

Agenda for a triennial meeting of the Ngaruawahia Community Board following the 2016 Local Body Elections to be held in Committee Rooms 1 & 2, District Office, 15 Galileo Street, Ngaruawahia on **TUESDAY 8 NOVEMBER 2016** commencing at **6.00pm.**

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

1.	<u>DECLARATION BY MEMBERS' PURSUANT TO SCHEDULE 7 CLAUSE 14 OF THE LOCAL GOVERNMENT ACT 2002</u>	3
2.	<u>APOLOGIES AND LEAVE OF ABSENCE</u>	
3.	<u>CONFIRMATION OF STATUS OF AGENDA ITEMS</u>	
4.	<u>DISCLOSURES OF INTEREST</u>	
5.	<u>STATUTORY REQUIREMENTS</u>	4
6.	<u>STANDING ORDERS FOR MEETING OF LOCAL AUTHORITIES AND COMMUNITY BOARDS</u>	11
7.	<u>APPOINTMENT OF CHAIRPERSON AND DEPUTY CHAIRPERSON</u>	15
8.	<u>COMMUNITY BOARD CHARTER</u>	19
9.	<u>CODE OF CONDUCT</u>	27
10.	<u>USE OF COMMUNITY BOARD AND COMMUNITY COMMITTEE DISCRETIONARY FUNDS</u>	48
11.	<u>DATE AND TIME OF MEETINGS</u>	53

12. **REPORTS**

12.1	Discretionary Fund Report to 25 October 2016	56
12.2	Discretionary Funding Guidelines	58
12.3	Application for Funding – Horotiu Playcentre	63
12.4	Application for Funding – Ngaruawahia High School	90
12.5	Application for Funding – Ngaruawahia Community House Inc – Christmas Parade	133
12.6	Application for Funding – Ngaruawahia Community House Inc – Waitangi Day	158
12.7	Project Accountability Form	184
12.8	Service Requests	187
12.9	Ngaruawahia Works and Issues Report	190
12.10	Te Mana O Te Rangi Reserve Update	191
12.11	Ngaruawahia Community Board Resolution/Action Register	194

G J Ion

CHIEF EXECUTIVE

Agenda Triennial\NCB\161108 NCB OP.dot



DECLARATION BY MEMBER

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

Dated at Ngaruawahia this 8th day of November 2016.

.....

Signed in the presence of:

.....

GJ Ion
CHIEF EXECUTIVE

Open Meeting

To	Ngaruawahia Community Board
From	Gavin Ion Chief Executive
Date	28 October 2016
Chief Executive Approved	Y
Reference/Doc Set #	1629539
Report Title	Statutory Requirements

1. EXECUTIVE SUMMARY

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

2. RECOMMENDATION

THAT the report from the Chief Executive be received;

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

3. BACKGROUND

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

4. DISCUSSION

4.1 DISCUSSION

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

Local Government Official Information and Meetings Act 1987

Access to Local Authority Information

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

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

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

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

Local Authority Meetings

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

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

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

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

Local Authorities (Members' Interests) Act 1968

The Act has two main requirements:

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

Exceptions include:

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

The above provisions also apply to:

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

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

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

Crimes Act 1961

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

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

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

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

Section 105 Corruption and bribery of official

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

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

Section 105A. Corrupt use of official information

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

Secret Commissions Act 1910

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

“Consideration” as defined in the Act means:

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

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

Local Government Act 2002

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

Health and Safety in Work Act 2015

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

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

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

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

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

Financial Markets Conduct Act 2013

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

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

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

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

Legal Disputes – Insurance Arrangements

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

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

Bylaws

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

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

5. CONSIDERATION

5.1 FINANCIAL

Contract values can be important in this context.

5.2 LEGAL

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

5.3 STRATEGY, PLANS, POLICY AND PARTNERSHIP ALIGNMENT

This matter is not considered significant.

5.4 ASSESSMENT OF SIGNIFICANCE AND ENGAGEMENT POLICY AND OF EXTERNAL STAKEHOLDERS

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

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

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

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

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

6. CONCLUSION

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

7. ATTACHMENTS

Nil.

Open Meeting

To	Ngaruawahia Community Board
From	Gavin Ion Chief Executive
Date	28 October 2016
Chief Executive Approved	Y
Reference/Doc Set #	1629555
Report Title	Standing Orders for Meetings of Local Authorities and Community Boards

1. EXECUTIVE SUMMARY

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

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

It is recommended that the Ngaruawahia Community Board adopt and operate under the new "Waikato District Council Standing Orders (Community Boards)".

2. RECOMMENDATION

THAT the report from the Chief Executive be received;

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

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

3. BACKGROUND

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

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

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

4. DISCUSSION AND ANALYSIS OF OPTIONS

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

4.1 Discussion

4.1.1 *The key points regarding Standing Orders are as follows:*

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

4.1.2 Voting System for certain appointments – standing order 5.2

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

- Voting system A or
- Voting system B

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

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

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

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

[cl.25, Schedule 7, LGA]

4.1.3 Options for speaking and moving - Standing Order 21.1

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

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

4.2 Options

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

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

5. CONSIDERATION

5.1 FINANCIAL

Nil.

5.2 LEGAL

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

5.3 STRATEGY, PLANS, POLICY AND PARTNERSHIP ALIGNMENT

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

5.4 ASSESSMENT OF SIGNIFICANCE AND ENGAGEMENT POLICY AND OF EXTERNAL STAKEHOLDERS

The above policy has no bearing on Standing Orders.

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

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

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

6. CONCLUSION

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

Open Meeting

To	Ngaruawahia Community Board
From	Gavin Ion Chief Executive
Date	28 October 2016
Chief Executive Approved	Y
Reference/Doc Set #	1629514
Report Title	Appointment of Chairperson and Deputy Chairperson

1. EXECUTIVE SUMMARY

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

2. RECOMMENDATION

THAT the report from the Chief Executive be received;

If needed:

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

AND FURTHER THAT is appointed Chairperson of the Ngaruawahia Community Board;

AND FURTHER THAT is appointed Deputy Chairperson of the Ngaruawahia Community Board.

3. BACKGROUND

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

4. DISCUSSION AND ANALYSIS OF OPTIONS

4.1 DISCUSSION

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

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

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

4.2 OPTIONS

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

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

There are two options specified in clause 25:

System A

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

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

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

System B

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

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

cl.25, Schedule 7, LGA

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

5. CONSIDERATION

5.1 FINANCIAL

Nil.

5.2 LEGAL

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

5.3 STRATEGY, PLANS, POLICY AND PARTNERSHIP ALIGNMENT

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

5.4 ASSESSMENT OF SIGNIFICANCE AND ENGAGEMENT POLICY AND OF EXTERNAL STAKEHOLDERS

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

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

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

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

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

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

6. CONCLUSION

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

7. ATTACHMENTS

Nil.

Open Meeting

To	Ngaruawahia Community Board
From	Gavin Ion Chief Executive
Date	28 October 2016
Chief Executive Approved	Y
Reference/Doc Set #	1629542
Report Title	Community Board Charter

1. EXECUTIVE SUMMARY

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

2. RECOMMENDATION

THAT the report from the Chief Executive be received;

AND THAT the Ngaruawahia Community Board confirms the Community Board Charter as attached.

3. BACKGROUND

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

4. DISCUSSION AND ANALYSIS OF OPTIONS

4.1 DISCUSSION

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

4.2 OPTIONS

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

5. CONSIDERATION

5.1 FINANCIAL

Nil.

5.2 LEGAL

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

5.3 STRATEGY, PLANS, POLICY AND PARTNERSHIP ALIGNMENT

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

5.4 ASSESSMENT OF SIGNIFICANCE AND ENGAGEMENT POLICY AND OF EXTERNAL STAKEHOLDERS

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

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

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

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

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

6. CONCLUSION

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

7. ATTACHMENTS

Community Board Charter

COMMUNITY BOARD CHARTER

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

COMMUNITY BOARD CHARTER

I Purpose

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

2 Roles and Delegations

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

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

3 Membership of the Community Board

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

4 Chairperson

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

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

5 Remuneration

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

6 Meeting Procedures

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

7 Communication

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

8 Responsibilities of Ward Councillors and Staff

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

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

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

9 Responsibilities of Community Board Members

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

10 Responsibilities of the Council

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

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

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

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

Appointments confirmed 1 November 2016

Huntly Community Board

Huntly Ward Councillors (2)

Ngaruawahia Community Board

Ngaruawahia Ward Councillors (2)

Onewhero-Tuakau Community Board

Onewhero-Te Akau Ward Councillor
One Awaroa Ki Tuakau Ward Councillor

Raglan Community Board

Raglan Ward Councillor

Taupiri Community Board

Ngaruawahia Ward Councillors (2)

Open Meeting

To	Ngaruawahia Community Board
From	Gavin Ion Chief Executive
Date	28 October 2016
Chief Executive Approved	Y
Reference/Doc Set #	1629517
Report Title	Code of Conduct

1. EXECUTIVE SUMMARY

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

2. RECOMMENDATION

THAT the report from the Chief Executive be received.

3. BACKGROUND

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

4. DISCUSSION AND ANALYSIS OF OPTIONS

4.1 DISCUSSION

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

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

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

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

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

4.2 OPTIONS

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

5. CONSIDERATION

5.1 FINANCIAL

Nil.

5.2 LEGAL

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

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

5.3 STRATEGY, PLANS, POLICY AND PARTNERSHIP ALIGNMENT

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

5.4 ASSESSMENT OF SIGNIFICANCE AND ENGAGEMENT POLICY AND OF EXTERNAL STAKEHOLDERS

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

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

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

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

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

6. CONCLUSION

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

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

7. ATTACHMENTS

Code of Conduct

CODE OF CONDUCT –COMMUNITY BOARDS

WDC1011/25/1/3

Part One: Introduction

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

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

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

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

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

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

The objective of the code is to enhance:

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

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

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

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

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

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

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

Part Two: Roles and Responsibilities

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

Mayor

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

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

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

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

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

Deputy Mayor

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

Committee Chairpersons

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

Councillors

Councillors acting as the Council, are responsible for:

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

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

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

Community Boards

Within the Waikato District there are five community boards:

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

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

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

Chief Executive

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

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

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

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

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

Meeting Attendance

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

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

Appointments to Other Bodies

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

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

Part Three: Relationships and Behaviours

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

Relationships with Other Elected Members

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

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

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

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

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

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

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

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

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

Relationships with Staff

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

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

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

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

Relationships with the Community

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

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

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

Contact with the Media

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

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

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

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

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

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

Meeting Decisions

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

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

The Mayor can make statements that accurately report Council decisions.

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

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

Confidential Information

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

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

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

Information Received in Capacity as an Elected Member

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

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

Responding to Queries Involving Liability Issues

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

Training, Conferences and Induction

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

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

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

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

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

Conflicts of Interest

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

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

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

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

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

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

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

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

Standing Orders

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

Ethics

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

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

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

Disqualification of Members from Office

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

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

Part Four: Compliance and Review

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

Compliance

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

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

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

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

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

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

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

Responses to Breaches of the Code

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

Where there are statutory provisions:

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

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

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

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

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

Review

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

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

Appendix to the Code of Conduct

Legislation Bearing on the Role and Conduct of Elected Members

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

Local Authority (Members' Interests) Act 1968

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

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

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

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

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

Local Government Official Information and Meetings Act 1987

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

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

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

Official Information

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

Requesting Information

In brief, the Act states:

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

Refusing Requests for Information

A request may be refused (section 17) if:

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

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

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

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

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

Crimes Act 1961

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

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

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

Securities Act 1978

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

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

Local Government Acts 1974 and 2002

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

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

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

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

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

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

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

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

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

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

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

Resource Management Act 1991

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

Privacy Act 1993

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

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

Health and Safety in Employment Act 1992

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

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

Open Meeting

To	Ngaruawahia Community Board
From	Gavin Ion Chief Executive
Date	28 October 2016
Chief Executive Approved	Y
Reference/Doc Set #	1629540
Report Title	Use of Community Board and Community Committee Discretionary Funds

1. EXECUTIVE SUMMARY

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

2. RECOMMENDATION

THAT the report from the Chief Executive be received.

3. BACKGROUND

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

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

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

4. DISCUSSION AND ANALYSIS OF OPTIONS

4.1 DISCUSSION

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

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

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

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

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

4.2 OPTIONS

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

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

5. CONSIDERATION

5.1 FINANCIAL

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

5.2 LEGAL

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

5.3 STRATEGY, PLANS, POLICY AND PARTNERSHIP ALIGNMENT

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

5.4 ASSESSMENT OF SIGNIFICANCE AND ENGAGEMENT POLICY AND OF EXTERNAL STAKEHOLDERS

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

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

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

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

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

6. CONCLUSION

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

7. ATTACHMENTS

Nil.



Use of Community Board and Community Committee Discretionary Funds

Purpose:

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

Background:

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

How the Funds are to be Used:

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

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

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

Open Meeting

To	Ngaruawahia Community Board
From	Gavin Ion Chief Executive
Date	28 October 2016
Chief Executive Approved	Y
Reference/Doc Set #	1629512
Report Title	Date and Time of Meetings

1. EXECUTIVE SUMMARY

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

2. RECOMMENDATION

THAT the report from the Chief Executive be received;

AND THAT the Ngaruawahia Community Board holds its meetings on the second Tuesday of each month commencing at 6.00pm;

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

3. BACKGROUND

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

4. DISCUSSION AND ANALYSIS OF OPTIONS

4.1 DISCUSSION

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

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

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

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

4.2 OPTIONS

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

5. CONSIDERATION

5.1 FINANCIAL

Nil.

5.2 LEGAL

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

5.3 STRATEGY, PLANS, POLICY AND PARTNERSHIP ALIGNMENT

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

5.4 ASSESSMENT OF SIGNIFICANCE AND ENGAGEMENT POLICY AND OF EXTERNAL STAKEHOLDERS

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

Highest levels of engagement	Inform	Consult	Involve	Collaborate	Empower
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Tick the appropriate box/boxes and specify what it involves by providing a brief explanation of the tools which will be used to engage (refer to the project engagement plan if applicable).</i>	The Board needs to agree a meeting timetable which suits its needs.				

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

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

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

6. CONCLUSION

A meeting schedule for forthcoming meetings is required by the Local Government Act. The status quo of the meeting at 6.00pm on the second Tuesday of the month is suggested.

7. ATTACHMENTS

Nil.

Open Meeting

To	Ngaruawahia Community Board
From	Tony Whittaker General Manager Strategy & Support
Date	25 October 2016
Prepared by	Julienne Calambuhay Management Accountant
Chief Executive Approved	Y
Reference/Doc Set #	GOV0508
Report Title	Discretionary Fund Report to 25 October 2016

1. EXECUTIVE SUMMARY

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

2. RECOMMENDATION

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

3. ATTACHMENTS

Discretionary Fund Report to 25 October 2016

NGARUAWAHIA COMMUNITY BOARD DISCRETIONARY FUND 2016/2017

	GL	1.205.1704
2016/17 Annual Plan		20,999.00
Carry forward from 2015/16		51,473.00
Total Funding		<u>72,472.00</u>
Expenditure		
16-Jun-16 Turangawaewae Rugby League Sport & Cultural Club - cost of replacing the clubroom electrical switch		5,625.00
30-Jun-16 Fiberglass Developments Ltd - Mini Waka and freight charges		685.53
30-Aug-16 Ngaruawahia RSA Memorial Club Inc - upgrading damaged window frames		1,462.39
14-Sep-16 Refreshments for end of triennium		140.17
Total Expenditure		<u>7,913.09</u>
Income		
Total Income		<u>-</u>
Net Expenditure		<u>7,913.09</u>
Net Funding Remaining (Excluding commitments)		<u>64,558.91</u>
Commitments		
Workshop costs/room		100.00
Information signage boards		5,000.00
General signage		10,000.00
Hakarimata Walkway entrance - consent and engineering costs		10,000.00
10-Nov-15 Commitments for the following projects (Resolution NCB 1511/06/2)		
Workshop Expenses		300.00
Adult playground fitness proposal		10,000.00
14-Jun-16 Te Mana o Te Rangi Reserve		8,000.00
Total Commitments		<u>43,400.00</u>
Net Funding Remaining (Including commitments) as of 25 October 2016		<u>21,158.91</u>

Open Meeting

To	Ngaruawahia Community Board
From	Tony Whittaker General Manager Strategy & Support
Date	26 October 2016
Prepared by	Lianne van den Bemd Community Development Advisor
Chief Executive Approved	Y
Reference/Doc Set #	1628016
Report Title	Discretionary Funding Guidelines

I. EXECUTIVE SUMMARY

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

The Discretionary Funding Guidelines includes:

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

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

2. RECOMMENDATION

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

3. ATTACHMENTS

Discretionary Funding Guidelines

DISCRETIONARY FUNDING GUIDELINES

How to make a Funding Application

Waikato District Council provides discretionary funding to assist community groups, non-commercial groups and voluntary organisations operating within the council's rural wards, Community boards and the Te Kauwhata and Meremere Community Committees areas.

Funding Mechanisms

1. Waikato District Council Community Boards /Community Committees
2. Waikato District Council Discretionary and Funding Committee

Who can apply?

Any community group, non-commercial group or voluntary organisation can apply for a grant. Specific criteria for each fund is as follows:

Waikato District Council Community Boards and the Te Kauwhata and Meremere Community Committees

Community boards and the Te Kauwhata and Meremere Community Committees allocate grants for events and projects in their areas. Applicants must outline how their event or project will contribute to the community board area and wider community. The relevant community board or committee has responsibility for determining grant applications in their area.

Waikato District Council Discretionary & Funding Committee

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

Criteria for grants

Applications are required to meet the following criteria:

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

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

- v. Applications must detail how the monies sought will specifically be used and how the balance of the monies required for the event or project will be obtained. All grant applications must include a detailed budget for the event or project.
- vi. Capital expenditure items may be considered for grant applications.

- vii. Applicants can make more than one application for a grant within a 12-month period provided that the grant being sought is for a different project or event and an accountability statement has been completed.
- viii. Applications for Long Term Plan grants should be made through the submission process.
- ix. Applications may be considered from schools where the Ministry of Education will not fully fund the project and the benefits are for the wider community.
- x. Grants will not be considered for events that have already occurred / projects completed (i.e. no retrospective funding).
- xi. Grants will not be given to oppose consent decisions, attend conferences or to contest legal cases.
- xii. Applications from commercial entities will not be considered.
- xiii. Multiple applications through the discretionary grants funding cycle made to the Discretionary & Funding Committee, community boards or community committees for the same event or project will not be considered.

Eligibility Criteria

Applications are required to meet the following eligibility criteria:

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

Funding Rounds

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

Presenting your application

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

GUIDE TO APPLICATION FORM

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

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

Section 1 – Your details

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

Attachments Required for Section 1:

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

Section 2 – Community Wellbeings and Outcomes

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

Waikato District Community Well-beings

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

Waikato District Community Outcomes

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

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

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

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

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

Section 3 – Your event or project

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

Section 4 – Funding requirements

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

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

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

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

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

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

How do I know if our application is successful?

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

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

What else you should know

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

Open Meeting

To	Ngaruawahia Community Board
From	TG Whittaker General Manager Strategy & Support
Date	15 October 2016
Prepared by	Lianne van den Bemd Community Development Advisor
Chief Executive Approved	Y
DWS Document Set #	1627559
Report Title	Application for Funding – Horotiu Playcentre

1. EXECUTIVE SUMMARY

The purpose of this report is to present an application for funding from the Horotiu Playcentre towards the cost of re-barking the playground.

2. RECOMMENDATION

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

AND THAT an allocation of \$..... is made to the Horotiu Playcentre towards the cost of re-barking the playground;

OR

AND THAT the request from the Horotiu Playcentre towards the cost of re-barking the playground is declined / deferred until for the following reasons:

3. BACKGROUND

The Horotiu Playcentre (“the Centre”) wants to top up the children’s Playground area with fresh new bark.

Harvest Timber Products will supply and deliver the 25m³ of bark needed to top up the area.

The Centre will involve the Children’s parents and extended family to help with the dispersing of the bark when delivered.

The Centre will take this opportunity to engage with the families as a way of promoting what is on offer at the Centre.

4. OPTIONS CONSIDERED

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

5. FINANCIAL

Funding is available to allocate for the year.

The project is noted to cost \$1,949.25. The Horotiu Playcentre is seeking funding of \$1,449.25 towards the cost of re-barking the children's playground area.

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

6. POLICY

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

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

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

7. CONCLUSION

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

8. ATTACHMENTS

Application for Funding – Horotiu Playcentre



65

Waikato District Council
07 OCT 2016
10.55
09



DISCRETIONARY FUNDING APPLICATION FORM

Important notes for applicant:

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

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

Discretionary and Funding Committee Project Event

OR

Community Board / Committee Discretionary Fund

Raglan Taupiri Onewhero-Tuakau

Ngaruawahia Huntly Te Kawhata Meremere

Section 1 - Your details

Name of organisation
Horotiu Playcentre

What is your organisation's purpose?
Whanau led, licensed early childhood centre. We empower adults and children to play, work, learn and grow together.

Address: (Postal)
89b Horotiu Bridge Road, Horotiu 3288

Address: (Physical if different from above)
as above.

Contact name, phone number/s and email address
Megan Flynn 021 041 8154 meganeflynn@outlook.com

Charities Commission Number: (If you have one)
CC 385 77

Are you GST registered? No Yes GST Number 1111111111

Bank account details 0311571100150911000

Bank Westpac Branch Te Rapa

The following documentation is required in support of your application:

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

Section 2 – Community wellbeing and outcomes

Which community wellbeing will your project contribute to?
(See the guidelines sheet for more information on this section.)

Social Economic Cultural Environmental

Which of the five community outcomes for the Waikato district does this project contribute to?
(See the guidelines sheet for more information on this section.)

Accessible Safe Sustainable Thriving Vibrant

Section 3 – Your event/project

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

Top up of playground bark in
our swing/fort area.

Who is involved in your event / project?

Playcentre members (all
volunteer)

How many volunteers are involved?

19 + whanau

What other groups are involved in the project?

NIL

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

Moroitu Playcentre can provide a safe play
environment for our member whanau and
increase the membership by highlighting
our ability to improve our center.

Section 4 – Funding requirements

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

Please complete all of the following sections	GST Inclusive Costs (use this column if you are not GST registered)	GST Exclusive Costs (use this column if you are GST registered)
TOTAL COST OF THE PROJECT/EVENT	\$ 1949.25	\$ _____
Existing funds available for the project Total A	\$ 500	\$ _____

Funding being sought from Waikato District Council

Project Breakdown (itemised costs of funding being sought) If there is insufficient space below please provide a breakdown of costs on an additional sheet.	\$	\$
REHABVEST - SUPPLY 25CBM BARK	\$ 1949.25	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
Total Funds being sought from WDC Total B	\$ 1449.25	\$

Has funding been sought from other funders? Yes No

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

a)	\$ _____	\$ _____
b)	\$ _____	\$ _____
c)	\$ _____	\$ _____
d)	\$ _____	\$ _____
Total of other funds being sought Total C	\$ 0.00	\$ _____

Total Funding Applied for (Add totals A, B & C together to make Total D) Total D	\$ 1449.25	\$ _____
Note : This total should equal the Total Cost of the Project/Event	\$ 1949.25	

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

Volunteer parent & whanau labour will be used to spread bark around play area. Community workers will prepare site by treating with lime and salt to prevent mushroom growth.

Section 5 – Previous Funding Received from Waikato District Council

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

Project	Amount received	Date
(NIL) (NIL)		

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

I confirm that an accountability statement has been completed and returned

Signed: _____ Name: _____

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

Signature: MEL Date: 26 SEPT 16

Position in organisation (tick which applies) Chairman Secretary Treasurer

Signature: R Steel Date: 05/10/16

Position in organisation (tick which applies) Chairman Secretary Treasurer

<< WLAN report >>

XX69XXXX
* Connection : OK
XX

<Configuration>

Network Name (SSID)	Playcentre
Hardware Address (MAC)	00:80:92:93:0e:99
Communication Mode	Infrastructure
Authentication Type	WPA/WPA2-PSK
Encryption	AES
Network Channel	11

Horotiu Playcentre**Performance Report**

For the year ended:

31st August 2016

Contents

	Page
Non-Financial Information:	
Entity Information	1
Statement of Service Performance	4
Financial Information:	
Statement of Receipts and Payments	5
Statement of Resources and Commitments	6
Notes to the Performance Report	8
Statement of Responsibility	14
Independent Auditors/Reviewers Report	15

Horotiu Playcentre

Entity Information

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

For the year ended:
31st August 2016

Legal Name of Entity:*	Horotiu Playcentre
Other Name of Entity (if any):	
Type of Entity and Legal Basis (if any):*	Registered Charity
Registration Number:	CC38577

Entity's Purpose or Mission: *

Horotiu Playcentre is a family/whanau led, licensed early childhood centre. We are a co-operative community based centre, in a semi-rural area, where play and learning are valued for children and their whanau.

Playcentre is a family organisation where

- * we empower adults and children to play, work, learn and grow together
- * we honour Te Tiriti o Waitangi and celebrate people's uniqueness
- * we value and affirm parents as the first and best educators of their children so that whānau are strengthened and communities enriched.

Entity Structure: *

Horotiu Playcentre is managed and governed by the parents of the children who attend the centre. Every parent/whanau of enrolled children is a member of the committee and decisions are made via consensus. Officers are elected from amongst the committee. Horotiu Playcentre is a member of the Regional Playcentre Association, which is a member of the New Zealand Playcentre Federation. These bodies provide support and guidance for our centre and the office-holders to ensure we are aware of good practice and meet all regulatory requirements.

Horotiu Playcentre

Entity Information

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

For the year ended:
31st August 2016

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

The majority of Horotiu Playcentre's funding comes through the bulkfunding grant received from the Ministry of Education. This funding is directly related to the number of children on session and how many sessions per week they attend. We also receive funding from community grants, our members fundraising efforts and member fees.

Main Methods Used by the Entity to Raise Funds:*

We carry out a lot of fundraising during the year to supplement the bulkfunding received. This year our main fundraising event was a bake sale at the local school gala. We also sold calendars with childrens' artwork, pies, seed packets and dried herbs at the local farm shop.

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

Horotiu Playcentre has a strong reliance on volunteers to function. As a parent-led early childhood centre, we rely on parents attending their duty sessions in order to meet licensing requirements. All parents are part of the committee that runs the centre and take on roles to assist in this- this includes President, Secretary, Treasurer, Equipment officer, Health and Safety officer, Education officer, Property, Librarian, Bicultural officer among others. Every week approximately 37 hours of volunteer time is required to ensure the centre operates well. We hold termly cleanups and often a working bee as well where parents do the large cleaning jobs such as windows, oiling wooden equipment, repainting, gardening, small repairs, washing down all toys & equipment, taking shade sails up or down, cleaning gutters & drains, overhauling kitchen & resource rooms, washing play dress ups and so on. We use Community Workers on an alternate day during the holidays for other heavy labour.

Horotiu Playcentre

Entity Information

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

For the year ended:
31st August 2016

Additional Information*

Contact details

Physical Address:	89b Horotiu Bridge Road, Horotiu 3288
Postal Address:	as above
Phone/Fax:	07 829 9312
Email/Website:	Admin@playcentre.org.nz, www.playcentre.org.nz
	www.facebook.com/horotiuplaycentre
	

Horotiu Playcentre
Statement of Service Performance

"What did we do?"

For the year ended
 31st August 2016

Description of the Entity's Outcomes:

Horotiu Playcentre provides an early childhood education setting where parents are valued as first and best educators of their children and have an active day-to-day role in providing care and education for their, and others, children. Our Playcentre seeks to provide an environment where children are nurtured holistically and given opportunities to play, grow, learn, develop and explore. Children who have attended our Playcentre will be competent and confident in their own abilities, and as learners. Parents involved in our community feel supported in their role as parents and develop skills and knowledge to assist them in their parenting journey and beyond.

Description and Quantification (to the extent practicable) of the Entity's Outputs:*	Actual*	Expected	Actual*
	This Year	This Year	Last Year
Total Number of children on the roll during the last year	30	22	22
Number of children who graduated to school in the last year	1	1	0
Average number of sessions run each week	3	3	3
Percentage of parents actively participating in the adult education programme	50	50	50
Number of parents who achieved Course 3 in the NZPF diploma.	2	4	2

Additional Output Measures:

Our centre has made an applied effort to attract babies this year, through outreach in the SPACE programs, sending members to attend SPACE sessions, inviting SPACE graduates to our centre & making our centre known among SPACE facilitators. We have gained 5 new families with this effort. We have also reviewed and updated our Welcome Policy, fine tuning the information sharing & creating a folder which allows us to track new members on their early visits.

Additional information:

Horotiu Playcentre

Statement of Receipts and Payments

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

For the year ended:

31st August 2016

	Notes	Actual*	Budget	Actual*
		This Year	This Year	Last Year
		\$	\$	\$
Operating Receipts				
Donations, fundraising and other similar receipts *		7,232	-	4,657
Fees, subscriptions and other receipts from members *		2,165	1,200	1,310
Receipts from providing goods or services *		36,908	27,624	30,612
Interest, dividends and other investment income receipts *		89	-	91
Other operating receipts		66	-	-
Total Operating Receipts		46,460	28,824	36,670
Operating Payments				
Payments related to public fundraising *		2,847	-	80
Volunteer and employee related payments *		548	1,017	36
Payments related to providing goods or services *		14,824	13,338	9,107
Grants and donations paid*		-	-	-
Other operating payments		26,439	27,862	22,116
Total Operating Payments		44,658	42,217	31,339
Operating Surplus or (Deficit)		1,802	(13,393)	5,331
Capital Receipts				
Receipts from the sale of resources*				
Receipts from borrowings*				
Capital Payments				
Purchase of resources*		6,003		
Repayments of borrowings*				
Increase/(Decrease) in Bank Accounts and Cash *		(4,201)	(13,393)	5,331
Bank accounts and cash at the beginning of the financial year *		12,901	12,901	7,570
Bank Accounts and Cash at the End of the Financial Year *		8,700	(492)	12,901
Represented by:*				
Cheque account(s)		5,742	(5,366)	8,149
Savings account(s)		10	2,994	2,771
Term Deposit account(s)		2,948	1,880	1,981
Cash Floats				
Petty Cash				
Total Bank Accounts and Cash at the End of the Financial Year *		8,700	(492)	12,901

Horotiu Playcentre
Statement of Resources and Commitments
 "what the entity owns?" and "what the entity owes?"
 As at
 31st August 2016

SCHEDULE OF RESOURCES

This Year	Last Year
\$	\$

Bank Accounts and Cash (from Statement of Receipts and Payments) *

8,700	12,901
-------	--------

Money Held on Behalf of Others *

Description*

Amount*	Amount*

Money Owed to the Entity *

Description*
Fees owed by members (Newton & Sillich - reminder emails sent 6/9/16)

Amount*	Amount*
80	

Other Resources *

Description and Source of Value* (cost or current value required if practicable to obtain)

Cost or Current Value*	Cost or Current Value*

SCHEDULE OF COMMITMENTS

This Year	Last Year
\$	\$

Money Payable by the Entity *

Description*
Unpaid invoices for payments for goods or services

Amount*	Amount*
27	

Horotiu Playcentre
Notes to the Performance Report
For the year ended
31st August 2016

Note 1: Accounting Policies "How did we do our accounting"

Basis of Preparation*

Horotiu Playcentre is permitted by law to apply PBE SFR-C (NFP) *Public Benefit Entity Simple Format Reporting - Cash (Not-For-Profit)* and has elected to do so. All transactions are reported in the Statement of Receipts and Payments and related Notes to the Performance Report on a cash basis.

Goods and Services Tax (GST)*

Horotiu Playcentre is not registered for GST. Therefore amounts recorded in the Performance Report are inclusive of GST (if any).

Horotiu Playcentre
Notes to the Performance Report
 For the year ended
 31st August 2016

Note 2 : Analysis of Receipts "How was it funded?"

Receipt Item	Analysis	This Year \$	Last Year \$
Fundraising receipts	Bake Sale	730	
	Abacus Calendars	445	
	Oxford Pies	2,671	
	Kings Seeds	666	
	Block Course	330	
	Farm Shop Sales	4	
	General		1,917
	Total		4,846

Receipt Item	Analysis	This Year \$	Last Year \$
Grants and donations	Trust Waikato	2,000	
	Donations/koha from the public	4	
	Donations from members	120	40
	First Aid contribution	262	
	Lion Foundation		2,000
	Good in the Hood		700
	Total		2,386

Receipt Item	Analysis	This Year \$	Last Year \$
Fees, subscriptions and other receipts from members	Fees and subscriptions from members	2,165	1,310
Total		2,165	1,310

Receipt Item	Analysis	This Year \$	Last Year \$
Receipts from providing goods or services	MoE Bulkfunding	36,908	30,612
Total		36,908	30,612

Receipt Item	Analysis	This Year \$	Last Year \$
Interest, dividends and other investment income receipts	Interest - chq a/c	31	6
	Interest - savings a/c	57	85
	Interest - Fundraising a/c	1	
Total		89	91

Horotiu Playcentre
Notes to the Performance Report
 For the year ended
 31st August 2016

Note 2 : Analysis of Receipts "How was it funded?"

Receipt Item	Analysis	This Year \$	Last Year \$
Other receipts	Reversed Debit	28	
	Erroneous Receipt	38	
	Total	66	

Receipt Item	Analysis	This Year \$	Last Year \$
Capital receipts			
		Total	



Horotiu Playcentre
Notes to the Performance Report
For the year ended
31st August 2016

Note 3 : Analysis of Payments "What did it cost?"

Payment Item	Analysis	This Year \$	Last Year \$
Payments related to public fundraising	Oxford Pies	2,222	
	Abacus Calendars	275	
	Kings Seeds	350	
	Other		80
Total		2,847	80

Payment Item	Analysis	This Year \$	Last Year \$
Volunteer and employee related payments	Salaries and Wages	548	36
Total		548	36

Payment Item	Analysis	This Year \$	Last Year \$
Payments related to providing goods or services	Housekeeping	1,034	775
	Education/Training expenses	596	581
	Equipment Consumables	1,232	726
	Centre Administration	1,752	1,086
	Rent/Mortgage	12	12
	Utilities	10,198	5,927
Total		14,824	9,107

Payment Item	Analysis	This Year \$	Last Year \$
Grants and donations paid			
Total			

Payment Item	Analysis	This Year \$	Last Year \$
Other operating payments	Levies	20,963	19,775
	Property/Maintenance	1,666	1,667
	Centre Activities	585	172
	Equipment Fixed Assets	2,187	422
	Other Payments	1,038	80
Total		26,439	22,116

Horotiu Playcentre
Notes to the Performance Report
 For the year ended
 31st August 2016

Note 3 : Analysis of Payments "What did it cost?"

Payment Item	Analysis	This Year \$	Last Year \$
Capital payments	Property/Maintenance	6,003	
	Total	6,003	

Horotiu Playcentre
Notes to the Performance Report
For the year ended
31st August 2016

Notes 4-7

Note 4: Correction of Errors***Note 5: Related Party Transactions***

Description of Related Party Relationship*	Description of the Transaction (whether in cash or amount in kind)*	This Year	Last Year	This Year	Last Year
		\$ Value of Transactions*	\$ Value of Transactions*	\$ Amount Outstanding*	\$ Amount Outstanding*
Levi Reid is the son of member Nicole Reid	Levi mowed our lawns in the 2nd half of this year at a rate of \$30	90	-	0	0
Pip Steel is our president	Pip performed cleaning duties for 2 terms at a rate of \$20 per clean	1,050	-	0	0
Lisa McBrearty is our Equipment Officer	Lisa performed cleaning duties for less than 1 term at a rate of \$20 per clean	240	-	0	0

Note 6: Events After the Balance Date*

There were no events that have occurred after the balance date that would have a significant impact on the Performance Report. (Last Year - Nil)

Note 7: Additional Notes

Horotiu Playcentre Statement of Responsibility

"Who was involved in verifying this report?"
For the year ended
31 August 2016

Preparation of the Performance Report:

The President and Treasurer verify that the Performance Report gives a true and fair view of the outcome of the Centre's activities and it's financial position.

Name
Position
Signature

Name
Position
Signature

Reviewer's /Auditor's Report:

My Review /Audit opinion follows on a separate page attached

Name
Address

Date
Qualification
Signature

Presentation of the Financial Statements (As required by s.23 of the Incorporated Societies Act 1908)

Verification by Chairperson at the AGM that the Financial Statement has been presented and approved by the Annual General Meeting of the Playcentre.

Name
Chairperson for the AGM

Date of AGM
Signature

NOTE: This report is to be completed in duplicate on yellow paper. One copy is to be retained by the Playcentre and the other copy is to be sent to the Association Treasurer /Secretary by 31st October 2016, together with the Reviewer's /Auditor's Report. Please ensure that both copies have been signed by the Playcentre President, Treasurer, the Reviewer/Auditor and the Chairperson before being sent to the Association.

Kevin Connolly
15 Sycamore Place
Pukete
Hamilton 3200

14 September 2016

REVIEW REPORT

To the members of Horotiu Playcentre

I have reviewed the financial statements as presented to me for Horotiu Playcentre on pages 5 to 13, which comprise the statement of receipts and payments, the statement of resources and commitments and notes to the performance report for the year ended 31 August 2016.

Committee Responsibilities

The Horotiu Playcentre committee is responsible for the preparation of financial statements which fairly reflect the financial position of Horotiu Playcentre as at 31 August 2016 and of the results of operations and cash flows for the year ended on that date.

Reviewer's Responsibilities

It is my responsibility to express an independent opinion on the financial statements presently by you and express my opinion to you.

Basis of Opinion

A review includes examining on a test basis, evidence, relevant to the amounts and disclosures in the financial statements. It also includes assessing:

- the significant estimates and judgements made by you in the preparation of the financial statements, and
- whether the accounting policies are appropriate to the Playcentre's circumstances, consistently applied and disclosed.

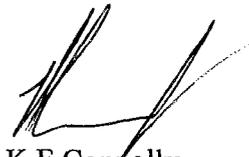
I conducted the review in accordance with generally accepted review standards in New Zealand. I planned and performed the review so as to obtain all the information and explanations which I considered necessary in order to provide me with sufficient evidence to give reasonable assurance the financial statements are free from material misstatements, whether caused by fraud or error. In forming my opinion I also evaluated the overall adequacy of the presentation of information in the financial statements.

Other than in my capacity as reviewer I have no relationship with or involvement in the activities of Horotiu Playcentre.

Qualified Opinion

In common with other organisations of a similar nature, control over some types of income and expenditure prior to it being recorded is limited and there are no practical review procedures to determine the effect of this limited control. Subject to the possible effect of this limited control over income and expenditure, in my opinion the financial records fairly reflect the financial transactions and position of Horotiu Playcentre for the year ended 31 August 2016.

This review was completed on 14 September 2016 and my qualified opinion is expressed as at that date.



K F Connolly
BMS, CA
Hamilton



Certificate of Registration

Horotiu Playcentre

This is to certify that Horotiu Playcentre was registered as a charitable entity under the Charities Act 2005 on 30 June 2008.

Registration number: CC38577

Handwritten signature of Sid Ashton in black ink.

Sid Ashton
Chair

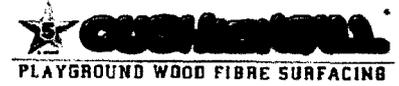
Handwritten signature of Trevor Garrett in black ink.

Trevor Garrett
Chief Executive

REHARVEST TIMBER PRODUCTS LIMITED

41a HUNUA ROAD, PAPAURA
PHONE: 09-299-3999
FAX: 09-298-2988
WEB SITE: www.reharvest.co.nz

P O BOX 97 637
MANUKAU 2241
AUCKLAND
NEW ZEALAND



Horotiu Playcentre

Invoice to:
Address: 89 Horotiu Bridge Rd, Horotiu 3288
Phone: 021-378-200

Deliver to:
89 Horotiu Bridge Rd, Horotiu 3288

Hi Megan,

Quotation Date:

19th Sept 2016

Updated Quote

Thanks for your enquiry, please find our quotation attached for 5 Star Cushionfall® made exclusively by our company Reharvest Timber Products Ltd. We pioneered the use of woodchip / fibre playground surfacing in 1999 and it has been the market leader for the past ten years. Cushionfall® has the highest impact tests recorded in Australasia and the only local product which meets the requirements of BS7188, EN1177, including our own New Zealand standard NZS5828:2004. We also manufacture premium decorative wood mulch in black, red and brown, including product for animal bedding and equestrian arenas. Please visit our web site to see the full range of products.

<u>PRODUCT</u>	<u>QUANTITY</u>	<u>RATE</u>	<u>SUB TOTAL</u>
Preschool Cushionfall®	25 m3	\$ 60.00 per m3	\$1,500.00
<u>TRANSPORT</u>	<u>LOADS</u>	<u>RATE</u>	<u>SUB TOTAL</u>
Cost to deliver product to site	1 off	\$ 195.00 per load	\$195.00
TOTAL			\$1,695.00
15% GST			\$254.25
Total Incl GST			<u>\$1,949.25</u>

Regards

Reuben Maindonald

Reuben Maindonald | Sales Manager

Reharvest Timber Limited 41a Hunua Road, PAPAURA, AUCKLAND 2110,
Office (09) 299-3999, Fax (09) 298-2988, Mobile 0275-299-399, www.reharvest.co.nz

Horotiu Playcentre Playground

We have a lovely big fort/playground area at our wee centre with swings, slides, a pretend fire engine & various climbing stuff. The area is surrounded by gardens where we grow herbs, strawberries, lemons & passionfruit. Beyond the fence is a classic Waikato dairy farm.

NZ Early Childhood Education regulations state that for playground areas the recommended depth of loose fill (bark) is 250-300mm. Our current level of fill is approximately 30mm. You don't have to dig very deep to get to the soil level below which means that the impact breaking capacity of the product is greatly reduced.

Horotiu Playcentre caters to children from birth to school age so we do not have many "high impact" collisions that bigger stronger children might encounter. The biggest problem for our tamariki is the big step down to get into the bark area, because the bark level is currently so low. Our playground is in really great shape and gets lots of use on every session, but we would really like to be able to improve the bark level and therefore the safety of our centre.



Open Meeting

To	Ngaruawahia Community Board
From	TG Whittaker General Manager Strategy & Support
Date	15 October 2016
Prepared by	Lianne van den Bemd Community Development Advisor
Chief Executive Approved	Y
DWS Document Set #	1627441
Report Title	Application for Funding – Ngaruawahia High School

1. EXECUTIVE SUMMARY

The purpose of this report is to present an application for funding from the Ngaruawahia High School towards the cost of purchasing a new electronic notice board.

2. RECOMMENDATION

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

AND THAT an allocation of \$..... is made to the **Ngaruawahia High School** towards the cost of purchasing a new electronic notice board;

OR

AND THAT the request from the **Ngaruawahia High School** towards the cost of purchasing a new electronic notice board is declined / deferred until for the following reasons:

3. BACKGROUND

The Ngaruawahia High School wants to undertake a project called “Community Connectedness”. The aim of the project is to connect the School with the community to find opportunities that will link with those who live and work within Ngaruawahia and surrounding districts.

To do this work the school wants to purchase a new electronic notice board to be used as a way of promoting the regeneration of the Ngaruawahia High School.

The use of the notice board will be offered to other community groups to promote the work they do.

The School will manage the running and the content that goes into the notices.

Council staff have been advised of the application and will work with the School regarding any consents that may be required.

The notice board is to be placed on Council land on Great South Road (near the bridge) in Ngaruawahia.

4. OPTIONS CONSIDERED

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

5. FINANCIAL

Funding is available to allocate for the year.

The project is noted to cost \$20,700.00. The Ngaruawahia High School is seeking funding of \$5,000.00 towards the cost of purchasing and the instillation of a new electronic notice board.

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

6. POLICY

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

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

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

7. CONCLUSION

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

8. ATTACHMENTS

Application for Funding - Ngaruawahia High School



RECEIVED

17 OCT 2016



DISCRETIONARY FUNDING APPLICATION FORM

Important notes for applicant:

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

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

Discretionary and Funding Committee

Project

Event

OR

Community Board / Committee Discretionary Fund

Raglan

Taupiri

Onewhero-Tuakau

Ngaruawahia

Huntly

Te Kauwhata

Meremere

Section I – Your details

Name of organisation

Ngaruawahia High School

What is your organisation's purpose?

To empower our students with the knowledge, skills, attitudes and values that will lead them to rewarding and fulfilling lives and to be able to make a positive contribution to society.

Address: (Postal)

P O Box 136 Ngaruawahia 3742

Address: (Physical if different from above)

Kent Street Ngaruawahia

Contact name, phone number/s and email address

Chris Jarnet chrjarnet@ngaruawahia^{high}.school.nz
0272379602

Charities Commission Number: (If you have one)

Are you GST registered? No Yes GST Number 52 / 464 / 080
 Bank account details 12 / 3454 / 000 4472 / 01
 Bank ASB Branch Te Rapa

The following documentation is required in support of your application:

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

Section 2 – Community wellbeing and outcomes

Which community wellbeing will your project contribute to?

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

Social Economic Cultural Environmental

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

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

Accessible Safe Sustainable Thriving Vibrant

Section 3 – Your event/project

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

The school has had some challenging times over the past few years and has been under statutory management but now through that stage and back on track again. There is a new management and new board. There has been an increased number of enrolments and achievements by the students in national competitions and improved academic achievement. Students, parents, teachers and trustees have been extremely proud of these achievements and wish to share this success with the community.

To involve the whole community we need to tell our story and this project is called "Community Connectedness". The aim is to connect with the community and find opportunities to involve all who live in our town and surrounding villages - who feed into the school area. To purchase and erect an electronic sign on Great South Road near the bridge over the Waikato River (agreed by council) is the start to this connectivity. It is proposed that the school will control the content on the sign but that it will not just be school news - it can also be appropriate community notices. This is a start to raise the profile of the whole town and surrounding villages.

Who is involved in your event / project?

The school board, management and students as well as reaching into the community. The wider community is a population of approx 9000. About 3000 homes. This area includes Horotiu, Glen Massey, Taupiri as well as Ngaruawahia. Many traffic movements will pass this spot and so a wider audience is envisaged. e.g. visitors who may walk the Hakarimata Track and ride or walk the Te Awa River trail.

How many volunteers are involved?

6 school trustees and approx 250 families directly involved with the school.

What other groups are involved in the project?

No others in direct involvement in purchasing and erecting the sign however it is envisaged that many local groups would be eligible to supply notices for display.

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

Increased interest and pride in the school and our young people as well as in our local township where we live and often also work and play. We expect the local population to grow and intend to target those who live here to also enrol in the local school. We have much to celebrate here and want to tell our story.

Section 4 – Funding requirements

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

Please complete all of the following sections	GST Inclusive Costs (use this column if you are not GST registered)	GST Exclusive Costs (use this column if you are GST registered)
TOTAL COST OF THE PROJECT/EVENT	\$ _____	\$ 20700
Existing funds available for the project Total A	\$ _____	\$ nil

Funding being sought from Waikato District Council

Project Breakdown (itemised costs of funding being sought) If there is insufficient space below please provide a breakdown of costs on an additional sheet.	\$	\$
Toward cost of purchasing electronic sign, WiFi comms and installation	\$	\$ 5000
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
Total Funds being sought from WDC Total B	\$	\$ 5000

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

a) WEL Energy Trust	\$ _____	\$ 5000
b) Lion Foundation	\$ _____	\$ 10700
c)	\$ _____	\$ _____
d)	\$ _____	\$ _____
Total of other funds being sought Total C	\$ _____	\$ 15700

Total Funding Applied for (Add totals A, B & C together to make Total D) Total D	\$ _____	\$ 20700
<i>Note : This total should equal the Total Cost of the Project/Event</i>		

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

Volunteer time e.g. sourcing quotes, completing grant applications and preparing a policy around content allowed to be displayed.

Section 5 – Previous Funding Received from Waikato District Council

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

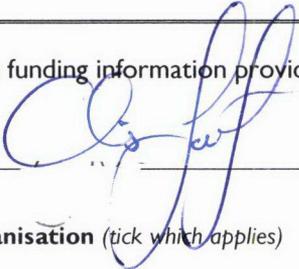
Project	Amount received	Date
N/A		

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

I confirm that an accountability statement has been completed and returned

Signed: _____ Name: _____

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

Signature:  _____ Date: 6/10/16

Position in organisation (tick which applies) Chairman Secretary Treasurer Principal

Signature:  _____ Date: 6/10/16

Position in organisation (tick which applies) Chairman Secretary Treasurer

Checklist

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

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

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

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

FINANCE
Board.

Education Services.

A VALUABLE RESOURCE.

21 March 2016

The Principal
Ngaruawahia High School
P O Box 136
NGARUAWAHIA 3742

Dear Chris,

RE: DRAFT 2015 Financial Statements

Please find enclosed a copy of your "Draft" Financial Statements for the year ended 31 December 2015.

All new Ministry Of Education reporting requirements have been facilitated, it has taken a considerable amount of extra time, but we are proud to achieve it for your School. This includes Statement of Cashflows, Key Management Personnel, Board of Trustees FTE and a number of other disclosures.

To facilitate the turnaround of your Final Audited Statements, I have attached an additional copy of your Statement of Responsibility, please peruse your Annual Accounts, and assuming you have no objections, have the Statement of Responsibility signed (**please do not insert a date**) where indicated and return this signed page only, to me as soon as possible. A date will be inserted once the Financial Statements have been returned by your contract Auditor.

Once your audit has been signed off, I will be getting in touch to arrange a meeting with your School to discuss your annual accounts, monthly reporting etc.

I look forward to catching up with you then. In the meantime, please do not hesitate to call me should you have any queries.

Yours sincerely,



Steven Whittaker
REGIONAL MANAGER

Whangarei
127C Lower Dent Street • Whangarei 0140
T 09 438 2337 • F 09 438 2338
E whangarei@educationsservices.co.nz

Auckland
156 Victoria Street West • Auckland
PO Box 105165 • Auckland City 1143
T 09 585 1671 • F 09 585 1672
E auckland@educationsservices.co.nz

Hamilton
84 High Street • Frankton
Private Bag 3023 • Hamilton 3240
T 07 847 2672 • F 07 847 2482
E hamilton@educationsservices.co.nz

Rotorua
Cnr Fenton and Pukaki Streets • Rotorua
PO Box 2182 • Rotorua 3040
T 07 349 4106 • F 07 349 4128
E rotorua@educationsservices.co.nz

New Plymouth
Cnr Bayly Road & Ocean View Parade
New Plymouth
PO Box 46 • New Plymouth 4340
T 06 757 5489 • F 06 758 8385
E newplymouth@educationsservices.co.nz

Wanganui
176 Glasgow Street • Wanganui
PO Box 4003 • Wanganui 454
FINANCE DIVISION
T 06 349 0903 • F 06 345 0713
PROPERTY DIVISION
T 06 349 0902 • F 06 347 2593
E wanganui@educationsservices.co.nz

Lower Hutt
497 Hutt Road • Lower Hutt
PO Box 39151 • Wellington Mail Centre
Lower Hutt 5045
T 04 589 5533 • F 04 589 5580
E lowerhutt@educationsservices.co.nz

www.educationsservices.co.nz

Ngaruawahia High School

**Statement of Responsibility
For the Year Ended 31 December 2015**

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

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

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

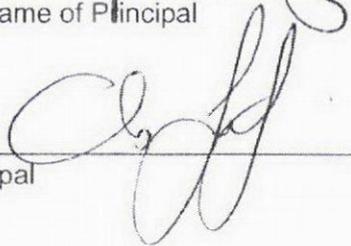
It is the opinion of the Board and management that the annual financial statements for the financial year ended 31 December 2015 fairly reflects the financial position and operations of the school.

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

Flairia Jane Regimonte Preston
Full Name of Board Chairperson

Christopher Wayne Jarrett
Full Name of Principal


Chairperson


Principal

31.3.16
Date

31.3.16
Date

Education Services Ltd

Ngaruawahia High School

Statement of Comprehensive Revenue and Expenses
For the Year Ended 31 December 2015

	Notes	2015 Actual \$	2015 Budget (Unaudited) \$	2014 Actual \$
Revenue				
Government Grants	2	2,732,791	2,687,515	3,026,835
Locally Raised Funds	3	71,622	51,155	154,535
Interest Earned		7,787	5,000	5,219
Gain on Sale of Property, Plant & Equipment		1,163	0	0
		<u>2,813,363</u>	<u>2,743,670</u>	<u>3,186,589</u>
Expenditure				
Locally Raised Funds	3	98,292	40,300	89,976
Learning Resources	4	1,931,611	1,886,297	2,061,249
Administration	5	253,456	215,404	236,451
Finance Costs	6	2,929	567	1,100
Property	7	534,772	527,958	736,079
Depreciation	8	60,119	49,348	72,430
Loss on Disposal of Property, Plant and Equipment		1,950	0	1,360
Impairment of Accounts Receivable		13,812	0	0
		<u>2,896,941</u>	<u>2,719,874</u>	<u>3,198,645</u>
Net Surplus / (Deficit)		<u>\$(83,578)</u>	<u>\$23,796</u>	<u>\$(12,056)</u>
Other Comprehensive Revenue and Expenses		0	0	0
Total Comprehensive Revenue and Expense for the Year		<u><u>\$(83,578)</u></u>	<u><u>\$23,796</u></u>	<u><u>\$(12,056)</u></u>

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

Education Services Ltd

Ngaruawahia High School

Statement of Changes in Net Assets / Equity
For the Year Ended 31 December 2015

	2015	2015	2014
	Actual	Budget	Actual
	\$	(Unaudited)	\$
		\$	
Balance at 1 January	(194,938)	(194,938)	(182,882)
Total comprehensive revenue and Expenses for the year	(83,578)	23,796	(12,056)
Owner Transactions			
Add MoE Capital contribution	180,304	0	0
Equity at the end of the year	<u>\$(98,212)</u>	<u>\$(171,142)</u>	<u>\$(194,938)</u>
Retained Earnings	(98,212)	(171,142)	(194,938)
Reserves			
Equity at 31 December 2015	<u>\$(98,212)</u>	<u>\$(171,142)</u>	<u>\$(194,938)</u>

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

Education Services Ltd

Ngaruawahia High School

Statement of Financial Position
As at 31 December 2015

	Notes	2015 Actual \$	2015 Budget (Unaudited) \$	2014 Actual \$
Current Assets				
Cash and Cash Equivalents	9	165,397	71,658	11,215
Accounts Receivable	10	174,235	237,910	237,910
GST Receivable		34,625	9,155	9,155
Prepayments		9,873	9,451	9,451
Inventories	11	47,524	19,616	19,616
Investments	12	0	29,267	29,267
Funds Owed for Capital Works Projects	20	18,296	33,122	33,122
		<u>449,950</u>	<u>410,179</u>	<u>349,736</u>
Current Liabilities				
Accounts Payable	14	549,605	546,868	546,868
Revenue Received in Advance	15	5,885	5,802	5,802
Painting Contract Liability	17	33,617	33,171	33,171
Finance Lease Liability - Current Portion	18	17,040	14,002	19,857
Funds Held in Trust	19	44,618	37,559	37,559
		<u>650,765</u>	<u>637,402</u>	<u>643,257</u>
Working Capital Surplus or (Deficit)		(200,815)	(227,223)	(293,521)
Non-Current Assets				
Property, Plant & Equipment	13	260,465	201,750	232,533
		<u>260,465</u>	<u>201,750</u>	<u>232,533</u>
Non-Current Liabilities				
Provision for Cyclical Maintenance	16	128,605	128,605	102,884
Painting Contract Liability	17	0	17,064	17,064
Finance Lease Liability	18	29,257	0	14,002
		<u>157,862</u>	<u>145,669</u>	<u>133,950</u>
Net Assets		<u>\$(98,212)</u>	<u>\$(171,142)</u>	<u>\$(194,938)</u>
Equity		<u>\$(98,212)</u>	<u>\$(171,142)</u>	<u>\$(194,938)</u>

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

Education Services Ltd

Ngaruawahia High School

Cash Flow Statement
For the Year Ended 31 December 2015

	Notes	2015 Actual \$	2015 Budget (Unaudited) \$	2014 Actual \$
Cash flows from Operating Activities				
Government Grants		817,355	721,294	803,846
Locally Raised Funds		88,646	51,155	114,903
Goods and Services Tax (net)		(4,562)	0	(3,072)
Payments to Employees		(314,491)	(235,579)	(306,021)
Payments to Suppliers		(594,962)	(443,737)	(580,905)
Interest Paid		(2,929)	(567)	(4,380)
Interest Received		7,520	5,000	5,219
Funds Administered on Behalf of Third Parties		33,944	0	(36,926)
Net cash from / (to) the Operating Activities		30,521	97,566	(7,336)
Cash flows from Investing Activities				
Proceeds from Sale of PPE (and Intangibles)		0	0	1,360
Purchase of PPE (and Intangibles)		(51,366)	(18,565)	(34,698)
Purchase of Investments		0	0	(919)
Proceeds from Sale of Investments		29,267	0	0
Net cash from / (to) the Investing Activities		(22,099)	(18,565)	(34,257)
Cash flows from Financing Activities				
Owners Contribution		180,304	0	0
Finance Lease Payments		(17,926)	(18,558)	(16,251)
Painting Contract Payments		(16,618)	0	(23,090)
Net cash from / (to) Financing Activities		145,760	(18,558)	(39,341)
Net increase / (decrease) in cash and cash equivalents		<u>\$154,182</u>	<u>\$60,443</u>	<u>\$(80,934)</u>
Cash and cash equivalents at the beginning of the year	9	11,215	11,215	92,149
Cash and cash equivalents at the end of the year	9	<u>\$165,397</u>	<u>\$71,658</u>	<u>\$11,215</u>

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

Ngaruawahia High School**Notes to the Financial Statements
For the Year Ended 31 December 2015****1. Statement of Significant Accounting Policies***a) Reporting Entity*

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

*b) Basis of Preparation**Reporting Period*

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

Basis of Preparation

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

Financial Reporting Standards Applied

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

PBE Accounting Standards Reduced Disclosure Regime

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

Measurement Base

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

Presentation Currency

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

Specific Accounting Policies

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

Critical Accounting Estimates And Assumptions

In preparing these financial statements the School has made estimates and assumptions concerning the future in regard to asset lives, provisions for cyclical maintenance and impairment of assets. Where these estimates and assumptions are considered critical by the School, they are disclosed in the relevant note below.

Ngaruawahia High School**Notes to the Financial Statements
For the Year Ended 31 December 2015***c) Revenue Recognition**Government Grants Schools*

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

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

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

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

Grants

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

Donations

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

Interest Revenue

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

d) Use of Land and Buildings Expense

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

e) Operating Lease Payments

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

f) Finance Lease Payments

Finance lease payments are apportioned between the finance charge and the reduction of the outstanding liability. The finance charge is allocated to each period during the lease term on an effective interest basis.

Ngaruawahia High School**Notes to the Financial Statements
For the Year Ended 31 December 2015***g) Cash and Cash Equivalents*

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

h) Accounts Receivable

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

i) Inventories

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

j) Investments

Investments are held with registered trading banks and are classified as current assets if they have maturities greater than three months and less than one year. Those with maturities greater than 12 months after the balance date are classified as non-current assets.

After initial recognition investments are measured at amortised cost using the effective interest method less impairment.

Share investments held by the School are measured at fair value plus transaction costs. Any gains and losses are recognised in other comprehensive revenue and expense.

At balance sheet date the School assesses whether there is any objective evidence that an investment is impaired. Any impairment loss is recorded as an expense through surplus or deficit.

The School has met the requirements under section 73 of the Education Act 1989 in relation to the acquisition of securities.

k) Property, Plant & Equipment

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

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

Ngaruawahia High School**Notes to the Financial Statements
For the Year Ended 31 December 2015**

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

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

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

Leased Assets

Leases where the School assumes substantially all the risks and rewards of ownership are classified as finance leases. The assets acquired by way of finance lease are measured at an amount equal to the lower of their fair value and the present value of the minimum lease payments at inception of the lease, less accumulated depreciation and impairment losses. Leased assets and corresponding liability are recognised in the Statement of Financial Position and leased assets are depreciated over the period the School is expected to benefit from their use or over the term of the lease.

Depreciation

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

The estimated useful lives of the assets are:

Building Improvements - Crown	18-40 years
Furniture and Equipment	5-15 years
Information and Communication Technology	5 years
Motor Vehicles	5 years
Land	Nil
Textbooks	4 years
Library Books	8 years DV
Leased assets held under a Finance Lease	3-6 years

*1) Intangible Assets**Software Costs*

Computer software acquired by the School is capitalised on the basis of the costs incurred to acquire and bring to use the specific software. Costs associated with subsequent maintenance or licensing of software are recognised as an expense in the Statement of Comprehensive Revenue and Expenses when incurred.

Computer software licences with individual values under \$1,000 are not capitalised, they are recognised as an expense in the Statement of Comprehensive Revenue and Expenses when incurred.

Ngaruawahia High School**Notes to the Financial Statements
For the Year Ended 31 December 2015**

Computer software that the school receives from the Ministry of Education is normally acquired through a non-exchange transaction and is not of a material amount. Its fair value can be assessed at time of acquisition if no other methods lead to a fair value determination. Computer software purchased directly from suppliers at market rates are considered exchange transactions and the fair value is the amount paid for the software.

The carrying value of software is amortised on a straight line basis over its estimated useful life. The useful life of software is estimated as three years. The amortisation charge for each period and any impairment loss is recognised in the Statement of Comprehensive Revenue and Expenses.

m) Impairment of property, plant, and equipment and intangible assets

Ngaruawahia High School does not hold any cash generating assets. Assets are considered cash generating where their primary objective is to generate a commercial return.

Non cash generating assets

Property, plant, and equipment and intangible assets held at cost that have a finite useful life are reviewed for impairment whenever events or changes in circumstances indicate that the carrying amount may not be recoverable. An impairment loss is recognised for the amount by which the asset's carrying amount exceeds its recoverable service amount. The recoverable service amount is the higher of an asset's fair value less costs to sell and value in use.

Value in use is determined using an approach based on either a depreciated replacement cost approach, restoration cost approach, or a service units approach. The most appropriate approach used to measure value in use depends on the nature of the impairment and availability of information.

If an asset's carrying amount exceeds its recoverable service amount, the asset is regarded as impaired and the carrying amount is written down to the recoverable amount. The total impairment loss is recognised in the surplus or deficit.

The reversal of an impairment loss is recognised in the surplus or deficit.

n) Accounts Payable

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

*o) Employee Entitlements**Short-term employee entitlements*

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

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

Ngaruawahia High School**Notes to the Financial Statements
For the Year Ended 31 December 2015***p) Revenue Received in Advance*

Revenue received in advance relates to fees received from international and hostel students and grants where there are unfulfilled obligations for the School to provide services in the future. The fees are recorded as revenue as the obligations are fulfilled and the fees earned.

The School holds sufficient funds to enable the refund of unearned fees in relation to international students, should the School be unable to provide the service to which they relate.

q) Funds Held in Trust

Funds are held in trust where they have been received by the School for a specified purpose. The School guarantees to hold sufficient funds to enable the funds to be used for their intended purpose at any time.

r) Shared Funds

Shared Funds are held on behalf of participating schools within a cluster of schools. The School guarantees to hold sufficient funds to enable the funds to be used for their intended purpose.

s) Provision for Cyclical Maintenance

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

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

t) Financial Assets and Liabilities

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

Investments that are shares are categorised as "available for sale" for accounting purposes in accordance with financial reporting standards.

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

u) Borrowings

Borrowings are recognised at the amount borrowed. Borrowings are classified as current liabilities unless the School has an unconditional right to defer settlement of the liability for at least 12 months after balance date.

Ngaruawahia High School**Notes to the Financial Statements
For the Year Ended 31 December 2015***v) Goods and Services Tax (GST)*

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

w) Budget Figures

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

x) Services Received In-Kind

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

Education Services Ltd

Ngaruawahia High School

Notes to the Financial Statements (continued)
For the Year Ended 31 December 2015

	2015	2015	2014
	Actual	Budget	Actual
	\$	(Unaudited)	\$
2 Government Grants			
Operational Grants	695,643	700,000	677,170
Teacher Salaries Grant	1,626,123	1,626,123	1,733,667
Use of Land and Buildings Grant	340,098	340,098	506,741
Other Government Grants	70,927	21,294	109,257
	<u>\$2,732,791</u>	<u>\$2,687,515</u>	<u>\$3,026,835</u>
3 Locally Raised Funds			
Revenue			
Activities	58,869	33,655	138,353
Trading	6,638	15,000	12,945
Grants / Donations	6,115	2,500	3,237
	<u>71,622</u>	<u>51,155</u>	<u>154,535</u>
Expenses			
Trading	41,133	15,000	34,091
Activities	57,159	25,300	55,885
	<u>98,292</u>	<u>40,300</u>	<u>89,976</u>
<i>Surplus for the year Locally Raised Funds</i>	<u>\$(26,670)</u>	<u>\$10,855</u>	<u>\$64,559</u>
	2015	2015	2014
	Actual	Budget	Actual
	\$	(Unaudited)	\$
4 Learning Resources			
Curricular	127,980	120,920	136,498
Library Resources	1,307	1,175	1,184
Employee Benefits - Salaries	1,795,000	1,753,702	1,912,802
Staff Development	7,324	10,500	10,765
	<u>\$1,931,611</u>	<u>\$1,886,297</u>	<u>\$2,061,249</u>
	2015	2015	2014
	Actual	Budget	Actual
	\$	(Unaudited)	\$
5 Administration			
Audit Fees	4,500	4,200	4,000
Board of Trustees Fees	5,560	4,600	4,030
Board of Trustees Expenses	19,148	6,950	6,796
Communication	9,135	8,800	9,300
Consumables	11,240	5,200	20,132
Operating Lease	21,043	22,000	15,602
Postage	266	1,250	148
Other	18,313	12,650	10,641
Employee Benefits - Salaries	75,771	68,000	69,717
Insurance	5,766	5,500	5,262
Service Providers, Contractors and Consultancy	79,619	72,254	86,403
Transport	3,095	4,000	4,420
	<u>\$253,456</u>	<u>\$215,404</u>	<u>\$236,451</u>

Education Services Ltd

Ngaruawahia High School

Notes to the Financial Statements (continued)
For the Year Ended 31 December 2015

	2015	2015	2014
	Actual	Budget	Actual
	\$	(Unaudited)	\$
6 Finance			
Finance Costs	2,929	567	1,100
	<u>\$2,929</u>	<u>\$567</u>	<u>\$1,100</u>
	2015	2015	2014
	Actual	Budget	Actual
	\$	(Unaudited)	\$
7 Property			
Caretaking & Cleaning Consumables	9,419	49,200	60,093
Consultancy and Contract Services	48,979	13,439	18,307
Cyclical Maintenance Expense	25,721	25,721	25,721
Grounds	16,113	9,000	23,775
Heat, Light and Water	31,688	34,700	36,987
Rates	1,526	800	598
Repairs & Maintenance	21,210	14,000	17,705
Use of Land and Buildings - Non-Integrated	340,098	340,098	506,741
Security	3,173	1,000	3,782
Employee Benefits - Salaries	36,845	40,000	42,370
	<u>\$534,772</u>	<u>\$527,958</u>	<u>\$736,079</u>
	2015	2015	2014
	Actual	Budget	Actual
	\$	(Unaudited)	\$
8 Depreciation of Property, Plant and Equipment			
Buildings Improvements	4,186	2,853	4,187
Furniture and Equipment	20,715	20,040	29,414
Information and Communication	21,034	13,391	19,655
Motor Vehicles	766	1,324	1,943
Leased Assets	10,166	9,481	13,916
Library Resources	3,252	2,259	3,315
	<u>\$60,119</u>	<u>\$49,348</u>	<u>\$72,430</u>
	2015	2015	2014
	Actual	Budget	Actual
	\$	(Unaudited)	\$
9 Cash and Cash Equivalents			
Cheque account	63,370	71,358	10,915
Call account	101,727	0	0
Petty Cash	300	300	300
	<u>\$165,397</u>	<u>\$71,658</u>	<u>\$11,215</u>

Education Services Ltd

Ngaruawahia High School

Notes to the Financial Statements (continued)
For the Year Ended 31 December 2015

	2015 Actual \$	2015 Budget (Unaudited) \$	2014 Actual \$
10 Accounts Receivable			
Debtors	13,077	79,848	79,848
Debtor Ministry of Education	11,408	8,801	8,801
Interest Accrued	267	0	0
Teachers Salaries Grant Receivable	149,483	149,261	149,261
	<u>\$174,235</u>	<u>\$237,910</u>	<u>\$237,910</u>

Receivables from Exchange Transactions	13,344	79,848	79,848
Receivables from Non-Exchange Transactions	160,891	158,062	158,062
	<u>\$174,235</u>	<u>\$237,910</u>	<u>\$237,910</u>

	2015 Actual \$	2015 Budget (Unaudited) \$	2014 Actual \$
11 Inventories			
School Uniforms	47,524	19,616	19,616
	<u>\$47,524</u>	<u>\$19,616</u>	<u>\$19,616</u>

12 Investments

The School's investment activities are classified as follows:

	2015 Actual \$	2015 Budget (Unaudited) \$	2014 Actual \$
Current Assets			
Short-term Bank Deposits with Maturities Greater than Three Months and No Greater than One Year	0	29,267	29,267
Non-current Assets			
Long-term Bank Deposits with Maturities Greater than One Year	0	0	0

The carrying value of long term deposits longer than 12 months approximates their fair value at 31 December 2015.

Ngaruawahia High School

Notes to the Financial Statements (continued)
For the Year Ended 31 December 2015

13 Property, Plant and Equipment

	Opening Balance (NBV)	Additions	Disposals	Impairment	Depreciation	Total (NBV)
Building						
Improvements	55,015	0	0	0	4,186	50,829
Furniture and Equipment	70,995	18,021	0	0	20,715	68,301
Information and Communication	53,279	36,713	0	0	21,034	68,958
Leased Assets	29,044	37,396	11,546	0	10,166	44,728
Library	23,928	4,250	0	0	3,252	24,926
Motor Vehicles	272	3,217	0	0	766	2,723
Balance at 31 December 2015	<u>\$232,533</u>	<u>\$99,597</u>	<u>\$11,546</u>	<u>\$0</u>	<u>\$60,119</u>	<u>\$260,465</u>

	Cost or Valuation	Accumulated Depreciation	Net Book Value
2015			
Building Improvements	105,410	54,581	50,829
Furniture and Equipment	633,035	564,734	68,301
Information and Communication	430,342	361,384	68,958
Leased Assets	60,151	15,423	44,728
Library	120,743	95,817	24,926
Motor Vehicles	68,827	66,104	2,723
Balance at 31 December 2015.	<u>\$1,418,508</u>	<u>\$1,158,043</u>	<u>\$260,465</u>

	Opening Balance (NBV)	Additions	Disposals	Impairment	Depreciation	Total (NBV)
2014						
Building						
Improvements	59,202	0	0	0	4,187	55,015
Furniture and Equipment	75,130	26,639	1,360	0	29,414	70,995
Information and Communication	66,304	12,915	6,285	0	19,655	53,279
Leased Assets	20,205	22,755	0	0	13,916	29,044
Library	25,826	1,417	0	0	3,315	23,928
Motor Vehicles	2,215	0	0	0	1,943	272
Balance at 31 December 2014.	<u>\$248,882</u>	<u>\$63,726</u>	<u>\$7,645</u>	<u>\$0</u>	<u>\$72,430</u>	<u>\$232,533</u>

Education Services Ltd

Ngaruawahia High School

Notes to the Financial Statements (continued)
For the Year Ended 31 December 2015

13 Property, Plant and Equipment - continued

2014	Cost or Valuation	Accumulated Depreciation	Net Book Value
Building Improvements	105,411	50,396	55,015
Furniture and Equipment	616,657	545,662	70,995
Information and Communication	393,629	340,350	53,279
Leased Assets	66,051	37,007	29,044
Library	116,493	92,565	23,928
Motor Vehicles	65,610	65,338	272
Balance at 31 December 2014.	<u>\$1,363,851</u>	<u>\$1,131,318</u>	<u>\$232,533</u>

	2015 Actual \$	2015 Budget (Unaudited) \$	2014 Actual \$
14 Accounts Payable			
Operating Creditors	385,360	380,198	380,198
Creditors and Accruals for PPE Items	12,882	0	0
Banking Staffing Overuse	0	13,761	13,761
Employee Benefits Payable - Salaries	149,483	149,261	149,261
Employee Benefits - Leave Accrual	1,880	3,648	3,648
	<u>\$549,605</u>	<u>\$546,868</u>	<u>\$546,868</u>
Payable for Exchange Transactions	547,725	529,459	529,459
Payables for Non-Exchange Transactions	1,880	17,409	17,409
	<u>\$549,605</u>	<u>\$546,868</u>	<u>\$546,868</u>

The carrying value of payables approximates their fair value.

	2015 Actual \$	2015 Budget (Unaudited) \$	2014 Actual \$
15 Revenue Received in Advance			
Other	5,885	5,802	5,802
	<u>\$5,885</u>	<u>\$5,802</u>	<u>\$5,802</u>

16 Provision for Cyclical Maintenance

Provision at the Start of the Year	102,884	102,884	77,163
Increase (decrease) in the provision during the year	25,721	25,721	25,721
Use of the provision during the year	0	0	0
Provision at the end of the year	<u>\$128,605</u>	<u>\$128,605</u>	<u>\$102,884</u>
Cyclical Maintenance - Current	0	0	0
Cyclical Maintenance - Term	128,605	128,605	102,884
	<u>\$128,605</u>	<u>\$128,605</u>	<u>\$102,884</u>

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

Ngaruawahia High School

Notes to the Financial Statements (continued)
For the Year Ended 31 December 2015

17 Painting Contract Liability

	2015	2015	2014
	Actual	Budget (Unaudited)	Actual
	\$	\$	\$
Current Liability	33,617	33,171	33,171
Non Current Liability	0	17,064	17,064
	<u>\$33,617</u>	<u>\$50,235</u>	<u>\$50,235</u>

In 2008 the Board signed an agreement with Programmed Maintenance (NZ) Ltd (the contractor) for an agreed programme of work covering a 11 year period. The programme provides for two exterior repaints of the Ministry owned buildings in 2006 and 2008, with regular maintenance in subsequent years. The agreement has an annual commitment of \$14,500. The liability is the best estimate of the actual amount of work performed by the contractor for which the contractor has not been paid at balance sheet date. The liability has not been adjusted for inflation and the effect of the time value of money.

18 Finance Lease Liability

The School has entered into a number of finance lease agreements for computers and photocopiers. Finance lease liabilities are payable as follows:

	2015	2015	2014
	Actual	Budget (Unaudited)	Actual
	\$	\$	\$
Lease - Not later than one year	17,040	14,002	19,857
Lease - Later than one year and not later than five years	37,673	0	15,469
Lease - Later than five years	0	0	0
less Future finance charges	(8,416)	0	(1,467)
	<u>\$46,297</u>	<u>\$14,002</u>	<u>\$33,859</u>
Current Liability	17,040	14,002	19,857
Non Current Liability	29,257	0	14,002
	<u>\$46,297</u>	<u>\$14,002</u>	<u>\$33,859</u>

19 Funds Held in Trust

	2015	2015	2014
	Actual	Budget (Unaudited)	Actual
	\$	\$	\$
PB4L	4,330	4,434	4,434
Gateway	40,288	33,125	33,125
	<u>\$44,618</u>	<u>\$37,559</u>	<u>\$37,559</u>

These funds are held in trust for teaching and learning programs.

Ngaruawahia High School

Notes to the Financial Statements (continued)
For the Year Ended 31 December 2015

20 Funds Held for Capital Works Projects

		Opening	Receipts	Payments	Transfers to	Closing
2015		Balance	From MOE		R&M	Balance
Security Cameras	In progress	3,255	0	2,722	0	533
Building Demo	Completed	4,133	0	4,133	0	0
New Building	In progress	(30,548)	30,872	268	0	56
Reeroofing Gym & Tech	In progress	(9,962)	100,200	103,839	0	(13,601)
Trees	Completed	0	22,021	22,021	0	0
Boiler	In progress	0	7,115	7,711	0	(596)
Infrastructure Upgrade	In progress	0	23,792	28,480	0	(4,688)
Totals		<u>\$(33,122)</u>	<u>\$184,000</u>	<u>\$169,174</u>	<u>\$0</u>	<u>\$(18,296)</u>

		Opening	Receipts	Payments	Transfers to	Closing
2014		Balance	From MOE		R&M	Balance
Security Cameras	In progress	3,255	0	0	0	3,255
Building Demo	In progress	6,553	0	2,420	0	4,133
New Building	In progress	(4,892)	212,318	237,974	0	(30,548)
Reeroofing Gym & Tech	In progress	0	0	9,962	0	(9,962)
Totals		<u>\$4,916</u>	<u>\$212,318</u>	<u>\$250,356</u>	<u>\$0</u>	<u>\$(33,122)</u>

21 Related Party Transactions

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

Related party disclosures have not been made for transactions with related parties that are within a normal supplier or client/recipient relationship on terms and condition no more or less favourable than those that it is reasonable to expect the school would have adopted in dealing with the party at arm's length in the same circumstances. Further, transactions with other government agencies (for example, Government departments and Crown entities) are not disclosed as related party transactions when they are consistent with the normal operating arrangements between government agencies and undertaken on the normal terms and conditions for such transactions.

Ngaruawahia High School

Notes to the Financial Statements (continued)
For the Year Ended 31 December 2015

22 Remuneration

Key management personnel compensation

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

		2015 Actual \$	2014 Actual \$
Salaries and other short term employee benefits	(4.75 FTEs)	484,818	401,768
Benefits and other emoluments		Nil	Nil
Other Long-term benefits		Nil	Nil
Termination benefits		Nil	Nil
		<u>\$ 484,818</u>	<u>\$ 401,768</u>

Board of Trustee and Committee Members

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

		2015 Actual \$	2014 Actual \$
Board of Trustees (FTE's)	(.75 FTEs)	5,560	4,030
Committee Members		0	0
		<u>\$ 5,560</u>	<u>\$ 4,030</u>

Principal

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

	2015 Actual \$000	2014 Actual \$000
Salaries and other short term employee benefits:		
Salary and other payments	130-140	120-130
Benefits and other emoluments	0-1	0-10
Termination benefits	Nil	Nil

Other Employees

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

Remuneration \$000	2015 FTE Number	2014 FTE Number
110 - 120	Nil	Nil
100 - 110	1	1
	<u>1</u>	<u>1</u>

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

Ngaruawahia High School

Notes to the Financial Statements (continued)
For the Year Ended 31 December 2015**23 Compensation and Other Benefits Upon Leaving**

The total value of any compensation or other benefits paid or payable to persons who ceased to be trustees, committee members, or employees during the financial year in relation to that cessation and number of persons to whom all or part of the total was as follows:

		2015 Actual	2014 Actual
Number of People	No.	Nil	Nil
Total Value	\$	Nil	Nil

24 Contingencies

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

25 Commitments**(a) Capital Commitments**

As at 31 December 2015 the Board has entered in contract agreements for capital works as follows:

(a) \$91,000 contract to reroof the gym changing rooms.

(Capital commitments at 31 December 2014: Nil).

(b) Operating Commitments

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

Operating leases

	2015 \$	2014 \$
Lease - Not later than one year	34,416	19,687
Lease - Later than one year and not later than five years	45,528	16,998
Lease - Later than five years	0	0
	<u>\$79,944</u>	<u>\$36,685</u>

The Board entered a uniform contract with Oriental International (NZ) Ltd in 18 July 2012. The outstanding commitment for this contract is \$54,652.60 as at 31 December 2015 (2014: \$62,406).

26 Managing Capital

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

Ngaruawahia High School

Notes to the Financial Statements (continued)
For the Year Ended 31 December 2015

27 Financial Instruments

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

Cash and receivables	2015	2015	2014
	Actual	Budget (Unaudited)	Actual
	\$	\$	\$
Cash and Cash Equivalents	165,397	71,658	11,215
Receivables	174,235	237,910	237,910
Investments - Term Deposits	0	29,267	29,267
Total Cash and Receivables	<u>\$339,632</u>	<u>\$338,835</u>	<u>\$278,392</u>
Financial liabilities measured at amortised cost			
Payable	549,605	546,868	546,868
Borrowings - Loans	0	0	0
Finance Leases	46,297	14,002	14,002
Total Financial Liabilities Measured at Amortised Cost	<u>\$595,902</u>	<u>\$560,870</u>	<u>\$560,870</u>

28 Events After Balance Date

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

29 Comparative Figures

Some comparative figures have been restated to ensure compliance with the Ministry of Education's Kiwi Park School model financial statements. Compliance with the model is compulsory from this year. This change does not materially alter the financial statements.

Members of the Board of Trustees

For the year ended 31 December 2015

School Name:		Ngaruawahia High School		
CURRENT BOT MEMBERS:				
NAME	POSITION HELD	HOW POSITION WAS GAINED Elected/Co-opted	OCCUPATION	TERM EXPIRES
Elaine Preston	Chairperson	Elected	Allied Health Worker	31/05/2016
Lex Hamill	LSM	S78	Limited Statutory Manager	31/05/2015
Chris Jarnet	Principal	Principal	Principal	
Ray Eriepa	Member	Elected	Operator/Fonterra	31/05/2016
Ngaia Monahan	Member	Elected	Home Executive Farmer/	31/05/2016
Jan Tapp	Member	Elected	Ambulance Officer	31/05/2016
Sarah Washer	Member	Co-opted	University Student	31/05/2016
Wirihana Eriepa	Student Rep	Elected	Student	Sept 2016
Adrian Reeves	Staff Rep	Elected	Teacher	31/05/2016
Ngahuia Dixon	Member	Co-opted	Retired	31/05/2015
Janet Gibb	Member	Co-opted	Local Government Councillor	31/05/2015
Yvonne Waitere	Member	Co-opted	Budget Advisor	31/05/2015
Sapphire Mansel	Student Rep	Elected	Student	Sept 2015
Sharon Muru	Member	Elected	Parent	Jan 2015

Kiwisport

Kiwisport is a Government funding initiative to support students' participation in organised sport. In 2015, the school received total Kiwisport funding of \$4,466 (excluding GST). The funding was spent on sporting endeavours.

Mail

Calendar

Contacts

Deleted Items

Drafts

Inbox

Junk E-Mail

Sent Items

Click to view all folders >

Media

Manage Folders...

Reply Reply to All Forward Move Delete Close

RE: Electronic signs

Walid Info [info@wipath.co.nz]

You forwarded this message on 10/5/2016 4:16 PM.

Sent: Thursday, September 22, 2016 12:30 PM**To:** Janet Gibb**Cc:** walid-GDRI2Q@mailbox.insight.ly**Attachments:** Glamorgan 1.jpg (177 KB); Arahoe 1.JPG (175 KB); Beachlands 1.JPG (535 KB); Manurewa Intermediate (3).JPG (662 KB); Jean Batten Installed (5).jpg (361 KB); Clendon Park School.JPG (534 KB);

Hi Janet,

Thank you for your e-mail.

Birkenhead College sign was installed almost 5 years ago and it has low resolution screen sign with 20mm pitch module same as Hantly college sign, Birkenhead head was full colour comparing to tri colour for Huntly. The viewing area for Birkenhead is 2240mm (W) X 960mm (H) and it is double sided sign.

Technology have been advanced in recent years and now we install most of the sign with high resolution 10mm Pitch module like Clendon park sign, its viewing area is 2240mm (W) x 640mm (H) and it is single sided.

The most common sign we installed fro landscape we installed in many schools these days are the sign with 1920mm (W) X 960mm (H) viewing area either single sided like Glamorgan, Arahoe and Beachland schools(single side) or Jean Batten and Manurewa Intermediate school double sided. See attached

I will price both options like Clendon Park and most popular landscape sign (2m x 1m), however we can make any customised size smaller or bigger that suit your budged if you like.

Option 1(most standard landscape sign)

- Full colour RGB 10mm pitch sign** like Glamorgan, Arahoe and Beachland schools(single side) or Jean Batten and Manurewa Intermediate school double sided.
 - HCT10P96192RGB(S) Full Colour
 - 1920mm (W) X 960mm (H) viewing area
 - Total dimension for single side 2010mm (W) X 1050mm (H) X 160 mm) (D) Framed ,back opening door with polycarbonate to protect from vandalism. Or
 - For double sided 2010mm (W) X 1050mm (H) X 390 mm) (D) Framed ,front opening door with polycarbonate to protect from vandalism
 - 12 lines/ 29 Characters per line with minimum 70mm approximate height for line

The price for the single sided **SIGN ONLY** for 960mm X 1920mm is 14,500 +GST full colour RGB,
The price for the double sided **SIGN ONLY** for 960mm X 1920mm is 23,200 +GST full colour RGB,

Option 2(landscape sign) like Clendon park and Hutly College Size sign

- Full colour RGB 10mm pitch sign same size Clendon Park school**
 - HCT10P64224RGB(S) Full Colour
 - 2240mm (W) X 640mm (H) viewing area
 - Total dimension for single side 2330mm (W) X 730mm (H) X 160 mm) (D) Framed ,back opening door with polycarbonate to protect against vandalism. Or
 - For double sided 2330mm (W) X 730mm (H) X 390 mm) (D) Framed , front opening door with polycarbonate to protect against vandalism.
 - 8 lines/ 32 Characters per line with minimum 70mm approximate height for line
 - High Brightness

The price for the single side **SIGN ONLY** is 12,750 +GST full colour RGB,
The price for the double side **SIGN ONLY** is 20,400 +GST full colour RGB,

Installation

- The estimated price for installation for a sign is between \$5,500.00 +GST - \$6,500.00 + GST and depends on the construction and the sign type (single or double) , Normally installation is on A 3m height double post construction including the ACM static sign

Sign specifications

- LED sign enclosure: Aluminium, single or double sided, weather proof, back or front opening for maintenance, with a 4.5mm polycarbonate cover for vandalism protection.

123

- The LED display will incorporate a temperature sensor and software calendar/dock as standard to allow for display of temperature and/or time /date as desired. WiPath RGB LED signs are able to display AVI movies clips, animated GIF images, JPEG, TIFF and PNG images. (Note; LTSA & Council restrictions may apply to moving images).
- Communication to the sign is proposed to be direct data connection by cat 5 cable to be supplied by the electrical contractor if possible.
- Should direct data network communication not be possible then the options will be dedicated secure point to point Wi-Fi or cellular.
- Software will be supplied and installed on a suitable PC located on the School LAN and an initial 1 hour training session to send messages to the signs and detail all the features of the sign is included.
- A 12 month warranty on all parts and workmanship. An ongoing maintenance contract after the 12 month warranty period can be arranged with the school.
- A 5 year warranty is provided on the enclosure against corrosion or deterioration due to weather or environmental effects.
- Life expectancy of the sign is 10 years minimum. (WiPath has installed over 200 LED signs in Australia and NZ since 2007 and we are proud that we have provided over 80% of the signs supplied to NZ schools.

NOTES

1. Power supply of (230V AC, 15A single side 30A double sided) required for the sign is not included.
2. Direct cable from the customer network (not included).
3. Point to point Wi-Fi communications if required **\$700+GST**
4. 1 hour training for software / Free.
5. 8-10 weeks delivery.
6. A 50 % deposit is required at time of order with balance payable following installation.

We are happy to visit the school and discuss any matter regarding the location and installation of the sign Please feel free to contact me if you need any further information. Hopefully will hear from you soon.

Kind regards,
Walid Hadi
 General Manager
 Chief Engineer
 WiPath Communications Ltd
 Auckland, New Zealand
 Ph: +64-9-3021142
 Fax: +64-9-3021148
walid@wipath.co.nz
www.wipath.co.nz
 Skype:walid.hadi



*Wireless Mobile Data & Paging
Communications Solutions*

-----Original Message-----

From: Janet Gibb [mailto:Janet.Gibb@waidc.govt.nz]
 Sent: Wednesday, September 21, 2016 7:40 AM
 To: Walid Info
 Subject: Re: Electronic signs

Hi Walid

Sorry for the delay but needed to get opinions from the school board.

We want to have a landscape option and higher off the ground with three lines and a board for sponsorship names and our school name.

Think the one that would work is like the Birkenhead College or Clendon Park School.

Could we have a quote or at least an idea of the cost for one like that please?

Regards

Cr. Janet Gibb

Wipath



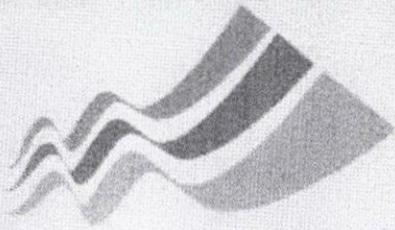
GLAMORGAN SCHOOL

Wednesday,
26/08/2015
13:08:50 19°C



Wipath

arahoe
school
louchs



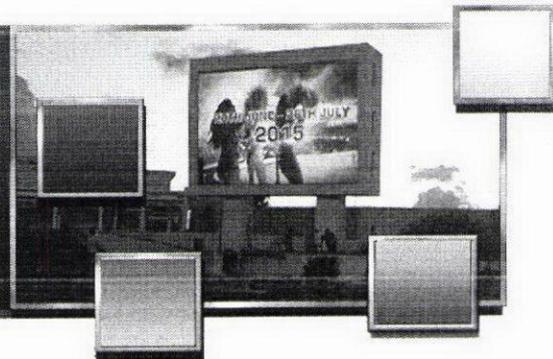
Monday,
03/08/2015
15:21:53
21°C



SES**126**
SIGNOPSYS

New Zealand's LED Sign & Scoreboard Co

(09) 265 2601 | 0800 325 565

GLOBAL SUPPLIERS OF OUTDOOR ELECTRONIC SIGNS AND BIG SCREEN VIDEO SYSTEMS
UNIT 6, 1 Highbrook Drive, East Tamaki, Auckland | WWW.SIGNOPSYS.CO.NZ | P.O BOX 251083

16 October 2016

Ngaruawahia High School

Private Bag

Ngaruawahia

Attn: Janet Gibb

Dear Janet,

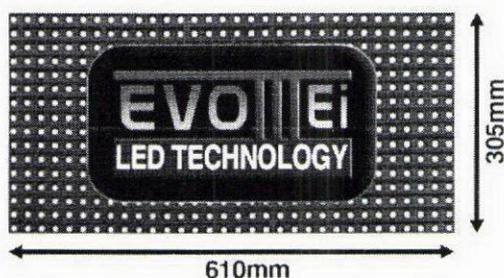
RE: LED Electronic Signage Quotation for Ngaruawahia High School

We are an international supplier having installed many Electronic Signs both in New Zealand, and stadium sized video screens to New Zealand, Bangladesh, India, West Indies and many other countries.

We have offered you our range of Evolution III EI (Environmentally Inert) modules. As you can see by the attached brochure Evolution III has many advantages and is clearly the best priced quality module available here and also can be shown to have the best longevity and lowest cost of ownership.

The Evolution EI (Environmentally Inert) range is our own product which we manufacture to our recipe in a factory overseas. As a result of this we have created signs that have been built to withstand the harsh New Zealand climate. This is a unique selling point compared to our competitors who buy signs from China that are not made to resist the harsh weathering or very high ambient light conditions found within the Australasian climate.

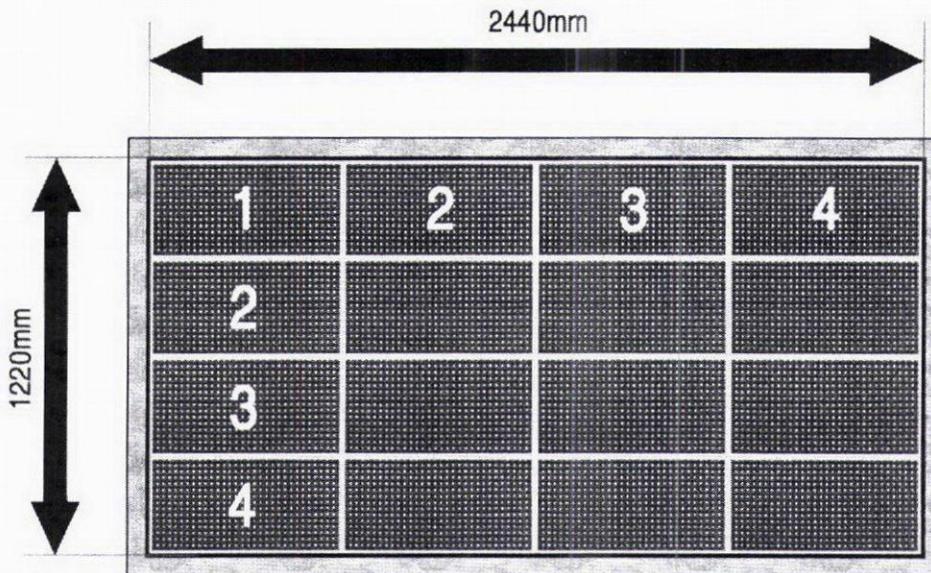
All of our EVO III Ei modules have the same dimensions



Thank you for your time and for the enquiry regarding an LED display for Ngaruawahia High School.

You asked that I provide pricing for two sign sizes, these are as follows;

- a. 2440mm (w) x 1220mm (h)
- b. 2440mm (w) x 915mm (h)



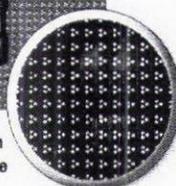
LED Display Option One Specifications

- 2440mm wide x 1220mm high
- Cabinet size – 2540mm (W) x 1320mm (H)
- 4 modules wide x 4 modules high
- 16 EVO III Ei modules total
- Display pixel pitch – 7.5mm full colour (42 trillion)
- Brightness – 9000 - 14000nit
- **Character height – from 70 mm to 1320 mm**
- **Optimum character for viewing – 200 mm**
- **Lines and characters per line – 4 and 12**
- Refresh rate – 5000 - 9000 Hz
- Full Colour Display capability – Alphanumeric, animations, graphics, movies & ad Space
- Power – Single phase from Signopsys supplied distribution box
- Data communications – Ethernet from customer supplied (non-dedicated) PC
- Service access – Rear
- Mounting – Bolt on to pole
- Warranty – 3 years with service agreement
- Service & maintenance – On your site on demand
- Design life – Greater than 15 years
- Hot Dip Galvanised Frame
- Brightness controller

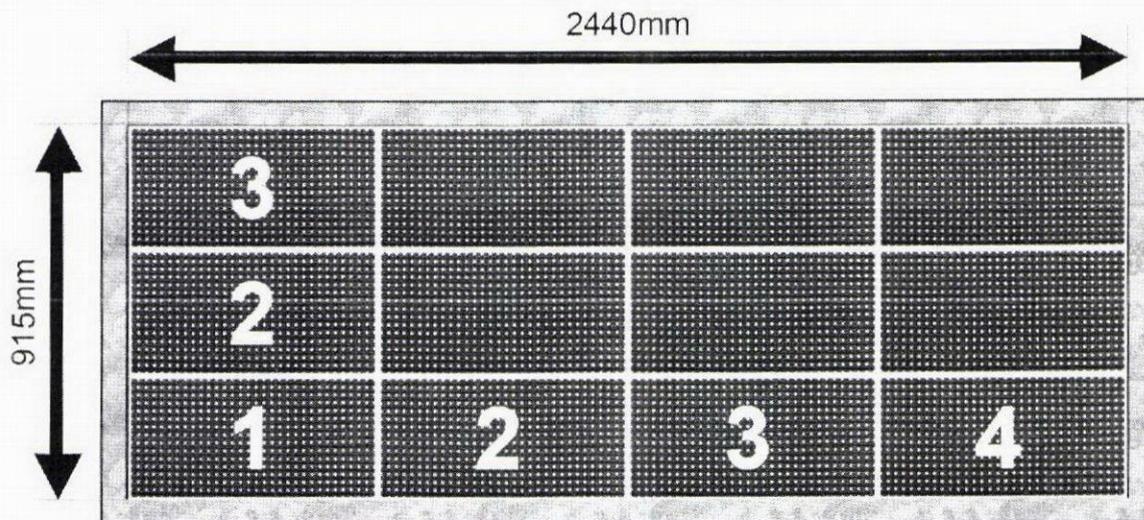
TOTAL \$18,000.00 + GST



7.5mm Pixel Pitch
Full Colour Module



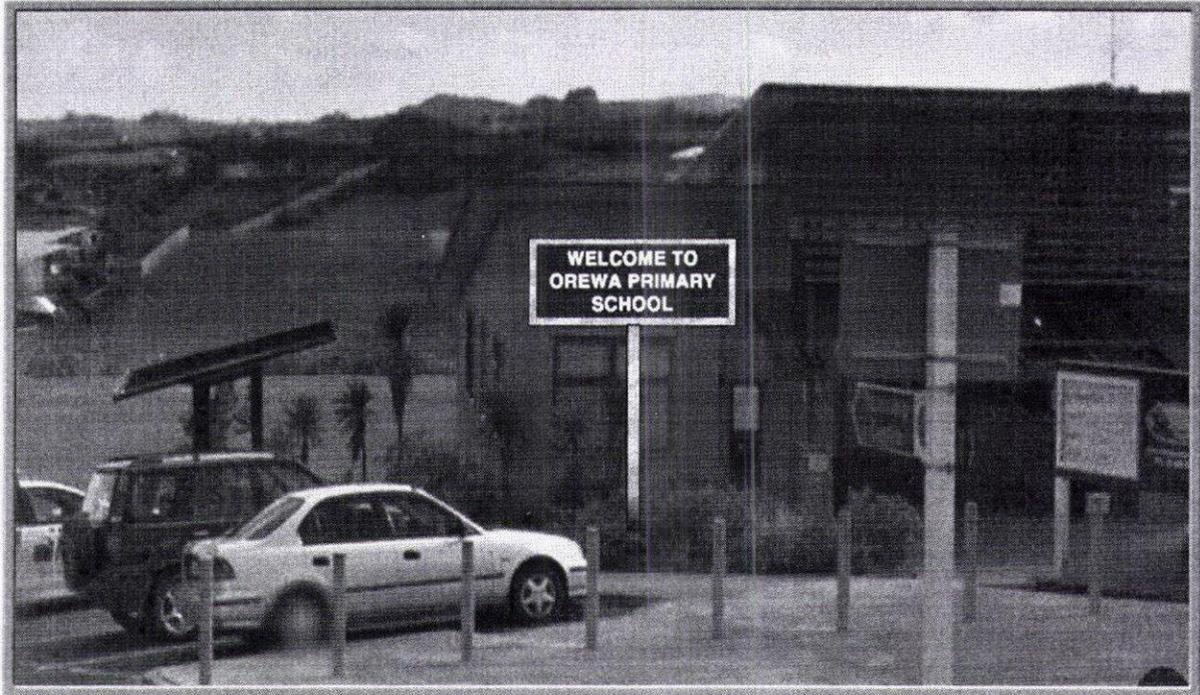
LED Display Option Two



Specifications

- 2440mm wide x 915mm high
- Cabinet size – 2540mm (W) x 1015mm (H)
- 4 modules wide x 3 modules high
- 12 EVO III Ei modules total
- Display pixel pitch – 7.5mm full colour (42 trillion)
- Brightness – 9000 - 14000nit
- **Character height – from 70 mm to 1320 mm**
- **Optimum character for viewing – 200 mm**
- **Lines and characters per line – 3 and 12**
- Refresh rate – 5000 - 9000 Hz
- Full Colour Display capability – Alphanumeric, animations, graphics, movies & ad Space
- Power – Single phase from Signopsys supplied distribution box
- Data communications – Ethernet from customer supplied (non-dedicated) PC
- Service access – Rear
- Mounting – Bolt on to pole
- Warranty – 3 years with service agreement
- Service & maintenance – On your site on demand
- Design life – Greater than 15 years
- Hot Dip Galvanised Frame
- Brightness controller

TOTAL \$16,500.00 + GST



Superimposed view of where sign might be located

Optional Extra Costs Not Included in Sign Package's

Pole installation

- 1400mm deep, 600mm diameter hole
- Reinforcing mesh (circular)
- Pole Sleeve (big pole slides in to)
- Pole (125mm box steel) 5.5 metre
- Concrete to fill hole (20mpa)
- Two weeks for concrete to harden

Cost \$3,500.00 + GST

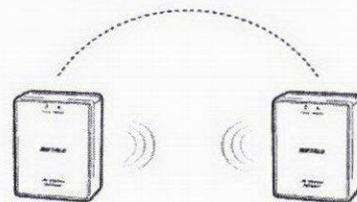


Wireless Bridge

- Directional bridge
- Long range
- Waterproof
- Encrypted

Cost \$950.00 + GST

WIRELESS BRIDGE



Please Note – This package does not include the following

- Permitting and conformance
- Site specific installation costs, access equipment, road management etc.
- Mains power connection to the display. Your electrician should undertake this. We also do not integrate our displays into customer IT or networks although our displays are fully network capable. Your network administrator needs to undertake that work.
- Any other items not specifically mentioned

Lead Time generally speaking is six weeks.

Thank you for reading our proposal. If you have any further questions or queries please feel free to contact us.

Yours faithfully



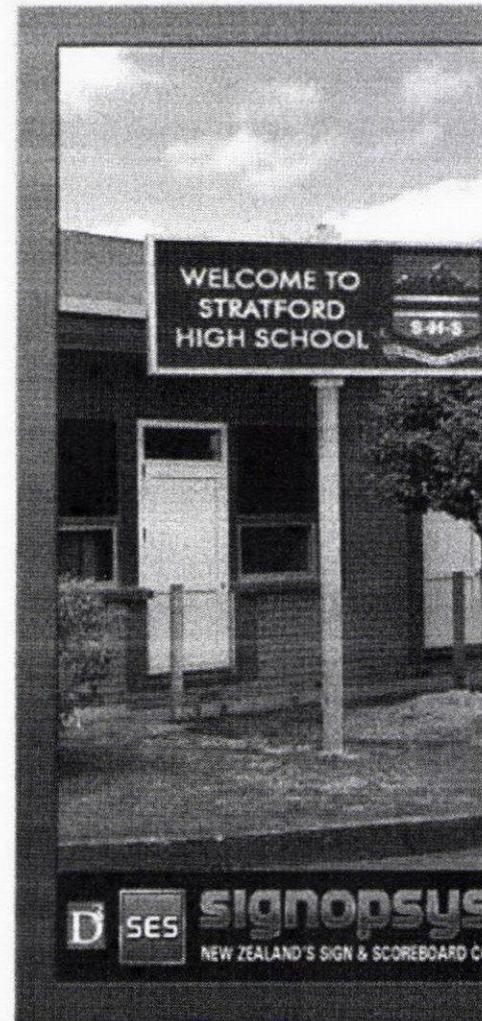
Bruce Thomson
Director
0274 325565
Signopsys Electronic Signs Ltd
www.signopsys.co.nz

Signopsys

Your enjoyment of an LED Message Centre is our commitment to quality, reliability and longevity. Our 26 years of experience, industrial plastic modules and robust frames ensure your investment in technology pays dividends for years to come and our on-site service is second to none.

Resolution III Ei (Environmentally Inert) design completely eliminates environmental issues and is well suited to long term outdoor use for a wide range of permanently installed and mobile LED displays, in all environments.

Signopsys Evo III Ei product range offers many options allowing us to meet your schools applications and requirements. Additionally we now have Advaro Finance available offering the ability for schools to access the latest LED technology.



Our most recent Instalment



Stratford High School and their new full colour Wireless LED Display.

Open Meeting

To	Ngaruawahia Community Board
From	TG Whittaker General Manager Strategy & Support
Date	15 October 2016
Prepared by	Lianne van den Bemd Community Development Advisor
Chief Executive Approved	Y
DWS Document Set #	1629508
Report Title	Application for Funding – Ngaruawahia Community House Incorporated - Christmas Parade

1. EXECUTIVE SUMMARY

The purpose of this report is to present an application for funding from Ngaruawahia Community House Incorporated towards the cost of the Christmas on Jesmond Street event.

2. RECOMMENDATION

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

AND THAT an allocation of \$..... is made to the **Ngaruawahia Community House Incorporated** towards the cost of **Christmas on Jesmond Street** event;

OR

AND THAT the request from the **Ngaruawahia Community House Incorporated** towards the cost of the **Christmas on Jesmond Street** event is declined / deferred until for the following reasons:

3. BACKGROUND

Christmas on Jesmond Street is an event for the community of Ngaruawahia and surrounding villages (i.e. Glen Massey, Taupiri and Horotiu).

Past Christmas events have attracted between two to three thousand people.

This event is collaboration between the Ngaruawahia Community House, Radio Tainui and Twin Rivers Arts Centre and planning for the coming 2016 Xmas @ the Point event is well underway.

This is a free family focused event.

The event is taking place on Sunday, 04 December 2016 on Jesmond Street in Ngaruawahia.

4. OPTIONS CONSIDERED

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

5. FINANCIAL

Funding is available to allocate for the year.

The project is noted to cost \$7,564.50. The Ngaruawahia Community House Incorporated is seeking funding of \$4,964.50 towards the cost of Christmas on Jesmond Street event.

GST Registered			Yes
Set of Accounts supplied			Yes
Previous funding has been received by this organisation			Yes
Ngaruawahia Community Board	New murals	March 2015	\$3,000
Discretionary & Funding Committee	Lest we forget flags	March 2015	\$2,000.00
Discretionary & Funding Committee	Christmas @ the Point	August 2015	\$2,950
Discretionary & Funding Committee	Waitangi Day Picnic @ the Point	November 2016	\$4,888.97

6. POLICY

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

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

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

7. CONCLUSION

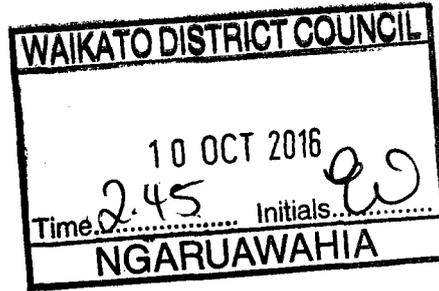
Consideration by the Board is required with regard to this funding request.

8. ATTACHMENTS

Application for Funding - Ngaruawahia Community House Incorporated



Waikato District Council
Events fund committee



Dear Committee,

Please find attached an application for funding towards the annual Christmas event for Ngaruawahia, for 2016 this is going to be Christmas on Jesmond on Sunday 4th December 10am – 2pm

This event is free for the Ngaruawahia Community and surrounding districts and provides a family focused, fun day for all ages. It is promoted as an alcohol, drug and smoke free day and the numbers in attendance have grown every year.

We endeavour to keep this event as cost effective as possible by utilising other groups within the community such as Twin Rivers Art Centre for the art activities, Radio Tainui for the music side of the event and a group of volunteers who assist with the set up and pack down at the end of the event.

As with all events of this nature there are costs to be considered and we are applying to the Event Fund for \$4964.50 towards the costs of the day, these funds will assist with stage & sound as well as the amusements.

We have applied to several other funders as you can see on the attached budget and are awaiting results.

I encourage members of your committee to come and join us on the day you will not regret it.

Regards



Anne Ramsay
Manager

WAIKATO DISTRICT COUNCIL

18 OCT 2016

Time 2.45 Initials EW

NGARUAWAHIA

DISCRETIONARY FUNDING APPLICATION FORM

Important notes for applicant:

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

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

Discretionary and Funding Committee

Project

Event

OR

Community Board / Committee Discretionary Fund

Raglan	<input type="checkbox"/>	Taupiri	<input type="checkbox"/>	Onewhero-Tuakau	<input type="checkbox"/>
Ngaruawahia	<input type="checkbox"/>	Huntly	<input type="checkbox"/>	Te Kauwhata	<input type="checkbox"/>
				Meremere	<input type="checkbox"/>

Section I – Your details

Name of organisation

Ngaruawahia Community House Incorporated.

What is your organisation's purpose?

To provide a facility that is a hub for Ngaruawahia that caters to the social and wellbeing of our community

Address: (Postal)

P.O. Box 96 Ngaruawahia 3720

Address: (Physical if different from above)

13 Galilee Street Ngaruawahia

Contact name, phone number/s and email address

Anne Ramsay 0210535548 anne@ngaruhouse.org.nz

Charities Commission Number: (if you have one)

CC 21923

Are you GST registered?

No Yes

GST Number

865571796

Bank account details

061037710097439104

Bank

ANZ

Branch

Ngaurua

The following documentation is required in support of your application:

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

Section 2 – Community wellbeing and outcomes

Which community wellbeing will your project contribute to?

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

Social Economic Cultural Environmental

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

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

Accessible Safe Sustainable Thriving Vibrant **Section 3 – Your event/project**

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

Christmas on Jesmond will be a fun, filled, family / whānau day. With stalls both food and craft, entertainment such as

Who is involved in your event / project?

Schools, Kindergartens, Kohanga Reo, daycares & local businesses who will work alongside Twin Rivers art Centre to create street decorations for Jesmond Street.

How many volunteers are involved?

up to 30 volunteers assist with the setting up and packing down of the day.

What other groups are involved in the project?

Radio Teanui, Twin Rivers Art Centre.

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

Christmas on Jesmond provides a fun, free family day for all members of our community.

Section 4 – Funding requirements

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

Please complete all of the following sections	GST Inclusive Costs (use this column if you are not GST registered)	GST Exclusive Costs (use this column if you are GST registered)
TOTAL COST OF THE PROJECT/EVENT	\$ _____	\$ <u>7564.50.</u>
Existing funds available for the project Total A	\$ _____	\$ _____

Funding being sought from Waikato District Council

Project Breakdown (itemised costs of funding being sought) If there is insufficient space below please provide a breakdown of costs on an additional sheet.	\$	\$
Stage & Sound.	\$ _____	\$ <u>1967.50</u>
Smile Amusements	\$ _____	\$ <u>2997.00</u>
	\$ _____	\$ _____
	\$ _____	\$ _____
	\$ _____	\$ _____
	\$ _____	\$ _____
Total Funds being sought from WDC Total B	\$ _____	\$ <u>4964.50</u>

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

a) hatteries	\$ _____	\$ <u>1200</u>
b) For Frock Sake.	\$ _____	\$ <u>500</u>
c) Saturday Market, Stall holders	\$ _____	\$ <u>500</u>
d) Ngauruanui Medical / Roberts pharmacy	\$ _____	\$ <u>400</u>
Total of other funds being sought Total C	\$ _____	\$ <u>2600.00</u>

Total Funding Applied for (Add totals A, B & C together to make Total D) Total D	\$ _____	\$ <u>7564.50.</u>
Note : This total should equal the Total Cost of the Project/Event		

Describe any donated material / resources provided for the event/project:
Peoples time in setting up, providing 1st Aid services & parking up at the end.
Conflute, paint etc for art activities.

Section 5 – Previous Funding Received from Waikato District Council

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

Project	Amount received	Date
Repairs to Community House roof.	\$13,556.55	28/9/16
Wairangi Day Feb 2016	\$4,888.47.	17/12/15
Christmas @ the Point	\$3,392.50	2/9/15
Best We Forget Flags - RSA.	\$2,300.00	22/4/15

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

I confirm that an accountability statement has been completed and returned

Signed: Anne Ransay Name: Anne Ransay

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

Signature: [Signature] Date: 10/10/16

Position in organisation (tick which applies) Chairman Secretary Treasurer

Signature: Anne Ransay Date: 10/10/16

Position in organisation (tick which applies) Chairman Secretary Treasurer

Manager -

Checklist

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

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

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

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

Christmas on Jesmond 2016 December Sunday 4th December

Proposed Expenditure

Portaloos x 2	320.00	
Volunteers (food / drink)	200.00	Volunteers set up/ packdown
Free lunch - stilt walkers	360.00	
Stage & sound	1967.50	
WDC Road closure advertising	200.00	estimated based on previous years
Prizes for childrens art works	400.00	
Smile Amusements	2997.00	
Entertainers	1000.00	
Balloon Twister	120.00	

7564.50

Proposed Income

Waikato District Council - Event fund	4964.50
For Frock Sake (Donation)	500.00
Saturday Markets (Donation)	200.00
Lotteries	1200.00
Stall holders	300.00
Nga Medical Centre I (Donation)	200.00
Roberts Pharmacy Donation)	200.00

7564.50

All Income and Expenditure exclude GST

smile

Amusement . Specialists

22 SEPTEMBER 2016

Anne
Ngaruawahia Community House
07 824 8340

Re: NGAURUAWAHIA XMAS PARADE 4 DECEMBER 2016 11-2pm

Hi Anne .

The Day sound fantastic and with our activities, I am sure it will add to the experience of all those that participate. As discussed the investment for the Day is \$2997.00+GST. For this you will get the following:

TODDLER PLAYLAND	\$185.00
DUNK TANK	\$695.00
HORIZONTAL BUNGY & SUPERVISOR	\$550.00
MERRY GO ROUND & SUPERVISOR	\$1250.00
2 ADDITIONAL SUPERVISORS	\$300.00
GENERATORS/FUEL @\$175X2	\$350.00
TOTAL	<u>\$3330.00</u>
DISCOUNT	<u>\$333.00</u>
	<u>\$2997.00+GST</u>

Included in this price are:

- Equipment delivered and installed.
- 4 Supervisors to oversee event
- Full Public Liability Insurance
- Latest safe and clean equipment
- Our professional team to assist you
- A hassle free day
- Our guarantee to make your day a success or your money back

If you have any queries, please contact Stacy on 0274 544418.

Sincerely,
Stacy Cooney

Phone : 0800 876 453

Mobile : 0274 544 418

Website : www.smileinflatables.co.nz

Email : smileinflatables@xtra.co.nz



QUOTE

Ngaruawahia Community House
PO Box 96
Ngaruawahia
Ngaruawahia 3742
NEW ZEALAND

Date
6 Oct 2016

Expiry
5 Nov 2016

Quote Number
Q-2106

Reference
Christmas on Jesmond

GST Number
89-693-535

Above Productions Limited
PO Box 28114
Rototuna
Hamilton 3256
NEW ZEALAND
Phone 0800 862 268

Christmas on Jesmond, Sun 4th Dec

Sun 4th Dec 2016, Ngaruawahia Main Street, 10am to 2pm

Description	Quantity	Unit Price	Discount	Amount NZD
Stage, 7M x 4M @ 600				
Prolyte Topline Stage Dex - 2M x 1M	14.00	45.00	50.00%	315.00
Stage Riser Steps (600)	2.00	15.00	50.00%	15.00

JBL SRX828sp Double 18" 2000W powered subwoofer	2.00	90.00	50.00%	90.00
JBL SRX835p 3-way 15in 2000W powered top	2.00	90.00	50.00%	90.00
JBL SRX 712M Stage Monitor	6.00	50.00	50.00%	150.00
Amp Rack (6x Crown XTI4000) with power distro	1.00	200.00	50.00%	100.00
Yamaha LS9 32ch mixing console	1.00	180.00	50.00%	90.00
Yamaha RIO3224 - 32ch input, 24ch output remote stage box	1.00	140.00	100.00%	0.00
Sennheiser EW300 Series Radios	4.00	50.00	50.00%	100.00
Standard Mic Kit - Rock and Roll	1.00	250.00	50.00%	125.00

Labour (setup)	7.00	35.00		245.00
Labour (FOH)	1.50	375.00		562.50
Van day rate - High KM (inc insurance)	1.00	85.00		85.00

Subtotal (includes a discount of 1,215.00)				1,967.50

TOTAL GST 15%	295.13
TOTAL NZD	2,262.63

Terms

All goods remain the property of Above Productions Ltd until paid in full.
Any costs incurred in collection of overdue accounts are payable by the purchaser.
Interest at the rate of 3% per month may be added to overdue accounts.
Late payment voids any discounts applied. Above Productions Terms and Conditions Apply.

Ngaruawahia Community House Inc

**Financial Statements
For the Year Ended 31 March 2016**

Schedule of Contents

Statement of Financial Performance

Statement of Financial Position

Fixed Asset and Depreciation Schedule

Statement of Cash Flows

Notes to the Accounts

Charities Commission Report

Audit Report

Ngaruawahia Community House Inc

Statement of Financial Performance For the Year Ended 31 March 2016

	2016	2015
INCOME		
Umbrella Programme	549	25,914
Fruit & Vege - Receipts	13,625	11,453
Fundraising Income	9,897	9,316
Grants - COGS	8,000	6,000
Grants - NZ Lotteries Commission	30,000	23,000
Grants - Trust Waikato	18,000	18,000
Grants - WEL Energy Trust	13,000	15,000
Grants - Gallagher Trust	0	3,000
Grants - Les Reynolds	3,000	
Waikato District Council	2,180	6,485
Grants - Ministry of Social Development	62,922	69,922
Interest Received	36	351
Rent Received	44,303	43,321
Koha Donations	4,419	6,699
Social Sector Trials Admin Fee	3,000	
Grants - Norah Howell Trust	1,585	1,000
Grants - Lion Foundation	25,000	23,634
Donations - DV Bryant Trust	3,334	2,730
Grants - Tindall Foundation	1,095	2,000
ANZ Staff Foundation	1,500	
Miscellaneous	(423)	5,350
Class Fees	10	608
Events & Functions	4,708	7,040
Information/Document Centre	0	2,185
Te Puni Kokiri	0	
Waikato Community Board	0	2,567
WDFE Karamu Trust	800	
Ministry of Culture & Heritage	5,000	5,336
For Frocks Sake	4,425	9,076
Sir John Logan Campbell	0	1,000
Lotteries Heritage	0	3,868
Project Grant	0	2,739
News Letter	1,000	3,468
Income Received from Last Year	1,366	
	262,331	311,062
EXPENSES		
ACC Levies	0	698
Accountancy	0	300
Advertising	0	204
Audit Fees	1,400	868
Programme Expenses	881	196
Bank Charges	440	219



Ngaruawahia Community House Inc

Statement of Financial Performance For the Year Ended 31 March 2016

	2016	2015
Cleaning/Hygiene	2,119	2,518
Computer Maintenance	4,485	3,897
Event Expenses	9,521	31,143
Fruit & Vege Co-op Payments	14,035	11,016
Minor Equipment/Renovations	0	661
Consumables	1,146	966
Community Support	1,109	9,489
Community Newsletter	2,302	2,469
Fundraising Expenses	3,267	4,157
Grounds Maintenance	425	0
For Frocks Sake expenses	6,552	6,896
General Expenses	115	4,017
Umbrella Programme Expenses	16,947	26,108
Lease - Photocopier	1,614	3,273
Legal Expenses	552	0
Light, Heat & Power	2,847	2,756
Printing, Stamps & Stationery	2,184	2,584
Rates	1,328	1,250
Repairs & Maintenance	652	1,897
Security	235	235
Telephone, Tolls & Fax	3,644	3,518
Training	0	0
Travelling Expenses	457	1,357
Volunteer & Staff Expenses	4,405	5,486
Wages/Salaries	145,993	170,695
Information Centre	0	48
Insurance	3,900	3,644
Interest	1,705	1,259
Depreciation	10,548	11,902
	<u>244,809</u>	<u>315,726</u>
Net Surplus/(Deficit)	<u><u>17,522</u></u>	<u><u>(4,664)</u></u>

Ngaruawahia Community House Inc

Statement of Financial Position As at 31 March 2016

	2016	2015
CURRENT ASSETS		
First Credit Union	1,876	1,343
ANZ -01	330	0
ANZ -02	715	0
ANZ -04	3,974	0
ANZ -06	200	0
Westpac - 00	0	163
Westpac - 02	0	1,402
Westpac - 03	0	25
Westpac - 04	0	404
Sundry Debtors	7,728	8,277
GST Refund Due	(3,962)	1,006
Taxation Refund Due	11	11
	<u>10,872</u>	<u>12,631</u>
CURRENT LIABILITIES		
ANZ -00	25,705	0
Sundry Creditors/Accruals	3,608	17,375
Income Received in Advance	0	1,366
	<u>29,313</u>	<u>18,741</u>
WORKING CAPITAL	(18,441)	(6,110)
NON CURRENT ASSETS		
Fixed Assets - as per schedule	528,930	536,461
NON CURRENT LIABILITIES		
Loan - Westpac Bank 01	0	37,384
NET ASSETS	<u><u>510,489</u></u>	<u><u>492,967</u></u>
REPRESENTED BY:		
EQUITY		
Opening Balance Equity	492,967	497,631
Net Surplus/(Deficit)	17,522	(4,664)
Closing Balance Equity	<u><u>510,489</u></u>	<u><u>492,967</u></u>

Chairperson
Date



Ngaruawahia Community House Inc

**Fixed Asset and Depreciation Schedule
For the Year Ended 31 March 2016**

	Cost Price	Book Value 1/04/15	Additions Disposals	-----Depreciation-----			Accum Deprec 31/03/16	Book Value 31/03/16	
			Month	Rate		\$			
Community House									
Building - 13 Galileo Street	105,556	77,370		12	0.0%	DV	-	28,186	77,370
Land - 13 Galileo Street	50,000	50,000		12	0.0%	DV	-	-	50,000
House Extensions/Renovations 2010	175,600	168,203		12	0.0%	DV	-	7,397	168,203
House Improvement 2010	63,441	53,539		12	0.0%	DV	-	9,902	53,539
Renovations 2011	22,137	20,875		12	0.0%	DV	-	1,262	20,875
Building 2014	89,969	89,969		12	0.0%	DV	-	-	89,969
	506,703	459,956					-	46,747	459,956
Security System									
Security System	2,143	142		12	21.6%	DV	31	2,032	111
	2,143	142					31	2,032	111
Renovations									
House Renovations	7,202	1,902		12	11.4%	DV	217	5,517	1,685
Fencing	10,178	2,689		12	11.4%	DV	307	7,796	2,382
Paintings	3,750	1,119		12	11.4%	DV	128	2,759	991
Ramp	10,205	6,784		12	4.0%	DV	271	3,692	6,513
House Renovations	1,775	597		12	11.4%	DV	68	1,246	529
Garage Renovations	4,817	1,620		12	11.4%	DV	185	3,382	1,435
Ideal Garage	10,978	4,170		12	11.4%	DV	475	7,283	3,695
Carpet	660	252		12	11.4%	DV	29	437	223
Blinds	713	271		12	11.4%	DV	31	473	240
Fences 2012	2,060	1,426		12	11.4%	DV	163	797	1,263
Carpet 2012	3,275	566		12	10.0%	DV	57	2,766	509
Windows/Doors 2013	1,566	1,272		12	40.0%	DV	509	803	763
Renovations 2015	22,728	20,565		12	8.0%	DV	1,645	3,808	18,920
	79,907	43,233					4,083	40,757	39,150
Plant & Equipment									
Communication System	7,712	2,037		12	11.4%	DV	232	5,907	1,805
Office Equipment	520	137		12	11.4%	DV	16	399	121
Software	440	116		12	11.4%	DV	13	337	103
Whiteboard	400	125		12	11.4%	DV	14	289	111
Boardroom Table	533	165		12	11.4%	DV	19	387	146
Signage	1,262	424		12	11.4%	DV	48	886	376
Trestle Table	276	93		12	11.4%	DV	11	194	82
Fridge	877	295		12	11.4%	DV	34	616	261
Security Lights	277	94		12	11.4%	DV	11	194	83
Entrance Plaque	671	226		12	11.4%	DV	26	471	200
Office Furniture	2,262	761		12	11.4%	DV	87	1,588	674
Garden Shed & Tools	461	155		12	11.4%	DV	18	324	137
Cupboards	1,161	441		12	11.4%	DV	50	770	391
Signage & Banner	700	265		12	11.4%	DV	30	465	235
Heat Pumps	8,538	3,242		12	11.4%	DV	370	5,666	2,872
Computers	2,297	872		12	11.4%	DV	99	1,524	773
Office Furniture	948	360		12	11.4%	DV	41	629	319
Conference Room Tables	1,766	758		12	11.4%	DV	86	1,094	672
Office Equipment 2010	3,251	1,690		12	11.4%	DV	193	1,754	1,497
Sever 2011	7,255	340		12	50.0%	DV	170	7,085	170
Computers 2012	3,525	330		12	50.0%	DV	165	3,360	165
Gates 2013	6,610	5,664		12	6.0%	DV	340	1,286	5,324
Garden Shed 2013	1,287	1,132		12	5.0%	DV	57	212	1,075

Eye catcher Signs 2013	2,600	1,083		12	30.0%	DV	325	1,842	758
Flag Markers 2013	6,446	5,238		12	8.0%	DV	419	1,627	4,819
Laptops Computer Classes 2015	4,783	2,391		12	50.0%	DV	1,196	3,588	1,196
Panel Heaters 2015	215	136		12	40.0%	DV	54	133	82
Matariki Flags 2015	1,882	1,254		12	40.0%	DV	502	1,130	752
Fridge/Freezer 2015	363	295		12	25.0%	DV	74	142	221
Chaffing Dishes 2015	376	206		12	60.0%	DV	124	294	82
Tables 2015	2,400	2,270		12	13.0%	DV	295	425	1,975
Computer			3,017	10	50.0%	DV	1,257	1,257	1,760
	72,094	32,595	3,017				6,374	45,873	29,238
Total	660,847	535,926	3,017				10,487	135,408	528,456

Ngaruawhia Community House Inc

Statement of Cash Flows For the Year ended 31 March 2016

CASH FLOWS FROM OPERATING ACTIVITIES:

Cash was received from:

Grants, Donations, fundraising and other similar receipts	175,050
Receipts from providing goods or services	86,356
Interest receipts	36
	<u>261,442</u>

Cash was applied to:

Payments to suppliers and employees	246,232
Donations or grants paid	-
	<u>246,232</u>

Net GST	(3,244)
---------	---------

Net Cash Flows from operating Activities;	<u>18,454</u>
--	----------------------

CASH FLOWS FROM INVESTING AND FINANCING ACTIVITIES:

Cash was received from:

Receipts from the sale of vehicles, plant and equipment	-
---	---

Cash was applied to:

Payments to acquire vehicles, plant and equipment	3,017
Reduction of Bank Loan	11,679
	<u>14,696</u>

Net Cash Flows from Investing and Financial Activities:	<u>(14,696)</u>
--	------------------------

NET INCREASE / (DECREASE) IN CASH	<u>3,758</u>
--	---------------------

BANK AND CASH AT 1 APRIL 2015	<u>3,337</u>
--------------------------------------	---------------------

BANK AND CASH AT 31 MARCH 2016	<u><u>7,095</u></u>
---------------------------------------	----------------------------

THIS IS REPRESENTED BY:

Bank Accounts and Cash



Ngaruawahia Community House Inc

Notes to the Financial Statements

For the Year Ended 31st March 2016

1 STATEMENT OF ACCOUNTING POLICIES

These financial statements are for Ngaruawahia Community House Inc. Ngaruawahia Community House is an incorporated Society and was registered as a charity entity under the Charities Act 2005 on 18 March 2008. The financial statements of Ngaruawahia Community House are general purpose financial statements which have been prepared according to generally accepted accounting practices.

Ngaruawahia Community House Inc qualifies for differential reporting exemptions based on the following criteria;

- It is not publicly accountable and
- It is not large as defined by the New Zealand Institute of Chartered Accountants.

Ngaruawahia Community House Inc has adopted all available differential reporting exemptions.

The accounting principles recognised as appropriate for the measurement and reporting of earnings and financial position on a historical cost basis have been used with the exception of certain items for which specific accounting policies have been identified.

Changes in Accounting Policies

There has been no changes in accounting policies. All policies have been applied on bases consistent with those used in previous years.

Specific Accounting Policies.

In the preparation of these financial statements, the specific accounting policies are as follows:

(a) Property, Plant & Equipment

The entity has the following classes of Property, Plant & Equipment:

Plant & Equipment 0-60% DV, CP or SL

All property, plant & equipment are stated at cost less depreciation.

Depreciation has been calculated in accordance with rates permitted under the Income Tax Act 2007

(b) Goods and Services Tax

The 2016 financial statements have been prepared on a GST exclusive basis with the exception of accounts receivable and accounts payable which are shown inclusive of GST. The 2015 financial statements have been prepared on a GST inclusive basis.

© Receivables

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



Ngaruawahia Community House Inc

Notes to the Financial Statements

For the Year Ended 31st March 2016

2 AUDIT

These financial statements have been audited.

3 CONTINGENT LIABILITIES

At balance date there are no known contingent liabilities (2015: \$0). Ngaruawahia Community House Inc has not granted any securities in respect of liabilities payable by any other party whatsoever.

4 RELATED PARTIES

There were no related party transactions during the year under review.

5 SUBSEQUENT EVENTS

As at balance date there were no known subsequent events.





Ngaruawahia Community House

13 Galileo Street
PO Box 77, Ngaruawahia 3742
Phone: 07 824 8340
Fax: 07 824 5209
Email: nga.comhouse@xtra.co.nz

Charities Commission Report

Legal Name of Entity;

Ngaruawahia Community House Incorporated

Type of entity;

Incorporated Society

Charities registration;

CC21923

Purpose / mission;

People moving forward together in Ngaruawahia

To promote personal and community wellbeing, empowerment and positive change for the people of Ngaruawahia and its surrounding districts

Structure;

Governance board of 5 – 7 members including; Chairperson, Secretary, Treasurer. Plus, a core group of volunteers for transport, gardening, events

Income source;

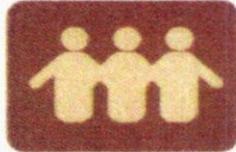
Community Grants, MSD contract for service, fundraising events

Main methods of fund raising;

Applications to funding providers such as Trust Waikato and fundraising events.

2015 Outcomes;

- 5000 plus visitors to the centre annually
- 750 people assisted with financial advice and support
- Two parenting programmes
- Men's group run by Pai Ake Services
- Vege boxes purchased by clients average of 25 each week
- Thriving on a shoestring programme – Waikato Sports & Leisure
- Fortnightly legal clinics average number of clients 5 -Frankton law & Community Law
- Five counsellors- three doing full days, two doing half days
- Published monthly Community Newsletter that goes to 5000 households
- Held two successful community events- Christmas Parade & Waitangi Day in collaboration with other local organisations – Radio Tainui & Twin Rivers Art Centre



Ngaruawahia Community House

Services and Programs

- Supervised Access
- Volunteer Driver
- Community Gardens
- Information Centre
- Advocacy Work
- Document Centre –
Photocopying/Email/Fax
- Knitting Circle
- Community Network
Meetings
- Fruit and Vege co-op
- Community Newsletter
- Adult Hearing Clinic
- Budgeting
- Room Hire
- Monthly Arthritis clinic
- Legal Clinic
- Counselling Services,
General, Drug and
Alcohol, ACC, Children
- JP Clinic- Thursdays
9:00am-12:00pm
- Kershaw Training – Adult
Literacy and Numeracy
- Community Probation
- Whai Marama – Youth
services
- Waahi Whanui-A&D
counselling
- CYFS – Family group
conferences
- Te Hikoī O Nga Tane
The Men's Walk

For any further information regarding
Services and Programs, please contact
Reception

Contact Us At:

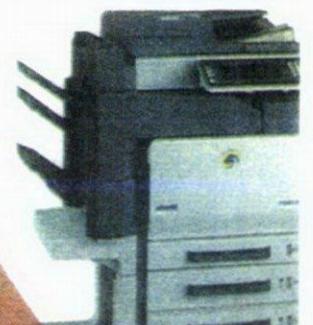
Phone: (07)824 8340

Email Address:

reception@ngacomhouse.org.nz

13 Galileo Street

PO Box, Ngaruawahia 3720



AUDITORS REPORT**NGARUAWAHIA COMMUNITY HOUSE INC
FOR THE YEAR ENDED 31 March 2016**

I have audited the attached financial statements for Ngaruawahia Community House Inc. The financial statements provide information about the past financial performance of the Society and its financial position as at 30 June 2016. This information is stated in accordance with the accounting policies set out with these statements.

Auditor's responsibilities

It is my responsibility to express an independent opinion for the financial statements presented by the Society and report my opinion.

Basis of Opinion

An audit includes examining, on a test basis, evidence relevant to the amounts and disclosures in the financial statements. It also includes assessing:

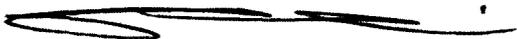
- The significant estimates and judgement made by the Society in the preparation of the financial statements; and
- Whether the accounting policies are appropriate to the circumstances, consistently applied and adequately disclosed.

I conducted an audit in accordance with generally accepted auditing standards in New Zealand, except that my work was limited as explained below. I planned and performed my audit so as to obtain all the information and explanations which I considered necessary. I obtained sufficient evidence to give a reasonable assurance that the financial statements are free from material mis-statements, whether caused by fraud or error. In forming my opinion, I also evaluated the overall adequacy of the presentation of information in the financial statements.

Other than in my capacity as Auditor, I have no relationship with or interest in the Society.

In my opinion, except for the limited control over income, the financial statements fairly reflect the results of the activities and the financial position of the Society as at 31 March 2016.

My audit report was completed on 26 August 2016 and my unqualified opinion is expressed as at that date.



Graham Haines CA, ACCM, DipMgtSt



Open Meeting

To	Ngaruawahia Community Board
From	TG Whittaker General Manager Strategy & Support
Date	18 October 2016
Prepared by	Lianne van den Bemd Community Development Advisor
Chief Executive Approved	Y
DWS Document Set #	1629490
Report Title	Application for Funding – Ngaruawahia Community House Incorporated - Waitangi Day

I. EXECUTIVE SUMMARY

The purpose of this report is to present an application for funding from the Ngaruawahia Community House Incorporated towards the cost of the Picnic at the Point event.

2. RECOMMENDATION

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

AND THAT an allocation of \$..... is made to the **Ngaruawahia Community House** towards the cost of the **Picnic at the Point** event;

OR

AND THAT the request from the **Ngaruawahia Community House** towards the cost of the **Picnic at the Point** event is declined / deferred until for the following reasons:

3. BACKGROUND

The Ngaruawahia Community House is to host a Waitangi Day event called Picnic @ the Point. It is anticipated that approximately 4,000 people will come together to celebrate with music and food.

Those involved include Radio Tainui, Twin Rivers Arts Centre Maori Wardens, and local schools and church groups.

The event has been in existence for four years and is well received by the Ngaruawahia community and surrounding areas.

The event will take place on 06 February 2017 at The Point in Ngaruawahia.

4. OPTIONS CONSIDERED

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

5. FINANCIAL

Funding is available to allocate for the year.

The project is noted to cost \$18,977.17. The Ngaruawahia Community House is seeking funding of \$8,320.65 towards the cost of the Picnic at the Point event.

GST Registered			Yes
Set of Accounts supplied			Yes
Previous funding has been received by this organisation			Yes
Ngaruawahia Community Board	New murals	March 2015	\$3,000
Discretionary & Funding Committee	Lest we forget flags	March 2015	\$2,000.00
Discretionary & Funding Committee	Christmas @ the Point	August 2015	\$2,950
Discretionary & Funding Committee	Waitangi Day Picnic @ the Point	November 2016	\$4,888.97

6. POLICY

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

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

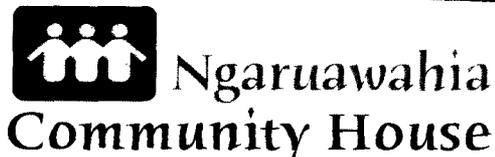
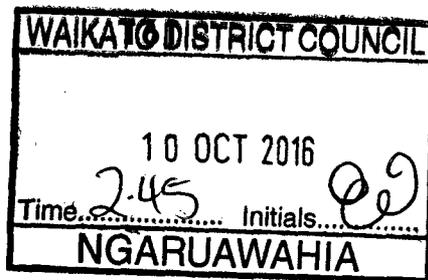
Funds cannot be uplifted until all sufficient funds for the project are approved.

7. CONCLUSION

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

8. ATTACHMENTS

Application for Funding – Ngaruawahia Community House



13 Galileo Street
PO Box 96, Ngaruawahia 3742
Phone: 07 824 8340
Fax: 07 824 5209
Email: anner@ngacomhouse.org.nz

Background information for the Waikato District Council event committee

The Ngaruawahia Community House is planning the fifth consecutive, "Picnic @ The Point, community event to be held on 5th February 2017. This event brings our Community together to celebrate this historical day and the community in which we live. This event will run from 1pm till 5pm this event is a collaborative effort with Radio Tainui, Twin Rivers Art Centre and The Community House.

We invite all the schools, kohanga reo's, kindergarten's, community groups, businesses and individuals in the community to be a part of this celebration by way of providing stalls, information stands, food stalls and live entertainment. The afternoon's entertainment is coordinated by Radio Tainui.

This event will also include an Art, Craft and Food market and will involve local artists, our current Saturday market, and Twin Rivers artists and stall holders.

We have a team of around 30 volunteers involved for the day doing Traffic Management, Parking, Rubbish, first aid and general duties. We provide our volunteers and the entertainers with snacks and refreshments throughout the event without their help, the event would not be possible.

We want to create a picnic atmosphere to encourage families to come along and share the festivities. As part of this we provide some free entertainment for the children of our community, such as bouncy castles, merry go rounds, horizontal bungee.

This is a drug and alcohol free event and the focus is on family/whanau and creating a stronger, connected community.

Last year we had over 4000 people attend and expect these numbers to grow as the event becomes an annual day in our community's calendar.

Please do not hesitate to contact me if you would like any further information in regards to this application or about our intended event

Kindest regards
Anne Ramsay (Manager)

WAIKATO DISTRICT COUNCIL

162

10 OCT 2016

Time: 2.45 Initials: EW

NGARUAWAHIA



DISCRETIONARY FUNDING APPLICATION FORM

Important notes for applicant:

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

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

Discretionary and Funding Committee

Project

Event

OR

Community Board / Committee Discretionary Fund

Raglan

Taupiri

Onewhero-Tuakau

Ngaruawahia

Huntly

Te Kauwhata

Meremere

Section I – Your details

Name of organisation

Ngaruawahia Community House Incorporated.

What is your organisation's purpose?

To provide a facility that is a vibrant hub for Ngaruawahia that caters to the social & welfare of our community

Address: (Postal)

P.O Box 96 Ngaruawahia 3720

Address: (Physical if different from above)

13 Galileo Street Ngaruawahia 3720

Contact name, phone number/s and email address

Anne Ramsay 8248340 anner@ngacomhouse.org.nz.

Charities Commission Number: (If you have one)

CC 21923

Are you GST registered?

No Yes GST Number 865371796

Bank account details

061037710097439104.

Bank

ANZ

Branch

Ngaruawahia

The following documentation is required in support of your application:

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

Section 2 – Community wellbeing and outcomes

Which community wellbeing will your project contribute to?

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

Social

Economic

Cultural

Environmental

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

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

Accessible

Safe

Sustainable

Thriving

Vibrant

Section 3 – Your event/project

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

Picnic at the Point to commemorate Waitangi Day in Ngaruawahia

Who is involved in your event / project?

Twin Rivers Art Centre, Radio Tairāwhiti, Community House. staff & volunteers

How many volunteers are involved?

35

What other groups are involved in the project?

Māori Wardens, church groups

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

By having an event that is whānau / family focused to commemorate a day of importance in New Zealand.

Section 4 – Funding requirements

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

Please complete all of the following sections	GST Inclusive Costs (use this column if you are not GST registered)	GST Exclusive Costs (use this column if you are GST registered)
TOTAL COST OF THE PROJECT/EVENT	\$ _____	\$ 18977.17
Existing funds available for the project Total A	\$ _____	\$ _____

Funding being sought from Waikato District Council

Project Breakdown (itemised costs of funding being sought) <i>If there is insufficient space below please provide a breakdown of costs on an additional sheet.</i>	\$	\$
Porta 100's (XS Services Ltd)	\$ _____	\$ 695.65
Stage - Sound (Above Productions)	\$ _____	\$ 7,625.00
	\$ _____	\$ _____
	\$ _____	\$ _____
	\$ _____	\$ _____
	\$ _____	\$ _____
Total Funds being sought from WDC Total B	\$ _____	\$ 8320.65

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

a) Lotteries Culture & Heritage	\$ _____	\$ 5217.39
b) WEL Energy Trust	\$ _____	\$ 1000.00
c) Lion Foundation	\$ _____	\$ 1000.00
d) Lotteries Community Fund.	\$ _____	\$ 1739.13
Donations / Fundraising	\$ _____	\$ 1700.00
Total of other funds being sought Total C	\$ _____	\$ 10656.52

Total Funding Applied for (Add totals A, B & C together to make Total D) Total D	\$ _____	\$ 18977.17
<i>Note : This total should equal the Total Cost of the Project/Event</i>		

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

Volunteer and staff time - gazebo's for first aid, info centre.

Section 5 – Previous Funding Received from Waikato District Council

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

Project	Amount received	Date
Repairs to roof	13,556.55	28/9/16
Wakangi Day	4888.97	17/12/15
Christmas @ the Point	3392.50	2/9/15
Test webiget flags - RSA	2,300.	22/4/15

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

I confirm that an accountability statement has been completed and returned

Signed: *Anne Ramsay* Name: Anne Ramsay

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

Signature: *[Signature]* Date: 10/10/16

Position in organisation (tick which applies) Chairman Secretary Treasurer

Signature: *Anne Ramsay* Date: 10/10/16

Position in organisation (tick which applies) Chairman Secretary Treasurer Manager

Picnic @the Point - Waitangi Day 2017

Income and expenditure

Description	Supplier	\$ Cost
Volunteers & Entertainers		200
Reserve booking	Waikato District Council	120.00
Traffic Management	Waikato District Council	0.00
North Waikato News	Road closure notice	250.00
Porta Loos	XS Services	695.65
Overnight security	P. Strawbridge	100.00
North Waikato News	Advertising event	130.50
Kids entertainment	Smile amusements	5977.00
Bands	Radio Tainui	3000.00
First Aid		200.00
Stage & sound	Above productions	7625.00
Rubbish bins	Strada	0.00
Maori Wardens		500.00
	Total	18798.15

Proposed Income

Lotteries Culture & Heritage	5217.39
WDC event fund	8320.65
Ngaruawahia Medical Centre	200.00
Lion Foundation	1000.00
WEL Energy Trust	1000.00
For Frock Sake (donation)	1000.00
Lotteries Community Fund	1739.13
Stall Holders/Fundraising	500.00
	Total 18977.17

All Income and Expenditure excludes GST

Ngaruawahia Community House Inc

**Financial Statements
For the Year Ended 31 March 2016**

Schedule of Contents

Statement of Financial Performance

Statement of Financial Position

Fixed Asset and Depreciation Schedule

Statement of Cash Flows

Notes to the Accounts

Charities Commission Report

Audit Report

Ngaruawahia Community House Inc

Statement of Financial Performance For the Year Ended 31 March 2016

	2016	2015
INCOME		
Umbrella Programme	549	25,914
Fruit & Vege - Receipts	13,625	11,453
Fundraising Income	9,897	9,316
Grants - COGS	8,000	6,000
Grants - NZ Lotteries Commission	30,000	23,000
Grants - Trust Waikato	18,000	18,000
Grants - WEL Energy Trust	13,000	15,000
Grants - Gallagher Trust	0	3,000
Grants - Les Reynolds	3,000	
Waikato District Council	2,180	6,485
Grants - Ministry of Social Development	62,922	69,922
Interest Received	36	351
Rent Received	44,303	43,321
Koha Donations	4,419	6,699
Social Sector Trials Admin Fee	3,000	
Grants - Norah Howell Trust	1,585	1,000
Grants - Lion Foundation	25,000	23,634
Donations - DV Bryant Trust	3,334	2,730
Grants - Tindall Foundation	1,095	2,000
ANZ Staff Foundation	1,500	
Miscellaneous	(423)	5,350
Class Fees	10	608
Events & Functions	4,708	7,040
Information/Document Centre	0	2,185
Te Puni Kokiri	0	
Waikato Community Board	0	2,567
WDFP Karamu Trust	800	
Ministry of Culture & Heritage	5,000	5,336
For Frocks Sake	4,425	9,076
Sir John Logan Campbell	0	1,000
Lotteries Heritage	0	3,868
Project Grant	0	2,739
News Letter	1,000	3,468
Income Received from Last Year	1,366	
	262,331	311,062
EXPENSES		
ACC Levies	0	698
Accountancy	0	300
Advertising	0	204
Audit Fees	1,400	868
Programme Expenses	881	196
Bank Charges	440	219



Ngaruawahia Community House Inc

Statement of Financial Performance For the Year Ended 31 March 2016

	2016	2015
Cleaning/Hygiene	2,119	2,518
Computer Maintenance	4,485	3,897
Event Expenses	9,521	31,143
Fruit & Vege Co-op Payments	14,035	11,016
Minor Equipment/Renovations	0	661
Consumables	1,146	966
Community Support	1,109	9,489
Community Newsletter	2,302	2,469
Fundraising Expenses	3,267	4,157
Grounds Maintenance	425	0
For Frocks Sake expenses	6,552	6,896
General Expenses	115	4,017
Umbrella Programme Expenses	16,947	26,108
Lease - Photocopier	1,614	3,273
Legal Expenses	552	0
Light, Heat & Power	2,847	2,756
Printing, Stamps & Stationery	2,184	2,584
Rates	1,328	1,250
Repairs & Maintenance	652	1,897
Security	235	235
Telephone, Tolls & Fax	3,644	3,518
Training	0	0
Travelling Expenses	457	1,357
Volunteer & Staff Expenses	4,405	5,486
Wages/Salaries	145,993	170,695
Information Centre	0	48
Insurance	3,900	3,644
Interest	1,705	1,259
Depreciation	10,548	11,902
	<u>244,809</u>	<u>315,726</u>
Net Surplus/(Deficit)	<u>17,522</u>	<u>(4,664)</u>

Ngaruawahia Community House Inc

Statement of Financial Position
As at 31 March 2016

	2016	2015
CURRENT ASSETS		
First Credit Union	1,876	1,343
ANZ -01	330	0
ANZ -02	715	0
ANZ -04	3,974	0
ANZ -06	200	0
Westpac - 00	0	163
Westpac - 02	0	1,402
Westpac - 03	0	25
Westpac - 04	0	404
Sundry Debtors	7,728	8,277
GST Refund Due	(3,962)	1,006
Taxation Refund Due	11	11
	<u>10,872</u>	<u>12,631</u>
CURRENT LIABILITIES		
ANZ -00	25,705	0
Sundry Creditors/Accruals	3,608	17,375
Income Received in Advance	0	1,366
	<u>29,313</u>	<u>18,741</u>
WORKING CAPITAL	(18,441)	(6,110)
NON CURRENT ASSETS		
Fixed Assets - as per schedule	528,930	536,461
NON CURRENT LIABILITIES		
Loan - Westpac Bank 01	0	37,384
NET ASSETS	<u>510,489</u>	<u>492,967</u>
REPRESENTED BY:		
EQUITY		
Opening Balance Equity	492,967	497,631
Net Surplus/(Deficit)	17,522	(4,664)
Closing Balance Equity	<u>510,489</u>	<u>492,967</u>

Chairperson
Date



Ngaruawahia Community House Inc

**Fixed Asset and Depreciation Schedule
For the Year Ended 31 March 2016**

	Cost Price	Book Value 1/04/15	Additions Disposals	-----Depreciation-----			Accum Deprec 31/03/16	Book Value 31/03/16	
			Month	Rate		\$			
Community House									
Building - 13 Galileo Street	105,556	77,370		12	0.0%	DV	-	28,186	77,370
Land - 13 Galileo Street	50,000	50,000		12	0.0%	DV	-	-	50,000
House Extensions/Renovations 2010	175,600	168,203		12	0.0%	DV	-	7,397	168,203
House Improvement 2010	63,441	53,539		12	0.0%	DV	-	9,902	53,539
Renovations 2011	22,137	20,875		12	0.0%	DV	-	1,262	20,875
Building 2014	89,969	89,969		12	0.0%	DV	-	-	89,969
	506,703	459,956					-	46,747	459,956
Security System									
Security System	2,143	142		12	21.6%	DV	31	2,032	111
	2,143	142					31	2,032	111
Renovations									
House Renovations	7,202	1,902		12	11.4%	DV	217	5,517	1,685
Fencing	10,178	2,689		12	11.4%	DV	307	7,796	2,382
Paintings	3,750	1,119		12	11.4%	DV	128	2,759	991
Ramp	10,205	6,784		12	4.0%	DV	271	3,692	6,513
House Renovations	1,775	597		12	11.4%	DV	68	1,246	529
Garage Renovations	4,817	1,620		12	11.4%	DV	185	3,382	1,435
Ideal Garage	10,978	4,170		12	11.4%	DV	475	7,283	3,695
Carpet	660	252		12	11.4%	DV	29	437	223
Blinds	713	271		12	11.4%	DV	31	473	240
Fences 2012	2,060	1,426		12	11.4%	DV	163	797	1,263
Carpet 2012	3,275	566		12	10.0%	DV	57	2,766	509
Windows/Doors 2013	1,566	1,272		12	40.0%	DV	509	803	763
Renovations 2015	22,728	20,565		12	8.0%	DV	1,645	3,808	18,920
	79,907	43,233					4,083	40,757	39,150
Plant & Equipment									
Communication System	7,712	2,037		12	11.4%	DV	232	5,907	1,805
Office Equipment	520	137		12	11.4%	DV	16	399	121
Software	440	116		12	11.4%	DV	13	337	103
Whiteboard	400	125		12	11.4%	DV	14	289	111
Boardroom Table	533	165		12	11.4%	DV	19	387	146
Signage	1,262	424		12	11.4%	DV	48	886	376
Trestle Table	276	93		12	11.4%	DV	11	194	82
Fridge	877	295		12	11.4%	DV	34	616	261
Security Lights	277	94		12	11.4%	DV	11	194	83
Entrance Plaque	671	226		12	11.4%	DV	26	471	200
Office Furniture	2,262	761		12	11.4%	DV	87	1,588	674
Garden Shed & Tools	461	155		12	11.4%	DV	18	324	137
Cupboards	1,161	441		12	11.4%	DV	50	770	391
Signage & Banner	700	265		12	11.4%	DV	30	465	235
Heat Pumps	8,538	3,242		12	11.4%	DV	370	5,666	2,872
Computers	2,297	872		12	11.4%	DV	99	1,524	773
Office Furniture	948	360		12	11.4%	DV	41	629	319
Conference Room Tables	1,766	758		12	11.4%	DV	86	1,094	672
Office Equipment 2010	3,251	1,690		12	11.4%	DV	193	1,754	1,497
Sever 2011	7,255	340		12	50.0%	DV	170	7,085	170
Computers 2012	3,525	330		12	50.0%	DV	165	3,360	165
Gates 2013	6,610	5,664		12	6.0%	DV	340	1,286	5,324
Garden Shed 2013	1,287	1,132		12	5.0%	DV	57	212	1,075

Eye catcher Signs 2013	2,600	1,083		12	30.0%	DV	325	1,842	758
Flag Markers 2013	6,446	5,238		12	8.0%	DV	419	1,627	4,819
Laptops Computer Classes 2015	4,783	2,391		12	50.0%	DV	1,196	3,588	1,196
Panel Heaters 2015	215	136		12	40.0%	DV	54	133	82
Matariki Flags 2015	1,882	1,254		12	40.0%	DV	502	1,130	752
Fridge/Freezer 2015	363	295		12	25.0%	DV	74	142	221
Chaffing Dishes 2015	376	206		12	60.0%	DV	124	294	82
Tables 2015	2,400	2,270		12	13.0%	DV	295	425	1,975
Computer			3,017	10	50.0%	DV	1,257	1,257	1,760
	72,094	32,595	3,017				6,374	45,873	29,238
Total	660,847	535,926	3,017				10,487	135,408	528,456

Ngaruawhia Community House Inc

Statement of Cash Flows For the Year ended 31 March 2016

CASH FLOWS FROM OPERATING ACTIVITIES:

Cash was received from:

Grants, Donations, fundraising and other similar receipts	175,050
Receipts from providing goods or services	86,356
Interest receipts	36
	<u>261,442</u>

Cash was applied to:

Payments to suppliers and employees	246,232
Donations or grants paid	-
	<u>246,232</u>

Net GST	(3,244)
---------	---------

Net Cash Flows from operating Activities;	<u>18,454</u>
--	----------------------

CASH FLOWS FROM INVESTING AND FINANCING ACTIVITIES:

Cash was received from:

Receipts from the sale of vehicles, plant and equipment	-
---	---

Cash was applied to:

Payments to acquire vehicles, plant and equipment	3,017
Reduction of Bank Loan	11,679
	<u>14,696</u>

Net Cash Flows from Investing and Financial Activities:	<u>(14,696)</u>
--	------------------------

NET INCREASE / (DECREASE) IN CASH	<u>3,758</u>
--	---------------------

BANK AND CASH AT 1 APRIL 2015	<u>3,337</u>
--------------------------------------	---------------------

BANK AND CASH AT 31 MARCH 2016	<u><u>7,095</u></u>
---------------------------------------	----------------------------

THIS IS REPRESENTED BY:

Bank Accounts and Cash



Ngaruawahia Community House Inc

Notes to the Financial Statements
For the Year Ended 31st March 2016

1 STATEMENT OF ACCOUNTING POLICIES

These financial statements are for Ngaruawahia Community House Inc. Ngaruawahia Community House is an incorporated Society and was registered as a charity entity under the Charities Act 2005 on 18 March 2008. The financial statements of Ngaruawahia Community House are general purpose financial statements which have been prepared according to generally accepted accounting practices.

Ngaruawahia Community House Inc qualifies for differential reporting exemptions based on the following criteria;

- It is not publicly accountable and
- It is not large as defined by the New Zealand Institute of Chartered Accountants.

Ngaruawahia Community House Inc has adopted all available differential reporting exemptions.

The accounting principles recognised as appropriate for the measurement and reporting of earnings and financial position on a historical cost basis have been used with the exception of certain items for which specific accounting policies have been identified.

Changes in Accounting Policies

There has been no changes in accounting policies. All policies have been applied on bases consistent with those used in previous years.

Specific Accounting Policies.

In the preparation of these financial statements, the specific accounting policies are as follows:

(a) **Property, Plant & Equipment**

The entity has the following classes of Property, Plant & Equipment:

Plant & Equipment 0-60% DV, CP or SL

All property, plant & equipment are stated at cost less depreciation.

Depreciation has been calculated in accordance with rates permitted under the Income Tax Act 2007

(b) **Goods and Services Tax**

The 2016 financial statements have been prepared on a GST exclusive basis with the exception of accounts receivable and accounts payable which are shown inclusive of GST. The 2015 financial statements have been prepared on a GST inclusive basis.

© **Receivables**

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



Ngaruawahia Community House Inc

Notes to the Financial Statements

For the Year Ended 31st March 2016

2 AUDIT

These financial statements have been audited.

3 CONTINGENT LIABILITIES

At balance date there are no known contingent liabilities (2015: \$0). Ngaruawahia Community House Inc has not granted any securities in respect of liabilities payable by any other party whatsoever.

4 RELATED PARTIES

There were no related party transactions during the year under review.

5 SUBSEQUENT EVENTS

As at balance date there were no known subsequent events.



Charities Commission Report

Legal Name of Entity;

Ngaruawahia Community House Incorporated

Type of entity;

Incorporated Society

Charities registration;

CC21923

Purpose / mission;

People moving forward together in Ngaruawahia

To promote personal and community wellbeing, empowerment and positive change for the people of Ngaruawahia and its surrounding districts

Structure;

Governance board of 5 – 7 members including; Chairperson, Secretary, Treasurer. Plus, a core group of volunteers for transport, gardening, events

Income source;

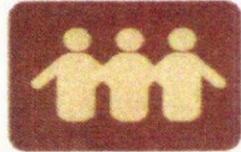
Community Grants, MSD contract for service, fundraising events

Main methods of fund raising;

Applications to funding providers such as Trust Waikato and fundraising events.

2015 Outcomes;

- 5000 plus visitors to the centre annually
- 750 people assisted with financial advice and support
- Two parenting programmes
- Men's group run by Pai Ake Services
- Vege boxes purchased by clients average of 25 each week
- Thriving on a shoestring programme – Waikato Sports & Leisure
- Fortnightly legal clinics average number of clients 5 -Frankton law & Community Law
- Five counsellors- three doing full days, two doing half days
- Published monthly Community Newsletter that goes to 5000 households
- Held two successful community events- Christmas Parade & Waitangi Day in collaboration with other local organisations – Radio Tainui & Twin Rivers Art Centre



Ngaruawahia Community House

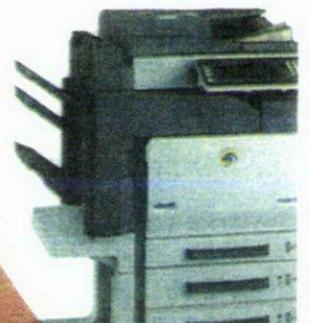
Services and Programs

- Supervised Access
- Volunteer Driver
- Community Gardens
- Information Centre
- Advocacy Work
- Document Centre –
Photocopying/Email/Fax
- Knitting Circle
- Community Network
Meetings
- Fruit and Vege co-op
- Community Newsletter
- Adult Hearing Clinic
- Budgeting
- Room Hire
- Monthly Arthritis clinic
- Legal Clinic
- Counselling Services,
General, Drug and
Alcohol, ACC, Children
- JP Clinic- Thursdays
9:00am-12:00pm
- Kershaw Training – Adult
Literacy and Numeracy
- Community Probation
- Whai Marama – Youth
services
- Waahi Whanui-A&D
counselling
- CYFS – Family group
conferences
- Te Hikoī O Nga Tane
The Men's Walk

For any further information regarding
Services and Programs, please contact
Reception

Contact Us At:

Phone: (07)824 8340
Email Address:
reception@ngacomhouse.org.nz
13 Galileo Street
PO Box, Ngaruawahia 3720



AUDITORS REPORT

NGARUAWAHIA COMMUNITY HOUSE INC
FOR THE YEAR ENDED 31 March 2016

I have audited the attached financial statements for Ngaruawahia Community House Inc. The financial statements provide information about the past financial performance of the Society and its financial position as at 30 June 2016. This information is stated in accordance with the accounting policies set out with these statements.

Auditor's responsibilities

It is my responsibility to express an independent opinion for the financial statements presented by the Society and report my opinion.

Basis of Opinion

An audit includes examining, on a test basis, evidence relevant to the amounts and disclosures in the financial statements. It also includes assessing:

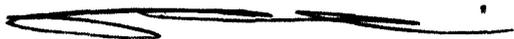
- The significant estimates and judgement made by the Society in the preparation of the financial statements; and
- Whether the accounting policies are appropriate to the circumstances, consistently applied and adequately disclosed.

I conducted an audit in accordance with generally accepted auditing standards in New Zealand, except that my work was limited as explained below. I planned and performed my audit so as to obtain all the information and explanations which I considered necessary. I obtained sufficient evidence to give a reasonable assurance that the financial statements are free from material mis-statements, whether caused by fraud or error. In forming my opinion, I also evaluated the overall adequacy of the presentation of information in the financial statements.

Other than in my capacity as Auditor, I have no relationship with or interest in the Society.

In my opinion, except for the limited control over income, the financial statements fairly reflect the results of the activities and the financial position of the Society as at 31 March 2016.

My audit report was completed on 26 August 2016 and my unqualified opinion is expressed as at that date.



Graham Haines CA, ACCM, DipMgtSt





QUOTE

NGACOMMHOUSE
 Attention: PO BOX 77
 NGARUAWAHIA
 824 8340

Date
4 Oct 2016

Expiry
25 Nov 2016

Quote Number
QU-0018

Reference
Waitangi Weekend 2017

GST Number
97-841-152

XS SERVICES LTD
 PO Box 183
 Ngaruawahia 3742
 NEW ZEALAND
 PH: 0800 822 826
 PH: 07 824 5537
 FAX: 07 824 5536
 admin@xsservices.co.nz

Description	Quantity	Unit Price	GST	Amount NZD
Quote to hire 5 portable toilets for Waitangi Weekend on Sunday 5th Feb, delivered and picked up from the point, Ngaruawahia	5.00	160.00	15%	800.00
			INCLUDES GST 15%	104.35
			TOTAL NZD	800.00

smile

Amusement . Specialists

22 SEPTEMBER 2016

ANNE RAMSAY
MANAGER
NGARUAWAHIA COMMUNITY HOUSE
07 824 8340

Re: NGAURUAWAHIA WAITANGI DAY 6 FEB 2017 1-5pm

Thank you for taking our call.

The Day sound fantastic and with our activities, I am sure it will add to the experience of all those that participate. As discussed the investment for the Day is \$5977+GST. For this you will get the following:

12+12.	- VERTICAL BUNGY & 2 SUPERVISORS	\$1850
	SCRAMBLE CLIMBING WALL	\$695
	TUNNELSLIDE & 1 SUPERVISOR	\$1250
	MERRY GO ROUND & 1 SUPERVISOR	\$1250
	TODDLER PLAYLAND	\$185
	2 X INFLATABLE SUPERVISOR	<u>\$300</u>
		\$5530
	PUBLIC HOLIDAY LOADING	<u>\$500</u>
		\$6030
	DISCOUNT	<u>\$603</u>
		\$5427+GST
	POWER	<u>\$ 550</u>
		\$5977+GST

Included in this price are:

- Equipment delivered and installed.
- 5 supervisors to oversee event
- Full Public Liability Insurance
- Latest safe and clean equipment
- Our professional team to assist you
- A hassle free day
- Our guarantee to make your day a success or your money back

If you have any queries, please contact Stacy on 0274 544418.

Sincerely,
Stacy Cooney

Phone : 0800 876 453

Mobile : 0274 544 418

Website : www.smileinflatables.co.nz

Email : smileinflatables@xtra.co.nz

Anne Ramsay

From: Reception
Sent: Monday, 26 September 2016 8:17 a.m.
To: Anne Ramsay
Subject: FW: Your Order Confirmation

From: info@bouncerentalsolutions.com [mailto:info@bouncerentalsolutions.com]
Sent: Friday, 23 September 2016 11:11 a.m.
To: Reception <Reception@ngacomhouse.org.nz>
Subject: Your Order Confirmation

Hi Anne,

Thank you for the order!

ORDER ID: 621474585530

4 in 1 Vertical Bungy of Quantity 1 from 2017-02-06 1:00 PM to 2017-02-06 5:00 PM
Scramble Climbing Wall of Quantity 1 from 2017-02-06 1:00 PM to 2017-02-06 5:00 PM
Tunnel Slide of Quantity 1 from 2017-02-06 1:00 PM to 2017-02-06 5:00 PM
Merry go round of Quantity 1 from 2017-02-06 1:00 PM to 2017-02-06 5:00 PM
Toddler Playland of Quantity 1 from 2017-02-06 1:00 PM to 2017-02-06 5:00 PM
SUPERVISOR of Quantity 2 from 2017-02-06 1:00 PM to 2017-02-06 5:00 PM
Click here for your [Rental Agreement \(SAMPLE\)](#).

Please feel free to reply back to this email with any questions.

Thanks again,

{{smileinflatables ltd}}



QUOTE

Ngaruawahia Community House
PO Box 96
Ngaruawahia
Ngaruawahia 3742
NEW ZEALAND

Date
2 Oct 2016

Expiry
1 Nov 2016

Quote Number
Q-2101

Reference
Ngaruawahia Waitangi Day

GST Number
89-693-535

Above Productions Limited
PO Box 28114
Rototuna
Hamilton 3256
NEW ZEALAND
Phone 0800 862 268

Ngaruawahia Waitangi Day 2017

6th Feb 2017, setup before, packout after

Description	Quantity	Unit Price	Discount	Amount NZD
Covered Stage, 10M x 8M @900mm high				
Prolyte Topline Stage Dex - 2M x 1M	40.00	45.00	30.00%	1,260.00
Stage Riser Steps (300,600,900)	2.00	35.00	30.00%	49.00
Inflatable stage cover, 10M wide x 8M deep x 5M high	1.00	900.00	30.00%	630.00
Honda EU70is 7KW inverter generator (cover backup power)	1.00	100.00	30.00%	70.00

Truss Towers - 8.5M height - PA tower	2.00	500.00	50.00%	500.00
1T or 2T Hand Chain Hoists	2.00	30.00	50.00%	30.00
JBL Vertec VT4880A Double 18" Subs	6.00	120.00	50.00%	360.00
JBL Vertec VT4887A line array	18.00	120.00	50.00%	1,080.00
Amp Rack (2x Crown Itech 4000, 4x Crown Itech 8000) with power distro	2.00	250.00	50.00%	250.00
JBL SRX 712M Stage Monitor	6.00	60.00	50.00%	180.00
Amp Rack (6x Crown XT14000) with power distro	1.00	200.00	50.00%	100.00
JBL Self-powered PRX710M (10"+horn) and PRX715S-XLF (15") - Drumfill	1.00	100.00	50.00%	50.00
Yamaha CL5 console with 1x RIO3224 stage boxes	1.00	475.00	50.00%	237.50
Sennheiser EW300 Series Radios	4.00	50.00	50.00%	100.00
Standard Mic Kit - Rock and Roll	1.00	250.00	50.00%	125.00

Description	Quantity	Unit Price	Discount	Amount NZD
FOH Pushup Cover 3Mx3M - Commercial	1.00	80.00	50.00%	40.00

Yamaha Stage Custom Birch with 22",10",12",16" and 14" snare	1.00	350.00		350.00
Ampeg SVT410HLF 4x10" Cab	2.00	40.00		80.00
Ampeg PF500 - 500W compact bass head	1.00	65.00		65.00

Labour - setup day before (3.5hrs x 4people)	14.00	35.00		490.00
Labour (FOH/Stage/packin/out)	4.00	350.00		1,400.00
Truck Day Rate (inc insurance) 5 Ton	1.00	152.00		152.00
Truck KM - 5 ton rate	50.00	0.53		26.50
Subtotal (includes a discount of 3,913.50)				7,625.00
TOTAL GST 15%				1,143.76
TOTAL NZD				8,768.76

Terms

All goods remain the property of Above Productions Ltd until paid in full.
Any costs incurred in collection of overdue accounts are payable by the purchaser.
Interest at the rate of 3% per month may be added to overdue accounts.
Late payment voids any discounts applied. Above Productions Terms and Conditions Apply.

Open Meeting

To	Ngaruawahia Community Board
From	TG Whittaker General Manager Strategy & Support
Date	19 October 2016
Prepared by	Lianne van den Bemd Community Development Advisor
Chief Executive Approved	Y
DWS Document Set #	1629230
Report Title	Project Accountability Form

1. EXECUTIVE SUMMARY

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

2. RECOMMENDATION

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

AND THAT the Board notes that the following amount has been spent:

- \$1,577.92 Ngaruawahia RSA Memorial Club – Hopuhopu Military Mural Project

3. ATTACHMENTS

Ngaruawahia RSA Memorial Club



Waikato District Council



Funding Project Accountability

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

Grant received from Ngāwāwālia Community Board committee/board
 Organisation/ Initiative name Ngāwāwālia RSA Memorial Club
 Postal address P.O. Box 74, Ngāwāwālia
 Physical address 4 Market St Ngāwāwālia
 Contact person Nancy Deane Phone 07 824 8905

Amount of funding you received from Waikato District Council \$ 1577.92

How the funding received was spent Hape Hape Military Camp Memorial

Please provide receipts for all associated cost.

When did your event/project take place 24 April 2016

How many people attended your event/project 150

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

The memorial has completed a set of six medals at the RSA. The medals were unveiled by Tribal Nation Motorcycle Group before they departed on their "Ride of Respect".
 These medals serve as a reminder of our community and countries commitment to world conflicts.

"Let's not forget"

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

These medals serve as a reminder to everyone of the commitment our brave men & women have made and are still making in the effort to bring peace to the world.

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

Access
 Active - needs are external for visiting
 Vibrant - historical information -
 Cultural - Represents all cultures and contribution.

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

Name Henry Diamond

Position in organisation Manager

Signature [Signature] Date 13.6.14

WAIKATO DISTRICT - COMMUNITY OUTCOMES

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

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

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

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

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

SUSTAINABLE WAIKATO - A district where growth is effectively managed.

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

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

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

WAIKATO DISTRICT - COMMUNITY WELLBEINGS

SOCIAL - The Royal Commission on Social Policy defined 'social well being' as concerned with ensuring people have 'a voice in their future, choice in their lives, and a sense of belonging that affirms their dignity and identity'.

ECONOMIC

Examples of the types of impacts and activities include:

- the allowable use of land through the District Plan
- the provision of infrastructure and regulation of certain activities
- the establishment of, and support for, a regional tourism organisation

CULTURAL - For the Ministry for Culture and Heritage, cultural well-being is defined as: The vitality that communities and individuals enjoy through:

- participation in recreation, creative and cultural activities; and the freedom to retain, interpret and express their arts, history, heritage and traditions.

ENVIRONMENTAL - Environmental wellbeing under the LGA is defined by what environmental outcomes your community wants to achieve, and how they prioritise the actions to achieve them

0800 492 452

■ If calling from overseas +64 7 824 8633
 ■ publicenquiries@waikato.govt.nz

■ www.waikatodistrict.govt.nz
 ■ www.facebook.com/WaikatoDistrictCouncil

Postal Address
 Waikato District Council
 Private Bag 544
 Ngaruawahia 3742

Huntly Office
 142 Main Street
 Huntly

Ngaruawahia Office
 15 Galileo Street
 Ngaruawahia

Raglan Office
 7 Bow Street
 Raglan

Te Kauwhata Office
 1 Main Road
 Te Kauwhata

Tuakau Office
 2 Dominion Road
 Tuakau

Open Meeting

To	Ngaruawahia Community Board
From	Gavin Ion Chief Executive
Date	28 October 2016
Chief Executive Approved	Y
Reference/Doc Set #	1629537
Report Title	Service Requests

1. EXECUTIVE SUMMARY

To provide Community Board members with an overview of the Service Request system. This system is almost always the most efficient way to resolve minor or routine maintenance issues in line with the attached schedule.

2. RECOMMENDATION

THAT the report from the Chief Executive be received.

3. BACKGROUND

The Service Request system is Council's system which logs and monitors requests for service. It provides a paper trail and enables the progress of complaints to be monitored.

The system has been in place for the last few years with the results showing steady improvement over the past few years. In 2016, over 89% of Service Requests have been completed on time.

4. DISCUSSION AND ANALYSIS OF OPTIONS

4.1 DISCUSSION

This report is aiming to provide a more effective response system to customer requests for service. As a consequence it is in the best interests of ratepayers at large.

4.2 OPTIONS

This report is for information. At times elected members seem frustrated at the lack of progress on items. The use of the Service Request system is the most effective way for

these issues to be dealt with and to ensure that meetings do not get bogged down on minor matters.

It provides an audit trail and a basis for senior management to follow up on progress. The Service Request system and responsiveness is now incorporated into individual performance agreements for all staff.

5. CONSIDERATION

5.1 FINANCIAL

There is a significant staff and elected member cost when items are raised and managed outside the Service Request system. Matters are generally delayed and responded to much later by informal methods. There are often no records or ability to follow up on informal arrangements.

5.2 LEGAL

Nil.

5.3 STRATEGY, PLANS, POLICY AND PARTNERSHIP ALIGNMENT

The Service Request system is designed to improve the relationship between customers and Council.

The Service Request system contributes to all of the Community Outcomes. Which individual Community Outcome applies is dependent on the nature of the enquiry.

There is an indirect link to all of the four well-beings. The Service Request system has been established to improve customer relationships and to assist in achieving the four well-beings.

5.4 ASSESSMENT OF SIGNIFICANCE AND ENGAGEMENT POLICY AND OF EXTERNAL STAKEHOLDERS

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

Highest levels of engagement	Inform <input checked="" type="checkbox"/>	Consult <input type="checkbox"/>	Involve <input type="checkbox"/>	Collaborate <input type="checkbox"/>	Empower <input type="checkbox"/>
<i>Tick the appropriate box/boxes and specify what it involves by providing a brief explanation of the tools which will be used to engage (refer to the project engagement plan if applicable).</i>	This report provides an overview of the Service Request system and suggests the value of the system in terms of addressing routine maintenance issues.				

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

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

Comment: This report identifies the best provided process to ensure an effective and timely response to maintenance issues.

6. CONCLUSION

The Service Request system offers the quickest and most effective method of resolving minor maintenance issues around the District. Staff believe that elected members, together with the communities they represent, will benefit from using this method.

7. ATTACHMENTS

N/A

Open Meeting

To	Ngaruawahia Community Board
From	S Duignan General Manager Customer Support
Date	1 November 2016
Chief Executive Approved	Y
DWS Document Set #	1630208
Report Title	Ngaruawahia Works and Issues Report

1. EXECUTIVE SUMMARY

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

2. RECOMMENDATION

THAT the report from the General Manager Customer Support be received.

3. ATTACHMENTS

	Issue	Area	Action
1	House at 7 Uenuku Street appears to be feeding water down into the gully, the house has been on drums for a very long time and the Community Board asks that Council takes action for its removal as it appears a Health and Safety risk perched on drums.	Customer Support	An inspector has checked this property once again and the site is fenced off so it cannot be accessed by the public. As long as the building remains fenced off and unoccupied Council do not consider the building to be dangerous or insanitary. The inspector has confirmed that the storm water is contained within the property.

Open Meeting

To	Ngaruawahia Community Board
From	Tim Harty General Manager Service Delivery
Date	29 October 2016
Prepared by	Andrew Corkill Parks and Facilities Manager
Chief Executive Approved	Y
Reference/Doc Set #	1630016
Report Title	Te Mana o Te Rangi Reserve Update

I. EXECUTIVE SUMMARY

At its meeting in September 2016 the Ngaruawahia Community Board resolved that Council to remove the line of Japanese Maples (*Acer palmatum* Bloodgood) from the roadside boundary of Te Mana o Te Rangi Reserve. It was agreed that development of the reserve would be discussed when a new board had formed following the Local Body Elections. This report provides an update to the Community Board on the street trees as well as proposes a process for developing Te Mana o Te Rangi Reserve.

2. RECOMMENDATION

THAT the report of the General Manager Service Delivery –Te Mana o Te Rangi Reserve Update - be received;

AND THAT the Board approve the proposed process for development of Te Mana o Te Rangi Reserve.

3. BACKGROUND

History

The Aftercare Management Plan (AMP) for the former landfill site has been agreed by both Waikato District Council and Waikato Regional Council. The AMP includes a summary of investigations to date, a risk assessment, monitoring and contingency measures and guidelines for future use of the site. The site is recommended to be used for open space. In early 2016 following discussions with local iwi and the Community Board Council resolved to officially name the site Te Mana o Te Rangi Reserve in line with Reserves Act Management Plan process. The site is designated for recreation which aligns with use of the adjoining dog exercise area.

Streetscape Plantings

Council has recently planted part of a line of Japanese Maples (*Acer palmatum* Bloodgood) along the roadside boundary of the reserve as part of general streetscape planting in an endeavour to increase amenity of the road corridor.

Following a public forum at its September 2016 meeting the Community Board resolved that Council remove the line of Maples. Following the meeting correspondence with the Board Chair and a Council press release confirmed that the trees will be removed in winter 2017. This is based on Council Arborist advice which suggests that removal of the trees prior to the winter dormancy period would result in a high loss rate. Staff are considering sites for the Maples to be relocated to within the District and will inform the Board of the preferred site/s.

Development of the Reserve

The removal of the vent stacks and direction of the AMP provide an opportunity for the development Te Mana o Te Rangi Reserve for community use. The high profile nature of the site and its placement alongside one of the main entries into Ngaruawahia means that development needs to be informed strongly by community input within the parameters of the AMP.

Council staff have discussed the project with a leading environmental restoration company and suggest that a high level process similar to the following is pursued:

1. Council and Community Board engage a landscape architect and hold Board workshop discussion to inform brief including setting of AMP parameters and realistic expectations regarding funding
2. Landscape Architect to engage the community alongside Council and Board to gauge ideas for development of site
3. Landscape Architect to produce plan in line with the community input and informed by AMP
4. Planting components of the landscape plan are informed by an environmental restoration company
5. Draft Plan presented to Community at open day for thoughts and suggestions for adjustments
6. Draft Plan adopted by Community Board and used to inform 2018-28 Long Term Plan as a priority project for Ngaruawahia

The AMP requires that any planting or other development should avoid significant disturbance of the cap and needs to be designed so the plants have a suitable nutrient source (there is very limited topsoil at the site) and the layout does not lead to additional ponding of water. Planting on the site does not need to wait for the resource consent to be issued as long as the AMP requirements are followed.

4. CONSIDERATION

4.1 FINANCIAL

There is no allocated budget for the development of the wider reserve in the current LTP. Costings developed through the landscape plan process can be used to inform Council's 2018-2028 Long Term Plan as a Community Board Priority Project.

The engagement of a landscape architect is currently unfunded and Council will work to establish how costs can be met when quotes for the work are received.

4.2 CONSULTATION

Council acknowledges that engagement with site neighbours regarding the selection of the streetscape plantings could have occurred. Development of the wider reserve site will need to involve extensive community engagement.

5. CONCLUSION

Partial streetscape planting of Japanese Maples along the roadside boundary of Te Mana o Te Rangi Reserve have been undertaken in an effort to enhance the amenity of the southern approach to Ngaruawahia. In line with the September Community Board resolution these trees will be removed from the site and relocated in winter 2017.

The development of the wider Te Mana o Te Rangi site is proposed to be a community project with opportunity for interested parties to inform the design and layout of the reserve.

6. ATTACHMENTS

Nil

Open Meeting

To	Ngaruawahia Community Board
From	S Duignan General Manager Customer Support
Date	1 November 2016
Chief Executive Approved	Y
DWS Document Set #	1630207
Report Title	Ngaruawahia Community Board Resolution/Action Register

1. EXECUTIVE SUMMARY

To update the Ngaruawahia Community Board Resolution/Action Register.

2. RECOMMENDATION

THAT the report of the **General Manager Customer Support** be received;

AND THAT the following items be added to the Register;

AND FURTHER THAT the following items be deleted from the Register:

3. ATTACHMENTS

Project	Action required	Refer to	Up-dated	Action
1 Ngaruawahia: A New Era/To The Point – The Development of a Community Plan [NCB02/41/2]	Ngaruawahia: A New Era/To The Point – The Development of these Community Plans are an ongoing projects	S&S	1 Nov 2014	<i>The plan was reviewed in 2009. It is being used to inform the Ngaruawahia Structure Plan process.</i>
2 Beautifying the Riverbank [NCB03/23/10]	Ngaruawahia Community Plan 'Clean up the river and riverbanks'. Planting on River Road side.	SD	1 Dec 2015	<i>As part of Joint Management Agreement 5 year commemorations, arrangements have been made to plant the river bank site around the Old Flour Mill in May 2016. The area has been cleared and sprayed for weeds. This is a joint Waikato-Tainui and Waikato District</i>

Project		Action required	Refer to	Up-dated	Action
					<i>Council project.</i>
3	Green Belt [NCB1304/06/6]	Investigate proposed green belt around township.	S&S	1 May 2016	<i>The Ngaruawahia Structure Plan provides a basis to ensure that the growth and development of the town proceeds in a sustainable manner within the town's urban limit boundary. Open spaces outside of the urban limit will continue to be protected or managed in a sustainable manner as per the rules in the District Plan. There is no need for a 'green belt' per se. Outstanding natural features and landscapes (such as the Hakarimata) are protected through the Landscape Policy Area in the District Plan.</i>
4	Centennial Park toilet [NCB1302/06/8]	Installation of toilet	SD	1 August 2015	<i>Councils Toilet Strategy shows 2019/20 the year when budget allocation for Centennial Park Toilet will be provided</i>
5	Hakarimata walkway and area development	It was suggested that a workshop could be arranged to discuss the management of the Hakarimata Range with DOC, Waikato Tainui and Waikato District Council. Council will co-ordinate this.	SD	9 August 2016	<i>Funding accessed for planting. The carving of the Waharoa has commenced with no completion date yet advised.</i>
6	Wedding Quarry	Wedding Quarry – over spraying of the quarry appears to be causing erosion and is visually unpleasant, is there anything that can be done about this?	CS	1 August 2015	<i>Council is unable to undertake any formal action for activity. There is no breach of the District Plan. We understand that it is for weed control purposes and is authorised by Waikato Regional Council. Slip noted and followed up via Works and Issues report.</i>
7	Heritage Walkway [NCB1304/06/6]	Investigate the possibility of connecting the heritage walkway with the Te Awa Cycleway. Final plan to go to Community Board, with signage example.	SD	9 August 2016	<i>Jennifer Palmer advises the funding and design are finalised for the bridge connection with construction over the summer period.</i>
8	Beach area on Waipa River in relation to launching canoes	A beach area on Waipa river is suggested to enable Waipa Primary	S&S	9 August 2016	<i>Mr Sherson and Mr Ayres to develop a plan and costings. Letter received from Waipa Primary School requesting a</i>

Project		Action required	Refer to	Up-dated	Action
	particularly for the Waipa School	students and the wider community access to the river for waka-ama and other water sports.			<i>pontoon on the river. Given the river sensitivities - Mr Shearson and Mr Ayres to further investigate with iwi. Advice to also discuss with Waikato Regional Council.</i>
9	Adult fitness centre	The adult fitness centre would install fitness equipment on the petanque court at the Point to encourage adults to exercise as part of the cycle way and the Hakarimata stairs.	SD	1 May 2016	<i>\$10K granted from the Community Wellbeing Trust. Discussion with Council regarding location needs to occur.</i>
10	Te Mana o Te Rangi Reserve development	The beautification of the old dump site to enable recreational enjoyment and to comply with the landfill aftercare management plan.	SD	9 August 2016	<i>A copy of the draft Aftercare Management Plan was emailed to the Community Board on 16 June 2016. There is no clear guidance in the document regarding what planting restrictions apply. A specialist study will be required to clarify this. Council's Parks & Reserves team may be able to do this in the next financial year; if the Board wants this work done sooner they will need to commission this work.</i>
11	The Point – photo frame	The Youth Action Group is investigating the opportunity to erect a giant photo frame at The Point.	S&S	9 August 2016	<i>Embrace the Future (ETF) met with staff from Waikato District Council who advised that ETF will need to consult with Iwi to ensure that ETF are not crossing any cultural and sacred boundaries.</i>