

Agenda for a meeting of the Raglan Community Board to be held in the Town Hall, Supper Room, Bow Street, Raglan on **WEDNESDAY 4 AUGUST 2021** commencing at **1.30pm**.

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

1. APOLOGIES AND LEAVE OF ABSENCE

2. CONFIRMATION OF STATUS OF AGENDA

3. DISCLOSURES OF INTEREST

2

The Register of Interests for the Board is attached for information purposes and for members to update any interests they may have.

4. CONFIRMATION OF MINUTES

Meeting held on Wednesday 23 June 2021.

4

5. PUBLIC FORUM

6. REPORTS

6.1	Raglan Community Energy Project	Verbal
6.2	Discretionary Fund Report to 20 July 2021	66
6.3	Raglan Community Arts Council – Film Festival – RAFFA Red Carpet Evening	68
6.4	Raglan and District Museum Society – Rangitahi Peninsula Historical Photo Exhibition	94
6.5	Raglan Works, Actions & Issues Report: Status of Items July 2021	113
6.6	Year to Date Service Request Report	127
6.7	Raglan Naturally Report	Verbal
6.8	Chairperson's Report	133
6.9	Councillor's Report	Verbal
6.10	Board Members' Reports	140

GJ Ion
CHIEF EXECUTIVE

Open Meeting

To	Raglan Community Board
From	Gavin Ion Chief Executive
Date	21 July 2021
Prepared by	Matt Horsfield Democracy Advisor
Chief Executive Approved	Y
Reference #	GOV0303
Report Title	Register of Interests

1. EXECUTIVE SUMMARY

A copy of the Register of Interests is attached for the Board's information. The register will be updated following receipt of information during the year.

2. RECOMMENDATION

THAT the report from the Chief Executive be received.

3. ATTACHMENTS

Register of Interests – Raglan Community Board.

Register of Elected Members Interests

		Financial Interests Please refer to Statement Reference here.			Non - Financial Interests							
Name	Community Board	1 to 6	With the exception of	Companies		Employment	Other Organisations		Property	Gifts (received since 21 October 2019)	Payments for activities and services (since 21 October 2019)	Debts
				Director/Manager	Financial Interests		Trustee/Beneficiary	Governing Body				
Gabrielle Parsons	Raglan	No	N/A	• Valencia Limited (Marine Engineering)	• Valencia Limited (Marine Engineering)	• Raglan Naturally (Community led development)	• Bradley Family Trust (Trustee)	• COGS Waikato West (Committee)	1x Raglan (Owner)	N/A	N/A	N/A
Bob McLeod	Raglan	No	6 - No answer entered	• CLOUDS (Training)	N/A	N/A	N/A	• Raglan Ratepay Community Inst (President) • RCB Representative - Raglan Holiday Park Papahua Board	1x Raglan (Owner)	N/A	N/A	N/A
Satnam Bains	Raglan	No	N/A	• Satnam’s Supermarket Ltd (Retails • Rano Community Trust (Grants/Community) • Downunder Developments (Property)	N/A	• Satnam’s Supermarket Ltd (Retails • Rano Community Trust (Grants/Community)	• Rano Community Trust (Chairman) • Bains Family Trust (Beneficiary)	• St Johns Raglan (Executive Member)	N/A	N/A	N/A	N/A
Dennis Amore	Raglan	No	5 - No answered entered	Fairlight Developments (Director)	N/A	Fairlight Developments (Director)	Raglan Surflife Saving - Amenities Trust (Trustee)	N/A	4x Raglan (Owner)	N/A	N/A	N/A
Tony Oosten	Raglan	No	N/A	No interests to declare	N/A	Fonterra (Dairy Manufacturer)	• Waikato Trust A&B (Trustee) • Raglan Naturally Trust (Trustee)	N/A	2x Raglan (Owner)	N/A	N/A	N/A
Chris Rayner	Raglan	No	N/A	Raglan Farmstay (Accomodation	N/A	Raglan Farmstay (Accomodation	• Te Whare Trust (Director) • J & V Rayner Trust (Beneficiary)	N/A	1x Raglan (Director of Te Whare Trust)	N/A	N/A	N/A

YELLOW INDICATES THAT THE ELECTED MEMBER DID NOT SUBMIT A COMPLETED FORM

Open Meeting

To	Raglan Community Board
From	GJ Ion Chief Executive
Date	21 July 2021
Prepared by	Matt Horsfield Democracy Advisor
Chief Executive Approved	Y
Reference #	GOV0507
Report Title	Confirmation of Minutes

1. EXECUTIVE SUMMARY

The minutes for a meeting of the Raglan Community Board held on Wednesday 23 June 2021 are submitted for confirmation.

2. RECOMMENDATION

THAT the minutes for a meeting of the Raglan Community Board held on **Wednesday 23 June 2021** be confirmed as a true and correct record.

3. ATTACHMENTS

RCB Minutes – 23 June 2021

MINUTES of a meeting of the Raglan Community Board held in the Supper Room, Town Hall, Bow Street, Raglan on **WEDNESDAY 23 JUNE 2021** commencing at **1.35pm**.

Present:

Mrs G Parson (Chairperson)
Mr S Bains [*from 1:38pm until 3:25pm*]
Mr D Amore
Mr T Oosten [*from 1:38pm*]
Mr C Rayner
Cr LR Thomson

Attending:

Cr A Bech *via audio visual platform*
Cr C Eyre

Mr S Howard (Watercare)
Mr R Pullar (Watercare)

Ms A Diaz (Chief Financial Officer)
Mr I Cathcart (Special Infrastructure Projects Manager) *via audio visual platform*
Ms C Nutt (Water Contract Relationship Manager)
Ms G Kanawa (Democracy Team Leader)
Ms C Beavis (Senior Communications Advisor)
Mr M Horsfield (Democracy Advisor)

5 Members of the public in attendance

APOLOGIES AND LEAVE OF ABSENCE

Resolved: (Mrs Parson/Cr Thomson)

THAT an apology be received from Mr MacLeod;

AND THAT an apology for lateness be received from Mr Bains and Mr Oosten;

AND FURTHER THAT an apology for early departure be received from Mr Bains.

CARRIED

RCB2106/01

CONFIRMATION OF STATUS OF AGENDA ITEMS

Resolved: (Mrs Parson/Cr Thomson)

THAT the agenda for the meeting of the Raglan Community Board held on Tuesday, 23 June 2021 be confirmed and all items therein be considered in open meeting;

AND THAT all reports be received.

CARRIED

RCB2106/02

DISCLOSURES OF INTEREST

There were no disclosures of interest.

CONFIRMATION OF MINUTES

Resolved: (Mrs Parson/Mr Amooore)

THAT the minutes for the meeting of the Raglan Community Board held on Wednesday, 12 May 2021 be confirmed as a true and correct record of that meeting subject to the following alterations:

- Item 6:6, Sound Splash Report

ACTION: That Council provides a report relating to emergency service (Westpac Rescue, Police) activities during Sound Splash.

CARRIED

RCB2106/03

Mr Oosten and Mr Bains arrived at the meeting at 1:38pm during the above item.

PUBLIC FORUM

The following matters were discussed

- Manu Bay Boat Ramp – It was noted that the report from the project manager should be received from all stakeholders. The public was unhappy with the levels of transparency. The report should be included in the agenda for public viewing.
- Path through football fields – Concern regarding the lack of consultation with the soccer club regarding the path along Marine Parade and its intrusion into the pitches and was unhappy with the final direction of the path. Aeration work was conducted too late, and has affected the quality of the pitch. New gateway for vehicles may move the path more into the fields.

- Buses – Question raised whether the revised Bus Services project was delayed.
- Papahua cycleway has a lot of kinks in it and there was concern regarding motorbikes using the cycleway.
- Papahua footpath – Questions raised as to why the footpath goes behind the toilet block and that it should continue straight along the front of the block. Could be explained due to proximity to campervan disposal block.

ACTION: Staff to engage with the Board regarding the Papahua Walkway with an explanation as to why the Papahua Shared Path goes behind the toilet block and not straight in front of them.

REPORTS

Raglan Wastewater Treatment Plant Discharge Consent Application Update and Proposed Community Communications.

Agenda Item 6.1

Tabled Item: Raglan Wastewater Treatment Plant Discharge Consent Application Presentation

The report was received [RCB2106/02 refers] and discussion was held.

- Presentation was a pre-cursor to the public meeting being held on Tuesday 29 June 2021. Main purpose of the public meeting was to try and find a solution that aligns with what the Raglan community wants. The meeting offers a chance for the public to contribute to the project.
- The current wastewater treatment plant was constructed in the 1970s. Consents had been previously opposed by Tainui O Tainui. Discharge to land consent was not advanced. A 15 year consent was granted in 2005 which included the removal of a pond as it was located on a significant site to Tainui O Tainui.
- Seven (7) options had been identified to move forward which included Marine, Freshwater and Land discharges.
 - Marine Discharge
 - Currently the status quo. Investigations had been made including a dye test. Outlet would need to be cemented into deep bedrock. Key considerations include a new outfall with diffuser. This would require significant investment.
 - Freshwater Discharge
 - Would include one of the highest levels of treatment Membrane Bioreactor (MBR), which is a biological process.

- A key consideration was that advanced treatment was balanced against residence time of the plume within the harbour.
- Plume modelling was undertaken of the lower and upper harbour. Concern was noted that discharges would not fully be taken out with the tide, especially in the upper harbour.
- Ecology surveys have been conducted on the affects on fish and spawning.
- Land Discharge
 - Four different options
 - 100% private land discharge and storage.
 - Combined public land discharge and alternative discharge for winter flow.
 - Combined private land discharge and alternative discharge for winter flow.
 - Combined public land discharge and alternative discharge for winter flow with a membrane bioreactor.
 - Key consideration was affordability and realistic acquisition (private land) versus effective re-use and achievable discharge (public land).
 - Possible land clusters for discharge were identified. Noted that the area would need to be large.
 - Public land discharge could include the Golf Course and Wainui Reserve.
- The likely direction would need to consider future growth of Raglan.
- WDC Funding Decisions
 - Key considerations were targeted and general rates.
 - \$28 million budgeted in the Draft LTP 2021-2031 for the Raglan Wastewater Treatment Plant Upgrade.
 - Proposed 17% increase of the wastewater targeted rate. The community would need to be mindful of this.
- Communications
 - There had been public huis held on zoom.
 - A public meeting would be held on Tuesday 29th June 2021. Drop in sessions will be held in July at the Raglan Library.

- There would be a dedicated webpage on Council's website for the project.
- Project team would continue to work with Hapu, stakeholders and the community.
- Noted that it was important to understand the breakdown of the MBR process separate to stream discharge, and what material would be removed compared to the current process.
- Questions raised regarding what Council was doing to engage with Central Government on three waters funding.
- Important to highlight the role of Waikato Regional Council in the project.
- Questions raised of who the stakeholder groups were and what was the nature of the collaboration.
- Investigations should be undertaken to understand the individual cost to ratepayers per project option.
- Questions raised regarding who the decisions makers were. The community should be informed and consulted on the decision making process.

Representation Review Presentation

Agenda Item 6.2

The report was received [RCB2106/02 refers] and discussion was held.

Tabled Item: Representation Review Presentation

- A Representation Review was needed to be conducted every six (6) years.
- The legislative change and the adoption by Waikato District Council of Maaori Wards delayed the process of representation review.
- Still changes to be made to the proposals of possible wards. This will affect the Raglan ward boundaries.
- Briefing has been provided to Community Board and Committee Chairs regarding the of the proposed status and changes to community boards and committees.
- The Council will adopt the initial proposal during an extraordinary meeting on Wednesday 7th July 2021.
- Public consultation will go for six (6) weeks throughout July-August 2021.

- The following was being considering for the representation review;
 - Are Councillors elected by ward or district wide?
 - Total number of Councillors
 - Number, name and boundary of wards.
 - Number of members per ward (plus or minus 10% rule applies)
- Boundaries of Community Boards. Need to take into account whether to limit the boundary to urban areas or extending it out into rural areas. However, this may mean that extending the boundaries would include more people in the catchment for the targeted rate. There could be a possible challenge to this from the community if proper consultation was not conducted.
- Community Board members can stand for the board but only moved and seconded by individuals who live in the Board catchment.
- Raglan ward boundaries would grow due to the introduction of Maaori wards.
- Communities of Interest – Important to get feedback to shape the ward correctly.
- Important not to make any assumptions, and important to get the feedback from communities outside of the current boundaries.
- Public consultation process yet to be developed.
- Total number of Councillors predicted to be 11 general councillors and 2 Maaori councillors. Additionally, likely to be 7 wards.
- Three tiers of Community Board/Committees.
 1. Community Boards. They have formally elected members with appointed Councillor/s. They are provided with two Council staff. Boards funded by targeted rates with access to discretionary funding. Supported with minutes and agendas.
 2. Community Committees, Volunteers. Partially supported by Council with Senior Leadership Team member attending. They are being asked if they wish to have a targeted rate for a discretionary fund. All meetings are advertised via Council and some committees received assistance with agenda and minutes. Two currently have discretionary funds as they were previously Community Boards.
 3. Community Committees. Not supported by Council, typically in very small communities. With growth, they may wish to become a larger formal Committee. Agenda and minutes are not located on the Council website.
- Community Boards may wish to merge and have subdivisions as an option to link communities of interest.

- Possibility of either the Board or Council to undertake public consultation sessions in the rural areas outside Raglan on whether they should be included in the Community Board boundaries.

ACTION: Raglan Community Board will connect with rural communities and put forward the Board recommendation to Waikato District Council by 30th June 2021.

Mr Bains left the during the above item at 3:25pm.

Discretionary Fund Report to 9 June 2021
Agenda Item 6.3

The report was received [RCB2106/02 refers] and no discussion was held.

Resolved: (Mrs Parson/Cr Thomson)

THAT the Raglan Community Board approves payment to Margaret Boggiss from their Discretionary Fund in the amount of \$50 for a Wreath for ANZAC Day 2021.

CARRIED

RCB2106/05

Raglan Works, Actions & Issues Report: Status of Items June 2021
Agenda Item 6.4

The report was received [RCB2106/02 refers] and discussion was held.

Tabled Item: Manu Bay Breakwater Report

- Manu Bay Breakwater
 - The Project Manager discussed the tabled report relating to the Breakwater. More investigations and surveys were needed to be undertaken by the survey team. Further rock removal was needed in front of the breakwater itself. Looking to move forward with collaborating with the Raglan Sports Fishing Club and capping the breakwater. An independent engineer was on board, who can directly inform on what the changes and impact are of the works. The report circulated confirms the performance of the breakwater.
 - The delay in the availability of the report had been due to its review and edits being undertaken to clarify wording and information.
 - Questions raised regarding when the next meetings would occur. Important to have discussions with the Community Projects Manager along with stakeholders. Council had engaged with a surveyor to work on the current settlement and would move forward with the next stage of consultation.

ACTION: Mr Amoore, Cr Thomson and Mrs Parson would meet with the Community Projects Manager to discuss further consultation.

- Inter-Raglan Bus Service
 - Mrs Parson would follow up with the Senior Transportation Engineer to get Mr Rayner and Mr Bains involved in the working group.
- Civil Defence
 - Information from the Community Response Planning workshop undertaken in 2020 can be included in the Community Resilience Plan.
- Aerodrome Safety Improvement
 - Mrs Parson had been in contact with the General Manager Service Delivery and the Open Spaces Team Leader who had engaged with a consultant regarding the safety improvements. The final brief would be available on the website.
 - A proposal would be received from the consultant in response to the brief from Waikato District Council. A report from consultant is due by the end of July 2021.
 - The red lines on the Aerodrome would be repainted.
 - The proposed fencing was on hold until the independent review was completed, this will inform any further discussions/decisions moving forward.
 - Parking on the airfield – Camp staff had noted the limited parking due to overflow from the Camping Ground.
- Raglan Chronicle and Hikotron items can be removed from the report.
- Papahua Walkway
 - Discussion held regarding the alignment of Stage 2 Papahua walkway and providing feedback to staff from previous discussion during the Public Forum.

Resolved: (Mrs Parson/Mr Rayner)

THAT the Raglan Community Board requests that work does not start on the Papahua Walkway Stage 2 until a site visit had been undertaken by board members to finalise the position of the path.

CARRIED

RCB2106/06

Proposed Road Name List for Rangitahi Limited Stage 2 Precinct D Subdivision at Raglan
Agenda Item 6.5

The report was received [RCB2106/02 refers] and discussion was held.

- Noted that the Maaori street names should have more of a connection to the Community.

Resolved (Mrs Parson/Cr Thomson)

THAT the Raglan Community Board supports, and recommends, to the Infrastructure Committee for approval, the following eight proposed road names supplied by Rangitahi Limited for Rangitahi Peninsula Stage 2 Precinct D at Raglan in accordance with the Road Naming Policy:

- **Arapatiki Street (Road 7)**
- **Tunarua Street (Road 8)**
- **Ruruhi Street (Road 9)**
- **Pae Kotare Street (Road 10)**
- **Kapokapowai Street (Road 11)**
- **Kawakawa Street (Road 12)**
- **Koromiko Lane (Joal Lots 713, 274-278)**
- **Rerekahu Lane (Joal Lots 719, 208-215)**

CARRIED

RCB2106/07

Raglan Community Board LTP 2021-2031 Submission
Agenda Item 6.6

The report was received [RCB2106/02 refers] and discussion was held.

- The Board noted their thanks to the Chair for presenting to the LTP hearings.

Chairperson's Report
Agenda Item 6.7

The report was received [RCB2106/02 refers] and discussion was held.

- Harbour board leases
 - A discussion was held regarding a request to receive an annual report regarding the harbour board leases.

ACTION: Board would like an annual report regarding the harbour board leases including financial information.

- An upgrade to the harbour beacons was required, and the height of the beacon would need to be raised as complaints had been received.
- Verandah Lighting
 - There was currently no Council policy on verandah lighting. Cr Thomson raised the topic with the Chamber of Commerce for lighting improvements. Concern that it was a safety issue. Council should have a bylaw position on Verandah lighting.
- Representation Review
 - Board members would share an email that would be drafted by Mrs Parson to test the waters and explain how the public could be involved in the proposed representation review during the public consultation period.
- Trial Community Board Evening Meeting
 - Possibly have an evening meeting at 5pm on Wednesday, 27 October 2021.

Raglan Naturally Report
Agenda Item 6.8

The report was received [RCB2106/02 refers] and no discussion was held.

Councillor's Report

Agenda Item 6.9

The report was received [RCB2106/02 refers] and discussion was held.

- Good strategy planning underway at the Raglan Camp Ground with regards to erosion and climate change.
- Unsealed Roothing network public meeting – Concern regarding the condition of the roads. Good turn out for the meeting and would meet again in six (6) weeks.
- Raglan Area School – Road Safety. Had met with the PTA. There was a need to get more people involved in road safety strategic planning.

Board Members Report

Agenda Item 6.10

The report was received [RCB2106/02 refers] and discussion was held.

- Opening of the CBD parklets will now be held on Friday, 25 June 2021.

There being no further business the meeting was declared closed at 4:29pm.

Minutes approved and confirmed this day of 2021.

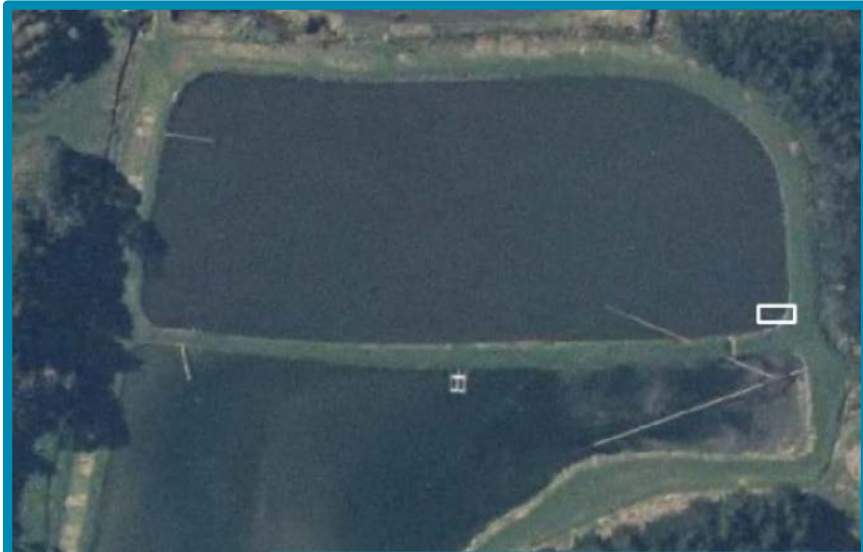
G Parson
CHAIRPERSON

Raglan Wastewater Treatment Plant Discharge Consent Application

- **Background and Investigations**
- **Community communications**
- **Feedback**

23/06/2021 Presented by the Consenting Project Team (WDC and Watercare)

BACKGROUND



2002



Upgrade post consent (2004 –directed by Environment Court)

17

THE RAGLAN CHRONICLE

EST. 1903

Ngā Ripō o Whāingaroa

ISSUE #731

THE RAGLAN

CHRONICLE

Ngā Ripō o Whāingaroa

107 June 2021 Issue #731

Whāingaroa news for you weekly

U Hooker

The council's decision to allow the development of the site is a major step in the history of the area.

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Taniwha reclaims his lair at Raglan sewage ponds

Published on July 18, 2019

Download the latest issue

Te Atai o Rongo is represented as a taniwha at the top of the pou. His son Kaihu is below. He is facing the river, his accessway to and from the sea.

The stainless steel design represents the ripples that follow te Atai o Rongo when he travels.

It is also in the shape of an arero (tongue) to issue the challenge to council and the community to remove wastewater from the moana.

BACKGROUND

Key Stakeholders Group Monthly Updates (2020-2021)

2020 Project Objectives

keep community healthy; environmental protection;
support kaitiaki; protect visitor experience;
partnership; sustainability; affordability

Marine Discharge

Fresh Water Discharge

Land Discharge

Option	Treatment	Discharge
Option M1	Existing treatment process + tertiary membrane	New harbour outfall
Option M2	Membrane Bioreactor (MBR) and UV disinfection	New harbour outfall
Option F1	MBR and UV disinfection	Freshwater diffuse discharge
Option L2	Existing treatment process + tertiary membrane	Private land discharge and storage
Option L1	Existing treatment process + tertiary membrane	Combined public land discharge (irrigation) and alternative discharge for winter flow
Option L3	Existing treatment process + tertiary membrane	Combined private land discharge and alternative discharge for winter flow
Option L4	MBR and UV disinfection	Combined public land discharge and alternative discharge for winter flow

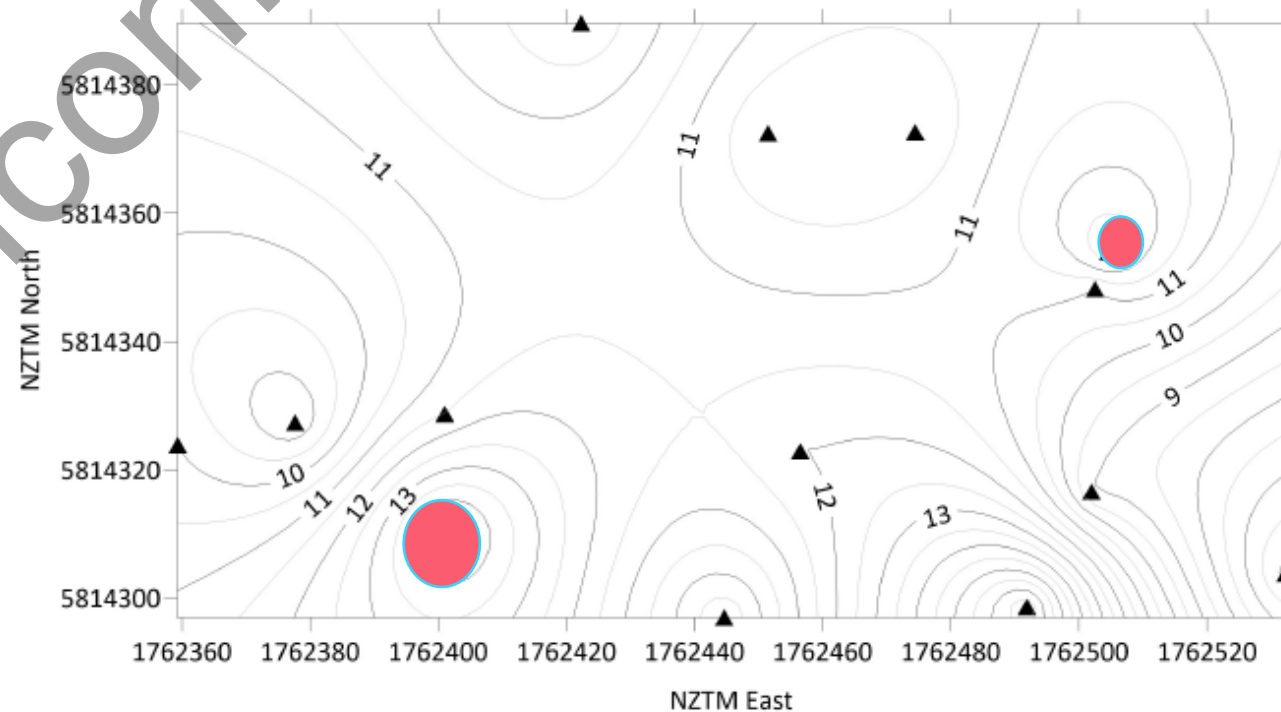
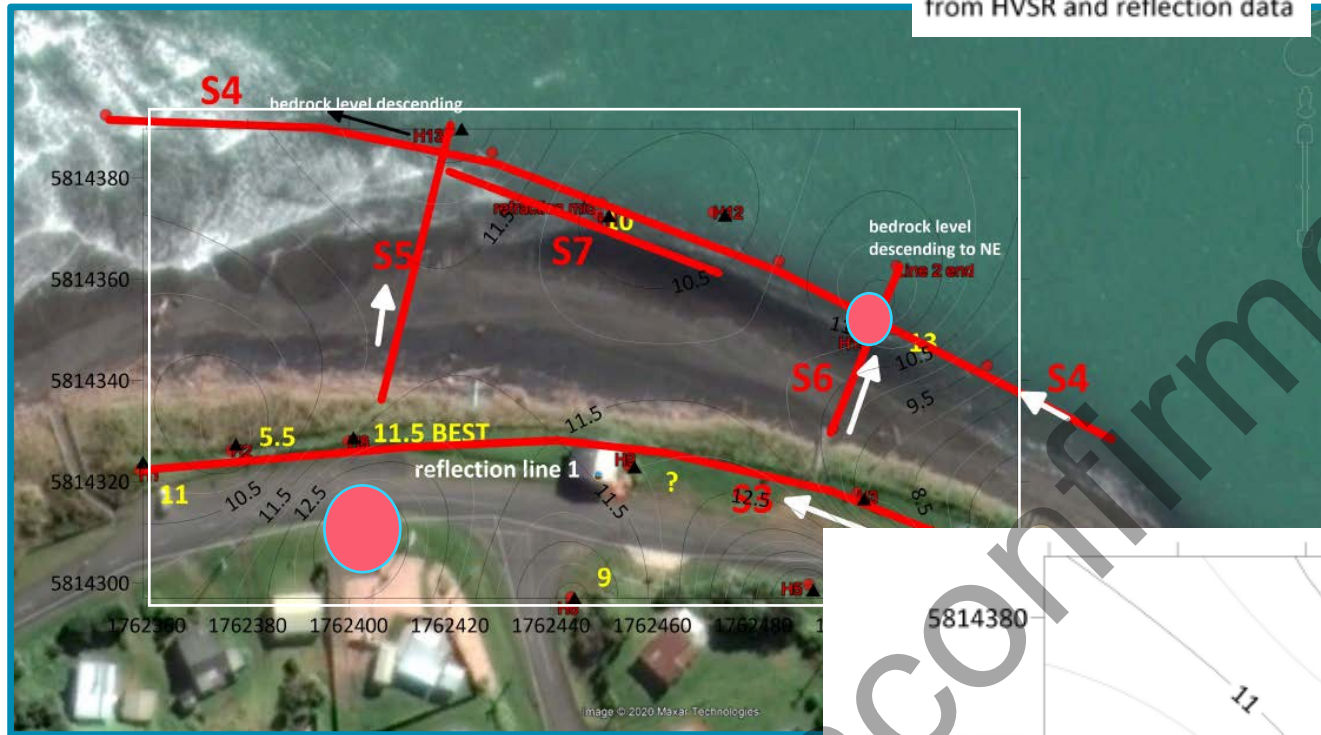
✗ Deep Bore Injection

INVESTIGATIONS **MARINE DISCHARGE**



2020 Dye Test

INVESTIGATIONS MARINE DISCHARGE

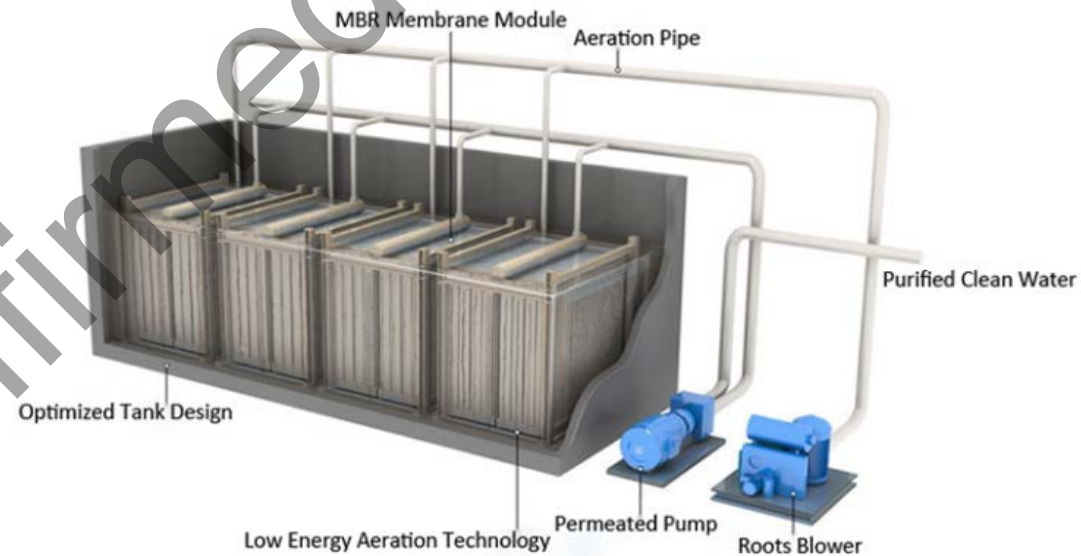


Key Consideration:
New Outfall with diffuser

INVESTIGATIONS FRESH WATER DISCHARGE



Membrane Bioreactor (MBR)



Key Consideration: Advanced treatment balanced against residence time of plume within the harbour

INVESTIGATIONS FRESH WATER DISCHARGE

22



2020 Stream Health Survey



2020 Fish & Spawning Survey



INVESTIGATIONS LAND DISCHARGE²³

Option	Treatment	Discharge
Option L2	Existing treatment process (UV) + tertiary membrane	100% Private land discharge and storage (dam)
Option L1	Existing treatment process (UV)+ tertiary membrane	Combined public land discharge (irrigation) and alternative discharge for winter flow (<i>point source/high rate to sand</i>)
Option L3	Existing treatment process (UV) + tertiary membrane	Combined private land discharge and alternative discharge for winter flow (<i>point source/high rate to sand</i>)
Option L4	Membrane Bioreactor and UV disinfection	Combined public land discharge and alternative discharge for winter flow (<i>point source/high rate to sand</i>)



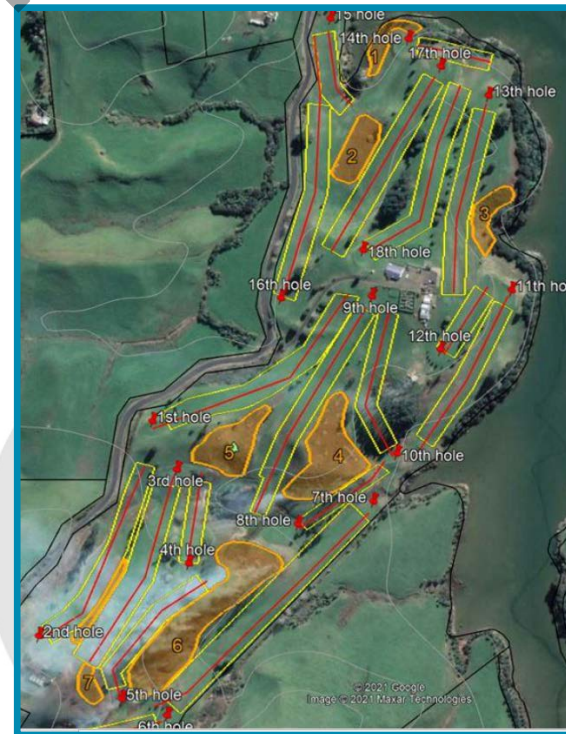
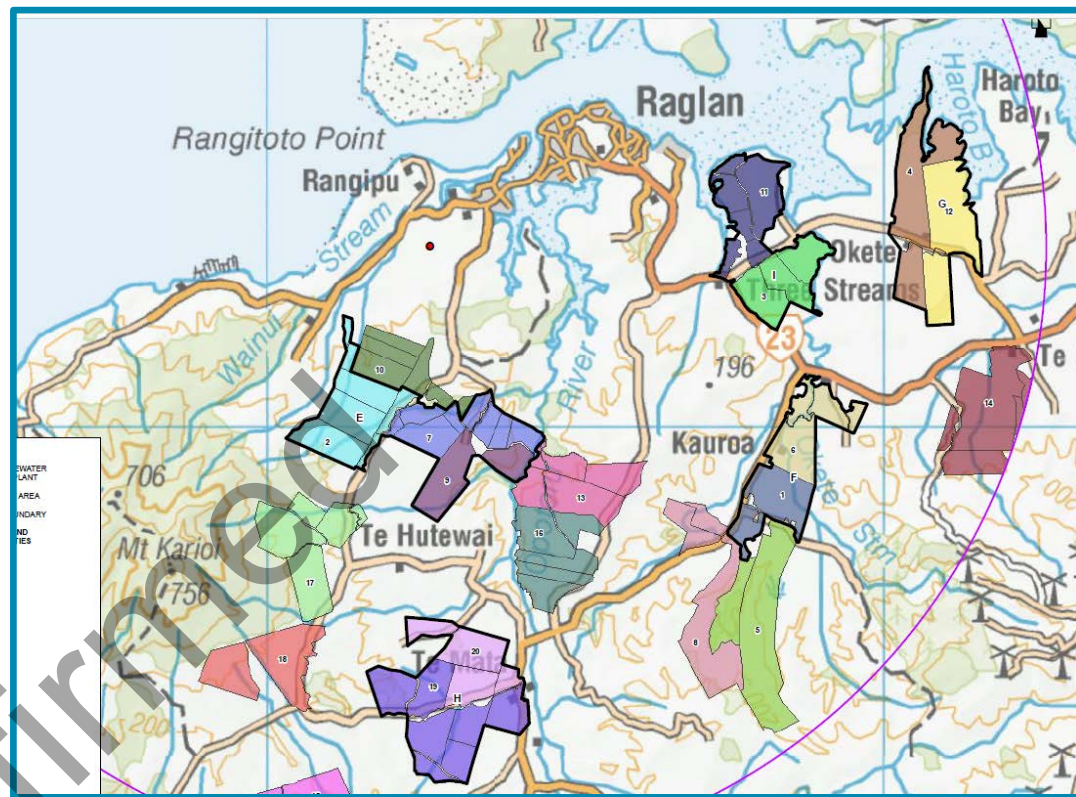
INVESTIGATIONS LAND DISCHARGE

(Conceptual Only)

L2: 100% to land with Winter Storage (dams)

L1: Public land with Alternative Discharge (sandy soils)

Investigating Hydraulic Characteristics for Winter flow



Key Consideration:
Affordability and realistic acquisition (private land)
vs
Effective re-use and achievable change (public land)

Likely Direction *(Technical Team Recommendation)*

Option	Option Appropriateness (Technical Team scoring)	Hapū (feedback)	Community Board Feedback (some KSH)	Financial (LTP \$M)
MARINE1	55			17
MARINE2	50			30
FRESHWATER 1	30			30
100% TO LAND (L2)	72	<p>Business case needed by hapū prior to position-forming.</p> <p><i>What is an achievable not-point source option (i.e. allowing customary kaimoana collection that has been prohibited for decades?)</i></p> <p>Existing outlet could be o.k for an interim time with effective conditions working toward alternative discharge for winter flow (i.e. high rate discharge to sands)</p>	<p>Community Board have highlighted that positioning will be in-step with hapū</p>	58
<u>PUBLIC LAND (L1)</u>	61			25
<u>PRIVATE LAND (L3)</u>	65			43
MBR & PUBLIC (L4)	58			42

Existing Flow



Future Flow



Key Consideration/Status:

Challenges with Public Land

(ability for co-use/public reception of discharge method)

WDC Funding decisions

Raglan wastewater treatment plant upgrades

Draft LTP 2021-31 Budget

2021/22	2022/23	2023/24	2024/25	2025/26	Total (inflated)
510,000	4,935,000	6,873,048	7,196,081	8,781,618	\$ 28,295,747



Key Consideration:

- **Targeted Rates**
- **General Rates**

Communications for the project

- *Ongoing public hui by zoom*
- *Upcoming public meetings and drop-in sessions*
- *Media and social media*
- *Dedicated web page*
- *Working together with hapū, stakeholders and community*

Unconfirmed

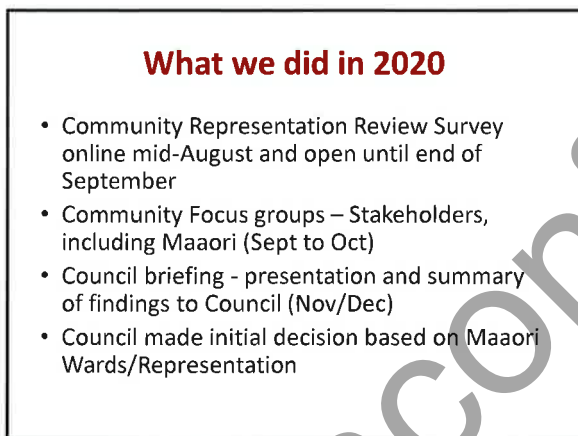
Community Board/Project Team Discussion

Discussion Starters

- Critique of presentation content for the wider community meeting;
- What are best methods for future meaningful community engagement and information distribution



1



2



3

Updated Timeline (contd)

- 15 June to 29 June – Presentation on decisions to date on initial proposal
- 28 June – Briefing presenting draft initial proposal to Councillors
- 21 June to 30 June – Staff finalise changes to initial proposal
- 7 July – Council adopts Initial Proposal
- 9 July to 20 August – Consultation period
- 9 September – Rep Review Hearings

4

Decisions required for initial Proposal

1. Councillors elected District Wide or by Wards
2. Total number of Councillors
3. Number, name and boundaries of Wards
4. Number of members per Ward
5. Number, name and boundaries of Community Boards
6. Number of members per Community Board
7. Draft Initial Proposal adopted, including changes and reasons for those changes

5

Councillors & Wards

- Maaori representation to be elected District Wide
- Balance of Councillors to be elected by Wards
- Total number of Councillors:
 - 11 (General) by Ward
 - 2 (Maaori) District Wide
- 7 Wards – boundaries and names yet to be finalised (changes recognise feedback on communities of interest)

6

Community Boards vs Committees

- Three tiers of support:
 - Community Boards:
 - funded by targeted rates with access to discretionary funding
 - formally elected representatives including appointed Cr(s)
 - fully supported by Council 2 x staff resources per board
 - Community Committees (urban/lifestyle areas):
 - partial funding provided through general rates for administration/printing/discretionary funding
 - community volunteers
 - partially supported by Council 1 staff per committee and 1 Cr appointed (non voting member)
 - Community Committees (rural areas):
 - completely voluntary with no council resource

7

Smaller Community Committees – Tier 3

- No Council resources provided
- Committee members voluntary
- Agendas/minutes not on Council website
- Many of these smaller committees reflect the size of the community and some originally started as Hall/Reserve Committees
- With growth some of them may wish to move towards Tier 2 but this does have funding implications

8

Community Committees – Tier 2

- Partially supported by Council – all meetings advertised as part of Council monthly advert.
- Some agendas put together by Democracy Team and loaded to Council website.
- Minutes provided by Community Committee Secretary for loading to Council website.
- 1 senior staff member at meeting.
- Based on urban limits and local Councillor appointed as non voting member
- Currently 4 – Meremere, Pokeno, Tamahere and Te Kauwhata.
- Would your community support a targeted rate, and if so at what level \$20, \$20-40, \$40+

9

Community Boards – Tier 1

- Meetings fully supported by 2 x Council staff – targeted rate collected
- Number and name of Community Boards (currently 5 - Huntly, Ngaruawahia, Onewhero-Tuakau, Raglan and Taupiri)
- Will boundaries be contained to urban areas or extend to rural areas of the ward
- Any boundary changes need to factor in – impact to residents not currently paying targeted rate and communities of interest from those outside urban areas
- Will the Community Boards have subdivisions linking communities of interest (note +/-10 rule)
- Number of elected members on each board
- Number of appointed members, ie Councillor(s)

10

That's all – any questions or comments?



11

	Community Board <i>(for a larger community)</i>	Community Committee <i>(for a larger community)</i>	Other Community Committees and Representative bodies <i>(incl. Residents & Rate Payers Associations, and smaller community groups)</i>
	Tier 1	Tier 2	Tier 3
Legal status	Unincorporated body (separate from Council and not a committee) <i>s51 LGA 2002</i>	Unincorporated body – established by, and for, a specific community. It is not a Council committee. Option to become incorporated	Unincorporated body – established by, and for, a specific community. It is not a Council committee. Option to become incorporated
Governing legislation	Governed by same legislation as the Council (as far as applicable to a community board). In particular: <ul style="list-style-type: none"> • LGA 2002 (meeting process, decision-making etc)¹ • LGOIMA (Council information, meeting process) • LEA (elections) • LAMIA (members' interests) 	Not expressly governed by local government legislation, though any decisions made under delegation from Council need to comply with relevant legislation. Best practice/guidance is that it mirrors Community Board compliance with legislation. LGOIMA applies to any official information held by the community committee.	Not expressly governed by local government legislation. LGOIMA applies to any official information held by the community committee.
Governing documentation	Community Board Charter (with Council) – terms of reference and delegations Follows Standing Orders Code of Conduct (optional to adopt)	Community Committee Charter- terms of reference and delegations Follows Standing Orders and Council Code of Conduct (not formally adopted).	Each committee responsible for its own governing documentation on how it will operate.

¹ LGA (Local Government Act); LGOIMA (Local Government Official Information and Meetings Act); LEA (Local Electoral Act); LAMIA (Local Authorities (Members' Interests) Act)

	Community Board (for a larger community)	Community Committee (for a larger community)	Other Community Committees and Representative bodies (incl. Residents & Rate Payers Associations, and smaller community groups)
	Tier 1	Tier 2	Tier 3
Representative function	Represents a community within a defined geographic area, determined as part of Council's representation review.	Represents a community without a defined area; informal understanding of the community's parameters.	Represents a community without a defined area; informal understanding of the community's parameters.
Role and responsibilities²	<p>As set down in the LGA³ and as delegated by Council (refer to Board Charter). These include:</p> <ul style="list-style-type: none"> • Represent and advocate for community; • Engage and consult with its community; • Maintain an overview of Council services in the community; • Submissions to Council; • Oversee and support community projects; • Can establish subcommittee(s); • Develop and implement community plan/placemaking activities; • Approve discretionary funding activities (see below); • Connect with hall committees in board's area; • Appointments on non-Council bodies within board's area. 	<p>Set out in the Committee's charter (incl. any delegations from Council). These include:</p> <ul style="list-style-type: none"> • Represent and advocate for community; • Engage and consult with its community; • Maintain an overview of Council services in the community; • Submissions to Council; • Oversee and support community projects; • Can establish subcommittee(s); • Develop and implement community plan/placemaking activities; • Approve discretionary funding activities (see below). • Connect with hall committees in board's area; 	<p>Set out in the committee's governing documentation. No delegations from Council.</p>

² What is delegated to a Community Board (or Committee) is outside the scope of the representation review, though can be reviewed/considered at the same time if desired.

³ Refer s52 LGA – set out in Appendix 1.

	Community Board (for a larger community)	Community Committee (for a larger community)	Other Community Committees and Representative bodies (incl. Residents & Rate Payers Associations, and smaller community groups)
	Tier 1	Tier 2	Tier 3
Appointment of members	<p>Determined under the LEA – elected members appointed via local authority elections; appointed members resolved by Council (in accordance with representation review).</p> <p>Currently each has 6 elected members and either 1 or 2 appointed members.</p>	<p>Determined in accordance with Committee Charter, acting as community volunteers.</p> <p>Council senior staff facilitate an informal elections process for members.</p> <p>Local councillor(s) to attend as non-voting member.</p> <p>Currently able to have between 3 and 14 elected members.</p>	<p>Determined by committee's governing documents, acting as community volunteers.</p> <p>Council does not facilitate and is not usually involved in process.</p> <p>Local councillor(s) may attend as non-voting member.</p> <p>Able to determine number of elected members.</p>
Funding	<p>LGA requires Council to provide “the necessary administrative and other facilities for that community board” and cover the board's expenses in fulfilling its roles and responsibilities (subject to any limit set by the Council): thus administration funded via general rates</p>	<p>Administration funded via general rates (staff time and budget for admin support between \$500 and \$4000 depending on size of population)</p> <p>No legislative obligation for Council to fund/support.</p>	<p>No Council funding other than and budget for admin support between \$500 and \$1000 depending on size of population).</p> <p>No legislative obligation for Council to fund/support.</p>
Discretionary funding (for community)	<p>Own discretionary fund in LTP/AP from Targeted Rate*- WDC staff process valid, approved expenditure on behalf of the committee and prepare reconciled statement of fund for each Board meeting.</p> <p>It is anticipated that discretionary funding expenditure is in line with Local Area Blueprint and other community aspirations.</p> <p><i>*Targeted Rate covers discretionary funding and member remuneration</i></p>	<p>Own discretionary fund in LTP/AP <u>IF</u> Targeted Rate in place– WDC staff process valid, approved expenditure on behalf of the committee and prepare reconciled statement of fund for each committee meeting.</p> <p>Can currently apply for funding via Rural Ward Discretionary Fund (funds under 'sinking lid') but in future funding applications need to align with Local Area Blueprint and/or be included on WDC's Unfunded Projects List</p>	<p>Can currently apply for funding via Rural Ward Discretionary Fund (funds under 'sinking lid') but in future funding applications need to align with community aspirations and/or be included on WDC's Unfunded Projects List</p>

	Community Board (for a larger community)	Community Committee (for a larger community)	Other Community Committees and Representative bodies (incl. Residents & Rate Payers Associations, and smaller community groups)
	Tier 1	Tier 2	Tier 3
Remuneration of members	Elected members may receive remuneration as determined by the Remuneration Authority, fully funded from Targeted Rate by rate payers within the boundaries of the Board.	No remuneration for elected members (if a Targeted Rate is in place this will be for discretionary funding only). In effect, members are unpaid volunteers.	Likely no remuneration for elected members; remuneration, if any, as determined by committee's governing documents (i.e. must be self-funded)
Governance support	<p>Democracy team oversee all meeting and governance requirements (including agendas, minutes, circulation of actions from meetings and LGA/LGOIMA meetings compliance).</p> <p>Chairperson training provided as part of induction.</p> <p>Co-ordinate regular catch-ups between Chair, Democracy Team rep and Management rep.</p> <p>Assistance and advice provided for chair reports.</p> <p>Facilitate and part-fund attendance of representatives to biennial Community Board conference.</p>	<p>Committee has its own secretary, elected from amongst its members.</p> <p>Democracy team collates and distributes agendas and posts online, prepares draft minutes for committee secretary, circulates actions to WDC staff, publishes agendas and minutes online.</p> <p>Ad-hoc governance support provided as and when required (e.g. membership queries, conflict of interest issues etc).</p>	No governance support from Council
WDC staff support	Senior staff member supports Board, attending each meeting as representative for Council management.	Senior staff member supports Committee, attending each meeting as representative for Council management.	No direct, ongoing support provided by WDC staff though may appear from time to time on particular issues of local concern or general matters of interest.
Other Council operational support	<p>Prepare and update formal Works and Issues report each meeting.</p> <p>Engage/consult with Board on community and district-wide issues.</p>	<p>Prepare and update formal Works and Issues report each meeting.</p> <p>Engage/consult with committee on community and district-wide issues.</p>	<p>No additional operational support provided.</p> <p>May engage/consult with committee on community and district-wide issues.</p>

Appendix 1 – Role of Community Board (section 52, LGA)

The role of the community board is to:

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

Appendix 2 – Questions Community Boards and Committees

As part of the Reshape Waikato project (representation review) we would like your feedback on:

1. What is your community of interest? Considering this, where should your boundaries be, i.e. limited to urban areas, extend across the ward or several wards (noting that wards are likely to have different boundaries now, so it is unlikely that matching ward boundaries will be workable).
2. If you are a board/committee within a large ward do you think it would be better to have one board/committee, with or without subdivisions (noting that the +/-10% ratio applies as in the case with wards) or multiple board/committees?
3. What do you think the appropriate number of elected members should be for your community?
4. How many Councillors do you think should be appointed to or attend your Community Board/Committee?
5. Given these boundaries and number of members, will your community be best represented by a community board or community committee arrangement? Note differences from table above AND 6. below if changing from a committee to board is your recommendation.
6. Will your community support a **targeted rate of \$20, \$20-40 or \$40+** for:
 - a. Remuneration of members
 - b. Discretionary funding for local projects
 - c. Cost recovery for supporting a community board **DECIDE Q1-6 BY 30 JUNE FOR CONSULTATION WITH WIDER REP. REVIEW**
7. Should each community board/committee consult with its community on its own targeted rate (reflecting local affordability, size and amount of community aspirational projects, desired speed of project implementation and so on) or have a standard rate where each committee then decides the split between administration costs and discretionary funding only? **DECIDE Q7 BY YR END FOR SEPARATE FUNDING CONSULTATION**

Reshape Waikato survey and focus group data analysis

Elected Members Workshop - February 2021



1. Introduction
2. Summary of the key findings
3. Survey analysis
4. Stakeholders focus groups analysis
5. Community focus groups analysis
6. Map boundaries
7. Conclusion and recommendations

I Introduction

Council is required by the Local Electoral Act 2001 (LEA) to undertake a review of its representation arrangements at least once every six years. The goal of this representation review process is to ensure that local authorities provide fair and effective representation for people and communities in their authority areas. As part of this process, Council needs to make important decisions regarding the number of wards and community boards within the District as well as the location of their geographical boundaries. The number of Councillors and elected community board members are also up for review. Research of community representation preferences and community engagement are key in guiding this process to achieve better outcomes for the communities that live in the District.

Reshape Waikato is the name given to the 2020/2021 representation review process at the Waikato District Council. This report summarises the findings of three engagement strategies that were carried out by the Reshape Waikato project team between 18 August 2020 and 26 November 2020. The three strategies were as follows:

1. Community Survey
2. Stakeholder Focus Groups
3. Community Focus Groups

The Reshape Waikato project team initially identified an intrinsic tension between broad but shallow public engagement (general consultation or engagement) and narrow but in-depth public engagement (targeted consultation or engagement). The team opted for covering both ends of the spectrum with an additional focus on the narrow, in-depth, dimension of consultation. The team developed three different approaches to public engagement.

The first engagement strategy was a community survey. The goal of the survey was to get a first, broad, understanding of our communities' views. This represented the broad, but shallow, end of the public engagement spectrum. Information was provided through Council's online consultation site "Shape Waikato", and hardcopy material was distributed to all Council offices and libraries. Participation in the survey was based on self-selection and no interaction with the contributors occurred.

The second and third engagement strategies involved focus group sessions. The goal of the focus group sessions was to gain numerically narrower, but much more reasoned, input from the public. Focus group sessions were divided into two streams.

- The first stream was the "stakeholders focus groups". In these focus groups, categories of stakeholders were identified: community boards/committees members, businesses (small and big), community organisations and service providers (schools, health care, etc.). When multiple stakeholders belonged to a same category and no relevant criteria existed, random selection was used to select participants. This was mainly the case with small businesses and schools because while there were not many community organisations and big businesses in some areas, there were usually many schools and small businesses. A more detailed explanation of the selection process can be found in the relevant sections of each engagement strategies in this report.
- The second stream of focus group sessions involved a mix of randomly selected members of the public who were contacted using the electoral roll data and members of the public who participated in the survey.

In both type of sessions, balanced educational material on the representation arrangements that had been reviewed by the Mayor and Councillors Bech and Sedgwick was presented to the participants. Participants engaged in comprehensive and small group discussions before engaging in a number of

activities and answering a set of questions. There were seven sessions and each session lasted about two hours.

This report offers a description and analysis of the information collected through these three engagement strategies before offering some discussions and indicative conclusions that should guide the development of an initial proposal by the Council.

2 Summary of the key findings

Based on the project team's pre-engagement strategy, the following views and preferences have been identified:

- There is a need for amending current representation arrangements (which is in line with the Local Government Commission recommendations from the Council's previous representation review).
- The preferred number of councillors was between 14 and 16.
- The preferred number of wards was between 6 and 8 (with a possible option of having some councillors elected at large).
- Community Boards are popular forms of local representation and the area they cover could be increased.
- Some consideration should be given to the establishment of rural community boards.

3 Survey analysis

- Introduction

The survey was the first step in the Reshape Waikato project team's early engagement strategy. The rationale behind the survey was to retrieve a numerically high and quantifiable set of data. This approach allowed us to reach a broad set of residents but the trade-offs of this approach were a) self-selection biases and b) a potential lack of in-depth, well-reasoned, answers and data.

- Methodology and number of respondents

An online survey was posted on Shape Waikato on 18 August 2020 and closed on 1 October 2020. The survey was open to anyone to respond to and we received 394 contributions (378 contributors). There were seventeen multiple choice questions, with, when relevant, space for comments and/or extra explanation to capture the thoughts of the responder. The survey was advertised through social media, and through Council's website. Hardcopies were made available at libraries and Council offices.

There was no mechanism in place to control the contributors' identity and it is, therefore, possible that a small number of responses came from a) the same people who may have done the survey twice and/or b) people who do not live/own property in the District. There was some evidence from the responses of a couple of cases of both a) and b).

- Demographic information about the respondents (questions 1; 15-17)

The majority (38.32%) of contributions came from people living in a locality that was not listed in the survey (the key localities were identified and included but it was preferable not to list all localities in the District to avoid a fragmentation of the data). About a quarter of the contributions came from localities in the Northern part of the District: Tuakau (13.45%), Pokeno (6.09%), Port Waikato (4.57%), and Mercer (1.27%).

Other significant response rates included Ngaruawahia (6.85%) and Tamahere (6.85%), Raglan (5.84%), and Huntly (5.33%).

37.31% of contributors were in the 45-60 age group, 29.70% in the 30-45 age group, and 20.05% in the 60-75 age group. 65.48% identified as New Zealand Europeans, 26.14% identified as Maaori, and the remainder of the contributors were part of other ethnic groups.

Finally, 64.21% of the contributors were female, 32.49% were male, and 3.30% preferred not to disclose that information.

- Respondents' travel patterns (questions 2-4)

Most respondents (27.66%) work at a place that was not listed in the survey. Hamilton (18.02%) and Auckland (17.51%) are the main places where the contributors work and 11.17% responded "within 5km of where you live".

Again, most contributors (31.22%) go grocery shopping to a place that was not listed in the survey. The rest of the people tend to go to Hamilton (28.43%), Auckland (14.97%), Huntly (6.35%), and Ngaruawahia (4.57%).

When it comes to socialising, contributors mainly socialise in Hamilton (27.16%), 17.77% socialise in Auckland, and 15.99% in a place that was not listed in the survey. Tuakau (6.85%) and Raglan (6.35%) also appeared to be popular places for socialising.

- Communities of interests and sense of belonging (5-6)

The following factors were the five most important in relation to the contributors' sense of belonging (contributors could select up to five): use of land (72.08%), activities and shared community services ((56.85%) in particular sports/recreational and community facilities (more than half the contributors mentioned these two), geography/landscape (53.30%), business and retail services (44.42%), and social connection with immediate neighbours (41.12%).

- Respondents' sentiment about the current representation arrangements (7-9)

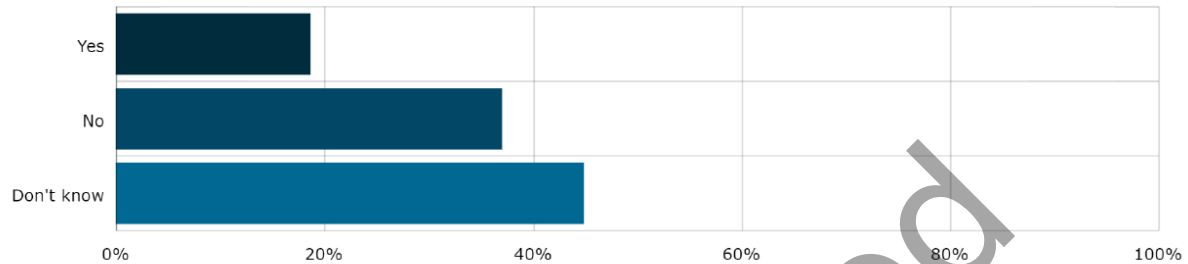
When asked if they felt that the current representation arrangements were fair and effective, 44.67% of the respondents replied that they did not know. 36.80% answered "no" and 18.53% answered "yes". It is unclear from the information provided in the responses whether or not the role of Maangai Maaori at Council is well understood.

The reasons given for being dissatisfied with the current arrangements mainly related to the lack of diversity of the current elected representatives. Comments about Maaori and rural underrepresentation on Council were specifically referred to.

The Northern area of the District also appeared to express more discontent about their representation. Again, from the information provided in the responses it is unclear whether or not the respondents had a clear idea of the role of Maangai Maaori at Council, or how the ward systems are in part dictated by population densities causing rural communities and urban communities to be grouped together.

7. Do you feel the current representation arrangements are fair and effective? Required

Multiple Choice | Skipped: 0 | Answered: 394 (100%)

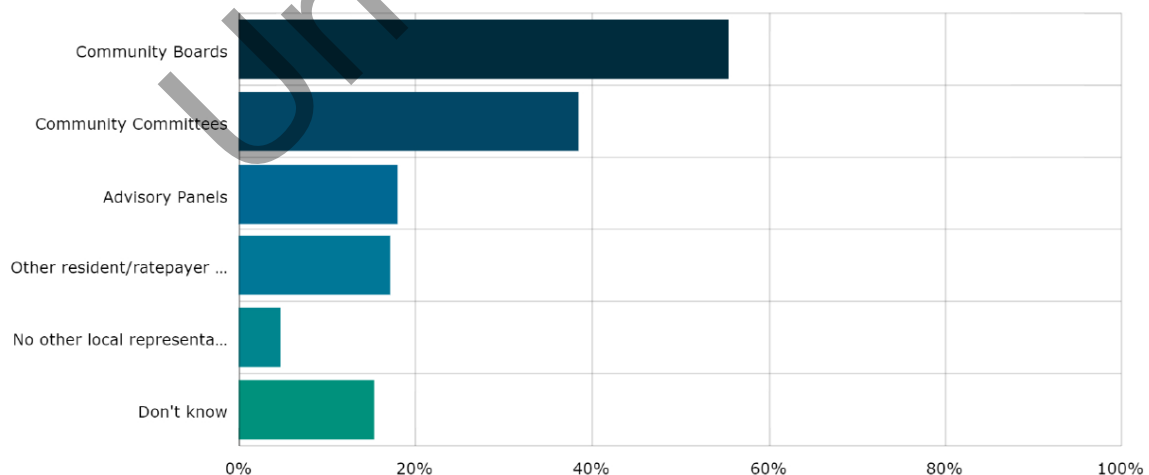


• Respondents' sentiment about alternative forms of local representation (10-14)

The contributors' preferred form of local representation were community boards (55.33%) and 71.83% said that council should continue to have community boards. 19.54% of contributors did not know if the Waikato District should keep community boards and 8.63% believe that the District should not have community boards. Those who didn't support community boards queried their (cost) effectiveness.

10. Other than the elected Council, what is your preferred option(s) for representation on local issues (i.e. issues in the District)? Select one or more of the following options: Required

Multiple Choice | Skipped: 0 | Answered: 394 (100%)



Furthermore, 42.25% said that community boards should cover a smaller area (be more focused) than they currently do and 20.07% said they should cover a larger area.

Besides community boards, 38.32% of contributors preferred community committees (38.32%) and the rest favoured other types of local informal representation such as advisory panels (17.77%) and/or resident/ratepayer organisations (17.01%).¹

- Discussion and conclusion

A certain sentiment of dissatisfaction with the current arrangements emerged from the survey. Lack of representativeness and inefficiency were common themes raised by the contributors. Two important things should, however, be noted:

- a) The lack of representativeness could have been accentuated by the demographic characteristics of the contributors (e.g high participation from Maaori and women). Some contributors, for example, were dissatisfied with the lack of Maaori representation and made the case for the establishment of Maaori wards.
- b) The sentiment of dissatisfaction expressed was not always related to representation arrangements that are the subject of the initial proposal (e.g. decisions regarding the electoral system and Maaori wards have already been made by Council).

Nothing unexpected arose from the survey regarding communities of interests and travel patterns. The focus group sessions offer a more valuable insight into travel patterns.

4 Stakeholders focus groups analysis

- Introduction

The stakeholders focus group sessions were the second step in the Reshape Waikato project team's early engagement strategy. The rationale behind these sessions was to engage with a smaller sample of the District's population but engage in more in-depth conversations and activities to collect well-informed, more qualitative, data. This approach allowed us to ensure that participants made considered contributions but the trade-off of this approach was the lower number of people participating (compared to an online survey). This represented the numerically narrow, but in-depth, end of the public engagement spectrum.

- Methodology and number of respondents

The first stream of focus group sessions was the "stakeholders focus groups". In these focus groups, relevant categories of stakeholders were identified: community boards and community committee members, businesses (small and big), community organisations, and service providers (schools, health care, etc.). The stakeholders were identified by using Council's internal contact databases and internet searches.

When multiple stakeholders belonged to a same category and no relevant criteria existed for selection, random selection was used to choose the participants. This was the case with small businesses and schools only.

¹ Respondents could choose more than one option.

A shortlist of contacts was established and three areas (North (From the northern border to Mercer); Centre (from Meremere to Taupiri); South (everything south of Taupiri)) were created for logistical purpose. There were between 49 and 54 potential participants in each area. Businesses represented approximatively 40% of the initial list.

Participants were contacted by members of the project team (mostly by phone) and four stakeholder focus group sessions were held in the District with interested stakeholders between 21 October 2020 and 29 October 2020. There were 36 participants and the dates and locations were as follow:

- Wednesday 21 October in Huntly
- Thursday 22 October in Te Kowhai
- Wednesday 28 October in Huntly
- Thursday 29 October in Pokeno

- Communities of interest and sense of belonging

Most of the responses to the question regarding communities of interests led to expected answers: dependence on shared facilities and shared social/recreational spaces were the main factors leading to a sense of belonging. Shared transport/commuting patterns also played an important role in defining communities of interests as well as the feeling of living in a rural/residential/lifestyle area.

A couple of other interesting factors were also highlighted:

- Problems or obstacles that are shared by a community (such as crime or unemployment) can lead to a feeling of belonging to a shared community.
- Shared dependence on water resources can also be a factor in communities of interest.

- Number of councillors

The average preferred number of councillors was 14 councillors. The minimum was 8 and the maximum was 22 councillors. The most common was 10 councillors. It should be noted that a few participants explained that the number of councillors is directly related to the number (and delegations) of community boards. More community boards with more delegations would require less councillors. This approach seemed to be preferred by some participants during the discussions.

- Ward structures and boundaries

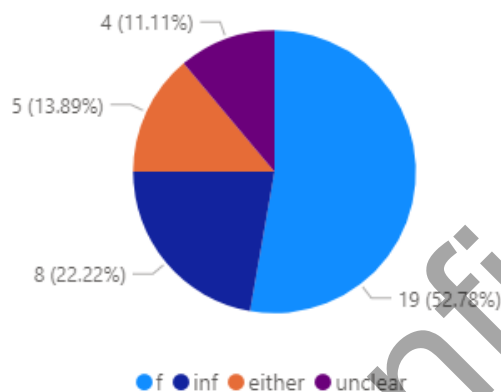
The average number of wards was 6.44 when people were asked to draw boundaries between the wards. The minimum was 4 and the maximum was 12 wards. The most common was 6 wards.

- Community boards and alternative local representation arrangements

Feedback indicated that community boards are popular representation arrangements. It should be noted, however, that this could be due to the selection process and demographics of these stakeholder's sessions as many community board members came to the sessions.

There was a slight preference among participants for formal local representation arrangements such as community boards instead of informal arrangements such as community committees (52.78%). There was no clear direction as to whether community boards should cover larger, smaller, or the same areas as they currently do, or should have more or less elected community members although it was suggested that having uneven number of Board members would be preferred to avoid 'even votes'.

Formal - Q4



5 Community focus groups analysis

- Introduction

The community focus group sessions were the third step in the Reshape Waikato project team's early engagement strategy. The rationale behind these sessions was to engage with a smaller sample of the District's population but engage in more in-depth conversations and activities to collect well-informed, more qualitative, data. This approach allowed us to ensure that participants made considered contributions but the trade-off of this approach was the lower number of people participating. This represented the numerically narrow, but in-depth, end of the public engagement spectrum. As explained in the next section, the difference between this third strategy and the second one, relates to the selection method for the participants.

- Methodology and number of respondents

The second stream of focus group sessions was the “community focus groups”. In these focus groups, 393 invitation letters were sent to semi-randomly selected members from the public (the only criteria applied to the selection process was to ensure a balance between rural and urban and Maaori representation). People who completed to community survey were also invited by email. 19 participants attended which represent a response rate of 4.83%.

- Thursday 12 of November in Ngaruawahia
- Thursday 19 of November in Pokeno Thursday 26 of November in Huntly

- Communities of interest and sense of belonging

Most of the responses to the question regarding communities of interests led to expected answers and were similar to the stakeholders focus groups: dependence on shared facilities and shared social/recreational spaces were the main factors leading to a sense of belonging. Shared transport/commuting patterns also played an important role in defining communities of interests as well as the feeling of living in a rural/residential/lifestyle area.

- Number of councillors

The average preferred number of councillors was 16.22 councillors. The minimum was 12 and the maximum was 24. The most common was 16. It should be noted that in these groups as well, some participants explained that the number of councillors is directly related to the number of community boards ie: if there are community boards offering an additional layer of representation to communities, more councillors may not be necessary. If there are fewer community boards or they cover a smaller area, more councillors is preferred to offer more representation.

- Ward structures and boundaries

The average preferred number of wards was 7 when people were asked to draw boundaries between the wards. The minimum was 1 (at large) and the maximum 15. The mode was 6.

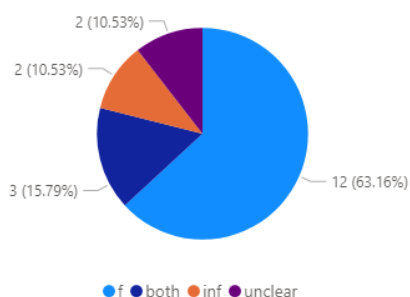
- Community boards and alternative local representation arrangements

Community boards remained popular representation arrangements in the community focus group sessions despite the absence of community board members.

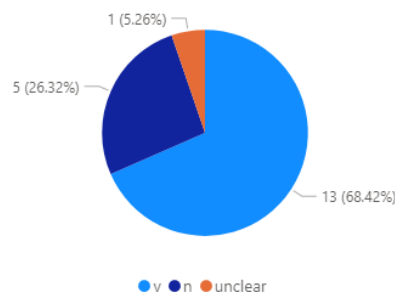
Participants preferred formal local representation arrangements such as community boards instead of informal arrangements such as community committees (63.16%). 68.42% of

participants also believed that community boards should cover the entire district and 52.94% believed that rural and urban areas should have different community boards.

Formal - Q4



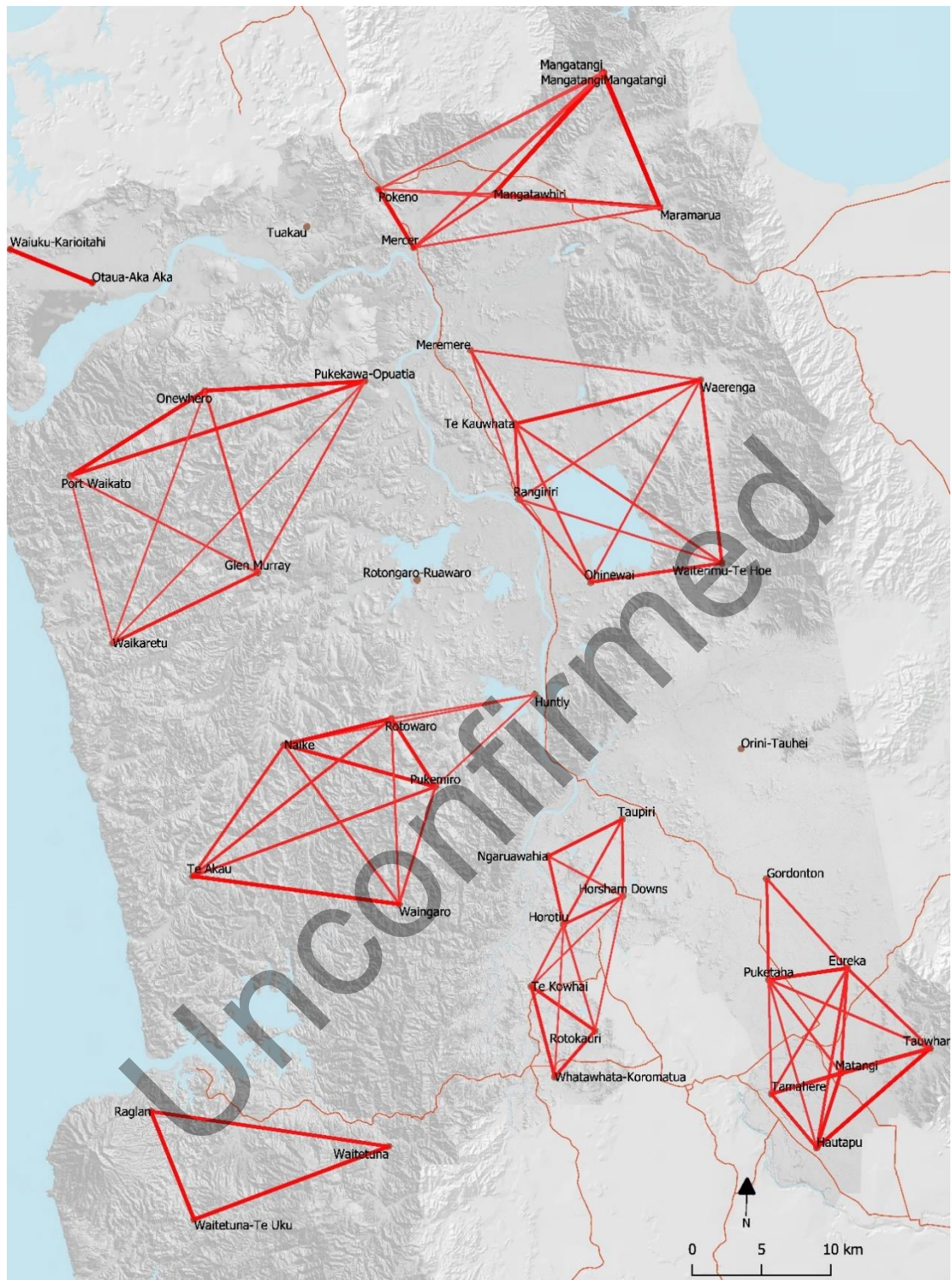
Whole Dist - Q5



- Further thoughts and observations
 - 1) When comparing the two different types of focus groups, no strong differences on the questions related to the number of wards, communities of interests, and local representation can be noticed. Noticeable differences on the question related to councillors, however, can be noticed with a tendency for community groups to desire more councillors (average 16.22; most common 16) than the stakeholders groups (average 14.06; most common 10).
 - 2) While the findings related to communities of interests did not produce any unexpected results, it should be noted that it was requested for the mapping activity to keep the notion of communities of interest in mind. The map analysis in the next section, therefore, offers further data on communities of interests.
 - 3) The selection method of participants ensured that representation was given to all areas of the district, providing an opportunity for balanced feedback.

6 Map boundaries

Focus group participants were asked to group localities together to form wards and had to keep the notion of community of interest in mind while doing so. The map below shows the stronger connections established by participants between localities (which was achieved through a software which counted how many times each localities were grouped together). The thickness of the line indicates the strength of the connection. Other maps illustrating weaker connections are available as attachments to this report.



As we can see, eight wards are formed by using these connections. The localities that are not linked to any wards are fluid and could be moved to any contiguous ward. The strength and weaknesses of connections should be used to move localities between wards (the weaker the connection, the more they can be moved legitimately) when trying to respect the $\pm 10\%$ demographic rule.

7 Conclusion and recommendations

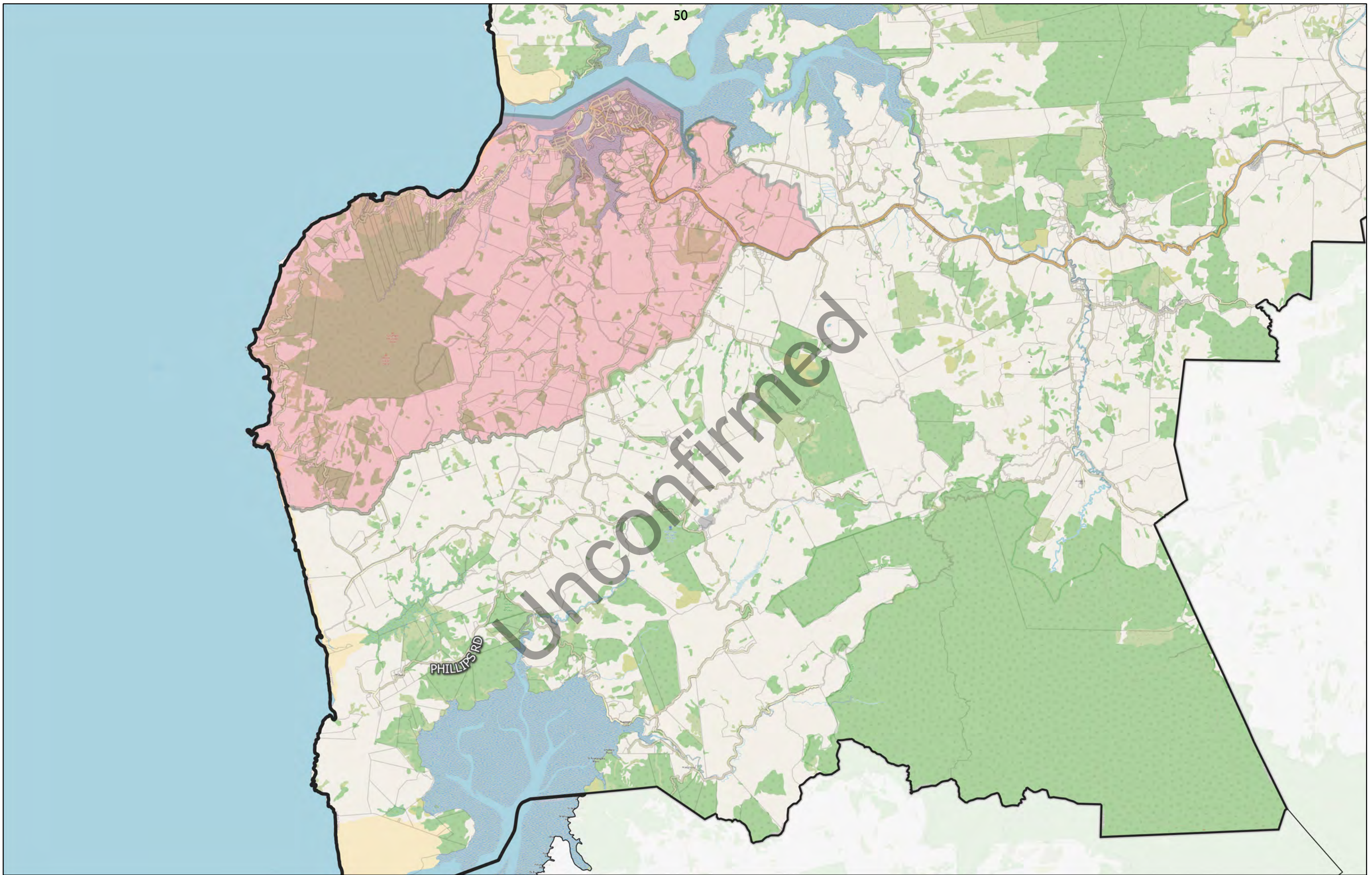
Important that the public feedback is considered as part of the Council's deliberations on an initial proposal. The Project Team's early engagement strategy successfully retrieved data from a broad set of residents regarding their views and preferences on the district's representation arrangements.

The process gave us the chance to meet many residents, provide objective information to them on representation review, and listen to, and capture, their thoughts and feedback. Overall, the approach to early engagement was effective and welcomed by participants. The Council can now take the information provided by the community during engagement and use it to inform their deliberations and eventually their initial proposal.

Through our early engagement strategy, we found out that there is a need for change and that the current representation arrangements need some amendments. Options include increasing the number of elected members and decreasing the number of wards.

Feedback supported community boards being the main form of local-level representation and the area they cover could be increased while some consideration could be given to the establishment of rural community boards.

The full data sets collected through the project team's early engagement strategy are available on request.



Memorandum

To: Trevor Ranga, Project Manager, Waikato District Council
From: Sam Morgan, Principal Coastal Consultant
Date: 15 June 2021
Subject: Manu Bay Breakwater Review - Initial Findings

INTRODUCTION

4Sight Consulting Ltd. (4Sight) were recently engaged by Waikato District Council (WDC) to undertake an independent review of the performance of the breakwater at the Manu Bay boat ramp, Raglan. We understand that the works to repair/replace the breakwater protecting the Manu Bay boat ramp were undertaken in 2015. These works involved constructing a new breakwater on approximately the same alignment as the previously failed structure but did change in material type and form detail. These changes have led to concern within the community that there is an increased level of overtopping and surge of the breakwater which has decreased the usability of the boat ramp. WDC has been involved in discussion with various stakeholders associated with the boat ramp and wider Manu Bay surrounds. It is understood a request has been made that the monitoring and review of the breakwater performance be undertaken by a party that is independent from the original repair works.

The intent of this memorandum is to provide a summary of the initial review of the breakwater design and monitoring of the structure's performance. Please note further work is required around the local coastal processes operating in the area in order to better understand the dynamics of the breakwaters performance and management issues. Further, as there is insufficient data around the performance of the previous breakwater a detailed comparison between the two is not possible.

BACKGROUND AND DESIGN DESCRIPTION

The breakwater is located immediately northward of the Manu Bay boat ramp and is intended to shelter the ramp from open ocean swells to provide safe launching of watercraft and ocean access. The former breakwater was an ad-hoc structure made of a concrete-capped boulder and gabion basket filled mound. It was replaced in 2015 following the failure of the end section in late 2014. The new breakwater is located on approximately the same alignment as the previous structure and is of a similar scale and shape to the one it replaced. The design comprises a grouted boulder structure which has been built over the remains of the old breakwater. Inspection of the construction drawings show a decreasing crest elevation from southwest to northeast along the structure. The rock protrusions above the concrete surface appear to be greater on the northern side of the breakwater and less so on the surface and southern side. This is due to the placement of larger rock on the prevailing batter to deal with the direct impact of waves.

A comparison of the construction drawings for the original structure with those of the replacement breakwater has identified the following key differences:

- A change in material type with the new structure being built of large boulders with concrete grout.
- The breakwater planform has been straightened out to make it linear rather than bending to the north as the original structure did. This means that the outer end of the replacement breakwater is more parallel to the boat ramp alignment.
- The new structure appears to have maintained a similar length to that of the former structure, although a more uniform width for the majority of the structure of around 9m means it occupies a marginally increased footprint area within the CMA when compared to the existing.

- Based upon survey data of the structure in October 2019 the crest of the structure does appear to be between 300-700mm lower across the mid to outer parts of the breakwater. Although this does vary along the structure.
- There is some inconsistency between the As-built information and the October 2019 survey. This may indicate some subsidence and/or settling of the breakwater.
- The replacement breakwater has a more gently sloping profile on the seaward (northern) facing side compared to the pre-existing structure. It has been interpreted from the construction drawings that the original breakwater had a steeper slope of around 1H:1.5V on the seaward side. This compares to the current structure which has a flatter gradient of 2H:1V on the seaward side.

BREAKWATER DESIGN REVIEW

Predictions of wave overtopping of the breakwater under various combinations of tide and swell conditions were obtained using the Overtopping Neural Network¹. The Neural Network is a conceptual design tool that can be used for several types of coastal structures to estimate the mean overtopping discharge per meter of coastline. It is traditionally used to enable estimates of damage to buildings and seawalls resulting from wave overtopping. In this circumstance we have applied the model to establish theoretical estimates of the levels of overtopping with respect to the existing crest height of the breakwater under different water level and wave conditions, which have subsequently been ground-truthed by visual observations. Further sensitivity testing has also been undertaken to identify the crest height required to achieve acceptable levels of overtopping under the same input conditions.

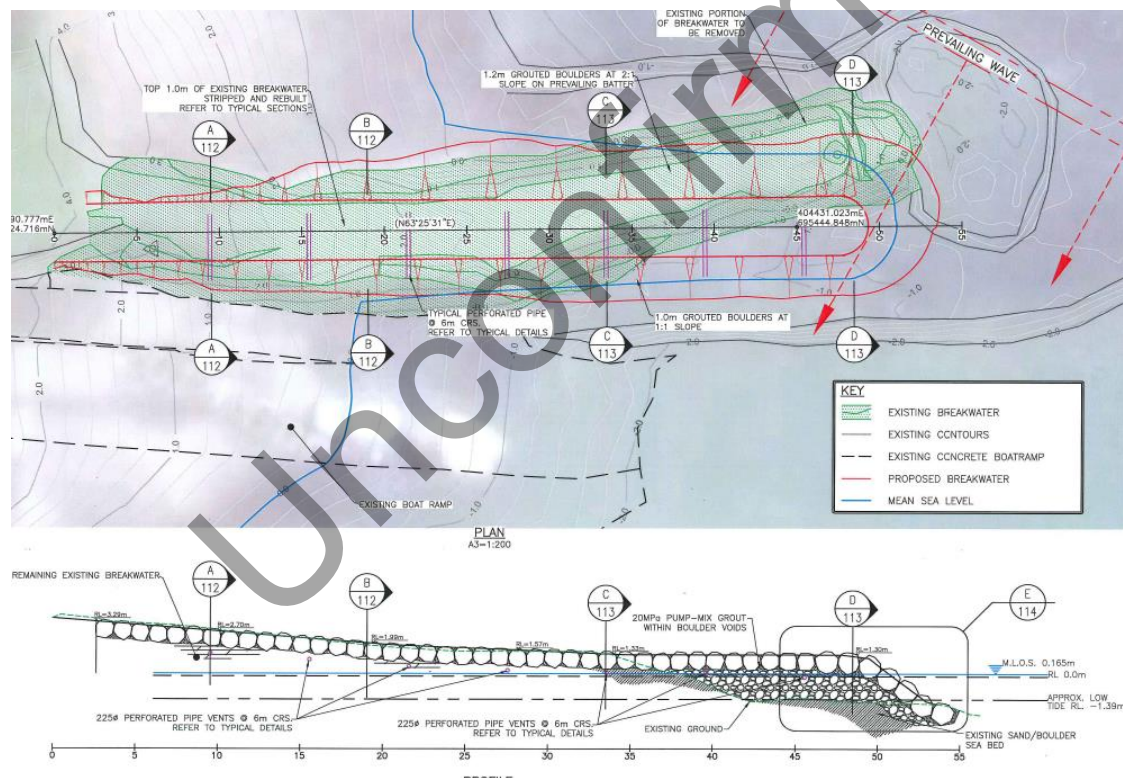


Figure 1: Manu Bay breakwater plan and profile showing locations of cross sections A-D. Supplied by WDC.

For the analysis we utilised four representative cross-sections of the structure as interpreted from the construction drawings supplied by WDC (Figure 1). Tidal data for the site has been inferred from the Ragan tide gauge (sourced from LINZ) and this is summarised in Table 1 below. A comparison of the high tide levels with the construction drawings reveals that the crest heights at the lower end of the structure are below the level of MHWS, meaning the structure is prone to overtopping during high

¹ Van Gent, M.R.A., Van Den Boogaard, H.F.P., Pozueta, B. and Medina, J.R. (2007). Neural network modelling of wave overtopping at coastal structures. Coastal Engineering, Vol.54, pp. 586-593.

background water levels without taking into account any additional wave activity on top of that. Therefore the focus of the overtopping analysis has been on neap tidal conditions. The water level and wave combinations applied were those presented in **Table 2**, which correlates to MHWN with limited wave action through to a moderate to large swell. Further detail including all of the model inputs, outputs, and any assumptions made are presented in **Appendix A**.

Table 1: Tidal variables at the subject site. Source: LINZ.

Tidal Variable	Chart Datum (CD)	Moturiki Vertical Datum 1953 (MVD-53)
MHWS	3.3	1.67
MHWN	2.6	0.97
MSL	1.8	0.17
MLWN	0.9	-0.74
MLWS	0.1	-1.54

The results of the overtopping analysis show that based on the design crest heights the breakwater is overtopped on neap tides with a low to moderate swell. This has been confirmed by observations made via the Manu Bay surf camera (see following section). We interpret these results to mean that breaking wave heights in the order of 1m and above will likely result in a dangerous degree of overtopping of the structure in its current form.

Table 2: Predicted overtopping discharges for representative cross sections of the existing breakwater.

Cross Section	Crest Height (mRL)	Scenario 1: MHWN + Low Swell			Scenario 2: MHWN + Low to Moderate Swell			Scenario 3: MHWN + Moderate to Large Swell		
		SWL (mRL)	H _{mo} (m)	Q (l/m/s)	SWL (mRL)	H _{mo} (m)	Q (l/m/s)	SWL (mRL)	H _{mo} (m)	Q (l/m/s)
A	2.70	0.97	0.5	0.1	0.97	1	0.4	0.97	1.6	8
B	1.99			0.5			3			32
C	1.57			13			32			124
D	1.33			13			38			140

Notes:

1. Refer to Figure 1 for locations of cross sections A-D
2. All levels relative to Moturiki Vertical Datum 1953 (MVD-53)
3. SWL = Static Water Level
4. H_{mo} = Significant wave height at structure toe
5. Q = Mean overtopping discharge (anything greater than 10-20l/m/s considered significant).

Tables 3.1 and 3.3 of the Overtopping Manual² (refer to **Appendix A**) provides overall guidance on the tolerable overtopping discharges for structural design of breakwaters as well as the limits to ensure the safety of people at/near the structures. It has been interpreted from these tables that an acceptable overtopping discharge for the Manu Bay breakwater would be in the order of 10-20l/m/s.

The results of the sensitivity testing are presented in **Table 3** below which shows the predicted overtopping for various static water level and wave height combinations based on the existing breakwater crest (at the lowest point), alongside the predictions for a raised crest moving up in 200mm increments. The intent of this is to provide an indication of the reduction in wave overtopping that could be expected should the crest be raised at the tail end. This analysis demonstrates that raising the crest by 400-600mm will result in a substantive reduction in overtopping volumes. However, this

² EurOtop. (2016). Manual on wave overtopping of sea defences and related structures: An overtopping manual largely based on European research, but for worldwide application. Second Edition.

analysis would need to be refined by more detailed investigations into fluctuations of water levels at the site. This analysis would provide increased confidence in the reduction of overtopping potential and volumes of discharge over the structure. It is noted below that these types of investigations would be problematic in themselves.

Table 3: Results of the sensitivity analysis for various breakwater crest heights tested.

Crest Level		RL1.3m*	RL1.5m	RL1.7m	RL1.9m
Static water level (m MVD-53)	Input conditions H_{mo} (m)	Mean overtopping discharge (l/m/s)			
0.97	0.5	13	4	1	0.5
	1	38	19	9	4
	1.6	140	95	63	42
*Existing crest height at the tail end of the structure (i.e. 'cross section D').					

BREAKWATER PERFORMANCE MONITORING

Monitoring of the breakwater performance was undertaken over the month of April utilising the Manu Bay surf camera from the [Surf2surf.com](https://www.surf2surf.com) website. It is recognised that the camera is not focused on the breakwater itself and the images recorded at intermittent intervals leading to the possibility of missing overtopping events. However, the images are considered sufficient to observe general overtopping events of the structure.

It is understood that there has been some prior monitoring footage captured as part of the surfbreak research program. However, this data was understood to still be in a raw format and time intensive processing would be required to extract the information required. Further, by initiating a fresh set of monitoring data we were able to establish an observed baseline for overtopping rather than being reliant upon cross referencing against modelled predictions of overtopping and hindcast weather data. Overall the monitoring approach undertaken was considered to be more cost effective and time efficient method than analyzing the previously monitored data.

Monitoring was focused around the high tide period as this was considered the most likely time for overtopping to occur. In order to support these observations, tide and swell predictions for Raglan were also recorded to match the corresponding day.

Observations from the surf camera were supplemented by on-site observations of conditions and the structure itself on April 1, 23 and 24, 2021. These provided on the ground observations of wave overtopping events and general guidance around the condition of the structure. Particular focus was given to potential settlement of the breakwater that may lead to increased overtopping vulnerability. It is noted that these were informal observations and would be best confirmed by survey of the structure and focused observation of overtopping events.

Observations over the monitoring period revealed the susceptibility of the breakwater to overtopping due to high static water levels. **Figure 2** below captured on the 31st of March 2021 shows overtopping of the structure during spring tide conditions (CD 3.21m/1.58m MVD-53) and minimal swell conditions. These observations demonstrate the susceptibility of the structure to the background water levels comprising of tide, storm surge, wave setup or a combination of these factors. The additional factors (being wave setup and storm surge) increase the background 'static' water level conditions which allow for an increased frequency and period of time that the structure is overtopped. This was observed in **Figure 3** below taken on the 9th of April 2021 which shows the structure being overtopped. Predicted tidal conditions on this day were in the neap range (CD 2.7m/1.07m MVD-53) with a predicted breaking wave height in the order of 1.1-1.7m, which is considered to be relatively moderate for the site.



Figure 2: Overtopping of the breakwater observed on 31/03/21 during minor swell and spring tide conditions.



Figure 3: Overtopping of the breakwater structure 1hr before a neap high tide during moderate swell conditions observed on 9/04/21.

Camera observations have been compared against the Waikato Regional Council (WRC) tide gauge data for Manu Bay over the monitoring period. **Figure 4** below shows the water level fluctuations over the monitoring period relative to MVD-53. It is noted that the tide gauge records water levels at the site which include other variables such as storm surge, wave set up and wind set up on top of the background tidal fluctuations. Focus on the comparison has been given to the period of overtopping around the 31st of March (**Figure 5**) and during the period of lower water levels around the 20th of April (**Figure 6**). Tide gauge data from the 31st of March revealed water levels approximately 400mm above the predicted tide levels suggesting some degree of influence from other meteorological influences. Tide gauge data collected around the 19th and 20th of April was reflective of the predicted tidal levels. As can be seen in **Figure 7** below overtopping of the structure was still apparent during these lower water level periods and moderate swell conditions.

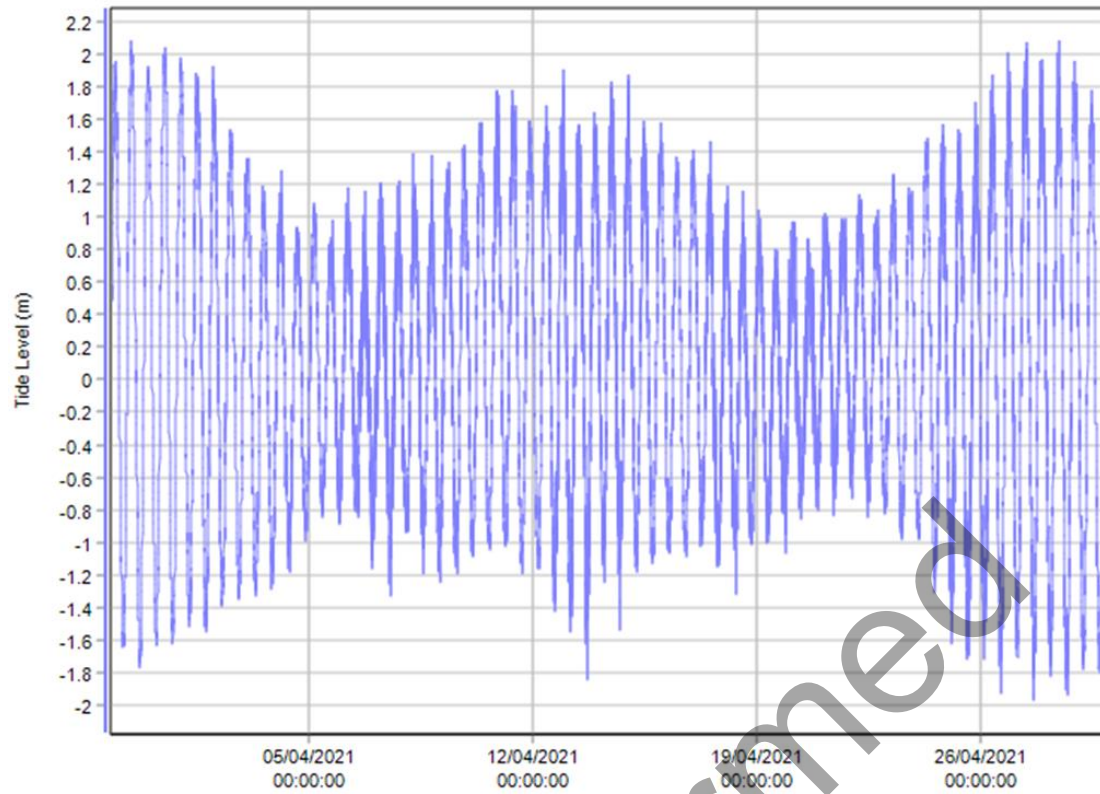


Figure 4: Manu Bay tide gauge data over the monitoring period (MVD-53). (Source: WRC).

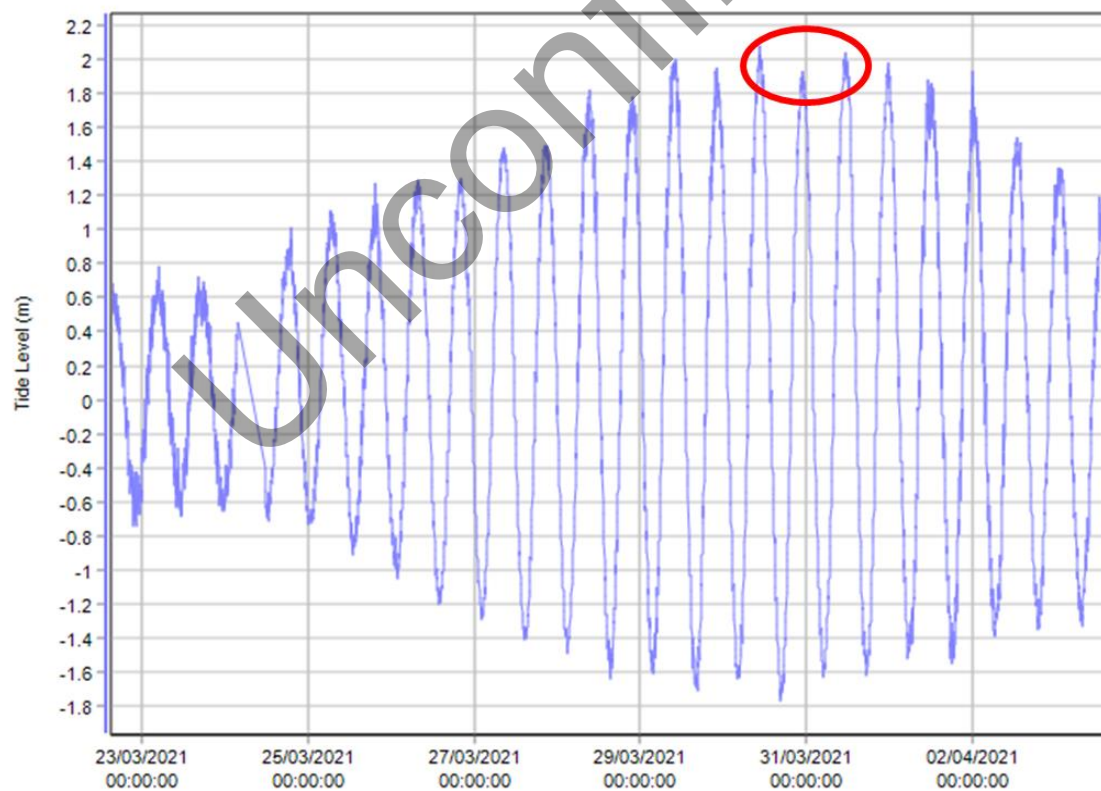


Figure 5: Tide gauge data over the initial monitoring period showing water levels above the predicted tides.

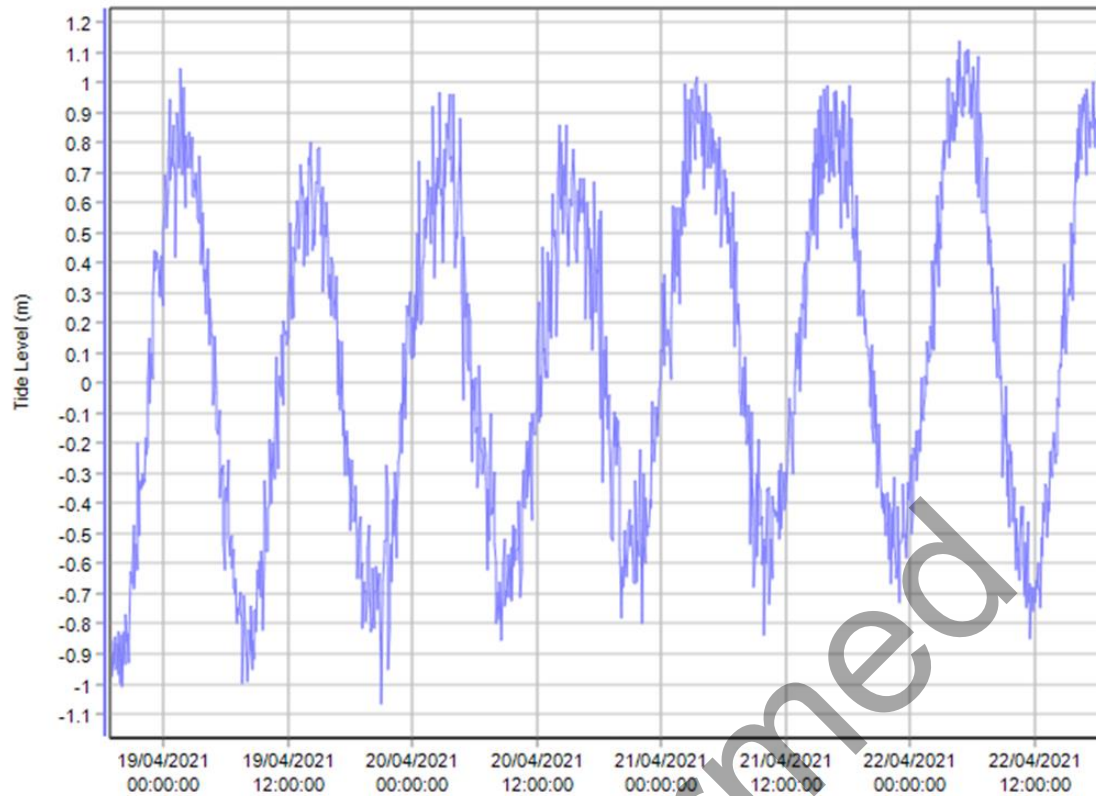


Figure 6: Tide gauge data from the middle of the monitoring period showing water levels at approximately the predicted tide level.



Figure 7: Surf camera observations from 21/04/21 during a neap high tide and moderate swell conditions.

Observations from the site (including video footage) undertaken on 1st April 2021 show that the breakwater, whilst being overtopped, it does break up the approaching wave energy. Once the approaching wave has broken over the structure the wave energy further dissipates as it moves into deeper water (**Figure 8**). The dissipation of this energy is apparently translated in to localised changes in the currents and surges around the boat ramp.



Figure 8: Wave overtopping event at the Manu Bay breakwater. Note the extent the white water line on the inside of the ramp indicating the dissipation of broken wave energy as the wave moves over the breakwater and into deeper water. The extent of wave penetration past the breakwater will be highly dependent upon swell conditions at the time.

ROCK TRANSPORTATION

It is understood that the deposition of rock material on the ramp has becoming an increasingly problematic issue for ramp users. Further, removal of the rock from the ramp has become challenging for WDC due to the frequency of deposition and logistics of undertaking the works over low tide periods to allow access. The frequency of rock deposition on the ramp has anecdotally increased since the recent removal of rock (approximately 78m³) to deepen the water in front of the breakwater with the aim of reducing the wave energy acting upon the structure. Although this may be related to seasonal fluctuations in wave climate, and it would assist in analysis of the issue if records of rock removal were kept for later comparison.

Figure 9 below shows the migration of small rock across the crest of the upper portion of the breakwater. **Figure 10** shows the smaller rock material exposed following the removal of the larger rock and with the smaller size of the underlying material it is susceptible to transportation over the breakwater given the relatively high energy environment. This is considered to be a probable source for at least some of the rock deposits on the ramp. This will likely continue until the smaller rock source is exhausted and the system adjusts to the removal of the larger rock and changes presented by the new breakwater design. It is unclear how long this behaviour may continue given the potential for rock to be transported to the area from the Manu Bay rock fan and predominate SW swell refracting into the bay. Further, the breakwater is considered to act as a groyne and trap for any material being transported. This behaviour has been supported by prior investigations into coastal processes at the site (undertaken by eCoast) and photos (e.g. **Figure 11**) of the site prior to the reconstruction of the breakwater.



Figure 9: Photo showing the migration of rock material over the upper portion of the breakwater.



Figure 10: Exposed smaller rock from below the area of excavated larger rock. Note the protection structure constructed from the excavated rock along the upper the bank in the centre top portion of the image.



Figure 11: Photo showing accumulated rock material at the western base of the breakwater prior to reconstruction. (Source: WDC).

Another potential source or rock deposits on the boat ramp is the rock mound located offshore from the tip of the breakwater as can be seen in **Figure 12** below. The origin and nature of this feature has not been investigated but the feature was present in some form prior to the reconstruction of the breakwater. Given its position within the tidal prism it is almost constantly being acted upon by wave energy (outside periods of spring low tides) leaving material from within the mound susceptible to transportation as wave energy (either as waves, infragravity waves, surges or currents) refracts around the tip of the breakwater and toward the boat ramp.



Figure 12: Rock mound beyond the tip of the breakwater highlighted by the red circle. (Source: WDC).

BREAKWATER PERFORMANCE

The design crest height of a breakwater will be reflective of the requirements for protection at the subject site. Typically, conventional breakwater designs would be set to avoid overtopping during extreme static water levels and moderate swell conditions. It is understood in this instance that design was restrained to the existing footprint so to avoid additional resource consenting costs and delays, with some degree of uncertainty around the potential outcome if a more substantial structure was pursued. It is clear from monitoring observations that the breakwater at Manu Bay is overtopped frequently and even during spring tide conditions with little to no swell. The structure does appear to provide some protection to the boat ramp over mid to low tide periods.

Surge at the ramp is understood to be a problem for users launching and retrieving boats. The frequency and degree of surge is difficult to ascertain from the monitoring undertaken. Given the high energy environment, frequency of significant swell events and complex interactions between these and the breakwater, modelling to obtain a detailed understanding of the surge operating at the ramp would be problematic. Surge at the ramp is most likely to be a result from diffracted waves approaching the ramp as they move around the tip of the breakwater, as well as other factors such as infragravity waves. However, regular overtopping over the structure is likely to create more surge and turbulence at the ramp as the wave energy moves across the ramp.

CONCLUSIONS

Direct comparison between the current and previous structure are problematic due to the lack of data previously. Analysis and observation of the breakwater's performance does indicate that overtopping of the structure does occur on a relatively frequent basis from periods of mid tide onwards.

There appears to be some confusion around the crest height of the structure given discrepancy between the as-builts, design heights and recent survey data. This may in part be related to potential settlement of the structure following construction. It is recommended that an updated survey and condition assessment of the structure be undertaken to confirm the situation.

An initial sensitivity analysis on different crest heights has indicated that by raising the crest by 400mm from the design levels would result in a reduction in overtopping frequency and discharge volumes. However, the exact degree of this reduction would need to be supplemented by further investigations of water levels and swell conditions at the site. Given the high energy and complex nature of the system there is always likely to be a degree of uncertainty around this type of analysis. It is also noted that intuitively as predicted future sea-level rise is experienced the breakwater can be expected to be over topped more frequently and for longer periods. The potential impact of this work on the surfbreak would need to be considered during the design to avoid, remedy or mitigate any adverse effects.

Investigations into the cause, magnitude and frequency of surge at the ramp is also problematic, but surge at the ramp is likely to be affected by overtopping of the ramp. Extending the breakwater length may alleviate some of the surge acting on the ramp, but given the high energy environment surge at the ramp is to be expected. As an analogy, other ramps on high energy coasts, such as Gisborne and Port Taranaki, experience significant surge despite being set deep within controlled harbour settings.

Transportation of rock material appears to be related (at least in part) to the exposure of smaller rock after the excavation of larger rock in front of the breakwater. Raising the crest of the breakwater at its base will help to alleviate this source of rock. However, there is still the possibility of material being deposited on the ramp from the round mound out from the tip of the breakwater. Programming a maintenance regime with spring low tide periods may assist WDC in managing this issue.

Further removal of rock in front of the breakwater is not considered to be an appropriate management response for issues at the ramp. This may lead to increased exposure of smaller rock which would then become available for transportation over the breakwater. It may be more appropriate to place larger rock in front of the breakwater to help dissipate the wave energy acting upon the breakwater and trap

small rock being transported across the structure. This would need to be investigated further and the potential impact on the surfbreak taken into account.

Observation of the overtopping action of the breakwater shows that the broken wave energy dissipates in the deeper water over the ramp as the wave moves shoreward. This action results in less turbulence and wave energy as you move further way from the breakwater. This presents an opportunity for safer boat launching on the inner portions of the ramp, as the relatively calmer water allows to manoeuvre the boat in a way to better absorb the energy. Reorientation of the inner portion of the ramp may help to maximise this opportunity.

Any protection being afforded to the ramp must be considered in the context of general boating conditions on the West Coast and the frequency of what could be considered safe boating weather. Consideration should be given to providing ramp users guidance around use of the ramp and potential hazards at the site and on the West Coast generally. This could be in the form of clear signage at the ramp.

Unconfirmed

APPENDIX A

Unconfirmed

Calculations of Wave Overtopping using the Overtopping Neural Network (Van Gent et al., 2007)
Existing Breakwater

Site: Manu Bay Breakwater
Client: Waikato District Council
Project No: 9092

Designed: Alison Clarke
Reviewed: Sam Morgan
Date: 1/05/2021

Tide data for Raglan (source: LINZ)

	CD	MVD-53
MHWS	3.3	1.67
MHWN	2.6	0.97
MSL	1.8	0.17
MLWN	0.9	-0.74
MLWS	0.1	-1.54

Model Input Parameters																					Output
Cross Section	RL at toe (m)	Crest height (mRL)	Static Water level (mRL)	h (m)	H _{mo} (m)	T _{m-1.0} (s)	β (deg)	ht (m)	Bt (m)	hb (m)	B (m)	cot α _d °	cot α _u °	γ _{f,d} ^	γ _{f,u} ^	D _d (m)	D _u (m)	Ac (m)	Rc (m)	Gc (m)	q l/m/sec
D	-2	1.30	0.97	3.30	0.50	13	0	3.30	0	0	0	2.0	2.0	0.9	0.9	0.60	0.60	0.33	0.33	3.6	12.7
C	-1.2	1.33	0.97	2.53	0.50	13	0	2.53	0	0	0	2.0	2.0	0.9	0.9	0.60	0.60	0.36	0.36	3.6	12.7
B	-0.118	1.57	0.97	1.69	0.50	13	0	1.69	0	0	0	2.0	2.0	0.9	0.9	0.60	0.60	0.60	0.60	3.6	0.52
A	0.964	1.99	0.97	1.03	0.50	13	0	1.03	0	0	0	2.0	2.0	0.9	0.9	0.60	0.60	1.02	1.02	3.6	0.13
D	-2	1.30	0.97	3.30	1.00	7	0	3.30	0	0	0	2.0	2.0	0.9	0.9	0.60	0.60	0.33	0.33	3.6	38.2
C	-1.2	1.33	0.97	2.53	1.00	7	0	2.53	0	0	0	2.0	2.0	0.9	0.9	0.60	0.60	0.36	0.36	3.6	32.6
B	-0.118	1.57	0.97	1.69	1.00	7	0	1.69	0	0	0	2.0	2.0	0.9	0.9	0.60	0.60	0.60	0.60	3.6	3.03
A	0.964	1.99	0.97	1.03	1.00	7	0	1.03	0	0	0	2.0	2.0	0.9	0.9	0.60	0.60	1.02	1.02	3.6	0.351
D	-2	1.30	0.97	3.30	1.60	8	0	3.30	0	0	0	2.0	2.0	0.9	0.9	0.60	0.60	0.33	0.33	3.6	140
C	-1.2	1.33	0.97	2.53	1.60	8	0	2.53	0	0	0	2.0	2.0	0.9	0.9	0.60	0.60	0.36	0.36	3.6	124
B	-0.118	1.57	0.97	1.69	1.60	8	0	1.69	0	0	0	2.0	2.0	0.9	0.9	0.60	0.60	0.60	0.60	3.6	32.4
A	0.964	1.99	0.97	1.03	1.60	8	0	1.03	0	0	0	2.0	2.0	0.9	0.9	0.60	0.60	1.02	1.02	3.6	7.94

Notes:

All levels relative to Moturiki Vertical Datum (MVD-53)

Existing crest and toe levels interpreted from construction drawings and cross sections provided by WDC.

*Revetment slope is 1V:2H on the seaward side

ΔGrouted concrete structure allows for smoother impermeable surface, although large boulders protruding above the general concrete surface (0.6m diameter) introduce an element of roughness, hence roughness factor set to 0.9

Spectral wave period at the structure toe derived from joint probability (wave height/peak period) hindcast data. Source: <https://app.meteoceanview.com/hindcast/sites/nz/-37.8/174.8#>

For definitions of the parameters input for the running of the NN tool refer to http://overtopping.ing.unibo.it/overtopping/neuronet/net_solve/

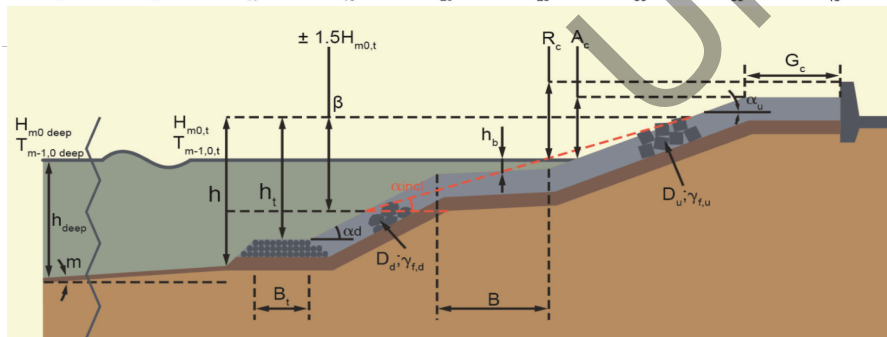
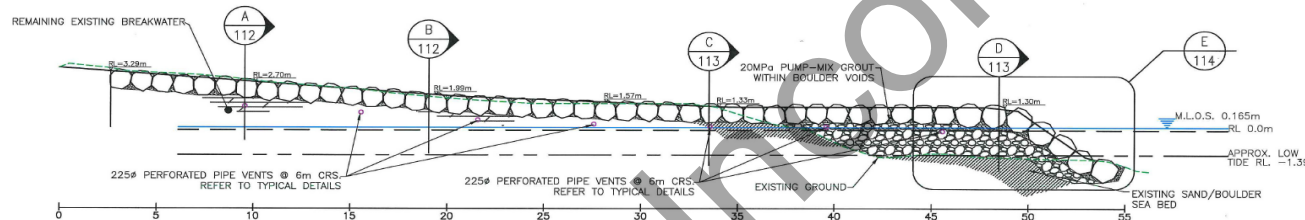


Table 3.1 Limits for wave overtopping for structural design of breakwaters, seawalls, dikes and dams

Hazard type and reason	Mean discharge q (l/s per m)	Max volume V _{max} (l per m)
Rubble mound breakwaters; H _{m0} > 5 m; no damage	1	2,000-3,000
Rubble mound breakwaters; H _{m0} > 5 m; rear side designed for wave overtopping	5-10	10,000-20,000
Grass covered crest and landward slope; maintained and closed grass cover; H _{m0} = 1 – 3 m	5	2,000-3,000
Grass covered crest and landward slope; not maintained grass cover, open spots, moss, bare patches; H _{m0} = 0.5 – 3 m	0.1	500
Grass covered crest and landward slope; H _{m0} < 1 m	5-10	500
Grass covered crest and landward slope; H _{m0} < 0.3 m	No limit	No limit

Table 3.3: Limits for overtopping for people and vehicles

Hazard type and reason	Mean discharge q (l/s per m)	Max volume V _{max} (l per m)
People at structures with possible violent overtopping, mostly vertical structures	No access for any predicted overtopping	No access for any predicted overtopping
People at seawall / dike crest. Clear view of the sea.	H _{m0} = 3 m H _{m0} = 2 m H _{m0} = 1 m H _{m0} < 0.5 m	600 600 600 No limit
Cars on seawall / dike crest, or railway close behind crest	H _{m0} = 3 m H _{m0} = 2 m H _{m0} = 1 m	<5 10-20 75
Highways and roads, fast traffic	Close before debris in spray becomes dangerous	Close before debris in spray becomes dangerous

Calculations of Wave Overtopping using the Overtopping Neural Network (Van Gent et al., 2007)
Sensitivity Analysis

Tide data for Raglan (source: LINZ)

	CD	MVD-53
MHWS	3.3	1.67
MHWN	2.6	0.97
MSL	1.8	0.17
MLWN	0.9	-0.74
MLWS	0.1	-1.54

Site:	Manu Bay Breakwater	Designed:	Alison Clarke
Client:	Waikato District Council	Reviewed:	Sam Morgan
Project No:	9092	Date:	1/05/2021

Model Input Parameters																				Output	
Scenario	RL at toe (m)	Crest height (mRL)	Static Water level (mRL)	h (m)	H _{mo} (m)	T _{m-1,0} (s)	β (deg)	ht (m)	Bt (m)	hb (m)	B (m)	cot α _d *	cot α _u *	y _{f,d} [^]	y _{f,u} [^]	D _d (m)	D _u (m)	Ac (m)	Rc (m)	Gc (m)	q l/m/sec
Existing Crest	-2	1.3	0.97	3.30	0.50	13	0	3.30	0	0	0	2.0	2.0	0.9	0.9	0.60	0.60	0.34	0.34	3.1	12.7
plus 200mm	-2	1.5	0.97	3.50	0.50	13	0	3.50	0	0	0	2.0	2.0	0.9	0.9	0.60	0.60	0.54	0.54	3.1	3.77
plus 400mm	-2	1.7	0.97	3.70	0.50	13	0	3.70	0	0	0	2.0	2.0	0.9	0.9	0.60	0.60	0.74	0.74	3.1	1.25
plus 600mm	-2	1.9	0.97	3.90	0.50	13	0	3.90	0	0	0	2.0	2.0	0.9	0.9	0.60	0.60	0.94	0.94	3.1	0.48
Existing Crest	-2	1.3	0.97	3.30	1.00	7	0	3.30	0	0	0	2.0	2.0	0.9	0.9	0.60	0.60	0.34	0.34	3.1	38.2
plus 200mm	-2	1.5	0.97	3.50	1.00	7	0	3.50	0	0	0	2.0	2.0	0.9	0.9	0.60	0.60	0.54	0.54	3.1	18.5
plus 400mm	-2	1.7	0.97	3.70	1.00	7	0	3.70	0	0	0	2.0	2.0	0.9	0.9	0.60	0.60	0.74	0.74	3.1	8.86
plus 600mm	-2	1.9	0.97	3.90	1.00	7	0	3.90	0	0	0	2.0	2.0	0.9	0.9	0.60	0.60	0.94	0.94	3.1	4.26
Existing Crest	-2	1.3	0.97	3.30	1.60	8	0	3.30	0	0	0	2.0	2.0	0.9	0.9	0.60	0.60	0.34	0.34	3.1	140
plus 200mm	-2	1.5	0.97	3.50	1.60	8	0	3.50	0	0	0	2.0	2.0	0.9	0.9	0.60	0.60	0.54	0.54	3.1	94.7
plus 400mm	-2	1.7	0.97	3.70	1.60	8	0	3.70	0	0	0	2.0	2.0	0.9	0.9	0.60	0.60	0.74	0.74	3.1	63.1
plus 600mm	-2	1.9	0.97	3.90	1.60	8	0	3.90	0	0	0	2.0	2.0	0.9	0.9	0.60	0.60	0.94	0.94	3.1	41.6

Notes:

All levels relative to Moturiki Vertical Datum (MVD-53)

Existing crest and toe levels interpreted from construction drawings and cross sections provided by WDC.

*Revetment slope is 1V:2H on the seaward side

^Grouted concrete structure allows for smoother impermeable surface, although large boulders protruding above the general concrete surface (0.6m diameter) introduce an element of roughness, hence roughness factor set to 0.1

Spectral wave period at the structure toe derived from joint probability (wave height/peak period) hindcast data. Source: <https://app.metoceanview.com/hindcast/sites/nz/-37.8/174.8#>For definitions of the parameters input for the running of the NN tool refer to http://overtopping.ing.unibo.it/overtopping/neuronet/net_solve/

Open Meeting

To	Raglan Community Board
From	Alison Diaz Chief Financial Officer
Date	20 July 2021
Prepared by	Julie Kelly Support Accountant
Chief Executive Approved	Y
Reference/Doc Set #	GOV0507
Report Title	Discretionary Fund Report to 20 July 2021

1. EXECUTIVE SUMMARY

To update the Board on the Discretionary Fund Report to 20 July 2021.

2. RECOMMENDATION

THAT the report from the Chief Financial Officer be received.

3. ATTACHMENTS

Discretionary Fund Report to 20 July 2021

RAGLAN COMMUNITY BOARD DISCRETIONARY FUND REPORT 2020/21 (July 2020 - June 2021)
As at Date: 20-Jul-2021

			1,206,170.4
2020/21 Annual Plan			14,271.00
Carry forward from 2019/20			8,002.00
Total Funding			22,273.00
Income			
Total Income			-
Expenditure			
14-Aug-2020	Raglan Community Arts Council	RCB2008/05	3,500.00
08-Dec-2020	Mafia Design Raglan Map Project	RCB2012/04	665.00
23-Apr-2021	Raglan Community Arts Council - portable staging unit	RCB2103/06	3,000.00
23-Apr-2021	A Rocha Aotearoa NZ - Karioi Signage Project.	RCB2103/07	3,518.61
23-Apr-2021	Maki Nishiyama for the creation of a Raglan Community Board website to include set up, board training, and two year domain hosting	RCB2006/03	1,000.00
21-Dec-2020	Raglan Community Radio from the Board's Discretionary Fund for the Whaingaroa Talent Factory Event -10 October 2020	RCB2008/03	869.57
22-Dec-2020	Whaingaroa Raglan Destination Management Organisation for the support of the establishment of the DMO (\$1,000 incl. GST)	RCB2009/05	1,000.00
Total Expenditure			13,553.18
Net Funding Remaining (Before commitments)			8,719.82
Commitments			
28-Oct-2020	An additional amount of \$130.43 is committed to Whaingaroa Raglan Destination Management Organisation for the support of the establishment of the DMO	RCB2010/06	130.43
23-Jun-2021	Approval for payment to Margaret Boggiss for the amount of \$50 for a Wreath for ANZAC Day 2021	RCB2106/05	50.00
Total Commitments			180.43
Net Funding Remaining (Including commitments)			8,539.39

Open Meeting

To	Raglan Community Board
From	Vishal Ramduny Acting General Manager Community Growth
Date	21 July 2021
Prepared by	Lianne van den Bemd Community-Led Development Advisor
Chief Executive Approved	Y
Reference #	GOV0514 / 3189100
Report Title	Raglan Community Arts Council – Raglan Arts Film Festival Awards (RAFFA) red carpet evening

I. EXECUTIVE SUMMARY

The purpose of this report is to present an application for funding to the Raglan Community Board from the Raglan Community Arts Council towards the cost of the Raglan Arts Film Festival Awards (RAFFA) red carpet evening.

2. RECOMMENDATION

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

AND THAT an allocation of \$..... is made to the Raglan Community Arts Council towards the cost of the Raglan Arts Film Festival Awards RAFFA red carpet evening;

OR

AND THAT the request from the Raglan Community Arts Council towards the cost of the Raglan Film Festival's RAFFA red carpet evening is declined / deferred until for the following reasons:

3. BACKGROUND

The Raglan Community Arts Council (Council) are an arts and creative organisation for the Raglan Whaingaroa area. The Council has been operating since 1982 with an aim to nurture and encourage development of the arts in the area.

The Council are organising the Raglan Film Festival event from 17 to 27 September 2021, with the RAFFA red carpet evening being held at the Raglan Town Hall Saturday 25 September. There's a core team of 20 volunteers, plus 20 additional supportive volunteers for the actual film festival week. Audience participation and film festival registrations will be between 300 – 500.

Key people include: Local filmmakers, production crew, actors and editors from children through to adults. Categories include: Tamariki, Rangatahi and Open (over 18 years). Film genre categories include: Documentary, Creative Music/Dance, Drama / Mystery / Horror, Social Issues, experimental. The Raglan and wider community attend screenings, as well as visitors and tourists who may be in town.

4. OPTIONS CONSIDERED

- 4.1 That the application is approved and an allocation of partial or full funding requested be made.
- 4.2 That the application is declined.
- 4.3 That the application is deferred.

5. FINANCIAL

Funding is available to allocate for the year.

The project is noted to cost \$16,965.00. Raglan Community Arts Council is seeking funding of \$3,260.00 towards the cost of the Raglan Film Festival's RAFFA red carpet evening.

GST Registered – Amounts above are GST exclusive	Yes
Set of Accounts supplied	Yes
Previous funding has been received by this organisation	Yes

6. POLICY

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

For grants above \$5,000.00, a funding cap of 75 percent 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 Discretionary and Funding Committee is required in regard to this funding request.

8. ATTACHMENT

Raglan Community Arts Council - Raglan Film Festival's RAFFA red carpet evening



DISCRETIONARY FUNDING APPLICATION FORM

Important notes for applicant:

- Prior to submitting your application, please contact the Waikato District Council's community development advisor, on 0800 492 452 Ext 5732, 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 ☐
- Application form must be completed in full and emailed to Funding funding@waidc.govt.nz
- Please ensure you have read the **Guidelines** on [Waikato District Council Discretionary Grants Fund](#) prior to completing the application form (these are updated from time to time).
- I have read and understood the guidelines for funding application form
Yes ☒ No ☐
- All parts of the application need to be completed and all supporting information supplied.

PLEASE NOTE: Incomplete applications WILL NOT be considered and will be returned.

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

Which of the 2 funds are you applying for: (please tick **one** appropriate box.)

1. Discretionary and Funding Committee

Project Fund (Rural Ward Areas) ☐

Event Fund ☒

OR

2. Community Board / Committee Discretionary Fund for local Town / Village, Projects / Events

Raglan ☒

Taupiri ☐

Onewhero-Tuakau ☐

Ngaruawahia ☐

Huntly ☐

Te Kauwhata ☐

Meremere ☐

Section I – Your details

1. Name of your organisation and contact person

Ja [REDACTED] on behalf of the Raglan Community Arts Council

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

We are the arts and creative organisation for the Raglan Whaingaroa area. We have been operating since 1982. Our aim is to nurture and encourage development of the arts in this area.

3. Phone number/s

07 [REDACTED]

4. Email / Address

[REDACTED] Raglan Old School Art Centre, 5 Stewart St, Raglan 3225 Waikato

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

CC 24379 - registration is current: <https://www.register.charities.govt.nz/Charity/CC24379>**Section 2 – Your event / project**

1. What is your event / project, including date and location? (please describe in full the project details)

We are organising a Raglan Film Festival for the Raglan Whaingaroa community in September 2021. Film festival week 17-27 September. RAFFA red carpet evening at the Raglan Town Hall Saturday 25 Sep.

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

A core team of 10 volunteers + additional 20 support volunteers for the actual film festival week. Audience participation and film festival registrations is between 300-500

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

Key people are local filmmakers, production crew, actors and editors from children through to adults. Categories are Tamariki, Rangatahi, Open (over 18yrs). Film genre categories are: Documentary, Creative Music/ Dance, Drama / Mystery/ Horror, Social Issues, experimental. Raglan community attend screenings as well as visitors from the the Waikato region and tourists who are in town.

Are you GST registered? No ☐ Yes ☒ GST Number 55-079161/ I _ _ _

PLEASE NOTE: 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 any documentation verifying your organisation's legal status
- Include copies of written quotes ([these must match the Funding Requirements in section 4.](#))

Section 3 – Funding requirements1. **NOTE: Please provide full details for the following:**

- How much your event/project will cost,
- How much you are seeking from the Waikato District Council,
- How much you are seeking from 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 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 total cost of your project/event	\$	\$ 16,965
Existing funds available for the project. Include any projected income i.e. ticket sales, merchandise etc.		
Total A	\$	\$ 12,252

2. Only include the Funding being sought from Waikato District Council below:

Project Breakdown (itemised costs of funding being sought)	GST Inclusive Costs (use this column if you are NOT GST registered)	GST Exclusive Costs (use this column if you are GST registered)
Graphic design website and brochure	\$	\$ 500.00
Database integration - RAFFA registration,	\$	\$ 250.00
Database integration - ticket sales	\$	\$ 250.00
	\$	\$
	\$	\$
	\$	\$
Total Funds being sought from <u>WDC</u> Total B	\$	\$ 1,000.00

3. 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) WDC Creative Communities Scheme	\$	\$ 3,260.00
b)	\$	\$
c)	\$	\$
d)	\$	\$
Total of other funds being sought Total C	\$	\$ 3,260.00

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

Volunteer team donate baking and local businesses donate beverages for the RAFFA evening. Key volunteer is our official photographer. Core volunteer team donate significant volunteer hours to ensure a successful film festival is enjoyed by all attendees, sponsors and local business. Local artist Chris Meek provides individual sculpture awards at a significantly reduced price

Section 4 – Community wellbeing and outcomes

1. Which community wellbeing will your project contribute to?

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

Social ☒ Economic ☐ Cultural ☒ Environmental ☐

2. 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

1. 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
WDC Discretionary Events	RAW 2021	12/06/21	3,000.00
WDC Discretionary Events	RAW 2020	15/01/20	3,000.00
WDC Wellbeing Trust	WEL network power upgrade	12/06/21	9,000.00
WDC Raglan Community Board	Gib, plastering	22/01/21	3,500

2. Please confirm that a 'Funding Project Accountability' form has been completed and returned to Waikato District Council for the funds listed above.

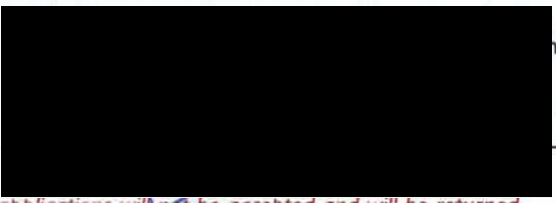
NOTE: This will be checked and confirmed by council staff.

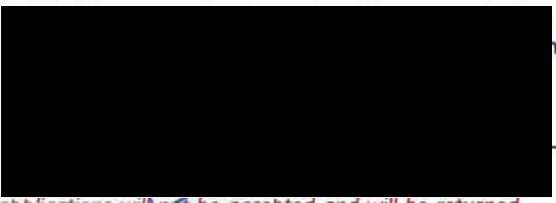
I confirm that an accountability statement has been completed and returned for previous funding received.

☒ Name: Jacqueline Anderson (for projects completed) Date: 01/07/21

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

☒ Name: Jacqueline Anderson Date: 01/07/21

Position in  ☒ Secretary ☐ Treasurer ☐

Signature:  Date: 02/07/21

**Incomplete applications will not be accepted and will be returned*



ESTIMATE

Raglan Film Festival

Cooper Communications

GST number - 119-276-403

3 Langley Place

Raglan, Waikato 3225

New Zealand

0211329355

BILL TO

Raglan Community Arts Council

5 Stewart Street

Raglan, Waikato 3225

New Zealand

07 825 0023

accounts@raglanartscentre.co.nz

Estimate Number: 5

Estimate Date: July 1, 2021

Expires On: December 18, 2021

Grand Total (NZD): \$1,150.00

Items	Quantity	Price	Amount
Graphic Design Website and brochure	1	\$500.00	\$500.00
Database Intergration Update registrations, ticket sales and other relevant film festival information	1	\$500.00	\$500.00

Subtotal: \$1,000.00

gst 15%: \$150.00

Total: \$1,150.00

Grand Total (NZD): \$1,150.00

Profit and Loss

Raglan Community Arts Council
For the year ended 31 March 2021
Cash Basis

2021

Trading Income

Commission on Artists' Sales	5,496.48
Course and Workshop fees	16,844.95
Equipment Hire	1,127.17
Funders' Donations	109,989.86
Grants received	30,800.79
Handling fee on agent sales	1,379.89
Interest received	160.49
Kitchen Rents received	7,178.30
Koha, Donations from individuals	28,570.80
Membership subs received	4,019.92
Participation fees for Events	6,865.28
Refreshment Sales	4,200.96
Room rental received	17,843.85
Sales - Gallery & Cabinet - Agent	19,373.55
Sales - non RCAC events - Agent	13,517.06
Sponsorship and Advertising	5,044.78
Stallholders fees (Creative Market)	15,127.32
Sundry Income	20,212.92
Ticket Sales/Entry to Venues	9,541.70
Town Hall Committee reimbursement	174.48
Total Trading Income	317,470.55

Gross Profit

317,470.55

Operating Expenses

Accident Compensation Premiums	613.97
Accounting & Consulting	500.00
Advertising & Marketing	7,307.26
Bank Fees	553.99
Build Creative Space	4,777.47
Building - Repairs and Maintenance	3,013.39
Cleaning	1,116.25
Depreciation	3,687.00
Equip - Repairs and Maintenance	575.23
Equipment - Lease & Hire	1,591.00
Equipment replacements under \$500	910.89
Freight, Postage & Courier	616.55

PUBLIC BENEFIT ENTITY SIMPLE FORMAT REPORTING – ACCRUAL (NOT-FOR-PROFIT)

STEP ONE - BASIC INFORMATION

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

Full name of organisation Raglan Community Arts Council

For the year ended 31 March 2020

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

PASSWORD : xrb (Note password is case-sensitive)

Raglan Community Arts Council



Performance Report

For the year ended
31 March 2020

Contents

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

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

Raglan Community Arts Council Entity Information "Who are we?", "Why do we exist?" For the year ended 31 March 2020	
Legal Name of Entity:*	Raglan Community Arts Council
Other Name of Entity (if any):	Raglan Old School Arts Centre
Type of Entity and Legal Basis (if any):*	Community Arts Council operating under the Arts Council of NZ Act
Registration Number:	CC24379
Entity's Purpose or Mission: Our aim is to nurture and encourage development of the arts in Whaingaroa. Operating the Raglan Old School Arts Centre, Providing a financial umbrella for arts projects, Fund raising for operations & projects, Supporting & prompting arts activities & events, Encouraging & promoting resident artists.	
Entity Structure: * RCAC has a management committee with a Chairperson, Deputy Chairperson, Secretary and Treasurer. The committee meets monthly. All payments are approved by two members of the committee who have been authorised by a committee meeting.	
Main Sources of the Entity's Cash and Resources:* Main funding sources are self funding, grants and donations from community funders, government agencies, individuals and businesses.	
Main Methods Used by the Entity to Raise Funds:* RCAC holds a monthly creative market to raise funds. It also raises funds from facility and equipment hire.	
Entity's Reliance on Volunteers and Donated Goods or Services: * Volunteers run most activities including movie screenings, event coordination and management.	
Additional Information:*	
Contact details	
Physical Address:	5 Stewart St, Raglan 3225
Postal Address:	5 Stewart St, Raglan 3225
Phone/Fax:	07 825 0023
Email:	info@raglanartscentre.co.nz
Website:	https://raglanschoolartscentre.co.nz
	https://www.facebook.com/raglanoldschoolartscentre/
	

Raglan Community Arts Council
Statement of Service Performance
"What did we do?", When did we do it?"
For the year ended
31 March 2020

Description of the Entity's Outcomes*:

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

	Actual*	Budget	Actual*
Description and Quantification (to the extent practicable) of the Entity's Outputs:*	This Year	This Year	Last Year
10 exhibitions - number of weeks running	34		13
Monthly Movies 96 movie sessions - people attending	1400		1300
Film Festival 10 sessions - number of people attending	250		270
Red Carpet Awards Evening - number of people attending	121		114
Raglan Art to Wear 2018 - Biennial event not held in 1919/20			
Active participants	0		100
Audience	0		600
22 concerts, music or drama events, book launches - people attending	500		500
Raglan Arts Weekend - Arts Weekend took place at April 2019	2270		0
Raglan Arts Weekend - Preview exhibition - 4 weeks prior to Weekend	1650		0
Raglan Creative Market - held monthly, bi-monthly in summer months			
People attending over the year	10,000		10,000
Pre-school to Youth Clay Art workshops 4 sessions per term - people attending	130		110

Additional Output Measures:

What's On newsletter published each month with 250 print and 834 electronic copies.

Additional Information:

Clayshed members' nights and ClayShedPlus sessions are held throughout the year along with other groups such as children's drama, children's art based holiday programmes, Raglan Art Group and Karioi Quilting. The Arts Centre is used by a large number of community groups throughout the year, including parenting sessions and Plunket messy play groups.

Raglan Community Arts Council

Statement of Financial Performance

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

For the year ended

31 March 2020

	Note	Actual* This Year \$	Budget This Year \$	Actual* Last Year \$
Revenue				
Rents received and income from equipment hire		39266		34,670
Classes, participation fees, stallholders fees, ticket sales		52353		69,196
Subscriptions		1774		1,887
Items sold on behalf of Artists		27536		27,181
Interest		388		3,330
Sponsorship and advertising		12058		9,113
Grants, donations and subsidies		224067		228,490
Other revenue		74492		66,733
Total Revenue*		431,934	-	440,600
Expenses				
Workshops and Events		51222		52,094
Volunteer and employee related costs*		104469		79,925
Overheads and consumables		31539		33,137
Payments to Artists for items sold		27536		27,181
Repairs and maintenance		15346		12,285
Other expenses		35556		29,031
Depreciation expense		3909		3,467
Total Expenses*		269,577	-	237,120
Surplus/(Deficit) for the Year*		162,357	-	203,480

Raglan Community Arts Council

Statement of Financial Position

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

As at

31 March 2020

	Note	Actual* This Year \$	Budget This Year \$	Actual* Last Year \$
Assets				
Current Assets				
Bank accounts and cash*		26,747		172,119
GST Accrued		-		5,768
Inventory*				
Other current assets				
Total Current Assets		26,747	-	177,887
Non-Current Assets				
Property, plant and equipment*		625,240		410,021
KiwiBank Notice Saver account		-		1,225
Historical Adjustment		334		
Total Non-Current Assets		625,574	-	411,246
Total Assets*		652,321	-	589,133
Liabilities				
Current Liabilities				
Refundable key deposits		908		908
Creditors and accrued expenses*		-		4,465
GST owing		86		-
Unused donations and grants with conditions*		10,359		112,842
Income received in advance		7,693		
Total Current Liabilities		19,046	-	118,215
Non-Current Liabilities				
Loans*				
Other non-current liabilities		-		-
Total Non-Current liabilities		-	-	-
Total Liabilities*		19,046	-	118,215
Total Assets less Total Liabilities (Net Assets)*		633,275	-	470,918
Accumulated Funds				
Capital contributed by owners or members*		213,271		213,271
Accumulated surpluses or (deficits)*		420,004		257,647
Reserves*		-		-
Total Accumulated Funds*		633,275	-	470,918

Raglan Community Arts Council

Statement of Cash Flows

"How the entity has received and used cash"

For the year ended
31 March 2020

	Actual* This Year \$	Budget This Year \$	Actual* Last Year \$
Cash Flows from Operating Activities*			
Cash was received from:			
Donations, fundraising and other similar receipts*	259,839		147,064
Fees, subscriptions and other receipts from members*	1,774		1,887
Receipts from providing goods or services*	169,913		151,908
Interest, dividends and other investment receipts*	388		3,330
Net GST	5,553		6,015
Cash was applied to:			
Payments to suppliers and employees*	363,589		209,768
Donations or grants paid*	5,257		360
Payments to acquire property plant and equipment	215,219		182,818
Net Cash Flows from Operating Activities*	(146,598)	-	(82,742)
Cash flows from Investing and Financing Activities*			
Cash was received from:			
Receipts from the sale of property, plant and equipment*			
Receipts from the sale of investments*			
Proceeds from loans borrowed from other parties*			
Capital contributed from owners or members*			
Cash was applied to:			
Payments to acquire property, plant and equipment*			
Payments to purchase investments*	-		-
Repayments of loans borrowed from other parties*			
Capital repaid to owners or members*			
Net Cash Flows from Investing and Financing Activities*	-	-	-
Net Increase / (Decrease) in Cash*	(146,598)	-	(82,742)
Opening Cash*	166,055		248,797
Closing Cash*	19,457	-	166,055
This is represented by:			
Bank Accounts and Cash*	26,747	-	172,119

Raglan Community Arts Council

Statement of Accounting Policies

"How did we do our accounting?"

For the year ended
31 March 2020

Basis of Preparation*

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

Goods and Services Tax (GST)*

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

Income Tax

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

Bank Accounts and Cash

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

[Name of Specific Accounting Policy]*

RCAC Financial Procedures were reviewed on 14th November 2017. Petty Cash amounts were increased.

Changes in Accounting Policies*

There have been no changes in accounting policies during the financial year.

Raglan Community Arts Council
Notes to the Performance Report
For the year ended
31 March 2020

Note 1 : Analysis of Revenue

Revenue Item	Analysis	This Year	Last Year
Rents received and income from equipment hire		\$	\$
	Old School	25084	21,691
	St Lazarus Kitchen	12519	11,030
	Movie equipment hire	1663	1,949
	Total	39,266	34,670
Revenue Item	Analysis	This Year	Last Year
Classes and course fees, participation fees, ticket sales and entry fees, Market stallholders fees		\$	\$
	Classes and course fees	13017	7,995
	Participation fees	738	4,177
	Ticket sales and entry fees	20385	33,647
	Market Stallholders fees	18213	23,377
	Total	52,353	69,196
Revenue Item	Analysis	This Year	Last Year
Fees, subscriptions and other revenue from members		\$	\$
	Subscriptions received	1,774	1,887
	Total	1,774	1,887
Revenue Item	Analysis	This Year	Last Year
Items sold on behalf of customers		\$	\$
	RCAC events	14899	22,464
	Non RCAC events	12637	4,717
	Total	27,536	27,181
Revenue Item	Analysis	This Year	Last Year
Interest, dividends and other investment revenue		\$	\$
	Interest	388	3,330
	Total	388	3,330
Revenue Item	Analysis	This Year	Last Year
Sponsorship and Advertising		\$	\$
		12058	9,113
	Total	12,058	9,113
Revenue Item	Analysis	This Year	Last Year
Grants, donations and subsidies		\$	\$
		224067	228,490
	Total	224,067	228,490
Revenue Item	Analysis	This Year	Last Year
Other revenue		\$	\$
	Sundry income	20648	15,806
	Koha and donations received	44508	40,947
	Refreshment sales	6483	5,774
	Commission on Artists' sales	2358	4,206
	Handling fee on Agents' sales	495	-
	Total	74,492	66,733

Raglan Community Arts Council

Notes to the Performance Report

For the year ended
31 March 2020

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

Revenue Item	Analysis	This Year \$	Last Year \$
Grants, Donations and Subsidies - Details of Note 1	Ur	112842	207260
	Bl	4261	0
	Cr	0	4439
	W	13297	12079
	Ch	4200	0
	Ra	8082	4054
	Co	14000	10000
	Tr	15000	50000
	W	20000	0
	Sc		10000
	Ra	6515	8000
	W	10000	5000
	Si	0	20000
	Su	600	200
	St	0	10000
	Ar	0	300
	Sc	20000	0
	Ne	2500	0
	M	2,240	-
	Less Unspent grants forward to next year	(9,470)	-112842
Total		224,067	228,490

Raglan Community Arts Council

Notes to the Performance Report

For the year ended
31 March 2020

Note 2 : Analysis of Expenses

Expense Item	Analysis	This Year	Last Year
Workshop and events	Workshops and Events	\$ 51,222	\$ 52,094
	Total	51,222	52,094

Expense Item	Analysis	This Year	Last Year
Volunteer and employee related costs	Wages and salaries	\$ 98,729	\$ 75,011
	Kiwi Saver - employer contribution	1,339	1,494
	ACC Premiums	419	363
	Social events, gifts	548	127
	Staff training and expenses	3,434	2,930
	Total	104,469	79,925

Expense Item	Analysis	This Year	Last Year
Overheads and consumables	Venue hire	\$ 11,057	\$ 12,203
	Power	4,180	2,306
	Rent and rates	1,735	1,404
	Telephone and internet	1,791	2,660
	Printing and stationery	7,323	6,825
	Freight and postage	256	668
	Bank fees	419	290
	Charities Services fee, Legal and Licence expenses	594	44
	Accounting and audit fees	1,720	2,830
	Insurance	2,464	3,907
	Total	31,539	33,137

Expense Item	Analysis	This Year	Last Year
Payment to Artists for items sold	Customers reimbursed for items sold RCAC events	\$ 14,899	\$ 22,464
	Customers reimbursed for items sold Non RCAC events	12,637	4,717
	Total	27,536	27,181

Expense Item	Analysis	This Year	Last Year
Repairs and maintenance	Equipment Repairs and Maintenance	\$ 1,359	\$ 2,511
	Buildings Repairs and Maintenance	9,071	3,888
	Grounds Repairs and Maintenance	1,972	1,397
	Cleaning Buildings - Labour and Supplies	1,812	2,278
	Replacements	1,132	2,211
	Total	15,346	12,285

Expense Item	Analysis	This Year	Last Year
Other expenses	Advertising and Marketing	\$ 10,185	\$ 6,530
	Refreshment purchases	3,479	4,057
	Xero Cloud Accounting Services	1,154	45
	General expenses	3,680	680
	Koha/Donations paid	5,257	360
	Subscriptions paid	25	81
	Kitchen expenses	6,058	5,847
	Equipment lease and hire	1,968	1,761
	Event Prizes - Film Festival and Art2Wear (biennial)	3,750	9,670
	Grants and Scholarships paid		0
	Total	35,556	29,031

Expense Item	Analysis	This Year	Last Year
Depreciation expenses	Depreciation expense	\$ 3,909	\$ 3,467
	Total	3,909	3,467

Raglan Community Arts Council

Notes to the Performance Report

For the year ended
31 March 2020

Note 3 : Analysis of Assets and Liabilities

Asset Item	Analysis	This Year	Last Year
Bank accounts and cash	Cheque account	\$ 2830	\$ 7,759
	Business On Call Account	23317	163,761
	Petty Cash	600	600
	Accounts receivable	3367	5,768
	Total	30,114	177,888
Asset Item	Analysis	This Year	Last Year
Debtors and prepayments		\$	\$
	Total	-	-
Asset Item	Analysis	This Year	Last Year
Inventory		\$	\$
	Total	-	-
Asset Item	Analysis	This Year	Last Year
Other current assets		\$	\$
	Total	-	-
Asset Item	Analysis	This Year	Last Year
Investments		\$	\$
	KiwiBank Notice Saver account	-	1,226
	Total	-	1,226
Asset Item	Analysis	This Year	Last Year
Other non-current assets		\$	\$
	Total	-	-
Liability Item	Analysis	This Year	Last Year
Creditors and accrued expenses	Refundable key deposits	908	870
	Income received in advance	7693	4,305
	Accounts payable	3517	160
	Total	12,118	5,335
Liability Item	Analysis	This Year	Last Year
Employee costs payable		\$	\$
	Total	-	-
Liability Item	Analysis	This Year	Last Year
Unspent donations and grants with		\$ 10359	\$ 112,842
	Total	10,359	112,842
Liability Item	Analysis	This Year	Last Year
Other current liabilities		\$	\$
	Total	-	-
Liability Item	Analysis	This Year	Last Year
Loans		\$	\$
	Total	-	-
Liability Item	Analysis	This Year	Last Year
Other non-current liabilities		\$	\$
	Total	-	-

Raglan Community Arts Council

Notes to the Performance Report

For the year ended
31 March 2020

Note 4 : Property, Plant and Equipment

This Year					
Asset Class*	Opening Carrying Amount*	Purchases	Sales/Disposals	Current Year Depreciation and Impairment*	Closing Carrying Amount*
Land*	-			-	-
Buildings*	394,339	217,947			612,286
Motor Vehicles*	-				-
Furniture and fixtures*	469			107	362
Kitchen Equipment	4,234	308		578	3,964
Computers (including software)*	1,942	873		805	2,010
Arts Equipment	9,037			2,419	6,618
Heritage assets	-				-
Total	410,021	219,128	-	3,909	625,240

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

Last Year					
Asset Class*	Opening Carrying Amount*	Purchases	Sales/Disposals	Current Year Depreciation and Impairment*	Closing Carrying Amount*
Land*				-	-
Buildings*	216,954	177,385			394,339
Motor Vehicles*	-				-
Furniture and fixtures*	865			396	469
Kitchen Equipment	-	4,315		81	4,234
Computers (including software)*	1,395	1,118		571	1,942
Arts Equipment	11,456			2,419	9,037
Heritage assets	-				-
Total	230,670	182,818	-	3,467	410,021

Significant Donated Assets Recorded - Source and Date of Valuation*

Significant Donated Assets - Not Recorded*

Raglan Community Arts Council

Notes to the Performance Report

For the year ended
31 March 2020

Note 5: Accumulated Funds

This Year				
Description*	Capital Contributed by Owners or Members*	Accumulated Surpluses or Deficits*	Reserves*	Total*
Opening Balance	213,271	257,647	-	470,918
Capital contributed by owners or members*				-
Capital returned to owners or members*				-
Surplus/(Deficit)*		162,357		162,357
Distributions paid to owners or members*		-		-
Transfer to Reserves*				
Transfer from Reserves*				
Closing Balance	213,271	420,004	-	633,275

Last Year				
Description*	Capital Contributed by Owners or Members*	Accumulated Surpluses or Deficits*	Reserves*	Total*
Opening Balance	236,771	30,667	23,500	290,938
Capital contributed by owners or members*				-
Capital returned to owners or members*	(23,500)			(23,500)
Surplus/(Deficit)*		203,480		203,480
Distributions paid to owners or members*		-		-
Transfer to Reserves*				
Transfer from Reserves*		23,500	(23,500)	
Closing Balance	213,271	257,647	-	470,918

Breakdown of Reserves		Actual*	Actual*
		This Year	Last Year
Name*	Nature and Purpose*	\$	\$
Total		-	-

Raglan Community Arts Council

Notes to the Performance Report

For the year ended
31 March 2020

Note 6 : Commitments and Contingencies

Commitments

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

Contingent Liabilities and Guarantees

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

Notes 7-7

Note 7

Related Party Disclosures:

There were no transactions involving related parties during the financial year. (Last Year - Nil)

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. (Last Year Nil)

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

I have audited the financial statements of Raglan Community Arts Council on pages 5 to 16, which comprise the balance sheet as at 31 March 2020, the income statement, and statement of changes in equity for the year then ended, and a summary of significant accounting policies and other explanatory information.

Trustees' Responsibility for the Financial Statements

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

Auditor's Responsibility

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

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

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

Opinion

In my opinion, the financial statements on pages 5 to 16 comply with generally accepted accounting practice in New Zealand; give a true and fair view of the financial position of Raglan Community Arts Council as at 31 March 2020 and its financial performance for the year ended on that date.

Richard Thomson
28 July 2020

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General Expenses	6,388.64
Grounds - Repairs and Maintenance	1,642.16
Insurance	4,930.50
Kitchen Expenses	4,401.69
KiwiSaver Employer Contributions	2,031.58
Koha paid	43.48
Legal & License expenses	928.57
Light, Power, Heating	3,423.12
Non NZ Cloud Services Costs with no GST	731.39
NZ Cloud Services costs with GST	550.88
Payments as agent for non RCAC Events	13,254.96
Payments as agent for RCAC exhibitions	19,371.30
Printing & Stationery	2,688.72
Rates & Rent	1,094.52
Refreshment Purchases	1,925.66
Salaries	81,414.95
Social Events, Gifts	880.40
Subscriptions	68.17
Telephone & Internet	2,199.12
Training	200.00
Venue hire	7,106.30
Volunteer Expenses	720.00
Workshops & events - costs of running	24,416.39
Total Operating Expenses	205,675.50
Net Profit	111,795.05

Open Meeting

To	Raglan Community Board
From	Vishal Ramduny Acting General Manager Community Growth
Date	21 July 2021
Prepared by	Lianne van den Bemd Community-Led Development Advisor
Chief Executive Approved	Y
Reference #	GOV0514 / 3189105
Report Title	Raglan and District Museum Society - Rangitahi Peninsular Historical Photo Exhibition

I. EXECUTIVE SUMMARY

The purpose of this report is to present an application for funding to the Raglan Community Board from the Raglan and District Museum Society towards the cost of the Rangitahi Peninsular Historical Photo Exhibition.

2. RECOMMENDATION

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

AND THAT an allocation of \$..... is made to the Raglan and District Museum Society towards the cost of the Rangitahi Peninsular Historical Photo Exhibition;

OR

AND THAT the request from the Raglan and District Museum Society towards the cost of the Rangitahi Peninsular Historical Photo Exhibition is declined / deferred until for the following reasons:

3. BACKGROUND

The Raglan and District Museum Society provide a museum for the district to preserve artefacts and items which tell stories of Raglan/Whaingaroa.

The Rangitahi Peninsular Historical Photo Exhibition will be on display at the museum from September 2021. People can learn about the history of the Rangitahi Peninsula with photographs and stories from the past. Three museum volunteers and one paid museum worker will support the event.

4. OPTIONS CONSIDERED

- 4.1 That the application is approved and an allocation of partial or full funding requested be made.
- 4.2 That the application is declined.
- 4.3 That the application is deferred.

5. FINANCIAL

Funding is available to allocate for the year.

The project is noted to cost \$2,074.00. The Raglan and District Museum Society is seeking funding of \$1,430.00 towards the cost of the Rangitahi Peninsular Historical Photo Exhibition.

GST Registered – Amounts above are GST exclusive	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 of \$5,000.00 can be funded up to 100 percent at the discretion of the relevant community board or committee or Council's Discretionary and Funding Committee.

For grants above \$5,000.00, a funding cap of 75 percent 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 Discretionary and Funding Committee is required in regard to this funding request.

8. ATTACHMENT

Raglan and District Museum Society - Rangitahi Peninsular Historical Photo Exhibition



DISCRETIONARY FUNDING APPLICATION FORM

Important notes for applicant:

- Prior to submitting your application, please contact the Waikato District Council's community development advisor, on 0800 492 452 Ext 5732, 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 ☐
- Application form must be completed in full and emailed to Funding funding@waidc.govt.nz
- Please ensure you have read the **Guidelines** on [Waikato District Council Discretionary Grants Fund](#) prior to completing the application form (these are updated from time to time).
- I have read and understood the guidelines for funding application form
Yes ☒ No ☐
- All parts of the application need to be completed and all supporting information supplied.

PLEASE NOTE: Incomplete applications WILL NOT be considered and will be returned.

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

Which of the 2 funds are you applying for: (please tick **one** appropriate box.)

1. Discretionary and Funding Committee

Project Fund (Rural Ward Areas) ☐

Event Fund ☐

OR

2. Community Board / Committee Discretionary Fund for local Town / Village, Projects / Events

Raglan ☒

Taupiri ☐

Onewhero-Tuakau ☐

Ngaruawahia ☐

Huntly ☐

Te Kauwhata ☐

Meremere ☐

Section I – Your details

1. Name of your organisation and contact person

Raglan & District Museum Society Inc

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

To provide a Museum for the district, to preserve artefacts and items, and tell the stories of Raglan Whaingaroa.

3. Phone number/s

4. Email / Address

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

Section 2 – Your event / project**1. What is your event / project, including date and location?** *(please describe in full the project details)*

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

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

Are you GST registered? No ☐ Yes ☒ GST Number 55 / 498 / 814

PLEASE NOTE: 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 any documentation verifying your organisation's legal status
- Include copies of written quotes (these must match the Funding Requirements in section 4.)





Section 3 – Funding requirements**1. NOTE: Please provide full details for the following:**

- How much your event/project will cost,
- How much you are seeking from the Waikato District Council,
- How much you are seeking from 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 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 total cost of your project/event	\$ -	\$ 2074.00
Existing funds available for the project. Include any projected income i.e. ticket sales, merchandise etc.		
Total A	\$ -	\$ 644.00

2. Only include the Funding being sought from Waikato District Council below:

Project Breakdown (itemised costs of funding being sought)	GST Inclusive Costs (use this column if you are NOT GST registered)	GST Exclusive Costs (use this column if you are GST registered)
Graphic Design and Printing - Raglan Sign Co	\$ -	\$ 850.00 
Display Board 1800mm x 1200mm	\$ -	\$ 420.00 
Display Boards A3 x 2	\$ -	\$ 160.00 
(Total quote attached from Raglan Sign Co \$1430)	\$	\$
	\$	\$
	\$	\$
Total Funds being sought from <u>WDC</u> Total B	\$ -	\$ 1430.00 

3. 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)	\$	\$
b)	\$	\$
c)	\$	\$
d)	\$	\$
Total of other funds being sought Total C	\$	\$

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

Members volunteer time
Raglan Museum contribution \$644 for lighting
Photographs and stories from community

Section 4 – Community wellbeing and outcomes**1. Which community wellbeing will your project contribute to?***(See the guidelines sheet for more information on this section).*Social ☒Economic ☐Cultural ☒Environmental ☐**2. 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****1. 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

2. 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.

☐ Name: _____ Date: _____

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

☒ Name: Ken Soanes Date: 30/6/2021**Position in organisation** (tick which applies)Chairman ☒Secretary ☐Treasurer ☐

Signature: _____ Date: 30/6/2021

**Incomplete applications will not be accepted and will be returned*



DESIGN
PRINT
INSTALL
INHOUSE DIGITAL & CUT GRAPHICS

Estimate

Raglan Sign Company

GST number: 94-161-557

4 Helen Place

Raglan, 3225

07 8258609

To:

Raglan Museum

Karyn Willoughby

Raglan, 3225

Estimate # 00082
Estimate Date 30/06/2021
Due Date 29/06/2021

Item	Details	Unit Price	Qty	Subtotal
Graphic Design for layout of Rangitahi Display	Collate various photos, organise layout for display board. Add in various captions with each photo. Make changes as needed. Set up designs for x2 A3 Boards.	85.00	10	850.00
Supply Display Board	Digitally print display board approx. 1800mm x 1200mm Apply clear laminate. Supply 3mm Aluminium Composite Board for display and cut to size with sanded edges (10 year warranty on the board) Apply graphics to the board.	420.00	1	420.00
A3 Display Boards	Digitally print display board. Apply clear laminate. Supply 3mm Aluminium Composite Board for display and cut to size with sanded edges (10 year warranty on the board) Apply graphics to the board.	80.00	2	160.00

Subtotal: NZ\$1,430

GST (15%): NZ\$214.50

Total: NZ\$1,644.50

Thank you for choosing to use Raglan Sign Company.
We appreciate your business and support of local trade.

Payment can be made by direct credit to:
03-1563-0057195-000

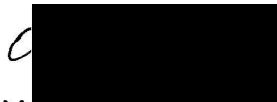
Please include the invoice number in the reference field.
Thank you.

Raglan and District Museum Society

Financial Statements for the year ended 31 July 2020

Certified as a true and correct audited copy
Of the Financial Statements for the year ended 31 July 2020

Treasurer:




4/2/2021

Chris



Committee Member:



(President)

4/2/2021



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Statement of Financial Performance

Raglan & District Museum Society			
Statement of Financial Performance			
For the year ended 31 July 2020			
Revenue	Note	This Year (\$)	Last Year (\$)
Donations, fundraising and other similar revenue	1	37816	30044
Fees, subscriptions and other revenue (including donations) from members	1	230	183
Revenue from providing goods or services	1	1853	1136
Interest, dividends and other investment revenue	1	320	356
Other Revenue	1	4200	3111
Total Revenue		44419	34830
Expenses			
Expenses related to public fundraising	2	150	111
Volunteer and employee related payments	2	21096	19142
Expenses related to providing goods and services	2	2492	3415
Grants and Donations made	2	100	0
Other Expenses	2	19475	19294
Total Expenses		43313	41962
Surplus/(Deficit) for the Year		1107	-7132

Raglan and District Museum Society - For the year ended 31 July 2020

Statement of Financial Position

Raglan & District Museum Society			
Statement of Financial Position			
For the year ended 31 July 2020			
Assets	Note	This Year (\$)	Last Year (\$)
Current Assets			
Bank accounts and cash	3	47105	39992
Debtors and prepayments	3	320	252
Inventory	3	0	0
Other current assets	3	380	0
Total Current Assets		47805	40244
Non-Current Assets			
Property, plant and equipment	4	54326	57644
Investments	3	10622	10326
Other non-current assets	3	0	0
Total Non-Current Assets		64948	67970
Total Assets		112753	108214
Liabilities			
Current Liabilities			
Bank overdraft		0	0
Creditors and accrued expenses	3	0	0
Employee costs payable	3	347	151
Unused donations and grants with conditions	3	41615	39374
Other current liabilities	3	0	1404
Total Current Liabilities		41962	40929

Raglan and District Museum Society - For the year ended 31 July 2020

Non-Current Liabilities			
Loans	3	0	0
Other non-current liabilities	3	12802	10402
Total Non-Current liabilities		12802	10402
Total Liabilities		54764	51331
Total Assets less Total Liabilities		57989	56883
Accumulated Funds			
Capital contributed by owners or members		0	0
Accumulated surpluses or (deficits)		57989	56883
Reserves		0	0
Total Accumulated Funds		57989	56883

Statement of Cashflows

Raglan & District Museum Society			
Statement of Cash Flows			
For the year ended 31 July 2020			
		This Year (\$)	Last Year (\$)
Cash Flows from Operating Activities			
Cash was received from:			
Donations, fundraising and other similar receipts		40152	46190
Fees, subscriptions and other receipts from members		230	183
Receipts from providing goods or services		1853	1136
Interest, dividends and other investment receipts		320	356
Covid Wage Subsidy		4200	0
PAYE Holding Account		195	0
Net GST		1071	1822
Cash was applied to:			
Payments to suppliers and employees		29367	27580
Donations or grants paid		100	0
GST Holding Account		2950	936
PAYE Holding Account		0	145
Net Cash Flows from Operating Activities		15605	21026
Cash flows from Investing and Financing Activities			
Cash was received from:			
Receipts from the sale of property, plant and equipment		0	0
Receipts from the sale of investments		0	0
Proceeds from loans borrowed from other parties		0	0
Capital contributed from owners or members		0	0

Raglan and District Museum Society - For the year ended 31 July 2020

Cash was applied to:			
Payments to acquire property, plant and equipment		8196	8832
Payments to purchase investments		0	0
Repayments of loans borrowed from other parties		0	0
Capital repaid to owners or members		0	0
Net Cash Flows from Investing and Financing Activities		-8196	-8832
Net Increase / (Decrease) in Cash		7409	12194
Opening Cash		50318	38124
Closing Cash		57727	50318
This is represented by:			
Bank Accounts and Cash		47105	39992
Term Deposit		10622	10326
		57727	50318

REVIEW REPORT

Raglan and District Museum Society Incorporated **For the year ended 31st July 2020**

Report on the Financial Statements

I have reviewed the accompanying financial statements of Raglan & District Museum Society Incorporated, which comprise the Statement of Financial Position at 31 July 2020, the Statement of Financial Performance and the Statement of Changes in Equity for the year, together with notes containing a summary of significant accounting policies and other explanatory information. I have not performed an audit.

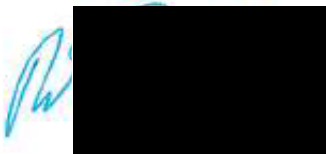
The Society is eligible for Tier 3 Public Benefit Entity Simple Format Reporting Standards based on Accrual Accounting, and these financial statements have been prepared on that basis.

I believe the evidence, and explanations, I have obtained in the course of my review is sufficient and appropriate to provide a basis for my conclusion.

I have no relationship with, or interests in the Raglan & District Museum Society Incorporated, other than this review engagement.

In common with other similar organisations, control over income prior to its being recorded is limited, and there are no practical verification procedures available to determine the effect of this limitation.

Based on my review, subject to the above qualification, nothing has come to my attention that causes me to believe that these financial statements do not give a true and fair view of the financial position of the Raglan & District Museum Society as at 31 July 2020, and its financial performance for the year then ended, in accordance with the relevant reporting framework.



Richard Bryce
53 Duncan Street
Raetihi, 4632
26 September 2018



CERTIFICATE OF INCORPORATION

RAGLAN & DISTRICT MUSEUM SOCIETY INCORPORATED
1007062

This is to certify that RAGLAN & DISTRICT MUSEUM SOCIETY INCORPORATED was incorporated under the Incorporated Societies Act 1908 on the 13th day of December 1999.



Mandy McDonald

Registrar of Incorporated Societies
5th day of February 2016



For further details visit www.societies.govt.nz

Certificate printed: 5 Feb 2016 14:33:57 NZT



Deposit

Raglan
Bow Street, Raglan, NZ

DATE _____

NOTES \$ _____

COINS \$ _____

TOTAL CASH \$ _____

CHEQUES
AS REVERSE \$ _____

PAID IN BY: (PLEASE PRINT NAME) _____

FOR THE CREDIT OF _____

TRANSFER FROM ACCOUNT No. \$ _____

RAGLAN DISTRICT MUSEUM SOCIETY

TOTAL \$ _____

⑈031563⑈ 0028458⑈00 ⑈ 50

Westpac New Zealand Limited

Open Meeting

To	Raglan Community Board
From	Alison Diaz Chief Financial Officer
Date	22 July 2021
Prepared by	Sharlene Jenkins Executive Assistant
Chief Executive Approved	Y
DWS Document Set #	GOV0507 / 3179534
Report Title	Raglan Works, Actions & Issues Report: Status of Items July 2021

1. EXECUTIVE SUMMARY

The purpose of this report is to update the Raglan Community Board on actions and issues arising from the previous meeting and works underway in Raglan.

2. RECOMMENDATION

THAT the report from the Chief Financial Officer be received.

3. ATTACHMENTS

1. Raglan Community Board Actions & Issues Register – July 2021
2. Raglan Works as at 14 July 2021
3. Raglan Community Board Quarterly Update – Roothing, Foothpaths, Walkways, Cyclways and Parking

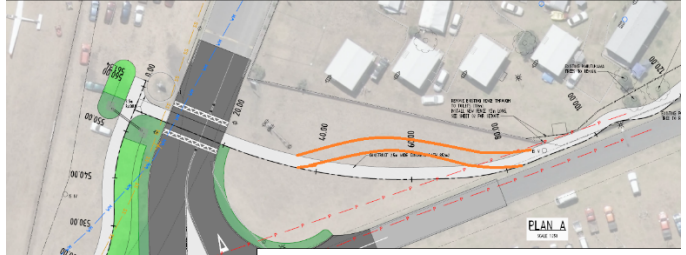
RAGLAN COMMUNITY BOARD ACTIONS & ISSUES REGISTER – July 2021

ISSUE	Area	Action	Comments
Manu Bay Breakwater	Community Projects, Service Delivery	<p>DECEMBER 2020: Staff to confirm with the Board who was monitoring the Manu Bay breakwater.</p> <p>FEBRUARY 2021: The Community Board would appreciate more commentary regarding the issue. Concerns with rock build up and overtopping. Effective monitoring was needed. Staff to provide a progress report to the Community Board before the end of February 2021 and that the Community Project Manager or other staff to speak to the report at the next Community Board meeting.</p> <p>MARCH 2021: A Rocha Aotearoa Karioi Project to be included as a stakeholder within the Manu Bay boat ramp review.</p>	<p>JANUARY 2021: Complete. Email sent 13 January 2021.</p> <p>MARCH 2021: Manu Bay Progress Report Update No. 6 was sent out to the Forum on Friday 12 March (see attached).</p> <p>MAY 2021: Councils Community Project Manager and the project manager responsible for Manu Bay breakwater will be in attendance at the 12 May meeting.</p> <p>JUNE 2021: An independent report on the breakwater was provided to the Forum on Friday, 11 June. Councils Community Project Manager and the project manager responsible for Manu Bay breakwater will attend the June Community Board meeting to respond to any questions.</p>
	Community Board	<p>JUNE 2021: Mr Amoore, Cr Thomson and Mrs Parson would meet with the Community Projects Manager to discuss further consultation.</p>	<p>JULY 2021: The independent report from 4Sight Consulting is attached to the minutes of the June meeting.</p> <p>Further update is provided below in the Raglan Works attachment.</p>
Inter-Raglan Bus Service	Roading, Service Delivery	<p>DECEMBER 2020: Staff to follow up on the bus survey results and report back to the next Community Board meeting.</p>	<p>JANUARY 2021: Respondents are mostly happy with the current Raglan bus services, as the current timetable appears to fit bus users' work and education schedules. Although satisfaction with current bus services is high, stop location, routes, and scheduling appear to be barriers, and will need to be considered when implementing new services in this area.</p> <p>To this, an internal service may provide an opportunity to encourage more people to use bus services, as feedback suggests increasing the number of bus times, as well as a later return time from Hamilton, may assist with future uptake. Furthermore, Raglan's traffic congestion and parking issues over the summer months may also be alleviated somewhat with the introduction of an internal bus service and an enhanced service to Hamilton.</p>

ISSUE	Area	Action	Comments
	Mr Bains and Mr Rayner	<p>FEBRUARY 2021: Regional Council to provide results of the Inter-Raglan Bus Service survey and be invited to present at the next Board meeting.</p> <p>FEBRUARY 2021: Regional Council to attend Community Board meeting and report on Raglan 23 Bus Route.</p> <p>MARCH 2021: Senior Transportation Engineer to provide a report to the Community Board regarding the Inter-Raglan Bus Service.</p> <p>MAY 2021: Mr Bains and Mr Rayner would work with the Senior Transport Engineer as part of the working group.</p>	<p>MARCH 2021: The survey has been completed and has been forwarded to the Board Chair. As previously noted in January, there is support for a local bus service and provisional funding has been allocated to the Long Term Plan should this service commence. The next stage is to develop a route and timetabling option for Waikato Regional Council to consider how best to adjust the 23 bus service and ensure that connectivity is maintained. This will be completed by second week of May.</p> <p>MARCH 2021: This is being managed between Waikato District Council and Waikato Regional Council. When there is the route and possible new service, Waikato Regional Council and Waikato District Council will present to the Raglan Community Board.</p> <p>MAY 2021: A report has been submitted to the 5 May Infrastructure Committee with recommendations to support the proposed bus service changes. The report can be found here (page 15).</p>
Climate Response and Resilience Action Plan	Community Board	<p>FEBRUARY 2021: All Board members to read thoroughly and understand the report in preparation for the Board's 90-day planning workshop.</p> <p>FEBRUARY 2021: Board to send Action Plan to different organisations to encourage collaboration and ideas to support the community to achieve outcomes.</p> <p>MARCH 2021: Community Board to send Climate Response and Action Plan report to original climate action group.</p>	
Civil Defence and Raglan Community Response Plan	Civil Defence Emergency Management	<p>FEBRUARY 2021: Waikato District Council Civil Defence Emergency Management Coordinator requested to attend the Board's next meeting to discuss the Civil Defence and Raglan Community Response Plan.</p> <p>MARCH 2021: Mr Bains, Mr MacLeod and Cr Thomson to progress the update of the Raglan Civil Defence Plan and collaborate with the Community Resilience Coordinator to facilitate the first Civil Defence workshop on Wednesday 7th April at 1pm.</p>	MARCH 2021: Council's Community Resilience Coordinator will be in attendance at the March Community Board meeting.

ISSUE	Area	Action	Comments
		MARCH 2021: Community Resilience Coordinator to provide a Civil Defence Plan update at the next Community Board meeting.	MAY 2021: Council's Community Resilience Coordinator scheduled a meeting to work on Community Response Plan with Raglan Community Board reps on 7 April. Due to last minute commitments, the reps were unable to attend. To date, further attempts to reschedule have not been successful. The Coordinator requests that RCB advise when they would like this work to take place and for reps to advise a date for meeting to progress plan review. Note: Council's Coordinator is unavailable 4 to 31 May, due to leave and prior commitments, so this work is unlikely to be completed before end of June.
Camera Licensing Trust	Cr Thomson Democracy Team, Operations Group	FEBRUARY 2021: Cr Thomson to provide an update on when the Trust was next due to meet at the next Board meeting. MAY 2021: Staff to include an explanation as to why the Camera Licensing Trust was included in the Action and Issues Report.	JUNE 2021: This action originated out of the December 2020 Community Board meeting where Senior Constable Stevenson and Senior Constable Murphy attended and noted the following: “... <ul style="list-style-type: none"> Boy racers in the town. Registration plate numbers and videos/photos were required to enable the Police to take any action. Police were working to educate the youth on the dangers of racing their cars. Cameras would assist Police with this issue. ACTION: Cr Thomson would follow up with the Camera Trust and advise the Police if any help could be given.” The December 2020 minutes can be found here (refer page 3). NOTE: The Camera Licensing Trust is called the Waikato District Crime Prevention Technology Trust 2019.
Raglan Aerodrome Safety Improvements	Open Spaces, Service Delivery Cr Thomson	MARCH 2021: Council to undertake a community awareness campaign warning against pedestrian access to the aerodrome. Staff to provide investigation report to the Community Board once completed. MARCH 2021: Cr Thomson will report back to the Community Board regarding discussions and decisions associated with the agenda item 6.5 recommendations to the Council's Infrastructure Committee	MAY 2021: A report has been submitted to the 5 May Infrastructure Committee with recommendations to support the proposed health and safety improvements (signage and restricting pedestrian access to the operational zone of the airfield). The report can be found here (page 93).

ISSUE	Area	Action	Comments
	Open Spaces, Service Delivery	MAY 2021: Staff requested to provide both internal and external risk assessments to the Community Board.	JUNE 2021: It is now intended that a report reviewing all action and providing a recommendation on the operation of the airfield is undertaken. A scope has been developed with feedback from the Raglan Community Board. It is intended that an independent aviation consultant will review all work undertaken to date and provide a report with comments and make recommendations on the best course of action to meet the requirements of the Civil Aviation act and Safety at Work Act while taking into consideration the desires of the community.
	Open Spaces, Service Delivery	MAY 2021: Worksafe guidelines will be provided by staff to the Chair of the Community Board.	JUNE 2021: The Chair has been provided an overview of the Safety at Work Act requirements by Council's Community Connections Manager.
Manu Bay Planting	Open Spaces, Service Delivery	MARCH 2021: Maintenance & Contract Officer to provide an update to the Community Board regarding Manu Bay planting progress.	MAY 2021: The planting has been postponed until the Reserve Management Plan has been completed and adopted.
Quarterly Update – Roothing, Footpaths, Walkways, Cycleways and Parking	Roothing, Service Delivery	MAY 2021: Senior Transport Engineer to update Rose Street residents regarding current work Status.	JUNE 2021: Staff will provide an update at the June Community Board meeting.
Soundsplash	Open Spaces, Service Delivery	JUNE 2021: Provide a report relating to emergency service (Westpac Rescue, Police) activities during Sound Splash.	JULY 2021: We do not currently have access to the data needed to provide the requested report. The expectations around medical support to the event is being reviewed as part of the new 2022 event process. This is being done in collaboration with the St John District Operations Manager. The NZ Police are always heavily involved, and present in the lead up and duration of the event. Medical and Police reporting can be included in the 2022 report provided by Council to the Raglan Community Board.
Papahua Stage 2 Path	Community Projects, Service Delivery	JUNE 2021: Staff to engage with the Board regarding the Papahua Walkway with an explanation as to why the Papahua Shared Path goes behind the toilet block and not straight in front of them.	JULY 2021: Council's Community Connections Manager, Community Projects Design Team Leader, and Community Projects Contract Engineer met with Gabrielle Parsons, Dennis Amooore and Cr Thomson on Tuesday, 29 June and talked over Stage 2 of the path. There was discussion about path location around the existing toilet block and camper dump station. The Community

ISSUE	Area	Action	Comments
			<p>Projects Contract Engineer explained the reasoning to go behind which was accepted.</p> <p>The path location immediately east of the camp entranceway and the reduction of parking capacity in the triangle at the peaks of summer was discussed with Dennis, who took a copy of the design to talk over with the Raglan Sport Fishing Club (RSFC). It is understood the RSFC is happy with the path and any extra metres we can gain from moving the path slightly closer to the fence.</p> 
Representation Review	Community Board	JUNE 2021: Raglan Community Board will connect with rural communities and put forward the Board recommendation to Waikato District Council by 30th June 2021.	
Harbour Board Leases	Strategic Property, Service Delivery	JUNE 2021: The Board would like an annual report regarding the harbour board leases including financial information.	JULY 2021: This will be a separate agenda item at the Community Board's meeting on 15 September 2021.

RAGLAN WORKS – as at 14 July 2021

Community Projects Update

Gilmour Street Urban Upgrade

Works on Gilmour Street are coming along with stormwater upgrade work including 400m+ of pipework installed, 6 manholes and 13 catchpits, full renewal the watermain network (600m of new watermain), footpaths, kerbs, swales and berm areas progressed, including application of matting, river stones, etc.



Looking South down Gilmour Street

Manu Bay Breakwater

The Manu Bay Update #7 was emailed out to the Forum on Thursday, 15 July.

The key message was that a third workshop is being organised and will be facilitated again by Tim Clarke of Collaborative Solutions. Tim will be in touch with Forum members to organise a suitable day for the meeting in Raglan.

Papahua Walkway

Stage 2 design is complete and work is expected to get underway in the coming weeks.

There is no good time to carry out these construction works, with the domestic tourist market now keeping the campground busy year-round, and the soccer season running through to October but then the busy summer tourist period begins. However, the contractors will make every effort to minimise the disruption and the completed path network will be a great addition to the area.

Other projects scheduled to be carried out during the next twelve months are:

- Raglan Wharf Structural Repairs
- Raglan Wharf Pontoons and walkways
- Greenslade Road Neighbourhood Park
- Raglan Walkway from the jetty to the Coastguard building.

Raglan Community Board Quarterly Update (from WDC and RCB) July 2021

Roading, Footpaths, Walkways, Cycleways and Parking

Yellow highlighted is update at June RCB meeting/agenda in Works and Issues

Green highlighted is Actions from June RCB meeting

Current WDC Projects	Status Update from Senior Transport Engineer	Timeframe / Expected Completion Date
Gilmour Street	<p>9/06 Works on Gilmour Street are underway with early progress made by Waikato District Alliance who have achieved installation of key stormwater drainage components in preparation to complete the full urban road upgrade by end of July. A late request to renew the water services for the street has also been accommodated and is being installed concurrently to the original scope of works.</p>	Advanced stages of completion, at this stage second week of august
Raglan Holiday Park, Papahua	<p>Papahua Walkway Stage 1 (bridge to campground entranceway) is nearing completion.</p> <p>Stage 2 design is complete and with Waikato District Alliance for pricing. Works is expected to get underway on Stage 2 in early July.</p> <ul style="list-style-type: none"> 23/06 THAT the Raglan Community Board requests that work does not start on the Papahua Walkway Stage 2 until a site visit had been undertaken by board members to finalise the position of the path. <p>UPDATE FROM RCB: 29/06 Board members met with WDC staff re design. Expectation that staff would make changes and contact Soccer Club and Fishing Club regarding design.</p> <p>UPDATE JULY: Currently under investigation by WDC projects team</p>	
Wainui Road Footbridge	<p>Resource consent approved for culvert extension to support proposed walking cycling path, to be presented to Poihakena Marae. UPDATE: Support from Marae given to be constructed.</p>	scheduled for August second week commence

Current WDC Projects	Status Update from Senior Transport Engineer	Timeframe / Expected Completion Date
	UPDATE JULY: Regional consent approved, Poihakena fully support, scheduled for August second week commence, to appropriate tide timetable	
Cliff Street – footpath new and upgrade	Put on hold to be considered as part of long-term planning for Cliff Street. UPDATE: On hold, to be considered as part of the long-term planning for Cliff Street.	On hold
Greenslade footpath	UPDATE FROM RCB: 8/07 Greenslade residents interested in community planting and celebration to open the path. UPDATE JULY: Under construction, concrete sections fully complete, awaiting elevated boardwalk – due second week of august, is being delivered partly complete and will be lifted into position on site. Community planting day is proposed, awaiting timetable from WDA	End of august completion planned
State Highway 23 revocation	This is now with NZTA National office. SH23 revocation behind schedule. First part of revocation – mid 2021. Second part – 2022? as culvert being built by NZTA first. UPDATE: with Minister of Transport awaiting final approval. UPDATE JULY: Still awaiting Waka Kotahi Decision	
Speed limit changes	Completed. UPDATE: Safer speed signs and advance warning / community slow down signs at substation. Awaiting revocation from NZTA.	Completed
Bow Street – works to support speed/safety	New speed limits in place have made a significant difference to the overall speed environment. WDC will install crossing point at end of Bow Street. Awaiting on Innovating Streets outcomes. UPDATE: Existing informal crossings will be made into pedestrian zebra crossings on Bow Street planned before end June.	Complete

Current WDC Projects	Status Update from Senior Transport Engineer	Timeframe / Expected Completion Date
Bow Street	<p>From your recent email:</p> <p>Angle parking Bow St - the angle parking is working well, and separate to innovative streets, WDC plan to change to angle parking from the parklet near kebab shop up to the town hall, improve the mobility space there by adding a drop kerb and making it angle with compliant width, also opposite town hall on other side of bow change to angle parking.</p> <p>WDC are looking into adding another mobility space near the launderette on Wainui and improve the existing mobility space near Wylde on Wainui.</p> <p>JULY: question RCB to WDC? If we wanted to progress the crossing at Orca corner, how would you suggest we do that? Would/could it be done at same time as this angle parking and changes? Could it be a zebra crossing like the others?</p> <p>UPDATE JULY: Complete, it is planned to make additional angle parking changes on the town hall side and also opposite.</p>	<p>UPDATE JULY: Awaiting funding from Waka Kotahi for any further works in Bow St, will have this information end of August</p>
Wharf parking - longer term	<p>RCB to work with GB on this. Bus service survey is complete with support for a local bus service. Funding has been set aside in the next LTP for bus service changes.</p> <p>Progress on hold for parking by dog area, as this is parks and reserve not road reserve.</p> <p>UPDATE: Report to Infrastructure Committee 06 May for local bus service which will include service to the wharf. Approved</p>	<p>UPDATE JULY: Community board to confirm a date in the next 4-8 weeks</p>
Inter Raglan bus service	<p>Versus has been engaged to do survey, now complete. A local bus service is supported. Funding in place for the next LTP. Next stage is to work with regional council for tender of service and costings.</p> <p>UPDATE: Report to infrastructure complete, results to be reported to Board meeting May.</p> <p>UPDATE JULY: Approved awaiting Waka Kotahi funding approval. Awaiting Waka Kotahi funding approvals – due end of August. Bus service is in early planning stage, need to arrange working group meeting – Community board to confirm a date in the next 4-8 weeks.</p>	<p>Planned for before Summer 2021/22.</p>

Current WDC Projects	Status Update from Senior Transport Engineer	Timeframe / Expected Completion Date
Marine Parade/Main Road Splitter island	<p>Design complete, construction of footpath from Raglan west shops to Marine Parade will commence in March.</p> <p>UPDATE: Main Road marked out ready to construct.</p> <p>UPDATE JULY: Footpath completed, splitter island not required – not sufficient space to accommodate</p>	complete
Signs for parking	<p>List sent to GB Oct/Nov 2020. Late Jan/early Feb installation. GB to come back to RCB regarding such before finalised and installed. Signs have been ordered, awaiting installation date from Alliance.</p> <p>UPDATE: No change.</p> <p>UPDATE JULY: On Hold pending funding provisions from Waka Kotahi</p>	On Hold pending funding provisions from Waka Kotahi
Gov Road/Bayview - change giveaways to Stop signs	UPDATE JULY: On Hold pending funding provisions from Waka Kotahi	On Hold pending funding provisions from Waka Kotahi
Park Drive crossing at base of John Street improve for safety	Transport planning with GB and RCB – no change, planning stage.	
Greenslade Road junction safety issue	<p>Transport planning with GB and RCB. Been raised before many times in RCB meetings. RCB and GB raised directly with NZTA as an urgent issue – pre-Xmas 2020. Recent accidents and incident.</p> <p>Still waiting on NZTA to do something. WDC are as frustrated as the community with the lack of traction to undertake interim safety improvements.</p> <p>UPDATE JULY: No change to this</p>	
Rose Street	<p>Raised direct to WDC and in RCB August.</p> <p>GB investigating.</p> <p>Is an issue but need to undertake a wider consultation. Community Board to advise how they would like the consultation to be undertaken – residents only? wider community?</p> <p>Discussed in RCB Oct Meeting. RCB to keep wharf stakeholder group</p>	No change to this. No available resources at present

Current WDC Projects	Status Update from Senior Transport Engineer	Timeframe / Expected Completion Date
	<p>informed (not in connection with or through the Wharf Project). Staff/GB to keep RCB up to date with progress.</p> <p>This has taken a back step as demands on staff for the LTP process has delayed action on this. Hope to put resources in the next couple of weeks.</p>	
<p>Safety for school children (main road) Main Road, splitter islands/crossings</p>	<p>Raised in RCB Sept by TO.</p> <p>The Road Safety Engineer undertook site visits to observe issues and met with the School Principal. The site is typical of larger schools pm pick up times, especially during wet weather, it is an unfortunate reflection of today's modern living and parking is not considered in school growth planning. There are several issues that are not roading related and are a result of school growth, lack of onsite planning for staff car parking. This will require a broader approach to the issues particularly at pm pick up. However, speed will reduce to 40km/h throughout the township once revocation of SH23 (in part is complete), this will improve safety, but congestion is likely to remain an issue. If the revocation of SH23 looks like to be protracted process, will bring speed limits forward to install in December 2020. The school is going to look at ways to reduce traffic particularly for teaching staff. Additional crossing points are being proposed on Main Road to improve crossing safety.</p> <p>Tony Oosten as RCB rep for RAS to keep Board informed as to general school/road safety improvements.</p> <p>Main Rd crossings to be pedestrianised before school returns in Jan 2021. School markings and signs complete.</p> <p>Main Road crossing pints, kerb build outs and median refuges at 2 locations identified and to be installed in March.</p> <p>UPDATE: Marked out crossing points on Main Road – construction by 30 June.</p> <p>Councillor Thomson had met with the PTA. There was a need to get more people involved in road safety strategic planning.</p>	<p>complete</p>

Current WDC Projects	Status Update from Senior Transport Engineer	Timeframe / Expected Completion Date
Raglan west shops to Marine Parade footpath	Under construction.	complete

Open Meeting

To	Raglan Community Board
From	Tony Whittaker Chief Operating Officer
Date	12 July 2021
Prepared by	Sharlene Jenkins Executive Assistant
Chief Executive Approved	Y
Reference/Doc Set #	GOV0507
Report Title	Year to Date Service Request Report

1. EXECUTIVE SUMMARY

To update the Board on the Year to Date Service Request Report to 30 June 2021.

2. RECOMMENDATION

THAT the report from the Chief Operating Officer be received.

3. ATTACHMENTS

Year to Date Service Request Report for Raglan Community Board

Service Request Time Frames By Ward for¹²⁸

RAGLAN

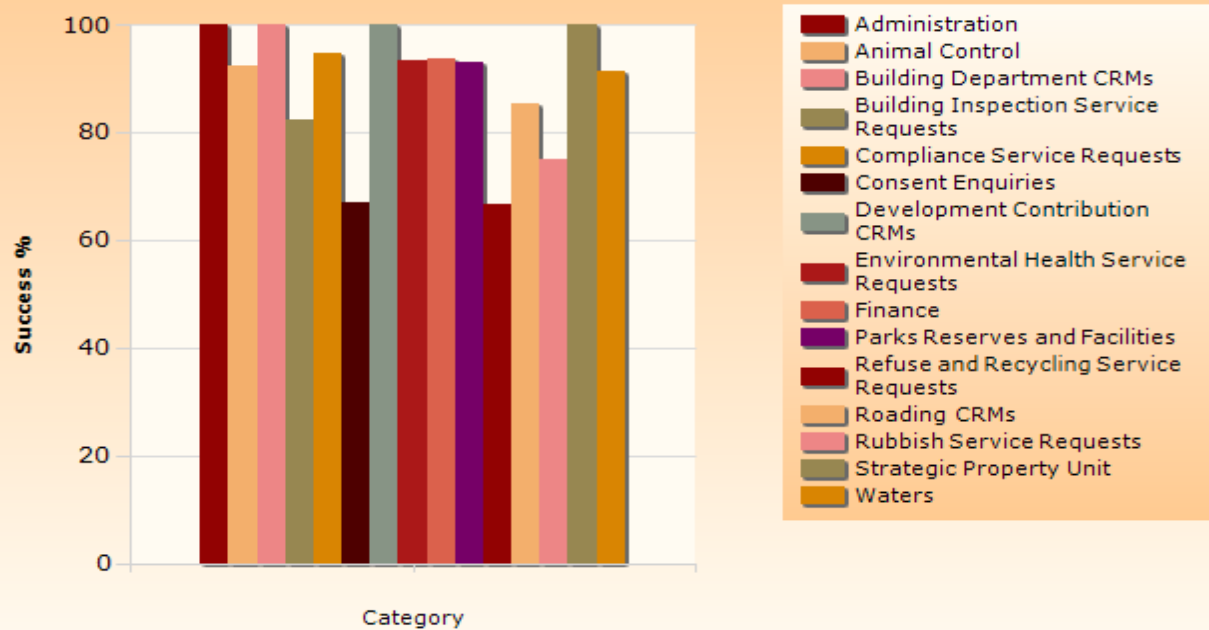


Date Range: 01/04/2021 to 30/06/2021

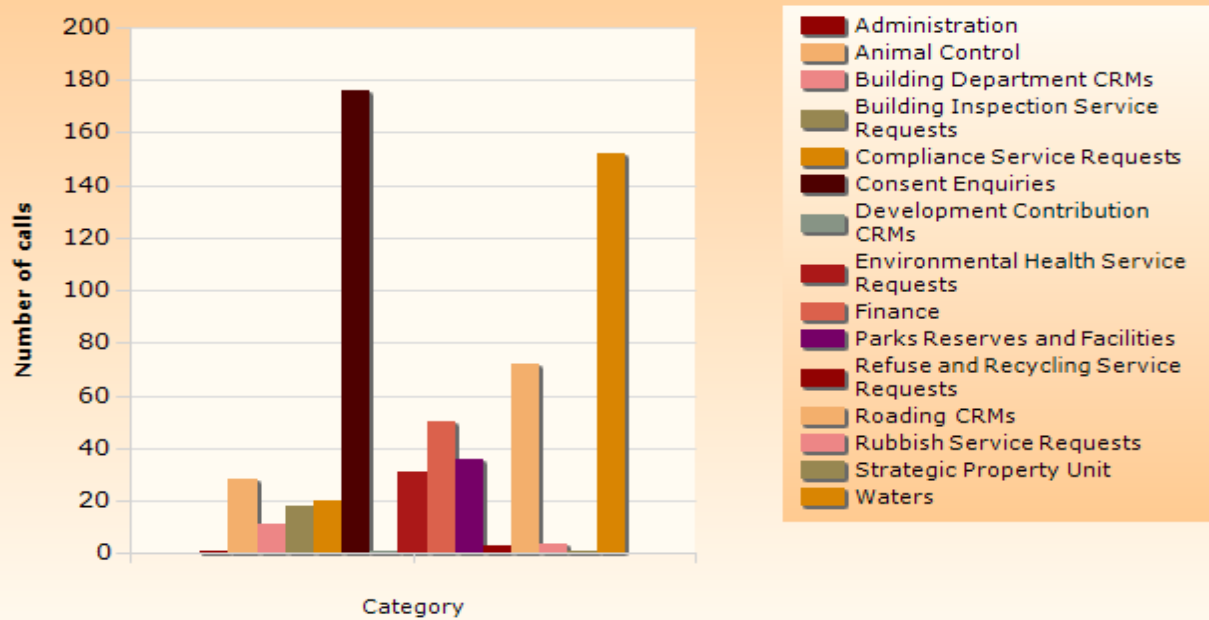
The success rate excludes Open Calls as outcome is not yet known.

7/12/2021 11:27:38 PM

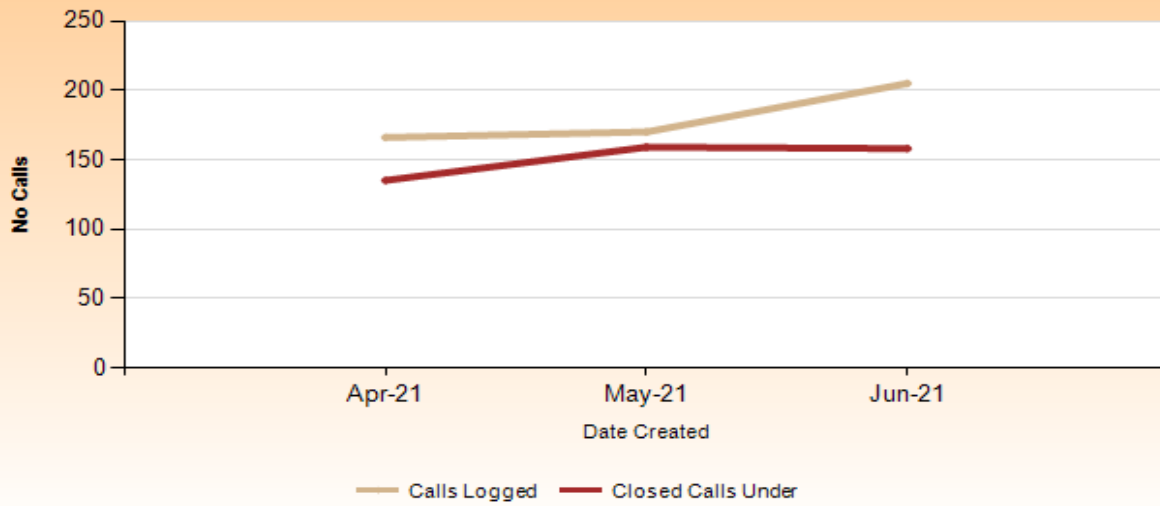
Call Completion % Success by Type



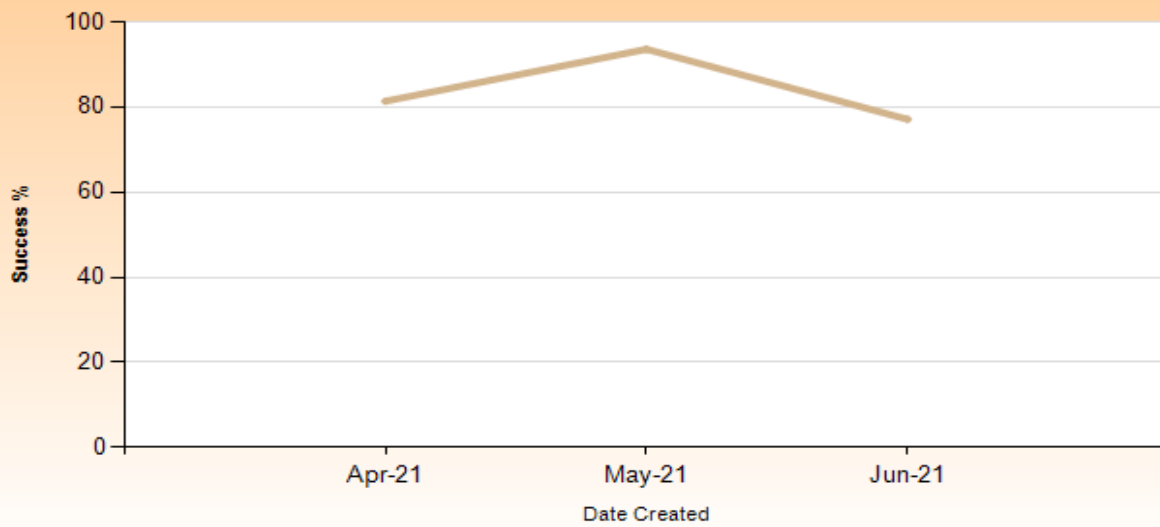
Number of Calls logged by Type



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	1				1	100.00%
	Pro rated rates for the period xx to xx	1				1	100.00%
Animal Control							
	Summary	28	2		2	24	92.31%
	Animal Charges	2				2	100.00%
	Dog Property Visit	9	2		1	6	85.71%
	Dog Straying - Current	5			1	4	80.00%
	Dog Straying - Historic	5				5	100.00%
	Dog/Animal Missing	1				1	100.00%
	Dogs Aggression - Current	1				1	100.00%
	Dogs Aggression - Historic	4				4	100.00%
	Dogs Barking Nuisance	1				1	100.00%
Building Department CRMs							
	Summary	11				11	100.00%
	Building near any Pipe/Infrastructure may req CCTV	1				1	100.00%
	PEO General Enquiry	10				10	100.00%
Building Inspection Service Requests							
	Summary	18	1		3	14	82.35%
	Building Inspection Service Requests	18	1		3	14	82.35%
Compliance Service Requests							
	Summary	20	1		1	18	94.74%
	Compliance - Unauthorised Activity	10				10	100.00%
	Freedom Camping incidents/complaints/queries	2				2	100.00%
	Illegal parking	8	1		1	6	85.71%
Consent Enquiries							
	Summary	176		6	56	114	67.06%
	Property Information Request	55		1		54	100.00%
	Rural Rapid Number assignment & purchase of plates	2				2	100.00%
	Zoning and District Plan Enquiries	119		5	56	58	50.88%
Development Contribution CRMs							
	Summary	1				1	100.00%
	Development Contribution Enquiries	1				1	100.00%
Environmental Health Service Requests							
	Summary	31	1		2	28	93.33%
	Environmental Health Complaint	4			2	2	50.00%
	Noise Complaint - Environmental Health	3				3	100.00%
	Noise complaints straight to contractor	24	1			23	100.00%

Finance							
	Summary	50		1	3	46	93.88%
	Credit Control Query	22		1	2	19	90.48%
	Rates query	28			1	27	96.43%
Parks Reserves and Facilities							
	Summary	36	1	6	2	27	93.10%
	Parks & Reserves - Aerodrome Issues	1	1				0.00%
	Parks & Reserves - Boat Ramp and Jetty issues	1				1	100.00%
	Parks & Reserves - Buildings	7			1	6	85.71%
	Parks & Reserves - Camp Ground issues	1			1		0.00%
	Parks & Reserves - Raglan Wharf Issues	1				1	100.00%
	Parks & Reserves - Reserve Issues	24		6		18	100.00%
	Parks & Reserves-Council owned buildings on reserv	1				1	100.00%
Refuse and Recycling Service Requests							
	Summary	3			1	2	66.67%
	Refuse & Recycling Enquiries	2				2	100.00%
	Rubbish bag sticker/tag orders - internal use only	1			1		0.00%
Roading CRMs							
	Summary	72	4	27	6	35	85.37%
	Footpath Maintenance - Non_Urgent	3		1	1	1	50.00%
	New Vehicle Entrance Request	14		7		7	100.00%
	Request 4 new street light path sign etc	4		2		2	100.00%
	Road Culvert Maintenance	12		7	2	3	60.00%
	Road Marking Sign & Barrier Maint Marker Posts	3		1		2	100.00%
	Road Safety Issue Enquiries	3		1		2	100.00%
	Roading Work Assessment Required - OnSite 5WD	18	1	6	1	10	90.91%
	Routine Roding Work Direct to Contractor 5WD Comp	5	2			3	100.00%
	Street Light Maintenance	2		1	1		0.00%
	Urgent - Footpath Maintenance	3	1			2	100.00%
	Urgent Roding Work 4Hr Response	4			1	3	75.00%
	Vegetation Maintenance	1		1			0.00%
Rubbish Service Requests							
	Summary	4			1	3	75.00%
	Abandoned Vehicle	2				2	100.00%
	Illegal Rubbish Dumping	2			1	1	50.00%
Strategic Property Unit							
	Summary	1				1	100.00%
	New Lease/Licence Enquiry	1				1	100.00%

Waters	132						
	Summary	152	1	12	12	127	91.37%
	3 Waters Enquiry	26			3	23	88.46%
	3 Waters Safety Complaint - Non Urgent	1	1				0.00%
	Drinking water billing	13		2		11	100.00%
	Drinking Water Final Meter Read	39		6		33	100.00%
	Drinking Water Major Leak	7			4	3	42.86%
	Drinking Water minor leak	44		3	3	38	92.68%
	Drinking Water quality	1				1	100.00%
	Drinking Water Quantity/Pressure	3				3	100.00%
	Fix Water Toby	5				5	100.00%
	No Drinking Water	2				2	100.00%
	Stormwater Blocked pipe	1				1	100.00%
	Stormwater Open Drains	1		1			0.00%
	Stormwater Property Flooding	1				1	100.00%
	Wastewater Odour	1				1	100.00%
	Wastewater Overflow or Blocked Pipe	6			2	4	66.67%
	Waters - Storm water new connection request	1				1	100.00%
Total		604	11	52	89	452	83.55%

Open Meeting

To	Raglan Community Board
From	Gabrielle Parson Raglan Community Board
Date	27 July 2021
Prepared by	Matt Horsfield Democracy Advisor
Chief Executive Approved	Y
DWS Document Set #	GOV0507
Report Title	Chairperson's Report

1. EXECUTIVE SUMMARY

The Chairperson's report is attached for the Board's information.

2. RECOMMENDATION

THAT the report from the Chairperson be received.

3. ATTACHMENTS

Chairperson's report – 11 June 2021

Raglan Community Board Submission to the Waikato Regional Council Coastal Plan - 30 June 2021

Raglan Community Board

Chairperson's Report - Gabrielle Parson

23rd July 2021

Over the last few weeks I have attended these meetings and been working on:

- Raglan Airfield. Working closely with WDC staff on way forward. Updates to community through RCB website.
- Attending Places for People meetings and supporting with Comms/Engagement. Attended opening of the Parklets with project team.
- Involved in and attended the Wastewater Consent Renewal community meeting.
- Attended informally the Raglan Area School Matariki event.
- Attended the Community Health Forum – a quarterly community meeting held by the DHB.
- Community Board oversight of the Coastal Reserves. Met with WDC staff in Ngaruawahia. See detail below.
- Keeping RCB website updated
- RCB submission to the Regional Council Coastal Plan. Thank you to Dennis and Tony for your work here.
- Attended Poihakena Marae Committee meeting with Dennis, Tony and Chris. We discussed matters including:
 - Raglan Airfield
 - Wharf Project
 - Wastewater Consent Renewal
 - Representation Review
 - Places for People project
 - Coastal Reserves oversight by RCB

Coastal Reserves Oversight

Dennis, Lisa, Chris and I met with WDC staff recently to discuss the way forward for the Community Board's oversight of the Coastal Reserves. This oversight was previously held by the Raglan Coastal Reserves Committee. These are the points that we discussed and agreed on:

- WDC staff to provide RCB with a summary of operational, maintenance and capital works proposed in Raglan the new LTP for 2021/22.
 - Within the next few months.

- WDC / RCB to confirm the criteria used to trigger engagement (e.g. changes to LOS, multiple stakeholder involved, high community interest, contentious issues where careful / united messaging is required, significant capital projects on the reserves, during the development of strategies / policies.
 - aiming for Sept/Oct RCB meeting
- WDC to provide RCB with a 6 monthly summary/ update of event bookings received/ expected.
 - Due to meet with WDC staff in next month to discuss.
- WDC agrees to engage with RCB whenever significant event bookings are received (e.g. large events, lots of people, contentious events etc) to seek RCB's view before the booking is approved / refused
 - Ongoing
- RCB to finalise a stakeholder list and share it with WDC
 - Aim for Sept/Oct RCB meeting
- WDC and RCB to consider how 'big picture' strategic thinking for Raglan can be done/fitted into current initiatives / frameworks.
 - Discuss at RCB Sept/Oct meeting
- RCB to organise a yearly stakeholder/user group meeting
 - Before the end of the year
- WDC staff are developing an events calendar and events strategy
- Currently this relationship between RCB/WDC is based on shared understanding and commitment to work together
- If RCB needed a formal delegation for this oversight then that would need to come through a RCB meeting to Roger/Mayor Sanson

To highlight to the Board and community:

WDC Representation Review

Consultation is open to the public for submissions until Friday 20th August. The Community Board will hold an informal public workshop in early August, which we will advertise shortly.

Visit: <https://shape.waikatodistrict.govt.nz/reshape-waikato>

Raglan Community Board Submitted to the Waikato Regional Council Coastal Plan on 30th June 2021. Here are our submission points below.

Coastal water quality and discharges

Name *	Gabrielle Parson
Email *	gparsonraglancommunityboard@gmail.com
Location *	Raglan
Public / Agency (please specify)	Raglan Community Board
Tell us what you think	Yes, the direction council is recommending meets my expectation.
Let us know if you have any other suggestions on how the issue/s can be addressed.	<p>We are only commenting on Water classification and standards:</p> <p>we support Option 3 with the provision that:</p> <ul style="list-style-type: none"> • The key/main point source discharges (of wastewater and stormwater) into the Whaingaroa Harbour need to be measured and analysed for their impact to the marine environment and specifically for their impact on food collection. • We ask that WRC continue to not only maintain but enhance the marine environment for food gathering and also improve the security of the ability to gather and consume kai moana for generations to come.

Marinas - tell us what you think

Name *	Gabrielle Parson
Email *	gparsonraglancommunityboard@gmail.com
Location *	Raglan
Public / Agency (please specify)	Raglan Community Board
Tell us what you think	Yes, the direction council is recommending meets my expectation.

Let us know if you have any other suggestions on how the issue/s can be addressed.

Waikato District Council applied for and consequently has a Provincial Growth Fund (PGF) funding agreement of \$2.5m with the Ministry of Business, Innovation and Employment (MBIE) for the 'Raglan Wharf Redevelopment'. Whilst most of this funding is dedicated to physical improvements to the Raglan Wharf, part of the funding agreement is to deliver a 'community-led strategic planning initiative'. The funding agreement specifies that community-led planning work will identify future jetties and other harbour infrastructure in Whaingaroa (Raglan) Harbour to connect remote communities with the Raglan township.

This planning initiative is referred to in this document as the 'Whaingaroa (Raglan) Harbour Strategy'.

The study is planned to run in the second half of 2021 and will look at the following

1. Infrastructure specifically that moves people around the harbour and maritime facilities, with a 30-50 year time horizon.
2. Enhancing connectivity around the harbour, bringing people together, people-oriented facilities, facilities that convey people or goods such as jetties to move people from place to place by boat, or walkways around the harbour edge to connect them to wharf/jetty facilities and so on.
3. Linking the strategy back to the history of the harbour, with the mailboats, ferries, and some reflection of how Maori would have travelled around the harbour in the 1800s.
4. Undertaking work to explore opportunities for future connections with other jetties in the harbour, improve connectivity between Raglan and the surrounding communities, in particular connectivity with communities on the remote northern side of the harbour.
5. Should not have a focus on 'hard infrastructure', meaning roads and three-water piped networks (water supply, wastewater and storm water).

Public access and recreation

Name *	Gabrielle Parson
Email *	gparsonraglancommunityboard@gmail.com
Location *	Raglan
Public / Agency (please specify)	Raglan Community Board
Tell us what you think	Yes, the direction council is recommending meets my expectation.

Let us know if you have any other suggestions on how the issue/s can be addressed.

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4. Undertaking work to explore opportunities for future connections with other jetties in the harbour, improve connectivity between Raglan and the surrounding communities, in particular connectivity with communities on the remote northern side of the harbour.
5. Should not have a focus on 'hard infrastructure', meaning roads and three-water piped networks (water supply, wastewater and storm water).

Open Meeting

To	Raglan Community Board
From	Dennis Amooore Raglan Community Board
Date	11 June 2021
Prepared by	Matt Horsfield Democracy Advisor
Chief Executive Approved	Y
DWS Document Set #	GOV0507
Report Title	Board Member's Report

1. EXECUTIVE SUMMARY

The Board Member's report is attached for the Board's information.

2. RECOMMENDATION

THAT the report from Mr Amooore be received.

3. ATTACHMENTS

Board Member's report – August 2021

Places for People Update August 2021 – Dennis Amooore

The Places for people project status is:

- Parklets installed and in use with official opening on the 25th June attended by our local councillor and the Mayor
- Street art complete
- Road marking complete
- Some street signs and road hit posts are still to be installed by Waikato Alliance
- Outstanding is the collation of feedback and final reporting to Waka Kotahi NZTA..

Thank you to every one who contributed the end result looks amazing

Wharf Update

Present status is as follows by sections.

Wharf Sub Structure

This is progressing as a project separate to the PGF funding.

Note that the precautionary weight limit of ten tonne on the structure remains in place. To assist with managing the weight limit, a lockable bollard has been placed at the entrance to the service lane.

Pontoon

Tenders have closed and two design build companies have presented their tenders to evaluation team. Bellingham Marine and Heron Marinas are the two tenderers.

Tenders are presently being evaluated by a team of three including Marine engineer (BECA), Project Manager and WDC Maintenance and Contracts Manager.

Clarifications are being source on several assumptions and exceptions that were included in their tenders to ensure no surprises once a contract is awarded.

West Walkway/hand rail and safety requirements

The design phase of this work has gone out to tender with five companies having uplifted the documents.

Tenders have closed and only two tenders were received. BECA and Babbage.

These are presently being evaluated and presentations from both tenderers expected week 26th July.

Whaingaroa Infrastructure Study

Beca have presented their scope document to the PCG and PCG has approved Beca to lead the Harbour study facilitation in conjunction with WDC planner.

Study will consist of five stages

- Information gathering with community board, stake holders, mana whenua & LTP
- Community consultation
- Feedback to all parties and community
- Preparation of draft strategy and circulation to get feed back
- Finalise strategy and present and identify implementation measures

Expect a meeting to be called to discuss the next stage of this with PCG and Beca in next four weeks