

Agenda for a meeting of the Ngaruawahia Community Board to be held in the Committee Rooms 1 & 2, District Office, 15 Galileo Street, Ngaruawahia on **TUESDAY 14 MAY 2019** commencing at **6.00pm**.

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

1. APOLOGIES AND LEAVE OF ABSENCE

2. CONFIRMATION OF STATUS OF AGENDA

3. DISCLOSURES OF INTEREST

4. CONFIRMATION OF MINUTES

Meeting held on Tuesday, 12 March 2019 2

5. REPORTS

5.1	Public Forum	Verbal
5.2	Discretionary Fund Report to 2 May 2019	9
5.3	Application for Funding – Graeme Dingle Foundation Waikato	11
5.4	Proposed Childcare Allowance for Local Government Elected Members	40
5.5	Ngaruawahia Works and Issues Report	52
5.6	Ngaruawahia Community Board Resolution/Action Register	56
5.7	Year to Date Service Request Report	62
5.8	Chairperson's Report	Verbal
5.9	Councillors' Report	Verbal
5.10	Community Board Members' Report	Verbal

GJ Ion
CHIEF EXECUTIVE

Open Meeting

To	Ngaruawahia Community Board
From	Gavin Ion Chief Executive
Date	14 March 2019
Prepared by	Wanda Wright Committee Secretary
Chief Executive Approved	Y
Reference #	Gov0508
Report Title	Confirmation of Minutes

1. EXECUTIVE SUMMARY

To confirm the minutes of a meeting of the Ngaruawahia Community Board held on Tuesday 12 March 2019.

2. RECOMMENDATION

THAT the minutes of a meeting of the Ngaruawahia Community Board held on Tuesday 12 March 2019 be confirmed as a true and correct record of that meeting.

3. ATTACHMENTS

NCB Minutes

MINUTES of a meeting of the Ngaruawahia Community Board held in the Committee Rooms 1 & 2, District Office, 15 Galileo Street, Ngaruawahia on **TUESDAY 12 MARCH 2019** commencing at **6.02pm**

Present:

Mr J Whetu (Chair)
Cr JM Gibb
Cr E Patterson
Ms R Kirkwood
Ms K Morgan
Ms J Stevens

Attending:

His Worship the Mayor, Mr AM Sanson
Mr GJ Ion (Chief Executive)
Mrs W Wright (Committee Secretary)
Mr S Toka (Iwi & Community Partnership Manager)
Mr B Stringer (Democracy Manager)
Ms D Rawling (Projects Team Leader)
Mr M Janssen (Project Manager)
Ms K Wood (Technical Support Officer)
Ms L Marshall (The Order of St John Central Region Trust Board)
Ms R O'Donnell (Horotiu Playcentre)
Ms J Dolan (Economic and Community Development Manager)
Ms L van den Bemd (Community Development Adviser)
2 Members of Staff
6 Members of the public

The Chair opened the meeting with a karakia.

APOLOGIES AND LEAVE OF ABSENCE

Resolved: (Mr Whetu/Ms Morgan)

THAT an apology be received from Ms Diamond.

CARRIED on the voices

NCBI903/01

CONFIRMATION OF STATUS OF AGENDA ITEMS

Resolved: (Mr Whetu/Cr Paterson)

THAT the Agenda for a meeting of the Ngaruawahia Community Board held on Tuesday 12 March 2019 be confirmed and all items therein be considered in open meeting;

AND THAT all reports be received;

AND FURTHER THAT in accordance with Standing Order 9.4 the order of business be changed with agenda item 5.7 [*Iwi & Partnership Manager*] being considered after agenda item 5.1 [*Public Forum*] and agenda item 5.8 [*The Point Playground Extension and Renewal*] being considered after agenda item 5.2 [*Planting & Memorial Update*].

CARRIED on the voices

NCBI903/02

DISCLOSURES OF INTEREST

Ms Kirkwood advised members of the Board that she would declare a conflict of interest in Agenda Item 5.5 [*Application for Funding – Open Up Ngaruawahia Tourism Incorporated*] inasmuch that she will be presenting the item.

CONFIRMATION OF MINUTES

Resolved: (Mr Whetu/Cr Gibb)

THAT the minutes of a meeting of the Ngaruawahia Community Board held on Tuesday 12 February 2019 be confirmed as a true and correct record of that meeting.

CARRIED on the voices

NCBI903/03

REPORTS

Public Forum
Agenda Item 5.1

The following items were discussed at the Public Forum:

- Smith Road residents sought access to the cycleway and river;
- Clearing of rubbish in the above area by volunteers cannot be condoned by Council for Health & Safety reasons;
- Gang patches in Ngaruawahia following a recent incident in the town

- Ngaruawahia town Blueprint: did not reflect what the community contributed during the earlier drop-in sessions
- The Point Playground and Extension:
 - Concern raised that diagrams indicated separate activities for children with disabilities from other children's activities
 - It was suggested that the hammock be removed and be replaced with swings
 - Consider putting in recycle bins/rubbish bins
- Julie Dolan (Economic and Development Manager) introduced herself
- Brendan Stringer (Democracy Manager) introduced himself

Iwi & Community Partnership Manager
Agenda Item 5.7

The report was received [NCB1902/02 refers]. Mr Toka introduced himself and his role at Council.

Planting & Memorial Update
Agenda Item 5.2

The Technical Support Officer from Parks & Reserves Officer (Kim Wood) gave a powerpoint presentation and answered questions from the Board.

Tabled Item: Rail Bridge Planting Project Presentation

Options Report – Point Reserve Playground Renewal
Agenda Item 5.8

The report was received [NCB1902/02 refers]. The Projects Team Leader took the report as read and answered questions from the Board.

Resolved: (Mr Whetu/Ms Stevens)

THAT Design 3 is the preferred design that the Ngaruawahia Community Board would like to see installed;

AND THAT the budget of \$26,700 under IRG10020.C0.0000.0119 be transferred to the Point Reserve playground project (IPL10000.C0.0000.0119).

CARRIED on the voices

NCB1903/04

Discretionary Fund Report to 30 June 2019
Agenda Item 5.3

The report was received [NCB1902/02 refers] and discussion was held.

It was noted that the Fresh Eggs donation was received in June 2018. This did not show in any of the monthly reports since then due to all income received in the previous financial year not showing anymore as it is not deemed 'current' items. (Financial Year End is June).

Finance confirmed this donation is included in the income total but for transparency's sake, it was suggested that these items remain itemised in the next financial years' report in future.

Application for Funding – Horotiu Playcentre
Agenda Item 5.4

The report was received [NCB1902/02 refers] and discussion was held. Ms O'Donnell answered questions from the Board.

Resolved: (Cr Patterson/Cr Gibb)

THAT an allocation of \$2,000.00 be made to the Horotiu Playcentre towards the cost of the purchasing a new heat pump.

CARRIED on the voices

NCB1903/05

Application for Funding – Order of St John Central Region Trust Board
Agenda Item 5.6

The report was received [NCB1902/02 refers] and discussion was held. Lisa Marshall answered questions from the Board.

Resolved: (Ms Morgan/Ms Kirkwood)

THAT an allocation of \$1,066.40 be made to the Order of St John Central Region Trust Board towards the cost of purchasing new equipment for the Ngaruawahia St John Ambulance vehicle.

CARRIED on the voices

NCB1903/06

Application for Funding – Open Up Ngaruawahia Tourism Incorporated
Agenda Item 5.5

The report was received [NCB1902/02 refers]. Ms Kirkwood took the report as read and answered questions from the board.

Ms Kirkwood declared a conflict of interest and did not take part in voting on this item. answered questions from the Board.

Resolved: (Mr Whetu/Ms Morgan)

THAT the request from Open Up Ngaruawahia Tourism Incorporated towards the cost of developing a new website be deferred until the May meeting of this Board for the following reasons:

- **Paying membership numbers to be confirmed;**
- **Awaiting other funding options/business to come to the fore.**

CARRIED on the voices

NCBI903/07

Ngaruawahia Works and Issues Report
Agenda Item 5.9

The report was received [NCBI902/02 refers] and discussion was held.

Ngaruawahia Community Board Resolution/Action Register
Agenda Item 5.10

The report was received [NCBI902/02 refers] and discussion was held.

Chairperson's Report
Agenda Item 5.11

The Chair gave a verbal report and answered questions of the Board.

Councillors' Report
Agenda Item 5.12

Crs Gibb and Patterson gave a verbal overview on current Council issues.

Community Board Members' Report
Agenda Item 5.13

Members provided a verbal report on the following issues:

- Old quarry queries
- Trucks and heavy vehicles on River Road through Ngaruawahia
Action: The Chair requested a report for the next meeting
- Monitoring usage and promotion of fitness equipment and stations down the river?
- Regatta event at Turangawaewae soon
- Acknowledging those who have recently passed on in the community and raising awareness of elderly neighbours that need to be checked on

- The reduction in illegal dumping around the area and
- An increase of freedom campers were noticed down at the Point

There being no further business the meeting was declared closed at 8.08pm.

Minutes approved and confirmed this day of 2019.

J Whetu
CHAIRPERSON

Open Meeting

To	Ngaruawahia Community Board
From	Tony Whittaker Chief Operating Officer
Date	02 May 2019
Prepared by	Julienne Calambuhay Management Accountant
Chief Executive Approved	Y
Reference/Doc Set #	GOV0508
Report Title	Discretionary Fund Report to 02 May 2019

I. EXECUTIVE SUMMARY

To update the Board on the Discretionary Fund Report to 02 May 2019.

During its March meeting, the Board resolved the following:

Resolved: (Mr Whetu/Ms Morgan)

THAT the request from Open Up Ngaruawahia Tourism Incorporated towards the cost of developing a new website be deferred until the May meeting of this Board for the following reasons:

- *Paying membership numbers to be confirmed;*
- *Awaiting other funding options/business to come to the fore.*

CARRIED on the voices

NCB1903/07

Due to timing issues around its AGM, the applicant has requested a further deferral until the Board's meeting in June 2019.

2. RECOMMENDATION

THAT the report from the Chief Operating Officer be received;
AND THAT the Board notes that the Application for Funding – Open Up Ngaruawahia is deferred to 11 June 2019.

3. ATTACHMENTS

Discretionary Fund Report to 02 May 2019

NGARUAWAHIA COMMUNITY BOARD DISCRETIONARY FUND 2018/2019

			GL 1.205.1704
2018/19 Annual Plan			20,999.00
Carry forward from 2017/18			35,234.00
			56,233.00
Total Funding			
Expenditure			
14-Aug-18	Catering for NCB 2018 meetings - August 2018	NCB1802/04	10.00
11-Sep-18	Catering for NCB 2018 meetings - September 2018	NCB1802/04	10.00
20-Nov-18	Ngaruawahia Community House - Christmas on Jesmond	NCB1811/05	4,559.75
13-Nov-18	Catering for NCB 2018 meetings - November 2018	NCB1802/04	10.00
12-Feb-19	Catering for NCB 2018 meetings - February 2019	NCB1902/04	10.00
22-Mar-19	Catering for NCB 2018 meetings - March 2019	NCB1902/04	10.00
03-Apr-19	Order of St John Central Region Trust Board -new equipment for ambulance	NCB1903/06	1,066.40
			5,676.15
Total Expenditure			
Net Funding Remaining (Excluding commitments)			50,556.85
Commitments			
13-Nov-18	Te Mana o Te Rangi Reserve	NCB1811/04	20,000.00
13-Nov-18	Ngaruawahia Entranceways	NCB1811/04	10,000.00
13-Nov-18	Ngaruawahia Railway Bridge	NCB1811/04	10,000.00
13-Nov-18	Community funding	NCB1811/04	14,000.00
14-Feb-19	Catering for NCB 2019 meetings (\$10 per meeting)	NCB1902/04	80.00
	Less: Expenses		20.00
14-Feb-19	Reimburse Cr Patterson for BBQ at The Opening of the Ngaruawahia Pools	NCB1902/04	102.21
14-Feb-19	NZ Community Board Conference - Registration and Travel costs for Ms Wendy Diamond	NCB1902/04	to be confirmed
19-Mar-19	Horotiu Playcentre - cost of purchasing new heat pump	NCB1903/05	2,000.00
			56,162.21
Total Commitments			
Net Funding Remaining (Including commitments) as of 02 May 2019			(5,605.36)

Open Meeting

To	Ngaruawahia Community Board
From	Clive Morgan General Manager Community Growth
Date	28 April 2019
Prepared by	Lianne van den Bemd Community Development Advisor
Chief Executive Approved	Y
Reference#	GOV0508 / 2230266
Report Title	Application for Funding – Graeme Dingle Foundation Waikato

1. EXECUTIVE SUMMARY

The purpose of this report is to present an application for funding from the Graeme Dingle Foundation Waikato towards the cost of developing a Youth Led Community Project.

2. RECOMMENDATION

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

AND THAT an allocation of \$..... is made to the Graeme Dingle Foundation Waikato towards the cost of the developing a Youth Led Community Project;

OR

AND THAT the request from the Graeme Dingle Foundation Waikato towards the cost of the developing a Youth Led Community Project is declined / deferred until for the following reasons:

3. BACKGROUND

The proposal is to develop a Ngaruawahia High School Youth Led Community Project for Ngaruawahia. The programme will include hosting a day long workshop building and empowering young people's capacity to lead community projects.

The Graeme Dingle Foundation is running the Career Navigator programme for high school students aged 12 - 18 as a Transformational Journey that sets them up with a strong platform for adult life and a career.

The workshops will encourage students to co-create ideas with the intention to support the execution of successful community projects in the programmes they participate in.

Based in Hamilton, they provide programmes to low decile schools within the greater Waikato region including, Hamilton, Ngaruawahia, Tokoroa, Huntly and Mangakino.

The grant will be expended within a six month period of receiving the grant in 2019. One community project will be held on Tuesday 21st May 2019 during Youth Week.

The second proposal is being put forward to the Huntly Community Board to carry out a similar project for primary school aged children.

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 \$1,885.00. The Graeme Dingle Foundation Waikato is seeking funding of \$1,885.00 towards the cost of developing a Youth Led Community Project.

The venue and gifts will be sought through in-kind through sponsorship.

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 and other funding needs to be sought.

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

7. CONCLUSION

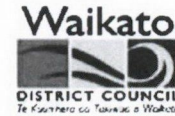
Consideration by the Board is required with regard to this funding request.

8. ATTACHMENTS

Application for Funding - Graeme Dingle Foundation Waikato

13 APR 2019

Waikato District Council



DISCRETIONARY FUNDING APPLICATION FORM

Important notes for applicant:

- Prior to submitting your application, please contact the Waikato District Council's community development co-ordinator, on 0800 492 45 Ext 5732 or 5650, to discuss your application requirements and confirm that your application meets the eligibility criteria.
- Have you discussed your application with the Waikato District Council community development Advisor **Yes/ No**
- Applications must be completed in the document provided and emailed to Funding funding@waidc.govt.nz
- Please ensure you have read the Guidelines prior to completing the application form (these are updated from time to time).
I have read and understood the guidelines for funding applications document **Yes/No**
- All parts of the application need to be completed and all supporting information supplied.

Please note that incomplete applications **WILL NOT** be considered and will be returned.

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

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

Discretionary and Funding Committee



Project Fund (Rural Ward Areas)



Event Fund

OR

Community Board / Committee Discretionary Fund for local Projects/Events

Raglan

Taupiri

Onewhero-Tuakau

Ngaruawahia

Huntly

Te Kauwhata

Meremere

Section I – Your details

Name of your organisation and contact person

Waikato Youth Empowerment Trust

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

The Graeme Dingle Foundation is a leading Child and Youth Development Charity that is building a positive, vibrant and successful New Zealand by transforming young lives forever. Our proven programmes are sequenced to create a positive vehicle for change for young people aged 5 to 18 years old. They focus on the needs of children and youth in their communities. This is what we call The Transformational Journey – a journey that helps young Kiwis become more confident and resilient, find purpose and direction to achieve success. With over 220,000 kids in programmes since 1995 and delivering programmes in the Waikato since 2005. Our vision is to ensure all young people are confident contributors to Waikato life.

Phone number/s:

07 8397058 - 027 5338552

Email/Address:

michelle@dinglewaikato.nz

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

CC25536

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

We request support for Youth Led Community Projects.

Our Youth Led Community Projects include two students from Ngaruawahia High School and a Kiwi Can Leader attending a workshop event in Youth week that will facilitate a Huntly West School and Ngaruawahia High School Community Project.

The day long workshop will build young people's capacity to lead community projects (through identifying, designing and delivering the community projects). The community projects at Ngaruawahia and Huntly West will then be carried out over the next 6 months.

Workshop learning intention: Students will learn how they can enable change through facilitated workshops and have the space to co-create ideas with the intention to support the execution of successful community projects in the programmes they participate in.

Community Project Learning intention: Plan, deliver and evaluate a community project that they are strongly connected to or affected by.

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

Workshop day: External Facilitator, 20 other youth leaders from Graeme Dingle Foundation Waikato schools. Community Project: Supported by Foundation Coordinator and 4 volunteer mentors.

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

Research has shown that contributing through a volunteer (community) project can increase social connectedness, improve self-concept, and develop a positive attitudinal change (Miller et al 2002)

Are you GST registered?No Yes

GST Number 09 / 15783 / 52

The following documentation MUST be supplied with your application:

- A copy of the last reviewed or audited accounts (whichever applies) for your organisation/group/club
- A copy of the last three months bank statements
- A copy of any documentation verifying your organisations legal status
- Include copies of written quotes (these must match the Funding Requirements in section 4.)

Section 3 – 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.

Important: Please ensure that all quotes supplied are clearly itemised and match the project breakdown (Total B)

Please complete all of the following sections	GST Inclusive Costs (use this column if you are not GST registered)	GST Exclusive Costs (use this column if you are GST registered)
What is the <u>total</u> cost of your project/event	\$	\$ 2,770
Existing funds available for the project. Include any projected income i.e. ticket sales, merchandise etc.		
Total	\$	\$ 2,770

Only include the Funding being sought from Waikato District Council below

Project Breakdown (Itemised costs of funding being sought) If there is insufficient space below please provide a breakdown of costs on an additional sheet.	\$	\$
Huntly Youth Led Community Project	\$	\$ 885
Ngaruawahia Youth Led Community Project	\$	\$ 1,885
	\$	\$
	\$	\$
	\$	\$
	\$	\$
Total Funds being sought from <u>WDC</u> Total	\$	\$ 2,270

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

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

a) Youth Week Grant (Te Ara Taiohi)	\$ 500	\$
b)	\$	\$
c)	\$	\$
d)	\$	\$
Total of other funds being sought Total	\$ 500	\$

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

We are confirming a community venue for the workshop day (gifted) and depending on the projects the students come up with at the workshop we will seek sponsorship and gifts in kind. (eg in 2018 Countdown donated food for a healthy lunch lesson at primary, Placemakers donated wood for weta boxes, Palmers donated seedlings for a community garden, council donated paint and material to complete a mural at Avalon Rd shops)

Section 4 – 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 Healthy Vibrant

Section 5 – Previous Funding Received from Waikato District Council

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

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

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

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

Signed: _____ Name: _____

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

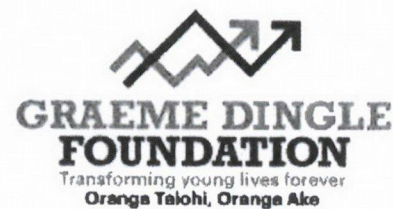
Signature: *[Signature]* Date: 20-3-19 General manager

Position in organisation (tick which applies) Chairman Secretary Treasurer

Signature: *[Signature]* Date: 21/3/19

Position in organisation (tick which applies) Chairman Secretary Treasurer

*Incomplete applications will not be accepted and will be returned



3rd April 2019

Waikato District Council
Private Bag 544
Ngaruawahia 3742

Waikato Youth Empowerment Trust

Thank you for the opportunity to apply to the Waikato District Council Community Discretionary Fund. We are seeking assistance of \$2,270 towards Youth Led Community Projects.

Our Youth Led Community Projects include two students from Ngaruawahia High School attending an event in Youth week and a Kiwi Can Programme leader that will facilitate a Huntly West Community Project.

The Community Project will include hosting a day long workshop building young people's capacity to lead community projects, they will then be carried out over the next 6 months.

We feel the purpose of our application has a great fit with the Fund's criteria areas of wide community benefit to Huntly and Ngaruawahia, a charitable purpose and the need to support youth in the community.

Please see attached our funding proposal request along with the required application documents, however should there be any further information you require please do not hesitate to give our General Manager, Michelle Daly a call on 07 8397058, or email at michelle@dinglewaikato.nz

We look forward to hearing from you in due course.

Yours sincerely

Michelle Daly
General Manager

92 Clarence St Hamilton Lake, Hamilton 3204 | PO Box 9399, Waikato Mail Centre,
Hamilton 3240

T: +64 7 839 7058 | E: info@dinglewaikato.nz

www.dinglefoundation.org.nz

Transforming young lives forever - Oranga Taiohi, Oranga Ake



PROJECT PROPOSAL

Purpose

We request support for Youth Led Community Projects.

Project

Our Youth Led Community Projects include two students from Ngaruawahia High School attending an event in Youth week and a Kiwi Can Programme leader that will facilitate a Huntly West Community Project.

The Community Project will include hosting a day long workshop building young people's capacity to lead community projects, they will then be carried out over the next 6 months.

Activities: Leadership workshop focussing on identifying, designing and delivering youth led community projects

Learning intention: Students will learn how they can enable change through facilitated workshops and have the space to co-create ideas with the intention to support the execution of successful community projects in the programmes they participate in.

Aim

Our aim and vision is to have our young people transition through all of our school based programmes – Kiwi Can – Stars – Career Navigator from age 5 through to 18 as a Transformational Journey that sets them up with a strong platform for adult life and a career.

Timeframe

The grant will be expended within a six month period of receiving the grant in 2019. One community project will be held on Tuesday 21st May 2019 during Youth Week.

Management

The grant will be managed by the Trust General Manager who reports to the Trust Governance Board.

Geographical Area

Based in Hamilton, we provide our programmes to low decile schools within the greater Waikato region including, Hamilton, Ngaruawahia, Tokoroa, Huntly and Mangakino.

92 Clarence St Hamilton Lake, Hamilton 3204 | PO Box 9399, Waikato Mail Centre,
Hamilton 3240

T: +64 7 839 7058 | E: info@dinglewaikato.nz

www.dinglefoundation.org.nz

Transforming young lives forever - Oranga Taiohi, Oranga Ake

Objectives

1. All young people are confident contributors to New Zealand life
2. Transforming young lives forever
3. Creating a positive vehicle for change for young people
4. Improve the sustainability of the Trust
5. Find purpose and direction to achieve success
6. Become more confident and resilient
7. Help young people set and achieve their goals
8. Empower children to contribute meaningfully to the community

BudgetNgaruawahia

Community Project	\$1000
Soft skills workshop at University of Waikato	\$300
Soft Skills workshop at Wintec	\$300
Travel	\$285

Huntly

Community project	\$100
Programme resources	\$500
Travel	\$285

Total	\$2,770
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Total amount of request	\$2,270
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Vision

To transform young Waikato lives forever.

Mission

All young people in the Waikato thrive and belong positively contributing to their communities.

Values

Caring – Manaaki, Courageous – Māia, Collaborative – Tūhono

Key Strategic Goal

We are a financially sustainable organization with engaged, loyal funders and dedicated staff, recognized as championing collaborative youth development in the Waikato.

Waikato Youth Empowerment Trust

Operating under license as Graeme Dingle Foundation Waikato

The Graeme Dingle Foundation is a leading Child and Youth Development Charity that is building a positive, vibrant and successful New Zealand by transforming young lives forever. Our vision is to ensure all young people are confident contributors to New Zealand life. Our proven programmes are sequenced to create a positive vehicle for change for young people aged 5 to 18 years old. They focus on the needs of children and youth in their communities. This is what we call **The Transformational Journey** – a journey that helps young Kiwis become more confident and resilient, find purpose and direction to achieve success. With over 220,000 kids in programmes since 1995 and delivering programmes in the Waikato since 2005.

We work with Communities – The Transformational Journey

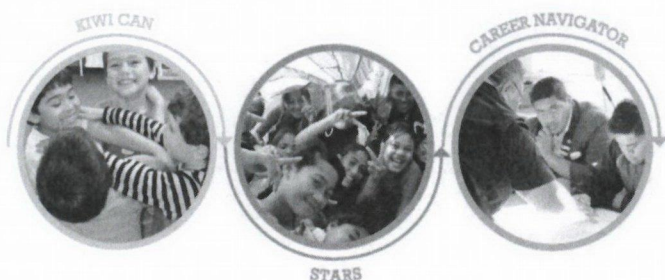
The Transformational Journey is a community driven model that focuses on the needs of the children and youth in their community.

We partner with primary and secondary schools in our target communities in Huntly, Ngaruawahia, Hamilton, Tokoroa and Mangakino to deliver our weekly child and youth development programmes. We employ our team from the communities we work with. We engage local business and community organisations in our programmes and to support our delivery.

Our Outcomes are Proven

At the Graeme Dingle Foundation, we believe it is important that we can prove we are effective and that we make a difference. Our programmes change lives and are informed by best-practice research. With our University research partners we know our programmes improve attitudes and behaviour, improve academic results, help young people set and achieve their goals, boost self-confidence, reduce truancy rates and at risk behaviours, such as substance abuse, and help young people feel more positive about their future.

The Graeme Dingle Foundation's aim is to have our young people transition through all of our school based programmes – Kiwi Can – Stars – Career Navigator from age 5 through to 18 as a Transformational Journey that sets them up with a strong platform for adult life and a career.



KIWICAN – KIWI KAHA

A life skills and values programme delivered to the whole school by trained Kiwi Can leaders, with every child attending a Kiwi Can lesson once a week, every week of the school year. School Principals tell us that Kiwi Can has a noticeable effect on how well their children interact with each other - with significant decreases in truancy and bullying.

STARS – NGA WHETU

Stars uses the teina/tuakana mentoring model and achieves positive and measurable results, including increased academic engagement and achievement for junior and senior students. It transforms school culture through building relationships, leadership skills and a sense of community with teachers and students.

CAREER NAVIGATOR – KAIWHAKATERE MAHI

Career Navigator is a ready-for-work programme that is designed to help secondary school students find a meaningful pathway upon leaving school. The programme supports teens in their decision making around future employment while also providing an effective platform for employers to share real-world knowledge and offer mentoring and active learning opportunities.

Our Future

On an aspiration level, we believe that every single child in this country should have access to conditions that help them thrive and belong. We believe that a fair society like ours should empower children to contribute meaningfully.

Despite living in one of the safest and most beautiful countries in the world, too many lives are falling through the cracks.

Our long-term goal is to increase the number of children and young people who take part in the Foundation's transformational programmes, 'walking alongside' students throughout their school life by sequencing our school-based programmes in the areas of greatest need. Greater depth and a stronger impact can be made nurturing and developing an unshakeable sense of self-belief when children go through the entire sequence of programmes.

We know that when children and young people believe in themselves, they are better able to chart their own meaningful lives instead of living a life dictated by their circumstances.

We want every child to know that what is inside them is greater than any obstacle.



Certificate of Registration

Waikato Youth Empowerment Trust

Registration number: CC25536

This is to certify that Waikato Youth Empowerment Trust was registered as a charitable entity under the Charities Act 2005 on 9 June 2008.

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

Sid Ashton
Chair

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

Trevor Garrett
Chief Executive



Waikato Youth Empowerment Trust

Contents of the Performance Report

For the Year Ended 31 December 2018

Contents of the Performance Report	1
Compilation Report	2
Entity Information	3
Approval Statement	4
Statement of Service Performance	5
Statement of Financial Performance	6
Statement of Financial Position	7
Statement of Cashflows	8
Statement of Accounting Policies	9
Notes to the Performance Report	10-14
Audit Report	15

Waikato Youth Empowerment Trust

Compilation Report

For the Year Ended 31 December 2018

COMPILATION REPORT TO THE TRUSTEES

Reporting Scope

On the basis of information that you provided we have compiled, in accordance with 'Service Engagement Standard Number 2: Compilation of Financial Information', the Performance Report of Waikato Youth Empowerment Trust For the Year Ended 31 December 2018 as set out on the following pages.

The Performance Report has been prepared in accordance with the Public Benefit Entity Simple Format Reporting - Accrual (Not-for-Profit) (PBE SFR-A (NFP)) Standard. This Standard applies to not-for-profit public benefit entities that are eligible for, and elect to apply, the Tier 3 PBE Accounting Requirements.

Responsibilities

You are solely responsible for the information contained in the Performance Report and have determined that the financial reporting basis stated above is appropriate to meet your needs and for the purpose that the Performance Report was prepared. The Performance Report was prepared exclusively for your benefit. We do not accept responsibility to any other person for the contents of the Performance Report.

Disclaimer of Liability

As detailed above, we have compiled the Performance Report based on information provided to us. Accordingly, neither we nor any of our employees accept any responsibility for the reliability, accuracy or completeness of the material from which the Performance Report has been prepared, nor accordingly, the accuracy of the Performance Report. We do not 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 the compiled financial information.

Deloitte

Chartered Accountants

Hamilton

Date



Waikato Youth Empowerment Trust

Entity Information

Legal Name of Entity:	Waikato Youth Empowerment Trust
Other Name of Entity (if any):	Graeme Dingle Foundation Waikato
Type of Entity and Legal Basis (if any):	Charitable Trust and Registered Charity
Registration Number:	CC25536
Date of Incorporation:	The trust was incorporated on 15 July 2005 under the Charitable Trusts Act 1957
Charity Registration Date:	9 June 2008

Entity's Purpose or Mission:

Purpose: To transform young Waikato lives forever.

Vision: All young people thrive and belong positively contributing to their communities.

Entity Structure:

Trust Structure: Our Trust Deed states that we must have between three and ten Trustees. We currently have six Trustees (listed below).

Organisational Structure: Our operations are managed and delivered by a team of up to 17 people. We employ a General Manager, Programmes Manager, Assistant Programmes Manager, Business Coordinator, Kiwi Can Leaders, Stars Coordinators, Career Navigator Coordinators. The Management Team is based in Hamilton and the Programme Delivery Teams are based in Hamilton, Huntly, and Tokoroa.

Main Sources of the Entity's Cash and Resources:

Waikato Youth Empowerment Trust receives income from four main sources: community trusts, gaming trusts, corporate sponsorship, and self-generated income from fundraising, events and donations.

Main Methods Used by the Entity to Raise Funds:

Our main fundraising event is Drop for Youth. In 2018, the event was changed to skydive. The event set for November was moved to early 2019 due to weather issues.

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

Trained Career Mentors volunteer to support our Career Navigator programme. All our Trustees are volunteers. We have a number of supporters who donate their services and the value of these is recorded in the Notes to the Performance Report (Note 9).

Contact : Physical Address:	92 Clarence Street, Hamilton Lake, Hamilton 3204
Postal Address:	PO Box 9399, Waikato Mail Centre, Hamilton 3240
Phone:	+64 7 839 7058
Email:	info@dinglewaikato.nz
Website:	http://www.dinglefoundation.org.nz

Trustees: Emma Haddock (Chair)	Jason Dawson
Andrew Maseyk	Yvonne Low
Daniel Shore	Mike Ryan (Resigned June 2018)
John Coulam	Susan-Jane Davies (Resigned November 2018)

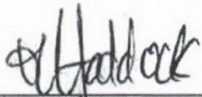
Waikato Youth Empowerment Trust

Approval Statement

For the Year Ended 31 December 2018

Approval and Issue of Financial Statements

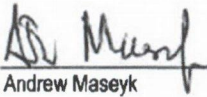
On this date the Trustees approve and issue the annual report including the attached financial statements for Waikato Youth Empowerment Trust For the Year Ended 31 December 2018.



Emma Haddock (Chair)

Trustee

Date 18 March 2019



Andrew Maseyk

Trustee

Date 18/3/19



Daniel Shore

Trustee

Date 18/3/19



John Coulam

Trustee

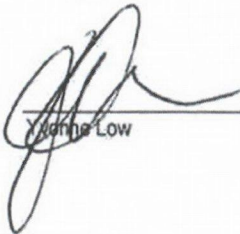
Date 18/03/19



Jason Dawson

Trustee

Date 18/03/19



Young Low

Trustee

Date 18/3/19



Waikato Youth Empowerment Trust

Statement of Service Performance

For the Year Ended 31 December 2018

Description of the Entity's Outcomes:

Young people who are connected and contributing to their community. Children who have well developed values and life skills including resilience and respect. Youth who successfully manage transition and change. Youth who have well developed employability skills.

Kiwi Can

Kiwi Can is a life skills and values programme delivered to the whole (primary) school by trained Kiwi Can leaders, with every child attending a Kiwi Can lesson once a week, every week of the school year. Kiwi Can lessons have been shown to contribute to greater communication skills, social interaction, cooperation and displays of kindness and caring. School Principals tell us that the Kiwi Can programme has a noticeable effect on how well their children interact with each other – with significant decreases in truancy and bullying in the playground.

Description & Quantification of the Entity's Outputs:	This Year	Last Year
Values and Life Skills Lessons Delivered	3,035	2,888
Children who Benefited from Values and Life Skill Lessons	1,577	1,624
Outstanding Kiwi Can Champs Recognised (Primary School Aged Children)	9 Regional Winners 32 School Winners 300 Class Winners	9 Regional Winners 36 School Winners 304 Class Winners

Stars

Stars uses the teina / tuakana mentoring model and achieves positive and measurable results, including increased academic engagement and achievement for junior and senior (secondary school) students. Stars supports the successful transition for Year 9 students into their first year of secondary school. The programme also provides leadership and citizenship development opportunities for senior students, helping them to build confidence, improve communication and relationship building skills and strengthen their time management and planning skills, which together support increased social and academic outcomes. Stars involves matching trained Year 12 and 13 students as mentors to their Year 9 counterparts and has four components (adventure camp, peer mentoring, community adventure and a community project). Stars makes the transition into high school a more positive experience for Year 9 students.

Description & Quantification of the Entity's Outputs:	This Year	Last Year
Personal Development / Lifeskills Workshops	74	74
Youth who Benefited from Peer Mentor-Led Personal Development / Lifeskills Workshops	490	489
Youth Attending Year 9 & Peer Mentor Adventure Camps	358	335

Career Navigator

Career Navigator is a ready-for-work programme that is designed to help secondary school students prepare for work. It includes Four parts:

1. Vocational mentoring
2. Participation in experiential employability workshops
3. Attendance at career pathway events
4. Career Mentored students. The programme supports teens in their decision making around future employment while also providing an effective platform for employers and mentors to share real-world knowledge and active learning opportunities.

Description & Quantification of the Entity's Outputs:	This Year	Last Year
Employability Workshops Delivered	30	39
Youth who Developed Employability Skills	250	145
Youth who Attended Career Pathway Days	240	280
Mentored Students	57	80

Additional Information:

After successful delivery of Career Navigator to Fairfield College, Fraser High School delivery started in 2017, with new delivery at Ngaruawahia High School in 2018. Kiwi Can was delivered at 9 primary schools in Hamilton, Huntly and Tokoroa. Stars was delivered in three schools in Hamilton and Tokoroa.



Waikato Youth Empowerment Trust

Statement of Financial Performance

For the Year Ended 31 December 2018

	Note	This Year \$	Last Year \$
Revenue			
Donations, Fundraising & Other Similar Revenue	1	335,356	340,174
Revenue from Providing Youth Development Programmes	1	370,967	352,678
Interest, Dividends & Other Investment Revenue	1	2,986	5,372
Total Revenue		709,309	698,224
Expenses			
Expenses Related to Public Fundraising	2	8,325	27,196
Volunteer & Employee Related Costs	2	95,519	117,586
Costs Related to Providing Goods or Services	2	537,268	553,361
Other Expenses	2	41,470	52,120
Total Expenses		682,582	750,263
Surplus / (Deficit) for the Year		26,727	(52,039)

These financial statements are to be read in conjunction with the accompanying Notes and the compilation report. These statements have been audited.

Waikato Youth Empowerment Trust

Statement of Financial Position

For the Year Ended 31 December 2018

	Note	This Year \$	Last Year \$
Assets			
Current Assets			
Bank Accounts & Cash	3	300,753	326,954
Debtors & Prepayments	3	20,082	7,314
Total Current Assets		320,835	334,268
Non-Current Assets			
Property, Plant & Equipment	4	3,640	5,950
Total Non-Current Assets		3,640	5,950
Total Assets		324,475	340,218
Liabilities			
Current Liabilities			
Creditors & Accrued Expenses	3	7,899	24,176
Employee Costs Payable	3	18,184	22,639
Unused Donations & Grants with Conditions	3	137,950	159,689
Total Current Liabilities		164,033	206,504
Total Liabilities		164,033	206,504
Net Assets		160,440	133,713
Accumulated Funds			
Accumulated Surpluses or (Deficits)	5	160,440	133,713
Total Accumulated Funds		160,440	133,713

These financial statements are to be read in conjunction with the accompanying Notes and the compilation report. These statements have been audited.



Waikato Youth Empowerment Trust

Statement of Cashflows

For the Year Ended 31 December 2018

Note	This Year	Last Year
	\$	\$
Cashflows from Operating Activities		
Cash was Received from:		
Donations, Fundraising & Other Similar Receipts	321,617	404,595
Receipts from Providing Goods or Services	351,131	293,566
Interest, Dividends & Other Investment Receipts	3,231	6,996
Net GST Received	-	7,579
	675,978	712,736
Cash was Applied to:		
Payments to Suppliers & Employees	(686,180)	(722,338)
Net GST Paid	(14,473)	-
	(700,653)	(722,338)
Net Cashflows from Operating Activities	(24,675)	(9,602)
Cashflows from Investing & Financing Activities		
Cash was Applied to:		
Payments to Acquire Property, Plant & Equipment	(1,526)	(3,931)
	(1,526)	(3,931)
Net Cashflows from Investing & Financing Activities	(1,526)	(3,931)
Net Increase / (Decrease) in Cash	(26,201)	(13,533)
Opening Cash	326,954	340,487
Closing Cash	300,753	326,954
This is Represented by:		
Bank Accounts & Cash	3	300,753
		326,954

These financial statements are to be read in conjunction with the accompanying Notes and the compilation report. These statements have been audited.



Waikato Youth Empowerment Trust

Statement of Accounting Policies

For the Year Ended 31 December 2018

Basis of Preparation

Waikato Youth Empowerment Trust 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

Waikato Youth Empowerment Trust 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 Cashflows comprise cash balances and bank balances (including short term deposits).

Tier 2 PBE Accounting Standards Applied (if any)

The Board has not adopted any Tier 2 PBE Accounting Standards in the preparation of these accounts.

Changes in Accounting Policies

All accounting policies were applied consistently during the year.

Waikato Youth Empowerment Trust

Notes to the Performance Report

For the Year Ended 31 December 2018

1 Analysis of Revenue

Donations, Fundraising & Other Similar Revenue

Grants

	This Year	Last Year
	\$	\$
BlueSky Community Trust	1,526	2,498
COGS Kirikiriroa	2,000	3,500
COGS South Waikato	2,500	3,500
COGS Waikato West	2,500	1,500
Dragon Community Trust Ltd	1,000	5,500
DV Bryant Trust	5,000	-
Grassroots Trust	25,000	25,000
Hamilton City Council	-	4,000
Waikato WDFK Karamu Trust	-	750
Len Reynolds Trust	14,000	4,000
Constellation Communities Trust Limited	-	8,000
The Lion Foundation	38,307	40,000
New Zealand Community Trust	-	2,000
NZ Lottery Grants Board	40,000	25,000
Skycity Hamilton Community Trust	20,000	25,000
South Waikato District Council	4,600	4,000
The Southern Trust	10,000	5,000
The Tindall Foundation	1,000	1,250
Trillian Trust	9,943	-
Trust Waikato	65,000	65,000
WEL Energy Trust	30,000	50,000
Youthtown Inc	3,000	3,000
Movement in Unexpended Grants	13,738	22,429
Total Grants	289,114	300,927
Donations	30,322	14,566
Fundraising Event Income	15,920	24,681
Total	335,356	340,174

Revenue from Providing Youth Development Programmes

	This Year	Last Year
	\$	\$
Corporate Sponsorship	233,000	220,174
School Contributions	78,967	75,654
Graeme Dingle Foundation	59,000	56,850
Total	370,967	352,678

Interest, Dividends & Other Investment Revenue

	This Year	Last Year
	\$	\$
Interest Received	2,986	5,372
Total	2,986	5,372

These financial statements are to be read in conjunction with the accompanying Notes and the compilation report. These statements have been audited.



Waikato Youth Empowerment Trust

Notes to the Performance Report

For the Year Ended 31 December 2018

2 Analysis of Expenses

Expenses Related to Public Fundraising

Fundraising Expenses

Promotion Expenses

Total

This Year	Last Year
\$	\$
222	7,494
8,103	19,702
8,325	27,196

Volunteer & Employee Related Costs

ACC Levies

Salaries

Staff Training & Welfare

Total

This Year	Last Year
\$	\$
1,048	986
91,724	114,297
2,747	2,304
95,519	117,586

Costs Related to Providing Youth Development Programmes

Career Navigator

Kiwi Can

Stars

Total

This Year	Last Year
\$	\$
99,220	95,884
271,567	279,617
166,481	177,860
537,268	553,361

Other Expenses

Administrative Expenses

Audit Fee

Building Services

Depreciation

Loss on Sale of Fixed Assets

Information Technology

Insurance

Rent

Total

This Year	Last Year
\$	\$
7,192	8,746
2,975	2,635
4,874	6,489
3,836	9,382
-	649
1,440	3,093
3,153	3,127
18,000	18,000
41,470	52,120

These financial statements are to be read in conjunction with the accompanying Notes and the compilation report. These statements have been audited.

Waikato Youth Empowerment Trust

Notes to the Performance Report

For the Year Ended 31 December 2018

3 Analysis of Assets and Liabilities

Bank Accounts & Cash

ANZ Current Account
ANZ Serious Saver Account
Petty Cash
SBS Online Savings Account
SBS Stars Cheque Account
SBS Term Deposit Account
Total

This Year	Last Year
\$	\$
26,037	5,355
5,418	6,145
47	32
239,923	186,080
29,328	45,073
-	84,269
300,753	326,954

Debtors & Prepayments

Accounts Receivable
Interest Receivable
Prepayments
Total

This Year	Last Year
\$	\$
19,550	5,938
532	776
-	600
20,082	7,314

Creditors & Accrued Expenses

Accounts Payable
GST Payable
Total

This Year	Last Year
\$	\$
1,648	5,764
6,251	18,413
7,899	24,176

Employee Costs Payable

Holiday Pay Accrued
Total

This Year	Last Year
\$	\$
18,184	22,639
18,184	22,639

Unused Donations & Grants with Conditions

Income Received in Advance
Unexpended Grants
Total

This Year	Last Year
\$	\$
40,000	48,000
97,950	111,689
137,950	159,689

These financial statements are to be read in conjunction with the accompanying Notes and the compilation report. These statements have been audited.

Waikato Youth Empowerment Trust

Notes to the Performance Report

For the Year Ended 31 December 2018

4 Property, Plant & Equipment

This Year	Asset Class		
	Furniture and Fittings	Office Equipment	Total
	\$	\$	\$
Opening Carrying Amount	354	5,596	5,950
Purchases	-	1,526	1,526
Sales / Disposals	-	-	-
Current Year Depreciation & Impairment	(57)	(3,779)	(3,836)
Closing Carrying Amount	297	3,343	3,640

Last Year	Asset Class		
	Furniture and Fittings	Office Equipment	Total
	\$	\$	\$
Opening Carrying Amount	422	11,629	12,051
Purchases	-	3,930	3,930
Sales / Disposals	-	(649)	(649)
Current Year Depreciation & Impairment	(68)	(9,314)	(9,382)
Closing Carrying Amount	354	5,596	5,950

5 Accumulated Funds

This Year	Accumulated Surpluses or Deficits	Total
	\$	\$
Opening Balance	133,713	133,713
Surplus/(Deficit)	26,727	26,727
Closing Balance	160,440	160,440

Last Year	Accumulated Surpluses or Deficits	Total
	\$	\$
Opening Balance	185,752	185,752
Surplus/(Deficit)	(52,039)	(52,039)
Closing Balance	133,713	133,713

These financial statements are to be read in conjunction with the accompanying Notes and the compilation report. These statements have been audited.

Waikato Youth Empowerment Trust

Notes to the Performance Report

For the Year Ended 31 December 2018

6 Commitments & Contingencies

Contingent Liabilities & Guarantees

There are no contingent liabilities or guarantees as at balance date, (2017 Nil).

7 Related Party Transactions

There were no related party transactions during the year, (2017 Nil).

8 Events After the Balance Date

There were no events that have occurred after the balance date that would have a material impact on the Performance Report.

9 Donated Goods or Services

The value of donated goods and services has not been recorded in the financial statements in accordance with PBE SFR-A (NFP) paragraph A62. The value of donated goods and services is as follows:

Value of Donated Goods or Services	This Year	Last Year
	\$	\$
Fundraising Expense Donations	-	4,340
Leadership Training Donations	725	5,265
Career Navigator Training Donations	2,450	-
Community Project Donations	2,010	-
Accounting Services Donated	2,575	2,000
IT Services Donated	-	90
Stars - Programme Resources	1,600	-
Sundry	2,000	700
Total	11,360	12,395

Independent Auditor's Report

Waikato Youth Empowerment Trust

For the year ending 31 December 2018

Campbell & Campbell Accounting Consultants

To the Board of Waikato Youth Empowerment Trust

Opinion

I have audited the performance report. The performance report provides information about the past financial performance of Waikato Youth Empowerment Trust and its financial position as at 31 December 2018.

In my opinion, the accompanying performance report

- complies with Public Benefit Entity Simple Format Reporting - Accrual (Not-For-Profit) in New Zealand.
- gives a true and fair view of the financial position of Waikato Youth Empowerment Trust as at 31 December 2018 and its financial performance for the year ended on that date.

The performance report in the above opinion includes:

- the statement of financial position as at 31 December 2018.
- the entity statement, the service performance, statement of financial performance, statement of cash flows, statement of accounting policies and notes to the performance report for the year ending 31 December 2018.

Additionally, In my opinion

- the reported outcomes and outputs, and quantification of the outputs to the extent practicable, in the statement of service performance are suitable.

Basis of Opinion

I conducted my audit in accordance with International Standards on Auditing (New Zealand). My responsibilities under those standards are further described in the Auditor's Responsibility section of this audit report.

Those standards require that I comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the performance report is free from material mis-statement.

Other than my capacity as auditor I have no relationship with, and am independent of Waikato Youth Empowerment Trust

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

Responsibilities of the Board

The Board is responsible for the preparation of the performance report that give a true and fair view of the matters to which they relate and in accordance with Public Benefit Entity Simple Format Reporting - Accrual (Not-For-Profit) in New Zealand and for such internal control as it determines is necessary to enable the preparation of the performance report that is free from material misstatement, whether due to fraud or error.

In preparing the performance report the Board is responsible on behalf of Waikato Youth Empowerment Trust for assessing the ability of Waikato Youth Empowerment Trust to operate as a going concern, disclosing as applicable, matters relating to going concern and using the going concern basis of accounting.

Auditor's Responsibility

My objective is to obtain reasonable assurance about whether the performance report as a whole is free from material misstatement whether due to fraud or error, and to issue an auditor's report that includes my opinion.

Reasonable assurance is a high level of assurance, but not a guarantee that an audit conducted in accordance with International Standard on Auditing (New Zealand) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the decision of users taken on the basis of the performance report.

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

In making those risk assessments, the auditor considers internal control relevant to the entity's preparation of the performance report 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.

The audit includes performing procedures to obtain evidence about evaluating whether the reported outcomes and outputs and quantification of the outputs to the extent practicable, are relevant, reliable, comparable and understandable.

An audit includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates, as well as evaluating the overall presentation, structure and content of the performance report, including the disclosures, and whether the performance report represent the underlying transactions and events in a manner that achieves fair presentation.

I conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, determine whether a material uncertainty exists related to events or conditions that may cast significant doubt on the entity's ability to continue as a going concern.

I communicate with management and the governing body regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during the audit.



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

21 March 2019

Open Meeting

To	Ngaruawahia Community Board
From	Tony Whittaker Chief Operating Officer
Date	26 April 2019
Prepared by	Brendan Stringer Democracy Manager
Chief Executive Approved	Y
Reference #	GOV0508
Report Title	Proposed Childcare Allowance for Local Government Elected Members

I. EXECUTIVE SUMMARY

The purpose of this report is to seek the Ngaruawahia Community Board's views on the Remuneration Authority's ("the Authority") proposed policy for a childcare allowance. The allowance would be payable to all elected local government members, including Community Board members. The Authority is currently seeking feedback from councils and elected members on its proposal.

If the Authority proceeds with the proposed allowance from 1 July 2019, it would be for each council to determine whether the proposed allowance be payable to its members and, if so, at what rate and in what circumstances (subject to the parameters set down by the Authority). As drafted, the proposed allowance contemplated a capped rate of \$15/hour (maximum of \$6,000 per annum for each member) where childcare arrangements are required to enable an elected member to attend local authority business (e.g. a Community Board meeting).

It is expected the allowance would be taxable at source, with the Inland Revenue Department expected to provide its position on this matter within the coming weeks.

Council staff are collating feedback from all elected members to inform a submission, if required, to the Authority on its proposed policy.

2. RECOMMENDATION

THAT the report from the Chief Operating Officer be received;

AND THAT the Ngaruawahia Community Board provides its feedback on the Remuneration Authority's draft Policy on a childcare allowance for Elected Members.

3. BACKGROUND

The Authority is the independent governmental body that sets the remuneration levels for local government elected representatives, amongst others.

The Authority recently circulated to councils its proposed policy for providing a childcare allowance for elected local government members, including Community Board members. The proposed policy is attached as Appendix I to this report.

4. DISCUSSION AND ANALYSIS OF OPTIONS

4.1 DISCUSSION

At present, the Authority determines elected members' allowances for vehicle mileage, travel time and communications, which are also considered in the Council's [Reimbursements for Elected Members Policy](#).

The Authority has drafted a policy to consider the payment of a childcare allowance for elected members while they attend local authority business. The intention of the allowance is to mitigate the lack of financial support for people, in particular women, who need to arrange childcare while they are on council business. The Authority considers this lack of support has created a barrier to diversity on councils.

The scope of the proposed allowance is as follows:

- The allowance is for a member who is a parent/guardian of a child – it does not extend to other dependent care arrangements;
- The child/children are under 14 years of age;
- Childcare is provided by someone who is not a family member or doesn't live with the elected member;
- The allowance is capped at:
 - i. the lesser of \$15/hour or the amount paid to the childcare provider, with a total annual allowance of no more than \$6,000; and
 - ii. 8 hours in any 24-hour period.

It is important to note that, as with other allowances set by the Authority, it will be at the discretion of each council as to whether the proposed allowance is payable and, if so, at what rate and in what circumstances such payment should be made (subject to the maximum parameters set by the Authority).

If the proposal proceeds, it will be included in the Authority's Determination that comes into force on 1 July 2019.

4.2 FEEDBACK TO THE AUTHORITY

The Authority has requested that feedback on its proposed policy be sent through by Friday, 31 May 2019.

Staff are collecting the views of all elected members on the proposed policy. In particular:

- whether Community Board members are supportive of the proposed allowance; and
- the draft parameters of the proposed allowance (including the maximum rate payable and the circumstances when the allowance is payable).

Staff would also be interested in knowing the number of current members who would consider claiming the proposed allowance, should it be made available. This will assist in the Council's assessment of the Authority's policy.

5. CONSIDERATIONS

5.1 FINANCIAL

There is some difficulty in assessing the financial impact of the Authority's proposed policy at this stage – for example, it is not known the number of elected members who would claim a childcare allowance, and whether the Authority will amend the financial parameters of the proposed allowance following receiving feedback.

As a guide only, in the event there was a member of each Community Board and one Councillor who would each claim the full allowance proposed (\$6,000 per annum), the financial cost to the Council would be \$36,000.

Tax Considerations

The Authority's proposed policy notes that the Inland Revenue Department are currently considering whether the proposed allowance would be tax-free or not. However, the current view is that proposed allowance could be taxable at source. In the event that the childcare allowance becomes available, it would be for each elected member considering claiming the allowance to obtain his/her own independent advice as to any consequences to their individual tax position.

5.2 LEGAL

The proposed childcare allowance would become payable by the Council to elected members if:

- it is included in the Authority's annual determination. The Authority is awaiting feedback from councils and elected members before it decides whether to proceed with the allowance for the 2019/20 determination; **and**
- the Council approves the payment of the allowance, by way of an amendment to the *Reimbursements for Elected Members Policy*.

5.3 STRATEGY, PLANS, POLICY AND PARTNERSHIP ALIGNMENT

The Authority's stated purpose of the proposed childcare allowance is to enable diversity in local government representation. This aligns with the Community Board Charter and legislative role of the Community Board to represent, and advocate for, the interests of its community.

5.4 ASSESSMENT OF SIGNIFICANCE AND ENGAGEMENT POLICY AND OF EXTERNAL STAKEHOLDERS

The matters considered in this report have a low level of significance under the Council's Significance & Engagement Policy.

Highest levels of engagement	Inform	Consult	Involve	Collaborate	Empower
	<input checked="" 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>	All elected members are being consulted in relation to the Authority's proposed policy for a childcare allowance. If appropriate, the Council will then provide feedback to the Authority.				

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

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

6. CONCLUSION

The Remuneration Authority is seeking feedback on its policy paper proposing a childcare allowance be payable to all elected members, at the discretion of each council. Staff are collating feedback on this matter to inform any submission to the Authority. If the Authority proceeds with this allowance, it would become payable from 1 July 2019 (subject to Council approval).

7. ATTACHMENTS

Appendix I: Remuneration Authority's Policy Paper – *Childcare Allowance for Elected Members of Local Government*



Policy Paper

Childcare Allowance for Elected Members of Local Government

Executive Summary

1. Over the past few years, the Remuneration Authority has received submissions from councils, groups of elected members and individuals requesting that there be an allowance for childcare for elected members in local government while they attend to local authority business. There were concerns that a lack of financial support for childcare created a barrier for people, in particular women, to enter into elected positions in local government. Research shows that a number of councils in similar jurisdictions (Australia and the United Kingdom) provide their elected members with allowances to cover costs associated with child and dependent care whilst the elected member is on council business. The Authority has decided to provide for councils to pay a childcare allowance if they wish. This paper contains details of the proposed policy as well as some background information.

Background

2. Under Schedule 7, Section 6 of the Local Government Act 2002, the Authority must determine the remuneration, allowances, and expenses payable to all elected members of local authorities. At present, the Authority determines allowances for vehicle mileage, travel time and communications. Each individual council considers its approach to the expenses and allowances and writes its own policies within the upper limits set by the Authority.
3. In its major review of local government remuneration in 2016-2019, the Authority received numerous comments on the difficulties of being in local government, in particular for mothers, due to the lack of financial support for childcare.
4. Of particular note was a submission from the Young Elected Members (YEM) Network. The YEM Network is an informal group comprising local government elected members aged under 40 years. This included representatives on city, district, regional and unitary councils, as well as on community boards and Auckland local boards. The submission said that its members struggle with balancing the challenges of local government commitments and raising children. Their main concern was that because council commitments are not structured or fixed, parents are forced to pay for full-time care or take the risk of being unable to obtain childcare when they require it. The YEMs called on the Authority to “break down the barrier” for younger people wanting to enter into local government. They believe that if childcare were claimable expense it will make serving in local government a realistic option for parents who are currently prevented from considering the role because of the costs of childcare. The YEMs also believe that failing to do so would see the sector continuing to miss out on the ideas, talent, skills, insights, contacts and passion that young parents could bring to local government.
5. In its information paper following the consultation, the Authority said *“another issue that appears to be of growing concern in local government is that caring for dependents may limit options for some people, particularly younger women who may have child care responsibilities. This is seen by many as a barrier to participation. The Authority is looking at the carer issue and*

will make a decision prior to the 2019 election. We need to point out, however, that were we to approve councils providing reimbursement for carers, it would be up to each individual council to implement such a decision, as it is with all the allowances and reimbursements included in our local government determinations”.

Dependent care

6. The Authority considered the issue of dependent care allowances. This broadened the scope of any potential allowances and after careful consideration the Authority decided that at this stage it would not take any further the issue of allowances for dependent care outside of child care. Allowances for dependent care raised complex issues that would have taken considerably more time in researching and which we felt would need to be the subject of an extended consultation. Also, and perhaps more importantly at this stage, the issue of a childcare allowance as a mechanism for encouraging more and younger women to enter local government politics was the main driver for this review and was cited more frequently than a general dependent care allowance in responses to our previous consultation. Many responses cited issues around childcare as a significant barrier to diversity on councils.

Childcare

7. In considering the issue of childcare the Authority looked at similar schemes in other jurisdictions and also at the current law around and financial provision of childcare and childcare allowances in New Zealand.
8. In New Zealand, from the age of 14 years, children are allowed to be left alone. They are also legally allowed to babysit other children from the age of 14 years.
9. The cost of childcare and subsidies vary from centre to centre and are not regulated. The cost of care also depends on the type of care.

Care Type	Average Cost per Hour (source: Huggies.co.nz)
Nanny	\$18
Long Day Care	\$6
Home Based Care	\$7

Location	Average Cost per Hour for Nannies in the location (source: Care.com)
Auckland	\$17.71
Wellington	\$16.71
Christchurch	\$16.20
Napier	\$15.38
Te Kuiti	\$13.57

10. Work and Income provide a Childcare Subsidy that helps families with the cost of pre-school childcare. To be eligible for the subsidy, a person must be the main carer of the dependent

child, a NZ citizen or permanent resident, and their family is on a low or middle income. The child must be under 5 years of age.

11. The subsidy payment is dependent on number of children and gross weekly income, however the maximum amount payable is \$5.13 per hour, per child (\$256.50 per week, per child for 50 hours).
12. The 20 Hour ECE subsidy was introduced in 2007 to reduce cost barriers in order to allow more children to participate in ECE. Under this subsidy, the government fully funds ECE for up to 6 hours a day and 20 hours per week for eligible children. It is not compulsory for childcare facilities to offer subsidy.
13. Children aged 3, 4 and 5 years old are eligible to the 20 Hours ECE if the facility offers it. This subsidy is regardless of family income, immigration status or any other reason.

Other jurisdictions

14. The following overseas council policies were analysed to look for comparisons and options:
 - a. Australia
 - i. City of Belmont, WA
 - ii. District Council of Robe, SA
 - iii. City of Burnside, SA
 - b. United Kingdom
 - i. Lambeth Council, London
 - ii. Bracknell Forest Borough Council, London
 - iii. Malvern Hills District Council
 - iv. Middlesbrough
 - v. Scotland
 - c. Ireland
 - i. Newry, Mourne and Down Council
15. The main themes that arose from these policy documents were:
 - a. Provisions of allowances and/or reimbursements for dependant care whilst councillors attended meetings of council, committees, or other council business
 - b. Costs covered actual and reasonable costs
 - c. Children aged 15 years or younger
 - d. Carers must not ordinarily reside with the councillors and must not be an immediate member of the family
 - e. Carers must be registered, either with the councils or to a recognised professional facility
 - f. It is up to the discretion of the council as to whether allowances are incorporated into their policy documents

Tax Consequences

16. We have sought advice from Inland Revenue on whether there are any tax consequences associated with the introduction of a childcare allowance. Inland Revenue are currently considering whether the proposed childcare allowance is tax-free or not. Childcare costs are usually seen as private or of a domestic nature and the proposed allowance could be taxable at source, if the allowance is viewed as employment income. Our view is that the proposed allowance is no different to the other allowances currently provided to local government elected members - that is, the childcare allowance is a contribution towards the expenses incurred by a member for childcare provided while the member is engaged on local authority business. We hope to receive Inland Revenue's advice towards the end of April.

Proposed Approach

17. The Remuneration Authority is proposing that the following be inserted in the next Local Government Determination:

x. **Childcare allowance**

- (1) *A local authority may pay a childcare allowance, in accordance with subclauses (2) and (3), to an eligible member as a contribution towards expenses incurred by the member for childcare provided while the member is engaged on local authority business.*
- (2) *A member is eligible to be paid a childcare allowance in respect of childcare provided for a child only if-*
- (a) *the member is a parent or guardian of the child, or is a person who usually has responsibility for the day-to-day care of the child (other than on a temporary basis); and*
- (b) *the child is aged under 14 years of age; and*
- (c) *the childcare is provided by a person who-*
- (i) *is not a family member of the member; and*
- (ii) *does not ordinarily reside with the member; and*
- (d) *the member provides evidence satisfactory to the local authority of the amount paid for childcare.*
- (3) *A local authority may not make childcare allowance payments to a member-*
- (a) *at a rate greater than \$15 per hour; or*
- (b) *that exceed the amount that the member paid to the childcare provider; or*

- (c) *in respect of childcare provided for more than 8 hours in any 24-hour period;
or*
 - (d) *that total more than \$6,000 per annum.*
- (4) *In this regulation, **family member of the member** means-*
- (a) *a spouse, civil union partner, or de facto partner:*
 - (b) *a relative, that is, another person connected with the person within 2 degrees of a relationship, whether by blood relationship or by adoption.*
-

DRAFT

Appendix A – Work and Income Childcare Subsidy

Extract from Work and Income Website: <https://www.workandincome.govt.nz/products/a-z-benefits/childcare-subsidy.html>

Who can get it:

You may get a Childcare Subsidy if:

- you're the main carer of a dependent child
- you're a New Zealand citizen or permanent resident
- your family is on a low or middle income.

You should also normally live in New Zealand and intend to stay here.

It also depends on how much you and your partner earn.

The child must be:

- aged either:
 - under 5, or
 - over 5 if the school has advised they can't start until the beginning of the term straight after their 5th birthday, or
 - under 6 if you get a Child Disability Allowance for them
- attending an approved early childhood programme for 3 or more hours a week.

Approved programmes include early childhood education and care services, eg:

- kindergartens and preschools
- childcare centres and creches
- playcentres and playgroups
- Kohanga Reo, Punanga Reo, Aoga and other programmes with a language and culture focus
- approved home-based care.

Childcare Subsidy (current)

Below are the [Childcare Subsidy](#) income thresholds and maximum rates at 1 April 2018.

Number of children	Gross weekly income	Childcare Subsidy (per hour, per child)	Childcare Subsidy (per week, per child for 50 hours)
1	Less than \$800.00	\$5.13	\$256.50
	\$800.00 to \$1,199.99	\$4.09	\$204.50
	\$1,200.00 to \$1,299.99	\$2.86	\$143.00
	\$1,300.00 to \$1,399.99	\$1.59	\$79.50
	\$1,400.00 or more	nil	nil
2	Less than \$920.00	\$5.13	\$256.50
	\$920.00 to \$1,379.99	\$4.09	\$204.50
	\$1,380.00 to \$1,489.99	\$2.86	\$143.00
	\$1,490.00 to \$1,599.99	\$1.59	\$79.50
	\$1,600.00 or more	nil	nil
3 or more	Less than \$1,030.00	\$5.13	\$256.50
	\$1,030.00 to \$1,539.99	\$4.09	\$204.50
	\$1,540.00 to \$1,669.99	\$2.86	\$143.00
	\$1,670.00 to \$1,799.99	\$1.59	\$79.50
	\$1,800.00 or more	nil	nil

Open Meeting

To	Ngaruawahia Community Board
From	Gavin Ion Chief Executive
Date	3 May 2019
Chief Executive Approved	Y
DWS Document Set #	GOV0508
Report Title	Ngaruawahia Works and Issues Report

1. EXECUTIVE SUMMARY

To update the Community Board on issues arising from the previous meeting and on contracts and projects underway in Ngaruawahia.

2. RECOMMENDATION

THAT the report from the Chief Executive be received.

3. ATTACHMENTS

- Issues Report

	Issue	Area	Action
1	Playground equipment at the Point	Service Delivery	<p>The Community Board would like the old playground equipment to be repurposed for the Ngaruawahia Dog Run as dog agility equipment.</p> <p>There are plans to recycle what we can from the Ngaruawahia Playground and reuse some of it at the dog park on Ellery Street. There are some additional items that will need to be purchased to complete the project but this will be done in the near future.</p> <p>The physical works for The Point playground project are expected to start by April 2019, following approval of the design by the Ngaruawahia Community Board. Once the existing playground is demolished, staff will be able to determine what is safe to be repurposed as dog agility equipment and what additional equipment will be required. It is expected that both project will be completed simultaneously in May 2019.</p>
2	Recycling bins at the Point <i>Could a recycling bin or bins be established at the Point?</i>	Service Delivery	<p>At this stage, we don't provide recycling at any of our Reserves but it is certainly something we would like to explore. As this would involve a districtwide change to our levels of service (and therefore, budget), a review of services will need to be completed.</p> <p>We are optimistic that this will be able to occur in the coming year and we are hopeful that we will be able to introduce this service.</p>
3	Bike stand	Service Delivery	<p>Open up Ngaruawahia Tourism have requested that bike racks be established around town. The bike racks will be funded by the community. Mrs Diamond will contact Council about locations and confirm when funding is secured.</p>

	Issue	Area	Action
4	Cenotaph Vandalism	Service Delivery	<p>We were notified of the damage to the cenotaph on Tuesday April 23rd and despite us speaking to contractors straight away, we were unable to get it fully repaired in time for Anzac Day. To ensure that there was no disruption to the ceremony on the day contractors repaired the cracks and reinstated the plaque. The marble slab was removed and the mess was tidied up.</p> <p>Contact was made with the RSA to let them know what had happened and they provided us with photographs of the cenotaph from before the damage. Through this we discovered that two brass wreaths had also been stolen.</p> <p>Since then, we have been contacted by Chris Allen from Architectural Building Conservation Ltd. They have offered to repair the damage for free. The remaining pieces of Marble have been delivered to him in Paeroa. There was extensive damage to the stone and therefore we no longer have large enough pieces to be able to “glue” it all back together. Chris said that the quarry that supplied the stone for these types of monuments around the country closed and it has been a struggle to match the marble since then.</p> <p>He will do some investigating, contact his suppliers and will let us know if he is able to source it, if the slab is repairable and if so, how long it will take. He is also going to find a supplier of the wreaths and will let us know the cost.</p>

Service Delivery

Centennial Park – Toilets

Due to cost of the toilet facility and change room combination it has been agreed with asset owner and soccer club that priority is a toilet facility. A reduced storage/change room (lockable) will be included in the toilet block for the soccer club to utilise during games and training. We will look to provide a separate larger and lockable “compound type” area to allow for storage of the soccer club goals.

This is being priced and options have been sent to the asset owner for approval around placement and budget. This will then go to the soccer club for comment.

Huntly to Hopuhopu Pipeline (Stage 3) – Packaged with Contract 18 078 Tuakau & H2H Bulk Watermain 2018-19

The tender for contract 18/078 Tuakau Bulk Watermain, and Hopuhopu to Huntly (H2H) Bulk Watermain was awarded to Spartan Construction Ltd for a tendered sum of \$2,757,084.00 on 12 December 2018.

Construction physical works are well underway, and include:

- Completion of the Huntly to Hopuhopu (H2H) Pipeline, to supply water from the Huntly Water Treatment Plant (WTP) to the Ngaruawahia and Hopuhopu Reservoirs. This Main Pipeline will secure water supply for Ngaruawahia and Hopuhopu.
- Construction of a Branch Bulk Pipeline, and associated connections, into Taupiri from the H2H Pipeline. This Branch Pipeline was drilled under the Waikato River from Taupiri and connected into the H2H Pipeline on Hakarimata Road, and secures water supply for Taupiri.

Update on progress

The physical works got underway in early February with the Taupiri Branch Pipeline drilled under the Waikato River and over to Hakarimata Road, where it connects into the H2H Bulk Watermain. Both River shots have been completed and the connections into existing pipework has been undertaken at Taupiri with further connections to occur at Parker Road and SH1. Final works will be a connection at old Taupiri road into the existing Ngaruawahia to Hopuhopu Bulk watermain and some valve automation at Ngaruawahia Reservoir. Commissioning of the full pipeline is scheduled for the end of May.

Open Meeting

To	Ngaruawahia Community Board
From	Gavin Ion Chief Executive
Date	3 May 2019
Chief Executive Approved	Y
DWS Document Set #	GOV0508
Report Title	Ngaruawahia Community Board Resolution/Action Register

1. EXECUTIVE SUMMARY

To update the Ngaruawahia Community Board Resolution/Action Register.

2. RECOMMENDATION

THAT the report of the Chief Executive be received.

3. ATTACHMENTS

Project	Action required	Refer to	Up-dated	Action	
1	<p>Beautifying the Riverbank [NCB03/23/10]</p> <p>A pontoon on Waipa River in relation to launching canoes particularly for the Waipa School</p>	<p>Ngaruawahia Community Plan 'Clean up the river and riverbanks'. Planting on River Road side.</p> <p>A pontoon on Waipa river is suggested to enable Waipa Primary students and the wider community access to the river for waka-ama and other water sports.</p>	<p>SD</p> <p>NCB</p>	<p>1 June 2017</p> <p>1 May 2017</p>	<p><i>This work has been completed.</i></p> <p><i>This project is not funded in the LTP and therefore the Community Board will need to look for other funding sources.</i></p>
2	Green Belt [NCB1304/06/6]	Investigate proposed green belt around township.	S&S	1 June 2017	<i>A green belt is an area of open land around a city or town on which building is restricted. Rules in the District Plan help ensure that fragmentation of the rural land around Ngaruawahia</i>

Project		Action required	Refer to	Up-dated	Action
					township is avoided, thus providing a rural interface at the town's northern entrance that supports this green belt concept. District plan rules ensure residential growth occurs within defined zones.
3	Centennial Park toilet [NCB1302/06/8]	Installation of toilet	SD	1 May 2017	<p>A report is being presented to the NCB on placement of this facility.</p> <p><u>February 2018</u> (Following the meeting) Project is underway, once scope is confirmed it will come back to the Ngaruawhia Community Board with an update.</p> <p><u>May 2018</u> Project is underway with project manager appointed, scope is confirmed. Will go to market for a 2 pan unisex toilet (one being accessible), 2 change rooms and a storage room for the Ngaruawahia United Football club.”</p> <p><u>Following the meeting</u> Ensure design is that approved by the Community Board.</p>
4	Wedding Quarry	Wedding Quarry – over spraying of the quarry appears to be causing erosion and is visually unpleasant, is there anything that can be done about this?	CS	1 August 2015	<p>Council is unable to undertake any formal action for activity. There is no breach of the District Plan. We understand that it is for weed control purposes and is authorised by Waikato Regional Council.</p> <p>Slip noted and followed up via Works and Issues report.</p> <p><u>August 2017</u> – this is WRC issue and can't be progressed by NCB.</p>
6	Te Mana o Te Rangi Reserve development	The beautification of the old dump site to enable recreational enjoyment and to comply with the landfill aftercare management plan.	SD	16 March 2017	Board have been through consultation and will put project forward as LTP item.

Project		Action required	Refer to	Up-dated	Action
7	The Point – photo frame	The Youth Action Group is investigating the opportunity to erect a giant photo frame at The Point.	S&S	9 May 2017	<p><i>Embrace the Future (ETF) have made contact with WDC Iwi Liaison to ensure that ETF are not crossing any cultural and sacred boundaries. Are awaiting response. ETF have approved initial design for community consultation and have engaged with Community Development Coordinator to initiate the Placemaking process for this.</i></p> <p><i>11/09/18 – The Chair has met with Council staff. There is funding available for work to be undertaken.</i></p> <p><i>9/05/2017 – Youth Action Group advise the project is on hold until further notice.</i></p> <p><i>13/06/2017 - The Community Board continue to support and encourage the Youth Group to move this forward.</i></p> <p><i>February 2018 – The Community Board are encouraging the Youth Group to continue with this project. Kiri Morgan has taken a lead in this space to support Cory.</i></p> <p><i>March 2018 – To recommence next year.</i></p>
8.	The Point	Concerns about the Squash Club, Rowing Club & Dog Sheds – conditions, appearance & upkeep. The NCB are asking for the details of the lease conditions and arrangements in place.			<p><u>August 2017</u> <i>The Point is currently undergoing a draft management plan process where all leases are being considered, and during this process all expired and current leases will look to be aligned. This will include the way that repairs and maintenance are carried out for those buildings that Council own (the kennel club) and those that we do not (the squash and rowing clubs). In the meantime, the property maintenance team will review the buildings with a view to determining what, if anything requires immediate attention while the management plan process continues.</i></p> <p><u>September 2017</u> <i>After looking into the leases of the occupants at The Point, and discussions</i></p>

Project	Action required	Refer to	Up-dated	Action
				<p>with the wider Parks and Facilities unit, conversations regarding the recently commenced Reserve Management Plan process for The Point were raised. The Reserve Management Plan has been out for its initial public consultation round which closed 7th July 2017. The Reserves Planner is now working through integrating the key themes from the first round and it will go out for a second round according to Strategy as soon as this has happened.</p> <p><u>November 2017</u> Until the Reserve Management Plan is finalised there will be no changes to the agreements or current occupation. The Reserve Management Plan may have effect on those occupants and it is unreasonable to expect the occupants to outlay costs with no guarantee of occupation following the Reserve Management Plan coming into effect.</p> <p>The draft Reserve Management Plan for The Point is due to be completed by the end of January 2018. It will then go out for public consultation after approval from the 2018 February Council meeting. A presentation will be made to the February Community Board meeting. Consultation would be over February-April 2018 period, review submissions in April-May, hearings if required in May, final plan will go back to Council for adoption in June-July 2018. The Board will be kept informed of progress.</p> <p><u>February 2018</u> Staff are meeting with the Chair of the Community Board this month to discuss the draft Reserve Management Plan for The Point. The process and timeframes will be agreed post this discussion to ensure the draft plan addresses the initial issues/concerns from the community.</p> <p><u>February 2018 (Following the meeting)</u> Staff met with Chair of community board to discuss initial issues/concerns and have noted these for the draft RMP. Chair has asked for the final Draft RMP to go to the community board for</p>

Project	Action required	Refer to	Up-dated	Action
				<p><i>discussion and endorsement before it goes out for Public consultation. Staff will work with the Chair to get it on a future agenda once the final draft plan has incorporated this initial feedback.</i></p> <p><u>May 2018</u> The draft RMP has been provided to the Community Board Chair and will be discussed with Councillors on 11 June.</p> <p>The draft RMP will then be presented to the Community Board at the next available opportunity.</p> <p>Board Chair does not require staff to attend.</p> <p><u>August 2018</u> Draft Reserve Management Plan was considered by the Community Board.</p>
9.	<p>Patterson Park netball courts – the courts have been resealed but the surface is not level, as they are used by four netball clubs this needs to be addressed prior to the winter. The work has been completed and the issue of an un-level surface remains.</p>	SD		<p><u>August 2017</u> Original topography survey of the netball courts (which design was based on) showed a number of height inconsistencies between 10mm and 50mm over the area of the court. The surface was uneven and there was no level fall over the length of the court. The original court surface had large depressions where water would pond.</p> <p>Now the courts are designed and constructed to have a 0.5% grade to allow water to run off. This has improved the surface of the courts and reduced the amount of ponding significantly.</p> <p><u>September 2017</u> Photos of Patterson Park Courts received from Kiri Morgan August 23rd and awaiting a response.</p> <p><u>November 2017</u> The Long Term Plan held an allocation for the upgrade of the Ngaruawahia Netball Courts of \$180,236.</p> <p>Staff approached the project by determining what type of upgrade could be accommodated within that budget allocation.</p>

Project	Action required	Refer to	Up-dated	Action
				<p>Staff assessed two options:</p> <ol style="list-style-type: none"> 1. Reshape and reseal court to improve drainage, replace nets, hoops signs etc. 2. Full NZ Netball specification rebuild, plus replace nets, hoops, signs etc. <p>Assessment of costs for each option was completed by an external consultant. The costs for meeting NZ Netball specification was excessive and would exceed budget (est. by Waikato District Alliance is approximately \$300,000 total project cost). The cost for option one fell inside budget and was completed at a total cost of \$152,000.</p> <p>The courts have been shaped as best as possible to shed water during rainfall events. Staff will continue to inspect through rainfall events to ensure that site drainage is effective and operating as expected. Staff are also happy to meet with netball club/teams representatives and discuss options moving.</p> <p>A full copy of the consultant review and as built drawings are attached for information.</p> <p><u>December</u> A site meeting has been organised for early December with Kiri Morgan, Mark Janssen and Tim Harty.</p> <p><u>February</u> Mark Jansen and Jacki Remihana will be having an on-site meeting with Kiri Morgan on 13 March.</p> <p><u>May</u> On-site meeting was held on 22 March, issues were discussed.</p>

Open Meeting

To	Ngaruawahia Community Board
From	Tony Whittaker Chief Operating Officer
Date	02 May 2019
Prepared by	Sharlene Jenkins Executive Assistant
Chief Executive Approved	Y
Reference/Doc Set #	GOV0508
Report Title	Year to Date Service Request Report

1. EXECUTIVE SUMMARY

To update the Board on the Year to Date Service Request Report to 31 March 2019.

2. RECOMMENDATION

THAT the report from the Chief Operating Officer be received.

3. ATTACHMENTS

Year to Date Service Request Report for Ngaruawahia Community Board

Service Request Time Frames By Ward for ⁶³

NGA

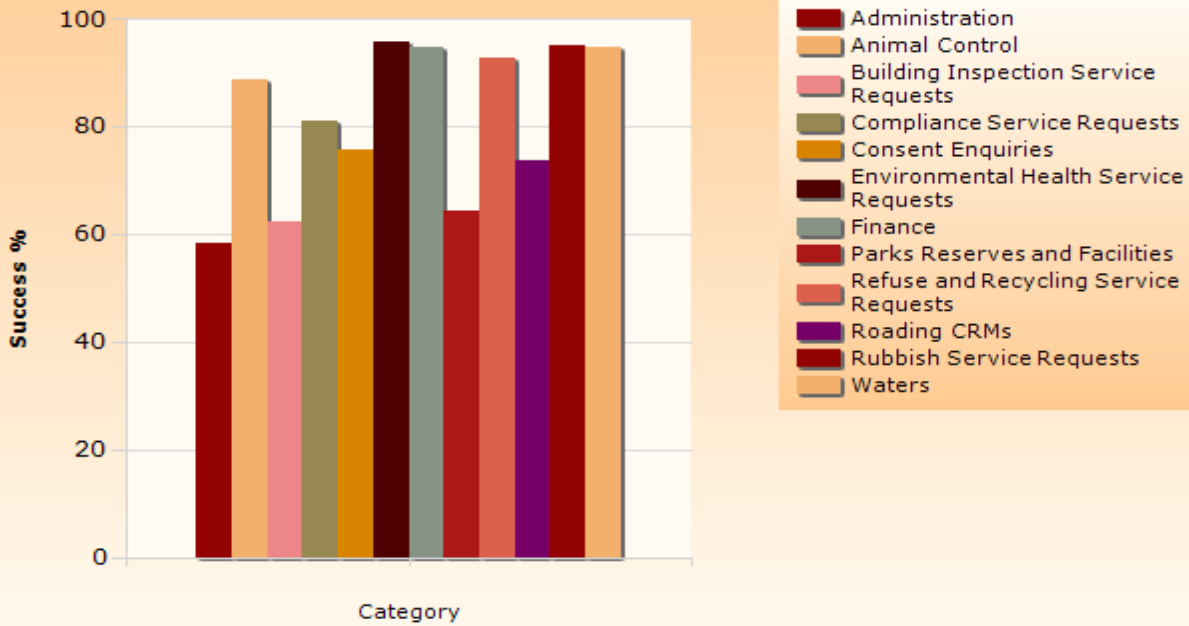


Date Range: 01/01/2019 to 31/03/2019

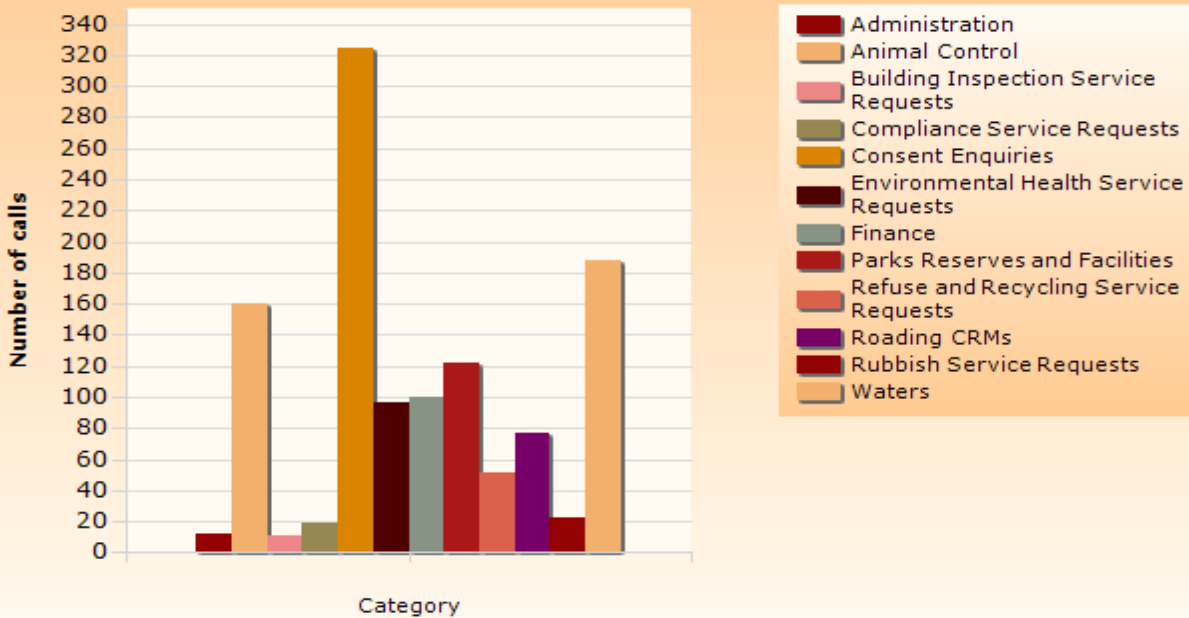
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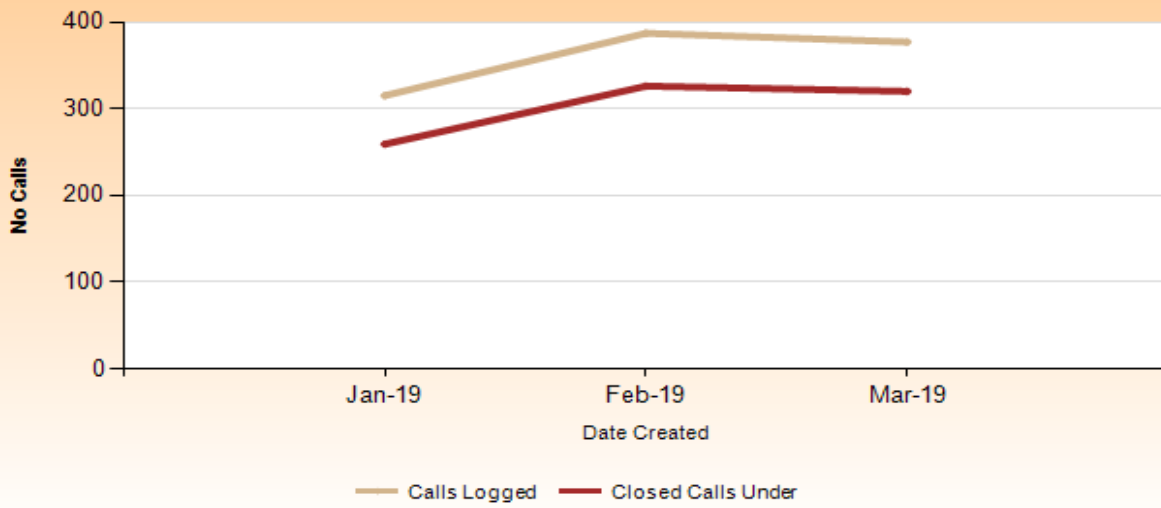
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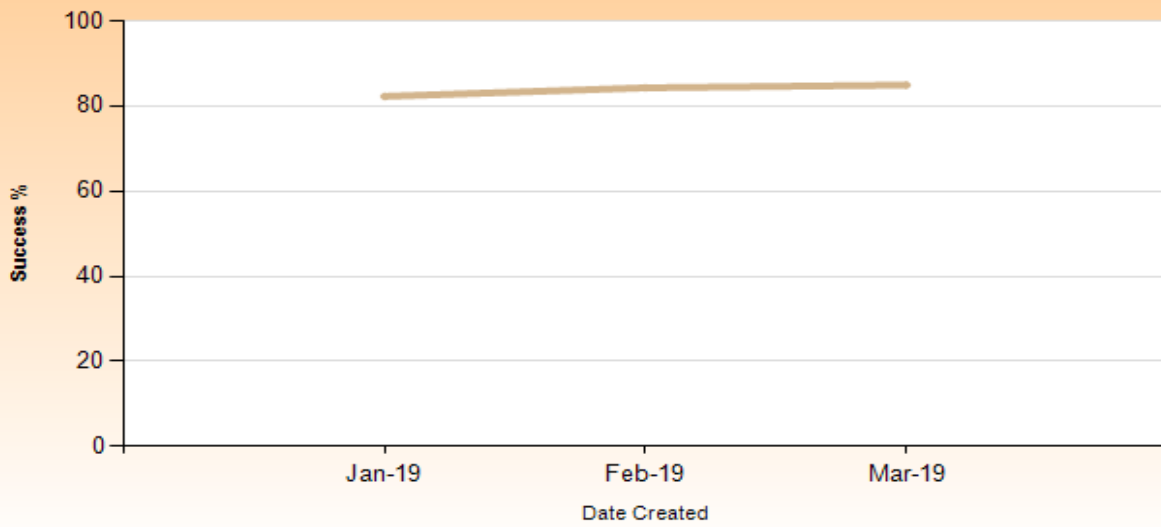
Number of Calls logged by Type



Volume of Calls Closed vs Calls Closed in Time



Completion Success per month



			Open		Closed		
Closed Calls are those calls logged during the time period that are now closed.	Open Calls are all the calls open for the ward and may have been logged at any time.	Number of Calls	Open Calls Over	Open Calls Under	Closed Calls Over	Closed Calls Under	Success Rate
Administration							
	Summary	12			5	7	58.33%
	Pro rated rates for the period xx to xx	12			5	7	58.33%
Animal Control							
	Summary	160	4	3	17	136	88.89%
	Animal Charges	28				28	100.00%
	Dog / Cat Trap Required	1				1	100.00%
	Dog Property Visit	2				2	100.00%
	Dog Straying - Current	40	1		8	31	79.49%
	Dog Straying - Historic	14	1		2	11	84.62%
	Dog Surrender	7			1	6	85.71%
	Dog Welfare - Immediate threat to life	3				3	100.00%
	Dog/Animal Missing	15		2		13	100.00%
	Dogs Aggression - Current	11	1		4	6	60.00%
	Dogs Aggression - Historic	9	1		1	7	87.50%
	Dogs Barking Nuisance	25		1		24	100.00%
	Livestock Trespassing - Current	5			1	4	80.00%
Building Inspection Service Requests							
	Summary	11	2	1	3	5	62.50%
	Building Inspection Service Requests	11	2	1	3	5	62.50%
Compliance Service Requests							
	Summary	19	2	1	3	13	81.25%
	Compliance - Animal By Law	2				2	100.00%
	Compliance - Unauthorised Activity	9	1			8	100.00%
	DNU - Illegal parking	5	1		1	3	75.00%
	Non-animal bylaws	3		1	2		0.00%
Consent Enquiries							
	Summary	324	1	11	76	236	75.64%
	Onsite Services	13			9	4	30.77%
	Planning Process	46		2	17	27	61.36%
	Property Information Request	88	1	2	3	82	96.47%
	Rural Rapid Number assignment & purchase of plates	5				5	100.00%
	Zoning and District Plan Enquiries	172		7	47	118	71.52%
Environmental Health Service Requests							
	Summary	96	2		4	90	95.74%
	Environmental Health Complaint	11			2	9	81.82%
	Noise Complaint - Environmental Health	3			1	2	66.67%
	Noise complaints straight to contractor	82	2		1	79	98.75%
Finance							
	Summary	100		2	5	93	94.90%
	Rates query	100		2	5	93	94.90%

Parks Reserves and Facilities	Summary	122	2	33	31	56	64.37%	
	Parks & Reserves - Beach Issues	1		1			NaN	
	Parks & Reserves - Buildings	30		3	24	3	11.11%	
	Parks & Reserves - Council owned land	15				15	100.00%	
	Parks & Reserves - Lake Access	25	2	23			NaN	
	Parks & Reserves - Non-urgent Public Toilet Issues	2				2	100.00%	
	Parks & Reserves - Park Furniture	2				2	100.00%	
	Parks & Reserves - Reserve Issues	34		6	1	27	96.43%	
	Parks & Reserves - Urgent Public Toilet Issues	10			5	5	50.00%	
	Parks & Reserves-Council owned buildings on reserv	3			1	2	66.67%	
	Refuse and Recycling Service Requests	Summary	51	1	8	3	39	92.86%
New collections		2				2	100.00%	
Recycling Not Collected		11	1	1		9	100.00%	
Refuse - Non-Collection		21		5		16	100.00%	
Refuse & Recycling Contractor Complaints		3		1		2	100.00%	
Refuse & Recycling Enquiries		6		1	3	2	40.00%	
Rubbish bag sticker/tag orders - internal use only		8				8	100.00%	
Roading CRMs	Summary	77	1	11	17	48	73.85%	
	Footpath Maintenance - Non_Urgent	2			1	1	50.00%	
	New Vehicle Entrance Request	13		2		11	100.00%	
	Request 4 new street light path sign etc	6		2		4	100.00%	
	Road Culvert Maintenance	1			1		0.00%	
	Road Safety Issue Enquiries	6		1		5	100.00%	
	Roading Work Assessment Required - OnSite 5WD	17	1	3	4	9	69.23%	
	Routine Roding Work Direct to Contractor 5WD Comp	6				6	100.00%	
	Street Light Maintenance	10			7	3	30.00%	
	Urgent - Footpath Maintenance	2			2		0.00%	
	Urgent Roding Work 4Hr Response	7				7	100.00%	
	Vegetation Maintenance	7		3	2	2	50.00%	
	Rubbish Service Requests	Summary	22		1	1	20	95.24%
		Abandoned Vehicle	4				4	100.00%
Illegal Rubbish Dumping		18		1	1	16	94.12%	

Waters							
Summary	188		17	9	162	94.74%	
3 Waters Enquiry	20			2	18	90.00%	
3 Waters Safety Complaint - Non Urgent	1				1	100.00%	
3 Waters Safety Complaint - Urgent	2			1	1	50.00%	
Drinking water billing	18				18	100.00%	
Drinking Water Final Meter Read	60		15		45	100.00%	
Drinking Water Major Leak	15			1	14	93.33%	
Drinking Water minor leak	23				23	100.00%	
Drinking Water quality	1				1	100.00%	
Drinking Water Quantity/Pressure	4		1		3	100.00%	
Fix Water Toby	8				8	100.00%	
New Drinking Storm Waste water connections	5				5	100.00%	
No Drinking Water	6			1	5	83.33%	
Stormwater Open Drains	2			1	1	50.00%	
Stormwater Property Flooding	4		1	1	2	66.67%	
Wastewater Odour	5				5	100.00%	
Wastewater Overflow or Blocked Pipe	7			1	6	85.71%	
Waters Pump Station jobs - only for internal use	7			1	6	85.71%	
Total	1182	15	88	174	905	83.87%	