

Agenda for a triennial meeting of the Raglan Community Board following the 2016 Local Body Elections to be held in the Supper Room, Town Hall, Bow Street, Raglan on **TUESDAY 8 NOVEMBER 2016** commencing at **2.00pm**. Note: No Public Forum will be held prior to the meeting this month.

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

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DECLARATION BY MEMBER

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

Dated at Raglan this 8th day of November 2016.

.....

Signed in the presence of:

.....

GJ Ion
CHIEF EXECUTIVE

Open Meeting

| | |
|---------------------------------|------------------------------|
| To | Raglan Community Board |
| From | Gavin Ion Chief Executive |
| Date | 20 October 2016 |
| Chief Executive Approved | Y |
| Reference/Doc Set # | 1628337 |
| 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 associated 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 controls 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 | Raglan Community Board |
| From | Gavin Ion Chief Executive |
| Date | 26 October 2016 |
| Chief Executive Approved | Y |
| Reference/Doc Set # | 1628103 |
| 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 Raglan 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 Raglan Community Board cease conducting its meetings under the NZ Model Standing Orders NZS 9202:2003 incorporating Amendment No. 1;

AND FURTHER THAT the Raglan 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 | Raglan Community Board |
| From | Gavin Ion Chief Executive |
| Date | 27 October 2016 |
| Chief Executive Approved | Y |
| Reference/Doc Set # | 1628339 |
| 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 Raglan Community Board;

AND FURTHER THAT is appointed Deputy Chairperson of the Raglan 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 | Raglan Community Board |
| From | Gavin Ion Chief Executive |
| Date | 26 October 2016 |
| Chief Executive Approved | Y |
| Reference/Doc Set # | 1628341 |
| 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 Raglan 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 | Raglan Community Board |
| From | Gavin Ion Chief Executive |
| Date | 26 October 2016 |
| Chief Executive Approved | Y |
| Reference/Doc Set # | 1628344 |
| 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

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|---------------------------------|--------------------------------------------------------------------|
| To | Raglan Community Board |
| From | Gavin Ion Chief Executive |
| Date | 26 October 2016 |
| Chief Executive Approved | Y |
| Reference/Doc Set # | I628345 |
| 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

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|---------------------------------|------------------------------|
| To | Raglan Community Board |
| From | Gavin Ion Chief Executive |
| Date | 26 October 2016 |
| Chief Executive Approved | Y |
| Reference/Doc Set # | 1628325 |
| 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 Raglan Community Board holds its meetings on the second Tuesday of each month commencing at 2.00pm;

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 second 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 2.00pm on the second Tuesday of the month is suggested.

7. ATTACHMENTS

Nil.

Open Meeting

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|---------------------------------|------------------------------------------------------|
| To | Raglan 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 # | 1628000 |
| 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 | Raglan Community Board |
| From | Tony Whittaker General Manager Strategy & Support |
| Date | 25 October 2016 |
| Prepared by | Julienne Calambuhay Management Accountant |
| Chief Executive Approved | Y |
| Reference/Doc Set # | GOV0507 |
| Report Title | Discretionary Fund Report to 25 October 2016 |

1. EXECUTIVE SUMMARY

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

2. RECOMMENDATION

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

3. ATTACHMENTS

Discretionary Fund Report to 25 October 2016

RAGLAN COMMUNITY BOARD DISCRETIONARY FUND 2016/2017

| | | |
|---------------------------------------------------------------------------------------------------------------|---------------|-------------------------|
| | | 1.206.1704 |
| 2016/17 Annual Plan | | 14,271.00 |
| Carry forward from 2015/16 | | 6,718.00 |
| Total Funding | | <u><u>20,989.00</u></u> |
| Expenditure | | |
| 24-Jun-2016 Raglan House - towards the cost of hosting a two-day workshop on suicide prevention and awareness | | 2,000.00 |
| 29-Aug-2016 Raglan Naturally celebration - Raglan Ink Ltd advertising | | 166.00 |
| 30-Aug-2016 Raglan Naturally celebration - True Food Ltd catering | | 695.65 |
| 31-Aug-2016 Raglan Naturally celebration - projector hire | | 21.74 |
| Total Expenditure | | <u>2,883.39</u> |
| Income | | |
| Total Income | | <u>-</u> |
| Net Expenditure | | <u><u>2,883.39</u></u> |
| Net Funding Remaining (Excluding commitments) | | <u><u>18,105.61</u></u> |
| Commitments | | |
| 09-Aug-2016 Raglan Naturally celebration (RCBI608/04/1) | 1,000.00 | |
| Less: Expenses | <u>883.39</u> | 116.61 |
| Total Commitments | | <u>116.61</u> |
| Net Funding Remaining (Including commitments) as of 25 October 2016 | | <u><u>17,989.00</u></u> |

Open Meeting

| | |
|---------------------------------|------------------------------------------------------|
| To | Raglan Community Board |
| From | TG Whittaker General Manager Strategy & Support |
| Date | 15 October 2016 |
| Prepared by | Lianne van den Bemd Community Development Advisor |
| Chief Executive Approved | Y |
| DWS Document Set # | 1627589 |
| Report Title | Application for Funding – Raglan Mountain Bike Club |

I. EXECUTIVE SUMMARY

The purpose of this report is to present an application for funding from Raglan Mountain Bike Club towards the cost of Wainui Reserve mountain bike track maps.

2. RECOMMENDATION

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

AND THAT an allocation of \$..... is made to the **Raglan Mountain Bike Club** towards the cost of **Wainui Reserve** mountain bike track maps;

OR

AND THAT the request from the **Raglan Mountain Bike Club** towards the cost of **Wainui Reserve** mountain bike track maps is declined / deferred until for the following reasons:

3. BACKGROUND

The Raglan Mountain Bike Club want to create a trail map to promote the newly built Raglan mountain bike track located at Wainui Reserve, Raglan.

The Club would like to produce 2,500 copies and make these available at various locations throughout Raglan.

It would like to attract visitors from all over New Zealand alongside the regular riders who live nearby.

Angela Soanes is designing the maps on behalf of the Club.

4. OPTIONS CONSIDERED

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

5. FINANCIAL

Funding is available to allocate for the year.

The project is noted to cost \$787.75. The Raglan Mountain Bike Club is seeking funding of \$787.75 towards the total cost of producing 2,500 maps.

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

6. POLICY

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

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

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

7. CONCLUSION

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

8. ATTACHMENTS

Application for Funding - The Raglan Mountain Bike Club



DISCRETIONARY FUNDING APPLICATION FORM

Important notes for applicant:

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

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

Discretionary and Funding Committee

Project

Event

OR

Community Board / Committee Discretionary Fund

Raglan

Taupiri

Onewhero-Tuakau

Ngaruawahia

Huntly

Te Kauwhata

Meremere

Section I - Your details

Name of organisation

RAGLAN MOUNTAINBIKING CLUB

What is your organisation's purpose?

PROMOTING AND FACILITATING CYCLING / MOUNTAINBIKING IN THE RAGLAN AREA

Address: (Postal)

10, BANKART STREET
RAGLAN 3225

Address: (Physical if different from above)

3 LANGLY PLACE
RAGLAN 3225

Contact name, phone number/s and email address

DIRK DE RUYSSCHER - 021 238 0818
DIRKDERUYSSCHER@YAHOO.CO.NZ

Charities Commission Number: (If you have one)

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

Bank account details 03,1563,0425218,000

Bank WESTPAC Branch RAGLAM

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)

RAGLAM MTB CLUB WOULD LIKE TO GET 2500 COPIES PRINTED OF A MAP OF THE NEWLY BUILT MOUNTAINBIKE TRACKS AT THE WAINUI RESERVE, RAGLAM. THESE MAPS WOULD BE AVAILABLE FOR VISITORS AT SEVERAL PUBLIC AND COMMERCIAL PLACES. A \$2 DONATION WOULD BE ASKED, ALL PROCEEDINGS WOULD GO TOWARDS CONTINUED MAINTENANCE COSTS OF THE TRAILS.

Who is involved in your event / project?

RAGLAM MOUNTAINBIKE CLUB
GRAPHIC DESIGNER (ANGELA SOANES)

How many volunteers are involved?

10

What other groups are involved in the project?

✓

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

THE MAPS WOULD MAKE PEOPLE AWARE OF THE TRAILS, WHICH WOULD ENCOURAGE PEOPLE TO CYCLE → HEALTHIER LIFESTYLE.

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 | \$ 787.75 | \$ _____ |
| Existing funds available for the project Total A | \$ 0 | \$ _____ |

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. | \$ | \$ |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----|
| PRINTING OF 2500 MAPS | 787.75 | |
| | \$ | \$ |
| | \$ | \$ |
| | \$ | \$ |
| | \$ | \$ |
| | \$ | \$ |
| Total Funds being sought from WDC Total B | \$ 787.75 | \$ |

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 | \$ 0 | \$ _____ |

| | | |
|---------------------------------------------------------------------------------------------------|-----------|----------|
| Total Funding Applied for (Add totals A, B & C together to make Total D) Total D | \$ 787.75 | \$ _____ |
| <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 |
|----------------------------------------|-----------------|------------|
| BUILDING OF BIKE TRACKS WAIMUI RESERVE | \$ 5.000 | 22/9/2014 |
| BUILDING OF BIKE TRACKS WAIMUI RESERVE | \$ 20.000 | SEPT. 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

THIS PROJECT IS STILL ONGOING -> NOT COMPLETED YET

Signed:  Name: DIRK DE RUYSCHEK

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

Signature:  Date: 6/10/16

Position in organisation (tick which applies) Chairman Secretary Treasurer

Signature:  Date: 6/10/16

Position in organisation (tick which applies) Chairman Secretary Treasurer

P

Pressprint Limited

Quote

To: Angela
ANGIE SOANES

No: 328153

Date: 09/08/16

From: Dave Simpson

Reference:

Dear:

We have the pleasure in presenting our quotation for your approval.

Job Title: **DD CYCLE MAP A3**

Description: PRINTED CMYK 2 SIDES on gloss stock
PRINT READY PDF FILES SUPPLIED
PADS OF 50 LEAVES WITH MUDA BOARD BACKER
= TOTAL 25/50/100/200 PADS OR TOTAL 1250 / 2,500 / 5,000 / 10,000 SHEETS
FREIGHT TO AUCKLAND

Flat Size: 297 x 420 Pads of 50 leaves

Stock: 128gsm SUMO GLOSS
550gsm MUDA BOX BOARD FSC

| | 1000 x | 2500 x | 5000 x | 10000 x |
|------------------------|-----------------|-----------------|-------------------|-------------------|
| Quantity: | 25PAD | 50PAD | 100PAD | 200PAD |
| Print: | 560.00 | 685.00 | 870.00 | 1,240.00 |
| Net Total: | 560.00 | 685.00 | 870.00 | 1,240.00 |
| GST: | 84.00 | 102.75 | 130.50 | 186.00 |
| TOTAL (INC GST) | \$644.00 | \$787.75 | \$1,000.50 | \$1,426.00 |

This quotation is subject to the terms and conditions of Pressprint Ltd

Pressprint Ltd reserves the right to confirm the price on receipt of the digital file. This price is valid for 90 days, however Pressprint Ltd reserves the right to pass on any supplier increases

If supplying a digital file, the file must be supplied to Pressprint Ltd's specifications or additional studio charges may be incurred. (Please ask for copy)

Pressprint's services include:

Design
Digital Proofing
CTP
(computer to plate)

Print management
Business Cards
Letterheads
Corporate Stationery

Brochures
Posters
Annual Reports
Magazines

Labels
Packaging
Calendars
Die Cutting

Embossing
Foil Stamping
Laminating
UV Overglossing

Folding
Padding
Drilling



CERTIFICATE OF INCORPORATION

RAGLAN MOUNTAINBIKING CLUB INCORPORATED

2594287

RAGLAN MOUNTAINBIKING CLUB INCORPORATED is incorporated under the Incorporated Societies Act 1908 this 16th day of December 2013.

Mandy McDonald

Registrar of Incorporated Societies



RAGLAN MOUNTAIN BIKING CLUB, INC.

FINANCIAL STATEMENTS

AS AT
31 MARCH 2016

RAGLAN ACCOUNTING AND TAX, LIMITED

4316-C STATE HWY 23, RAGLAN NEW ZEALAND

T: 021 949 237

E: ALEXKIRBYINC@GMAIL.COM

28 April 2016

Raglan Mountain Biking Club Incorporated
Raglan, New Zealand

To the Directors:

On the basis of information provided we have compiled the financial statements of Raglan Mountain Biking Club Incorporated as at 31 March 2016 and for the year then ended. As described in the financial statements, these financial statements are a special purpose report for the internal management.

Our compilation was limited to presenting in the form of financial statements information that is the representation of management. We have not audited or reviewed the financial statements referred to above and accordingly, do not express an opinion or any other form of assurance on them.

These financial statements presented differ from generally accepted accounting principles. Management has elected to omit substantially all of the disclosures required by generally accepted accounting principals and the notes to the financial statements. If the omitted disclosures were made they may influence the readers conclusions. Accordingly these financial statements are not designed for those who are not informed about such differences.

Alex D. Kirby
Raglan Accounting and Tax, Limited

RAGLAN MOUNTAIN BIKE CLUB, INC.

Balance Sheet

As at 31 March 2016

| CAPITAL | This Year | Last Year End |
|-----------------------------------------------|-------------------------|-------------------------|
| Retained Earnings | 37,497.61 | 277.80 |
| | <u>37,497.61</u> | <u>277.80</u> |
| Plus Current Year Operating Surplus/(Deficit) | (5,556.79) | 37,219.81 |
| TOTAL CAPITAL FUNDS | <u><u>31,940.82</u></u> | <u><u>37,497.61</u></u> |
| REPRESENTED BY | | |
| CURRENT ASSETS | | |
| Prepaid RWT | 0.00 | 110.00 |
| Cash checking - #03-1563-0425218-00 | 330.96 | 1,899.26 |
| Cash savings - #03-1563-0425218-01 | 31,609.86 | 35,488.35 |
| | <u>31,940.82</u> | <u>37,497.61</u> |
| LESS CURRENT LIABILITIES | <u>0.00</u> | <u>0.00</u> |
| NET WORKING CAPITAL | 31,940.82 | 37,497.61 |
| FIXED ASSETS | | |
| | <u>0.00</u> | <u>0.00</u> |
| NET ASSETS | <u><u>31,940.82</u></u> | <u><u>37,497.61</u></u> |

RAGLAN MOUNTAIN BIKE CLUB, INC.
Profit & Loss Report for Year to Mar:2015/16

| | | Actual |
|---------------------------------|-------------------------------------|---------------|
| Sales | | |
| 1100 | Membership dues | 515.00 |
| 1110 | Refund of donation, prior year | (1,000.00) |
| 1120 | Fund raising activities | 2,553.70 |
| | Total Sales | 2,068.70 |
| Less: Cost of Sales | | |
| | Total Cost of Sales | 0.00 |
| | Gross Margin | 2,068.70 |
| Other Income | | |
| 1820 | Interest Received | 808.23 |
| 1822 | Less res withholding tax prior year | (110.00) |
| | Total Other Income | 698.23 |
| | Net Income | 2,766.93 |
| Less: Other Expenses | | |
| 1821 | Less res withholding tax | 266.72 |
| 3090 | Consulting fees – Opus | 5,269.30 |
| 3091 | Consulting fees – Empire of dirt | 2,205.01 |
| 3140 | Website and internet | 177.47 |
| 3160 | Insurance | 107.80 |
| 3260 | Office expenses | 179.42 |
| 3280 | Travel Local | 118.00 |
| | Total Expenses | 8,323.72 |
| | Profit (Loss) | (5,556.79) |

Open Meeting

| | |
|---------------------------------|---------------------------------------------------------|
| To | Raglan Community Board |
| From | TG Whittaker General Manager Strategy & Support |
| Date | 21 October 2016 |
| Prepared by | Lianne van den Bemd Community Development Advisor |
| Chief Executive Approved | Y |
| DWS Document Set # | 1627443 |
| Report Title | Application for Funding – Whaingaroa Environment Centre |

1. EXECUTIVE SUMMARY

The purpose of this report is to present an application for funding from the Whaingaroa Environment Centre towards the cost of the Plastic Free Raglan Project.

2. RECOMMENDATION

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

AND THAT an allocation of \$..... is made to the **Whaingaroa Environment Centre** towards the cost of **Plastic Free Raglan** project;

OR

AND THAT the request from the **Whaingaroa Environment Centre** towards the cost of the **Plastic Free Raglan** project is declined / deferred until for the following reasons:

3. BACKGROUND

The Whaingaroa Environment Centre wants to launch phase 3 of the Plastic Bag Free Raglan project.

Phase 3 will include the following two programmes:

Education to Schools

An experienced facilitator will deliver 2 educational modules that focus on why Raglan is becoming plastic free aimed at children years 1-6.

Accommodation Campaign

The campaign is aimed at tourist and visitors coming into the town to buy goods. The Centre wants to inform the visitors of why it is important to the Raglan community to be plastic bag free at the same time offering compostable bags a solution to waste minimisation. The Centre will work with Bookabach, Airbnb and Bachcare to ensure visitors are informed about the plastic bag free campaign.

The population of Raglan quadruples over a 4-5 month period each year.

The Centre has 30 volunteers who join initiatives as needed.

The launch will commence when funding for the project has been secured.

4. OPTIONS CONSIDERED

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

5. FINANCIAL

Funding is available to allocate for the year.

The project is noted to cost \$5,974.54. The Whaingaroa Environment Centre is seeking funding of \$5,074.54 towards the cost of the Plastic Free Raglan Project.

| | | | |
|---------------------------------------------------------|---------------------------|----------|------------|
| GST Registered | | | Yes |
| Set of Accounts supplied | | | Yes |
| Previous funding has been received by this organisation | | | Yes |
| Raglan Community Board | Tool Library | May 2015 | \$3,500.00 |
| Raglan Community Board | Plastic Bag Free –Phase 2 | May 2016 | \$5,548.75 |

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 - Whaingaroa Environment Centre



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

Whaingaroa Environment Centre

What is your organisation's purpose?

Our Vision: Whaingaroa is a healthy, resilient and environmentally sustainable community.
Our Mission: The Whaingaroa Environment Centre is an information, resource and action hub, supporting environmental sustainability.

Address: (Postal)

Whaingaroa Environment Centre, P.O.Box 227, Raglan 3265

Address: (Physical if different from above)

Whaingaroa Environment Centre, Town Hall, Bow Street, Raglan 3265

Contact name, phone number/s and email address

June Penn, 07 8250480 / 0211123998, envirocentre@whaingaroa.org.nz or plasticbagfreeraglan@gmail.com

Charities Commission Number: (If you have one) CC36105

Are you GST registered? No Yes GST Number 0 8 / 0 6 7 / 2403
 Bank account details 0 3 / 1 5 6 3 / 0 0 3 6 2 7 1 / 0 0
 Bank Westpac Branch Raglan

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)

PLASTIC BAG FREE RAGLAN - 2 new projects

1. Education to Schools

It is important to engage children in the reasons why Whaingaroa-Raglan is moving to plastic bag free, in a way that is engaging, hands on and provides opportunities for the next generation to be involved in solutions.

We have designed 2 education modules suited to years 1-6 ready for delivery, and an experienced facilitator who has made contact with local schools. To commence the Education to Schools project, we need the funds to pay the educator.

2. Accommodation Campaign

Raglan is a tourist town, with numbers of shoppers quadrupling the population for 4-5 months of the year. The local community wants to be plastic bag free - we need to inform the visitors to town about what is happening and why. This campaign plans to do this via engaging with the many providers of 'places where people stay' with information including an alternative compostable bag. This campaign will provide comprehensive coverage of accommodation providers & aims to touch all listed Accommodation businesses, Book-a-Bach, Airbnb, & Bachcare. This will help to ensure all visitors to town support and know what to expect when shopping in Whaingaroa-Raglan.

Who is involved in your event / project?

1. Education to Schools - local waste experienced educator Paul Murray 'Matua X-Man' teacher, facilitator, tutor. 2016 school students at: Te Uku, Waingarō, Waitetuna. 2017: school students at Raglan Area School.

2. Accommodation Campaign - PBFR Project Manager, Marketing Manager, Research Coordinators x2.

How many volunteers are involved?

WEC has 30 volunteers who join initiatives as needed. Volunteers will be assembled as required for Accommodation Campaign roll-out - contact with providers & posting of awareness materials around town etc.

What other groups are involved in the project?

Schools

Accommodation providers

Raglan Connect

PBFR Project Governance team: WEC, XZW, RCB, RCC, Para Kore.

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

1. Education to Schools - schools will be enabled to participate in PBFR by bringing an experienced educator into the classroom; students will understand why plastic is a problem for the environment, why Raglan is moving to plastic bag free, and what they can do to contribute.
 2. Accommodation Campaign - there are between 450-600 accommodation providers in Raglan (including casual/summer only providers). As businesses progressively move to plastic bag free status, tourists/visitors to town will either need to take their own bag shopping, pay for an alternative bag at point of sale, or take goods home in a box/without a bag. It would benefit the whole town, and the workers at the point of sale, if tourists/visitors already knew about and expected to pay for or bring their own bag.

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>5974.54</u> |
| Existing funds available for the project Total A | \$ _____ | \$ _____ |

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. | \$ | \$ |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|------------|
| 1. Education to Schools: Educator x 4 schools; materials, print, markers etc | \$ | \$ 2037.50 |
| 2. Accommodation Campaign | \$ | \$ |
| -Research, Communications & Follow-up (50 hours @ \$20 p.hr) | \$ | \$ 1000.00 |
| -Design & Print Accommodation Pack | \$ | \$ 1100.00 |
| -Post Accommodation Packs (Pack of 250 A4) | \$ | \$ 707.04 |
| -Provision of compostable Bag - 1 per accommodation provider | \$ | \$ 230.00 |
| Total Funds being sought from WDC Total B | \$ | \$ 5074.54 |

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

| | | |
|---------------------------------------------------------|----------|-----------|
| a) Waikato Regional Council | \$ _____ | \$ _____ |
| b) - Project & Marketing Management | \$ _____ | \$ _____ |
| c) (Education & Accommodation project compo | \$ _____ | \$ 900.00 |
| d) | \$ _____ | \$ _____ |
| Total of other funds being sought Total C | \$ _____ | \$ 900.00 |

| | | |
|---------------------------------------------------------------------------------------------------|----------|-------------------|
| Total Funding Applied for (Add totals A, B & C together to make Total D) Total D | \$ _____ | \$ <u>5974.54</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:

The project team (Project Manager, Marketing Manager, Coordinators) consistently donate extra hours to project deliverables, over and above paid hours. For these 2 new projects, anticipated voluntary time from the project team is approx: 20 hours. In addition to the core project team, we will engage available volunteers to make contact with Accommodation providers who are very 'casual' in nature; to post awareness materials in hard copy around town, and electronically via Facebook. We will arrange posts for the Raglan Noticeboard to inform locals of these initiatives. We will also utilize project partners communication outlets - particularly Xtreme Zero Waste and Raglan Chamber at no cost to the projects.

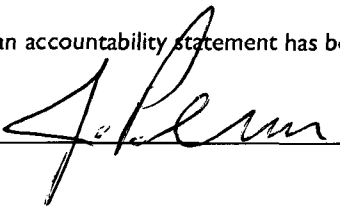
Section 5 – Previous Funding Received from Waikato District Council

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

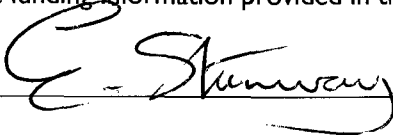
| Project | Amount received | Date |
|-------------------------|-----------------|----------|
| WEC Tool Library | \$3500.00 | May 2015 |
| Plastic Bag Free Raglan | \$5548.75 | May 2016 |
| | | |
| | | |

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:  Name: June Penn

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

Signature:  Date: 6.10.16

Position in organisation (tick which applies) Chairman Secretary Treasurer

Signature:  Date: 6.10.16

Position in organisation (tick which applies) Chairman Secretary Treasurer

PBFR Budget - Projects Education Delivery & Accommodation Campaign

Project 1

EDUCATION TO SCHOOLS

| Activity / Materials | Provider | Hours / Items | Cost per hour/item | \$ Amount (GST exclusive) | \$ Amount (GST inclusive) | WDC \$ Amount Requested (excl GST) | Waikato Regional Council |
|-----------------------------------------------------------------------------------|--------------------|---------------|--------------------|---------------------------|---------------------------|------------------------------------|--------------------------|
| Educator - Hours | Matua 'X-Man' Paul | 48.5 | 30 | 1455 | 1673.25 | 1455 | |
| Educator - Travel | Matua 'X-Man' Paul | 150 | 0.55 | 82.5 | 94.875 | 82.5 | |
| Materials (printing, laminating, Tshirts, markers, flyers, posters, flipcharts, I | Various to be pi | | | 500 | 575 | 500 | |
| Sub-Total | | | | 2037.5 | 2343.13 | 2037.50 | |

Project 2

ACCOMMODATION CAMPAIGN

| | | | | | | | |
|----------------------------------------|---------------------|-----|-------|----------------|---------|---------|--|
| Research, Communications, Follow-up | Contractor - Resear | 50 | 20 | 1000 | 1150 | 1000 | |
| Design Accommodation Pack | Contractor - Design | 10 | 20 | 200 | 230 | 200 | |
| Print Accommodation Pack | Warehouse Station | 500 | 1.8 | 900 | 1035 | 900 | |
| Post Accommodation Packs (250 ea pack) | NZPO | 1 | 813.1 | 707.04 | 813.10 | 707.04 | |
| Compostable Bags - carton** | BioPak | 1 | 230 | 230 | 264.5 | 230 | |
| Sub-Total | | | | 3037.04 | 3492.60 | 3037.04 | |

**NB BioPak Quote is in Australian\$; plus postage & handling est \$22.55

TOTAL Waikato District Council Funding Application October 2016

5074.54

Management/Administration

| | | | | | | | |
|-----------------------------------------|------------------|----|----|------------|--|--|-----|
| Project Management - 2 projects | PBFR Project Man | 10 | 30 | 300 | | | 300 |
| Marekting & Communications - 2 projects | PBFR Marekting M | 10 | 30 | 300 | | | 300 |
| WEC Admin | WEC | | | 300 | | | 300 |
| | | | | 900 | | | |

PROJECTS TOTAL

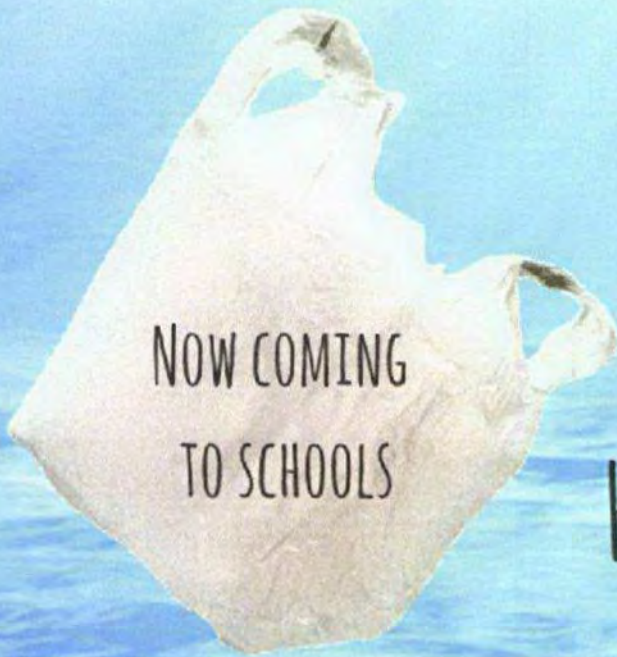
5974.54

6735.72



PLASTIC BAG FREE KIDS

Plastic Bag Free Raglan-Pēke Kirihou Kore Whaingaroa is a community driven project with a goal of creating a plastic shopping bag free Whaingaroa-Raglan by July 2017



2 SESSIONS

DELIVERING

HANDS-ON EDUCATION

Plastic Bag Free Kids consists of 2 x 45 minute sessions facilitated by one of our educators delivering hands-on education.

Key learning points:

- What is plastic, when and where do we use it?
- How plastic gets into our oceans and waterways
- Why single-use plastics bags are a problem to the environment
- Gain knowledge and create alternatives/solutions to using plastic bags

To book sessions or for more information
Email: plasticbagfreeraglan@gmail.com



Matua X-Man Education - "Learning for Sustainability" Teacher, Facilitator, Tutor
matua.x.man@gmail.com
 GST: 60-123-608



Service Delivery Quote for 'Plastic Bag Free Raglan' Education Module in Raglan Community Schools

Attention: June Penn
 Plastic Bag Free Raglan
 c/ Whaingaroa Environment Centre
 41 Bow St, Raglan - Whaingaroa

Invoice Date: September 26, 2016

Invoice Number: 2017-01

| School / Kura | Contact Hrs @ \$30/hr | Non-Contact @ \$30/hr | Travel Time @ \$30/hr | Kilometres @ \$0.55/km |
|----------------------------------|--------------------------|--------------------------|--------------------------|---------------------------|
| Te Uku School (over 3 days) | 10.5 | 3 | 1.5 | 54 |
| Waingaro School (over 1 day) | 4.5 | 1.5 | 1 | 62 |
| Waitetuna School (over 1 day) | 4.5 | 1.5 | .5 | 34 |
| Raglan Area School | 15 | 5 | n/a | n/a |
| Total hours/kms | 34.5 | 11 | 3 | 150 |
| Total \$ | \$1035 | \$330 | \$90 | \$82.50 |
| TOTAL: | | | | \$1537.50 |
| GST: | | | | \$230.63 |
| INVOICE TOTAL: | | | | \$1768.13 |

C4 Postage Included Envelope (Non-Window)

[← back](#)



Buy 250 Standard Post C4 postage included envelopes to send your letters and documents within New Zealand, with a delivery target of up to three working days.

\$813.10 incl. GST
Packs (of 250)

Free Delivery

Quantity (required)

1

[Add to cart](#)

Great for.

- Paying for both the envelope and postage in one
- Sending larger letters or documents
- The convenience of self sealing envelopes

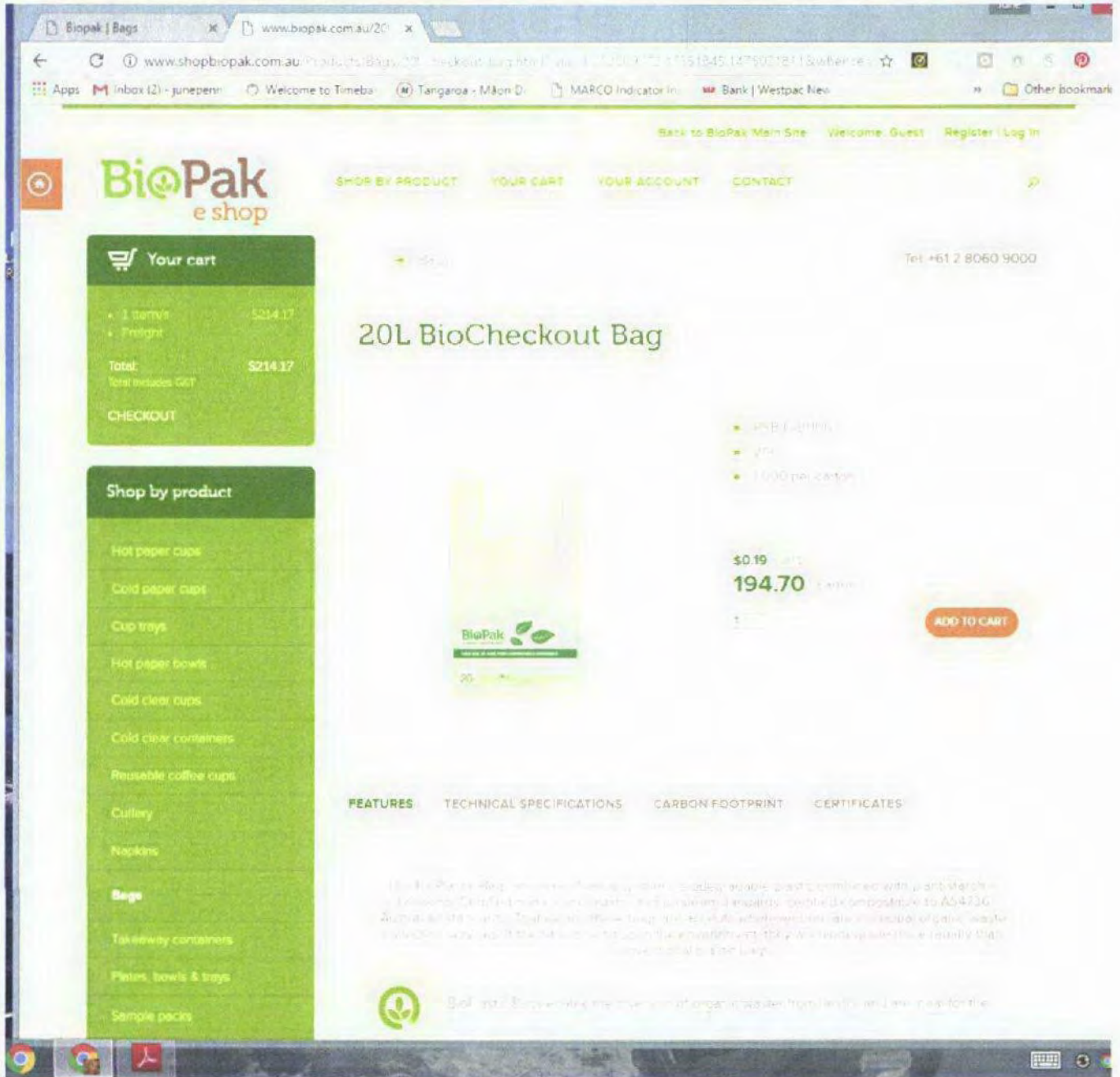
Available in smaller quantities at your [local PostShop](#)

| | |
|-----------------------|---------------|
| Product code | BSP40 |
| Size | C4 |
| Seal | Self seal |
| Width/Thickness (max) | 20mm |
| Postal Service Type | Standard Post |
| Window | non window |

QUOTE - Australian Dollars

Compostable Bags

One carton





FINANCIAL STATEMENTS
for the year ended 31 December 2015

Contents:

| | |
|-----------------------------------|----|
| Directory | 1 |
| Income Statement | 3 |
| Balance Sheet | 4 |
| Statement of Changes in Equity | 5 |
| Notes to the Financial Statements | 6 |
| Audit Report | 11 |



Whāingaroa
Environment Centre

Directory

As at 31 December 2015

| | |
|-----------------------------|----------------------------------------------------------------|
| Entity: | Incorporated Society |
| Incorporated: | 12 th November 2001 |
| Registered: | 30 th June 2008 |
| Registration Number: | CC36105 |
| Tax Status: | Charitable Status |
| Nature of Business: | Community Environment Centre |
| Address: | P.O. Box 227 Whāingaroa Raglan |
| Accountant: | Bizworx Consultancy Limited Chartered Accountants Raglan |
| Auditor: | John Mills Hamilton |
| Bank: | Westpac Raglan Branch |



Directory
As at 31 December 2015

| Name | Position | Position held |
|------|----------|---------------|
|------|----------|---------------|

Elected office holders:

| | | |
|------------------------|------------------|-----------------------|
| Liz Stanway | Chairperson | Full Year |
| Anna Cunningham | Treasurer | Full Year |
| Nicole Hancock | | From June 2015 |
| Beth Pearsall | | From July 2015 |
| Charlotte Pearsall | | From June 2015 |
| <i>Mark Hornby</i> | <i>Secretary</i> | <i>Till June 2015</i> |
| <i>Rhonda Morgan</i> | | <i>Till June 2015</i> |
| <i>Valerie Bianchi</i> | | <i>Till June 2015</i> |
| <i>Annie Cochrane</i> | | <i>Till June 2015</i> |
| <i>Lisa Thompson</i> | | <i>Till June 2015</i> |



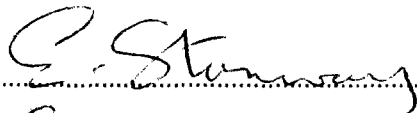
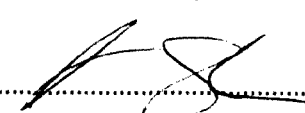
Income Statement
for the year ended 31 December 2015

| | Notes | 2015 Actual \$ | 2014 Actual \$ |
|---------------------------------------|-------|----------------------|----------------------|
| Income | | | |
| Donations | 2 | 12,543 | 7,963 |
| Interest | | 1,580 | 540 |
| Operational grants | 3 | 201,148 | 55,508 |
| Operational income | | 3,649 | 4,934 |
| Sundry income | | 655 | 2,745 |
| Total Income | | 219,575 | 71,690 |
| Expenditure | | | |
| Accident compensation premiums | | 140 | 136 |
| Accountancy fees | | 2,970 | 2,520 |
| Advertising & promotion | | 843 | 160 |
| Audit fees | | 435 | 846 |
| Bank fees & interest | | 500 | 65 |
| Courses & workshops | | 1,920 | 43 |
| General expenses | | 1,912 | 7,889 |
| Hire of Equipment | | - | 5 |
| Materials & resources | | 9,158 | 22,218 |
| Postage & freight | | 209 | 328 |
| Printing & stationery | | 220 | - |
| Rent | | 2,713 | 2,713 |
| Tutors & facilitators | | 11,284 | 992 |
| Repairs, replacements & maintenance | | 1,061 | 424 |
| Salaries & wages | | 43,691 | 39,480 |
| Subcontractors | | 129,770 | - |
| Subscriptions | | 4,086 | 244 |
| Telephone, tolls, internet | | 1,640 | 1,555 |
| Travel expenses | | 766 | 963 |
| Venue Hire | | 96 | 89 |
| Total Cash Expenditure | | 213,414 | 80,670 |
| Non-Cash Expenditure | | | |
| Depreciation | 5 | 1,375 | 131 |
| Total Expenditure | | 214,789 | 80,801 |
| Net Surplus (Deficit) for year | | 4,786 | (9,111) |



Balance Sheet
as at 31 December 2015

| | Notes | 2015 Actual \$ | 2014 Actual \$ |
|-------------------------------------|-------|----------------------|----------------------|
| Current Assets | | | |
| Cash & bank | 6 | 105,240 | 32,575 |
| Accounts receivable | 7 | 8,864 | 12,241 |
| GST accrued | | - | - |
| Total Current Assets | | 114,104 | 44,816 |
| Current Liabilities | | | |
| Accounts payable | 8 | 6,404 | 2,724 |
| GST accrued | | 5,787 | 892 |
| Income received in advance | 4 | 81,731 | 25,679 |
| Total Current Liabilities | | 93,922 | 29,295 |
| Working Capital | | 20,182 | 15,521 |
| Non-Current Assets | | | |
| Property, Plant & Equipment | 5 | 1,625 | 1,500 |
| Total Non-Current Assets | | 1,625 | 1,500 |
| Net Assets & Liabilities | | 21,807 | 17,021 |

 Signature
 Chairperson Position
 Signature 23/7/2016
 Treasurer Position



**Statement of Changes in Equity
for the year ended 31 December 2015**

| <i>Notes</i> | 2015 Actual \$ | 2014 Actual \$ |
|------------------------------------|-------------------------------|-------------------------------|
| Opening Balance January 1 | 17,021 | 26,132 |
| Net Operating Surplus (Deficit) | 4,786 | (9,111) |
| Closing Balance December 31 | 21,807 | 17,021 |



Notes to the Accounts For the year ended 31 December 2015

1. Statement of Accounting Policies

Entity Reporting

These financial statements are for Whāingaroa Environment Centre Society Incorporated.

Whāingaroa Environment Centre Society Incorporated is registered under the Incorporated Societies Act 1908, and is a registered Charity. The purpose of the organisation is:

- To promote environmentally sustainable activity in the Whāingaroa Catchment
- To facilitate the exchange of information relating to the environment, between Agencies, Community groups, and the wider community
- To sponsor and foster associations and individuals with similar aims
- To promote and monitor the implementation of the Whāingaroa Catchment Plan
- To build and promote relationships with all sectors of the community

The financial statements of Whāingaroa Environment Centre Society Incorporated are general purpose financial statements that have been prepared according to generally accepted accounting practice.

General Accounting Policies

The accounting principles recognised as appropriate for the measurement and reporting of financial performance and financial position on a historical cost basis are followed by Whāingaroa Environment Centre Society Incorporated.

These financial statements have been prepared in accordance with generally accepted accounting practice in New Zealand. For this purpose the Trust has designated itself as a public benefit entity.

The information is presented in New Zealand dollars

Specific Accounting Policies

The following specific accounting policies which materially affect the measurement of financial performance and the financial position have been applied:

(a) Revenue

Grants and contracts are recorded based on the stage of completion of the related services. The stage of completion is assessed by comparing the amount budgeted to date with that budgeted for the whole contract. Grants received but not yet recognised as income are reported as a liability.

Interest is accounted for using the effective interest method.

Fundraising, legacies and other unconditional donations are recognised when received. Donations of goods are reported at fair value.

Revenue from the sales of products and services is recognised at point of sale.

(b) Property, Plant and Equipment

Property, Plant and Equipment are recorded at cost less accumulated depreciation.



Notes to the Accounts
For the year ended 31 December 2015

(c) Depreciation

Depreciation has been calculated to allocate the cost or valuation of assets over their estimated useful lives, at the following rates:

| | |
|-------------------|-----------|
| Office Equipment | 10-50% DV |
| Plant & Equipment | 21-28% DV |

(d) Receivables

Receivables are stated at their estimated realisable value.

(e) Employee Entitlements – Salary Accruals

No accrual has been made for leave entitlements for the employees concerned. The effect is not considered to be material.

(f) Income Tax

Whāingaroa Environment Centre Society Incorporated has charitable status and is exempt from income tax.

(g) Goods and Services Tax (GST)

The financial statements have been prepared on a GST exclusive basis.

(h) Financial Instruments

Financial instruments in the statement of financial position include cash balances, receivables and payables.

(i) Differential Reporting

Whāingaroa Environment Centre Society Incorporated qualifies for differential reporting as it is not publicly accountable, and is not large as defined in the Framework for Differential Reporting. Whāingaroa Environment Centre Society Incorporated has taken advantage of all available differential reporting exemptions.

(j) Changes in Accounting Policies

There have been no changes in accounting policies during the year. Policies have been applied on a basis consistent with the previous year.



Notes to the Accounts for the year ended 31 December 2015

| | 2015 Actual \$ | 2014 Actual \$ |
|--------------------------------------|-------------------------------|-------------------------------|
| 2 Donations Received | | |
| General | 1,535 | 942 |
| The NAR Foundation | 1,016 | 2,484 |
| Trust Waikato | 5,974 | - |
| Waikato Community Trust | 463 | 4,537 |
| Whaingaroa Affordable Housing Trust* | 3,555 | - |
| | 12,543 | 7,963 |

*During the year ended 31 December 2015 Whaingaroa Environment Centre received a donation from the Whaingaroa Affordable Housing Trust when it wound up. These funds have been put towards their Curtin Bank activities. (2014: N/A)

| | | |
|-----------------------------------|----------------|---------------|
| 3 Grants Received | | |
| Department of Internal Affairs | 8,193 | - |
| Environment Waikato | 2,617 | 125 |
| Fonterra | 1,845 | - |
| Lions Club Raglan | 0 | 435 |
| Meridian Energy | 2,354 | 648 |
| Ministry for the Environment | 38,249 | 34,848 |
| New Zealand Lottery Grants Board | 132,531 | - |
| Norah Howell Charitable Trust | - | 2,000 |
| Page Trust | 77 | - |
| Sky City Hamilton Community Trust | 2,700 | 2,585 |
| Social Services Waikato | 331 | - |
| Sustainable Coastlines | 200 | 200 |
| Trust Waikato | 1,862 | 1,667 |
| Waikato District Council | 698 | 1,797 |
| WEL Energy Trust | 6,577 | 10,086 |
| WWF New Zealand | 2,914 | 1,117 |
| | 201,148 | 55,508 |

Notes to the Accounts
for the year ended 31 December 2015

| | 2015 <i>Actual</i> \$ | 2014 <i>Actual</i> \$ |
|-------------------------------------------------------|------------------------------------|------------------------------------|
| 4 Income Received in Advance | | |
| <i>Grants to be expended in the following year</i> | | |
| Department of Internal Affairs | 5,807 | 7,000 |
| Environment Waikato | - | 2,617 |
| Meridian Energy | 3,028 | 1,382 |
| New Zealand Lottery Grants Board | 41,294 | - |
| Norah Howell Charitable Trust | 2,000 | - |
| Page Trust | 1,423 | - |
| Social Services Waikato | 169 | - |
| Sky City Hamilton Community Trust | - | 2,700 |
| Sustainable Coastlines | 100 | 300 |
| Trust Waikato | - | 1,862 |
| Waikato District Council | 3,150 | 348 |
| WEL Energy Trust | 9,000 | 5,577 |
| WWF New Zealand | 3,290 | 2,414 |
| | 69,261 | 24,200 |
| <i>Donations to be expended in the following year</i> | | |
| The NAR Foundation | - | 1,016 |
| Trust Waikato | 9,026 | - |
| Waikato Community Trust | - | 463 |
| Whaingaroa Affordable Housing Trust | 3,444 | - |
| | 12,470 | 1,479 |
| | 81,731 | 25,679 |

5 Property, Plant & Equipment

| | 2015 | | | 2014 | | |
|-------------------|----------------|---------------|---------------|----------------|---------------|---------------|
| | Cost/ Value | Accum Depn | Book Value | Cost/ Value | Accum Depn | Book Value |
| Office Equipment | 9121 | 7496 | 1625 | 7621 | 6121 | 1500 |
| Plant & Equipment | 5978 | 5978 | - | 5978 | 5978 | - |
| | 5,978 | 5,978 | 1,625 | 5,784 | 4,753 | 1,500 |

Reconciliation of Net Book Value

| | 2015 <i>Actual</i> \$ | 2014 <i>Actual</i> \$ |
|------------------------------|------------------------------------|------------------------------------|
| Net book value at 1 April | 1,500 | 131 |
| Assets disposed of | - | - |
| Depreciation charge for year | 1,375 | 131 |
| Asset acquisition at cost | 1,500 | 1,500 |
| Net book value at 31 March | 1,625 | 1,500 |

6 Cash & Bank

| | 2015 <i>Actual</i> \$ | 2014 <i>Actual</i> \$ |
|-----------------------------|------------------------------------|------------------------------------|
| Westpac Cheque Account | 58,033 | 16,580 |
| Westpac Bonus Saver Account | 47,051 | 15,413 |
| Petty Cash | 86 | 268 |
| Till Float | 70 | 70 |
| Cash on Hand | - | 244 |
| | 105,240 | 32,575 |

Notes to the Accounts
for the year ended 31 December 2015

| | 2015 Actual \$ | 2014 Actual \$ |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|-------------------------------|
| 7 Accounts Receivable | | |
| Ministry for the Environment | 8,049 | 11,500 |
| Solscape | 297 | 223 |
| Xtreme Zero Waste | 518 | 518 |
| | 8,864 | 12,241 |
| 8 Accounts Payable | | |
| Trade creditors | 3,525 | 1,913 |
| Employment related | 2,879 | 811 |
| | 6,404 | 2,724 |
| 9 Related Party Transactions | | |
| <i>Whāingaroa Environment Centre Society Incorporated contracts the services of committee members on a commercial basis.</i> | | |
| Treasurer Anna Cunningham provided no stage management services to the organisation. (2014: \$100). | | |
| Former Chairperson Michelle Frank provided no scientific, monitoring and project management services to the organisation. (2014: \$1,425). | | |
| Secretary Mark Hornby provided scientific, monitoring, and project management services to the organisation valued at \$748 (2014:\$1,420) | | |
| 10 Commitments | | |
| Capital Expenditure Commitments | | |
| There were no commitments for capital expenditure at 31 December 2015 (2014: Nil) | | |
| Operating Lease Commitments | | |
| Whāingaroa Environment Centre Society Incorporated has not entered into any operating leases. The premises are rented on a month-by-month basis. (2014: Nil) | | |
| 11 Contingent Losses or Gains | | |
| There were no known contingent losses or gains outstanding as at 31 December 2015 (2014: Nil) | | |
| 12 Subsequent Events | | |
| There are no matters or events that have arisen, or been discovered, subsequent to balance date that would require adjustment to, or disclosure in these financial statements. | | |
| 13 Statement of uncommitted funds | | |
| <i>Funds held:</i> | | |
| Cash & bank | 105,240 | 32,575 |
| Accounts receivable | 8,864 | 12,241 |
| | 114,104 | 44,816 |
| <i>To meet the following commitments</i> | | |
| Accounts payable | 6,404 | 2,724 |
| Grants to be expended in the following year | 81,731 | 25,679 |
| Funds required for asset replacement | 13,474 | 12,099 |
| | 101,609 | 40,502 |
| Leaving uncommitted / (overcommitted) funds | 12,495 | 4,314 |

Lianne Van Den Bemd

From: Whaingaroa Environment Centre <envirocentre@whaingaroa.org.nz>
Sent: Friday, 21 October 2016 3:24 p.m.
To: I-Jay Huirama
Cc: Lianne Van Den Bemd
Subject: Re: Further information required
Attachments: plastic bag into ocean full diagram.pdf; Quiz - I am a Plastic Bag.docx; Sick Earth Picture.pdf; T-shirt Bag instructions.docx

Kia ora I-Jay,

Thanks for asking!

This is because I have allowed \$500 for the materials required to run the education modules. Materials required include:

- Printing of flyer for schools
- Printing & laminating of activities (plastic bag into ocean diagram becomes a puzzle)
- Printing of homework assignment (plastic bag hunt)
- Printing of pictures 'where do we get plastic bags from'
- Printing & laminating of Posters A3 size 'Sick Earth Picture'
- Printing of Quiz
- Printing of T-shirt Bag (making) instructions
- Purchase of scissors to make the bags
- Purchase of flipchart paper for in class artwork
- Purchase of Maxi tip markers for making art
- Purchase of old (second hand, from XZW probably \$2-\$3 ea) T-shirts to make the alternative bags from
- Purchase of folders & kit for Educator to keep resources in
- Printing of lesson plan and Tutor info extra materials (notes on plastic problem & biodegradable bags)

Some examples of these education materials attached FYI. (not all attached as some files too big).

Note that many of the above are consumable - ie: will require reprinting/purchasing with each module delivery.

I have not obtained specific quotes for these separate items as it would be very time consuming, various retailers needed and most don't give 'quotes' for these kind of items; so we will have to keep within the budget funds obtained.

Thus the overall budget allowance of the \$500 on top of the actual Educator (delivery) quote.

Does that make sense?

Let me know if anything else you need.

Many thanks,
 June :):)

Whaingaroa Environment Centre

For a healthy, resilient and environmentally sustainable Whaingaroa Community

Town Hall, Bow Street, Raglan 3225 | PO Box 227, Raglan 3265

P: 07 825 0480 | E: envirocentre@whaingaroa.org.nz

Web: www.whaingaroa.org.nz

Please consider the environmental impact of printing this e-mail. 65% of all print-outs and photocopies are binned before the end of the day, and the manufacture of one tonne of paper typically requires 98 tonnes of other resources.

On 21 October 2016 at 12:51, I-Jay Huirama <I-Jay.Huirama@waikato.govt.nz> wrote:

Kia Ora

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

Can you please Check page 3 of the budget section that all quotes supplied matched the amounts being requested.

ie: Education model quote\$1537.50 does not match the request of \$2037.50

Please let me by Wednesday 26th October.

Thanks

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 Free0800 492 452

Private Bag 544, Ngaruawahia 3742

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



Please consider the environment before printing this e-mail

PLASTIC BAG FREE RAGLAN - A QUIZ

Hi, I am one of many plastic shopping bags.

Honestly, I wish I could be something else other than a plastic shopping bag. I am more of a problem than I am useful, and I want to help you understand why people in Raglan would like an alternative way to carry their shopping home.

I am amongst at least _____ other plastic shopping bags that leave Raglan's shops in one week during the summer season. Many people use us just for the very short time of _____ then we get reused or thrown away. If we aren't reused, we often end up in the natural environment causing a variety of problems, because our _____ allow us to easily escape from rubbish bins or landfills. Once we escape, we are a threat to wildlife, because animals mistake us for food. Marine animals, for example sea turtles and some fish think we look like their favorite food: _____ and they eat us. But turtles and fish can't digest plastic bags and so they get sick and/or die. When animals that eat us die and decay, we re-enter the ocean and pose a continuing threat to wildlife.

Scientists estimate around _____ of individual seabirds will have plastic in their gut, if measured today.

Eventually, we start breaking down into smaller and smaller pieces, which takes up to _____. This process of breaking me down requires sunlight and air. This process is called _____.

As tiny pieces of 'micro plastic' in the ocean, we are also eaten by _____, the tiniest creatures in our oceans, which are at the bottom of the ocean food chain and can now be found in fish people like to eat. Plastic outweighs zooplankton in parts of our ocean by a ratio of _____. The North Pacific Ocean contains the most plastic and its gyre (system of ocean currents caused by wind and the rotation of the Earth) is called the _____.

As people have noticed the danger plastic bags cause to animals, the environment and themselves, they have started to find alternatives for us. There are bags that look similar to me, but they are made out of potatoes or corn starch, and can decompose by the action of natural microorganisms like bacteria or fungi. When these very cool bags decompose, they can then be used as compost for gardens, because they are _____.

But have you noticed? I've seen cooler bags on Raglan's streets lately. They are called _____ and they are made out of all different types of materials like _____. They will eliminate thousands of single-use bags, if people **remember to bring them to the shops**.

I have already noticed that more people are using their own reusable bag and if everyone does this, Raglan shoppers will be helping to keep me out of the environment - because I don't belong there!

To a healthy and more sustainable future ☺☺☺.

Your plastic shopping bag

Answers:

1. 20.000
2. 12 minutes
3. lightweight properties
4. jellyfish
5. 90%
6. 1000 years
7. photo-degradation
8. zooplankton
9. 36-to-1
10. Great Pacific Garbage Patch
11. compostable bags
12. reusable bags
13. jute, organic cotton, hemp or cloth



Step 4

Using material scissors cut equal length incisions at the bottom of the t-shirt

**Step 5**

Tie each tassel next to each other together

**Step 6**

Once you have tied a whole row tie each knot together using the same method



Step 7 - When finished turn inside out and you're done!

How to make a bag out of an old t-shirt

Step 1

Find an old t-shirt

(You may want to turn inside out as it will be reversed later)



Step 2

Cut the sleeves off!



Step 3

Cut a larger hole around neck





Open Meeting

| | |
|---------------------------------|------------------------------------------------------|
| To | Raglan Community Board |
| From | TG Whittaker General Manager Strategy & Support |
| Date | 09 October 2016 |
| Prepared by | Lianne van den Bemd Community Development Advisor |
| Chief Executive Approved | Y |
| DWS Document Set # | 1627554 |
| Report Title | Application for Funding – Raglan Lions Club |

I. EXECUTIVE SUMMARY

The purpose of this report is to present an application for funding from the Raglan Lions Club towards the cost of the 2016 New Year's Eve parade.

2. RECOMMENDATION

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

AND THAT an allocation of \$..... is made to the Raglan Lions Club towards the cost of the 2016 New Year's Eve parade;

OR

AND THAT the request from the Raglan Lions Club towards the cost of the 2016 New Year's Eve parade is declined / deferred until for the following reasons:

3. BACKGROUND

The Raglan Lions Club is to host its New Year's Eve parade 2016 to celebrate the incoming year and holiday season.

The Lions Club provide funds towards the event by way of the sales made through event fundraising throughout the year. The event is supported by the local schools, kindergartens, and community groups.

The event will take place on 31 December 2016.

4. OPTIONS CONSIDERED

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

5. FINANCIAL

Funding is available to allocate for the year.

The project is noted to cost \$3,050.00. The Raglan Lions Club is seeking funding of \$1,775.00 towards the cost of hosting the New Year's Eve parade event.

| | | | |
|---------------------------------------------------------|-----------------------|---------------|------------|
| GST Registered | | | No |
| Set of Accounts supplied | | | No |
| Previous funding has been received by this organisation | | | Yes |
| Raglan Community Board | New Year's Eve Parade | November 2014 | \$1,175.00 |
| Raglan Community Board | New Year's Eve Parade | November 2015 | \$1,775.00 |

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 - Raglan Lions Club



25 AUG 2016

10-20 RAGLAN SE

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

Raglan Lions Club

What is your organisation's purpose?

To server the Raglan community by organising the "Raglan Lions New Years Eve parade"

Address: (Postal)

PO Box 180 Raglan 3225

Address: (Physical if different from above)

Contact name, phone number/s and email address

Lillan Bond

Charities Commission Number: (If you have one)

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

Bank account details 02/0316/0176301/00 / ____ / ____

Bank **BNZ** 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)

The Raglan Lions New Years Parade has been running for over forty years, the raglan Community Board has supported the prize money for the last five years. The parade brings the community groups together for a parade down our main street (Bow Street)

Who is involved in your event / project?

All the Lions members and supported by the community groups from Raglan and the Visitors at the time.

How many volunteers are involved?

20 plus

What other groups are involved in the project?

If involvement means participation, then that will mean a number of community groups and organisations. This has involved all of the emergency services, Surf and swimming clubs, schools and many more.

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

The prize money is distributed to the participants that put the effort in, and participate.

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 | \$ 3050 | \$ _____ |
| Existing funds available for the project Total A | \$ 1275 | \$ _____ |

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. | \$ | \$ |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|----------|
| Road close notice | \$ 200 | \$ _____ |
| Photocopying & advertising | \$ 250 | \$ _____ |
| Certificates | \$ 75 | \$ _____ |
| Lollies | \$ 200 | \$ _____ |
| Pipe band | \$ 550 | \$ _____ |
| Prize money | \$ 1775 | \$ _____ |
| Total Funds being sought from WDC Total B | \$ 1775 | \$ _____ |

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 | \$ 3050 | \$ _____ |
| <i>Note : This total should equal the Total Cost of the Project/Event</i> | | |

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

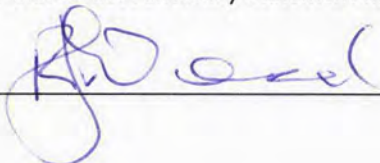
Section 5 – Previous Funding Received from Waikato District Council

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 |
|------------------|-----------------|------|
| New Years Parade | 1175 | 2012 |
| New Years Parade | 1175 | 2013 |
| New Years Parade | 1175 | 2014 |
| New Years Parade | 1775 | 2015 |

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

I confirm that an accountability statement has been completed and returned

Signed:  Name: RJ MacLeod

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

Signature:  Date: 25/8/2016

Position in organisation (tick which applies) Chairman Secretary Treasurer

Signature:  Date: 25/8/2016

Position in organisation (tick which applies) Chairman Secretary Treasurer



RAGLAN TOWNSHIP NEW YEARS EVE PARADE 2016

Parade Floats Wanted

The Annual Raglan New Years Eve Parade wants your float.
Run by the Lions Club of Raglan with the support of the
Waikato District Council & Raglan Community Board.

We need your community support

Prizes awarded for the Theme floats:

Community 1st \$250 2nd \$150 3rd \$100
Sustainable 1st \$250 2nd \$150 3rd \$100
Educate, Safety 1st \$250 2nd \$150 3rd \$100
Special (Judges Choice) \$100

Bike or anything on wheels

1st \$100, 2nd \$50, 3rd \$25

Spot Prizes on the day

Must be in on time to be judged between
6.20—6.45pm Wallis St Prize giving 6.55pm

So don't be LATE



Contact person: Bob 825 8041 or
ask at the Raglan Book shop for
Paul or Joan for **Entry forms**

IMPORTANT: In the spirit of SAFETY NO Water from the Floats

**ASSEMBLE IN WALLIS ST @ 6.15 PM
FOR JUDGING. PARADE COMMENCES 7.00PM**

Open Meeting

| | |
|---------------------------------|---------------------------------------------------------|
| To | Raglan Community Board |
| From | TG Whittaker General Manager Strategy & Support |
| Date | 18 October 2016 |
| Prepared by | Lianne van den Bemd Community Development Advisor |
| Chief Executive Approved | Y |
| DWS Document Set # | 1627457 |
| Report Title | Application for Funding – Raglan Community Arts Council |

1. EXECUTIVE SUMMARY

The purpose of this report is to present an application for funding from the Raglan Community Arts Council towards the cost of a creative space upgrade.

2. RECOMMENDATION

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

AND THAT an allocation of \$..... is made to the **Raglan Community Arts Council** towards the cost of a creative space upgrade;

OR

AND THAT the request from the **Raglan Community Arts Council** towards the cost of the new creative space upgrade is declined / deferred until for the following reasons:

3. BACKGROUND

The Raglan Community Arts Council wishes to build a new creative space to replace the existing metal weatherboard sheds currently used at the Raglan Community Arts Centre.

The Arts Council, through a number of community consultation processes, has identified the need for a new purpose built clay room and community room for children's drama and dance. Adjacent space can also be adapted for other activities should it be required.

However to do so the Arts Council requires an upgrade of the existing current clay shed facility to carry out the work.

The building is a two level building that will house the clay activities on the first floor and the performing, music and other activities on the second floor.

There is a shortage of space for the increasing number of performing, visual and music art activities that are being carried out across a wide sector of the Raglan community.

The Raglan population is forecasted to double over the next 50 years.

Attached to the application are letters of support from various art practitioners, iwi, community and those who have expressed an interest in the use of the new building.

The plans for the new build are displayed at the Centre and at the Raglan Library.

Upon all funding being secured towards the project it is envisage that the project will commence in April 2018 and be completed by August 2018.

4. OPTIONS CONSIDERED

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

5. FINANCIAL

Funding is available to allocate for the year.

The project is noted to cost \$516,639.00. The Raglan Community Arts Council is seeking funding of \$10,000.00 towards the cost of the creative space upgrade.

| | | | |
|---------------------------------------------------------|----------------------|---------------|------------|
| GST Registered | | | Yes |
| Set of Accounts supplied | | | Yes |
| Previous funding has been received by this organisation | | | Yes |
| Discretionary & Funding Committee | Raglan Arts Weekend | August 2016 | \$2,000.00 |
| Discretionary & Funding Committee | Raglan Arts Weekend | October 2015 | \$2,555.00 |
| Raglan Community Board | Theatre room upgrade | December 2014 | \$3,000.00 |

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 – Raglan Community Arts Council



24 OCT 2010

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

Raglan Community Arts Council

What is your organisation's purpose?

To nurture and encourage development of the arts in Raglan Whaingaroa. Objectives are: Operating the Raglan Old School Arts Centre, Supporting and prompting activities and events, Encouraging and promoting resident artists, Providing a financial umbrella for arts projects.

Address: (Postal)

5 Stewart Street, Raglan 3225

Address: (Physical if different from above)

5 Stewart Street, Raglan 3225

Contact name, phone number/s and email address

Rodger Gallagher, 825 7443, rodger@raglanartscentre.co.nz

Charities Commission Number: (If you have one) CC24379

Are you GST registered? No Yes GST Number 55/ 079 / 161

Bank account details 03 / 1563 / 0028263 / 000

Bank Westpac **Branch** Bow St, Raglan

The following documentation is required in support of your application:

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

Section 2 – Community wellbeing and outcomes

Which community wellbeing will your project contribute to?

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

Social **Economic** **Cultural** **Environmental**

Which of the five community outcomes for the Waikato district does this project contribute to?

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

Accessible **Safe** **Sustainable** **Thriving** **Vibrant**

Section 3 – Your event/project

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

To build a new Creative Space building behind the Raglan Old School Building to replace the old metal weatherboard sheds with a purpose built building for clay art community activities with a first floor community room for children's drama, dance and similar activities.

Start date of project: 02/04/2018, Completion date for project: 30/08/2018

Who is involved in your event / project?

A community meeting in 2013 decided that a new Creative Space/ Clayshed Plus building was needed. The existing facilities at the Old School Arts Centre are used at the capacity limit. There are three after school kids clay classes every week, two adult clay workshops, two after school kids drama classes and one after school kids dance class. Raglan and area population forecast is expected to increase to double over the next 50 years. After school children's dance and drama groups run on 3 days a week.

How many volunteers are involved?

RCAC has 50 volunteers.

What other groups are involved in the project?

The community room will be available for booking by all Raglan groups. Main users are likely to be children's theatre, children's dance. Drama and music groups are likely users. Raglan Lions Club will use the purpose-built room for cleaning and sorting clothes for their Opportunity Shop.

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

Local arts classes and workshops improve the skills and develop confidence of those taking part. These locally provided activities also reduce isolation for parents, families and senior citizens.

The expected outcome is the additional classes will be held in a purpose built building that meets health and safety requirements.

There is a shortage in Raglan of spaces for community groups to use. The community room will help meet the demand.

Development of facilities at the Raglan Old School Arts centre is part of the Raglan Naturally Plan.

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 <i>(use this column if you are not GST registered)</i> | GST Exclusive Costs <i>(use this column if you are GST registered)</i> |
|-----------------------------------------------|----------------|--------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|
| TOTAL COST OF THE PROJECT/EVENT | | \$ 516,639 | → |
| Existing funds available for the project | Total A | \$27,700 | → |

Funding being sought from Waikato District Council

| Project Breakdown <i>(itemised costs of funding being sought)</i> <i>If there is insufficient space below please provide a breakdown of costs on an additional sheet.</i> | | \$ | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|----------|---|
| Contribution towards building costs | | \$10,000 | → |
| Commitment for a grant requested now (2016) with funds required in 2018 | | | |
| Total Funds being sought from WDC | Total B | \$10,000 | → |

Has funding been sought from other funders? Yes No

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

| | | | |
|-----------------------------------|----------------|-----------|---|
| a) Local donors | | \$ 6,000 | |
| b) Lottery Grants Board | | \$350,000 | → |
| c) Community Funders | | \$122,939 | |
| Total of other funds being sought | Total C | \$478,939 | |

| | | | | |
|------------------------------------------------------------------------------------|--|----------------|-----------|---|
| Total Funding Applied for (Add totals A, B & C together to make Total D) | | Total D | \$516,639 | → |
| <i>Note : This total should equal the Total Cost of the Project/Event</i> | | | | |

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

An in-kind donation of \$5,000 is being made to cover the cost of designing the building and project management.


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:

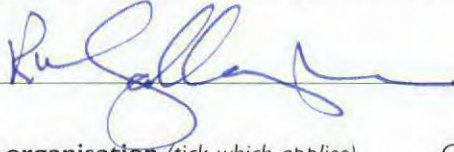
| Project | Amount received | Date |
|--------------------------------------------|-----------------|---------------|
| Raglan Arts Weekend 2017 | \$2,555.00 | August 2016 |
| Raglan Arts Weekend 2016 | \$2,000.00 | October 2015 |
| Movie screening equipment for theatre room | \$3,000.00 | December 2014 |


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

I confirm that an accountability statement has been completed and returned (Except for 2017 project, where grant is yet to be used.)

Signed:  Name: Rodger Gallagher

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

Signature:  Date: 4/10/2016.
 Position in organisation (tick which applies) Chairman Secretary Treasurer

Signature:  Date: 4/10/2016
 Position in organisation (tick which applies) Chairman Secretary Treasurer

Checklist

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

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

| Items Required | Enclosed ✓ |
|--------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|
| Read and understood the guidelines for funding applications document | ✓ |
| Discussed your application with the Waikato District Council community development co-ordinator | ✓ |
| Nominated the fund you are applying for | ✓ |
| Completed Section 1 – Your details | ✓ |
| Enclosed a full copy of the last reviewed or audited accounts (whichever applies) for your organisation/group/club | Emailed to Community Development Coordinator |
| 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 | Feasibility Study emailed to Community Development Coordinator |
| 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.

Creative Space/ Clayshed Plus building: Costs

The building costs in the grant application are based a square metre rate for a 224 square metre building. The project team includes people very familiar with building costs in Raglan. For other items we have obtained indicative estimates.

The Lottery Grants Board Community Facilities Committee, the likely major funder for this project, requires all other funding to be in place before considering a grant application. It also has a four month evaluation period. Because of this we are applying to other funders now before we have asked for tender prices for the project. The timeframe below shows how the funding requests line up with construction of the project.

What we are seeking from community funders now is a tentative commitment to the project if all funding is in place. We would supply final costs with based on tendered prices as soon as they are available in late 2017.

This would then allow the project to go ahead in 2018.

Creative Space/ Clayshed Plus building: Timeframe

| | | |
|----------------------------------------------------|----------------|--------------|
| Consult with Ngati Mahaanga | 22 July 2016 ✓ | |
| Hold community meeting and plans up in library | 23 Jul 2016 ✓ | |
| Complete feasibility study by | 5 Sep 2016 ✓ | |
| Briefing consultation Raglan Community Board | 13 Sep 2016 ✓ | |
| Briefing consultation Raglan Community Board | 13 Sep 2016 ✓ | |
| Obtain support letters from community groups | 1 Sep 2016 | |
| Request approval and support letters from WDC | 1 Sep 2016 ✓ | |
| Ask for pre-application advice from WDC regulatory | 1 Sep 2016 ✓ | |
| Undertake local and business fundraising from | 1 Sep 2016 | |
| Apply to Community Funder 1 Decision advised | 15 Sep 2016 ✓ | 1 Dec 2016 |
| Apply to Community Funder 2 Decision advised | 23 Sep 2016 ✓ | mid Dec 2016 |
| Apply to Community Funder 3 Decision advised | 22 Sep 2016 ✓ | 1 Dec 2016 |
| Apply to Community Funder 4 Decision advised | 30 Sep 2016 ✓ | 15 Jan 2017 |

| | | |
|--------------------------------------------------------------|---------------------------------------------------------------------|----------------|
| Apply to Raglan Community Board Decision advised | 7 Oct 2016 | Mid Nov 2016 |
| Apply for building and resource consents Consent approved | 1 Dec 2016 | 1 Feb 2017 |
| Obtain quantity surveyor's report Report provided | 1 Dec 2016 | 1 Feb 2017 |
| Apply to Community Funder 6 Decision advised | Late Mar 2017 | Late July 2017 |
| Apply to Lotteries Community Facilities Decision advised | 8 Mar 2017 | 2 June 2017 |
| Call for tenders and quotations | 1 July 2017 | |
| Evaluate quotations | 1 Aug 2017 | |
| Select contractor | 1 Sep 2017 | |
| Commence project | 2 nd April 2018 (1 st April is Easter Sunday) | |
| Complete project | 30 Aug 2018 | |

123



Barbara Kuriger

Member of Parliament for Taranaki-King Country

Raglan Community Arts Council
Raglan

Dear Council Members

I have always been very impressed when I have attended functions and activities hosted at the Old School Arts Centre.

Your current proposal to build an up-graded 'Creative Spaces – Clay Shed' shows tremendous vision to expand this successful community work to provide a wider range of arts, drama and craft activities reaching an even greater number of participants than has been previously possible .

A huge amount of time and careful effort has been put into this feasibility study by members of the trust and I fully understand the need to see this project completed. This new venture shows your dedication and commitment to upholding the immense value of the creative arts in Raglan.

I fully support this proposal and believe that it will greatly improve the facilities available to the community at the Raglan Old School Arts Centre. It will also strengthen interest in the Raglan arts scene increasing visitors both nationally and internationally to the district.

A handwritten signature in cursive script that reads 'B Kuriger'.

Barbara Kuriger
MP TARANAKI-KING COUNTRY

Authorised by Barbara Kuriger MP, Parliament Buildings, Wellington



Parliament Buildings, Wellington – 6160
P: + 64 4 817 9281
E: Barbara.Kuriger@parliament.govt.nz

25 Roche Street, Te Awamutu – 3800
P: + 64 7 870 1005
E: Kuriger.Teawamutu@parliament.govt.nz

80 Rata Street, Inglewood – 4330
P: + 64 6 756 6032
E: Kuriger.Inglewood@parliament.govt.nz



Old School Arts Centre

03 September 2016

Jet Collective

Dear Jet Collective

Raglan Community Arts Council is asking you for your support.

We are in the consulting process for a new Creative Space Building we want to add to the Old School Arts Centre.

The new building will replace the old Clay Shed and Lions Club Shed and create an additional multi-functional space. The upstairs room of about 100 square metres can cater for meetings, drama, theatre, music, and physical art forms like ballet and tai chi. The ground level will house the clay shed with separate kiln room and a sorting and storage space for the Lions Club. In the new Creative Space Building, we envisage many community enhancing activities which can be accommodated, with use, by a wide range of community groups.

To be involved in this project please get in touch with the Old School Arts Centre info@raglanartscentre.co.nz. To look at the plans just pop in to the Library's quiet room which are on display there or call into the Arts Centre Office during office hours Monday to Friday 10am – 2pm.

Thank you for your support

Yours sincerely

Rodger Gallagher
Chair Raglan Community Arts Council

Please express your support either by e-mail or postage mail

We Jet Collective..... fully support the Raglan Community Arts Council in their building project.

Our organisation may use the new facility in the future (Tick if YES).....



Raglan Community Arts Council
Old School Arts Centre :: 5 Stewart St, Raglan 3265, New Zealand : Phone 07 825 0023
email: info@raglanartscentre.co.nz : www.raglanartscentre.co.nz

OUR SUPPORTERS THANK YOU





Old School Arts Centre

03 September 2016

Hayley and Karla
The Monster Co.

Dear Hayley and Karla

Raglan Community Arts Council is asking you for your support.

We are in the consulting process for a new Creative Space Building we want to add to the Old School Arts Centre.

The new building will replace the old Clay Shed and Lions Club Shed and create an additional multi-functional space. The upstairs room of about 100 square metres can cater for meetings, drama, theatre, music, and physical art forms like ballet and tai chi. The ground level will house the clay shed with separate kiln room and a sorting and storage space for the Lions Club. In the new Creative Space Building, we envisage many community enhancing activities which can be accommodated, with use, by a wide range of community groups.

To be involved in this project please get in touch with the Old School Arts Centre info@raglanartscentre.co.nz. To look at the plans just pop in to the Library's quiet room which are on display there or call into the Arts Centre Office during office hours Monday to Friday 10am – 2pm.

Thank you for your support

Yours sincerely

Rodger Gallagher
Chair Raglan Community Arts Council

Please express your support either by e-mail or postage mail

We the monster company fully support the Raglan Community Arts Council in their building project.

Our organisation may use the new facility in the future (Tick if YES).....



Raglan Community Arts Council
Old School Arts Centre - 5 Stewart St, Raglan 4205, New Zealand - Phone 07 825 0024
email info@raglanartscentre.co.nz www.raglanartscentre.co.nz

OUR SUPPORTERS THANK YOU



DEPARTMENT OF CULTURE AND HERITAGE

DEPARTMENT OF ENVIRONMENT
WAIKATO REGIONAL COUNCIL

CREATIVE ORGANISATIONS GROWTH SCHEME



Old School Arts Centre

03 September 2016

Raglan Sailing Club
Jillian Lankshear

Dear Raglan Sailing Club

Raglan Community Arts Council is asking you for your support.

We are in the consulting process for a new Creative Space Building we want to add to the Old School Arts Centre.

The new building will replace the old Clay Shed and Lions Club Shed and create an additional multi-functional space. The upstairs room of about 100 square metres can cater for meetings, drama, theatre, music, and physical art forms like ballet and tai chi. The ground level will house the clay shed with separate kiln room and a sorting and storage space for the Lions Club. In the new Creative Space Building, we envisage many community enhancing activities which can be accommodated, with use, by a wide range of community groups.

To be involved in this project please get in touch with the Old School Arts Centre info@raglanartscentre.co.nz. To look at the plans just pop in to the Library's quiet room which are on display there or call into the Arts Centre Office during office hours Monday to Friday 10am – 2pm.

Thank you for your support

Yours sincerely

Rodger Gallagher
Chair Raglan Community Arts Council

Please express your support either by e-mail or postage mail

We RAGLAN SAILING CLUB..... fully support the Raglan Community Arts Council in their building project.

Our organisation may use the new facility in the future (Tick if YES)..........



Raglan Community Arts Council
Old School Arts Centre :: 5 Stewart St, Raglan 3265, New Zealand :: Phone 07 825 0023
email: info@raglanartscentre.co.nz : www.raglanartscentre.co.nz

OUR SUPPORTERS THANK YOU



MINISTRY OF SOCIAL DEVELOPMENT
TEAR SHEET 10/11/12



THE SEAWATER



DONNET TRUST • BRASSMEYER TRUST • LORIAN CAMPBELL (LTA) • PAGE TRUST
RAGLAN CLUB • RAGLAN LEON • RAY (WHT) • 10 • PTT • HARBOR TRUST • XTREME WASTE

ST LAZARUS
TRUSTCommunity Organisation
Raglan, New Zealand



Old School Arts Centre

03 September 2016

Mike Rarere
Raglan Community House

Dear Mike

Raglan Community Arts Council is asking you for your support.

We are in the consulting process for a new Creative Space Building we want to add to the Old School Arts Centre.

The new building will replace the old Clay Shed and Lions Club Shed and create an additional multi-functional space. The upstairs room of about 100 square metres can cater for meetings, drama, theatre, music, and physical art forms like ballet and tai chi. The ground level will house the clay shed with separate kiln room and a sorting and storage space for the Lions Club. In the new Creative Space Building, we envisage many community enhancing activities which can be accommodated, with use, by a wide range of community groups.

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Thank you for your support

Yours sincerely

Rodger Gallagher
Chair Raglan Community Arts Council

Please express your support either by e-mail or postage mail

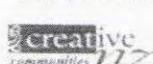
We, Raglan Community House..... fully support the Raglan Community Arts Council in their building project.

Our organisation may use the new facility in the future (Tick if YES).....



Raglan Community Arts Council
Old School Arts Centre : 5 Stewart St, Raglan 3265, New Zealand : Phone 07 825 0023
email: info@raglanartscentre.co.nz : www.raglanartscentre.co.nz

OUR SUPPORTERS. THANK YOU.





Old School Arts Centre

03 September 2016

June Penn
Whaingaroa Environment Centre

Dear June

Raglan Community Arts Council is asking you for your support.

We are in the consulting process for a new Creative Space Building we want to add to the Old School Arts Centre.

The new building will replace the old Clay Shed and Lions Club Shed and create an additional multi-functional space. The upstairs room of about 100 square metres can cater for meetings, drama, theatre, music, and physical art forms like ballet and tai chi. The ground level will house the clay shed with separate kiln room and a sorting and storage space for the Lions Club. In the new Creative Space Building, we envisage many community enhancing activities which can be accommodated, with use, by a wide range of community groups.

To be involved in this project please get in touch with the Old School Arts Centre info@raglanartscentre.co.nz. To look at the plans just pop in to the Library's quiet room which are on display there or call into the Arts Centre Office during office hours Monday to Friday 10am – 2pm.

Thank you for your support

Yours sincerely

Rodger Gallagher
Chair Raglan Community Arts Council

Please express your support either by e-mail or postage mail

We, Whaingaroa Environment Centre, fully support the Raglan Community Arts Council in their building project.

Our organisation may use the new facility in the future (Tick if YES).....



Raglan Community Arts Council
Old School Arts Centre :: 5 Stewart St. Raglan :: 285, New Zealand :: Phone: 07 825 0023
email: info@raglanartscentre.co.nz :: www.raglanartscentre.co.nz

OUR SUPPORTERS THANK YOU



MINISTÈRE ANI JEUNE DÉPARTEMENT
Ministry of Culture and Creative Industries



TRUST OF WAIKATO



creative communities NZ



WEL



Waikato

ST LAZARUS
TRUST



COGS

DONNY TRUST • GRASSMERE TRUST • JUDIAN CAMPBELL TRUST • RACE TRUST
RAGLAN CLUB • RAGLAN LIONS • RAY & HEY • SEX CITY • HAMILTON TRUST • ATREMI WASTE



Old School Arts Centre

03 September 2016

Ahoy Studios

Dear Ahoy

Raglan Community Arts Council is asking you for your support.

We are in the consulting process for a new Creative Space Building we want to add to the Old School Arts Centre.

The new building will replace the old Clay Shed and Lions Club Shed and create an additional multi-functional space. The upstairs room of about 100 square metres can cater for meetings, drama, theatre, music, and physical art forms like ballet and tai chi. The ground level will house the clay shed with separate kiln room and a sorting and storage space for the Lions Club. In the new Creative Space Building, we envisage many community enhancing activities which can be accommodated, with use, by a wide range of community groups.

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Thank you for your support

Yours sincerely

Rodger Gallagher
Chair Raglan Community Arts Council

Please express your support either by e-mail or postage mail

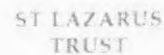
We *Ahoy - creative crew* fully support the Raglan Community Arts Council in their building project. *gallery/studios* *fall 2016*

Our organisation may use the new facility in the future (Tick if YES)



Raglan Community Arts Council
Old School Arts Centre :: 5 Stewart St. Raglan 3205, New Zealand :: Phone 07 825 0023
email info@raglanartscentre.co.nz :: www.raglanartscentre.co.nz

OUR SUPPORTERS: THANK YOU



MINISTERS OF HERALD AND COAT OF ARMS
NEW ZEALAND

ROYAL TRUST • DEPARTMENT OF THE ENVIRONMENT • JELLY STREET • RECYCLED PAPER TRUST
RAGLAN CLUB • RAUJAN GONG HAI • WHITE TANK TRUST • WAIKATO REGIONAL COUNCIL • KAPU WASTE

Raglan Community Arts Council plans to build a Creative Space for Education, Culture & Arts (Clayshed Plus)

| Signature | Print Name | Contact Details | I support the Creative Space Tick Here | Comments |
|-----------|-------------------------|---------------------------------------|----------------------------------------------|-------------------|
| | Stuarts | Margaret + Selwyn Stuart (Todd D.) | <input checked="" type="checkbox"/> | \$\$\$ |
| | Clint Baddley. | Councillor | <input type="checkbox"/> | |
| | Irma Schute. | Raglan Chronicle. | <input type="checkbox"/> | |
| | Virginia Gallagher | | <input type="checkbox"/> | |
| | Ex Old School Pupils | | <input type="checkbox"/> | Pantech \$20 |
| | Wendy Coxhead. | Raglan - Lions | <input type="checkbox"/> | |
| | BYRON DELVES | 021554703 | <input type="checkbox"/> | |



Old School Arts Centre

03 September 2016

Charlotte
Raglan Ballet

Dear Charlotte

Raglan Community Arts Council is asking you for your support.

We are in the consulting process for a new Creative Space Building we want to add to the Old School Arts Centre.

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Thank you for your support

Yours sincerely

Rodger Gallagher
Chair Raglan Community Arts Council

Please express your support either by e-mail or postage mail

We Raglan ballet (Charlotte) fully support the Raglan Community Arts Council in their building project.

Our organisation may use the new facility in the future (Tick if YES).....

CCECO 29/11



Raglan Community Arts Council
Old School Arts Centre :: 5 Stewart St, Raglan 3265, New Zealand :: Phone 07 825 0023
email: info@raglanartscentre.co.nz :: www.raglanartscentre.co.nz

OUR SUPPORTERS THANK YOU



MINISTRY OF CULTURE AND HERITAGE
Department of Culture and Heritage



DEPT OF THE ENVIRONMENT, CONSERVATION AND FORESTRY



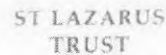
creative communities nz



MEL ENERGY TRUST



Waikato DISTRICT COUNCIL



ST LAZARUS TRUST



Community Organisation

DONNAE TRUST • GRASSROOTS TRUST • LOGAN CAMPBELL ESTATE • PACA TRUST
RAGLAN CLUB • RAGLAN LODGE • RAY WHITE • SKY CITY • HAMILTON TRUST • XTREME WASTE



03 September 2016

Greg Taylor
Mighty Mighty Music

Dear Greg

Raglan Community Arts Council is asking you for your support.

We are in the consulting process for a new Creative Space Building we want to add to the Old School Arts Centre.

The new building will replace the old Clay Shed and Lions Club Shed and create an additional multi-functional space. The upstairs room of about 100 square metres can cater for meetings, drama, theatre, music, and physical art forms like ballet and tai chi. The ground level will house the clay shed with separate kiln room and a sorting and storage space for the Lions Club. In the new Creative Space Building, we envisage many community enhancing activities which can be accommodated, with use, by a wide range of community groups.

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Thank you for your support

Yours sincerely

Rodger Gallagher
Chair Raglan Community Arts Council

Please express your support either by e-mail or postage mail

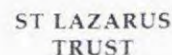
We... *Mighty Mighty Music* ... fully support the Raglan Community Arts Council in their building project.

Our organisation may use the new facility in the future (Tick if YES).....



Raglan Community Arts Council
Old School Arts Centre :: 5 Stewart St, Raglan 3265, New Zealand :: Phone 07 825 0023
email: info@raglanartscentre.co.nz :: www.raglanartscentre.co.nz

OUR SUPPORTERS: THANK YOU



DONNY TRUST • GRASSROOTS TRUST • LOGAN CAMPBELL ESTATE • PAGE TRUST
RAGLAN CLUB • RAGLAN LIONS • RAY WHITE • SKY CITY HAMILTON TRUST • XTREME WASTE





03 September 2016

Susan Flight
Mountain Dreaming Workshop

Dear Susan

Raglan Community Arts Council is asking you for your support.

We are in the consulting process for a new Creative Space Building we want to add to the Old School Arts Centre.

The new building will replace the old Clay Shed and Lions Club Shed and create an additional multi-functional space. The upstairs room of about 100 square metres can cater for meetings, drama, theatre, music, and physical art forms like ballet and tai chi. The ground level will house the clay shed with separate kiln room and a sorting and storage space for the Lions Club. In the new Creative Space Building, we envisage many community enhancing activities which can be accommodated, with use, by a wide range of community groups.

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Thank you for your support

Yours sincerely

Rodger Gallagher
Chair Raglan Community Arts Council

Please express your support either by e-mail or postage mail

We... *at Mt Dreaming* fully support the Raglan Community Arts Council in their building project. *arts workshop*

Our organisation may use the new facility in the future (Tick if YES)..... *yes* ✓



Raglan Community Arts Council
Old School Arts Centre :: 5 Stewart St. Raglan 3265. New Zealand :: Phone 07 825 0023
email: info@raglanartscentre.co.nz :: www.raglanartscentre.co.nz

OUR SUPPORTERS: THANK YOU



MINISTRY OF SOCIAL DEVELOPMENT
Te Kaitiaki Take Kōwhiri



TRUST WAIKATO



ST LAZARUS TRUST



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RAGLAN CLUB • RAGLAN LIONS • RAY WHITE • SKY CITY HAMILTON TRUST • XTREME WASTE

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

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

Designation of Raglan Community Arts Council

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

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

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

Dated at Wellington this 12th day of April 1984.

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

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

[L.S.]

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

Designation of Administrative Local Authority for Community Arts Council

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

Dated at Wellington this 6th day of May 1985.

PETER TAPSELL, Minister for the Arts.

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

From: Kate Gallagher

[mailto:KateG@CREATIVENZ.GOVZ.NZ]

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

To: rwg@cvm.co.nz

Cc: Nicola Robb; Ruth Delaney

Subject: [\[raglan-arts\]](#) Administrative Local Authorities

[Hi Rodger](#)

[Yes it is Waikato District Council who is the designated Administrative Local Authority for the Raglan Community Arts Council](#)



Old School Arts Centre

Raglan Community Arts Council

Annual Report

Year ended 31st March 2016



Raglan Community Arts Council

Old School Arts Centre :: 5 Stewart St, Raglan, New Zealand :: Phone 07 825 0023

email: info@raglanartscentre.co.nz :: www.raglanartscentre.co.nz

OUR SUPPORTERS: THANK YOU.



TRUST WAIKATO



ST LAZARUS TRUST



DONNY TRUST • GRASSROOTS TRUST • LOGAN CAMPBELL ESTATE • PAGE TRUST
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Raglan Community Arts Council Chairperson's Report: 1st April 2015 to 31st March 2016

2015/16 ended on a real high when on the 30th March we won the prize for the best local premiere of the film **HUNT FOR THE WILDERPEOPLE**. The prize was a visit on the 3rd April by members of the film's cast and crew. It was a real pleasure to see Taika Waititi, Julian Dennison and Rima Te Wiata welcomed to the Old School by Kaumatua Sean Ellison. This was a real community day with many Raglan locals joining in the fun.

Our other big events started with the Raglan Film Festival in September 2015, followed by the 2016 Raglan Arts Weekend on Auckland Anniversary Weekend. These events were all artistic successes. It is always a challenge to stage these events working on limited budgets.

We continue to hold acoustic music events held every so often with musicians and guests appreciating our intimate venue. A big thank you to Tom McCormick for helping organise these. The Community Gallery hosted artist exhibitions and at all other times we have a members' exhibition. This year for the first time we held a preview exhibition and silent auction for the Raglan Arts Weekend in the gallery.

The OSCAR school holiday courses continued during the year. Other workshops this year include raranga, painting, photography, drawing, tai chi and guitar. The after school clay art sessions are very popular led by Rae Clarke, Susanne Prinz, Jodi Prinz and helping hands Mike Vine and Maureen Soanes.

The Raglan Film Festival held in September continues to successfully celebrate the talents of local film makers with the Raglan Arts Film Festival Awards (RAFFA) with good support from local businesses). We also have screenings of new release movies at least once a month.

Our main upgrade project this year was renovating the theatre room and upgrading the film projection equipment. Assistance from Meridian Energy, Raglan Lions, Sky City Hamilton Community Trust, Raglan Community Board and the Waikato Community Committee of the Lottery Grants Board allowed all the required work to be carried out. The work began in October led by Ken Soanes with most of it completed by November. We now have a high quality set up in a very nice cosy room with the original character featured.

The existing Clay Shed is too small. Membership and usage continues to increase. We have continued work on planning the new Creative Space/ Clay Shed Plus building. Suzanne Prinz and her Clay Shed team are continuing with the fundraising. A grant for preparing a Feasibility Study has allowed the project to move to the next stage.

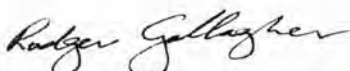
We continue to cover a large part of our operating costs from our own fundraising activities of room hire, kitchen hire and the Raglan Creative Market. Generous financial support from donors allows our full range of activities to continue. Raglan Town Hall committee, WEL Energy Trust, COGS, Creative Communities Waikato District, Raglan Community Board, Ministry of Social Development, Sky City Hamilton Community Trust, Waikato District Council, Xtreme Zero Waste, Raglan Lions Club and Trust Waikato all provide the support we need to operate. Local businesses, accommodation providers and organisations sponsor and support specific projects including Art to Wear, Raglan Arts Weekend, Raglan Film Festival and Kids' Clay.

Other arts groups at the Arts Centre are Karioi Quilters, Children's Drama Theatre, Children's Ballet and Kids' Singing. We also have regular community groups and non arts hirers including Te Mauri Tau and Raglan Sailing Club who make sure the Arts Centre is well used and provide a welcome addition to our income.

Our Arts Facilitator, Jacqueline Anderson assisted by Jenny Penfold keeps the office going well. Jacqueline played a key role in many projects including the Raglan Arts Weekend. Lynn MacDonald kept the building clean during the year. A big thank you to this team and our tutors for keeping the Arts Centre humming. The Raglan Chronicle and Raglan Community Radio support us with wide coverage of the arts in Whaingaroa. Members, businesses and individuals from our community all contribute. Without all of this support we could not operate.

I would like to thank Angela Williams as secretary, Ken Soanes for his work on the building especially the theatre room project and the other members of our committee for their work and support during the year. Wendy Coxhead does the essential job every week of washing our linen. For another year, Virginia Gallagher has put in a great effort as internal auditor and accountant. We are reporting for the first time under the new requirements for charities. Lynne Wilkins provides vital backup support when needed on any complex accounting issues. The security callout list gets special thanks for turning out in the middle of the night if the alarm goes. The Waikato District Council provides good support through our main contacts: Clint Baddeley, Gavin Benseman, and Cindy Norris.

The Arts Council and the Old School Arts Centre continue to prosper.



Rodger Gallagher Chairperson, 7 July 2016

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

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

Full name of organisation Raglan Community Arts Council

For the year ended 31 March 2016

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

PASSWORD : xrb (Note password is case-sensitive)

Raglan Community Arts Council**Performance Report****For the year ended
31 March 2016****Contents**

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

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

Raglan Community Arts Council

Entity Information

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

For the year ended
31 March 2016

| | |
|--------------------------------------------|-------------------------------------------------------------------|
| Legal Name of Entity: * | Raglan Community Arts Council |
| Other Name of Entity (if any): | Raglan Old School Arts Centre |
| Type of Entity and Legal Basis (if any): * | Community Arts Council operating under the Arts Council of NZ Act |
| Registration Number: | CC24379 |

Entity's Purpose or Mission:

Our aim is to nurture and encourage development of the arts in Whaingaroa. Operating the Raglan Old School Arts Centre, Providing a financial umbrella for arts projects, Fund raising for operations & projects, Supporting & prompting arts activities & events, Encouraging & promoting resident artists.

Entity Structure: *

RCAC has a management committee with a Chairperson, Deputy Chairperson, Secretary and Treasurer. The committee meets monthly. All payments are approved by two members of the committee who have been authorised by a committee meeting.

Raglan Community Arts Council
Entity Information
"Who are we?", "Why do we exist?"
For the year ended
31 March 2016

Main Sources of the Entity's Cash and Resources:*

Main funding sources are self funding, grants and donations from community funders, government agencies, individuals and businesses.

Main Methods Used by the Entity to Raise Funds:*

RCAC holds a monthly creative market to raise funds. It also raises funds from facility and equipment hire.

Entity's Reliance on Volunteers and Donated Goods or Services: *

Volunteers run most activities including movie screenings, event coordination and management.

Raglan Community Arts Council

Entity Information

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

For the year ended
31 March 2016

Additional Information: *

Contact details

| | |
|-------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| Physical Address: | 5 Stewart St, Raglan 3225 |
| Postal Address: | 5 Stewart St, Raglan 3225 |
| Phone/Fax: | 07 825 0023 |
| Email/Website: | info@raglanartscentre.co.nz |
|  | https://www.facebook.com/raglanoldschoolartscentre/ |
|  | |

Raglan Community Arts Council
Statement of Service Performance
 "What did we do?", When did we do it?"
 For the year ended
 31 March 2016

Description of the Entity's Outcomes*:

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

| Description and Quantification (to the extent practicable) of the Entity's Outputs:* | Actual* | Budget | Actual* |
|-----------------------------------------------------------------------------------------------------------------|-----------|-----------|-----------|
| | This Year | This Year | Last Year |
| OSCAR | | | |
| Children's School Holiday Sessions - people attending | 70 | | |
| Monthly Movies 16 movie weekends | 763 | | |
| Film Festival 12 sessions - people attending | 153 | | |
| Red Carpet Awards Evening - people attending | 50 | | |
| Concerts 7 music or drama events - people attending | 174 | | |
| Raglan Arts Weekend - people attending and Little Food Festival - people attending over 3 days in January | 4000 | | |
| Raglan Creative Market Over year - people attending Held Monthly | 12,000 | | |
| Kid's After School Clay 2 to 3 per term - people attending | 70 | | |

Additional Output Measures:

What's On newsletter published each month with 200 print and 450 electronic copies.

Additional Information:

Clayshed members' nights held throughout the year along with other groups such as children's ballet, children's drama and Karioi Quilting. Arts Centre used by a large number of community groups throughout the year.

Raglan Community Arts Council

Statement of Financial Performance

"How was it funded?" and "What did it cost?"

For the year ended

31 March 2016

| | Note | Actual* This Year \$ | Budget This Year \$ | Actual* Last Year \$ |
|--------------------------------------------------------------|------|----------------------------|---------------------------|----------------------------|
| Revenue | | | | |
| Rents received and income from equipment hire | | 33,594 | | 22,099 |
| Classes, participation fees, stallholders fees, ticket sales | | 39,542 | | 40,607 |
| Subscriptions | | 622 | | 457 |
| Items sold on behalf of Artists | | 19,014 | | 23,590 |
| Interest | | 1,592 | | 1,255 |
| Sponsorship and advertising | | 3,690 | | - |
| Grants, donations and subsidies | | 64,236 | | 57,796 |
| Other revenue | | 19,423 | | 26,804 |
| | | | | |
| | | | | |
| Total Revenue* | | 181,713 | - | 172,608 |
| Expenses | | | | |
| Workshops and Events | | 24,565 | | 36,875 |
| Volunteer and employee related costs* | | 52,522 | | 49,536 |
| Overheads and consumables | | 27,565 | | 29,405 |
| Payments to Artists for items sold | | 19,014 | | 23,590 |
| Repairs and maintenance | | 26,825 | | 7,721 |
| Other expenses | | 16,870 | | 11,896 |
| Depreciation expense | | 3,646 | | 2,120 |
| | | | | |
| | | | | |
| Total Expenses* | | 171,007 | - | 161,143 |
| | | | | |
| Surplus/(Deficit) for the Year* | | 10,706 | - | 11,465 |

Raglan Community Arts Council

Statement of Financial Position

"What the entity owns?" and "What the entity owes?"

As at

31 March 2016

| | Note | Actual* This Year \$ | Budget This Year \$ | Actual* Last Year \$ |
|----------------------------------------------------------|------|----------------------------|---------------------------|----------------------------|
| Assets | | | | |
| Current Assets | | | | |
| Bank accounts and cash* | | 43,162 | | 37,961 |
| GST Accrued | | 146 | | |
| Inventory* | | | | |
| Other current assets | | | | |
| Total Current Assets | | 43,308 | - | 37,961 |
| Non-Current Assets | | | | |
| Property, plant and equipment* | | 220,579 | | 216,479 |
| Investments* | | | | |
| Term deposit | | | | |
| Total Non-Current Assets | | 220,579 | - | 216,479 |
| Total Assets* | | 263,887 | - | 254,440 |
| Liabilities | | | | |
| Current Liabilities | | | | |
| Refundable Clay Shed key deposit | | 590 | | 450 |
| Creditors and accrued expenses* | | | | 2,983 |
| GST owing | | | | 11 |
| Unused donations and grants with conditions* | | 14,355 | | 12,760 |
| Other current liabilities | | | | |
| Total Current Liabilities | | 14,945 | - | 16,204 |
| Non-Current Liabilities | | | | |
| Loans* | | | | |
| Other non-current liabilities | | | | |
| Total Non-Current liabilities | | - | - | - |
| Total Liabilities* | | 14,945 | - | 16,204 |
| Total Assets less Total Liabilities (Net Assets)* | | 248,942 | - | 238,236 |
| Accumulated Funds | | | | |
| Capital contributed by owners or members* | | 226,771 | | 226,771 |
| Accumulated surpluses or (deficits)* | | 8,671 | | 465 |
| Reserves* | | 13,500 | | 11,000 |
| Total Accumulated Funds* | | 248,942 | - | 238,236 |

Raglan Community Arts Council

Statement of Cash Flows

"How the entity has received and used cash"

For the year ended
31 March 2016

| | Actual* This Year \$ | Budget This Year \$ | Actual* Last Year \$ |
|----------------------------------------------------------------|----------------------------|---------------------------|----------------------------|
| Cash Flows from Operating Activities* | | | |
| Cash was received from: | | | |
| Donations, fundraising and other similar receipts* | 70,201 | | 54,512 |
| Fees, subscriptions and other receipts from members* | 753 | | 614 |
| Receipts from providing goods or services* | 91,140 | | 93,645 |
| Interest, dividends and other investment receipts* | 1,592 | | 1,255 |
| Net GST | (149) | | 13 |
| Cash was applied to: | | | |
| Payments to suppliers and employees* | 149,720 | | 132,321 |
| Donations or grants paid* | 870 | | 6,880 |
| Payments to acquire property plant and equipment | 7,746 | | 7,805 |
| Net Cash Flows from Operating Activities* | 5,201 | - | 3,033 |
| Cash flows from Investing and Financing Activities* | | | |
| Cash was received from: | | | |
| Receipts from the sale of property, plant and equipment* | | | |
| Receipts from the sale of investments* | | | |
| Proceeds from loans borrowed from other parties* | | | |
| Capital contributed from owners or members* | | | |
| Cash was applied to: | | | |
| Payments to acquire property, plant and equipment* | | | |
| Payments to purchase investments* | | | |
| Repayments of loans borrowed from other parties* | | | |
| Capital repaid to owners or members* | | | |
| Net Cash Flows from Investing and Financing Activities* | - | - | - |
| Net Increase / (Decrease) in Cash* | 5,201 | - | 3,033 |
| Opening Cash* | 37,961 | | 34,928 |
| Closing Cash* | 43,162 | | 37,961 |
| This is represented by: | | | |
| Bank Accounts and Cash* | 43,162 | - | 37,961 |

Raglan Community Arts Council

Statement of Accounting Policies

"How did we do our accounting?"

For the year ended

31 March 2016

Basis of Preparation*

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

Goods and Services Tax (GST)*

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

Income Tax

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

Bank Accounts and Cash

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

[Name of Specific Accounting Policy]*

RCAC Financial Procedures 25th July 2010.

Changes in Accounting Policies*

There have been no changes in accounting policies during the financial year (last year - nil). A meeting was held with our accountant to review cash handling procedures. Resulting from this a cash drawer has been purchased for use at events and a cash handling system is being investigated.

Raglan Community Arts Council
Notes to the Performance Report

For the year ended
31 March 2016

Note 1 : Analysis of Revenue

| Revenue Item | Analysis | This Year | Last Year |
|----------------------------------------------------------------------------------------------------|------------------------------|---------------|---------------|
| Rents received and income from equipment hire | | \$ | \$ |
| | Old School | 18,696 | 16,146 |
| | St Lazarus Kitchen | 13,954 | 4,708 |
| | Movie equipment hire | 944 | 1,245 |
| | Total | 33,594 | 22,099 |
| | | \$ | \$ |
| Classes and course fees, participation fees, ticket sales and entry fees, Market stallholders fees | Classes and course fees | 10,480 | 15,149 |
| | Participation fees | 5,561 | - |
| | Ticket sales and entry fees | 11,340 | 11,168 |
| | Market Stallholders fees | 12,161 | 14,290 |
| | Total | 39,542 | 40,607 |
| | | \$ | \$ |
| Fees, subscriptions and other revenue from members | Subscriptions received | 622 | 457 |
| | Total | 622 | 457 |
| | | \$ | \$ |
| Items sold on behalf of customers | RCAC events | 16,279 | 14,867 |
| | Non RCAC events | 2,735 | 8,723 |
| | Total | 19,014 | 23,590 |
| | | \$ | \$ |
| Interest, dividends and other investment revenue | Interest | 1,592 | 1,255 |
| | Total | 1,592 | 1,255 |
| | | \$ | \$ |
| Sponsorship and Advertising | | 3,690 | |
| | Total | 3,690 | - |
| | | \$ | \$ |
| Grants, donations and subsidies | | 64,236 | 57,796 |
| | Total | 64,236 | 57,796 |
| | | \$ | \$ |
| Other revenue | Sundry income | 10,271 | 21,180 |
| | Koha and donations received | 4,480 | 2,425 |
| | Refreshment sales | 2,298 | 2,298 |
| | Commission on Artists' sales | 2,374 | 901 |
| | Total | 19,423 | 26,804 |

Raglan Community Arts Council

Notes to the Performance Report

For the year ended
31 March 2016

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

| Revenue Item | Analysis | This Year \$ | Last Year \$ | |
|--------------------------------------------------------|---------------------------------------|------------------------------------------|-----------------|--------|
| Grants, Donations and Subsidies - Details of Note 1 | Unspent grants forward from last year | 12760 | 18372 | |
| | MSD OSCAR Grants | 4825 | 6000 | |
| | Creative Communities NZ - Waikato | 12730 | 10536 | |
| | Waikato District Council | 2000 | 2000 | |
| | Raglan Community Board | 0 | 3000 | |
| | Raglan Town Hall Committee | 6667 | 1728 | |
| | COGS | 9000 | 10000 | |
| | Trust Waikato | 8000 | 8000 | |
| | NZ Lottery Grants Board | 12200 | 0 | |
| | Meridian Energy | 4638 | 0 | |
| | Sky City Hamilton Community Trust | 0 | 3000 | |
| | Raglan Lions Club | 1771 | 850 | |
| | WEL Energy Trust | 4000 | 3000 | |
| | Xtreme Zero Waste | 0 | 500 | |
| | eCoast | 0 | 200 | |
| | Public Place Recycling | 0 | 2500 | |
| | L J Hooker | 0 | 870 | |
| | | | | |
| | | Less Unspent grants forward to next year | -14355 | -12760 |
| | | | | |
| | Total | 64,236 | 57,796 | |

Raglan Community Arts Council
Notes to the Performance Report

For the year ended
31 March 2016

Note 2 : Analysis of Expenses

| Expense Item | Analysis | This Year | Last Year |
|--------------------------------------|------------------------------------|---------------|---------------|
| Workshop and events | | \$ | \$ |
| | | 24,565 | 36,875 |
| | Total | 24,565 | 36,875 |
| Volunteer and employee related costs | | \$ | \$ |
| | Wages and salaries | 49,253 | 46,906 |
| | Kiwi Saver - employer contribution | 1,106 | 1,082 |
| | ACC Premiums | 264 | 380 |
| | Social events, gifts | 1,108 | 567 |
| | Staff training and expenses | 791 | 601 |
| | Total | 52,522 | 49,536 |
| Overheads and consumables | | \$ | \$ |
| | Venue hire | 8,623 | 10,797 |
| | Power | 3,004 | 2,430 |
| | Rent and rates | 1,315 | 10 |
| | Telephone and internet | 2,434 | 2,568 |
| | Printing and stationery | 7,015 | 6,957 |
| | Freight and postage | 848 | 486 |
| | Bank fees | 161 | 185 |
| | Charities Services | 44 | 44 |
| | Accounting and audit fees | 2,470 | 2,759 |
| | Insurance | 1,651 | 3,169 |
| | Total | 27,565 | 29,405 |
| Payment to Artists for items sold | | \$ | \$ |
| | RCAC events | 16,279 | 14,867 |
| | Non RCAC events | 2,735 | 8,723 |
| Total | 19,014 | 23,590 | |
| Repairs and maintenance | | \$ | \$ |
| | Equipment repairs and Maintenance | 2,206 | 1,552 |
| | Buildings Repairs and Maintenance | 18,031 | 2,972 |
| | Grounds Repairs and Maintenance | 10 | 101 |
| | Cleaning | 3,965 | 1,802 |
| | Replacements | 2,613 | 1,294 |
| Total | 26,825 | 7,721 | |
| Other expenses | | \$ | \$ |
| | Advertising and Marketing | 8,738 | 5,312 |
| | Refreshment purchases | 1,375 | 1,585 |
| | Contractors | 1,465 | 432 |
| | General expenses | 137 | 120 |
| | Koha/Donations paid | 900 | 1,897 |
| | Subscriptions paid | 90 | 90 |
| | Kitchen expenses | 3,465 | 1,415 |
| | Equipment lease and hire | 700 | 1,045 |
| Total | 16,870 | 11,896 | |
| Depreciation expenses | | \$ | \$ |
| | | 3,646 | 2,120 |
| Total | 3,646 | 2,120 | |

Raglan Community Arts Council

Notes to the Performance Report

For the year ended
31 March 2016

Note 3 : Analysis of Assets and Liabilities

| Asset Item | Analysis | This Year | Last Year |
|----------------------------------|----------------------------------|------------------|------------------|
| Bank accounts and cash | | \$ | \$ |
| | Cheque account | 7,108 | 6,210 |
| | Youth Art Trust Account | 587 | 449 |
| | Online Bonus Saver | 22,792 | 19,459 |
| | Petty Cash | 250 | 250 |
| | GST refund due | 146 | - |
| | Total | 30,883 | 26,368 |
| | | | |
| Asset Item | Analysis | This Year | Last Year |
| Debtors and prepayments | | \$ | \$ |
| | Total | - | - |
| | | | |
| Asset Item | Analysis | This Year | Last Year |
| Inventory | | \$ | \$ |
| | Total | - | - |
| | | | |
| Asset Item | Analysis | This Year | Last Year |
| Other current assets | | \$ | \$ |
| | Total | - | - |
| | | | |
| Asset Item | Analysis | This Year | Last Year |
| Investments | | \$ | \$ |
| | Total | - | - |
| | | | |
| Asset Item | Analysis | This Year | Last Year |
| Other non-current assets | | \$ | \$ |
| | Term Deposit | 12,425 | 11,593 |
| | Total | 12,425 | 11,593 |
| | | | |
| Liability Item | Analysis | This Year | Last Year |
| Creditors and accrued expenses | | \$ | \$ |
| | Refundable Clay Shed key deposit | 590 | 450 |
| | Income received in advance | | 2,983 |
| | GST Liability | | 11 |
| | Total | 590 | 3,444 |
| | | | |
| Liability Item | Analysis | This Year | Last Year |
| Employee costs payable | | \$ | \$ |
| | Total | - | - |
| | | | |
| Liability Item | Analysis | This Year | Last Year |
| Unused donations and grants with | | \$ | \$ |
| | | 14,355 | 12,760 |
| | Total | 14,355 | 12,760 |
| | | | |
| Liability Item | Analysis | This Year | Last Year |
| Other current liabilities | | \$ | \$ |
| | Total | - | - |
| | | | |
| Liability Item | Analysis | This Year | Last Year |
| Loans | | \$ | \$ |
| | Total | - | - |
| | | | |
| Liability Item | Analysis | This Year | Last Year |
| Other non-current liabilities | | \$ | \$ |
| | Total | - | - |

Raglan Community Arts Council
Notes to the Performance Report
 For the year ended
 31 March 2016

Note 4 : Property, Plant and Equipment

| This Year | | | | | |
|---------------------------------|--------------------------|--------------|-----------------|-------------------------------------------|--------------------------|
| Asset Class* | Opening Carrying Amount* | Purchases | Sales/Disposals | Current Year Depreciation and Impairment* | Closing Carrying Amount* |
| Land* | - | | | - | - |
| Buildings* | 200,262 | | | | 200,262 |
| Motor Vehicles* | - | | | | - |
| Furniture and fixtures* | 8,047 | 2,987 | | 1,096 | 9,938 |
| Office equipment* | 7,959 | 4,759 | | 2,390 | 10,328 |
| Computers (including software)* | 211 | | | 160 | 51 |
| Machinery* | - | | | | - |
| Heritage assets | - | | | | - |
| Total | 216,479 | 7,746 | - | 3,646 | 220,579 |

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

| Last Year | | | | | |
|---------------------------------|--------------------------|--------------|-----------------|-------------------------------------------|--------------------------|
| Asset Class* | Opening Carrying Amount* | Purchases | Sales/Disposals | Current Year Depreciation and Impairment* | Closing Carrying Amount* |
| Land* | | | | - | - |
| Buildings* | 200,262 | | | | 200,262 |
| Motor Vehicles* | | | | | - |
| Furniture and fixtures* | 9,425 | | | 1,378 | 8,047 |
| Office equipment* | 740 | 7,761 | | 542 | 7,959 |
| Computers (including software)* | 411 | | | 200 | 211 |
| Machinery* | | | | | - |
| Heritage assets | | | | | - |
| Total | 210,838 | 7,761 | - | 2,120 | 216,479 |

| Significant Donated Assets Recorded - Source and Date of Valuation* | |
|---------------------------------------------------------------------|--|
| | |
| | |
| | |
| | |

| Significant Donated Assets - Not Recorded* | |
|--------------------------------------------|--|
| | |
| | |
| | |
| | |

Raglan Community Arts Council
Notes to the Performance Report
For the year ended
31 March 2016

Note 6 : Commitments and Contingencies

Commitments

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

Contingent Liabilities and Guarantees

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

Notes 7-7

INDEPENDENT AUDITOR'S REPORT**To the Trustees of Raglan Community Arts Council****Report on the Financial Statements**

I have audited the financial statements of Raglan Community Arts Council on pages 5 to 16, which comprise the balance sheet as at 31 March 2016, the income statement, and statement of changes in equity for the year then ended, and a summary of significant accounting policies and other explanatory information.

Trustees' Responsibility for the Financial Statements

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

Auditor's Responsibility

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

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

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

Opinion

In my opinion, the financial statements on pages 3 to 10 comply with generally accepted accounting practice in New Zealand; give a true and fair view of the financial position of Raglan Community Arts Council as at 31 March 2016 and its financial performance for the year ended on that date.

Richard Thomson
31 July 2016


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FEASIBILITY STUDY FOR PROPOSED CREATIVE SPACES – CLAY SHED BUILDING



NORTH VIEW

Elevation of the north view of the new creative space.

A REPORT COMMISSIONED BY RAGLAN COMMUNITY ARTS COUNCIL

Prepared By
Andrew White
Property Consultant
Wainui Management Limited
Raglan

5 September 2016

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1 SUMMARY

The feasibility study concludes that the planned Creative Spaces – Clay Shed building will fulfil the needs of the Raglan Community Arts Council and will greatly improve the facilities available at the Raglan Old School Arts Centre.

It has been shown that Creative Spaces and Clay Shed facilities currently available at the Raglan Old School Arts Centre are inadequate and are preventing the Raglan Community Arts Council from offering larger classes and a greater diversity of programmes.

The Creative Spaces – Clay Shed building has been designed to make provision for improving the facilities, with a large Creative Spaces room, a new Pottery workshop inclusive of modern separated kiln room, improved disabled access and separate space for Lions Club Opportunity shop storage and cleaning. The building is to be located at the rear of the historic school building and designed so as to comply with guidelines established by the New Zealand Historic Places Trust for the erection of additional buildings adjacent to registered buildings.

The funding of the project is entirely dependent on grants by community agencies, local body or government agencies, grants and sponsorship by businesses and fundraising by the Raglan Community Arts Council. In the past such support has been forthcoming and difficulties with financing the project are not foreseen unless the current economic climate worsens.

The land on which the Creative Spaces - Clay Shed building is proposed to be built is an archaeological site under the terms of the Historic Places Act 1993. A consent to modify the ground will need to be applied for, and archaeological monitoring of the site's preparation may be required. A land use consent will be required for any new building on-site.

2 OBJECTIVES OF THE FEASIBILITY STUDY

The feasibility study was commissioned by the Raglan Community Arts Council to establish the feasibility of erecting a new building to house Creative Spaces – Clay Shed, at the rear of the former Raglan School, 5 Stewart Street, Raglan, which is the base for the Arts Council's activities. The feasibility study aimed to establish the need for such a building; the funding for its design, construction and on-going management costs; the source of such funding; community support for the project; the usefulness of the design and its sympathy with the former Raglan School building.

3 PROJECT BACKGROUND: RAGLAN OLD SCHOOL ARTS CENTRE

3.1 EXISTING FACILITIES

The Raglan Community Arts Council manages the Raglan Old School Arts Centre, in the former Raglan School building in Stewart Street, Raglan. The school building and its surrounding land is a registered historic place (Register No.7739, Category II). The building is of timber-framed weatherboard construction with a corrugated iron roof. The original part

was built in 1883 with additions in 1903, 1906 and 1929. It was closed as a school in 1963. A conservation plan was written for the school in 2007.



The main building has two main rooms, one of which is used as a display gallery and the other as teaching space, theatre and meeting room; a smaller room used as an office; a toilet block with accessible toilet, a central front room that functions as entrance, reception and sales. There is an enclosed foyer linking the main building to an ancillary building which contains a modern kitchen, arts room, storage and toilets. At the rear are two portable garages, one used by the Raglan Lions Club for sorting and storing clothing for their opportunity shop and one as a pottery workshop. Wheelchair access is provided to the rear door.



3.2 LAND

The land on which the Old Raglan School Arts Centre is situated, Allotment 12 Section 10, Town of Raglan, is a Local Purpose Reserve (Community Use). It is managed by the Raglan

Community Arts Council. The Raglan Community Arts Council has a formal lease arrangement with the Waikato District Council of the land and old school building for ten dollars per year.

The proposed Creative Spaces – Clay Shed building will be at the rear of the main building, out of sight from the road and the front of the building. The design of the building has taken into consideration the style and character of the former school, the need of the current users and future uses, such as small live theatre performances, children’s productions and Art shows.

3.3 GOVERNANCE

The Old School Arts Centre is a business managed by the Raglan Community Arts Council, a non-profit organisation established in 1984 under the Queen Elizabeth II Arts Council Act 1974 and now operating as a Community Arts Council under clause 22 of the Arts Councils of New Zealand Act 1994. In May 1985 the Raglan County Council was designated as the administrative local authority for the Raglan Community Arts Council. With the restructuring of local authorities, this responsibility now lies with the Waikato District Council.

The Raglan Community Arts Council is registered with the Charities Commission (CC24379).

3.4 OBJECTIVES

The Raglan Community Arts Council aims to nurture, support and encourage development of the arts in Raglan (Whaingaroa). The Council’s objectives are:

- to operate the Old School Arts Centre
- to support and initiate arts activities and events
- to undertake fund raising for projects.
- to encourage and promote resident artists and
- to provide a financial umbrella for arts projects in the Raglan area.

3.5 OPERATIONS

The Arts Council has several programmes designed to meet the stated aims and objectives. These include:

- holding classes and workshops for calligraphy, drawing, painting, mosaics, pottery, clay art, raranga, writing, photography, stone sculpture, hip hop, jewellery making, drama and mask making
- biennial Art to Wear competition and show.
- providing a meeting place for Karioi Quilters.
- running a sales gallery for arts and crafts work by Raglan artists
- providing a place for book launches.
- providing a place for the community theatre group to meet, write plays and rehearse
- providing a place for small concerts and performances.

- providing a place for showing and screening art house movies.
- providing a venue for children's dance lessons.

The classes and workshops are aimed at specific age groups, for instance adults, children's holiday programmes, and after-school programmes for children and teenagers.

A monthly market, the Raglan Creative Market, is held at the Old School. The market, which sells food, local produce, craft and artworks, receives wide-spread support from local people and the wider community. While the majority of stalls are in the grounds, it takes over all spaces with support from facilities inside the building. Occasionally other forms of activities such as the Raglan Little Food Festival are held along with the annual Raglan Arts weekend.

The Raglan Old School Arts Centre has met the OSCAR Standards of Approval to run school holiday programmes for up to 20 children. It is the only organisation in Raglan with OSCAR approval.

The Arts Centre is the starting point for the Raglan Arts Trail using a brochure prepared by the Arts Centre to advertise the work of local artists.

The range and number of activities have increased in the last two years.

| Activities and Attendance during 2015 | | |
|---------------------------------------|-------------------|---------------------|
| Event | Timing | Attendees Per Annum |
| Oscar School Programmes | School Holidays | 70 |
| Movie Sessions | Various Monthly | 763 |
| Film Festival | September | 153 |
| Red Carpet Evening | September | 50 |
| Concerts | Various times | 174 |
| Raglan Arts Weekend | 3 days in January | 4000 |
| Raglan Creative Market | Monthly | 12000 |
| Kid's After School Clay | 2 - 3 per term | 80 - 120 |
| Clay Members Nights | Weekly | 300 |

3.6 FINANCES

The Arts Centre receives a donation from Trust Waikato on a three-year basis. It also has a contract with Work & Income to provide OSCAR holiday classes for children.

From time to time the Arts Centre has received grants from community bodies and charitable trusts such as Community Organisations Grants scheme, Waikato District Council, Raglan Town Hall committee, WEL Energy Trust, Sky City Hamilton Community Trust, Grass Roots Trust, Logan Campbell Estate, St Lazarus Trust, Raglan Community Board and Creative Communities New Zealand. The Donny Trust and Raglan Lions paid for most of the

new ramp to the rear door. Lotteries Heritage and Lotteries Community Facilities have been strong financial supporters of the building's maintenance and preservation.

Other funding is received from rental of room space and facilities, fees paid by market stall holders, fees for attending workshops and programmes, sales and commission of artworks and craft, equipment hire, refreshments at functions and donations. Member of the Arts Council make donations and provide labour assistance by volunteering.

The Raglan Community Arts Council receives no government funding, as of right. It receives annually, contestable funding from the COGS and OSCAR schemes.

The financial report for the year 2015-2016 shows an improved financial situation over the previous year; the report shows the financial situation to be fairly stable (a slight drop in net surplus) and the Council is in a strong and viable financial position. Total revenue FY2016 was \$181,713 with expenditure of \$172,608.

3.7 VISITORS

The demographic of visitors to the Old School Arts Centre varies according to the programme or function of interest to the visitor. They include:

- ✚ locals and people from the wider community for events, cultural programmes, classes, workshops and meetings
- ✚ local and external visitors for viewing of exhibitions and purchase of artworks and crafts.
- ✚ national and international tourists and holidaymakers.
- ✚ school groups and school-age children for special holiday or education programmes.
- ✚ Locals and people from wide and afar who are drawn to the market days where they can purchase local and regional food, arts and crafts.

The number of visitors to the Old School Arts Centre continues to increase. Arts-related visits and market days has increased from 350 per month in 2007 to over 1500 per month in recent years. A point raised during discussions with local accommodation providers is that they are seeing a number of first time and repeat guests, booking accommodation around events held at the Old School. Also there have been numerous comments of praise at the way the township is embracing the arts and the fact that an iconic building such as the Old School is being used to grow and nurture arts in Raglan.

Raglan township is expanding with new subdivisions being opened up and many new permanent houses being constructed. At the time of conducting this feasibility the Raglan Land Company, (Peacock family who are local to Raglan), was granted a consent to develop the Rangitahi Peninsula. This development is envisaged to cater for the future expansion of Raglan over the next 40 years. During discussion with Mr Dave Peacock he indicated that there is already a steady stream of parties interested in learning more about the availability and price of building sites.

While there is still an annual influx of summer visitors, the population is becoming more constant with many residents commuting to Hamilton for employment. In addition, greater mobility and improved roads bring many more visitors to Raglan for recreational activities.

3.8 Population and dwellings

3.8.1 Summary of 2013 Census

Number of people counted

2,736 people usually live in Raglan. This is an increase of 96 people, or 3.6 percent, since the 2006 Census.

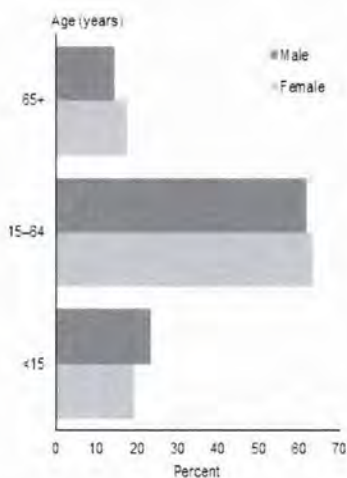
Raglan has 4.3 percent of Waikato District's population.

Number of dwellings counted

There were 1,173 occupied dwellings and 477 unoccupied dwellings in Raglan at the time of the 2013 census.

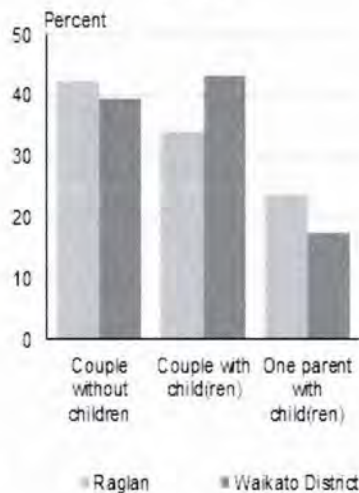
There were 21 dwellings under construction in Raglan at the time of the 2013 census.

Population Mix



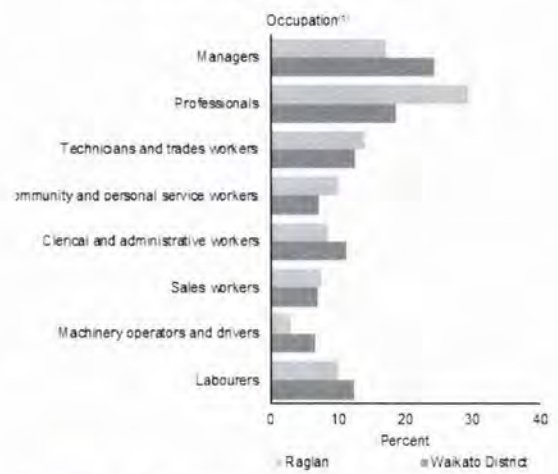
Source: Statistics New Zealand

Family Type



Source: Statistics New Zealand

Occupation people over 15



Australian and New Zealand Standard Classification of Occupations (ANZSCO V1.1). Source: Statistics New Zealand

3.9 Population trends

From 1996 to 2001, the population of Raglan grew by 33 to 2,667, but dropped by 30 to 2,637 in 2006. The 2013 census records Raglan population as 2736 an increase of 99 since 2006. During the same period, the population of the Waikato region and New Zealand as a whole increased. An estimate for the future population of Raglan based on research conducted by the University of Waikato Centre for Population Studies proposes a future population of 4,808 for Raglan in 2061. Such a substantial increase has implications for community facilities such as the Raglan Old School Arts Centre – it can be anticipated that a greater demand will be placed on the Council for the provision of arts activities. The latest population forecast out from Waikato Regional Council shows projected Raglan / Te Uku combine population of 10,055 in 2061.

Ref: <http://www.waikatoregion.govt.nz/PageFiles/41387/tr201603.pdf>

Population Estimates (2006, 2013) and Projections (2021-2061) by CAU.

| TA/CUA | 2006 | 2013 | 2021 | 2031 | 2041 | 2051 | 2061 |
|--------------|-------------|-------------|-------------|-------------|-------------|-------------|--------------|
| Raglan | 2720 | 2870 | 4000 | 4607 | 4641 | 4691 | 4714 |
| Te Uku | 1710 | 1990 | 2550 | 2880 | 3533 | 4465 | 5341 |
| Total | 4430 | 4860 | 6550 | 7487 | 8174 | 9156 | 10055 |

4 ISSUES AND NEEDS

4.1 EXISTING RELEVANT FACILITIES

4.1.1 Creative activity spaces

Dance classes, music performances, movie screenings and other programmes share the studio spaces available in the main building. There is an ever growing need to separate these uses to allow for more flexibility in class times as well as increasing the rolls in the programmes offered. Currently chairs and furniture have to be moved on a daily basis to allow for diverse uses.



4.1.2 Clay shed

The clay shed is small and congested requiring staff to move items and furniture to prepare the space for teaching. The kilns are operated in this space, therefore the space must be vacated whilst the kilns are in operation.



4.1.3 Kitchen

The existing kitchen is in the St Lazarus building which was constructed a few years ago. The space functions well.

The kitchen is adequate for providing facilities for stall holders on market days; some require facilities for heating and serving food.



4.1.4 Arts room

The Arts Room is in the St Lazarus building which was constructed a few years ago. The space functions well.



4.1.5 Rear entrance

The back door of the Old School opens into a wide internal porch that connects to the kitchen, Arts room and clay shed. Access to the rest of the building is through a door on the northwest side of this room. There is a ramp for disabled visitors and wheelchairs.



4.2 NEEDS ANALYSIS

4.2.1 SUMMARY OF ISSUES

The Arts Council has identified the need for:

- ✚ a larger creative space area to enable user groups to provide greater flexibility in programmes offered.
- ✚ a larger creative space to enable dance groups, musicians and theater performers to practice and conduct live performances.
- ✚ an area large enough to cater for the growing number of children learning dance.
- ✚ Improvements to the clay shed to allow the kiln to be operated and classes to continue, at present classes have to stop whilst the kiln is in operation.
- ✚ a larger clay workshop to provide more space for potters wheels and modelling.

- ✦ better access to the individual areas.
- ✦ improvement to the area used by the Lions Club.
- ✦ an increase in space to enable more flexibility in use.

5 PROPOSAL FOR CREATIVE SPACES – CLAY SHED BUILDING

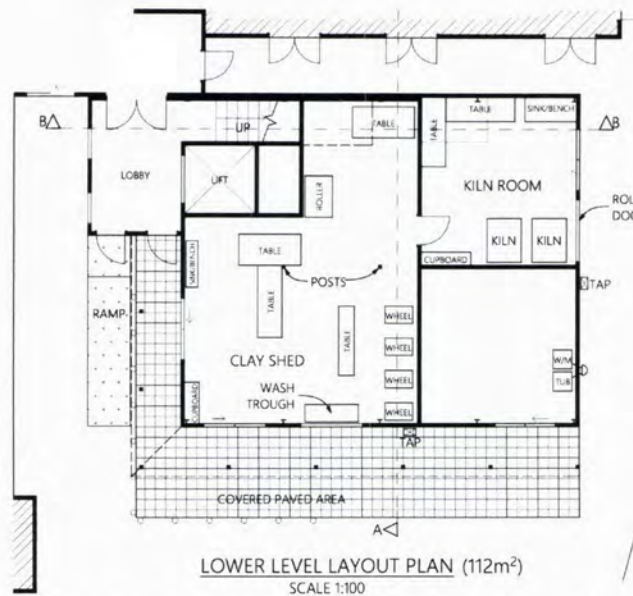
In order to address the issues and needs outlined above, the Raglan Community Arts Council proposes to build a Creative Spaces – Clay Shed building at the rear of the Old School Arts Centre. This building replaces the old clay shed and Raglan Lions Club shed with a modern two level building.



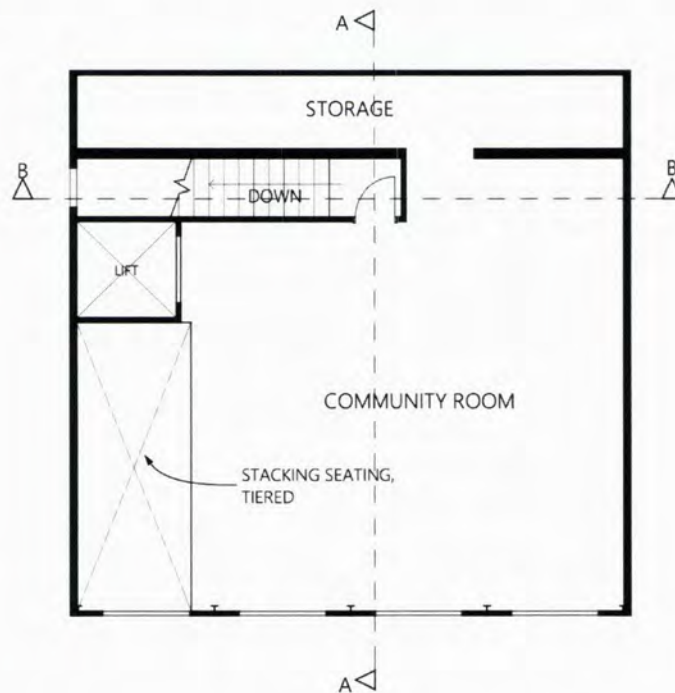
NORTH VIEW

Elevation of the north view of the new creative space.

The ground floor will have a much larger separate clay workshop, separate kiln room and improved Lions store on ground level.



The upper level would consist of a large open space for use as a dance studio, community room, music hall and drama theatre and more. A lift will be provided to enable access to all.



5.1 Design of building

A draft plan of the Creative Spaces – Clay Shed building was drawn up by local architectural draughtsman Mike Goodison according to a brief specified by the building committee and discussion with user groups.

The proposed building is 224 square metres over two levels with a sloping long run colour steel corrugated iron roof, a concrete floor and timber weatherboard cladding over a timber frame. The building will be aligned northeast-southwest and set at a right angle to and behind the school building. The cladding on the new building will echo the timber weatherboards on the school building without being an exact replica.

The design has taken into account the guidelines prepared by the New Zealand Historic Places Trust for construction of a new building within the setting of a listed historic building. The design is sympathetic with the old school building in its scale, proportions and materials and does not dominate or adversely affect important visual settings and sight lines. The Creative Spaces – Clay Shed building will be behind the Old School and out of sight from the road.

The construction of the Creative Spaces – Clay Shed building adjacent to a scheduled heritage building is a permitted activity under the terms of the District Plan as its location and design have taken proscribed limitations into account.

5.1.1 Options analysis

The only options available to the Raglan Community Arts Council are; (a) to continue as status quo and (b) consider reducing programmes in some areas for betterment to other established programmes. It is not possible to expand and grow without construction of additional floor space. Shifting programmes off site would mean a duplication of services and extra stress on staff and volunteers. A single level building is not an option.

5.1.2 Costs

Initial estimates of costs for the project are \$516,639, of which \$400,000 would be the cost of the new building, \$20,000 for consultancy, and \$40,000 for a lift and the balance required for fitout, consent and heating. The cost of the ancillary building is an estimate based on \$1785 per sqm. for a 224 sqm. area.

5.1.3 Time frame

It is anticipated that the building will be commenced in early 2018, this is dependent on the acquisition of sufficient funds.

5.1.4 Community consultation

The Raglan Naturally Community Plan 2008, an operational document of the Waikato District Council, includes the building of an ancillary building at the Arts Centre as one of its key issues and projects. The plan also identifies outcomes such as ‘increased support for local cultural events including festivals, art and craft markets and exhibitions’ and ‘develop a centre (possibly at the Old School Arts Centre) which provides a venue for art and craft exhibitions’. The Community Plan was achieved through public consultation at Raglan and through a public submissions process. It can be seen, then, that the building of the Creative Space – Clay Shed building has community support and approval.

The project committee has conducted open days, published articles in the local weekly newspaper, the Raglan Chronicle, as well as placing plans on display at the Old School and public library.

Ngati Mahunga (local Iwi) has been consulted and will if required offer a letter of support for the further development of the Old School Arts Centre.

Waikato District Council regulatory staff have been consulted and are actively assisting the Raglan Community Arts Council in obtaining the necessary regulatory consents.

No opposition to the plan has been recorded.

5.1.5 Environmental sustainability

Modern insulation standards will limit the heating load in winter and heat pumps will be used for heating. The Arts Council has a zero waste policy.

5.1.6 Archaeological assessment

The grounds of the Old Raglan School are not recorded as an archaeological site, but it is possible that archaeological evidence of human activities exists and that some of this evidence will date from prior to 1900. Under the terms of the Historic Places Act 1993 any work involving excavation or terrain disturbance at the site will require liaison with the New Zealand Historic Places Trust to determine whether an archaeological investigation and/or an authority to modify the site is required before the work begins. An archaeological survey and investigation and/or monitoring of the earthworks may be required.

5.1.7 Impact on neighbours

The impact on neighbours of the new facility will be minimal, the noise and disruption factor of the actual construction phase will be relatively brief and well managed. Neighbours' will be kept well informed during the planning and construction and open dialogue will be continued before and after construction.

5.2 Community benefits from the proposal

The community will derive benefits from the proposal to build a Creative Spaces – Clay Shed building by virtue of the ability of the Arts Council to provide a wider range of arts, drama and craft activities, and greater numbers of participants in any such activities than has been possible previously.

The appearance of the Old School will be enhanced by the improvements to the front and rear entrances and make these spaces more appropriate to their setting in an historic building, a source of community pride.

5.3 Potential or existing conflicts of interest

The Arts Centre is the only institution with such facilities operating in the greater Raglan area. The Town Hall has a stage which therefore offers a different facility and schools run their own arts programmes within school hours, but there is no facility offering similar activities or the range of activities as are available at the Arts Centre. There is therefore no potential or existing conflict of interest to this project.

It is recognised that there is a shortage of venues in Raglan for community groups to use.

6 FUNDING

6.1 CAPITAL FUNDING

Funding for the building of the Creative Spaces – Clay Shed building is expected to come from grants and a contribution from the Raglan Community Arts Council (refer Appendix 4 Proposed Budget). The latter contribution, budgeted at \$516,639 is expected to be from current funds set aside (\$13,500), future project-based fundraising, grants received and in kind donations already committed (\$8,100) and volunteer in-kind labour (\$3000).

Grants to be applied for would be from Lotteries Community Facilities (\$350,000), and other community funding bodies will be approached for the remaining \$142,000.

Initial discussions with community groups, business owners and community based funders has met with a favourable response. The existing support of the Waikato District Council is indicated by the peppercorn rental being charged for the lease of the site.

The Raglan Community Arts Council is recognized as a valuable source of Arts and Creative education by the greater Raglan community. This is due to the standard of leadership, dedicated staff and a generous pool of volunteer organisers and trainers.

It is anticipated that the amount required will be raised.

6.2 OPERATIONAL FUNDING

It is anticipated that there will be a minor increase in operational costs associated with the new building. There will be a small additional cost for cleaning and heating which is expected to be funded from increased use of the Arts Centre. No additional staff will be required to manage the building's use. The Creative Spaces – Clay Shed building is designed with low maintenance materials taking cognizance of the style and type of materials used on the Old School building.

The income budget below is based on current activities being relocated to the first floor multi-purpose community room in new building. Increased use of the rooms in the Old School with more frequent movie screenings will cover the reallocation of income.

While no additional staff will be required to manage the building's use, staff will have to work a greater number of hours.

| Income | | Expenditure | |
|--------------------------------|----------------|-----------------------------------|----------------|
| Children's Drama | \$500 | Admin and Accounting (20% Income) | \$1,900 |
| Children's Ballet | \$300 | Building WOF | \$300 |
| Children's Clay | \$600 | Alarm Servicing | \$500 |
| Parenting Classes | \$400 | Fire extinguisher Servicing | \$100 |
| New User | \$500 | Lift Maintenance | \$200 |
| Ad Hoc Bookings | \$500 | Cleaning Materials | \$500 |
| Clay Session Fees | \$3,900 | Power | \$3,000 |
| Clay Firing Power Contribution | \$2,000 | | |
| Clay Shed Membership | \$800 | | |
| | \$9,500 | | \$6,500 |

7 CONCLUSION

7.1 FEASIBILITY OF THE CREATIVE SPACES – CLAY SHED BUILDING PROPOSAL

The study has shown that the proposal is likely to fulfil the Raglan Arts Council's objectives for the Creative Spaces – Clay Shed building associated with the Raglan Old School Arts Centre. The proposal addresses the needs and issues regarding improvements to the Clay Shed workshop, separation of kiln, additional creative space for dance, theatre, and music as well as improvements to the Lions Club opportunity shop store.

The operation of the Arts Centre will be more efficient, new or expanded creative activity programmes can be offered in the Creative Spaces – Clay Shed building.

The construction of a Creative Spaces – Clay Shed building at this location is a permitted activity under the District Plan as it complies with design and location criteria set down in the Plan. It follows the guidelines established by the New Zealand Historic Places Trust for new buildings adjacent to registered heritage buildings.

The community will derive benefits from having this additional space and facilities available at the Old School Arts Centre. Such facilities and the programmes offered at the Arts Centre are not provided elsewhere in Raglan or the surrounding district.

7.2 RECOMMENDATIONS

As the site of the new Creative Spaces – Clay Shed building will be on land associated with human activity prior to 1900 an archaeological consent will be required under the terms of the Historic Places Act 1993. An archaeological assessment of the site may be required prior to or during preparation and excavation for foundations and services.

It is recommended that, although the construction of the Creative Spaces – Clay Shed building is a permitted activity under the Waikato District Council's District Plan, consultation with the New Zealand Historic Places Trust, and its support, would be beneficial in attracting funding.

8 REFERENCES

New Zealand Historic Places Trust 'Respect for contents, curtilage and setting' Information Sheet 1, Sustainable Management of Historic Heritage Guidance

'Briefing for new ancillary building for Raglan Old School Arts Centre' Rodger Gallagher, Chairperson, Raglan Community Arts Council.

O.S.C.A.R. Certificate, Child Youth and Family 12 December 2008

Raglan Naturally Community Plan 2008, Waikato District Council 2008

<http://www.historic.org.nz/Register/ListingDetail.asp?RID=7739&sm=>

New Zealand Gazette 1989 p.1612

New Zealand Gazette 1984 issue 83 p.1703-4

Raglan Community Arts Council Chairperson's Report: 1st April 2015 to 31st March 2016, Raglan Community Arts Council Annual Report 2015 to 2016

Financial statements for the period ended 31 March 2016, Raglan Community Arts Council Annual Report 2015 to 2016.

9 APPENDICES

APPENDIX 1: BUILDING PLAN

APPENDIX 2: FINANCIAL REPORT 2015 - 2016

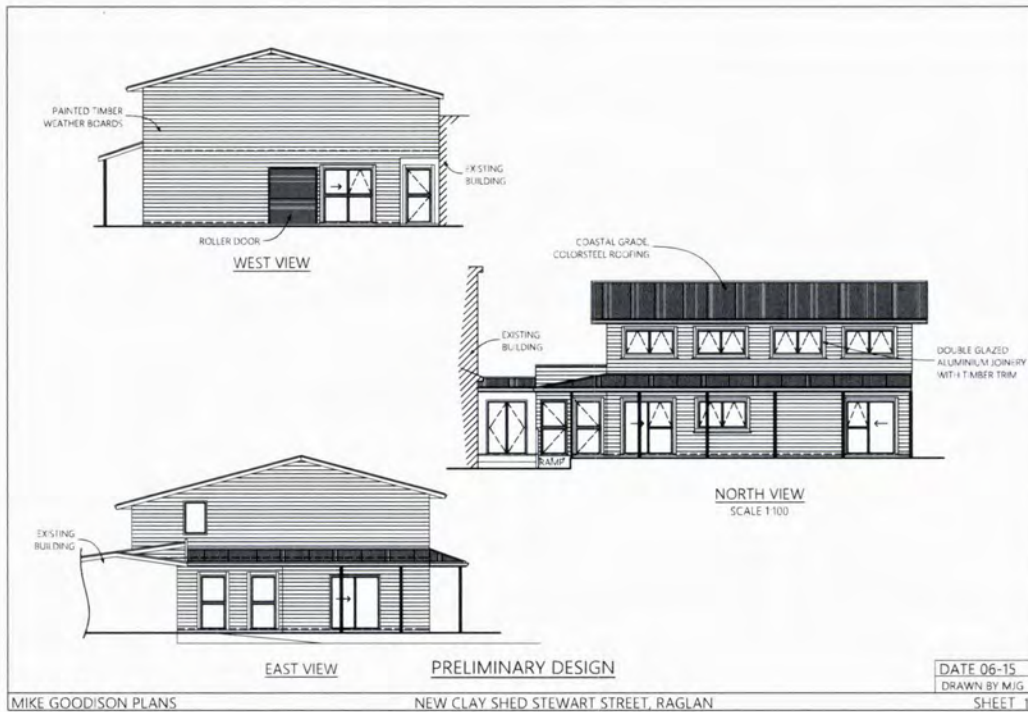
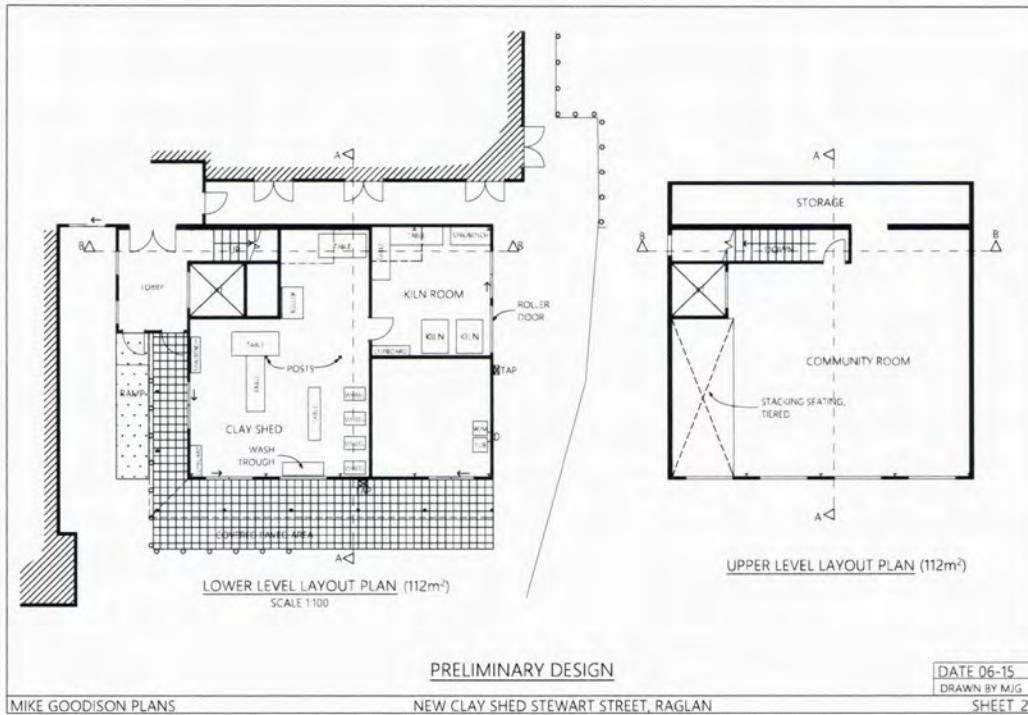
APPENDIX 3: Letter from Raglan Lions Club

APPENDIX 4: Letter from Raglan Community Clay Shed

APPENDIX 5: Extract from New Zealand Gazette 1984 issue 83 p1703-4 New Zealand Gazette 1985, issue 130 page 2992

APPENDIX 6: Extract from Deed of Lease (Agreement Page and First Schedule)

APPENDIX 1: BUILDING PLAN



APPENDIX 3: Letter from Raglan Lions Club

RAGLAN LIONS CLUB

4 Tidd Drive
 Raglan
 3225
 Phone: 07 825 8008

**Raglan Lions Club Support for an application for funds**

22nd March 2013

Old School Arts Centre.

The Lions Club has supported Old School Arts Centre for many years and recently accepted a request for more equipment in the film centre. At present Raglan Lions Club is a participating member of the Old School Arts Centre as a partner in the Lions Shed within the complex. This is the backbone of our operations for supplying and storing cloths for our Opportunity Shop that operated seven days a week in serving the Raglan Community with good quality cloths. From this project we are able to serve the community in a number of activities including Youth support and foodbank support and our annual New Year's Parade.

A number of local organisations that use the Old School Arts Centre have received funding grants and support from the Raglan Lions Club, therefore we as a Board support the application for grant to complete a feasibility study for the new building at Old School Arts Centre and that we are thrilled to be included in this project.

Yours sincerely

Bob MacLeod

Raglan Lions President

2011/2014



APPENDIX 4: Letter from Raglan Community Clay Shed

**Raglan Community Clay Shed
Raglan Old School Arts Centre**

15 August 2015

Rodger Gallagher
Chairperson
Raglan Community Arts Council

I am writing to you and the Raglan Community Arts Council management committee on behalf of the Raglan Community Clay Shed.

The clay shed, housed in a metal weatherboard garage, has been operating at the Old School Arts Centre for about 15 years. It is well used by its members and we run many children and adult workshops.

Over the years it has become increasingly difficult to meet our needs for drying, storage and to house the increasing numbers of children and adults enjoying pottery in our small shed behind the old school building. In other words we are at full capacity! Now, this is a good thing, however, we believe that even more people could take advantage of enjoying pottery and ceramic work if we had a larger facility.

Raglan Community Clay Shed requests the management committee of Raglan Community Arts Council to proceed with the planning for the new Clay Shed Plus to replace the existing small shed. Raglan Community Clay Shed is fully supportive of the plan by Raglan Community Arts Council to expand the pottery and has been fund raising so that this can happen.

We believe we will be able to expand our activities with a wider range of members of the Raglan community such as having sessions for pre-schoolers, more school aged classes, and adult workshops. We are keen to see a more diverse range of "Raglanites" use our facility in comfort. Disabled and older persons are particular groups we hope to see use our new facility.

Raglan Community Clay Shed Members

 Raglan Community Arts Council
Old School Arts Centre · 5 Stewart St, Raglan 3265, New Zealand · Phone 07 825 0023
email: info@raglanartscentre.co.nz · www.raglanartscentre.co.nz



APPENDIX 5: Extract from New Zealand Gazette 1984 issue 83 p1703-4 New Zealand Gazette 1985, issue 130 page 2992

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

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

Designation of Raglan Community Arts Council

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

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

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

Dated at Wellington this 12th day of April 1984.

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

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

[L.S.]

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

Designation of Administrative Local Authority for Community Arts Council

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

Dated at Wellington this 6th day of May 1985.

PETER TAPSELL, Minister for the Arts.
(L.A. Cul. 10/6/8)

From: Kate Gallagher [mailto:KateG@CREATIVENZ.GOVZ.NZ]
Sent: Wednesday, 24 May 2006 5:39 p.m.
To: rwg@cvm.co.nz
Cc: Nicola Robb; Ruth Delaney
Subject: [raglan-arts] Administrative Local Authorities

Hi Roger

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

APPENDIX 6: Extract from Deed of Lease (Agreement Page and First Schedule)

DEED OF LEASE

FIFTH EDITION 2008

DEED made the 19th day of December 2009

LANDLORD WAIKATO DISTRICT COUNCIL

TENANT RAGLAN COMMUNITY ARTS COUNCIL

GUARANTOR Nil

THE LANDLORD leases to the Tenant and the Tenant takes on lease the premises and the car parks (if any) described in the First Schedule together with the right to use:

- a) The Landlord's fixtures and fittings contained in the premises.
- b) The common areas of the property.

FOR the term from the commencement date and at the annual rent (subject to review if applicable) as set out in the First Schedule.

THE LANDLORD AND THE TENANT covenant as set out in the Second Schedule.

~~THE GUARANTOR covenants with the Landlord as set out in the Third Schedule.~~

SIGNED by the Landlord *

in the presence of

[Signature]
Witness Signature

T. C. OWEN
Witness Name

Secretary
Witness Occupation

RD 2 TE KAUWHATA
Witness Address

[Signature]
Signature of Landlord

JOHN LOW - CHIEF EXECUTIVE
Print Full Name
(for a company specify position: Director/Attorney/Authorised Signatory)

Signature of Landlord

Print Full Name
(for a company specify position: Director/Attorney/Authorised Signatory)

* If appropriate, add:
"by its director(s)" OR "by its duly appointed attorney"
Note: Signing by a company - please refer to the note on page 2

SIGNED by the Tenant *

in the presence of:

L.J. Bond

Witness Signature

Lillian Bond

Witness Name

Retired

Witness Occupation

11 Kariel Creaghlan

Witness Address

[Handwritten Signature]

Signature of Tenant

Rodger Wayne Gallagher

Print Full Name

(for a company specify position:
Director/Attorney/Authorised Signatory)

[Handwritten Signature]

Signature of Tenant

heene Wendy Boxhead

Print Full Name

(for a company specify position:
Director/Attorney/Authorised Signatory)

SIGNED by the Guarantor *

in the presence of:

Witness Signature

Witness Name

Witness Occupation

Witness Address

Signature of Guarantor

Print Full Name
(for a company specify position:
Director/Attorney/Authorised Signatory)

Signature of Guarantor

Print Full Name
(for a company specify position:
Director/Attorney/Authorised Signatory)

* If appropriate, add

"by its director(s)" OR "by its duly appointed attorney"

Note: Signing by a company – to ensure that this document binds the company as a deed, it must be signed in accordance with section 130 of the Companies Act 1993.
If two directors sign, no witnessing is necessary.
If only one director or a director and authorised signatory(ies) or attorney(ies) sign, signatures must be witnessed.

FIRST SCHEDULE

PREMISES: That land situated at Stewart Street, Raglan known as "the Old Raglan School Site" being an estate in fee simple in all that parcel of land containing 2453 square metres more or less being Allotment 12 Section 10 Town of Raglan and comprised in Certificate of Title 293493

CAR PARKS: Nil

TERM: Twenty-five (25) years

COMMENCEMENT DATE: 1 November 2009

RIGHTS OF RENEWAL: Nil

RENEWAL DATES: N.A.

FINAL EXPIRY DATE: 31st October 2034

| | | | |
|-----------------------------------|--------------|-----------------|-----------------|
| ANNUAL RENT: | Premises | \$ 10.00 | plus GST |
| (Subject to review if applicable) | Car Parks | \$ - | plus GST |
| | TOTAL | \$ 10.00 | plus GST |

MONTHLY RENT: \$ 10.00 plus GST

RENT PAYMENT DATES: The 1st day of each month commencing on the 1st day of November 2009

RENT REVIEW DATES: ~~(a) Each renewal date;~~
~~(Delete where appropriate. If neither option is deleted, then option (a) applies.)~~ **OR**
~~(b) (insert dates)~~

PROPORTION OF OUTGOINGS: (clause 3.1) 100 %

DEFAULT INTEREST RATE: (clause 5.1) 14 % per annum

IMPROVEMENTS RENT PERCENTAGE: (clause 21.2) Nil %

BUSINESS USE: (clause 16 To promote, encourage and foster the arts in the community of Raglan

LANDLORD'S INSURANCE: (clause 23.1) (1) Cover for fire, flood, explosion, lightning, storm, earthquake, and volcanic activity; and

(Delete or amend extent of cover as appropriate) ~~(2) Cover for the following additional risks:~~

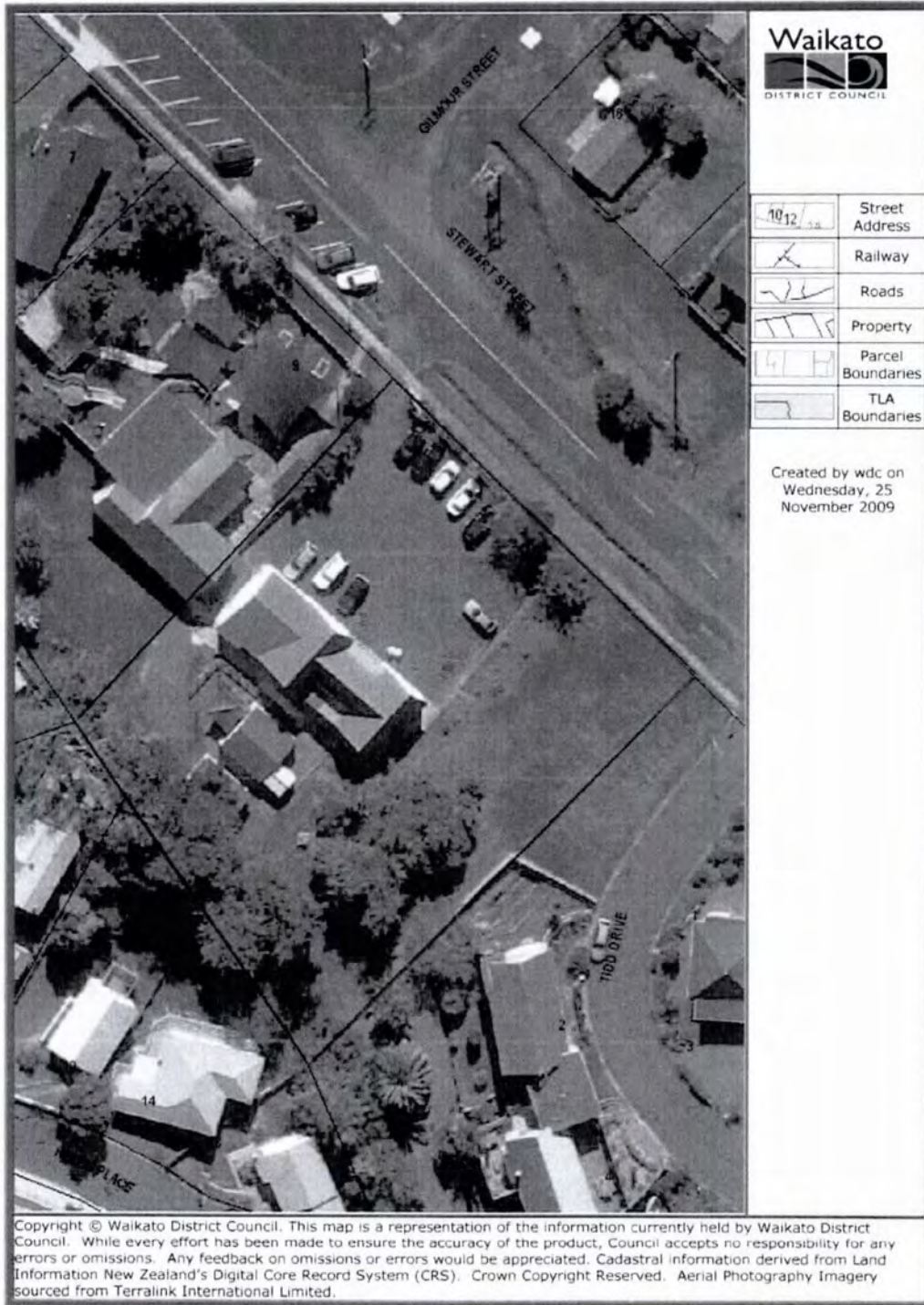
on the following basis:

(a) Full replacement and reinstatement (including loss damage or destruction of windows and other glass);

OR

~~(b) Indemnity to full insurable value (including loss damage or destruction of windows and other glass).~~

4035/3



Westpac



183

deposit

Raglan
Bow Street, Raglan, NZ

| | | | |
|--------------|---------------------|----|--|
| DEPOSIT | DATE | | |
| | NOTES | \$ | |
| | COINS | \$ | |
| | CHEQUES AS PER BACK | \$ | |
| SUB TOTAL | | \$ | |
| LESS CHARGES | | \$ | |

IF MORE THAN THREE CHEQUES RECORD DETAILS ON REVERSE

| DRAWER (I.E. CHEQUE ISSUED BY) | BANK | BRANCH | CHEQUES AS PER BACK |
|--------------------------------|------|--------|---------------------|
| | | | |
| | | | |
| | | | |

PAID IN BY: PLEASE PRINT NAME
RECEIPTS FROM WESTPAC BANK
DO NOT INCLUDE TAX PAYMENT

RAGLAN COMMUNITY ARTS COUNCIL

CREDIT

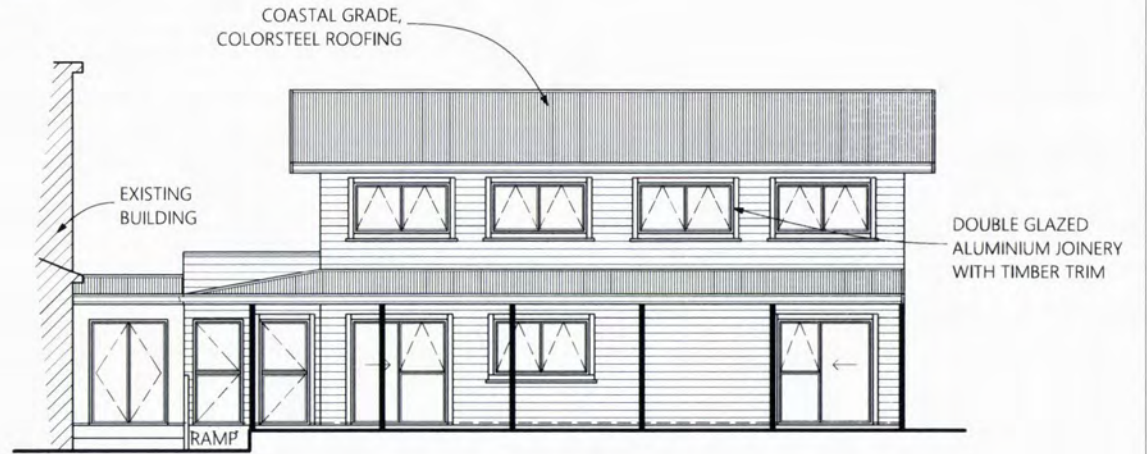
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| | | | | | |
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TOTAL \$

⑈03 1563⑈ 0028263⑈00 ⑈ 57



WEST VIEW



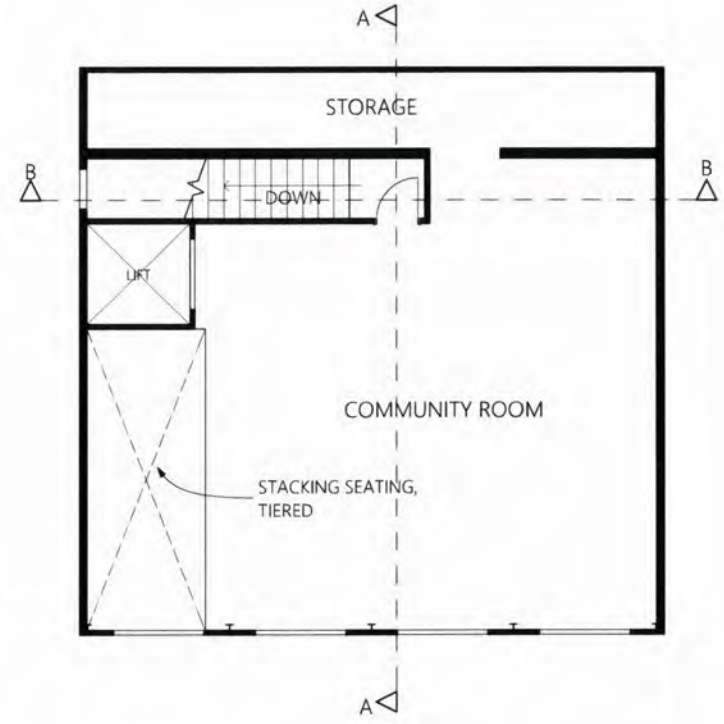
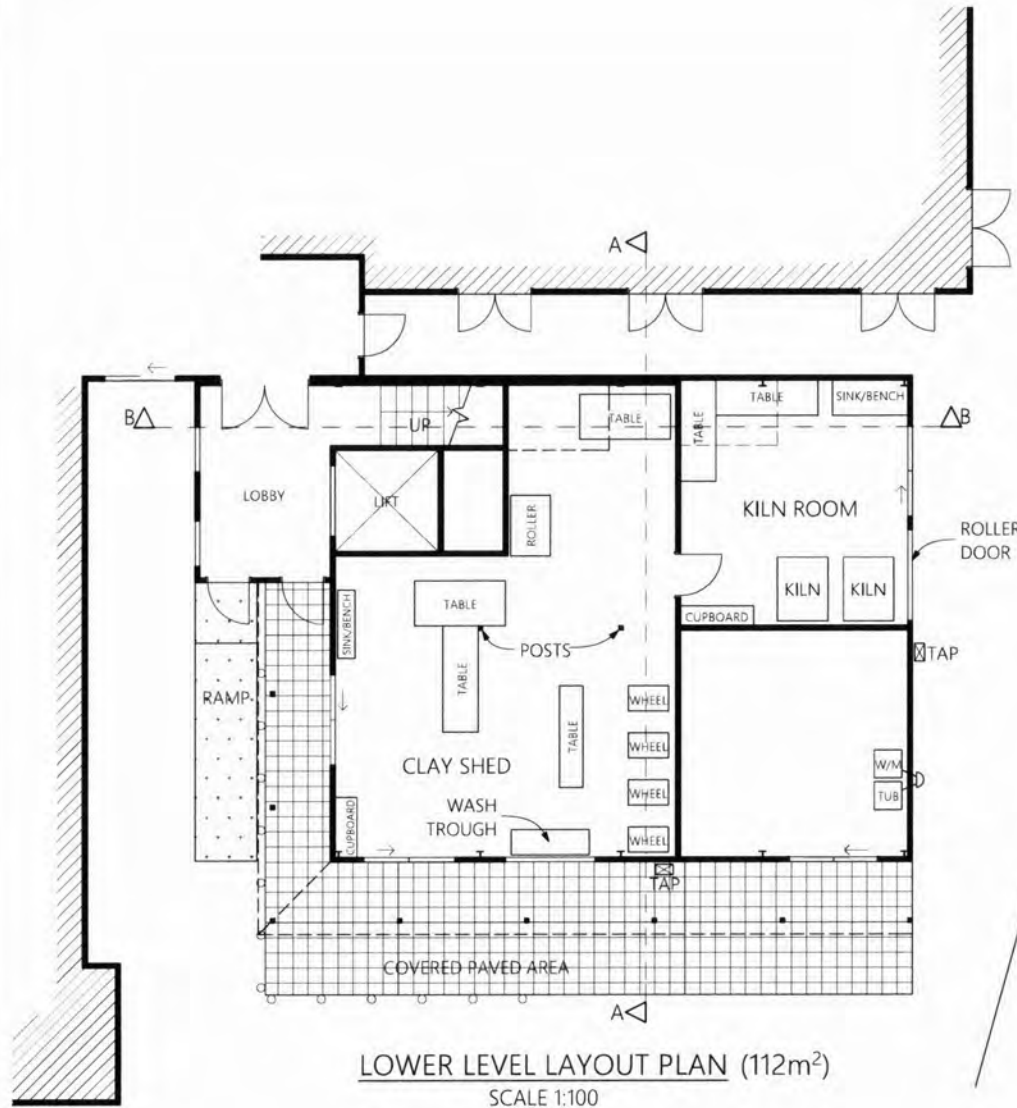
NORTH VIEW
SCALE 1:100



EAST VIEW

PRELIMINARY DESIGN

DATE 06-15
DRAWN BY MJG



PRELIMINARY DESIGN

Open Meeting

| | |
|---------------------------------|------------------------------------------------------|
| To | Raglan Community Board |
| From | TG Whittaker General Manager Strategy & Support |
| Date | 18 October 2016 |
| Prepared by | Lianne van den Bemd Community Development Advisor |
| Chief Executive Approved | Y |
| DWS Document Set # | 1628332 |
| Report Title | Application for Funding – Raglan Chamber of Commerce |

1. EXECUTIVE SUMMARY

The purpose of this report is to present an application for funding from the Raglan Chamber of Commerce towards the cost of the Christmas light competition for the community of Raglan.

2. RECOMMENDATION

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

AND THAT an allocation of \$..... is made to the **Raglan Chamber of Commerce** towards the cost of the **Christmas light competition** for the community of Raglan;

OR

AND THAT the request from the **Raglan Chamber of Commerce** towards the cost of the **Christmas light competition** for the community of Raglan is **declined / deferred** until for the following reasons:

3. BACKGROUND

The Raglan Chamber of Commerce is the umbrella group for the Christmas light competition in Raglan.

The competition is collaboration between the Raglan Chamber of Commerce and Ray White Real Estate. Ray White Real Estate is sponsoring \$1,000.00 towards the event.

The event will bring joy and wonder to the community of Raglan during November and December 2016.

The Categories and prizes for the competition are as follows:

Best Residential

First place – \$400

Second – \$250

Third – \$100

Best Street

First place – \$600

Best CBD

First Place – \$400

Second place – \$250

The event will be open to the public in November 2016 with judging taking place on 15 December 2016.

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 \$2,000.00. The Raglan Chamber of Commerce is seeking funding of \$1,000.00 towards the cost of the prize money for the event.

| | | | |
|---------------------------------------------------------|---------------|------------|-------------------------------|
| GST Registered | | | Yes |
| Set of Accounts supplied | | | Yes |
| Previous funding has been received by this organisation | | | Yes |
| Raglan Community Board | Matariki 2016 | March 2016 | \$1,000.00 To be confirmed |

6. POLICY

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

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

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

7. CONCLUSION

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

8. ATTACHMENTS

Application for Funding - Raglan Chamber of Commerce

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 1 – Your details

Name of organisation

RAGLAN CHAMBER OF COMMERCE.

What is your organisation's purpose?

TO PROMOTE + NURTURE BUSINESS
+ COMMUNITY UNDERSTANDING, EVENTS PROJECTS

Address: (Postal)

P. O Box 32253

Address: (Physical if different from above)

Contact name, phone number/s and email address

accounts@raglanchamber.co.nz
028259003 ANGELA WILLIAMS.

Charities Commission Number: (If you have one)

Are you GST registered? No Yes GST Number 10150219179

Bank account details 031156310066016100

Bank WESTPAC Branch RAGLAN

The following documentation is required in support of your application:

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

Section 2 – Community wellbeing and outcomes

Which community wellbeing will your project contribute to?

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

Social Economic Cultural Environmental

Which of the five community outcomes for the Waikato district does this project contribute to?

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

Accessible Safe Sustainable Thriving Vibrant

Section 3 – Your event/project

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

TO PROMOTE A XMAS LIGHTS COMPETITION,
IN THE CBD + SURROUNDING RESIDENTIAL
AREAS. THE COMPETITION WILL RUN OVER DEC
2016, + BE JUDGED BY A CELEBRITY ON
THE 15 OR 16th DECEMBER 2016.

Who is involved in your event / project?

RAGLAN CHAMBER OF COMMERCE.

How many volunteers are involved?

4-6

What other groups are involved in the project?

RAGLAN REAL ESTATE RAYWHITE
WILL BE PUTTING UP \$1000-00 TOWARD
PRIZE MONEY.

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

THIS WILL REVITALISE THE XMAS SPIRIT IN
RAGLAN CBD + CIRCATOR RAGLAN. SHOWCASE
RAGLAN AS A PLACE TO COME TO +

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 | \$ | \$ 2000-00 |
| Existing funds available for the project Total A | \$ | \$ 1000-00 |

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. | \$ | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|------------|
| <i>PRIZES</i> FIRST RESIDENTIAL | \$ | \$ 400-00 |
| 2ND " | \$ | \$ 250-00 |
| THIRD " | \$ | \$ 100-00 |
| BEST STREET | \$ | \$ 600-00 |
| FIRST CBD | \$ | \$ 400-00 |
| SECOND CBD | \$ | \$ 250-00 |
| Total Funds being sought from WDC Total B | \$ | \$ 1000-00 |

Has funding been sought from other funders? Yes No

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

| | | |
|---------------------------------------------------------|----------|----------|
| a) 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 | \$ _____ | \$ 2000-00 |
| <i>Note : This total should equal the Total Cost of the Project/Event</i> | | |

Describe any donated material / resources provided for the event/project: *SOME LIGHTS WILL BE PROVIDED. HOWEVER ALL MONEY (2000K) WILL GO TO CASH PRIZES.*

| |
|--|
| |
|--|

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 |
|----------|-----------------|---------|
| Matariki | \$1150 - | 20/6/16 |
| Matariki | \$1150 - | 5/8/15 |
| | | |
| | | |

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

I confirm that an accountability statement has been completed and returned

Signed: A. Williams Name: 25/10/16

(2016 Matariki 2016 cancelled due to bad weather - funds held over for 2017 event)

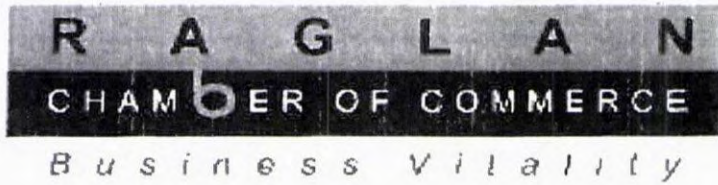
I certify that the funding information provided in this application is correct.

Signature: A. Williams
Date: 25/10/16

Position in organisation (tick which applies) Chairman Secretary Treasurer

Signature: _____
Date: _____

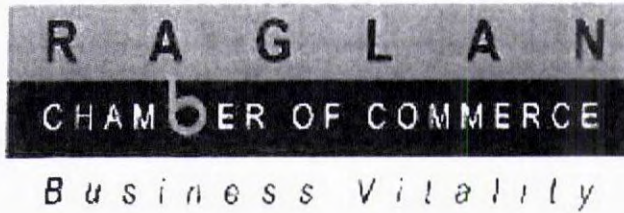
Position in organisation (tick which applies) Chairman Secretary Treasurer



FINANCIAL STATEMENTS
for the year ended 31 March 2016

Contents:

| | |
|-----------------------------------|----|
| Directory | 1 |
| Income Statement | 3 |
| Balance Sheet | 4 |
| Statement of Changes in Equity | 5 |
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| Notes to the Financial Statements | 7 |
| Auditors' Report | 11 |



Directory
For the year ended 31st March 2016

Entity: Incorporated Society

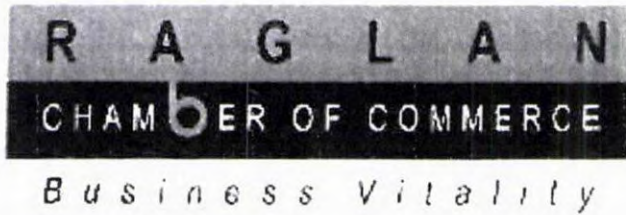
Registration Number: 2482728

Address: P.O. Box 230
Raglan 3265

Accountant: Bizworx Consultancy Limited
Chartered Accountants
Raglan

Auditor: John Mills
Hamilton

Bankers: Westpac Banking Corporation
Raglan



Directory
For the year ended 31st March 2016

| Name | Position | Period |
|------|----------|--------|
|------|----------|--------|

| | | |
|-----------------|------------------|----------------------|
| Dave Currie | Chairperson | Co-opted Full Year |
| Geoff Kelly | Vice Chairperson | Re-elected July 2014 |
| Angela Williams | Treasurer | Re-elected July 2014 |
| Stephanie Philp | | Re-elected July 2014 |
| Dave Hanna | | Re-elected July 2014 |
| Colin Hodkinson | | Re-elected July 2015 |
| Bronwyn Lowe | | Re-elected July 2014 |
| Charlie Young | | Re-elected July 2014 |
| Lisa Thompson | | Co-opted August 2015 |
| Morgan Wallis | | Elected July 2015 |
| Lynne Wilkins | | Till June 2015 |

R A G L A N
CHAMBER OF COMMERCE
Business Vitality

Income Statement
for the year ended 31 March 2016

| | Notes | 2016 Actual \$ | 2015 Actual \$ |
|---------------------------------------------|-------|----------------------|----------------------|
| Income | | | |
| Subscriptions | | 9,573 | 8,846 |
| Donations | | 2,000 | 50 |
| Sponsorship | | 2,875 | - |
| Interest | | 186 | 199 |
| Sunday Bus Service | 2 | 25,317 | 23,200 |
| Training | | - | 700 |
| Rebate Income | | 371 | - |
| Sundry Income | | 2,573 | 380 |
| Total Income | | 42,895 | 33,375 |
| Expenditure | | | |
| Accountancy Fees | | - | - |
| Administrator | | 5,180 | 9,291 |
| Advertising & Promotion | | 316 | 291 |
| Audit Fees | | 375 | 325 |
| Bank Fees & Charges | | 136 | 107 |
| Conferences | | - | 668 |
| Donations | 3 | - | 300 |
| Event Expenses | | 5,600 | 514 |
| General Expenses | | 798 | 99 |
| Printing, Postage & Stationery | | 304 | 441 |
| Telephone, Tolls, Internet | | 878 | 593 |
| Training | | - | 673 |
| Sunday Bus Service | 2 | 21,098 | 19,829 |
| Travel & Accommodation | | - | 184 |
| Total Cash Expenditure | | 34,685 | 33,315 |
| Non-Cash Expenditure | | | |
| Depreciation | 4 | 428 | 754 |
| Total Non-Cash Expenditure | | 428 | 754 |
| Total Expenses | | 35,113 | 34,069 |
| Net Surplus (Deficit) before Tax | | 7,782 | (694) |
| Taxation | 10 | - | - |
| Net Surplus (Deficit) After Taxation | | 7,782 | (694) |

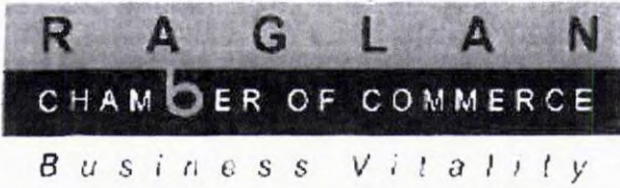
The attached notes form part of, and should be read in conjunction with these accounts.



Balance Sheet
as at 31 March 2016

| | Notes | 2016 Actual \$ | 2015 Actual \$ |
|-------------------------------------|--------------|-------------------------------|-------------------------------|
| Current Assets | | | |
| Cash & Bank | 5 | 17,729 | 8,879 |
| Accounts Receivable | 6 | 756 | 221 |
| GST Accrued | | - | - |
| Prepayments | 7 | - | 380 |
| Taxation | 11 | 61 | 66 |
| Total Current Assets | | 18,546 | 9,546 |
| Current Liabilities | | | |
| Accounts Payable | 8 | 603 | 394 |
| Income in Advance | 9 | 416 | 368 |
| GST Accrued | | 688 | 155 |
| Total Current Liabilities | | 1,707 | 917 |
| Working Capital | | 16,839 | 8,629 |
| Non-Current Assets | | | |
| Property, Plant & Equipment | 4 | 603 | 1,031 |
| Total Non-Current Assets | | 603 | 1,031 |
| Net Assets & Liabilities | | 17,442 | 9,660 |

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



**Statement of Changes in Equity
 for the year ended 31 March 2016**

| | Notes | 2016 Actual \$ | 2015 Actual \$ |
|---------------------------------|--------------|-------------------------------|-------------------------------|
| Opening Balance | | 9,660 | 10,354 |
| Net Operating Surplus (Deficit) | | 7,782 | (694) |
| Closing Balance | | 17,442 | 9,660 |

..... Signature Date

..... Position

..... Signature Date

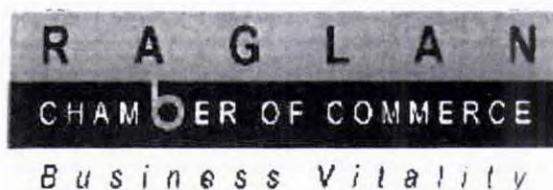
..... Position



Statement of Cash Flows
for the year ended 31 March 2016

| | Notes | 2016 Actual \$ | 2015 Actual \$ |
|--------------------------------------------------------------------------|-----------|----------------------|----------------------|
| Cash Flow from Operating Activities | | | |
| <i>Cash was provided from:</i> | | | |
| Subscriptions | | 9,038 | 9,712 |
| Bus Service | | 25,317 | 23,200 |
| Sponsorship | | 2,875 | - |
| Donations | | 2,000 | 50 |
| Rebate Income | | 371 | - |
| Sundry Income | | 2,573 | 380 |
| Training | | 48 | 1,068 |
| | | <u>42,222</u> | <u>34,410</u> |
| <i>Cash was applied to:</i> | | | |
| Employees & Contractors | | 5,180 | 9,291 |
| Suppliers | | 28,383 | 23,644 |
| | | <u>33,563</u> | <u>32,935</u> |
| Net cash inflow (outflow) from operating activities | 15 | 8,659 | 1,475 |
| Cash flow from investing activities | | | |
| <i>Cash was provided from:</i> | | | |
| Interest Received | | 191 | 171 |
| | | <u>191</u> | <u>171</u> |
| <i>Cash was applied to:</i> | | | |
| Fixed Assets Acquisitions | | - | - |
| | | <u>-</u> | <u>-</u> |
| Net cash inflow (outflow) from investing activities | | 191 | 171 |
| Net increase (decrease) in cash held | | 8,850 | 1,646 |
| Plus Opening Balance | | 8,879 | 7,233 |
| Cash at 31 March | 5 | 17,729 | 8,879 |
| Reconciliation of closing cash to Statement of Financial Position | | | |
| Westpac Bank Cheque Account | | 2,777 | 1,045 |
| Westpac Bank Savings Account | | 14,952 | 7,834 |
| Cash at 31 March | 5 | 17,729 | 8,879 |

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



**Notes to the Financial Statements
For the year ended 31 March 2016**

1. STATEMENT OF ACCOUNTING POLICIES

Reporting Entity

These financial statements are for Raglan Chamber of Commerce & Industry.

Raglan Chamber of Commerce & Industry is an incorporated society. Raglan Chamber of Commerce & Industry Incorporated was incorporated on the 7th May 2010.

The financial statements of Raglan Chamber of Commerce & Industry have been prepared according to generally accepted accounting practice.

Measurement Base

The accounting principles recognised as appropriate for the measurement and reporting of financial performance and financial position on a historical cost basis are followed by Raglan Chamber of Commerce & Industry.

These financial statements have been prepared in accordance with generally accepted accounting practice in New Zealand. For this purpose Raglan Chamber of Commerce & Industry has designated itself as a public benefit entity.

The information is presented in New Zealand dollars.

Specific Accounting Policies

The following specific accounting policies that materially affect the measurement of financial performance and the financial position have been applied.

(a) Revenue

Fund-raising, sponsorship, and unconditional donations or koha are recognised when received. Grants received are recognised in operating revenue, unless specific conditions attach to a grant and repayment of the grant is required where these conditions are not met. In these cases, the grant is treated as a liability until the conditions are met. Interest income is accounted for on an accruals basis.

(b) Income Tax

Raglan Chamber of Commerce & Industry is an incorporated society. They became an incorporated society from the 7th May 2010. They do not have Charitable Status, and received income that is subject to Income Tax.

(c) Property, Plant & Equipment

Property, plant and equipment are recorded at cost less accumulated depreciation.

(d) Depreciation

Depreciation has been calculated to allocate the cost or valuation of assets over their estimated useful lives, at the following rates:

| | |
|-------------------|-----------|
| Plant & Equipment | 40-60% DV |
|-------------------|-----------|



**Notes to the Financial Statements
For the year ended 31 March 2016**

- (e) Goods and Services Tax (GST)**
The financial statements have been prepared on a GST exclusive basis.
- (f) Financial Instruments**
Financial instruments in the statement of financial position include cash balances, receivables and payables.
- (g) Cash flows**
For the purpose of the statement of cash flows, cash includes cash on hand, deposits held at call with banks, and investments in money market instruments, net of bank overdrafts
- (h) Differential Reporting**
Raglan Chamber of Commerce & Industry qualifies for differential reporting as it is not publicly accountable, and is not large as defined in the Framework for Differential Reporting. Raglan Chamber of Commerce & Industry has taken advantage of all available differential reporting exemptions, except those in respect of FRS-10 Statements of Cash Flows.
- (i) Changes in Accounting Policies**
There have been no changes in accounting policies during the year. Policies have been applied on a basis consistent with the previous year.



**Notes to the Accounts
for the year ended 31 March 2016**

| | 2016 Actual \$ | 2015 Actual \$ |
|---------------------------------------------------------|-------------------------------|-------------------------------|
| 7 Prepayments | | |
| Website hosting | - | 380 |
| | <u>-</u> | <u>380</u> |
| 8 Accounts Payable | | |
| Accruals | 461 | 374 |
| Trade Creditors | 142 | 20 |
| | <u>603</u> | <u>394</u> |
| 9 Income in Advance | | |
| Subscriptions | 416 | 368 |
| | <u>416</u> | <u>368</u> |
| 10 Taxation Expense | | |
| Net surplus/ (deficit) before tax | 7,782 | (694) |
| Prima facie tax @ 28% | 2,179 | - |
| Add (subtract) taxation effect of permanent differences | | |
| Tax on non-taxable income | (2,179) | - |
| | <u>-</u> | <u>-</u> |
| 11 Taxation | | |
| Opening Balance | 66 | 38 |
| Taxation paid (refunded) | (66) | (38) |
| Resident withholding tax deducted during the year | 61 | 66 |
| Closing Balance | <u>61</u> | <u>66</u> |

At balance date, the tax loss carried forward was \$1,674 (2015: \$1,674).

12 Related Party Transactions

The Raglan Chamber of Commerce purchases goods and services from members on a commercial basis.

13 Capital Expenditure Commitments

There were no commitments for capital expenditure at 31st March 2016 (2015 - 0).

14 Contingent Losses or Gains

There were no known contingent losses or gains outstanding as at 31st March 2016 (2015 - 0).

| | 2016 Actual \$ | 2015 Actual \$ |
|-------------------------------------------------------------------------------------------------|-------------------------------|-------------------------------|
| 15 Reconciliation of reported surplus after taxation with cash from operating activities | | |
| Reported Surplus (Deficit) | 7,782 | (694) |
| Plus (Less) non-cash items | 428 | 754 |
| Less investment income | (186) | (199) |
| <i>Movement in Working Capital</i> | | |
| Increase (decrease) in accounts payable | 742 | (33) |
| Increase (decrease) in income in advance | 48 | 368 |
| (Increase) decrease in accounts receivable | (535) | 1,046 |
| (Increase) decrease in prepayments | 380 | 233 |
| Net cash flow from operating activities | <u>8,659</u> | <u>1,475</u> |



INDEPENDENT AUDITOR'S REPORT

To The Members of
Raglan Chamber of Commerce & Industry Incorporated

Report on the Financial Statements

I have audited the financial Statements of Raglan Chamber of Commerce & Industry Incorporated on pages 1 to 10, which comprise the balance sheet as at March 31st, 2016, and the income statement and statement of changes in equity for the year ended, and a summary of significant accounting policies and other explanatory information.

Committee Responsibility for the Financial Statements

The Committee are responsible for the preparation and fair presentation of these financial statements in accordance with generally accepted accounting practice in New Zealand and for such internal control as the Committee determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

It is my responsibility to express an independent opinion on the financial report presented by the Committee and report my opinion to you.

Basis of Opinion

My responsibility is to express an opinion on those 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 and presentation of the financial statements 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 evaluation the overall presentation of the financial statements.

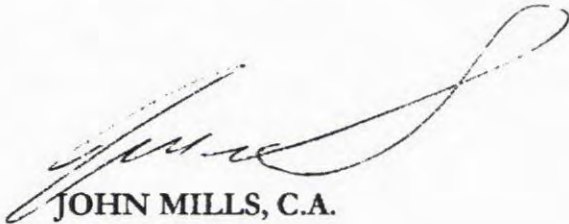
I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion

Other than in my capacity as auditor I have no relationship with or interests in Raglan Chamber of Commerce & Industry Incorporated.

Opinion

In my opinion, the financial statements on pages 1 to 10 present fairly, in all material respects the financial position of Raglan Chamber of Commerce & Industry Incorporated as at March 31st, 2016, and its financial performance for the year ended in accordance with generally accepted accounting practice in New Zealand.

My audit report was completed on Saturday, June 25, 2016 and my unqualified opinion is expressed as at that date.



JOHN MILLS, C.A.

Director

Email: jmmills@gmail.com

Saturday, June 25, 2016

Open Meeting

| | |
|---------------------------------|------------------------------------------------------|
| To | Raglan Community Board |
| From | TG Whittaker General Manager Strategy & Support |
| Date | 15 October 2016 |
| Prepared by | Lianne van den Bemd Community Development Advisor |
| Chief Executive Approved | Y |
| DWS Document Set # | 1627462 |
| Report Title | Application for Funding – ZU Entertainment LTD |

1. EXECUTIVE SUMMARY

The purpose of this report is to present an application for funding from ZU Entertainment LTD towards the cost of Soundsplash 2017.

2. RECOMMENDATION

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

AND THAT an allocation of \$..... is made to **ZU Entertainment LTD** towards the cost of **Soundsplash 2017**;

OR

AND THAT the request from **ZU Entertainment LTD** towards the cost of **Soundsplash 2017** is declined / deferred until for the following reasons:

3. BACKGROUND

ZU Entertainment LTD is hosting the Soundsplash summer music festival in Raglan.

The festival offers the following:

- 40 artists over multiple stages and zones
- Food, trade and community stalls
- Creative installations in line with the Kaupapa of the event
- Camping and accommodation close to the event

- Solar charging stations
- Education in line with the Raglans zero waste message
- Activities, workshops and speakers for all ages

2017 marks the 10th anniversary of Soundsplash Festival at the Wainui Reserve.

The event will take place from 20-22 January 2017 at the Wainui Reserve in Raglan.

4. OPTIONS CONSIDERED

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

5. FINANCIAL

Funding is available to allocate for the year.

The project is noted to cost \$710,627.00. The ZU Entertainment LTD is seeking funding of \$6,024.60 towards the cost of hiring the generator lighting for the event.

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

6. POLICY

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

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

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

7. CONCLUSION

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

8. ATTACHMENTS

Application for Funding – ZU Entertainment LTD



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 1 - Your details

Name of organisation

ZU Entertainment LTD

What is your organisation's purpose?

Event Management & Performing Arts

Address: (Postal)

6 Whitley Street
Raglan

Address: (Physical if different from above)

6 Whitley Street
Raglan

Contact name, phone number/s and email address

ZU ENTERTAINMENT LTD

Brian Ruawai
Operations Manager
022 034 0376

Charities Commission Number: (If you have one) n/a

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

Bank account details _12_ / _3476_ / _0010419_ / _00_

Bank _____ ASB _____ 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)

Soundsplash is the summer eco-festival of music, freedom and expression, held on January 20- 22nd 2017, held at Wainui Reserve, Raglan.

The festival offers: 40 artists over multiple stages and zones - stalls for food, trade and community organisations - creative installations to fit with the kaupapa of the event - camping options close to the venue and hotel/motel accommodation in Raglan - solar charging stations - promotion and education of Zero Waste - closed off bar and ample security.

Games, Activities, Workshops and Speakers are held during daytime hours for all ages, with a designated area for Family Camping and a Kids Zone.

2017 marks the 10th Anniversary of Soundsplash Festival at the Wainui Reserve.

Who is involved in your event / project?

Project team: ZU Entertainment (Brian Ruawai, Naomi Tuao and whanau), Jefferies Law (Peter Jefferies and whanau)

How many volunteers are involved?

200-250 Volunteers

What other groups are involved in the project?

Soundsplash works with local, charitable and private industry groups within the Waikato region.

- Xtreme Zero Waste - Recyclable, Compostable & Waste to Landfill, (83% diversion to Waste was achieved for 2016),
- WINTEC Hamilton (Mentoring program for graduate students)
- Raglan Solar (Charging Stations), Solar Cycles
- Raglan Area School
- Indi Shop
- Raglan Roast
- Kahus Nest
- KASM
- WEC
- Hamilton City Council
- Waikato District Council
- Karioi-Maunga ki te Moana
- Raglan I-Site
- Leightweight Fitness Raglan
- Raglan Bakery
- The Yoga Space Raglan
- Poihakena Marae
- Kaumatua Group

Community Services involved with the project:

- Raglan Surf Life-Saving Club
- Raglan Police
- Maori Wardens Raglan
- West Coast Health Clinic

- Hamilton Family planning

Youth Services:

- Red Frogs
- Western Community Centre

Sponsors:

- Wanna Wifi
- Hallertau Brewing Company
- Red Bull NZ
- Stray Buses (TBC)
- Vilagrads Wines

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

Environmental

The Soundsplash festival promotes Raglan as a world class destination event with an environmentally conscious backbone. Soundsplash believe this is a point of difference and is working towards some basic principles of Eco Tourism.

- Minimise physical, social, behavioral, and psychological impacts.
- Build environmental and cultural awareness and respect.
- Provide positive experiences for both visitors and hosts.
- Provide direct financial benefits for conservation.
- Generate financial benefits for both local people and private industry.
- Design, construct and operate low-impact facilities.
- Recognise the rights and spiritual beliefs of the Indigenous People in our community and work in partnership with them to create empowerment.

Economic

It is intended to increase the economic portfolio of the area by attracting at least 5,000 people to Raglan, 65% of attendees coming from outside of the Waikato Region.

Soundsplash understand the importance of serving local economic needs and to provide a platform for local people to have the opportunity to become sustainable. Organisers employ a number of local persons through out the year contributing to increasing skill sets and provide local employment. □ Soundsplash accommodate artists and VIPs. Here is a brief list of local individuals and groups that benefit by directly becoming involved at the festival. □

- Local Artists and designers □
- Musicians □

- Food Vendors □
- Merchandise Vendors □
- Photographers □
- Videography □
- Social Network & PR □
- Local Contractors
- Sunset Motel
- Westside accommodation
- Te Kopua Campground
- The Harbourview Hotel
- The Raglan Bakery
- Raglan Farmstay
- Soulscape
- Yot Club
- Raglan Video

Youth participation:

A local Aesthetics Crew has been developed who are aged between 16-25yrs, whom are all passionate about Visual and Performing Arts. Soundsplash allows an avenue for these youth to be inspired with their own creativity to produce astetic for the event. During this process an opportunity is provided for them to learn new skills, have a creative input into the festival. Soundsplash believes this leads to empowerment and self esteem for our youth.

Section 4 – Funding requirements

Note : Please provide full details of how much your event/project will cost, how much you are seeking from the Waikato District Council and other providers, details of other funding and donated materials/resources being sourced, and current funds in hand to cover the costs of the event/project.

| <i>Please complete all of the following sections</i> | GST Inclusive Costs <i>(use this column if you are not GST registered)</i> | GST Exclusive Costs <i>(use this column if you are GST registered)</i> |
|-----------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|
| TOTAL COST OF THE PROJECT/EVENT | \$ | \$ 710,627.00 |
| Existing funds available for the project - Ticket Sales projected: Total A | \$ | \$ 591,080.00 |

Funding being sought from Waikato District Council

| Project Breakdown <i>(itemised costs of funding being sought)</i> <i>If there is insufficient space below please provide a breakdown of costs on an additional sheet.</i> | \$ | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|------------|
| Generator and lighting for event – NES Hire Ltd | \$ | \$ 6024.60 |
| | \$ | \$ |
| | \$ | \$ |
| | \$ | \$ |
| | \$ | \$ |
| | \$ | \$ |
| Total Funds being sought from WDC Total B | \$ | \$ 6024.60 |

Has funding been sought from other funders? Yes No

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

| | | |
|--------------------------------------------------|----------|---------------|
| a) Bar Sales | \$ _____ | \$ 95,000.00 |
| b) Merchandise | \$ _____ | \$ 3500.00 |
| c) Stalls | \$ _____ | \$ 15,000 |
| d) | \$ _____ | \$ _____ |
| Total of other funds being sought Total C | \$ _____ | \$ 113,500.00 |

| | | | |
|-----------------------------------------------------------------------------------------------|----------------|---------------|------------------------|
| Total Funding Applied for <i>(Add totals A, B & C together to make Total D)</i> | Total D | \$ 710,604.60 | \$ variance is \$22.40 |
| <i>Note : This total should equal the Total Cost of the Project/Event</i> | | | |

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

Yes -will provide more information at the Discretionary Fund Committee presentation

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:

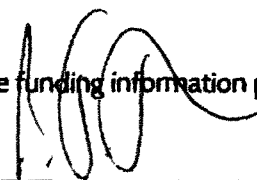
| Project | Amount received | Date |
|----------------|-----------------|------|
| not applicable | | |
| | | |
| | | |
| | | |

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.

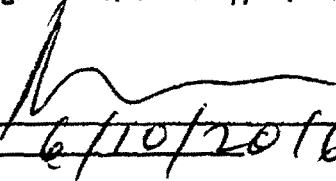
I confirm that an accountability statement has been completed and returned

Signed: _____ Name: _____

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

X Signature: 
 Date: 6/10/16

Position in organisation (tick which applies) Chairman Secretary Treasurer

Signature: 
 Date: 6/10/2016

Position in organisation (tick which applies) Chairman Secretary Treasurer

Event Operations

Financial Statements (Draft)

ZU Entertainment Ltd
As at 31 March 2016

Contents

| | |
|----|-----------------------------------------|
| 3 | Compilation Report |
| 4 | Directors Report |
| 5 | Directory |
| 6 | Statement of Profit or Loss |
| 8 | Statement of Changes in Equity |
| 9 | Balance Sheet |
| 10 | Depreciation Schedule |
| 11 | Schedule of Finance Leases & Term Loans |
| 12 | Shareholder Current Accounts |
| 13 | Notes to the Financial Statements |

Compilation Report

ZU Entertainment Ltd For the year ended 31 March 2016

Compilation Report to the Directors of ZU Entertainment Ltd.

Scope

On the basis of information provided and in accordance with Service Engagement Standard 2 Compilation of Financial Information, we have compiled the financial statements of ZU Entertainment Ltd for the year ended 31 March 2016.

These statements have been prepared in accordance with the accounting policies described in the Notes to these financial statements.

Responsibilities

The Directors are solely responsible for the information contained in the financial statements and have determined that the Special Purpose Reporting Framework used is appropriate to meet your needs and for the purpose that the financial statements were prepared.

The financial statements were prepared exclusively for your benefit. We do not accept responsibility to any other person for the contents of the financial statements.

No Audit or Review Engagement Undertaken

Our procedures use accounting expertise to undertake the compilation of the financial statements from information you provided. Our procedures do not include verification or validation procedures. No audit or review engagement has been performed and accordingly no assurance is expressed.

Independence

We have no involvement with ZU Entertainment Ltd other than for the preparation of financial statements and management reports and offering advice based on the financial information provided.

Disclaimer

We have compiled these financial statements based on information provided which has not been subject to an audit or review engagement. Accordingly, we do not accept any responsibility for the reliability, accuracy or completeness of the compiled financial information contained in the financial statements. Nor do we accept any liability of any kind whatsoever, including liability by reason of negligence, to any person for losses incurred as a result of placing reliance on these financial statements.

Mobile Accounting Services NZ Limited
1327 Victoria Street
Hamilton

Dated: 7 October 2016



Directors Report

ZU Entertainment Ltd For the year ended 31 March 2016

The Directors are pleased to present the approved financial report including the historical financial statements of ZU Entertainment Ltd for year ended 31 March 2016.

APPROVED

For and on behalf of the Board of Directors.

Director

Director

Date _____

Directory

ZU Entertainment Ltd For the year ended 31 March 2016

Nature of Business

Event Management

Registered Office

Jefferies Law Ltd
70 Rostrevor Street
Hamilton Central
Hamilton

Incorporation Number

5749166

IRD Number

117-297-241

Directors

P J Jefferies
J A Warbrick

Bankers

ASB
Hamilton

Solicitors

Jefferies Law Limited
Hamilton

Shareholders

| | |
|------------------------------|------------|
| J Law Trustees Limited | 98 |
| B Ruawai | 1 |
| N Tuao | 1 |
| Total Ordinary Shares | 100 |

Statement of Profit or Loss

ZU Entertainment Ltd
 For the year ended 31 March 2016

2016

Income

| | |
|---------------------|----------------|
| Bar Sales | 51,132 |
| Ticket Sales | 363,372 |
| Vendor Stall Sales | 12,543 |
| Total Income | 427,047 |

Expenses

| | |
|-------------------------------|---------|
| Accountancy Fees | 2,437 |
| Aesthetics | 42,396 |
| Artist Fees | 155,917 |
| Bank Charges | 635 |
| Bar Expenses | 26,539 |
| Catering - Backstage | 6,921 |
| Commissions | 11 |
| Computer Expenses | 25 |
| Eftpos Hire | 1,500 |
| Entertainment | 627 |
| Freight & Courier | 7,914 |
| Health and Safety | 3,800 |
| Insurance | 4,936 |
| Interest - Loans | 2,039 |
| Licences & Registrations | 12,589 |
| Light Power & Heating | 304 |
| Loan Fees | 200 |
| Management Fees | 28,320 |
| Merchandise Purchases | 2,815 |
| Motor Vehicle Expenses | 2,176 |
| Printing, Stamps & Stationery | 1,490 |
| Production | 98,359 |
| Promotion | 24,371 |
| Rent - Office | 3,043 |
| Rent - Plant & Equipment | 430 |
| Safety Equipment | 537 |
| Security | 50,635 |
| Staff & Volunteer Expenses | 597 |
| Subcontractors | 760 |
| Telephone, Tolls & Internet | 2,597 |
| Toilets and Hygiene | 34,550 |
| Travel - International | 806 |
| Travel & Accommodation | 8,413 |
| Venue | 19,615 |
| Waste Management | 10,883 |

These financial statements have been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.



2016

| | |
|--------------------------------------------------------------------------------|------------------|
| Wristbands | 3,408 |
| Total Expenses | 562,596 |
| <hr/> | |
| Net Profit (Loss) Before Depreciation, Owners Remuneration and Taxation | (135,549) |
| Depreciation | |
| Depreciation as per Schedule | 103 |
| Total Depreciation | 103 |
| <hr/> | |
| Net Profit (Loss) Before Taxation | (135,652) |
| <hr/> | |
| Net Profit (Loss) for the Year | (135,652) |

These financial statements have been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.

Statement of Changes in Equity

ZU Entertainment Ltd

For the year ended 31 March 2016

2016

Equity

Opening Balance

Increases

| | |
|------------------------|------------------|
| Profit for the Period | (135,652) |
| Total Increases | (135,652) |
| Total Equity | (135,652) |

These financial statements have been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.

Balance Sheet

ZU Entertainment Ltd
 As at 31 March 2016

31 MAR 2016

Assets

Current Assets

Cash and Bank

| | |
|----------------------------|--------------|
| Westpac On Call Funds | 1,626 |
| Kiwibank 01 Account | - |
| Total Cash and Bank | 1,626 |

| | |
|-----------------------------|--------------|
| GST Receivable | 1,914 |
| Total Current Assets | 3,540 |

Non-Current Assets

| | |
|---------------------------------|--------------|
| Fixed Assets as per Schedule | 2,992 |
| Total Non-Current Assets | 2,992 |

| | |
|---------------------|--------------|
| Total Assets | 6,532 |
|---------------------|--------------|

Liabilities

Current Liabilities

| | |
|----------------------------------|---------------|
| Accounts Payable | 84,802 |
| Income Tax Payable | - |
| Shareholder Current Accounts | 381 |
| Total Current Liabilities | 85,184 |

Non-Current Liabilities

| | |
|--------------------------------------|---------------|
| Loans as per Schedule | 57,000 |
| Total Non-Current Liabilities | 57,000 |

| | |
|--------------------------|----------------|
| Total Liabilities | 142,184 |
|--------------------------|----------------|

| | |
|-------------------|------------------|
| Net Assets | (135,652) |
|-------------------|------------------|

Equity

| | |
|---------------------|------------------|
| Retained Earnings | (135,652) |
| Total Equity | (135,652) |

These financial statements have been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.

Depreciation Schedule

ZU Entertainment Ltd

For the year ended 31 March 2016

| NAME | PURCHASED | COST | OPENING VALUE | PURCHASES | CLOSING ACCUM DEP | DEPRECIATION | DISPOSALS | CLOSING VALUE |
|------------------------------------|------------|--------------|---------------|--------------|----------------------|--------------|-----------|---------------|
| Plant & Equipment | | | | | | | | |
| 20ft container | 2 Dec 2015 | 3,095 | - | 3,095 | 103 | 103 | - | 2,992 |
| Total Plant & Equipment | | 3,095 | - | 3,095 | 103 | 103 | - | 2,992 |
| Total | | 3,095 | - | 3,095 | 103 | 103 | - | 2,992 |

These financial statements have been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.

Schedule of Finance Leases & Term Loans

ZU Entertainment Ltd

For the year ended 31 March 2016

2016

Loan Schedule

Jeffries Ford Partnership Loan

Opening Balance

-

Increases

| | |
|------------------------|----------------|
| Advance | 200,000 |
| Interest | 2,039 |
| Total Increases | 202,039 |

Decreases

| | |
|------------------------|----------------|
| Payments | 202,039 |
| Total Decreases | 202,039 |

Total Jeffries Ford Partnership Loan

-

P Jeffries Loan

Opening Balance

-

Increases

| | |
|------------------------|---------------|
| Advance | 57,000 |
| Total Increases | 57,000 |

Total P Jeffries Loan

57,000

Total Loan Schedule

57,000

Shareholder Current Accounts

ZU Entertainment Ltd
 For the year ended 31 March 2016

2016

Shareholder Current Accounts

B Ruwai

Opening Balance

Increases

| | |
|--------------------------|---------------|
| Funds Introduced | 5,361 |
| Management Fees Received | 28,320 |
| Total Increases | 33,681 |

Decreases

| | |
|------------------------|---------------|
| Drawings | 33,300 |
| Total Decreases | 33,300 |

| | |
|----------------------|------------|
| Total B Ruwai | 381 |
|----------------------|------------|

| | |
|-------------------------------------------|------------|
| Total Shareholder Current Accounts | 381 |
|-------------------------------------------|------------|

Notes to the Financial Statements

ZU Entertainment Ltd For the year ended 31 March 2016

1. Reporting Entity

ZU Entertainment Ltd is a company incorporated under the Companies Act 1993 and is engaged in the business of Event Management.

2. Statement of Accounting Policies

Basis of Preparation

These financial statements have been prepared in accordance with the Special Purpose Framework for use by For-Profit Entities (SPFR for FPEs) published by Chartered Accountants Australia and New Zealand.

The financial statements have been prepared for taxation purposes.

Historical Cost

These financial statements have been prepared on a historical cost basis. The financial statements are presented in New Zealand dollars (NZ\$) and all values are rounded to the nearest NZ\$, except when otherwise indicated.

Changes in Accounting Policies

There have been no changes in accounting policies. This is the first year of business therefore no comparative figures are reported.

Property, Plant and Equipment and Investment Property

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

An item of property, plant and equipment or investment property is derecognised upon disposal or when no further future economic benefits are expected from its use or disposal. Any gain or loss arising on derecognition of the asset (calculated as the difference between the net disposal proceeds and the carrying amount of the asset) is included in profit or loss in the year the asset is derecognised.

Upon derecognition, the asset revaluation reserve relating to the asset disposed shall be transferred to retained earnings.

Depreciation

| Account | Method | Rate |
|-------------------|--------------------------|------|
| Plant & Equipment | Diminishing Value (100%) | 10% |

Income Tax

Income tax is accounted for using the taxes payable method. The income tax expense in profit or loss represents the estimated current obligation payable to Inland Revenue in respect of each reporting period after adjusting for any variances between estimated and actual income tax payable in the prior reporting period.

Goods and Services Tax

All amounts are stated exclusive of goods and services tax (GST) except for accounts payable and accounts receivable which are stated inclusive of GST.

| | 2016 | 2015 |
|---------------------------------------------|-----------|------|
| 3. Income Tax Expense | | |
| Net Profit (Loss) Before Tax | (135,652) | - |
| Deductions from Taxable Profit | | |
| Losses Carried Forward | - | - |
| Total Deductions from Taxable Profit | - | - |
| Taxable Profit (Loss) | (135,652) | - |
| Tax Payable at 28% | - | - |
| Deductions from Tax Payable | | |
| Prior period tax paid (refunded) | - | - |
| Total Deductions from Tax Payable | - | - |
| Income Tax Payable (Refund Due) | - | - |

4. Imputation Credits

At balance date the imputation credits available to shareholders of the company were \$ Nil.

5. Accounts Receivable

Receivables are stated at their estimated realisable value. Bad debts are written off in the year in which they are identified.

6. Goodwill

Goodwill represents the excess of the purchase consideration over the fair value of the net tangible and identifiable intangible assets acquired, at the time of acquisition.

7. Audit

These financial statements have not been audited.



COMPANIES

Certificate of Incorporation

ZU ENTERTAINMENT LIMITED

5749166

NZBN: 9429041857953

This is to certify that ZU ENTERTAINMENT LIMITED was incorporated under the Companies Act 1993 on the 16th day of July 2015.

Mandy McDonald



Registrar of Companies
6th day of October 2016

For further details relating to this company check
<http://www.companies.govt.nz/co/5749166>
Certificate generated 06 October 2016 05:07 PM NZDT



SCAN TO VIEW
OUR REGISTRATION DETAILS

ZU ENTERTAINMENT LIMITED (5749166) Registered

To maintain this company [log on here](#)

Last updated on 09 Aug 2016

Company Summary [View all details](#) [View all details](#) [View all details](#) [View all details](#) [View all details](#) [View all details](#) [View all details](#) [View all details](#) [View all details](#) [View all details](#)

Company number: 5749166

NZ Business Number: 9429041857953

Incorporation Date: 16 Jul 2015

Company Status: Registered

Entity type: NZ Limited Company

Constitution filed: No

AR filing month: July , last filed on [09 Aug 2016](#)

Ultimate holding company: No

Company addresses: **Registered Office**
Jefferies Law Ltd, 70 Rostrevor
Street, Hamilton Central, Hamilton,
3204 , New Zealand
Address for service
Jefferies Law Ltd, 70 Rostrevor
Street, Hamilton Central, Hamilton,
3204 , New Zealand
[View all addresses](#)

Directors Showing 1 of 1 directors

Peter Joseph JEFFERIES
538 Seddon Road, Rd 7, Hamilton,
3287 , New Zealand

Company record link: <http://www.companies.govt.nz/co/5749166>



Tax Invoice 232

GST Reg. Number: 966-88-245

P O Box 213
Waihi

PH: 07 863 9200
FAX: 07 863 9207
EMAIL: karen@kva.co.nz

Physical address: 55 Consols Street, Waihi

Tax Invoice No.: 00006008

Bill To:

Ship To:

Cash

Zu Entertainment/Sound Splash
6 Whitley St,
Raglan 3225

For the hire of generators and equipment 08-10 January 2016

| SALESPERSON | | YOUR NO. | | OUR JOB | | DELIVERY | | TERMS | | DATE | | PG. |
|-----------------------------------------|----------|----------------------------------------------------------------------------------------------------------------------------------|--|-----------|----------|------------|----------|-----------|---------------------------------------------------------|------------|--|--------|
| Hamilton | | | | 5816H2629 | | 07/01/2016 | | Net 20th | | 18/01/2016 | | Page 1 |
| QTY. | ITEM NO. | DESCRIPTION | | | PRICE | DAY | EXTENDED | | GST | | | |
| 3 | 212-001 | 212-001 Generator | | | \$209.00 | Day | \$627.00 | | S15 | | | |
| 1 | 212-001 | Plus 20% for 12-24 hour running Hours out - 9094 Hours in - 9160 Total hours used - 66 Average - 22 hours per day | | | \$125.40 | Day | \$125.40 | | S15 | | | |
| 3 | 232-08 | 232-08 Generator | | | \$196.00 | Day | \$588.00 | | S15 | | | |
| 1 | 232-08 | Plus 20% for 12-24 hour running Hours out - 848 Hours in - 920 Total hours used - 72 Average - 24 hours per day | | | \$117.60 | Day | \$117.60 | | S15 | | | |
| 3 | 204-08 | 204-08 Generator | | | \$196.00 | Day | \$588.00 | | S15 | | | |
| 1 | 204-08 | Plus 20% for 12-24 hour running Hours out - 5909 Hours in 5988 Total hours used - 79 Average 19.75 hours per day | | | \$204.00 | Day | \$117.60 | | S15 | | | |
| 4 | 247-02T | 247-02T - 20kva Generator | | | \$180.00 | Day | \$720.00 | | S15 | | | |
| 1 | 247-02T | Plus 20% for 12-24 hour running Hours out - 5909 Hours in - 5988 Total hours used - 79 Average - 19.75 hours per day | | | \$144.00 | Day | \$144.00 | | S15 | | | |
| 2 | LT1-02 | LT1-02 - Lighting Tower | | | \$180.00 | | \$360.00 | | S15 | | | |
| COMMENT | | | | | COI | RATE | GST | SALE AMT. | SALE AMT. FREIGHT GST TOTAL AMT. PAID TODAY | | | |
| Bank acc details: 02-0472-0021774-00 | | | | | | | | | BALANCE DUE | | | |



Tax Invoice 233

GST Reg. Number: 966-88-245

P O Box 213
Waihi

PH: 07 863 9200
FAX: 07 863 9207
EMAIL: karen@kva.co.nz

Physical address: 55 Consols Street, Waihi

Tax Invoice No.: 00006008

Bill To:

Ship To:

Cash

Zu Entertainment/Sound Splash
6 Whitley St,
Raglan 3225

For the hire of generators and equipment 08-10 January 2016

| SALESPERSON | YOUR NO. | | OUR JOB | DELIVERY | TERMS | DATE | PG. |
|--------------------|--------------|------------------------------------------------|-----------|------------|------------|-------------|------------|
| Hamilton | | | 5816H2629 | 07/01/2016 | Net 20th | 18/01/2016 | Page 2 |
| QTY. | ITEM NO. | DESCRIPTION | PRICE | DAY | EXTENDED | GST | |
| 2 | LT2 | LT2 - Lighting Tower | \$180.00 | | \$360.00 | S15 | |
| 2 | LT3-01 | LT3-01 | \$180.00 | | \$360.00 | S15 | |
| 3 | 25m x 63amp | 25m x 63amp Leads x 6 @ \$33 each per day | \$198.00 | Day | \$594.00 | S15 | |
| 3 | 63 SP | 63amp Site Box x 3 @ \$48 each per day | \$144.00 | day | \$432.00 | S15 | |
| 3 | Nomad 63 | Nomad 63 x 1 | \$52.00 | Day | \$156.00 | S15 | |
| 3 | Nomad 32 | Nomad 32 x 2 @ \$37 each per day | \$74.00 | Day | \$222.00 | S15 | |
| 3 | Nomad 10 | Nomad 10 x 2 @ \$25 each per day | \$50.00 | | \$150.00 | S15 | |
| 3 | Fuel Tanker | Fuel Tanker | \$75.00 | | \$225.00 | S15 | |
| 3 | Lead Adaptor | 63amp to 32amp Adaptor x 2 @ \$13 each per day | \$26.00 | | \$78.00 | S15 | |
| 3 | Lead Adaptor | 10amp to 16amp Adaptor x 2 @ \$10 each per day | \$20.00 | | \$60.00 | S15 | |
| COMMENT | | COI | RATE | GST | SALE AMT. | SALE AMT. | |
| Bank acc details: | | S | 12.5% | \$0.00 | \$0.00 | FREIGHT | \$0.00 S |
| 02-0472-0021774-00 | | S | 15% | \$903.69 | \$6,024.60 | GST | \$903.69 |
| | | 1 | | | | TOTAL AMT. | \$6,928.29 |
| | | 5 | | | | PAID TODAY | \$0.00 |
| | | | | | | BALANCE DUE | \$6,928.29 |

Soundsplash Festival Working budget

(as updated 6th October 2016)

| | |
|----------------------------------------------|-----------|
| Income: | 2017 |
| Soundsplash Ticket Sales | \$591,080 |
| Youth Ticket | |
| Bar | \$95,000 |
| Stalls | \$15,000 |
| Loans | |
| Merchandise | \$3,500 |
| commissions | \$- |
| Funding | \$- |
| Total | \$704,580 |
| Admin | |
| Interest on Loan | \$- |
| Loan Repayment | \$120,000 |
| Management Salaries (\$25ph) | \$25,800 |
| | \$- |
| Accountant | \$1,500 |
| APRA Fees (1.5% of gross) | \$5,000 |
| Insurance | \$5,666 |
| Legal | \$- |
| Eventfinder Inside Charge | |
| Rent | |
| GST | \$15,000 |
| Phone | \$420 |
| Internet | \$800 |
| Postage / Couriers | \$130 |
| Admin Costs | \$1,500 |
| Totals | \$175,816 |
| Bar | |
| Alcohol | \$44,000 |
| Staff | \$3,000 |
| Other | |
| Total | \$47,000 |
| Promotion | |
| PR | \$10,000 |
| Artwork / Design / Digital Logo/Branding | \$1,500 |
| Print/Postering | \$9,000 |
| Radio /Social Network | \$10,000 |
| Website/Domain | \$2,000 |
| Tickets & Wristbands (5k @.4) | \$7,500 |
| Totals | \$40,000 |
| Venue Infrastructure | |
| Festival Site managers | \$6,000 |
| Festival Workers Wages | \$2,500 |
| Festival Contractor (electrician) | \$- |
| Festival container | |
| Venue Rental (Waikato District Council)BOND | \$- |

| | |
|------------------------------------------|-----------|
| Resource Consent + Marshall Day | \$10,000 |
| Building consent | \$6,000 |
| Tents & Caravans | \$540 |
| Toilets / Showers | \$25,000 |
| Portacom | \$- |
| Venue Lighting (Towers) | \$3,000 |
| Generators | \$3,400 |
| Permits | \$- |
| Recycling / Waste (Extreme Waste) | \$10,000 |
| Site Security (includes traffic mgmt) | \$40,000 |
| Medical Team | \$4,370 |
| Traffic Management | \$5,000 |
| Totals | \$115,810 |
| Production | |
| Venue Asthetic | \$2,500 |
| Sound Production & Crew | \$70,000 |
| Venue Costs | \$3,000 |
| Red Frogs | \$2,271 |
| Hospitality | \$3,000 |
| Totals | \$80,771 |
| Artist Related | |
| Artists Fees upfront | \$230,530 |
| Artists Fees | |
| Soundsplash Accomodation | \$7,700 |
| Soundsplash Flights | \$7,000 |
| Soundsplash Visas | \$1,500 |
| Soundsplash Vehicle Hire (3 x 12 seater) | \$1,500 |
| Merch | \$3,000 |
| Totals | \$251,230 |
| Sub Total | \$710,627 |
| GST | |
| Expenses | |
| Total | \$710,627 |
| Income | \$704,580 |
| P/L | \$6,047 |



Soundsplash is *the* summer festival of music, freedom and expression, embracing all lifestyles from partying with friends to relaxing in the sun and surf. Soundsplash is the embodiment of summer, allowing attendees to immerse themselves in world-class music while camping or staying in a hotel in Raglan; one of the most laidback and stunningly beautiful beach locations in New Zealand. The iconic black sand beach town has its own bohemian feel; eclectic cafes, free thinking artisans and a mash-up of cultural and musical freedom - the perfect environment to foster the Soundsplash atmosphere and ethos.

Background

Originally running for eight years, from 2001 to 2008 in the beautiful surroundings of Raglan, Brian and Naomi Ruawai made the decision to bring Soundsplash back in a year that saw three major music festivals cancel.

A brave move in such a fragile touring climate, Soundsplash's return in 2016 was a big success with over 5,000 attending from January 8 – 10.



The festival was re-launched with some very smart changes. In the past Soundsplash was predominately a reggae festival but 2016 saw the festival broadening their reach by expanding the genre of the artists performing.

Soundsplash also engaged with local Raglan community charities and ethically responsible organisations such as:

- Red Frogs - the youth alcohol control group
- Xtreme Zero Waste - Recyclable, Compostable & Waste to Landfill (83% diversion to Waste was achieved for 2016)
- WINTEC Hamilton (Mentoring program for graduate students)
- Raglan Solar (Charging Stations)
- Solar Cycles
- Indi Café
- Plastic Bag Free Raglan
- Kaiwhenua Organics

With a strong sense of community and a focus on education around environmental issues, the Soundsplash team pride themselves on being the most eco-conscious festival in New Zealand's festival landscape.

The Opportunity

With a spectacular venue, Soundsplash is a unique opportunity in today's crowded festival market to talk directly to a distinctive and caring audience who are eco and ethics conscious. Soundsplash embodies the expression of a new community of festival attendees who's audience have a disposable income and will spend, especially for the right cause and product which has integrity. The festival is all ages, therefore there is the additional opportunity to reach conscious young families.

Soundsplash 2017 is on January 20 and 21st. The target is to grow the audience to 8,000 – 10,000. There will be 40 artists over multiple stages and zones. The festival offers camping options close to the venue and hotel/motel accommodation in Raglan.





The Facts

58% of ticket buyers are females
42% of ticket buyers are male

37.5% are from Auckland
15% are from Waikato
8% from Bay of Plenty
8% from Wellington
13% from the South Island

44% 15-17
9% 18+ Students
47% 18+ Adults

Note 14 and under were free, so this year no stats for this age group

Soundsplash 2017 will be using AWOP wristbands for entry which will give incredibly detailed statistics including buying stats.

Partners

Waikato District Council
Raglan Coastal Committee
Wanna WIFI
XZW –Xtreme Zero Waste
Raglan Info Centre
Indi Café
Yot Club Raglan



Contact: Teresa Patterson
teresa@bespokeagency.co.nz

Open Meeting

| | |
|---------------------------------|------------------------------------------------------|
| To | Raglan Community Board |
| From | TG Whittaker General Manager Strategy & Support |
| Date | 19 October 2016 |
| Prepared by | Lianne van den Bemd Community Development Advisor |
| Chief Executive Approved | Y |
| DWS Document Set # | 1628404 |
| Report Title | Project Accountability Forms |

I. EXECUTIVE SUMMARY

The purpose of this report is to present the project accountability forms for projects that have been approved for grant funding by the Board. This is the first of a bi annual report to the Board. The respective forms are attached to the report.

2. RECOMMENDATION

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

AND THAT the Board notes that the following amounts have been spent:

- **\$5,548.75 Whaingaroa Environment Centre – Plastic Bag Free Raglan project;**
- **\$3,500.00 funded, \$2,921.46 spent Whaingaroa Environment Centre – Tool Library Project;**

3. ATTACHMENTS

1. Whaingaroa Environment Centre
2. Whaingaroa Environment Centre



Funding Project Accountability

All successful applicants must complete a project accountability report within 2 months of the completion of the event/project before being eligible for further funding.

Grant received from: **Raglan Community Board**

Organisation/Initiative name: Whaingaroa Environment Centre -Plastic Bag Free Raglan -Launch -Reusable Bags

Postal address: P.O. Box 227, Raglan 3225

Physical address: Town Hall, Bow St, Raglan 3225

Contact person: June Penn Phone: (07) 825 0480

Amount of funding you received from Waikato District Council \$5548.75

How the funding received was spent All funds were spent as a contribution to the production & administration for 2500 plastic free Jute bags made by an ethical Trade Aid supplier in Bangladesh. (Total purchase price at USD\$1.92 ea was USD\$5760.00, plus sample USD\$27.78). Upon receipt of samples, Jute bags were chosen over bamboo bags due to durability and practicality. The Jute bag order was increased to 3000 bags; 2500 of which will be provided to community members free of charge. The additional 500 bags ordered resulted from a generous and concerned community member donating \$1000 for extra bags to be sold to add to the stock of bags in Raglan. The Jute bags are currently being shipped to Auckland, where they will pass customs and be transported to Raglan; ETA November 2016.

Please provide receipts for all associated cost.

WDC funds spend was allocated as per application:

Reusable Bags = \$4825.00

Administration/Overheads = \$723.75

Total fund spend: \$5548.75 (excl GST)

Note: payments were made from Whaingaroa Environment Centre via Trade Aid NZ established account to Bangladesh; due to Westpac inability to pay directly to Bangladesh. Please see attached Westpac payment records to Trade Aid NZ:

1. 14th July 2016 (50% payment up front to commence production). Actual cost to WEC (including bank transfer fee) = \$4002.15
2. 27th September 2016 (50% final payment, including sample previously airfreighted). Actual cost to WEC (including bank transfer fee) = \$4063.32

Total Cost to WEC for Jute Bag production: \$8065.47

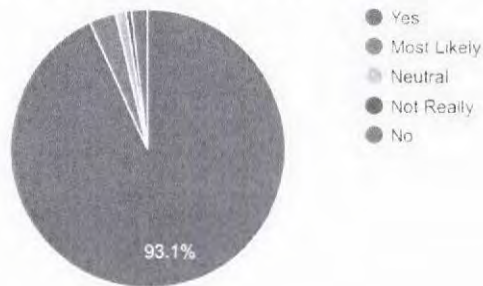
When did your event/project take place: The reusable bags were sourced and ordered in July 2016; and will be distributed to residents upon arrival and enactment of distribution plan anticipated November 2016.

How many people attended your event/project: These reusable bags will benefit 2500 households in the area.

Comment on the success of your event/project and describe the benefits for those involved:

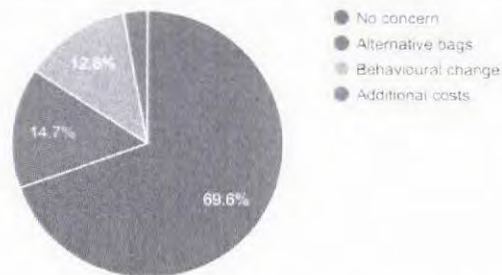
The Whaingaroa community is highly motivated to move away from single use plastic shopping carry bags. 93% of respondents to the May community survey support a Plastic Bag Free community.

Would You Support a 'Plastic Shopping Bag Free' Community?



The community's most common concern in the transition to plastic bag free was 'what to use as an alternative bag'; with the second most common concern being behaviour change - i.e.: remembering to take the bag with them when going shopping.

What Concerns Do You Have About Going PSBF?



Provision of these robust large Jute shopping bags to be delivered at no charge to 2500 households in the Whaingaroa catchment helps to address the concern about what to use instead of plastic bags.

Additionally, these are special Raglan-Whaingaroa branded bags, made of sustainable popular jute material, a one off unique free bag designed to address the behaviour change challenge; people will likely be proud to be seen with their own branded jute bag.



How did your project contribute to the community's wellbeing (ie social, economic, environmental and/or cultural wellbeing) (See overleaf)

Social - listening to the voice of the community, who want to be plastic bag free; enabling this choice via provision of an alternative bag, and affirming their identity via bag branding.

Cultural - local artist designed logos in both Maori and English (project logos).

Environmental - making a visible stand against toxic plastic in our environment, helping to take care of future generations right to clean oceans, waterways, and kai free from plastic.

Which of the nine Community Outcomes for the Waikato District did this project contribute to and how: (See Information below)

Green Waikato - reusable bags contribute to protection of the districts natural resources.

Vibrant Waikato - recognition of Peke Kirihiou Kore Whaingaroa celebrates local heritage and culture

Well Waikato - targeting local plastic pollution, enabling action which will make a difference to the amount of plastic washing up on our beaches and buried as landfill (where plastic never goes away, and is entering our food chain).

I hereby declare that the information supplied here on behalf of our organisation is correct. We understand that the information supplied in this application will become public information. We consent to the Waikato District Council collecting the personal contact details provided in the project report and using these details. This consent is given in accordance with the Privacy Act 1993.

Name June Penn

Position in organisation Project Manager - Plastic Bag Free Raglan

Signature 

Date 7/10/16

WAIKATO DISTRICT - COMMUNITY OUTCOMES

ACCESSIBLE WAIKATO - A district where the community's access to infrastructure, transport and technology meets its needs.

ACTIVE WAIKATO - A district that provides a variety of recreation and leisure options for the community.

EDUCATED WAIKATO - A district where education options are varied, and allow our community to be skilled for work and life.

GREEN WAIKATO - A district where our natural resources are protected, developed and enhanced for future generations.

SAFE WAIKATO - A district where people feel safe and supported within their communities, and where crime is under control.

SUSTAINABLE WAIKATO - A district where growth is effectively managed.

THRIVING WAIKATO - A district where business and industry are encouraged and supported and employment contributes to a successful local economy.

VIBRANT WAIKATO - A district where our heritage and culture are recognised, protected and celebrated.

WELL WAIKATO - A district where people can access quality community health and care services.

WAIKATO DISTRICT - COMMUNITY WELLBEINGS

SOCIAL - The Royal Commission on Social Policy defined 'social well being' as concerned with ensuring people have 'a voice in their future, choice in their lives, and a sense of belonging that affirms their dignity and identity'.

ECONOMIC

Examples of the types of impacts and activities include:

- the allowable use of land through the District Plan
- the provision of infrastructure and regulation of certain activities
- the establishment of, and support for, a regional tourism organisation

CULTURAL - For the Ministry for Culture and Heritage, cultural well-being is defined as: The vitality that communities and individuals enjoy through:

- participation in recreation, creative and cultural activities; and the freedom to retain, interpret and express their arts, history, heritage and traditions.

ENVIRONMENTAL - Environmental wellbeing under the LGA is defined by what environmental outcomes your community wants to achieve, and how they prioritise the actions to achieve them

0800 492 452

■ If calling from overseas +64 7 824 8633

■ publicenquiries@waikato.govt.nz

■ www.waikatodistrict.govt.nz

■ www.facebook.com/WaikatoDistrictCouncil

Postal Address
Waikato District Council
Private Bag 544
Ngaruawahia 3742

Huntly Office
142 Main Street
Huntly

Ngaruawahia Office
15 Galileo Street
Ngaruawahia

Raglan Office
7 Bow Street
Raglan

Te Kauwhata Office
1 Main Road
Te Kauwhata

Tuakau Office
2 Dominion Road
Tuakau

Date 06/10/2016 Account no 1563 - 0036271 - 00
 Account Name Whaingaroa Environment Centre Last Statement Date 30/09/2016

| | | | |
|--------------------------|---------------------------|------------------------------|------------------------|
| Account no | 031563 0036271-000 | Amount | - \$4,063.32 DR |
| Card no | | Transaction Code | 00 |
| This Party Name | Whaingaroa Environme | Transaction Date | - 27/09/2016 |
| Particulars | Internet | Source | DE |
| Code | Payment | Originating Bank | 03 |
| Reference | 19621525 | Originating Branch | 0047 |
| A/C Before Redirect | 000000 00000000-000 | Batch | 0000 |
| Other Party Account | 060801 0072725-000 | Delayed Item | |
| Name | Trade Aid NZ | Adjusted Item | |
| Particulars | Whaingaroa | Re-Directed Reason | |
| Code | EnviroCentre | Re-Entered Item | |
| Reference | Raglan | Cleared Funds Ind | 2 |
| | | Irrevocable Ind | |
| Originating Bank Deposit | 00 | Originating Bch Deposit | 0000 |
| Cleared Funds Amount | \$0.00 | Systematic Dishonour Ind | |
| Authorised Code | 0000000 | Qual Credit Shadow Limit | |
| Clearance Fee Item Count | 000000000000 | Customer Initiated Ind | Y |
| Cash Deposit Value | \$0.00 | Interest Charge for Loan | |
| Clearance Fee Coll | \$0.00 | Sub Host Transaction Ind | |
| Cash Handling Fee Coll | \$0.00 | Delivery Mechanism | BO |
| Payline Indicator | | Manual Entry Ind | |
| | | Corporate Account | |
| OTC Tran Type | BULK | No Accompany Doc Ind | |
| OTC Status | | MICR Delivery Centre | |
| OTC UserID | | MICR Fnsrt_Dsp Ctr | |
| Preferred DD | | UPI Clearing Item | |
| No Activity Fee | | Bonus Interest Transaction Y | |
| Statement Sequence No | 000003697 | IOLB Running Balance | \$0.00 |
| Rel Source System | | Orig Codeline | |
| Rel Created | Date Created 27/09/2016 | Time | 09:29:00 |
| Rel Payment No | 0000 | Value Date 27/09/2016 | Due Date |
| Rel Payment Item No | 00000 | Post Date | Settle Date 27/09/2016 |
| Basic Tran Switch | Payment No 21525 | Payment Item No | 00002 |
| MAC | NZSIC Merchant Type 00000 | | |
| Relationship Type | Source System ID | BO0019621525 | |
| Card Loc | Card Name | | |
| Pos Supp | Card Code | 0000000000000000 | |

Dishonour Details

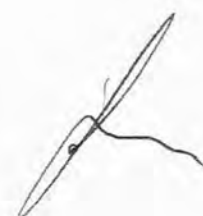
| | | | |
|--------------------|------|-------------------------|---------|
| Source | | Dishonour answer | 00 |
| Originating Bank | 00 | Dishonour notice number | 0000000 |
| Originating Branch | 0000 | Processing Bank DRN | |
| Batch number | 0000 | Paying Bank DRN | |
| Tranlist date | | Payng Bank Img Refdate | |

Date 06/10/2016 Account no 1563 - 0036271 - 00
 Account Name Whaingaroa Environment Centre Last Statement Date 30/09/2016

| | | | |
|--------------------------|------------------------|------------------------------|-----------------------------|
| Account no | 031563 0036271-000 | Amount | ≈ \$4,002.15 DR |
| Card no | | Transaction Code | 00 |
| This Party Name | * Whaingaroa Environme | Transaction Date | - 14/07/2016 |
| Particulars | Internet | Source | DE |
| Code | Payment | Originating Bank | 03 |
| Reference | 18885346 | Originating Branch | 0047 |
| A/C Before Redirect | 000000 00000000-000 | Batch | 0000 |
| Other Party Account | 060801 0072725-000 | Delayed Item | |
| Name | * Trade Aid NZ | Adjusted Item | |
| Particulars | Whaingaroa | Re-Directed Reason | |
| Code | EnviroCentre | Re-Entered Item | |
| Reference | Raglan | Cleared Funds Ind | 2 |
| | | Irrevocable Ind | |
| Originating Bank Deposit | 00 | Originating Bch Deposit | 0000 |
| Cleared Funds Amount | \$0.00 | Systematic Dishonour Ind | |
| Authorised Code | 00000000 | Qual Credit Shadow Limit | |
| Clearance Fee Item Count | 000000000000 | Customer Initiated Ind | Y |
| Cash Deposit Value | \$0.00 | Interest Charge for Loan | |
| Clearance Fee Coll | \$0.00 | Sub Host Transaction Ind | |
| Cash Handling Fee Coll | \$0.00 | Delivery Mechanism | BO |
| Payline Indicator | | Manual Entry Ind | |
| | | Corporate Account | |
| OTC Tran Type | BULK | No Accompany Doc Ind | |
| OTC Status | | MICR Delivery Centre | |
| OTC UserID | | MICR Fnsrt_Dsp Ctr | |
| Preferred DD | | UPI Clearing Item | |
| No Activity Fee | | Bonus Interest Transaction Y | |
| Statement Sequence No | 000003598 | IOLB Running Balance | \$21,908.18 CR |
| Rel Source System | | Orig Codeline | |
| Rel Created | | Date Created | 14/07/2016 Time 14:25:56 |
| Rel Payment No | 0000 | Value Date | 14/07/2016 Due Date |
| Rel Payment Item No | 00000 | Post Date | Settle Date 14/07/2016 |
| Basic Tran Switch | | Payment No | 85346 Payment Item No 00002 |
| MAC | NZSIC Merchant Type | 00000 | |
| Relationship Type | Source System ID | BO0018885346 | |
| Card Loc | Card Name | | |
| Pos Supp | Card Code | 0000000000000000 | |

Dishonour Details

| | | | |
|--------------------|------|-------------------------|---------|
| Source | | Dishonour answer | 00 |
| Originating Bank | 00 | Dishonour notice number | 0000000 |
| Originating Branch | 0000 | Processing Bank DRN | |
| Batch number | 0000 | Paying Bank DRN | |
| Tranlist date | | Payng Bank Img Refdate | |



Open Meeting

| | |
|---------------------------------|------------------------------|
| To | Raglan Community Board |
| From | Gavin Ion Chief Executive |
| Date | 26 October 2016 |
| Chief Executive Approved | Y |
| Reference/Doc Set # | 1628369 |
| Report Title | Service Requests |

1. EXECUTIVE SUMMARY

To provide Community Board members with an overview of the Service Request system. This system is almost always the most efficient way to resolve minor or routine maintenance issues in line with the attached schedule.

2. RECOMMENDATION

THAT the report from the Chief Executive be received.

3. BACKGROUND

The Service Request system is Council's system which logs and monitors requests for service. It provides a paper trail and enables the progress of complaints to be monitored.

The system has been in place for the last few years with the results showing steady improvement over the past few years. In 2016, over 89% of Service Requests have been completed on time.

4. DISCUSSION AND ANALYSIS OF OPTIONS

4.1 DISCUSSION

This report is aiming to provide a more effective response system to customer requests for service. As a consequence it is in the best interests of ratepayers at large.

4.2 OPTIONS

This report is for information. At times elected members seem frustrated at the lack of progress on items. The use of the Service Request system is the most effective way for

these issues to be dealt with and to ensure that meetings do not get bogged down on minor matters.

It provides an audit trail and a basis for senior management to follow up on progress. The Service Request system and responsiveness is now incorporated into individual performance agreements for all staff.

5. CONSIDERATION

5.1 FINANCIAL

There is a significant staff and elected member cost when items are raised and managed outside the Service Request system. Matters are generally delayed and responded to much later by informal methods. There are often no records or ability to follow up on informal arrangements.

5.2 LEGAL

Nil.

5.3 STRATEGY, PLANS, POLICY AND PARTNERSHIP ALIGNMENT

The Service Request system is designed to improve the relationship between customers and Council.

The Service Request system contributes to all of the Community Outcomes. Which individual Community Outcome applies is dependent on the nature of the enquiry.

There is an indirect link to all of the four well-beings. The Service Request system has been established to improve customer relationships and to assist in achieving the four well-beings.

5.4 ASSESSMENT OF SIGNIFICANCE AND ENGAGEMENT POLICY AND OF EXTERNAL STAKEHOLDERS

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

| Highest levels of engagement | Inform | Consult | Involve | Collaborate | Empower |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <i>Tick the appropriate box/boxes and specify what it involves by providing a brief explanation of the tools which will be used to engage (refer to the project engagement plan if applicable).</i> | This report provides an overview of the Service Request system and suggests the value of the system in terms of addressing routine maintenance issues. | | | | |

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

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

Comment: This report identifies the best provided process to ensure an effective and timely response to maintenance issues.

6. CONCLUSION

The Service Request system offers the quickest and most effective method of resolving minor maintenance issues around the District. Staff believe that elected members, together with the communities they represent, will benefit from using this method.

7. ATTACHMENTS

N/A

Open Meeting

| | |
|---------------------------------|---------------------------------------------------------------|
| To | Raglan Community Board |
| From | Tony Whittaker General Manager Strategy & Support |
| Date | 14 September 2016 |
| Prepared by | SL Jenkins PA to General Manager Strategy & Support |
| Chief Executive Approved | Y |
| DWS Document Set # | GOV0507 |
| Report Title | Raglan 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

Raglan Works & Issues Report: Status of Items October 2016

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

| Issue | Area | Action | Comments |
|-----------------------------------------------|--------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Traffic Count | Service Delivery | Aware that roading work is currently being undertaken in Raglan. Please provide an updated Traffic Count report. | Attached. |
| Forward Works Report | Service Delivery | Provide a regular Forward Works report for Raglan only. | The Service Delivery report to the Infrastructure Committee is circulated to the Board each month. More specific reporting is being worked on. |
| Designated park for electric charging station | Customer Support | The Board's preferred location is adjacent to the RSA. Craig Birkett to propose the Board's preferred location to WEL Networks. If the Board's preferred site is unsuitable, then the Board is comfortable with the Plunket site. | Met with WEL energy on 14 September 2016. Identified that there was another site at Raglan Club that the Board would like to be considered as an alternative. This site is on private property and would need to be negotiated with land owner. This location was not considered suitable and WEL are wanting to proceed with the site that has been proposed. |
| Service Request Report | Strategy & Support | Please provide detail on what "Compliance – Unauthorised Activity" is. | "Compliance – Unauthorised Activity" contains calls from people concerned that there is unauthorised activities being conducted on neighbouring or other properties e.g. neighbourhood disputes, unsatisfactory drainage on a neighbours property, a building that someone suspects may not have a permit, builders or trucks messing up the road, possibly unsafe retaining walls neighbours have built, questions around if a building or business is working within the law. |
| Raglan Naturally | Strategy & Support | Clive Morgan to contact Kelly Murphy and Lisa Thompson to discuss Economic Development Strategy Raglan Focus Project and Hamilton & Waikato Tourism opportunities Plan project which may be able to support Raglan Naturally. | Have met with Hamilton and Waikato Tourism and raised this opportunity for a collaborative discussion. An initial meeting between Raglan Naturally and Hamilton and Waikato Tourism has been held with another to follow up on 03 November. |

| Issue | Area | Action | Comments |
|---------------------------------------------------|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Verge Rehabilitation | Service Delivery | Verge rehabilitation quality has been poor in some areas of Raglan following contracted works. Tim Harty requested that issues be raised with Council as they arise so that they can be remedied by the Contractor. | Board members to raise a service request (http://online.waic.govt.nz/OS/RequestForService/) as issues arise so Council can arrange for the contractor to remedy. |
| Broken Bench Seat on Marine Parade by Boat Ramp | Service Delivery | PRK0259/17: Bench seat was broken (by vehicle). Bob MacLeod raised a service request. Seat was repaired, but then it was removed the following day. Please advise when seat will be replaced. | Repair was never requested, only removal. New benches are on order and will be replaced when they arrive. Goods are usually received within 3 to 4 weeks of order. Will be completed within the month. |
| Mowing of Berms | Service Delivery | Tim Harty to provide Raglan Lawns and City Care contacts to the Board so that they are able to report any berms that require extra attention directly to them. | Grass Verge Policy adopted by Council and being implemented from November. All berms responsibility of neighbouring landowner unless exemption applied for. Issues should be reported to WDC as service requests, not directly to City Care. |
| T-Bar Swing in Playgrounds | Service Delivery | T-Bar swing still in place which needs to be removed. | T bar swings have been removed from Scout Hall on Cliff Street. All T bar swings will be replaced by late January 2017. |
| Service Requests lodged by Kelly Murphy | Strategy & Support | Follow up service requests on behalf of Kelly Murphy. | Emailed Kelly Murphy on 20/09/2016 to advise that both requests were completed: <ul style="list-style-type: none"> - PRK0184/17 – Kopua Domain Park newly installed lights concrete bases – Completed by Contractor 25/08/16 - PRK0183/17 – Whale Bay Accessway – Completed by City Care contractors 25/08/16 |
| Handrail and Dolphin Pier repairs at Raglan Wharf | Service Delivery | Health and safety repairs required to be undertaken on the south eastern handrail of the Raglan Wharf (above the pontoon), and the Dolphin Pier. | Letter attached for information that was recently circulated to tenants and neighbouring businesses of the Raglan Wharf to advise them of the upcoming works. |

WORKS

NOTE: No Service Delivery report to Infrastructure Committee in October.

| | | |
|-----------------|------------------------------|-----------------------------------|
| Your Ref | In reply please quote | If calling, please ask for |
| | 0641 3/050.03 | Paul White |

20 October 2016

COMPANY
ATTENTION
ADDRESS
ADDRESS
ADDRESS

Dear NAME

RAGLAN WHARF HANDRAIL REPLACEMENT

Recently you may have become aware of conversations relating to the proposed work that is required to be undertaken on the handrail along the south eastern side of the Raglan Wharf (photo attached); this letter is to clarify the need for this work and advise the proposed next steps.

The need to replace the handrails has been identified due to the condition of the current rails which are rotting and as such pose a health and safety risk. The requirement for the handrails on this section of the Wharf and no other is due to the pontoon located below it; a fall off most of the Wharf would result a person landing in water, where as a fall from the south eastern section could result in landing on the flat deck of the pontoon.

While there may be differing opinions as to what the handrails should be replaced with, Council has limited budget with which to complete the replacement and therefore will be a simple like for like replacement in order to alleviate health and safety concerns and ensure building compliance.

We can appreciate that like for like may not be in line with the look and feel that some of the Raglan public may be after, so for those who would like to see something more fitting with the Wharf in future, we would welcome submissions to the next Long Term Plan (LTP) process. As this is not currently active to submit on, you can do so by emailing consult@wairarapa.govt.nz.

Along with the work required to bring the handrail up to a compliant level, there is also a need for the Dolphin Pier railing to be repaired (photo attached). The railing in its current form does not meet health and safety or building code standards and a temporary fix before summer, in the form of like for like with minor compliance and safety improvements, will be carried out shortly. This will be an interim measure only with a view to more involved works to be commenced after a full structural review, we will engage with you on the outcomes of the review and any recommendations suggested.

The works are intended to commence in the next few weeks once a contract has been awarded, any works will be limited to the edge of the Wharf and as such should not impact users of the Wharf. We will advise you of when the works are due to commence and the expected duration of the works.

Yours sincerely

Jacki Remihana
PROGRAMME DELIVERY MANAGER

Image 1 – Raglan Wharf handrail



Image 2 – Dolphin Pier



RAGLAN TRAFFIC COUNTS - AS OF 3/10/2016

| Road Name | Start Name | End Name | Count Date | ADT | % Cars | % Heavy Vehicles | Direction | Count Status |
|---------------------------|------------------------------------|-------------------------------------|------------|------|--------|------------------|-----------|--------------|
| BANKART ST (498) | BOW ST RAB | WAINUI RD RAB | 11/12/2013 | 1194 | 94 | 4 | B | Count |
| BAYVIEW RD (499) | SIMON RD | CAMBRAE RD | 12/11/2009 | 292 | 97 | 3 | B | Count |
| BENSEMAN RD (500) | TE HUTEWAI RD | END (CATTLESTOP) | 7/07/2003 | 5 | 81 | 10 | B | Count |
| BOW ST (EASTBOUND) (1401) | CLIFF ST (START DIVIDED MEDIAN) | WALLIS ST | 1/04/2007 | 581 | 95 | 3 | B | Count |
| BOW ST (EASTBOUND) (1401) | WAINUI RD | BANKART ST RAB | 16/07/2011 | 3424 | 96 | 3 | B | Count |
| BOW ST (WESTBOUND) (1403) | NORRIE AVE | LONG ST | 29/10/2003 | 3223 | 96 | 4 | B | Count |
| BOW ST (WESTBOUND) (1403) | LONG ST | GILMOUR ST | 20/11/2009 | 1877 | 97 | 2 | B | Count |
| BOW ST (WESTBOUND) (1403) | GILMOUR ST | BANKART ST RAB | 13/08/2015 | 3813 | 95 | 3 | B | Count |
| BOW ST (WESTBOUND) (1403) | BANKART ST RAB | WAINUI RD | 22/12/2000 | 1624 | 96 | 4 | B | Count |
| BOW ST (WESTBOUND) (1403) | WI NEERA ST | CLIFF ST (END DIVIDED MEDIAN) | 7/04/2003 | 331 | 86 | 6 | B | Count |
| CALVERT RD (879) | WHAANGA RD | TOHORA CL | 4/04/2001 | 479 | 86 | 6 | B | Count |
| CAMBRAE RD (501) | SIMON RD | BAY VIEW RD | 9/10/2000 | 189 | 86 | 6 | B | Count |
| CHECKLEY RD (502) | HAUROTO BAY RD | END (CATTLESTOP) | 7/03/2005 | 35 | 81 | 10 | B | Count |
| CHURCH LANE (888) | TE MATA RD (SOUTH) | TE MATA RD (NORTH/POWERPOLE LHS) | 12/11/2009 | 37 | 86 | 14 | B | Count |
| CLIFF ST (891) | BOW ST (END DIVIDED MEDIAN) | JAMES ST | 15/01/2004 | 515 | 97 | 3 | B | Count |
| CLIFF ST (891) | JAMES ST | PURIRI ST (POWERPOLE RHS) | 6/12/2008 | 360 | 97 | 2 | B | Count |
| COGSWELL RD (427) | SH 23 | END OF SEAL | 26/11/2015 | 111 | 88 | 9 | B | Count |
| COGSWELL RD (427) | END OF SEAL | END (GATE) | 12/08/2008 | 67 | 91 | 8 | B | Count |
| CORNES RD (503) | TE HUTEWAI RD | END | 1/04/2007 | 9 | 90 | 10 | B | Count |
| CORNWALL RD (892) | HILLS RD (POLE LHS) | END | 29/10/2003 | 82 | 98 | 2 | B | Count |
| CROSS ST (504) | MAIN RD | UPPER CROSS ST | 23/03/2007 | 163 | 96 | 2 | B | Count |
| CROSS ST (504) | UPPER CROSS ST | PARK DR (POWERPOLE RHS) | 23/03/2007 | 208 | 98 | 1 | B | Count |
| DAISY ST (505) | GOVERNMENT RD | END | 12/06/2001 | 20 | 86 | 6 | B | Count |
| EARLES PL (506) | WAINUI RD | CUL-DE-SAC | 15/11/2001 | 116 | 81 | 10 | B | Count |
| EAST ST (884) | MAIN RD | CUL-DE-SAC | 30/06/2008 | 78 | 92 | 2 | B | Count |
| GILMOUR ST (508) | BOW ST | STEWART ST | 30/06/2008 | 149 | 99 | 0 | B | Count |
| GLENTUI LANE (998) | SH 23 | END (GATE) | 16/04/2002 | 91 | | | B | Count |
| GOODARE RD (509) | OPOTORU RD | END | 23/03/2007 | 46 | 93 | 2 | B | Count |
| GOVERNMENT RD (510) | WALLIS ST | ROSE ST | 14/08/2015 | 790 | 96 | 3 | B | Count |
| GOVERNMENT RD (510) | ROSE ST | LILY ST (SOUTH) | 13/09/1995 | 587 | | | B | Count |
| GOVERNMENT RD (510) | DAISY ST (POWERPOLE RHS) | BAY VIEW RD | 12/11/2009 | 689 | 95 | 3 | B | Count |
| GREENSLADE RD (511) | SH 23 | SPEED RESTRICTION | 14/08/2015 | 409 | 96 | 2 | B | Count |
| HAUROTO BAY RD (512) | CHECKLEY RD | WARREN RD | 23/03/2007 | 50 | 93 | 4 | B | Count |
| HILLS RD (516) | SH 23 | CORNWALL RD (POLE LHS) | 14/08/2015 | 275 | 95 | 4 | B | Count |

| Road Name | Start Name | End Name | Count Date | ADT | % Cars | % Heavy Vehicles | Direction | Count Status |
|-----------------------------|---------------------------|--------------------------|------------|--------|--------|------------------|-----------|--------------|
| HILLS RD (516) | CORNWALL RD (POLE LHS) | END OF SEAL | 23/03/2007 | 57 | 93 | 3 | B | Count |
| HILLS RD (516) | END OF SEAL | END (GATE) | 30/08/2008 | 36 | | | B | Count |
| HOUCHEM RD (517) | TE MATA RD | END OF SEAL | 1/04/2007 | 70 | 82 | 14 | B | Count |
| HOUCHEM RD (517) | END OF SEAL | END (GATE) | 7/07/2003 | 58 | 81 | 10 | B | Count |
| JAMES ST (518) | BOW ST RAB | PARK DR | 24/10/2012 | 987 | 97 | 2 | B | Count |
| JAMES ST (518) | PARK DR | JOHN ST | 24/10/2012 | 807 | 97 | 1 | B | Count |
| JAMES ST (518) | JOHN ST | WALLIS ST | 14/03/2012 | 643 | 95 | 3 | B | Count |
| JAMES ST (518) | WALLIS ST | CLIFF ST | 9/06/2007 | 166 | 98 | 1 | B | Count |
| JOHN ST (519) | WALLIS ST | JAMES ST | 3/02/2004 | 228 | 86 | 6 | B | Count |
| KAREKARE AVE (522) | WAINUI RD | UENUKU RD | 12/06/2001 | 143 | 86 | 6 | B | Count |
| KARIOI CRES (523) | SMITH ST | CUL-DE-SAC | 23/03/2007 | 120 | 97 | 2 | B | Count |
| KAWHIA RD (923) | TE PAPATAPU RD | PLATEAU RD | 1/03/2016 | 298 | 88 | 11 | B | Count |
| KAWHIA RD (923) | PLATEAU RD | END OF SEAL | 14/09/2012 | 103 | 91 | 7 | B | Count |
| KAWHIA RD (923) | SHEA RD (CULVERT RHS) | TE PAPATAPU RD (SIGN) | 18/09/2003 | 28 | 81 | 10 | B | Count |
| KAWHIA RD (923) | TE PAPATAPU RD (SIGN) | BRIDGE (1ST ABUTMENT) | 14/07/2005 | 45 | 81 | 10 | B | Count |
| KAWHIA RD (923) | START OF SEAL | MAKOMAKO RD | 18/03/2003 | 62 | 81 | 10 | B | Count |
| KAWHIA RD (923) | END OF SEAL | DISTRICT BOUNDARY | 5/07/2005 | 44 | | | B | Count |
| LANGLEY PL (526) | LORENZEN BAY RD | CUL-DE-SAC | 13/05/1993 | 91 | 86 | 6 | B | Count |
| LILY ST (NORTH) (528) | GOVERNMENT RD | END | 14/06/2004 | 113 | 86 | 6 | B | Count |
| LILY ST (SOUTH) (529) | GOVERNMENT RD | END | 23/03/2007 | 45 | 90 | 5 | B | Count |
| LONG ST (530) | BOW ST | ROBERT ST | 5/01/2004 | 325 | 97 | 3 | B | Count |
| LONG ST (530) | ROBERT ST | PARK DR | 30/06/2008 | 142 | 98 | 1 | B | Count |
| LORENZEN BAY RD (531) | SH 23 | SIMON RD (AT TEE) | 13/08/2015 | 746 | 96 | 2 | B | Count |
| LORENZEN BAY RD (531) | SIMON RD (AT TEE) | LANGLEY PL | 3/02/2004 | 430 | 91 | 9 | B | Count |
| MAIHI ACCESS RD (532) | KAWHIA RD | END (GATE) | 18/09/2003 | 11 | 81 | 10 | B | Count |
| MAIN RD (RAGLAN) (1399) | SH 23 (SPEED RESTRICTION) | MANUKAU RD | 23/11/2015 | 5227 | 93 | 3 | B | Count |
| MAIN RD (RAGLAN) (1399) | MANUKAU RD | CROSS ST | 1/04/2016 | 6873.6 | 95 | 2 | B | Count |
| MAIN RD (RAGLAN) (1399) | CROSS ST | ROBERTSON ST | 13/08/2015 | 4614 | 95 | 3 | B | Count |
| MAIN RD (RAGLAN) (1399) | ROBERTSON ST | EAST ST | 16/07/2011 | 3944 | 96 | 2 | B | Count |
| MAIN RD (RAGLAN) (1399) | SNOWDEN PL | NORRIE AVE | 30/06/2008 | 3551 | 96 | 3 | B | Count |
| MAKOMAKO RD (880) | KAWHIA RD | WOODEN BRIDGE (DRIVEWAY) | 18/09/2003 | 22 | 81 | 10 | B | Count |
| MANGAKINO RD (533) | SH 23 | END (POWERPOLE LHS) | 29/10/2003 | 15 | 81 | 10 | B | Count |
| MANU BAY RD (RESERVE) (887) | WAINUI RD | END | 7/01/2003 | 734 | 81 | 10 | B | Count |
| MANUKAU RD (534) | MAIN RD (RHS) | PRIMROSE ST | 14/08/2015 | 1387 | 97 | 2 | B | Count |
| MANUKAU RD (534) | PRIMROSE ST | VIOLET ST | 26/06/2002 | 834 | 86 | 6 | B | Count |
| MANUKAU RD (534) | VIOLET ST | GOVERNMENT RD | 14/06/2004 | 818 | 86 | 6 | B | Count |
| MARINE PDE (535) | WAINUI RD | NIHINIHI AVE | 28/11/2013 | 1411 | 95 | 3 | B | Count |
| MARINE PDE (535) | NIHINIHI AVE | BRIDGE (1ST ABUTMENT) | 23/03/2007 | 589 | 94 | 4 | B | Count |

| Road Name | Start Name | End Name | Count Date | ADT | % Cars | % Heavy Vehicles | Direction | Count Status |
|------------------------------------|----------------------------------|--------------------------------|------------|------|--------|------------------|-----------|--------------|
| MARINE PDE (RESERVE) (1593) | MARINE PDE (BRIDGE 2ND ABUTMENT) | GATE | 29/12/2000 | 2005 | 86 | 6 | B | Count |
| MATAKOTEA RD (536) | SH 23 | END OF SEAL | 7/03/2005 | 27 | 81 | 10 | B | Count |
| MATAWHA RD (537) | WAIMAORI RD | TUTURIMU RD | 1/04/2007 | 24 | 91 | 5 | B | Count |
| MAUNGATAWHIRI RD (538) | SH 23 | SOMERSET LANE | 14/08/2015 | 261 | 94 | 4 | B | Count |
| MAUNGATAWHIRI RD (538) | END OF SEAL | START OF SEAL | 2/07/2008 | 54 | 94 | 3 | B | Count |
| MUNNS RD (539) | TE HUTEWAI RD | END | 7/07/2003 | 23 | 81 | 10 | B | Count |
| NAU MAI RD (1632) | SH 23 | CUL-DE-SAC | 9/05/2014 | 5 | 86 | 6 | B | Count |
| NEWTON RD (541) | TE PAPATAPU RD | END (CATTLESTOP) | 21/08/2008 | 60 | 86 | 10 | B | Count |
| NGARUNUI BEACH RD (RESERVE) (1422) | WAINUI RD | NGARUNUI BEACH RD | 4/11/2015 | 787 | 95 | 4 | B | Count |
| NIHINIHI AVE (542) | TAHUNA AVE | POKOHUI AVE (SUMP LHS) | 14/06/2004 | 107 | 86 | 6 | B | Count |
| NORRIE AVE (543) | MAIN RD RAGLAN | UPPER BOW ST | 14/08/2015 | 1836 | 96 | 3 | B | Count |
| NORRIE AVE (543) | UPPER BOW ST | STEWART ST | 7/03/2005 | 1794 | 91 | 9 | B | Count |
| NORRIE AVE (543) | STEWART ST | WHITLEY ST | 23/10/2013 | 1522 | 96 | 2 | B | Count |
| NORRIE AVE (543) | WHITLEY ST | START ISLAND RHS | 6/12/2008 | 512 | 97 | 3 | B | Count |
| OHAUTIRA RD (929) | SH 23 | BRIDGE (1ST ABUTMENT) | 26/11/2015 | 420 | 91 | 5 | B | Count |
| OHAUTIRA RD (929) | BRIDGE (1ST ABUTMENT) | BRIDGE (1ST ABUTMENT) | 3/08/2010 | 275 | 89 | 7 | B | Count |
| OHAUTIRA RD (929) | BRIDGE (1ST ABUTMENT) | WAINGARO LANDING RD | 20/11/2009 | 276 | 91 | 6 | B | Count |
| OKETE RD (544) | SH 23 (EAST) | HAUROTO BAY RD (POWERPOLE LHS) | 26/11/2015 | 300 | 86 | 11 | B | Count |
| OKETE RD (544) | HAUROTO BAY RD (POWERPOLE LHS) | END OF SEAL | 23/03/2007 | 135 | 84 | 12 | B | Count |
| OKETE RD (544) | END OF SEAL | START OF SEAL | 21/08/2008 | 83 | 87 | 10 | B | Count |
| OKETE RD (544) | START OF SEAL | BRIDLE CREEK RD | 15/01/2004 | 98 | 97 | 3 | B | Count |
| OKETE RD (544) | BRIDLE CREEK RD | SH 23 (WEST) | 8/12/2015 | 261 | 94 | 4 | B | Count |
| OLD MOUNTAIN RD (545) | WAITETUNA VALLEY RD | PARKER ACCESS RD | 14/06/2004 | 193 | 81 | 10 | B | Count |
| OLD MOUNTAIN RD (545) | PARKER ACCESS RD | END SEAL | 22/06/2008 | 93 | 95 | 2 | B | Count |
| OPOTORU RD (546) | WAINUI RD | GOODARE RD | 24/10/2012 | 254 | 97 | 1 | B | Count |
| ORONGO RD (497) | WAITETUNA VALLEY RD | END (GATE) | 5/01/2004 | 39 | 85 | 15 | B | Count |
| OTONGA VALLEY RD (429) | SH 23 | END | 5/01/2004 | 116 | 81 | 10 | B | Count |
| PARK DR (548) | JAMES ST | LONG ST | 3/02/2004 | 571 | 86 | 6 | B | Count |
| PARKER ACCESS RD (549) | OLD MOUNTAIN RD | END (GATES L&R) | 26/06/2002 | 9 | 81 | 10 | B | Count |
| PHILLIPS RD (550) | TE PAPATAPU RD | END OF SEAL | 7/06/2005 | 55 | 81 | 10 | B | Count |
| PHILLIPS RD (550) | END OF SEAL | START OF SEAL | 18/09/2003 | 46 | 81 | 10 | B | Count |
| PLATEAU RD (551) | KAWHIA RD | END OF SEAL | 7/02/1992 | 42 | 81 | 10 | B | Count |
| PLATEAU RD (551) | END OF SEAL | BRIDGE (1ST ABUTMENT) | 18/09/2003 | 33 | 81 | 10 | B | Count |
| POINT ST (552) | NORRIE AVE | TUTCHEN AVE | 24/10/2012 | 397 | 99 | 0 | B | Count |
| POINT ST (552) | TUTCHEN AVE | CUL-DE-SAC | 7/03/2005 | 161 | 97 | 3 | B | Count |
| POKOHUI AVE (553) | UENUKU ST | TAIPARI AVE | 23/03/2007 | 160 | 94 | 3 | B | Count |

| Road Name | Start Name | End Name | Count Date | ADT | % Cars | % Heavy Vehicles | Direction | Count Status |
|---------------------------------|---------------------------|--------------------------|------------|------|--------|------------------|-----------|--------------|
| POND RD (554) | TE MATA RD | END OF SEAL | 2/07/1998 | 26 | 81 | 10 | B | Count |
| POND RD (554) | END OF SEAL | END (GATE) | 21/08/2008 | 90 | 81 | 13 | B | Count |
| PRIMROSE ST (555) | MANUKAU RD | SEABREEZE WAY | 21/02/1992 | 101 | | | B | Count |
| PRIMROSE ST (555) | MANUKAU RD | SEABREEZE WAY | 30/06/2008 | 210 | 97 | 2 | B | Count |
| PURIRI ST (556) | WALLIS ST | CLIFF ST (POWERPOLE LHS) | 12/06/2001 | 156 | 86 | 6 | B | Count |
| RAKAUNUI ST (557) | WAINUI RD | CUL-DE-SAC | 15/11/2001 | 94 | 86 | 6 | B | Count |
| RIRIA KEREOPA MEMORIAL DR (558) | WAINUI RD | SPEED RESTRICTION | 28/11/2013 | 906 | 96 | 3 | B | Count |
| ROBERT ST (559) | LONG ST | CUL-DE-SAC | 23/03/2007 | 103 | 96 | 4 | B | Count |
| ROBERTSON ST (560) | MAIN RD | HARAKEKE PL | 30/06/2008 | 69 | 97 | 2 | B | Count |
| ROSE ST (561) | WALLIS ST | GOVERNMENT RD | 14/06/2004 | 110 | 86 | 6 | B | Count |
| RUAPUKE BEACH RD (921) | RUAPUKE RD | END | 5/01/2004 | 51 | 81 | 10 | B | Count |
| RUAPUKE RD (562) | TE MATA RD | SPEED DERESTRICTION | 15/08/1990 | 100 | | | B | Count |
| RUAPUKE RD (562) | SPEED DERESTRICTION | WAIMAUNGA RD (SIGN) | 3/08/2010 | 130 | 88 | 9 | B | Count |
| RUAPUKE RD (562) | WAIMAUNGA RD (SIGN) | END OF SEAL | 2/07/2008 | 78 | 90 | 6 | B | Count |
| RUAPUKE RD (562) | TUTURIMU RD | RUAPUKE BEACH RD | 21/08/2008 | 55 | 71 | 24 | B | Count |
| RYAN RD (912) | TE AKAU WHARF RD | END | 23/03/2007 | 4 | 90 | 10 | B | Count |
| SCHNACKENBERG RD (563) | PHILLIPS RD | END (GATE) | 11/06/2007 | 11 | | | B | Count |
| SHEA RD (564) | KAWHIA RD | END (GATE) | 31/03/2007 | 8 | 100 | 0 | B | Count |
| SIMON RD (565) | LORENZEN BAY RD | WAIKOWHAI PL | 15/01/2004 | 750 | 86 | 6 | B | Count |
| SIMON RD (565) | CAMBRAE RD | BAY VIEW RD | 12/11/2009 | 949 | 97 | 1 | B | Count |
| SMITH ST (566) | WAINUI RD | KARIOI CR | 5/01/2004 | 356 | 86 | 6 | B | Count |
| SNOWDEN PL (885) | MAIN RD | END | 3/02/2004 | 27 | 86 | 6 | B | Count |
| STEWART ST (567) | WAINUI RD | GILMOUR ST | 15/01/2004 | 745 | 86 | 6 | B | Count |
| SUNSHINE RISE (911) | LORENZEN BAY RD | CUL-DE-SAC | 9/06/2007 | 121 | 98 | 1 | B | Count |
| TAHUNA AVE (568) | WAINUI RD | UENUKU AVE | 23/03/2007 | 438 | 97 | 2 | B | Count |
| TAHUNA AVE (568) | TAIPARI AVE | NIHINIHI AVE | 15/01/2004 | 233 | | | B | Count |
| TAIPARI AVE (569) | TAHUNA AVE | POKOHUI AVE | 12/06/2001 | 121 | 86 | 6 | B | Count |
| TE HUTEWAI RD (570) | WAINUI RD | END K&C LHS | 15/01/2004 | 498 | 96 | 4 | B | Count |
| TE HUTEWAI RD (570) | END K&C LHS | END OF SEAL | 14/08/2015 | 131 | 92 | 3 | B | Count |
| TE HUTEWAI RD (570) | WAIMAUNGA RD | MUNNS RD (SIGN) | 1/04/2007 | 24 | 83 | 17 | B | Count |
| TE HUTEWAI RD (570) | MUNNS RD (SIGN) | CORNES RD (CULVERT) | 9/06/2007 | 46 | 92 | 7 | B | Count |
| TE HUTEWAI RD (570) | CORNES RD (CULVERT) | TE MATA RD | 2/07/2008 | 71 | 86 | 10 | B | Count |
| TE KOPUA RD (571) | RIRIA KEREOPA MEMORIAL DR | END | 30/08/2008 | 16 | 99 | 1 | B | Count |
| TE MATA RD (524) | SH 23 | POND RD | 26/11/2015 | 1014 | 91 | 6 | B | Count |
| TE MATA RD (524) | HOUCHEN RD | TE HUTEWAI RD | 2/07/2008 | 576 | 87 | 10 | B | Count |
| TE MATA RD (524) | CHURCH LANE | SPEED DERESTRICTION | 2/07/2008 | 432 | 85 | 11 | B | Count |
| TE PAPATAPU RD (572) | KAWHIA RD | NEWTON RD | 1/03/2016 | 333 | 89 | 7 | B | Count |
| TE PAPATAPU RD (572) | NEWTON RD | PHILLIPS RD | 3/08/2010 | 205 | 88 | 6 | B | Count |
| TE PAPATAPU RD (572) | PHILLIPS RD | END OF SEAL | 7/06/2005 | 69 | 81 | 10 | B | Count |

| Road Name | Start Name | End Name | Count Date | ADT | % Cars | % Heavy Vehicles | Direction | Count Status |
|---------------------------|---------------------------------|---------------------------------|------------|------|--------|------------------|-----------|--------------|
| TE PAPATAPU RD (572) | END OF SEAL | START OF SEAL | 2/07/2008 | 69 | 73 | 18 | B | Count |
| TE PAPATAPU RD (572) | END OF SEAL | WAITERE RD (SIGN) | 28/04/2016 | 74 | 91 | 6 | B | Count |
| TE PAPATAPU RD (572) | WAITERE RD (SIGN) | KAWHIA RD | 5/07/2005 | 31 | 81 | 10 | B | Count |
| TOTARA GR (574) | WAITETUNA VALLEY RD | END | 1/04/2007 | 61 | 96 | 0 | B | Count |
| TUTCHEN AVE (575) | POINT ST | KAITOKE ST (EAST) | 3/02/2004 | 299 | 86 | 6 | B | Count |
| TUTURIMU RD (935) | MATAWHA RD | RUAPUKE RD | 2/07/2008 | 29 | 90 | 4 | B | Count |
| UENUKU AVE (576) | TAHUNA ST | KAREKARE AVE | 4/04/2001 | 181 | 86 | 6 | B | Count |
| UENUKU AVE (576) | KAREKARE AVE | POKOHUI AVE | 30/06/2008 | 160 | 98 | 2 | B | Count |
| UPPER BOW ST (882) | NORRIE AVE | CUL-DE-SAC | 30/06/2008 | 46 | 98 | 1 | B | Count |
| UPPER CROSS ST (507) | CROSS ST | CUL-DE-SAC | 3/02/2004 | 81 | 96 | 4 | B | Count |
| UPPER WAINUI RD (577) | WAINUI RD (START K&C RHS) | END | 28/11/2013 | 411 | 97 | 1 | B | Count |
| VAN HOUTTE RD (578) | SH 23 | END (CATTLESTOP) | 15/11/2001 | 30 | 81 | 10 | B | Count |
| VANDY RD (579) | WAITETUNA VALLEY RD | END | 26/06/2002 | 28 | 81 | 10 | B | Count |
| VIOLET ST (580) | MANUKAU RD | GOVERNMENT RD | 9/07/2010 | 224 | 96 | 2 | B | Count |
| WAIMAORI RD (878) | TE MATA RD | LARGE CULVERT (LHS) | 7/06/2005 | 40 | 81 | 10 | B | Count |
| WAIMAORI RD (878) | LARGE CULVERT (LHS) | MATAWHA RD (SIGN) | 9/06/2007 | 7 | 84 | 8 | B | Count |
| WAIMAUNGA RD (581) | TE HUTEWAI RD | RUAPUKE RD | 7/07/2003 | 23 | 81 | 10 | B | Count |
| WAINAMU RD (582) | RIRIA KEREOPA MEMORIAL DR | RAU O TE HUIA RISE | 23/03/2007 | 57 | 95 | 1 | B | Count |
| WAINGARO LANDING RD (674) | OHAUTIRA RD | END OF SEAL | 13/10/2003 | 59 | 99 | 1 | B | Count |
| WAINUI RD (583) | BOW ST | BANKART ST RAB | 30/06/2008 | 2524 | 97 | 2 | B | Count |
| WAINUI RD (583) | STEWART ST | HELEN PL | 14/08/2015 | 4173 | 95 | 3 | B | Count |
| WAINUI RD (583) | HELEN PL | WHITLEY ST | 23/03/2007 | 3449 | 86 | 6 | B | Count |
| WAINUI RD (583) | WHITLEY ST | BRIDGE (1ST ABUTMENT) | 9/04/2016 | 5547 | 95 | 3 | B | Count |
| WAINUI RD (583) | BRIDGE (1ST ABUTMENT) | BRIDGE (2ND ABUTMENT) | 3/03/2011 | 5648 | 95 | 3 | B | Count |
| WAINUI RD (583) | BRIDGE (2ND ABUTMENT) | MARINE PDE | 14/08/2015 | 4124 | 95 | 3 | B | Count |
| WAINUI RD (583) | MARINE PDE | OPOTORU RD | 20/11/2009 | 4098 | 86 | 6 | B | Count |
| WAINUI RD (583) | TAHUNA AVE | SMITH ST | 14/08/2015 | 3187 | 94 | 4 | B | Count |
| WAINUI RD (583) | KAREKARE AVE | RAKAUNUI ST | 14/08/2015 | 2534 | 94 | 4 | B | Count |
| WAINUI RD (583) | SPEED DERESTRICTION | RIRIA KEREOPA MEMORIAL DR | 17/01/2008 | 4210 | 78 | 12 | B | Count |
| WAINUI RD (583) | RIRIA KEREOPA MEMORIAL DR | NGARUNUI BEACH RD | 14/08/2015 | 1739 | 95 | 3 | B | Count |
| WAINUI RD (583) | TE AHIWA RD | UPPER WAINUI RD (POWERPOLE RHS) | 17/01/2008 | 2634 | 96 | 1 | B | Count |
| WAINUI RD (583) | UPPER WAINUI RD (POWERPOLE RHS) | EARLES PL | 23/03/2007 | 1406 | 95 | 4 | B | Count |
| WAINUI RD (583) | EARLES PL | MANU BAY RD | 14/08/2015 | 814 | 94 | 5 | B | Count |
| WAINUI RD (583) | SPEED RESTRICTION | WHAANGA RD | 30/06/2008 | 407 | 95 | 3 | B | Count |
| WAINUI RD LLA (7030) | WAINUI RD STH | WAINUI RD NTH (MUSEUM) | 28/10/2015 | 20 | 96 | 4 | B | Count |
| WAITERE RD (954) | TE PAPATAPU RD | END (GATE) | 28/04/2016 | 9 | 100 | 0 | B | Count |
| WAITETUNA VALLEY RD (584) | SH 23 | TOTARA GR | 26/11/2015 | 548 | 92 | 4 | B | Count |

| Road Name | Start Name | End Name | Count Date | ADT | % Cars | % Heavy Vehicles | Direction | Count Status |
|---------------------------|---------------------|---------------------|------------|------|--------|------------------|-----------|--------------|
| WAITETUNA VALLEY RD (584) | TOTARA GR | OLD MOUNTAIN RD | 24/10/2005 | 98 | | | B | Count |
| WAITETUNA VALLEY RD (584) | OLD MOUNTAIN RD | END OF SEAL | 12/11/2009 | 179 | 85 | 10 | B | Count |
| WAITETUNA VALLEY RD (584) | VANDY RD | ORONGO RD | 21/08/2008 | 56 | 89 | 6 | B | Count |
| WAITETUNA VALLEY RD (584) | ORONGO RD | START OF SEAL | 26/06/2002 | 77 | 81 | 10 | B | Count |
| WAITETUNA VALLEY RD (584) | END OF SEAL | DISTRICT BOUNDARY | 24/10/2005 | 135 | | | B | Count |
| WALLIS ST (1402) | BOW ST | JAMES ST (LHS) | 13/08/2015 | 1165 | 97 | 2 | B | Count |
| WALLIS ST (1402) | JAMES ST (LHS) | JOHN ST | 20/11/2009 | 1416 | 86 | 6 | B | Count |
| WALLIS ST (1402) | GOVERNMENT RD | ROSE ST | 6/12/2008 | 631 | 92 | 4 | B | Count |
| WARREN RD (585) | HAUROTO BAY RD | END (GATE) | 7/03/2005 | 18 | 81 | 10 | B | Count |
| WHAANGA RD (587) | WAINUI RD | SPEED DERESTRICTION | 7/01/2003 | 281 | | | B | Count |
| WHAANGA RD (587) | SPEED DERESTRICTION | TE TUHI RD (SIGN) | 7/04/2015 | 282 | 95 | 4 | B | Count |
| WHAANGA RD (587) | END OF SEAL | CATTLESTOP | 28/04/2016 | 106 | 93 | 6 | B | Count |
| WHAANGA RD (587) | CATTLESTOP | CATTLESTOP | 2/07/2008 | 27 | 78 | 21 | B | Count |
| WHAANGA RD (587) | CATTLESTOP | GATE | 2/07/2008 | 13 | 97 | 2 | B | Count |
| WHAANGA RD (587) | SWANN ACCESS RD | RUAPUKE BEACH RD | 1/03/2016 | 100 | 94 | 4 | B | Count |
| WHITLEY ST (588) | WAINUI RD | NORRIE AVE | 28/11/2013 | 1333 | 96 | 2 | B | Count |
| WI NEERA ST (540) | BOW ST | END | 3/02/2004 | 189 | 86 | 6 | B | Count |
| WRIGHTS RD (205) | SH 23 | END OF SEAL | 15/11/2001 | 62 | 81 | 10 | B | Count |

Open Meeting

| | |
|---------------------------------|----------------------------------------------------|
| To | Raglan Community Board |
| From | T N Harty General Manager Service Delivery |
| Date | 31 October 2016 |
| Prepared by | Samantha Frederick Waters Assurance Coordinator |
| Chief Executive Approved | Y |
| Reference/Doc Set # | 1630853 |
| Report Title | Waters Performance Dashboard |

1. EXECUTIVE SUMMARY

The purpose of this report is to present the Waters Performance Dashboard for the six week period between 1 August 2016 and 15 September 2016.

2. RECOMMENDATION

THAT the report from the General Manager Service Delivery be received.

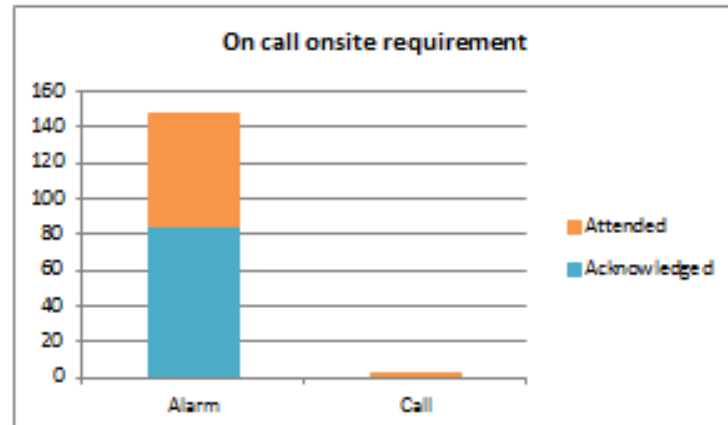
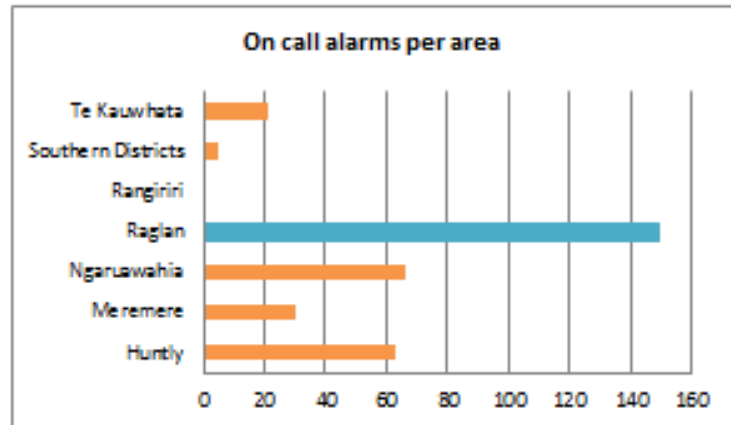
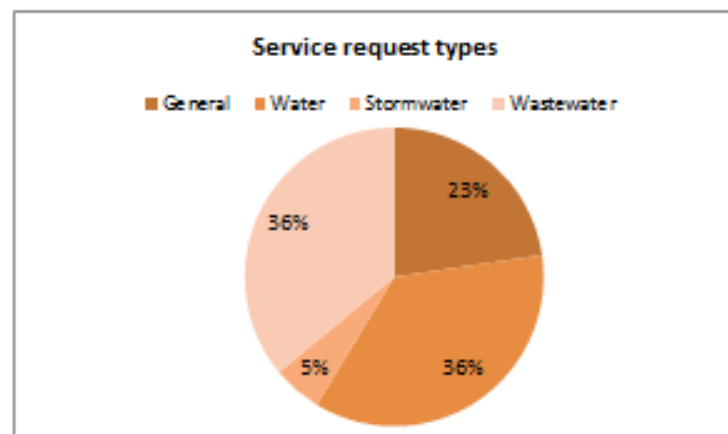
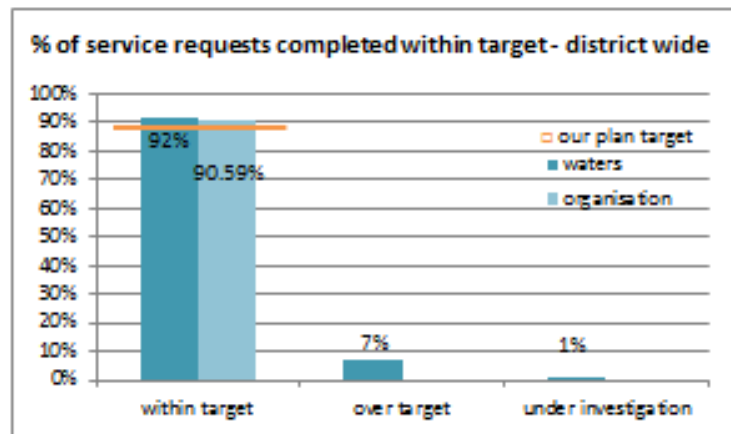
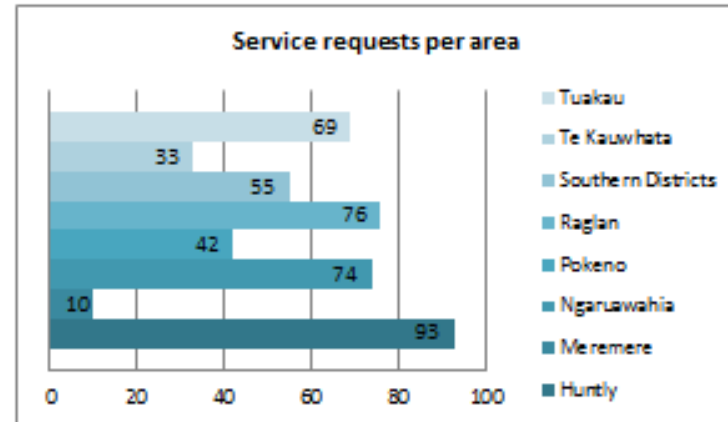
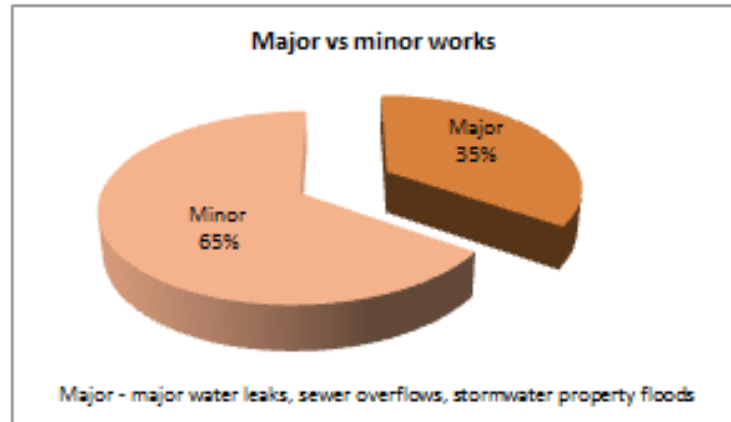
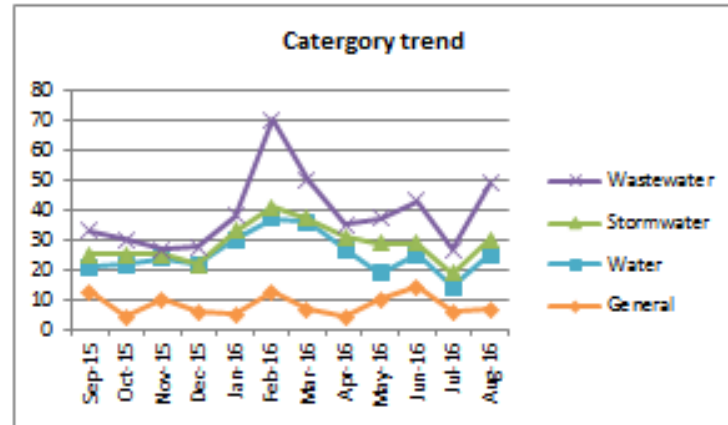
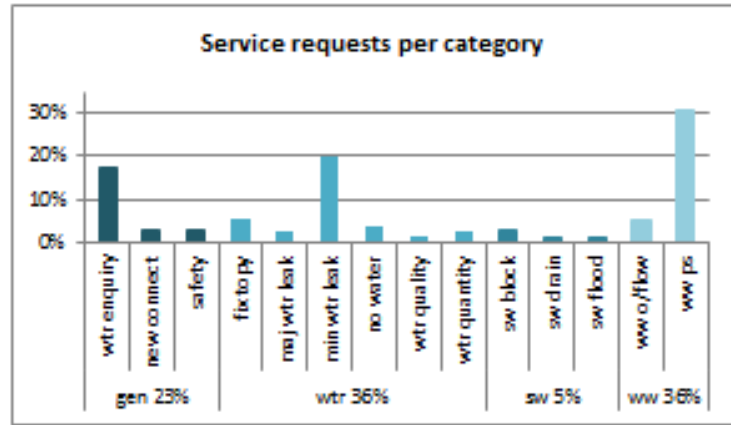
3. ATTACHMENTS

Waters Performance Dashboard

Programme: Waters – Raglan
Manager: Martin Mould

Date: August – September 16
Version: Draft

Service Requests Breakdown



Mandatory Performance Measures – district wide

| Measure | Measure | August | September (til 15th) | |
|------------|---------------------------------------------------------------------------------------------------------------------------|---------------------------|-------------------------------------------|-------------------------------------------|
| | | Value | Value | |
| Water | The number of complaints received by WDC about drinking water clarity, taste, odour, pressure, flow, continuity of supply | < 17 per 1000 connections | 1.46 per 1000 connections (21 complaints) | 1.05 per 1000 connections (15 complaints) |
| | Fault Response Times for Urgent call outs | 60 minutes median | 34.5 minutes | 18 minutes |
| | Fault Completion Times for Urgent call outs | 240 minutes median | 101 minutes | 96.5 minutes |
| | Fault Response Times for Non-Urgent call outs | 1 day median | 0.93 days | 0.64 days |
| Wastewater | Fault Completion Times for Non-Urgent call outs | 5 day median | 1.33 days | 1.08 days |
| | The number of dry weather sewerage overflows from WDC wastewater system | < 5 per 1000 connections | 2 | 1 |
| | The total number of complaints received by WDC about the waste water system | < 25 per 1000 connections | 0.72 per 1000 connections (8 complaints) | 0.54 per 1000 connections (6 complaints) |
| | Fault Response Times for Sewerage Overflows | 60 minutes median | 24.3 minutes | 6 minutes |
| Stormwater | Fault Completion Times for Sewerage Overflows | 240 minutes median | 124.6 minutes | 210 minutes |
| | The number of flooding events (affecting habitable floors) | <0.3 per 1000 connections | 0 | 0 |
| | The number of complaints received by WDC about the stormwater system | <4 per 1000 connections | 0.22 per 1000 connections (3 complaint) | 0.07 per 1000 connections (1 complaints) |
| | Median Fault Response Times to attend a flooding event | 8 hours | NA | NA |

Number of Service Requests - Raglan

| | Sep-15 | Oct-15 | Nov-15 | Dec-15 | Jan-16 | Feb-16 | Mar-16 | Apr-16 | May-16 | Jun-16 | Jul-16 | Aug-16 | YTD |
|----------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|-----|
| Wtr enquiry | 10 | 3 | 8 | 4 | 4 | 10 | 5 | 2 | 8 | 8 | 4 | 4 | 70 |
| New connect. | 2 | 1 | 1 | 1 | 1 | 3 | 2 | 1 | 1 | 5 | 2 | 2 | 22 |
| Safety | 1 | | 1 | 1 | | | | 1 | 1 | 1 | 1 | 1 | 6 |
| Toby repair | 3 | | 1 | | 3 | 4 | 5 | 3 | 1 | 1 | 1 | 2 | 23 |
| Major wtr leak | | 2 | 2 | 2 | 1 | 2 | 2 | 3 | | | | 4 | 18 |
| Minor wtr leak | 5 | 14 | 9 | 10 | 19 | 17 | 18 | 14 | 7 | 8 | 5 | 8 | 132 |
| No water | | 1 | 1 | 2 | 2 | 2 | 2 | 3 | 3 | 2 | | 2 | 12 |
| Wtr quality | | 1 | 2 | 1 | | 1 | 1 | | | | 1 | 1 | 7 |
| Wtr quantity | | | | 1 | | | 1 | | 1 | | 1 | 1 | 5 |
| SW block | 1 | | | | | | 1 | 1 | 3 | 3 | 3 | 2 | 14 |
| SW drain | 2 | 1 | 1 | | 2 | 3 | | 2 | 2 | | 1 | 1 | 14 |
| SW flood | 1 | 2 | | | 1 | 1 | | 1 | 5 | 1 | 1 | 2 | 13 |
| WW odour | | | | | 1 | 1 | 2 | | | 2 | 1 | | 7 |
| WW overflow | 3 | 2 | | 1 | 1 | 4 | 1 | | | 2 | | 3 | 18 |
| WW p/station | 5 | 3 | 2 | 5 | 3 | 24 | 10 | 4 | 8 | 10 | 7 | 16 | 87 |

Continuous Improvement Projects – districtwide

| Prog Components | Project | Comments | Budget | Sept | Oct | Nov | Dec | Jan |
|-----------------|----------------------------------------|---------------|----------|------|-----|-----|-----|-----|
| | | | | | | | | |
| Early Works | SMS Backup | In Progress | \$55,000 | | | | | |
| Early Works | Generator Plugs | In Progress | \$50,000 | | | | | |
| Early Works | Backup Generator - Greenslade | Prog for Sept | \$75,000 | | | | | |
| Early Works | City Care Support | | \$50,000 | | | | | |
| Early Works | Public Education Programme - Plan | | | | | | | |
| Early Works | Public Education Programme - Implement | | \$15,000 | | | | | |
| CIP - Capital | Causal Analysis | Complete | \$5,000 | | | | | |
| CIP - Capital | Enhanced Plan - Costed | | TBD | | | | | |
| CIP - Capital | Enhanced Plan - Implementation | | TBD | | | | | |

Open Meeting

| | |
|---------------------------------|-------------------------------------------------------------------------------------------------|
| To | Raglan Community Board |
| From | TG Whittaker General Manager Strategy & Support |
| Date | 24 October 2016 |
| Prepared by | Lianne van den Bemd Community Development Advisor Betty Connolly Senior Policy Planner |
| Chief Executive Approved | Y |
| DWS Document Set # | 1630576 |
| Report Title | Placemaking in the district |

I. EXECUTIVE SUMMARY

Council has adopted a Placemaking Strategy and the purpose of this report is to support communities on implementing Placemaking.

Feedback received from communities has indicated that they wish to take greater ownership and undertake projects within their communities that are reflective of their areas. Placemaking is an important initiative through which these communities can be supported to empower themselves to create social spaces. To facilitate this process Council has established the Community Placemaking Team (“CPT”) who will work with communities to identify and implement Placemaking projects. The accompanying documents have been developed to enable the community to undertake projects that will help build a greater sense of community and civic pride.

The Placemaking concept relates to public open spaces and enables an area to become a creative interactive place. These projects involve partnerships between community groups or individuals and Council. The philosophy behind Placemaking is that projects are owned and driven by the community and to be successful there needs to be a partnership to engage between communities and Council to proactively develop creative social spaces.

Over the coming months the CPT will engage with communities (including youth) on projects that can be undertaken in line with the guidelines. Once a project has been finalised and details confirmed a project agreement will be provided to applicants outlining all details of how the project is to be undertaken.

The CPT consists of Lianne van den Bemd, Community Development Advisor and Betty Connolly, Senior Policy Planner and they will be co-ordinating the projects around the district. Other staff will be available when required.

2. RECOMMENDATION

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

3. ATTACHMENTS

- Placemaking Project Plan
- Placemaking Guidelines
- Placemaking Assessment Sheet

Placemaking Project Plan

Important notes for applicant:

- *It is recommended that, prior to submitting your plan you contact a member of the Community Placemaking Team (CPT) to discuss your project.*
- *Please read the Guidelines attached to this plan to help you through the process of planning your project.*
- *Please ensure you complete the **checklist on page 4.***

Where will your project occur?

Section I – Your details

Name of group or individual

Address: (Postal)

Contact name, phone number/s and email address

Section 2 – Your project

Where will your project take place?

What will your project be? *(please provide a description of the proposed project including sketches etc.)*

Who will be involved in your project? *(individuals , groups, volunteers or contractors)*

How will the project enhance the use of this area by the community?

What is the projected life span of the project on completion *eg permanent or up to six months.*

Section 3 - Resource requirements

Please describe what material / resources are to be used in creating your project e.g. *are these upcycled/recycled or new.*

How will the cost of the project be met? e.g. *donated resources, fundraising, donated labour time, other sources of funding (e.g. community funding, external funding agencies).*

Checklist

Please ensure you attach the completed checklist with your application.

| Items Required | Enclosed ✓ |
|----------------------------------------------------------------------------------|------------|
| Read and understood the guidelines document | |
| Discussed your project with the CPT | |
| Have you considered H&S aspects in creating your project | |
| Completed Section 1 – Your details | |
| Completed Section 2 – Project details | |
| Completed Section 3 –Resource and cost requirements | |
| Enclosed any further documentation that may be relevant e.g. sketches, maps etc. | |

Community Placemaking Team contact details

Lianne Van Den Bemd
 Community Development Co-ordinator
lianne.vandenbemd@waidc.govt.nz
 Ph: DDI – 07 824 5732

Betty Connolly
 Senior Policy Planner
betty.connolly@waidc.govt.nz
 Ph: DDI – 07 824 5760

Placemaking guidelines for community identified projects in the public space.

“Building communities and creating places” outlines a plan of action that will guide communities and Council in creating vibrant, caring, creative and sustainable public places around the district. These guidelines provide the foundation for a positive and proactive approach to Placemaking in the Waikato District.

Community placemaking projects occur on public open spaces and develop an area from a space into a creative interactive place. They involve partnerships between Council and community groups or individuals. For these projects to be successful Council and the groups or individuals involved need to be open to working together. The Community Placemaking Team (CPT) is a team operating from within council with the aim to assist communities in developing creative spaces.

What is public space?

All road reserve, reserves, esplanades, playgrounds, walkways, cycleways, cemeteries, community facilities or town centres are administered by Council on behalf of the community. Placemaking projects can occur inside public facilities e.g. libraries or outside e.g. walkways. Projects cannot occur in sensitive areas such as cemeteries or historic sites. Commemoration of significant regional or national events must be approved by Council. Some Council reserves are leased to third parties and will require further consideration.

Creating a Project Plan

The expectation of these projects is that the group will undertake the majority of the project and materials are sourced where possible using the reuse/upcycle philosophy. Projects can be short term (e.g. 6 months) or long term (e.g. 10 years). Any project will be subject to CPT endorsement prior to commencement.

The following steps need to be considered:

1. Identify the project idea and contact a member of the CPT to discuss and develop your idea further.
2. Form your community group (the worker bees) to brainstorm your idea with the vision to create a draft project plan. (The CPT can help you with this).
3. The draft project plan should include enough detail to enable the CPT to determine the scope and any staff who will need to be assigned to help you.
4. Once the project plan has been reviewed by the CPT you may be required to present your ideas to the Council team assigned to the project. This team will provide guidance in regards to issues they may have identified, e.g. height restrictions or safety issues that may impact on your project. It may be necessary for you to discuss your project with other parties' e.g. local community board. Part of this review will be to ensure that Health and Safety requirements are met. The CPT will help you with any further information that you have been requested to provide.

5. The CPT will provide final approval and confirmation in writing of the scope of your project and the agreement to which all parties will be bound.
6. Once the Council and community group/individual accept and sign off on the project scope the project can commence.

What to consider in a Project Plan:

The attached template will guide you when formulating your Project Plan. Use the prompts below as a guide.

- Materials – upcycled and new
- Durability and construction of objects
- Costs
- Funding
- Ongoing maintenance
- Health and safety of objects and workers
- Removal/dismantling if a defined time project
- Visual impression
- Community sensitivity
- Location
- Worker bees/labour
- Weather vulnerability
- Local support/opposition
- Is the project enhancing and embracing the community
- Authenticity of information for projects that relate to commemorative events
- Timeframe
- Stages of any development

Moving forward

The CPT have been appointed by Council to help, not hinder, communities in the Waikato District. Your project should be able to be established speedily if the guidelines above are considered and taken into account.

Community Placemaking Team:

Lianne Van Den Bemd
Community Development Co-ordinator
lianne.vandenbemd@waidc.govt.nz
Ph: DDI – 07 824 5732

Betty
Senior Policy Planner
betty.connolly@waidc.govt.nz
Ph: DDI – 07 824 5760

Connolly

Placemaking Assessment Sheet:

Assessment Committee: *Gordon Bailey, Lianne van den Bemd, Betty Connolly, Andrew Corkill, Vishal Ramduny.*

In which community will the project take place:

Is this being undertaken by a Group or an Individual:

What and where is the preferred site:

Are there any reasons why the project can not go ahead on this site (*eg has the site been identified by council for other activities or uses/ is it a leased site*):

What is the expectation of Council involvement:

Are there Council requirements – e.g. building consents:

What resources are required to complete the project – *recycled/upcycled/new* and where will these be sought?

Is the budget realistic and is there funding available (*internal or external*):

What is the projected life span of the project: (*eg long or short term - six months/permanent*)

Who will be responsible for ongoing maintenance and what are the estimated maintenance costs, if applicable:

When will the project commence, are there stages to the project:

Does the project fit with surrounding landscape/streetscapes or is there scope flexibility:

Has resilience to vandalism and graffiti been considered as part of the project plan:

Has there been any community input into the proposal:

Have Health and Safety requirements been taken into account in the implementation phase and in the completed project:

Open Meeting

| | |
|---------------------------------|------------------------------------------------------|
| To | Raglan Community Board |
| From | Tony Whittaker General Manager Strategy & Support |
| Date | 26 October 2016 |
| Prepared by | Rose Gray Council Support Manager |
| Chief Executive Approved | Y |
| Reference/Doc Set # | 1628407 |
| Report Title | Raglan Naturally Interim Steering Group |

1. EXECUTIVE SUMMARY

Kelly Murphy, member of the Raglan Naturally Interim Steering Group, has provided an update for the board members' information.

2. RECOMMENDATION

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

AND THAT represent the **Raglan Community Board** on the **Raglan Naturally Interim Steering Group**.

3. ATTACHMENTS

Raglan Naturally Interim Steering Group Notes

Raglan Naturally Interim Steering Group

Discussion Document

Interim Steering Group - Tim Duff, Deb King, Tony Mayow, Kelly Murphy, Steve Soanes, Meredith Youngson.

The group endorsed by the community board puts forward the following document for discussion.

Background

On 28th August 2016, the Raglan Community Board held the event Raglan Naturally: A Celebration to firstly celebrate the achievements of Raglan Naturally 2001: A Community Plan, and secondly to gauge the communities interest in reviving the document, bringing it into 2016.

It was an absolute success on all counts, and at that time interested parties put forward their names to be part of a Raglan Naturally Interim Steering Group. Since being endorsed by the Raglan Community Board, they have met twice to see just how this document might be revived.

The 'who' answer to that question is overwhelmingly The Community! The following proposal acknowledges that and aspires to be totally inclusive.

Proposed Vision

To produce a 2017 Raglan Naturally Plan (by Spring 2017).

- To meet the call from the community for an updated community plan.
- To help with engagement between the community, the RCB, and Waikato District Council.
- To fit in with plans being developed (such as the Tourism Waikato's Destination Action Plan which specifically calls for integration with the Raglan Naturally Plan).

Role of Interim Steering Group

Build Foundations

Look at the consultation process behind the 2001 document, to provide the community with a Consultation Draft in February 2017. The 2001 community-lead process shows success therefore to use this method/approach in our present group will prove useful.

Develop relationships

Identify key relationships with individuals or organisations who are undertaking consultation in Raglan to work in with them (will feed into Consultation Draft).

Establishment of Final Steering Group

It is proposed a representative of the RCB is elected to join the Steering Group as soon as practical.

Once the community see the Consultation Draft on the RCB February Agenda, they can register their interest in joining the Steering Group with the Raglan Community Board.

At that point the Raglan Community Board can appoint the Raglan Naturally Steering Group who will be responsible for the finalising and implementation of consultation, to commence by Autumn 2017.

Resources

Certain resources will be key in presenting a comprehensive update of Raglan Naturally. We propose the RCB work with the Steering Group to identify these resources, and seek funding from the WDC in the Long Term Plan.

The RCB would hold a community meeting seeking the support of the community for this.

The RN Steering group will from time to time need the expertise of Council staff, e.g Policy Planners, Economic Development Managers at a senior level - to ensure that the communities goals and aspirations are achievable and align with such documents as the District Plan and Long Term Plan. This resource will need the prior approval of the WDC Chief Executive as there will likely be budget and availability constraints.

RCB x RN Relationship

We propose a meeting of the RCB and Steering Group members to establish an official partnership and look at how we will work together to the benefit of our community, our community board, our Councillor, and the Waikato District Council.