0.42	60.00	0.00

Expenditure

Operational Costs

Petty cash(Milk Tea, coffee, petrol, cleaning)

Training costs

Registration 25.00

Accounting Fees

Review

Bank fees 3.85 13.50 10.00

Electricity & Gas

Insurance

Repairs and maintenance

Materials 78.88 402.18 26.90

Equipment purchases 141.81

Shed upgrade

TOTAL EXPENSES	28.85	13.50	10.00	0.00	78.88	402.18	0.00	188.71	0.00
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As per bank balance	77.71	64.23	455.18	1411.23	1827.77	1485.95	1486.37	1357.66	1357.66
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**NEW ZEALAND
COMPANIES OFFICE**

CERTIFICATE OF INCORPORATION

MENZSHED HUNTLY INCORPORATED

2643151

MENZSHED HUNTLY INCORPORATED is incorporated under the Incorporated Societies Act 1908 this 16th day of June 2016.

Mandy McDonald

Registrar of Incorporated Societies





Menzshed Huntly
55 Williams Street
Huntly NZ 3700
Phone: 07 828 7559
Website: menzshedhuntly.wix.com/home
Email: menzshedhuntly@gmail.com

29th July 2016

To Huntly Community Board,

Menzshed Huntly and Waikato District Council are looking at a joint community place making project that will involve working with other groups and organisations. We would like your support for this project.

Place making connects people to the public spaces around them and to each other, strengthening the sense of community.

The place making project is 'Free Little Libraries' that can be installed at as many locations around Huntly as the community wants. 'Free Little Libraries' will be filled with books and magazines donated from individuals, op shops and others, the idea will be that people can take a book and return a book.

The libraries will be a meeting place and conversation starter, depending where they are placed will decide how the library can be grown. In the front garden of the community house comfy seating and shade can be added to the little library to encourage people to stay awhile.

Menzshed Huntly have built the first initial 'Free Little Library', they can be different shapes, sizes and we will encourage community collaboration with other groups to decorate and individualise each library. Huntly Harty Sistaz will be decorating this first library to be presented at the next Huntly community Board meeting.

The Libraries will then be installed around Huntly with the aim of connecting people and books.

Menzshed Huntly will be donating time and skills; we would like the support of the Huntly Community Board to fund materials for this project.

Quotes have not been supplied for this project as we will be sourcing materials from several different suppliers.

Kind regards

Victoria Kemp

Menzshed Huntly Secretary

Open Meeting

To	Huntly Community Board
From	TG Whittaker General Manager Strategy & Support
Date	28 October 2016
Prepared by	Lianne van den Bemd Community Development Advisor
Chief Executive Approved	Y
DWS Document Set #	1630843
Report Title	Application for Funding – Huntly Returned Services Association Inc.

1. EXECUTIVE SUMMARY

The purpose of this report is to present an application for funding from the Huntly Returned Services Association Inc. towards the Anzac Day civic commemoration.

2. RECOMMENDATION

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

AND THAT an allocation of \$..... is made to the **Huntly Returned Services Association Inc.** towards the cost of the **Anzac Day civic commemoration**;

OR

AND THAT the request from the **Huntly Returned Services Association Inc.** towards the cost of the **Anzac Day civic commemoration** is declined / deferred until for the following reasons:

3. BACKGROUND

The Huntly Returned Services Association Inc. (“Huntly RSA”) is hosting an Anzac Day civic commemoration for 2017.

The event is to be held at the Huntly Cenotaph and the Huntly Cemetery. This will be followed by breakfast at the Huntly RSA at 42 William Street.

Those involved include the Maori Wardens, RSA members, military personal, local schools and the Huntly police.

4. OPTIONS CONSIDERED

- 1) That the application is approved and an allocation of partial or full funding requested be 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 \$2,785.00. The Huntly Returned Services Association Inc. is seeking funding of \$1,500.00 towards the cost of food and refreshments for the Anzac Day civic commemoration.

GST Registered			Yes
Set of Accounts supplied			Yes
Previous funding has been received by this organisation			Yes
Huntly Community Board	Anzac Day	March 2014	\$1,500.00
Huntly Community Board	Anzac Day	March 2015	\$1,500.00

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 - Huntly Returned Services Association Inc.



106

RECEIVED

05 OCT 2016

Waikato District Council



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

Huntly Returned Services Association (Inc)

What is your organisation's purpose?

We are a welfare organisation committed to honoring those who served their country in time of war and there familiesand to all our members.

Address: (Postal)

42 William street Huntly 3700

Address: (Physical if different from above)

Contact name, phone number/s and email address

Claire Cormack

Charities Commission Number: (If you have one) 214198

Are you GST registered? No Yes GST Number 13 / 293 / 290
 Bank account details 03 / 1570 / 0019138 / 01
 Bank Westpac Branch Huntly

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)

2017 Anzac Day Commemorations

Who is involved in your event / project?

RSA Members
 Military Personal
 Members of the Public

How many volunteers are involved?

20 plus

What other groups are involved in the project?

Maori Wardens
 Local Schools
 Police

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

The local community will benefit by being able to attend our commemoration service and join us at the club rooms for breakfast and a chance to meet with our veterans.

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	\$ _____	\$ 2785.00
Existing funds available for the project Total A	\$ _____	\$ 1285.00

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.	\$	\$
	\$	\$ 1500.00
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
Total Funds being sought from WDC Total B	\$	\$ 1500.00

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	\$ _____	\$ 1500.00
<i>Note : This total should equal the Total Cost of the Project/Event</i>		

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

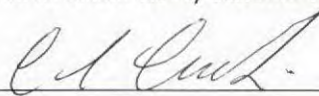
Section 5 – Previous Funding Received from Waikato District Council

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
Anzac Day 2014	1500	26/05/2014
Anzac Day 2015	1500	30/03/2016

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: Clairé Cormack

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

Signature:  Date: 3-10-16

Position in organisation (tick which applies) Chairman Secretary Treasurer

Signature:  Date: 3-10-16

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.



Huntly RSA Inc.
Financial Statements

FOR THE YEAR ENDED 31 DECEMBER, 2015



Huntly RSA Inc.

Contents of Financial Statements

For the Year Ended 31 December 2015

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Huntly RSA Inc.

Report on the Engagement to Compile Financial Statements

For the Year Ended 31 December 2015

COMPILATION REPORT TO THE MEMBERS OF THE COMMITTEE

Reporting Scope

On the basis of information that you provided we have compiled, in accordance with "Service Engagement Standard Number 2: Compilation of Financial Information", the financial statements of Huntly RSA Inc. for the year ended 31 December 2015 as set out on the following pages.

The Financial Statements of Huntly RSA Inc. have been prepared in accordance with Generally Accepted Accounting Practice in New Zealand (NZ GAAP), unless otherwise described below.

Responsibilities

You are solely responsible for the information contained in the financial statements and have determined that the financial reporting basis stated above 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.

Ownership of Work papers

Material that you provided to us remains yours and will be returned to you when the engagement is completed. Work papers that we create remain our property. However if your affairs at some time in the future are handled by another Chartered Accountant, we will make available, as required by the code of ethics, such information regarding your affairs that is essential to enable your new Chartered Accountant to perform the services we previously provided.

Disclaimer

As mentioned earlier in our reports, we have compiled the financial information based on information provided to us. We have not performed an audit or review on the financial statements and therefore neither we nor our employees accept any responsibility for the accuracy of the material from which the financial statements have been prepared. Further, the financial statements have been prepared at the request of, and for the purposes of, our client and neither we nor any of our employees accept any responsibility on any grounds whatever, including liability in negligence, to any person.

Hart & Associates Ltd

Hart & Associates Limited

Chartered Accountants

HUNTLY

2 March 2016



Huntly RSA Inc.

Directory

As at 31 December 2015

Nature of Business	Hospitality
Accountants	Hart & Associates Limited Chartered Accountants 168 Main Street HUNTLY
Auditor	Mark Campbell



Huntly RSA Inc.

Divisional Statement of Financial Performance

For the Year Ended 31 December 2015

Note	2015 \$	2014 \$
BAR TAKINGS		
Operating Revenue		
Bar Takings	288,394	248,553
Electric Cigarette Sales	1,096	1,713
Total Sales	289,490	250,266
Less Cost of Sales		
Opening Stock	11,411	11,714
Purchases	114,273	107,814
Electric Cigarette Purchases	930	2,601
Bar Running Expenses	3,537	4,403
	118,740	114,818
	130,151	126,532
Closing Stock	(13,646)	(11,411)
Total Cost of Sales	116,505	115,121
Gross Surplus from Trading	172,985	135,145

Huntly RSA Inc.

Divisional Statement of Financial Performance (continued)

For the Year Ended 31 December 2015

Note	2015	2014
	\$	\$
GAMING		
Operating Revenue		
Gaming	129,998	125,100
Less Cost of Sales		
Gaming Duty	30,141	29,357
Problem Gambling Levy	1,974	2,023
Electricity	1,300	1,300
Insurance	2,900	2,900
Accounting Fees	1,000	1,000
Audit Fees	1,000	1,000
Depreciation	11,082	5,581
Gaming Licence	4,643	4,642
R & M Gaming Machine	6,093	8,780
Line Rental, Programming and Administration Charges	3,852	3,325
Wages - Gaming	26,602	18,000
Total Cost of Sales	90,587	77,908
Gross Surplus from Trading	39,411	47,192



Huntly RSA Inc.

Divisional Statement of Financial Performance (continued)

For the Year Ended 31 December 2015

Note	2015 \$	2014 \$
WELFARE		
Operating Revenue		
Anzac Day Sales	5,848	3,847
Welfare Car	9,959	12,057
Donation - Waikato District Council	-	1,500
Donations Received	174	-
Total Sales	15,981	17,404
Less Cost of Sales		
Anzac Day Expenses	2,785	2,920
Welfare Expenses	6,063	3,104
Wages	9,072	9,633
Donations	826	-
Total Cost of Sales	18,746	15,657
Gross (Deficit) Surplus from Trading	(2,765)	1,747



Huntly RSA Inc.

Divisional Statement of Financial Performance (continued)

For the Year Ended 31 December 2015

Note	2015 \$	2014 \$
BATONS UP		
Operating Revenue		
Baton Up	26,998	26,972
Less Cost of Sales		
Batons Up Purchases	17,494	18,762
Gross Surplus from Trading	9,504	8,210



Huntly RSA Inc.

Divisional Statement of Financial Performance (continued)

For the Year Ended 31 December 2015

Note	2015 \$	2014 \$
MERCHANDISE		
Operating Revenue		
Merchandise Sales	996	1,091
Less Cost of Sales		
Opening Stock Merchandise	874	-
Merchandise Purchases	500	1,693
	1,374	1,693
Closing Stock	(853)	(874)
Total Cost of Sales	521	819
Gross Surplus from Trading	475	272

Huntly RSA Inc.

Divisional Statement of Financial Performance (continued)

For the Year Ended 31 December 2015

Note	2015	2014
	\$	\$
KITCHEN		
Operating Revenue		
Kitchen Sales	70,607	-
Less Cost of Sales		
Kitchen Purchases	46,648	-
Wages - Kitchen	52,499	-
	99,147	-
Closing Stock	(1,236)	-
Total Cost of Sales	97,911	-
Gross Deficit from Trading	(27,304)	-



Huntly RSA Inc.

Combined Statement of Financial Performance

For the Year Ended 31 December 2015

Note	2015	2014
	\$	\$
Divisional Income		
Surplus from Bar Takings	172,985	135,145
Surplus from Gaming	39,411	47,192
(Deficit) Surplus from Welfare	(2,765)	1,747
Surplus from Batons Up	9,504	8,210
Surplus from Merchandise	475	272
Deficit from Kitchen	(27,304)	-
Total Divisional Income	192,306	192,565
Operating Income		
Centennial Fund Donations/Income	313	578
Donations	1,148	-
Raffle & Pool Table Takings	12,074	10,388
Subscriptions	10,226	10,156
Interest Received	1,192	1,105
Sundry Income	1,188	4,649
Profit on Sale of Fixed Assets	1,919	415
Loss on Sale of Fixed Assets	(2,610)	(334)
Total Operating Income	25,450	26,957
Net Revenue	217,756	219,522
Less Expenses		
Administration Expenses		
Accountancy Fees	2,250	2,249
Advertising and Promotion	6,045	4,000
Audit Fee	1,507	1,380
Donations	-	1,148
Entertainment Expenses	17,162	11,110
Licences and Fees	4,504	2,874
Postage & Office Expenses	6,848	5,108
Security Expenses	1,652	4,732
Seminars & Conferences	-	2,604
Telephone & Tolls	3,296	2,756
Travel Expenses	1,058	350
	44,322	38,311



Huntly RSA Inc.

Combined Statement of Financial Performance (continued)

For the Year Ended 31 December 2015

Note	2015	2014
	\$	\$
Overhead Expenses		
ACC Levies	1,270	1,578
Cleaning and Waste Disposal	5,189	5,277
Electricity	9,728	11,681
Eftpos Expenses	892	929
Repairs & Maintenance	3,192	4,359
General Expenses	666	487
Surveying Fees	2,000	-
Insurance	7,109	8,118
Capitation - NZ Clubs, NZRSA	8,596	9,464
Equipment Finance Interest	1,729	-
Sky TV	6,546	6,875
Members Expenses	12,739	10,758
Motor Vehicle Expenses	2,217	5,128
Courtesy Transportation Costs	5,217	9,043
Gas Supplies	1,149	1,034
Plant & Equipment	9,807	4,889
Rates	4,224	5,134
Uniforms	904	851
Staff, Committee & Volunteers Expenses	44	870
Wages	94,459	97,264
	<u>177,677</u>	<u>183,739</u>
Finance Expenses		
Bank Fees & Charges	-	21
Interest - Bank Overdraft	-	1
Interest Paid - IRD	-	2
	<u>-</u>	<u>24</u>
Non Cash Expenses		
Depreciation	10,027	11,419
Total Expenses	<u>232,026</u>	<u>233,493</u>
Net Deficit	<u>(14,270)</u>	<u>(13,971)</u>



Huntly RSA Inc.

Statement of Movements in General Funds

For the Year Ended 31 December 2015

	2015	2014
	\$	\$
Revenues and Expenses		
Net Deficit	(14,270)	(13,971)
Total Recognised Revenues and Expenses	(14,270)	(13,971)
Contributions and Distributions		
Contributions		
Huntly RSA Inc.	-	69
Distributions		
Huntly RSA Inc.	(29)	(228)
General Funds at the Beginning of the Year	262,491	276,621
General Funds at the End of the Year	248,192	262,491



Huntly RSA Inc.

Statement of Financial Position

As at 31 December 2015

	Note	2015 \$	2014 \$
Current Assets			
Floats	5	9,111	11,518
Cash on Hand	5	6,173	7,998
Petty Cash	5	400	20
Bar Bank Account	5	7,467	3,746
Gaming Bank Account	5	7,871	9,622
Welfare Bank Account	5	8,883	7,316
Restaurant Bank Account	5	72	-
Poppy Account	5	500	-
Income Tax Receivable	4	74	193
Inventories	6	15,735	12,284
Current Investments	7	27,465	26,487
Total Current Assets		83,751	79,184
Non Current Assets			
Property, Plant & Equipment	8	272,687	237,303
Total Assets		356,438	316,487
Current Liabilities			
Sundry Creditors	9	24,327	19,265
Holiday Pay Accrual	9	6,292	2,150
Loan - Huntly RSA Trust	9	26,896	27,496
Current Portion of Lease & Hire Purchase Liabilities	10	14,842	-
GST Payable		7,142	5,085
Total Current Liabilities		79,499	53,996
Non Current Liabilities			
Equipment Finance Hire Purchase	10	28,747	-
Total Liabilities		108,246	53,996
Net Assets		248,192	262,491
Owners Equity			
Total Owners Funds		248,192	262,491

For and on Behalf of Huntly RSA Inc

[Signature]
3-3-2016



Huntly RSA Inc.

Depreciation Schedule

For the Year Ended 31 December 2015

	RATE & TYPE	% PVT USE	Cost on HAND	OPENING WDV	ADDITIONS	DATE of ADDITION	SALE PRICE	PARTSALE PRICE	PROFIT (LOSS)	DISPOSAL DATE	Cost	CAPITAL GAIN/LOSS	DEPN	ACCUM DEPN	PRIVATE DEPN	ACCUM PRIVATE	CLOSING WDV
Land & Buildings																	
Land	.00D		31,000	31,000	-	01/01/03	-	-	-	-	-	-	-	-	-	-	31,000
Building	.00P		128,850	63,451	-	01/01/03	-	-	-	-	-	-	-	65,399	-	-	63,451
Building Extensions	.00P		26,353	20,269	-	01/01/03	-	-	-	-	-	-	-	6,094	-	-	20,269
Committee Room Extensions	3.00P		25,150	10,971	-	01/01/03	-	-	-	-	-	-	754	14,933	-	-	10,217
Cool Improvements	3.00P		3,588	1,726	-	01/01/03	-	-	-	-	-	-	108	1,970	-	-	1,618
Aluminium Windows (Toilet)	3.00P		1,151	562	-	01/01/03	-	-	-	-	-	-	35	624	-	-	527
Aluminium Windows (Hall)	3.00P		1,285	651	-	01/01/03	-	-	-	-	-	-	39	673	-	-	612
Toilet Extension	1.00P		3,681	2,765	-	01/01/03	-	-	-	-	-	-	37	953	-	-	2,728
Building Extensions - Smokers Deck	3.00P		6,740	4,972	-	03/04/06	-	-	-	-	-	-	202	1,970	-	-	4,770
Surveying Costs	.00P		6,097	6,097	-	25/10/07	-	-	-	-	-	-	-	-	-	-	6,097
Sub-division Costs	.00P		6,877	6,877	-	18/07/06	-	-	-	-	-	-	-	-	-	-	6,877
Kitchen Alterations	3.00P		16,026	12,484	-	11/05/07	-	-	-	-	-	-	481	4,023	-	-	12,003
Shade Cloth	16.20P		387	-	-	16/02/07	-	-	-	-	-	-	-	387	-	-	-
Clear PVC Curtains	16.20P		1,325	-	-	20/07/07	-	-	-	-	-	-	-	1,325	-	-	-
Back Deck Extension	2.00P		5,298	4,785	-	31/03/10	-	-	-	-	-	-	106	619	-	-	4,679
Mens & Womens Toilet Upgrade	2.00P		29,890	27,048	-	20/04/10	-	-	-	-	-	-	598	3,440	-	-	26,450
Kitchen Cupboards	7.00P		1,826	1,388	-	10/06/11	-	-	-	-	-	-	128	566	-	-	1,258
Stage	7.00P		2,130	1,521	-	27/08/11	-	-	-	-	-	-	149	658	-	-	1,472
Office	2.00P		2,759	2,576	-	31/07/13	-	-	-	-	-	-	55	138	-	-	2,621
			300,423	199,343	-		-	-	-	-	-	-	2,692	103,772	-	-	196,651
Plant & Equipment																	
Trellis/Gaming Room	11.40D		1,169	295	-	01/08/03	-	-	-	-	-	-	34	908	-	-	261
Second Hand fridge	22.00D		400	23	-	01/07/03	-	-	-	-	-	-	5	382	-	-	18
Second Hand Fridge	22.00D		311	18	-	01/07/03	-	-	-	-	-	-	4	297	-	-	14
Vehicle & Carpark Signs	11.40D		440	111	-	01/08/03	-	-	-	-	-	-	13	342	-	-	98
2 x Television	39.60D		1,120	4	-	01/10/03	-	-	-	-	-	-	2	1,118	-	-	2
Starline Dishwasher	21.60D		3,660	229	-	01/08/03	-	-	-	-	-	-	49	3,480	-	-	180

Huntly RSA Inc.

Depreciation Schedule (continued)



For the Year Ended 31 December 2015

	RATE & TYPE	% PVT USE	Cost on HAND	OPENING WDV	ADDITIONS	DATE of ADDITION	SALE PRICE	PARTSALE PRICE	PROFIT (LOSS)	DISPOSAL DATE	Cost	CAPITAL GAIN/LOSS	DEPN	ACCUM DEPN	PRIVATE DEPN	ACCUM PRIVATE	CLOSING WDV
Sony CTV TV	39.60D		7,644	4	-	01/01/03	-	-	-	-	-	-	2	7,642	-	-	2
Plant & Furniture	10.00D		20,569	1,365	-	01/01/03	-	-	-	-	-	-	136	19,340	-	-	1,229
Carpet Extension	20.00D		4,134	12	-	01/01/03	-	-	-	-	-	-	2	4,124	-	-	10
Sound System	10.00D		1,933	141	-	01/01/03	-	-	-	-	-	-	14	1,806	-	-	127
Fans	10.00D		1,001	93	-	01/01/03	-	-	-	-	-	-	9	917	-	-	84
Ice Machine	18.00D		2,646	82	-	01/01/03	-	-	-	-	-	-	15	2,579	-	-	67
Cool Room Chiller	18.00D		5,100	154	-	01/01/03	-	-	-	-	-	-	28	4,974	-	-	126
Security Alarm Upgrade	26.40D		1,242	7	-	01/01/03	-	-	-	-	-	-	2	1,237	-	-	5
Honours Board	11.40D		1,382	179	-	01/01/03	-	-	-	-	-	-	20	1,223	-	-	159
Haymen CG10 Contact Griller	26.40D		956	5	-	01/01/03	-	-	-	-	-	-	1	952	-	-	4
Trophy Cabinet	18.00D		3,396	137	-	01/01/03	-	-	-	-	-	-	25	3,284	-	-	112
Satellite Dish	18.00D		621	27	-	01/01/03	-	-	-	-	-	-	5	599	-	-	22
Glass Cabinet	20.00D		5,115	23	-	01/01/03	-	-	-	-	-	-	5	5,097	-	-	18
Television Set	10.00D		2,543	208	-	01/01/03	-	-	-	-	-	-	21	2,356	-	-	187
Carpet	20.00D		26,803	134	-	01/01/03	-	-	-	-	-	-	27	26,696	-	-	107
Sic Tap Bar Dispenser	12.50D		2,075	117	-	01/01/03	-	-	-	-	-	-	15	1,973	-	-	102
Window Security Screens	12.00D		447	35	-	01/01/03	-	-	-	-	-	-	4	416	-	-	31
Pool Table	18.00D		3,200	529	-	22/12/05	-	-	-	-	-	-	95	2,766	-	-	434
Wheelchair	22.00D		599	50	-	26/10/05	-	-	-	-	-	-	13	552	-	-	47
Deep Fryer	10.20P		3,636	389	-	28/04/06	-	-	-	-	-	-	371	3,618	-	-	18
Multistar Safari Gaming Machine	48.00D		-	87	-	19/05/06	1,003	-	916	31/12/15	15,500	-	-	-	-	-	-
40 Chairs for Dining Room	16.20P		1,422	-	-	13/04/07	-	-	-	-	-	-	-	1,422	-	-	-
60 Chairs for Dining Room	16.20P		3,378	-	-	18/10/07	-	-	-	-	-	-	-	3,378	-	-	-
Ariston Freestanding Electric Oven Gas Cooktop	12.60P		2,133	47	-	14/04/07	-	-	-	-	-	-	47	2,133	-	-	-
900mm Rangehood Canopy	12.60P		532	12	-	14/04/07	-	-	-	-	-	-	12	532	-	-	-
Bench Top Bain Marie	10.50P		400	74	-	21/04/07	-	-	-	-	-	-	42	368	-	-	32



Huntly RSA Inc.

Depreciation Schedule (continued)

For the Year Ended 31 December 2015

	RATE & TYPE	% PVT USE	Cost on HAND	OPENING WDV	ADDITIONS	DATE of ADDITION	SALE PRICE	PARTSALE PRICE	PROFIT (LOSS)	DISPOSAL DATE	Cost	CAPITAL GAIN/LOSS	DEPN	ACCUM DEPN	PRIVATE DEPN	ACCUM PRIVATE	CLOSING WDV
10 800 Square Top Tables	13.50P		1,100	-	-	21/04/07	-	-	-	-	-	-	-	1,100	-	-	-
Money Scales	21.00P		1,400	-	-	19/12/07	-	-	-	-	-	-	-	1,400	-	-	-
Skope Single Glass Door Fridge	12.60P		1,200	54	-	24/06/07	-	-	-	-	-	-	54	1,200	-	-	-
Roband Twin Thermostat Hotplate	12.60P		950	40	-	24/06/07	-	-	-	-	-	-	40	950	-	-	-
Crockery (29 Dinner 46 Luchon Plates)	80.40P		636	-	-	23/09/07	-	-	-	-	-	-	-	636	-	-	-
3 Trestle Tables	16.20P		540	-	-	23/09/07	-	-	-	-	-	-	-	540	-	-	-
Cash Register	36.00P		1,448	-	-	14/01/08	-	-	-	-	-	-	-	1,448	-	-	-
Fridge/Chiller	12.60P		3,747	678	-	18/07/08	-	-	-	-	-	-	472	3,541	-	-	206
Stereo and Speakers	36.00P		1,204	-	-	05/02/08	-	-	-	-	-	-	-	1,204	-	-	-
Security Cameras	16.20P		5,780	-	-	22/09/08	-	-	-	-	-	-	-	5,780	-	-	-
10 Tables	16.20P		1,840	-	-	22/01/08	-	-	-	-	-	-	-	1,840	-	-	-
Classic Collect 2 - Gaming Machine	36.00P		2,000	-	-	07/10/08	-	-	-	-	-	-	-	2,000	-	-	-
Mystic Multistar Gaming Machine Upgrade	36.00P		2,000	-	-	07/10/08	-	-	-	-	-	-	-	2,000	-	-	-
Foxy Fortune - Gaming Machine	36.00P		9,162	-	-	07/10/08	-	-	-	-	-	-	-	9,162	-	-	-
Multistar Money Gaming Machine	36.00P		-	-	-	07/10/08	1,003	-	1,003	31/12/15	9,162	-	-	-	-	-	-
Compuer	48.00P		655	-	-	21/09/09	-	-	-	-	-	-	-	655	-	-	-
DR 372L Tasman Refridgerator	19.20P		1,066	-	-	20/02/09	-	-	-	-	-	-	-	1,066	-	-	-
Outdoor Storage Container	7.00P		2,667	1,778	-	20/04/10	-	-	-	-	-	-	187	1,075	-	-	1,591
Computer with Flat Screen Monitor	36.00P		1,417	-	-	21/06/10	-	-	-	-	-	-	-	1,417	-	-	-
Fridge for Kitchen	12.60P		667	254	-	16/02/10	-	-	-	-	-	-	84	497	-	-	170
Freezer	12.60P		888	365	-	14/05/10	-	-	-	-	-	-	112	635	-	-	253
Television	30.00P		1,226	-	-	19/07/10	-	-	-	-	-	-	-	1,226	-	-	-
Refridgerated Salad Bar	12.60P		929	363	-	18/03/10	-	-	-	-	-	-	117	683	-	-	246
Electric Piano	17.50D		710	271	-	13/05/10	-	-	-	-	-	-	47	486	-	-	224
Sign for front of Building	7.00P		543	413	-	22/08/11	-	-	-	-	-	-	38	168	-	-	375



Huntly RSA Inc.

Depreciation Schedule (continued)

For the Year Ended 31 December 2015

	RATE & TYPE	% PVT USE	Cost on HAND	OPENING WDV	ADDITIONS	DATE of ADDITION	SALE PRICE	PARTSALE PRICE	PROFIT (LOSS)	DISPOSAL DATE	Cost	CAPITAL GAIN/LOSS	DEPN	ACCUM DEPN	PRIVATE DEPN	ACCUM PRIVATE	CLOSING WDV
Security Camera	13.50P		987	554	-	19/10/11	-	-	-	-	-	-	133	566	-	-	421
50 Bar Stools	13.50P		7,207	3,472	-	31/03/11	-	-	-	-	-	-	973	4,708	-	-	2,499
12 Cast Cross Table Bases	13.50P		960	483	-	27/05/11	-	-	-	-	-	-	130	607	-	-	353
12 70 cm sq Marble Table Tops	13.50P		1,200	605	-	27/05/11	-	-	-	-	-	-	162	757	-	-	443
Money Weighing Machine	17.50P		533	254	-	16/01/12	-	-	-	-	-	-	93	372	-	-	161
40 Fold Up Chairs	13.50P		520	327	-	27/04/12	-	-	-	-	-	-	70	263	-	-	257
Selexion 2 Gaming Machine	30.00P		3,000	1,873	-	31/10/13	-	-	-	-	-	-	900	2,027	-	-	973
Selexion 4 Gaming Machine	30.00P		-	1,873	-	31/10/13	1,003	-	(870)	31/12/15	3,000	-	-	-	-	-	-
Red Fan Gaming Machine	30.00P		-	1,873	-	31/10/13	1,003	-	(870)	31/12/15	3,000	-	-	-	-	-	-
Sport of Emperors Gaming Machine	30.00P		-	1,873	-	31/10/13	1,003	-	(870)	31/12/15	3,000	-	-	-	-	-	-
Performance Optimising Monitoring System	30.00P		5,900	3,684	-	31/10/13	-	-	-	-	-	-	1,770	3,985	-	-	1,914
Dimplex Portable Air Conditioner	17.50P		651	423	-	30/01/13	-	-	-	-	-	-	114	342	-	-	309
Bain Marie	10.50P		630	553	-	04/11/13	-	-	-	-	-	-	66	143	-	-	487
7 Security Cameras	13.50P		2,025	1,979	-	04/11/14	-	-	-	-	-	-	273	319	-	-	1,706
Security Hard Drive	30.00P		3,495	2,791	-	20/05/14	-	-	-	-	-	-	1,048	1,752	-	-	1,743
Card Printer	8.50P		2,132	2,026	-	30/06/14	-	-	-	-	-	-	181	287	-	-	1,845
Cannon Printer/Photocopier I4	30.00P		1,995	-	1,995	31/10/15	-	-	-	-	-	-	151	151	-	-	1,844
IP Camera System and monitor	13.50P		1,829	-	1,829	10/07/15	-	-	-	-	-	-	124	124	-	-	1,705
MS Gold Fever 3 Gaming Machine	30.00P		19,000	-	19,000	10/07/15	-	-	-	-	-	-	2,873	2,873	-	-	16,127
MS Classic Collection 4 Gaming Machine	30.00P		7,000	-	7,000	10/07/15	-	-	-	-	-	-	1,059	1,059	-	-	5,941
Megastar 1 Gaming Machine	30.00P		7,000	-	7,000	10/07/15	-	-	-	-	-	-	1,059	1,059	-	-	5,941
Multistar Safari Gaming Machine	30.00P		7,000	-	7,000	10/07/15	-	-	-	-	-	-	1,059	1,059	-	-	5,941
Multistar Money Gaming Machine	30.00P		7,000	-	7,000	10/07/15	-	-	-	-	-	-	1,059	1,059	-	-	5,941



Huntly RSA Inc.

Depreciation Schedule (continued)

For the Year Ended 31 December 2015

	RATE & TYPE	% PVT USE	Cost on HAND	OPENING WDV	ADDITIONS	DATE of ADDITION	SALE PRICE	PARTSALE PRICE	PROFIT (LOSS)	DISPOSAL DATE	Cost	CAPITAL GAIN/LOSS	DEPN	ACCUM DEPN	PRIVATE DEPN	ACCUM PRIVATE	CLOSING WDV
3 x GU4 Gaming	30.00P		3,000	-	3,000	10/07/15	-	-	-	-	-	-	454	454	-	-	2,546
Mikohn Auto DL Link	30.00P		3,150	-	3,150	10/07/15	-	-	-	-	-	-	476	476	-	-	2,674
Bluechip UBA Second Hand	30.00P		1,395	-	1,395	10/09/15	-	-	-	-	-	-	140	140	-	-	1,255
Bluechip UBA Second Hand	30.00P		1,395	-	1,395	10/09/15	-	-	-	-	-	-	140	140	-	-	1,255
			242,788	33,462	59,764		5,015	-	(691)		33,662	-	16,577	171,945	-	-	70,843
Motor Vehicles																	
2005 Mazda Demio White GTJ959	36.00D		10,025	4,479	-	11/03/13	-	-	-	-	-	-	1,613	7,159	-	-	2,866
Auto Auctioneers Van	30.00D		2,435	-	2,435	10/11/15	-	-	-	-	-	-	122	122	-	-	2,313
			12,460	4,479	2,435		-	-	-		-	-	1,735	7,281	-	-	5,179
Furniture & Fittings																	
Damba Executive Chair	18.00D		389	13	-	01/01/03	-	-	-	-	-	-	2	378	-	-	11
Photocopier	39.60D		2,995	-	-	01/01/03	-	-	-	-	-	-	-	2,995	-	-	-
ATX Computer	39.60D		1,210	2	-	01/01/03	-	-	-	-	-	-	1	1,209	-	-	1
Miscellaneous Items	31.20D		4,708	3	-	01/01/03	-	-	-	-	-	-	1	4,706	-	-	2
Dell Desktop Computer	48.00D		1,099	1	-	01/09/03	-	-	-	-	-	-	1	1,099	-	-	-
Fuji Xerox Machine	36.00P		1,500	-	-	11/07/06	-	-	-	-	-	-	-	1,500	-	-	-
			11,901	19	-		-	-	-		-	-	5	11,887	-	-	14
TOTAL			567,572	237,303	62,199		5,015	-	(691)		33,662	-	21,109	294,885	-	-	272,687



Huntly RSA Inc.

Notes to and forming part of the Financial Statements

For the Year Ended 31 December 2015

1 Statement of Accounting Policies

Reporting Entity

Huntly RSA Inc. is a club.

The financial statements of Huntly RSA Inc. are general purpose financial statements which have been prepared according to Generally Accepted Accounting Practice in New Zealand (NZ GAAP).

The club is involved in the business of hospitality.

Statement of Compliance and Basis of Preparation

The club qualifies for differential reporting as it is not publicly accountable and is not large as defined in the Framework for Differential Reporting. The club has taken advantage of all available differential reporting exemptions.

The accounting principles recognised as appropriate for the measurement and reporting of the Statement of Financial Performance and Statement of Financial Position on a historical cost basis are followed by the club, with the exception that certain assets as specified below have been revalued. The information is presented in New Zealand dollars.

Specific Accounting Policies

The following specific accounting policies which materially affect the measurement of the Statement of Financial Performance and Statement of Financial Position have been applied:

(a) Revenue

Revenue is recognised when goods are despatched to the customer.

(b) Expenses

Expenses have been classified on their business function.

(c) Inventories

Inventories are recognised at lower of cost and net realisable value, determined on a first-in first-out basis.

(d) Property, Plant & Equipment

Property, Plant & Equipment are recognised at cost less aggregate depreciation. Depreciation has been calculated using rates based on the economic useful life of the asset. Gains and losses on disposal of fixed assets are taken into account in determining the operating result for the year.

(e) Goods and Services Taxation (GST)

Revenues and expenses have been recognised in the financial statements exclusive of GST except that irrecoverable GST input tax has been recognised in association with the expense to which it relates. All items in the Statement of Financial Position are stated exclusive of GST except for receivables and payables which are stated inclusive of GST.

(f) Changes in Accounting Policies

There have been no changes in accounting policies. All policies have been applied on a basis consistent with those from previous financial statements.



Huntly RSA Inc.

Notes to and forming part of the Financial Statements (continued)

For the Year Ended 31 December 2015

2 Revenue	2015	2014
	\$	\$
BAR TAKINGS		
Operating Revenue		
Bar Takings	288,394	248,553
Electric Cigarette Sales	1,096	1,713
Total Revenue from BAR TAKINGS	289,490	250,266
GAMING		
Operating Revenue		
Gaming	129,998	125,100
Total Revenue from GAMING	129,998	125,100
WELFARE		
Operating Revenue		
Anzac Day Sales	5,848	3,847
Welfare Car	9,959	12,057
Donation - Waikato District Council	-	1,500
Donations Received	174	-
Total Revenue from WELFARE	15,981	17,404
BATONS UP		
Operating Revenue		
Baton Up	26,998	26,972
Total Revenue from BATONS UP	26,998	26,972
MERCHANDISE		
Operating Revenue		
Merchandise Sales	996	1,092
Total Revenue from MERCHANDISE	996	1,092
KITCHEN		
Operating Revenue		
Kitchen Sales	70,607	-
Total Revenue from KITCHEN	70,607	-
Other Income		
Centennial Fund Donations/Income	313	577
Donations	1,148	-
Raffle & Pool Table Takings	12,074	10,388
Subscriptions	10,226	10,156
Interest Received	1,192	1,105
Sundry Income	1,188	4,649
Profit on Sale of Fixed Assets	1,919	415
Loss on Sale of Fixed Assets	(2,610)	(334)
	25,450	26,956
Total Revenue	559,520	447,790



Huntly RSA Inc.

Notes to and forming part of the Financial Statements (continued)

For the Year Ended 31 December 2015

3 Auditor's Remuneration	2015	2014
	\$	\$
The auditor of Huntly RSA Inc. is Mark Campbell		
Audit Fee	2,508	2,380
	2,508	2,380
4 Income Tax	2015	2014
	\$	\$
Opening Balance	(193)	(324)
Plus:		
Tax Payable	29	186
Refunds	164	138
	193	324
Less:		
Tax Deducted at Source	74	193
Income Tax (Receivable)	(74)	(193)
5 Cash & Bank Balances	2015	2014
	\$	\$
Cash Balances		
Floats	9,111	11,518
Cash on Hand	6,173	7,998
Petty Cash	400	20
	15,684	19,536
Bank Account Balances		
Bar Bank Account	7,467	3,746
Gaming Bank Account	7,871	9,622
Welfare Bank Account	8,883	7,316
Restaurant Bank Account	72	-
Poppy Account	500	-
	24,793	20,684
Total Cash & Bank Balances	40,477	40,220
6 Inventories	2015	2014
	\$	\$
Stock on Hand		
Stock on Hand - Bar	13,646	11,411
Stock on Hand - Merchandise	853	873
Stock on Hand - Kitchen	1,236	-
Total Inventories	15,735	12,284

Huntly RSA Inc.

Notes to and forming part of the Financial Statements (continued)

For the Year Ended 31 December 2015

7 Current Investments	2015	2014
	\$	\$
Westpac Term Deposit	27,465	26,487
Total Current Investments	27,465	26,487

8 Property, Plant & Equipment

	Cost	Depreciation Charged	Accumulated Depreciation	Closing Book Value
Property, Plant & Equipment 2015	\$	\$	\$	\$
Land & Buildings	300,423	2,692	103,772	196,651
Plant & Equipment	242,788	16,677	171,945	70,843
Motor Vehicles	12,460	1,735	7,281	5,179
Furniture & Fittings	11,901	5	11,887	14
Total Property, Plant & Equipment	567,572	21,109	294,885	272,687

	Cost	Depreciation Charged	Accumulated Depreciation	Closing Book Value
Property, Plant & Equipment 2014	\$	\$	\$	\$
Land & Buildings	300,423	2,692	101,080	199,343
Plant & Equipment	216,685	11,780	183,224	33,462
Motor Vehicles	10,025	2,520	5,546	4,479
Furniture & Fittings	11,901	8	11,882	19
Total Property, Plant & Equipment	539,035	17,000	301,732	237,303

The rateable capital value of the club is \$730,000 (Land Value \$350,000, Improvements Value \$380,000)

9 Payables & Accruals	2015	2014
	\$	\$
Accounts Payable		
Sundry Creditors	24,327	19,265
Holiday Pay Accrual	6,292	2,150
Total Accounts Payable	30,619	21,415
Other Payables & Accruals		
Loan - Huntly RSA Trust	26,896	27,496
Total Payables & Accruals	57,515	48,911



Huntly RSA Inc.

Notes to and forming part of the Financial Statements (continued)

For the Year Ended 31 December 2015

10 Lease & Hire Purchase Liabilities	2015	2014
	\$	\$
Equipment Finance Hire Purchase		
Non Current Portion - Equipment Finance Hire Purchase	28,747	-
Mascot Finance - Current Portion	14,842	-
	43,589	-
Due Date: Sunday, 24 September 2017		
Interest Rate Applied: 10.25		
Total Current Portion of Lease & Hire Purchase Liabilities	14,842	-
Total Non Current Lease & Hire Purchase Liabilities	28,747	-
11 Contingent Liabilities		
Huntly RSA Inc. has no contingent liabilities as at 31 December 2015, (2014 Nil).		
12 Capital Commitments		
Huntly RSA Inc. has no capital commitments as at 31 December 2015, (2014 Nil).		

Independent Audit Report

Huntly RSA Inc.

For the year ending 31 December 2015

To the members of Huntly RSA Inc.

I have audited the financial statements. The financial statements provide information about the past financial performance of Huntly RSA Inc. and its financial position as at 31 December 2015

This information is stated in accordance with the accounting policies set out in the notes to the financial statements.

Responsibilities of the Committee

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

Auditors responsibilities

It is my responsibility to express an opinion on these financial statements based on my audit. I conducted my audit in accordance with International Standards on Auditing (New Zealand).

Those standards require that I comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgement, including the assessment of risks of material misstatement of the financial statements, whether due to fraud or error.

In making those risk assessments, the auditor considers internal control relevant to the entity's preparation of the financial statements that give a true and fair view of the matters to which they relate in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control.

An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates, as well as evaluating the overall presentation of the financial statements.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

Other than my capacity as auditor I have no relationship with, and am independent of Huntly RSA Inc.

Basis for Qualified Opinion

In common with organisations of similar nature, control over bar income prior to being recorded is limited, and there are no practical audit procedures to determine the effect of this limited control.

Qualified Opinion

Subject to the possible effect of limited control referred to in the preceding paragraph, in my opinion, the financial statements

* comply with generally accepted accounting practice in New Zealand;

* give a true and fair view of the financial position of Huntly RSA Inc. as at 31 December 2015 and its financial performance for the year ended on that date.

McCampbell

Mark Campbell CA, B Com
Campbell and Campbell Accounting Consultants
Hamilton

3 March 2016

Open Meeting

To	Huntly Community Board
From	Tony Whittaker General Manager Strategy & Support
Date	25 October 2016
Prepared By	Rose Gray Council Support Manager
Chief Executive Approved	Y
Reference/DocSet #	GOV0505 / 1627265
Report Title	Elected Representatives for the North Waikato Care of the Aged Trust Board Inc

1. Executive Summary

A letter has been received from Kimihia Home & Hospital requesting notification of the elected representatives to the Board of Trustees and if there are any changes from the incumbents.

2. Recommendation

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

AND THAT be elected as a representative on the **North Waikato Care of the Aged Trust Board Inc.**

3. Attachments

Letter from Kimihia Home & Hospital

Kimihia Home & Hospital

20/10/2016

Rose Gray
Huntly Community Board
Waikato District Council
Private Bag 544
Ngaruawahia

Dear Rose,

RE: ELECTED REPRESENTATIVES FOR THE NORTH WAIKATO CARE OF THE AGED TRUST BOARD INC.

The abovementioned Board held the Annual General Meeting on 12 September 2016

As per our e-mail discussions, we understand Mr Graeme Tait will continue as your representative for the next year, and Bryce Mounsey is to stand down following the local body elections.

Please be so kind as to forward the name of your elected representatives to replace Bryce Mounsey on the Board of Trustees.

Thank you for your past contributions to the Trust, and we look forward to your continued patronage.

Kind regards



Diana Le Mon
Facility Manager
For and on behalf of the Board of Trustees

Open Meeting

To	Huntly Community Board
From	Gavin Ion Chief Executive
Date	28 October 2016
Chief Executive Approved	Y
Reference/Doc Set #	1629750
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 <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 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	Huntly Community Board
From	Tony Whittaker General Manager Strategy & Support
Date	10 October 2016
Prepared by	Shannon Kelly Youth Engagement Advisor
Chief Executive Approved	Y
Reference/Doc Set #	1632498
Report Title	Youth Engagement Report

1. EXECUTIVE SUMMARY

The purpose of this report is to provide the Huntly Community Board with:

1. An overview of Council's Youth Engagement Plan which was adopted in August 2015.
2. An update on youth engagement as it relates to the Huntly Community Board from Council's Youth Engagement Advisor, Shannon Kelly.

2. RECOMMENDATION

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

AND THAT the Board agrees for Councillor Shelley Lynch and Ron Farrar to continue their role as youth mentors to the two youth advisor representatives on the Board or identify new youth mentors should the existing youth mentors want to pass on this responsibility to someone else.

AND FURTHER THAT the Board note that a report recommending the appointment of the second youth representative onto the Board will be received by the Board at its next meeting in February 2017. The second youth representative will compliment the existing youth representative, Logan Cotter.

3. BACKGROUND

Adoption of the 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 YEP 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.

Youth Engagement in Huntly

After the YEP was adopted by Council in August 2015 the Huntly Community Board appointed two youth representatives (Aaron Henderson and Kaylin Tamihana) to its Board. Mr Henderson ran the Huntly Youth Action Group at that time and was required to provide a quarterly report on youth matters to the Community Board. However both Mr Henderson and Mr Tamihana left their respective youth representation roles a few months later as they moved on to new ventures. The Huntly Community Board subsequently appointed a new youth representative (Logan Cotter) in March 2016 after attempting to establish the Youth Action Group.

Pheobe Comins, student leader at Huntly College, has indicated her interest in using her existing group in Huntly as a youth action group. Sheryl Matenga, another youth worker in Huntly has also indicated her interest in running a youth action group.

A Youth Action Group usually selects a youth representative to represent their views for the Community Board, so there may be a changeover in youth representation on the Huntly Community Board. This will be discussed in the new year with the young people involved in the various youth action groups.

If there is more than one group who would like to have their say on the Huntly Community Board, Huntly may trial a Youth Action Forum. This is where the interested youth groups provide their feedback into the Youth Action Group report based on issues they raise in their respective groups. Representation would be decided through a participatory process where the relevant youth action groups would agree on who the youth representative would be.

4. DISCUSSION AND ANALYSIS OF OPTIONS

4.1 DISCUSSION

Council's Youth Engagement Advisor would like the Huntly Community Board to consider appointing a second youth representative to the Board. A report on this will be received at the February 2017 board meeting.

The Huntly, Ngaruawahia and Onewhero-Tuakau Community Boards and the Te Kauwhata Community Committee have all committed to have two youth mentors who are on the Community Board/ Committee to support the youth representatives on the Community Board/ Committee.

Effective youth mentors will:

- Be the first point of contact and support for youth representatives on the Community Board/ Committee.
- Support and mentor the youth representatives on the Board.
- If needed, provide assistance to the youth representatives when writing quarterly reports to the Board.
- Be available to find answers to questions the youth representatives may have relating to Council and/ or the Community Board/ Committee.
- 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:

- 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, empathise, empathise!

The current youth mentors for the Huntly Community Board are Councillor Shelley Lynch and Ron Farrar.

4.2 OPTIONS

Councillor Shelley Lynch and Ron Farrar have the option of deciding whether to continue their role as youth mentors or to relinquishing this responsibility in favour of another board member who would carry on with the youth mentoring duties.

5. CONSIDERATION

5.1 FINANCIAL

Youth representatives on the Community Boards/Committees are rewarded with a \$20 voucher for each meeting attended.

5.2 LEGAL

Nil.

5.3 STRATEGY, PLANS, POLICY AND PARTNERSHIP ALIGNMENT

Council's Youth Engagement Plan will help Council achieve its 2020 challenge of having the most engaged community in New Zealand by directly supporting the implementation of Council's Community Engagement Strategy. It also directly supports the Youth Development Strategy Aotearoa which is about how government and society can support young women and men aged 12 to 24 years to develop the skills and attitudes they need to take part positively in society, now and in the future.

5.4 ASSESSMENT OF SIGNIFICANCE AND ENGAGEMENT POLICY AND OF EXTERNAL STAKEHOLDERS

Highest levels of engagement	Inform	Consult	Involve	Collaborate	Empower
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" 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>	Council's Youth Engagement Plan's ultimate goals is the empowerment of youth to have a voice in local decision-making. This includes informing the youth of events and activities, involving them and collaborating with them in making their voices heard and getting their issues addressed.				

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
	✓		Youth of Huntly

6. CONCLUSION

It is important for the new Huntly Community Board to strengthen its engagement with the youth of Huntly over the coming term. Council's Youth Engagement Plan forms the framework for this to happen.

The Board currently has a single youth representative (Logan Cotter) who was appointed to the Board as representing the voice of the youth in March 2016.

Council's Youth Engagement Adviser, Shannon Kelly, is currently working with Mr Cotter and the youth of Huntly to seek a second youth representative to serve on a voluntary basis on the Board. A report in this regard will be received by the Board at its next meeting in February 2017.

In the meantime the Board is being requested to confirm the two youth mentors from its elected membership to support the youth representatives.

7. ATTACHMENTS

Waikato District Council Youth Engagement Plan



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.

Maaori make up 24% of the total population in our district and 31% are youth aged between 10 and 24. This makes Maaori 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

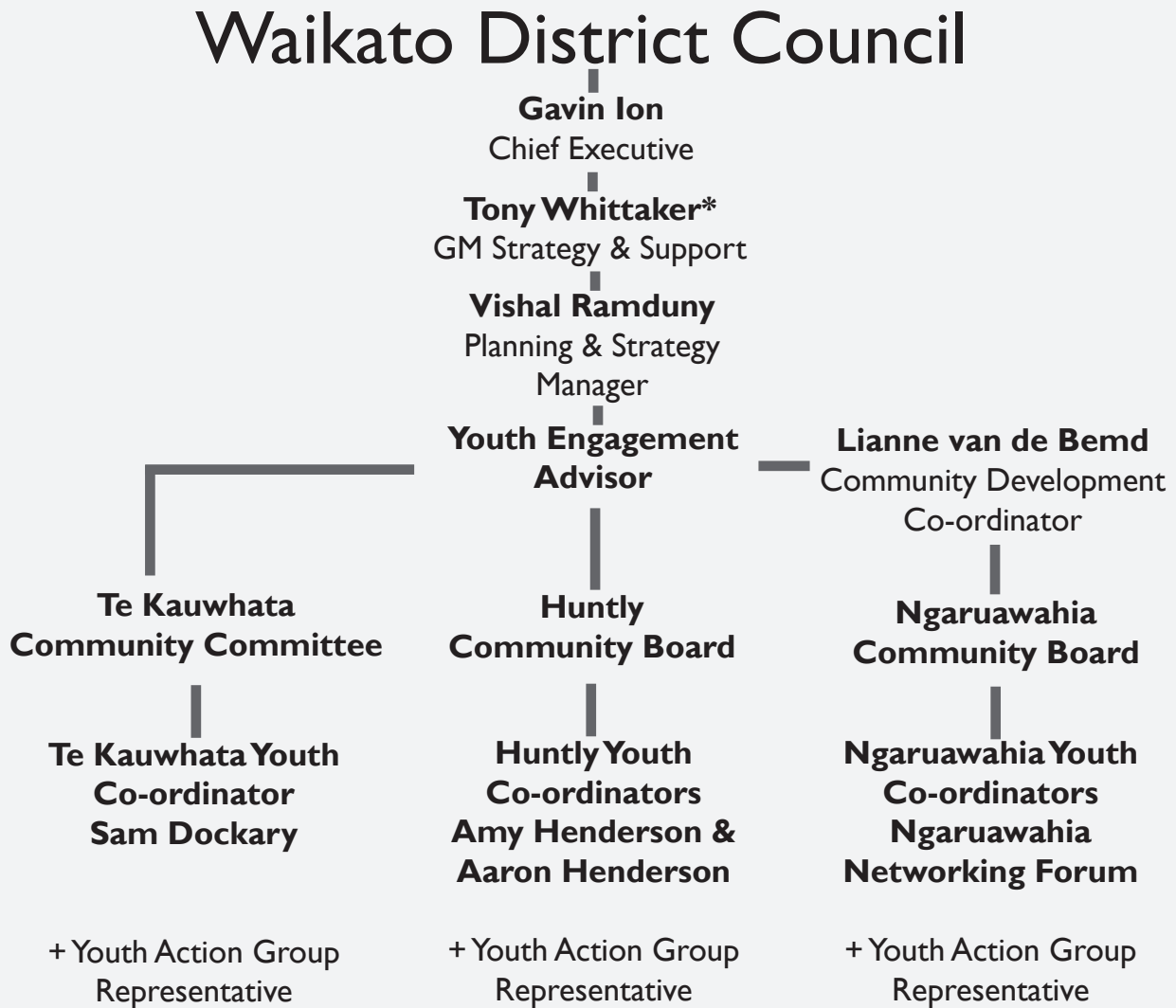
Source: Waikato District Council

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.

Open Meeting

To	Huntly Community Board
From	Tony Whittaker General Manager Strategy & Support
Date	04 November 2016
Prepared by	Sharlene Jenkins PA to General Manager Strategy & Support
Chief Executive Approved	Y
Reference/Doc Set #	GOV0505
Report Title	Huntly Community Plan

1. EXECUTIVE SUMMARY

The purpose of this report is to present the Huntly Community Plan to the Board for it's reference when making decisions.

2. RECOMMENDATION

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

3. ATTACHMENTS

Huntly Community Plan 2015-2025

Huntly Community Plan

*Developed and written by community members of Huntly
2015 - 2025*



'Developing a positive, growing, successful and connected town'

Huntly, our place our home

Forward

from the Huntly Community Board Chair

Kia ora katoa and welcome to our Huntly Community Plan for 2015 - 2025. Our Plan captures the shared vision of Huntly and outlines key objectives the community would like realised over the next five to ten years.

Since the last plan was published there have been a number of initiatives achieved. The Main Street upgrade, our heated pool, library services have stayed local and we raised the pedestrian footbridge.

The focus for Huntly in the coming years will be the implementation of the NZTA bypass and understanding how we can make it work for us.

As our community moves away from reliance on coal mining being the main source of employment, we need to prepare for and be ready to accommodate alternative industries to the area. That means having land available for industries to set up their business and residential land options to encourage people to come and live in the area.

We believe that Huntly is a great place to live, play and invest in. We are embracing Huntly's future - a positive, growing, successful town and connected community.

This plan sets out how we will work together to realise our vision and will be a living document that the whole community can own and be engaged with.

We look forward to working with you to make this happen.

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Map of Huntly	6
Huntly – looking back	7
A Snapshot of Huntly today	8
Six themes:	
- Stimulating pride in the Community	12
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Vision

'Developing a positive, growing, successful and connected town'



We have identified six main themes to help realise our vision for Huntly, they include:

- Stimulating pride in the Community
- Rebranding of Huntly to New Zealand
- Enabling Huntly to grow
- Creating employment opportunities
- Promoting leisure and recreational activities
- Creating a healthy and safe community

To realise our vision, the Community has listed a number of projects and initiatives, which have been grouped under each of the six themes. An Action Plan has also been developed to make sure these projects happen!

The purpose of this Community Plan

The Huntly Community Plan was first completed in 2004. Since then, the Plan has seen a number of projects come to fruition. The Huntly community has seen change – some for the better of the township, and some not so good for the town.

The Huntly bypass will be completed by 2019 now we have two options, either we sit back and let it happen, or we work together and turn the bypass into a golden opportunity to determine our own future.

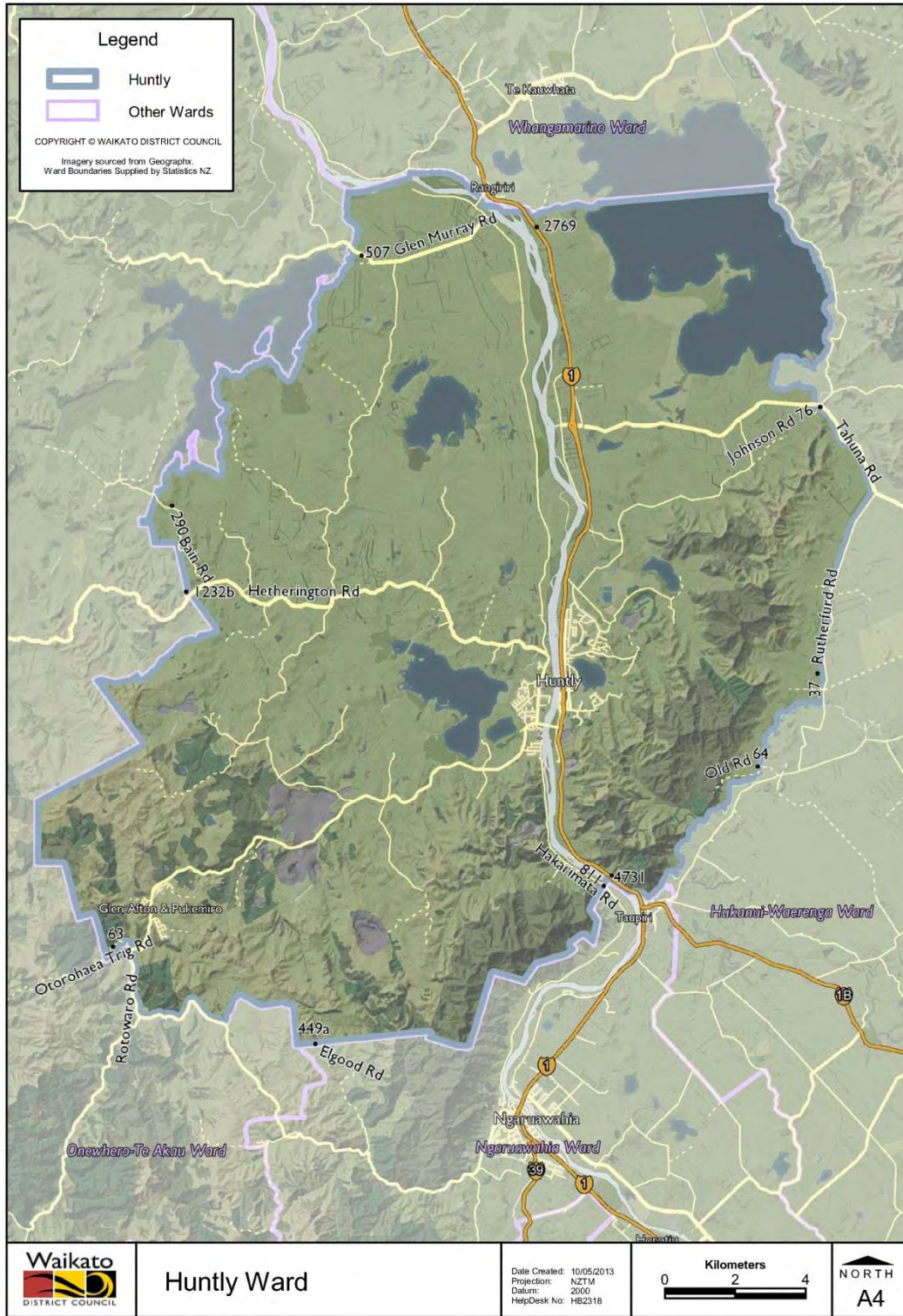
In developing this community plan the Huntly Community Board and community members have been proactive in setting a plan to drive the area's future.

This plan is not for the Council or the Huntly Community Board. It's for you and the entire Huntly community.

With community support for this plan the Huntly Community Board can promote to the Council, government agencies, community organisations and individuals the agreed goals and outcomes to be achieved for the betterment of the Huntly.

Contained within this plan are the Long Term Plan priorities Huntly would like realised within the 10 year lifespan of this plan. The community plan is a living document and as such will undergo a monitoring and review process to ensure that it remains a true reflection of the Huntly community vision.

Map of Huntly



Huntly, our place our home

Huntly – looking back

Huntly/ Rahui Pokeka

In the early 1840's Reverend Ashwell established a Missionary Station, Kaitotehe, across the river from Taupiri Mountain. While Ashwell was living there, the local Maori pointed out a coal seam further to the north. This coal was later tested and proved to be usable coal.

A small mine, Kupa Kupa, was developed on the west side of the river, south of Huntly. The coal from this mine was used during the Waikato Wars to fire the steamers used by the British forces.

During this same war, at Rahui Pokeka, as Huntly was then known, a stockade had been built on the riverbank, not for soldiers, but for animals and stores. This was sited in the middle of what is today's Main Street.

After the wars some of the soldiers were granted land in our area. Most of the grants were 50 acres/20.2 hectares, and were on the east side of the river. This was the beginning of the European settlement of Huntly.

In 1870, a settler, James Henry arrived to take up the position of Postmaster. He named the town "Huntley Lodge" after his home in Scotland. Eventually the "Lodge" was dropped and then the "e".... Huntly.

The Ralph family were also one of our early families, and began working the first mine in the east side of the river. While mining this site, on the hill behind today's brickworks, fire-clay was discovered. A brickworks was then established.

More coal mines were opened in Huntly and the surrounding towns, hence Huntly became synonymous for both coal and bricks.

The town also supports a large outlying farming community. Miners, with dreams of being farmers, bought land, and worked the mines to pay for it. Their wives and children worked the land.

A snapshot of Huntly today

Huntly has a loyal population and enjoys a rich history. It's where people say "it's a place you may leave...but you'll always come back."

Huntly is just an hour's drive from central Auckland and 25 minutes from Hamilton. It makes the perfect base for those wanting a small town lifestyle, with big city amenities. It lies adjacent to the mighty Waikato River and boasts several lakes and parks with picturesque walkways, all surrounded by rich farmland.

It has a very strong sporting history and is particularly strong in rugby league. There are several league clubs in the area and a number of famous international players began their careers in Huntly.

Education

The Huntly area has a number of educational facilities, ranging from playcentres, kindergartens and primary schools through to year 13 at Huntly College. Local schools include:

- Huntly Playcentre
- Ruawaro Playcentre
- Huntly Kindergarten
- Huntly West Kindergarten
- Huntly Primary School (years 1 to 8)
- Huntly West School (years 1 to 8)
- Kimihia School (years 1 to 8)
- Orini Combined School (years 1 to 8)
- Ruawaro Combined School (years 1 to 8)
- St Anthony's Catholic School (years 1 to 8)
- Te Wharekura o Rakaumangamanga (years 1 to 13)
- Huntly College (years 9 to 13)

Amenities and services

Broadband network capability

- Great South Road, Huntly: Broadband >20Mbps (with right modem and plan)
Broadband >10Mbps
- Parker Road: Broadband > 1 Mbps

Churches

- Anglican Church
- Baptist Church
- Catholic Church
- Church of Jesus Christ of Latter Day Saints
- Lakeside Christian Life Centre
- Trinity Church

Halls

- Huntly Memorial Hall

Health Facilities

There is a range of local health services available including:

- Huntly East Medical Centre
- Hakanoa Health Centre
- Huntly West Medical Centre

Library

- Huntly Library

Local governance

Huntly is part of the Waikato District and is governed by Waikato District Council. The Huntly Community Board is the local arm of the Council and provides valuable input into local issues.

Sports clubs and venues

Huntly has a very proud and strong sporting history. Current clubs include:

- Huntly Thistle Association Football Club
- Huntly South Rugby League Football Club
- Fish, Game and Clay Target Club
- Taniwharau Rugby League
- Huntly Gymnastics Club
- Huntly Waka Club

Transport

Huntly is situated right beside State Highway 1 which, in time, will be replaced by the Waikato Expressway and the major north-south road route. The Huntly section of the Expressway will provide very easy access to the township. Regular bus services operate in the area.

Huntly at a glance - information from Statistics NZ:

Population

2013 Census population figures for:				
Sex	Huntly West	Huntly East	Combined total	Waikato District Council
Male	1,377	1,941	3,318	31,752
Female	1,458	2,181	3,639	31,629
Total people	2,835	4,119	6,954	63,381

2,835 people usually live in Huntly West, which is a decrease of 93 people or 3.2 per cent, compared with 4,119 people usually living in Huntly East, which is an increase of 210 people or 5.4 per cent, since the 2006 Census.

Number of dwellings counted:

There are 906 occupied dwellings and 105 unoccupied dwellings in Huntly West compared with 1,557 occupied dwellings and 120 unoccupied dwellings in Huntly East.

Business

2013 Census top five industries for year ended February 2013: Huntly West

Industry (ANZSIC06)*	Huntly West		Waikato District Council	
	Employees	% of total employees	Employees	% of total employees
Electricity, gas, water and waste services	330	50.0	450	2.9
Education and training	170	25.8	1,500	9.7
Health care and social assistance	80	12.1	720	4.7
Mining	25	3.8	520	3.4
Administrative and support services	18	2.7	420	2.7

*ANZSIC06 = Australian and New Zealand Standard Industrial Classification 2006

There were 73 business locations in Huntly West compared with 7,969 for all of the Waikato District. This is a decrease of 20.7 per cent for the year ended February 2006. There were 660 paid employees in Huntly West compared with 15,460 for all of the Waikato District.

Huntly East

Industry (ANZSIC06)*	Huntly East		Waikato District Council	
	Employees	% of total employees	Employees	% of total employees
Retail trade	240	16.0	690	4.5
Manufacturing	200	13.3	1,540	10.0
Mining	180	12.0	520	3.4
Health care and social assistance	170	11.3	720	4.7
Accommodation and food services	150	10.0	730	4.7

*ANZSIC06 = Australian and New Zealand Standard Industrial Classification 2006

There were 346 business locations in Huntly East compared with 7,969 for all of the Waikato District. This is a decrease of 7.5 per cent from the year ended February 2006. There were 1,500 paid employees in Huntly East compared with 15,460 for all of the Waikato District.

Satellite urban community

Huntly Township is classified as a satellite urban community by Stats NZ. Satellite urban communities are defined as urban areas (other than main urban areas) where 20 per cent or more of the usually resident employed population's workplace address is in a main urban area for example Hamilton or Auckland.

Theme: Stimulating pride in the Community

Our key objectives in realising this goal:

- *Attract people to Huntly*
- *Create an environment that our youth want to be part of*
- *Work together to make Huntly and surrounding areas attractive and appealing*

In order to create a successful community there needs to be a sense of pride and belonging among the people. Improving the visual appearance of the town and ensuring an even spread of Council resources helps to develop pride.

The projects identified below will help move the Community toward a greater sense of pride:

- Develop current events in Huntly, such as the half marathon, into community celebrations that have a weekend focus.
- Work in conjunction with both the Huntly College and Te Wharekura O Rakaumangamanga Boards of Trustees to initiate programmes that encourage pride in local students.
- Focus the youth of Huntly to be involved in erasing/preventing graffiti e.g. Leo Club (Junior Lions).
- Develop a strategy to initiate street/community pride e.g. Neighbourhood Watch or 'Adopt a Street' for spring cleaning.
- Work with Kiwi Rail to do some green planting (landscaping) to screen the railway line through town.
- Support youth focussed initiatives e.g. Rahui Pokeka Rangatahi Network
- Commit to refurbishing the bridges and footbridge e.g. feature lighting for Tainui Bridge and the promotion of arches on the water.
- Support initiatives to ensure our history is preserved and protected e.g. the upgrade of Waikato Coalfields Museum.
- Promote the bypass as an opportunity to provide a place to live, work and play.
- Support and promote initiatives that promote our area.

Theme: Rebranding of Huntly to New Zealand

Our key objectives in realising this goal:

- *Identifying Huntly as our place our home*
- *There is a positive association with the name 'Huntly'*

Huntly is a great place to live, work and play. However, not everyone knows that and currently there is still a negative perception of Huntly out there. We want to change this perception so that we have a reputation we can build on and grow.

The projects identified below will help progress this:

- Put together a promotional brochure of Huntly and what it has to offer, to be distributed at Field Days and South Auckland PO Boxes.
- Change the attitude of both residents and visitors alike.
- Vibrant and colourful paintings by local artists to enhance the town entrance
- We need to be smart, do more with less and win support for change.
- Promote Huntly as an area that is more affordable, centrally located and accessible to all.
- Reshaping the way businesses see Huntly.

Theme: Enabling Huntly to grow

Our key objective in realising this goal:

- *Provide essential infrastructure and mechanisms to facilitate growth and development in the area*

We want to make sure we have development and industry to meet existing and future needs. We want to ensure land is available for future development and a wide range of options to attract investors to the area.

The projects identified below will help progress this:

- Initiate and promote 'industry friendly' policies and better utilise existing infrastructure.
- Protection of existing use rights and current zones and policy areas for Huntly and surrounding areas in the District Plan.
- Zone land for future industrial purposes and consider implementing industry precincts.
- Zone land for future residential purposes.
- Consider Transport Orientated Development (TODs) which encourages people to use public transport, the use of cycleway and pedestrian movement, and move away from the reliance and use of cars.
- Work with a range of community groups to facilitate community development initiatives providing growth and employment opportunities to our youth.
- Go to <http://openwaikato.co.nz/> for updates on Huntly

Theme: Creating employment opportunities

Our key objectives in realising this goal:

- *Unleashing Huntly's potential*
- *Support existing and welcome new business to the area*
- *Local jobs for local people*

Now, more than ever, is the right time to be investing in Huntly. Encourage unique employment opportunities within the area and ensure that there are solid employment opportunities for local people.

The projects identified below will help to progress this:

- Set up an academy for apprentices in manufacturing/industrial employment.
- Industrial and light industrial zoned land to facilitate and attract manufacturing and productive industry to the area.
- Diversification.
- Work with Tainui led employment initiatives.
- Actively promote local tourism opportunities.
- Be open to employment opportunities that come our way.

Theme: Promoting leisure and recreational activities

Our key objectives in realising this goal:

- *Attract sports and leisure to Huntly*
- *Promote Huntly's lakes, river and its natural environments*

Huntly currently provides a wide range of activities. There is also the potential for many water-based activities at the eleven lakes. However, we aren't making the most of what Huntly has to offer and as a consequence people are not aware of the area's natural playground.

The projects identified below will help to progress this:

- Establish a Huntly evening market held by the lakes or river.
- Actively work towards hosting and creating an annual event.
- Promote and better utilise the Huntly Pool facilities.
- Maximise the opportunities that the river provides and celebrate the river as an asset to the town not a 'divider'.
- Create better access to our recreational and natural features.
- Create linger nodes within the town.
- Support and grow existing events and encourage new events to the area.

Theme: Creating a healthy and safe community

Our key objectives in realising this goal:

- *Retain and improve our social services*
- *Ensure our residents feel safe in their community*

We want to promote and where possible support the social service facilities available to our community so they have a better understanding of where they can go. By promoting and encouraging the use of these services we will help to connect our people creating a healthy and safer environment.

The projects identified below will facilitate a sense of security and create a healthy community:

- A commitment from the Council that they will lead by example and maintain the properties they own, situated around the town.
- Continue to liaise with NZ Police to ensure a stronger police presence within the Community.
- Support the Youth Court established at Waahi Marae to assist in the rehabilitation of young offenders.
- Ensure that the bus services are retained and/or expanded to keep the internal service operation and to seek additional services that bring residents from satellite towns to Huntly.
- Provide additional security lighting and surveillance cameras in the main street.
- Explore parking options, to include the provision of safer parking with easy access to the main street and key community facilities.
- Continue the footpath maintenance programme and provide access for mobility scooters.
- Build better relationships within our communities and community support initiatives e.g. Neighbour Hood Support, the 'It's not OK' anti-family violence initiative, Project Harmony, Huntly Community Patrol, Huntly in Action and Social Sector Trials.

The role of the Community and Council

A lot of what you have identified in this plan depends on time, energy and resourcing donated by various community groups, organisations and individuals within Huntly and beyond.

The Huntly Community Board will take the initiative in making sure that the plans' vision is achieved. This will be done by ensuring the plan remains a living document and undergoes an ongoing monitoring and review process to ensure that it is a true reflection of the Huntly community vision.

It is important to remember, this is not a Council plan. This plan is for the Huntly community and is owned by you.

The Council's role is more one of facilitator, where specific projects can be incorporated into the Long Term Plan work programme, which have been prioritised by the Huntly Community Board.

With regard to financial support, the Council provides discretionary funding to assist community groups, non-commercial groups and voluntary organisations operating within the council's rural wards and community board areas.

Appendices

1. Action Plan
2. Creative Communities: Huntly Report
3. Huntly Kids Kitchen

Open Meeting

To	Huntly Community Board
From	Tony Whittaker General Manager Strategy & Support
Date	21 September 2016
Prepared by	Sharlene Jenkins PA to General Manager Strategy & Support
Chief Executive Approved	Y
Reference/Doc Set #	GOV0505
Report Title	Huntly Works & Issues Report: Status of Items October 2016

1. EXECUTIVE SUMMARY

To update the Board on issues arising from the previous meeting.

2. RECOMMENDATION

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

3. ATTACHMENTS

Huntly Works & Issues Report: Status of Items October 2016

**HUNTLY COMMUNITY BOARD
WORKS & ISSUES REGISTER – 2016**

Issue	Area	Action	Comments
Disabled Parking (North end of Main Street, outside of Barry Roberts Chemist)	Service Delivery	Signs erected in a different spot but the road marking has not been completed.	RDG00966/17 – The signs will be upgraded to match the disabled bay road marking. This will be completed when the contractor is next in the area.
Graffiti	Service Delivery	Gordon Bailey to meet with Sandra Stewart to agree a way forward. Confirm that Robin Thurston's payments are up to date.	Robin Thurston is paid in the 20 th of the month payrun. Payments are up to date as at 20 October 2016. Andrew Corkill to meet with new Board chair as per agreement with Sandra Stewart prior to elections.
Huntly Community Plan	Strategy & Support	Huntly Community Plan to be a standing agenda item for future meetings.	As requested, the Huntly Community Plan will be attached to future agendas so the Board can make reference to it when making decisions.
Industrial Land for Huntly	Strategy & Support	Provide an update on Industrial Land for Huntly	The next step for Council to flag the areas we identified with the Community Board for inclusion as new industrial zoned areas in the draft new District Plan. The only other missing piece of the puzzle is what Waikato Tainui's aspirations and plans translate into for Council to consider including or not in the proposed new District Plan.

WORKS

Note: No Service Delivery report to Infrastructure Committee in October 2016