

Notice is hereby given that the Triennial meeting of the Meremere Community Committee, will be held in the Meremere Community Hall, Heather Green Ave, Meremere on **THURSDAY 10 NOVEMBER 2016** commencing at **7.00pm**.

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

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## **16. PROJECTS UPDATE**

GJ Ion  
**CHIEF EXECUTIVE**  
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### **Open Meeting**

<b>To</b>	Meremere Community Committee
<b>From</b>	Gavin Ion Chief Executive
<b>Date</b>	20 October 2016
<b>Chief Executive Approved</b>	Y
<b>Reference/Doc Set #</b>	1626775
<b>Report Title</b>	Statutory Requirements

## **1. EXECUTIVE SUMMARY**

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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**

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**THAT the report from the Chief Executive be received;**

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

## **3. BACKGROUND**

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

## **4. DISCUSSION**

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### **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

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### 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

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

## 7. ATTACHMENTS

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Nil.

### **Open Meeting**

<b>To</b>	Meremere Community Committee
<b>From</b>	Gavin Ion Chief Executive
<b>Date</b>	21 October 2016
<b>Chief Executive Approved</b>	Y
<b>Reference/Doc Set #</b>	1626798
<b>Report Title</b>	Appointment of Chairperson and Deputy Chairperson

## **1. EXECUTIVE SUMMARY**

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

## **2. RECOMMENDATION**

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**THAT** the report from the Chief Executive be received;

**AND THAT** ..... is appointed Chairperson of the Meremere Community Committee;

**AND FURTHER THAT** ..... is appointed Deputy Chairperson of the Meremere Community Committee.

## **3. BACKGROUND**

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

## **4. DISCUSSION AND ANALYSIS OF OPTIONS**

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### **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 by way of show of hands. In the event that the election is tied, the result will be determined by drawing a name out of a hat.

I also wish to point out that all members of the Community Committee 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 Committee.

### 5. CONSIDERATION

---

#### 5.1 FINANCIAL

Nil.

#### 5.2 LEGAL

The Local Government Act 2002 requires the Community Committee to appoint a Chairperson and Deputy Chairperson.

#### 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 Committee 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 Committee 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**

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

**7. ATTACHMENTS**

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Nil.

### **Open Meeting**

<b>To</b>	Meremere Community Committee
<b>From</b>	Gavin Ion Chief Executive
<b>Date</b>	21 October 2016
<b>Chief Executive Approved</b>	Y
<b>Reference/Doc Set #</b>	1626799
<b>Report Title</b>	Appointment of a Secretary

## **1. EXECUTIVE SUMMARY**

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The Community Committee must agree on a Secretary at this meeting in order to ensure the appropriate governance structure is in place.

At the triennial meeting the Community Committee is required to appoint a Secretary.

## **2. RECOMMENDATION**

---

**THAT the report from the Chief Executive be received;**

**AND THAT ..... is appointed Secretary of the Meremere Community Committee.**

## **3. BACKGROUND**

---

Schedule 7 of the Local Government Act 2002 identifies the need for the appointment of a Secretary for each Community Committee.

## **4. DISCUSSION AND ANALYSIS OF OPTIONS**

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### **4.1 DISCUSSION**

The Local Government Act 2002 requires that a Secretary is appointed at the triennial meeting. The members need to decide on nominations for this position. In the event there is more than one nomination then the Chief Executive will conduct an election by way of show of hands. In the event that the election is tied, the result will be determined by drawing a name out of a hat.

I also wish to point out that all members of the Community Committee are eligible for election as Secretary - 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 position. This must be conducted by way of election and resolution of the Community Committee.

## 5. CONSIDERATION

---

### 5.1 FINANCIAL

Nil.

### 5.2 LEGAL

There are no specific requirements.

### 5.3 STRATEGY, PLANS, POLICY AND PARTNERSHIP ALIGNMENT

The appointment of a Secretary is a key step in facilitating the operation of the Committee.

### 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 meeting is being asked to make a decision about a Secretary. This is a decision about the appointment of a Secretary. This is a decision which involves the Committee.				

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 process to appoint a Secretary will be undertaken at the meeting.

**6. CONCLUSION**

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

**7. ATTACHMENTS**

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Nil.

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### **Open Meeting**

<b>To</b>	Meremere Community Committee
<b>From</b>	Gavin Ion Chief Executive
<b>Date</b>	21 October 2016
<b>Chief Executive Approved</b>	Y
<b>Reference/Doc Set #</b>	1626797
<b>Report Title</b>	Date and Time of Meetings

## **1. EXECUTIVE SUMMARY**

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The Community Committee 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 Committee does not meet in January, April, July and October.

## **2. RECOMMENDATION**

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**THAT the report from the Chief Executive be received;**

**AND THAT the Meremere Community Committee holds its meetings on the second Thursday of each month commencing at 7.00pm;**

**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**

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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**

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### **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 Thursday 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 Committee 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**

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**5.1 FINANCIAL**

Nil.

**5.2 LEGAL**

The Community Committee 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):

<b>Highest levels of engagement</b>	<b>Inform</b> <input type="checkbox"/>	<b>Consult</b> <input type="checkbox"/>	<b>Involve</b> <input checked="" type="checkbox"/>	<b>Collaborate</b> <input type="checkbox"/>	<b>Empower</b> <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 Committee 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 Committee will decide this matter as part of the meeting.

## **6. CONCLUSION**

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A meeting schedule for forthcoming meetings is required by the Local Government Act. The status quo of the meeting at 7.30pm on the second Thursday of the month is suggested.

## **7. ATTACHMENTS**

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Nil.

### **Open Meeting**

<b>To</b>	Meremere Community Committee
<b>From</b>	Gavin Ion Chief Executive
<b>Date</b>	20 October 2016
<b>Chief Executive Approved</b>	Y
<b>Reference/Doc Set #</b>	1626760
<b>Report Title</b>	Community Committee Charter

## **1. EXECUTIVE SUMMARY**

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

## **2. RECOMMENDATION**

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**THAT the report from the Chief Executive be received;**

**AND THAT the Meremere Community Committee confirms the Community Committee Charter as attached.**

## **3. BACKGROUND**

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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**

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### **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 Committee to confirm a Charter which will be submitted to Council for adoption on 1 November so that the Community Committee 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 Committee Charters, which outline the general rules governing the operation of Community Committees.

### 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**

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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**

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Community Committee Charter – Meremere

## **MEREMERE COMMUNITY COMMITTEE CHARTER**

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

### **1 Purpose**

The Meremere Community Committee is set up by the Waikato District Council to deal with local issues on behalf of the Council in the township of Meremere.

### **2 Roles and Delegations**

The role of the Meremere Community Committee shall be as follows:

- (a) The consideration of and reporting on all matters referred to it by the Waikato District Council or any matter of interest or concern to the Meremere Community Committee.
- (b) The overview of road works, water supply, sewerage, stormwater, parks, recreational facilities, community activities and traffic management within the township of Meremere.
- (c) The preparation of an annual submission to the budgetary process of the Waikato District Council for expenditure within the township.
- (d) Communication with community organisations and special interest groups within the township.
- (e) To oversee and provide governance support to projects as agreed with Council.
- (f) To ensure appropriate health and safety systems are in place and operating for any works undertaken at the direction of the Community Committee.
- (g) Promote and encourage placemaking activities that reflect pride in our community.
- (h) To manage and administer as it considers appropriate the Meremere Community Halls.
- (i) Any other function and duties as may be delegated from time to time to the Meremere Community Committee by the Council.
- (j) Any delegation of authority given to the Meremere Community Committee can be withdrawn by resolution of the Council at any time, without reference to the Community Committee.
- (k) Any sub-delegation of these responsibilities, duties and powers by Community Committees is hereby expressly prohibited pursuant to clause 32(3) of Schedule 7 of the Local Government Act 2002

### **3 Membership**

- (a) The Meremere Community Committee shall consist of not fewer than three elected members nor more than twelve elected members plus an appointed member from the Waikato District Council.
- (b) The appointed member should be, in the first instance, the Councillor elected to the Whangamarino Ward or such other person that the Council may from time to time appoint.

- (c) 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.

**(Current appointment:** Pursuant to Clause 31 of Schedule 7 of the Local Government Act 2002, the Waikato District Council appoints the Whangamarino Ward Councillor to the Meremere Community Committee and Rangimaria Epiha.)

#### **4 Elections**

- (a) The members shall be elected on a three-yearly cycle. The elections shall be held by public meeting conducted by the Chief Executive of the Waikato District Council or his/her nominee. The three-yearly election meeting shall be conducted in a manner deemed appropriate by the Chief Executive.
- (b) The Community Committee may co-opt members to assist the Committee as required as long as the number of members does not exceed the maximum specified in paragraph 3(a).
- (c) The Council may assist in filling vacancies as appropriate.

#### **5 Chairperson**

- (a) The Meremere Community Committee shall appoint a Chairperson from within its membership. The Chairperson may be an elected Committee member or the member appointed by Council.
- (b) The Meremere Community Committee shall appoint a Deputy Chairperson from within its membership. The Deputy Chairperson may be an elected Committee member or the member appointed by Council.

#### **6 Remuneration**

- (a) Remuneration to individual members shall be allocated at the discretion of the Meremere Community Committee, within the amount provided on an annual basis by the Waikato District Council.
- (b) Any remuneration provision provided by the Waikato District Council but not allocated may be used for other projects within the Meremere community at the discretion of the Meremere Community Committee.

#### **7 Meeting Procedures**

- (a) The Meremere Community Committee shall follow the general principles of Standing Orders for Community Board meetings. Any variance to the Standing Orders can be decided by simple majority vote of those present at a meeting.
- (b) A quorum of members of the Community Committee shall consist of not fewer than three members.

#### **8 Abolition of Community Committee**

The Meremere Community Committee may be abolished by resolution of the Waikato District Council after consultation with or at the request from the Meremere Community Committee.

### **Open Meeting**

<b>To</b>	Meremere Community Committee
<b>From</b>	Gavin Ion Chief Executive
<b>Date</b>	21 October 2016
<b>Chief Executive Approved</b>	Y
<b>Reference/Doc Set #</b>	1626756
<b>Report Title</b>	Code of Conduct

## **1. EXECUTIVE SUMMARY**

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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**

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**THAT the report from the Chief Executive be received.**

## **3. BACKGROUND**

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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 copy of the Code of Conduct is attached.

## **4. DISCUSSION AND ANALYSIS OF OPTIONS**

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### **4.1 DISCUSSION**

The Code of Conduct sets out what is expected of elected members and how they should behave in Council 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 Council but is binding on the new Council and its successors. 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 Council supporting the changes.

Staff have suggested some minor amendments to the Code of Conduct due to changes in legislation and boundaries. The changes can be summarised as follows:

- a) The Code applies to Community Committees;
- b) The code does not apply to Community Boards but can be adopted if the Community Board wishes to;
- c) The accountability of the Chief Executive to Council and not Community Boards or Community Committees is noted;
- d) Some additional comments on managing the media and Council's statutory responsibilities are identified;
- e) Changes to the purpose of Local Government and Mayoral powers were introduced in 2012.

## 4.2 OPTIONS

Elected members need to be aware of the Code of Conduct. In practice it has never been invoked because the conduct of members has been consistent with the intent of the policy.

## 5. CONSIDERATION

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### 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.

### 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</i>	<p>The Code of Conduct was originally prepared after consultation with Council 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>				

<i>to the project engagement plan if applicable).</i>	There is no direct link to one or more of the well-beings. There are no specific Tangata Whenua issues associated with the establishment of a code of conduct.
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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

## 6. CONCLUSION

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

The Code of Conduct can only be changed by a vote of more than 75% of the members present. Change will be required at the Council meeting on 1 November 2016 to reflect the amended purpose of local government and the new Mayoral powers.

The Code of Conduct can only be amended or replaced. There must always be a Code of Conduct in place.

## 7. ATTACHMENTS

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Code of Conduct

# Code of Conduct – Council and Community Committees

Policy Owner	Chief Executive
Approved By:	Waikato District Council
Resolution Number	WDC1310/25
Effective Date	April 2016
Next Review Date:	April 2019

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## 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 and 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

- Onewhero-Tuakau Community Board
- Raglan Community Board
- Taupiri 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 Council meetings, Standing Committee 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.

Councillors are expected to attend all workshops and those hearings that are held as part of the consultation process on Council documents, such as the Annual Plan and Long Term Plan.

From time to time, working parties will be established by the Council or a Standing Committee 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) Council 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 Council 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
- remain attentive and engaged in meetings.

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 Council and the community.

Elected members should remember that they have no personal power to commit the Council 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 not make comments 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.

Elected members should dress in business attire for the meeting, function or gathering, they are attending on behalf of Council.

### **Relationships with Staff**

The effective performance of Council 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, instructor 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 service request system. 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 Council. Media spans the full range of traditional, current and emerging social mediums including, but not limited to printed material, verbal discussions and all forms of electronic and digital material.

From time to time, individual elected members will be approached to comment on a particular issue either on behalf of Council, 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 Council, 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. The only exception is providing information on Council activities through columns in community newspapers or newsletters or websites.

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. For example, it would not be appropriate to comment on matters subject to legal proceedings or consent hearings before the Policy & Regulatory Sub-Committee.

### **Meeting Decisions**

Every elected member who has the right to speak can lawfully express his or her opinion at any Council or Committee 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 Council meeting, it becomes the Council's position until it is lawfully changed by a subsequent Council 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 Council/committee decisions, but they must state clearly when they are expressing a majority, collective Council 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, circulate or disclose (verbal or written) 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 the Mayor, 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, 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 immediate family or business interests contract with the authority or have 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 immediate family for profit or gain
- any company, trust, partnership etc for which the elected member or their immediate family 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 immediate family is a tenant, or
  - the land is tenanted by a firm in which the elected member or immediate family is a partner, or a company of which the elected member or immediate family is a director, or a trust of which the elected member or immediate family 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 should be guided by best practice, transparency and prudence in assessing interest situations. Bearing these principles in mind, elected members must disclose the interest so it can be considered.

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
- where a gift or hosted event in excess of \$100 excluding GST or more in value is offered to an elected member, this must be declared on Council's interest register.

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 Council believes that bankruptcy does raise questions about the soundness of a person's financial management skills and their judgment in general. The Council 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 must note that they are bound to comply with the provisions of this code of conduct (Local Government Act 2002, Schedule 7, section 15(4)).

Elected members are also 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.

### **Dealing with Complaints**

There are two stages to a complaint:

- (a) Receiving and/or informally mediating the complaint.
- (b) Formalisation and investigation of the complaint, should it remain unresolved.

- (a) Receiving and/or informally mediating the complaint

When an issue arises the complainant should attempt to resolve the issue themselves with the party or elected member involved.

Should this be unsuccessful, the complainant should approach the Mayor (or Deputy Mayor in the absence of the Mayor) for an informal mediation between the parties.

If the informal mediation is unsuccessful, the complaint should be submitted in writing to the Mayor, (or Deputy Mayor in the absence of the Mayor). The complaint is confidential and will be acted on immediately.

Any allegation of a breach of a code of conduct must make a specific allegation of a breach of the code of conduct, and provide corroborating evidence.

- (b) Formalisation and Investigation of the Complaint

The Mayor (or Deputy Mayor in the absence of the Mayor) or nominee will convene an internal investigative group of four persons comprising a representative of both parties and two independent internal parties, (determined by the convener). Please note that a person can be either a witness or a representative (on the internal investigative group) but not both.

In extenuating circumstances, external parties may become involved as determined by the convener.

The internal investigative group will be chaired by the convener and will investigate, determine and make a decision on the breach and related consequences. The internal investigative group will provide a confidential report to Council.

The report once considered by Council will remain confidential.

### **Responses to Breaches of the Code**

The exact nature of the action the internal investigative group 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 internal investigative group (via Council) 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 internal investigative group may decide on any of the following actions:

- censure
- removal of the elected member from Council committees and/or other representative type bodies
- dismissal of the elected member from a position as Deputy Mayor or Chair of a committee.

The internal investigative group will work with Council to implement its decision.

### **Review**

Once adopted, a code of conduct continues in force until amended by the Council. The code can be amended at any time but cannot be revoked unless the Council 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 Council present.

Council will formally review the code as soon as practicable after the beginning of each triennium. The results of that review will be presented to Council 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 or partner 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 meeting 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. These are 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.

**Public Audit Act 2001**

Council is publicly accountable under the provisions of the Public Audit Act 2001. As a result of this, an annual audit is undertaken under the direction of the Auditor General. This audit reviews the financial and non-financial performance of Council through the development and reporting of the Annual Report.

*[WDC0710/24, WDC1011/25/1/3 refer]*

**Health and Safety at Work Act 2015 (replaces the Health & Safety in Employment Act 1992)**

The Health & Safety at Work Act took effect on 4 April 2016. Elected members are deemed officers under the legislation. Whilst elected members can't be prosecuted under this legislation, they are not exempt from prosecution under other legislation. As officers, elected members are required to take a responsible attitude to health and safety and undertake due diligence to ensure compliance with the legislation.

### **Open Meeting**

<b>To</b>	Meremere Community Committee
<b>From</b>	Gavin Ion Chief Executive
<b>Date</b>	21 October 2016
<b>Chief Executive Approved</b>	Y
<b>Reference/Doc Set #</b>	1626865
<b>Report Title</b>	Remuneration of Members

## **1. EXECUTIVE SUMMARY**

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The elected members of the Community Committee will need to decide how the sum allocated by Council for remuneration should be used.

## **2. RECOMMENDATION**

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**THAT** the report from the Chief Executive be received.

**AND THAT** the Meremere Community Committee resolves not to accept the salary budget but to transfer this to the Discretionary fund for the benefit of the community.

## **3. BACKGROUND**

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A sum of \$4,775 is available to the Community Committee. Historically, the Community Committee members have foregone remuneration in favour of a discretionary fund to promote events and activities in the local community.

## **4. DISCUSSION AND ANALYSIS OF OPTIONS**

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### **4.1 DISCUSSION**

This report is to generate some discussion and for the Community Committee to consider whether it wishes to continue to direct the allowance for salaries into the discretionary fund.

### **4.2 OPTIONS**

The Community Committee could receive the funds in remuneration, as a discretionary fund, or a combination of the two.

## 5. CONSIDERATION

### 5.1 FINANCIAL

In line with the guidelines around the establishment of the Community Committee the previous allocation for remuneration was made available for remuneration for the Community Committee or as a discretionary fund. Historically, the Community Committee has chosen to forego remuneration in lieu of using the money as a discretionary fund.

### 5.2 LEGAL

Nil.

### 5.3 STRATEGY, PLANS, POLICY AND PARTNERSHIP ALIGNMENT

Historically, the Community Committee has resolved to forego remuneration in lieu of using the funds as a discretionary fund.

### 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 Community Committee are the only party that can make this decision.				

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 is a decision for the Community Committee to make. There is a historical precedent but the Committee itself can decide to follow this or not.

## **6. CONCLUSION**

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The members of the Community Committee will need to decide how the funds available will best benefit the community.

## **7. ATTACHMENTS**

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Nil.

### Open Meeting

<b>To</b>	Meremere Community Committee
<b>From</b>	Gavin Ion Chief Executive
<b>Date</b>	21 October 2016
<b>Chief Executive Approved</b>	Y
<b>Reference/Doc Set #</b>	1626907
<b>Report Title</b>	Standing Orders for Meetings of Local Authorities and Community Committees

## I. EXECUTIVE SUMMARY

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Council has 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 have been provided with a copy. It is important that councillors familiarise themselves with the rules.

It is recommended that Council adopt and operate under the new "Waikato District Council Standing Orders". As a sub-committee of Council, the Community Committee should operate under the same Standing Orders.

## 2. RECOMMENDATION

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**THAT the report from the Chief Executive be received;**

**AND FURTHER THAT Meremere Community Committee conduct its meetings using these Standing Orders.**

## 3. BACKGROUND

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Council must adopt standing orders at its 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. Council may amend or suspend any part of its 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

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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 or Mayor has a casting vote. Convention suggests that the Chairperson should vote for the status quo but this is not mandatory.
- For key positions, Council has 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) Council meetings – 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 all functions to a Committee or Sub-committee 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 *Role of Mayor - Standing Orders 5.1 and 5.3: Appointments and Establishment of committees (see also section 41A of the LGA).*

The Mayor has the following powers:

- (a) to appoint the deputy mayor
- (b) to establish committees of the territorial authority:

- (c) to appoint the chairperson of each committee established under paragraph (b), and, for that purpose, a mayor may -
  - (i) make the appointment before the other members of the committee are determined, and
  - (ii) appoint himself or herself.

The Mayor may decline to appoint a deputy Mayor or to establish committees or appoint chairpersons to committees under section 41A of the LGA. In that case the process to make appointments or establish committees set out in the Standing Orders must be followed.

#### **4.1.3 Removal of deputy mayor, discharging or reconstituting a committee, appointing additional committees or discharging a committee chairperson by the territorial authority**

A territorial authority may—

- (a) Remove, in accordance with clause 18 of Schedule 7 of the LGA, a deputy mayor or committee chairperson, whether appointed by the Mayor or elected by the Council, or a deputy chairperson. The process for removal is set out in Appendix 8 of the Standing Orders.
- (b) Discharge or reconstitute, in accordance with clause 30 of Schedule 7 of the LGA, a committee established by the mayor.
- (c) Appoint, in accordance with clause 30 of Schedule 7 of the LGA, one or more committees in addition to any established by the mayor under standing order 5.3.
- (d) Appoint or discharge, in accordance with clause 31 of Schedule 7 of the LGA, any member of a committee or subcommittee.

#### **4.1.4 Voting System for certain appointments – standing order 5.6**

Where the mayor declines to appoint a deputy mayor or committee chairs, or where the territorial authority exercises the powers under standing order 5.5 to remove the deputy mayor or a committee chairperson, a local authority or a committee (if the local authority has so directed) must determine by resolution that a person be elected or appointed by using one of the following systems of voting:

- 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]

#### **4.1.5 Committees and subordinate decision-making bodies subject to direction of local authority – Clauses 30(3) and (6) Schedule 7 of the LGA**

A committee or other subordinate decision-making body is subject in all things to the control of the local authority, and must carry out all general and special directions of the local authority given in relation to the committee or other body or the affairs of the committee or other body. A subcommittee is subject in all things to the control of the committee that appointed it, and must carry out all general and special directions of the committee given in relation to the subcommittee or its affairs.

Nothing in this clause entitles a local authority or committee to rescind or amend a decision made under a delegation authorising the making of a decision by a committee, subcommittee, or another subordinate decision-making body.

#### **4.1.6 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**

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

It is appropriate that Council operates under the most up-to-date Standing Orders and adopts 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

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### 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 Council. It 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: Council operates under a set of Standing Orders. If there is good alignment, the Standing Orders will facilitate a positive meeting environment.

## 6. CONCLUSION

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Council is required to use Standing Orders to conduct its meetings. This report is for Council to confirm that the new Waikato District Council Standing Orders apply to the conduct of all meetings of Council.

### **Open Meeting**

<b>To</b>	Meremere Community Committee
<b>From</b>	Gavin Ion Chief Executive
<b>Date</b>	21 October 2016
<b>Chief Executive Approved</b>	Y
<b>Reference/Doc Set #</b>	1626997
<b>Report Title</b>	Use of Community Board and Community Committee Discretionary Funds

## **1. EXECUTIVE SUMMARY**

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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**

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**THAT the report from the Chief Executive be received.**

## **3. BACKGROUND**

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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**

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### **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**

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### **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

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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

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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.

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### **Open Meeting**

<b>To</b>	Meremere Community Committee
<b>From</b>	Gavin Ion Chief Executive
<b>Date</b>	25 October 2016
<b>Chief Executive Approved</b>	Y
<b>Reference/Doc Set #</b>	1626801
<b>Report Title</b>	Service Requests

## **1. EXECUTIVE SUMMARY**

---

To provide Committee 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**

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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**

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### **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

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### 5.1 FINANCIAL

There is a significant staff and elected member cost when items are raised and managed outside the Service Request system. Matters are generally delayed and responded to much later by informal methods. There are often no records or ability to follow up on informal arrangements.

### 5.2 LEGAL

Nil.

### 5.3 STRATEGY, PLANS, POLICY AND PARTNERSHIP ALIGNMENT

The Service Request system is designed to improve the relationship between customers and Council.

The Service Request system contributes to all of the Community Outcomes. Which individual Community Outcome applies is dependent on the nature of the enquiry.

There is an indirect link to all of the four well-beings. The Service Request system has been established to improve customer relationships and to assist in achieving the four well-beings.

### 5.4 ASSESSMENT OF SIGNIFICANCE AND ENGAGEMENT POLICY AND OF EXTERNAL STAKEHOLDERS

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

Highest levels of engagement	Inform	Consult	Involve	Collaborate	Empower
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Tick the appropriate box/boxes and specify what it involves by providing a brief explanation of the tools which will be used to engage (refer to the project engagement plan if applicable).</i>	This report provides an overview of the Service Request system and suggests the value of the system in terms of addressing routine maintenance issues.				

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

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

Comment: This report identifies the best provided process to ensure an effective and timely response to maintenance issues.

## **6. CONCLUSION**

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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**

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N/A

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### **Open Meeting**

<b>To</b>	Meremere Community Committee
<b>From</b>	Gavin Ion Chief Executive
<b>Date</b>	21 October 2016
<b>Prepared by</b>	Wanda Wright Committee Secretary
<b>Chief Executive Approved</b>	Y
<b>Reference #</b>	GOV0502
<b>Report Title</b>	Receipt of Minutes

### **1. EXECUTIVE SUMMARY**

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To receive the minutes of the Meremere Community Committee meeting held on Thursday 8 September 2016.

### **2. RECOMMENDATION**

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**THAT the minutes of the meeting of the Meremere Community Committee held on Thursday 8 September 2016 be received.**

### **3. ATTACHMENTS**

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MMCC Minutes

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**MINUTES** of a meeting of the Meremere Community Committee held at the Meremere Community Hall, Heather Green Avenue, Meremere on **THURSDAY 8 SEPTEMBER 2016** commencing at **7.00pm**.

**Present:**

Mr J Katu (Chairperson)  
Mr D Creed  
Mrs A Dobby  
Mrs P Carr  
Mrs V Milton (Committee Secretary)  
Mr B Brown  
Mr J Harman

**Attending:**

Mr Merv Balloch  
Mayor Allan Sanson

**APOLOGIES AND LEAVE OF ABSENCE**

**Resolved: (Cr Jan Sedgwick/Dudley Creed)**

**THAT** an apology be received from and leave of absence granted to Mr G Ion.

**CARRIED on the voices**

**MMCCI609/01**

**CONFIRMATION OF STATUS OF AGENDA ITEMS**

**Resolved: (James Harman/Dudley Creed)**

**THAT** the agenda for a meeting of the Meremere Community Committee held on Thursday 8 September 2016 be confirmed and all items therein be considered in open meeting.

**CARRIED on the voices**

**MMCCI609/02**

**DISCLOSURES OF INTEREST**

There were no disclosures of interest.

**CONFIRMATION OF MINUTES**

**Resolved: (James Harman/Angela Dobby)**

**THAT the minutes of a meeting of Meremere Community Committee held on Thursday 11 August 2016 be confirmed as a true and correct record of that meeting.**

**CARRIED on the voices**

**MMCCI609/03**

**MATTERS ARISING FROM THE MINUTES**

There were no matters arising from the minutes.

**REPORTS**

Works and Issues Report  
Agenda Item 6.1

**Resolved: (Dudley Creed/James Harman)**

**THAT the report of the Chief Executive be received.**

**CARRIED on the voices**

**MMCCI609/04/1**

Discretionary Fund Report to 23 August 2016  
Agenda Item 6.2

**Resolved: (James Harman/Angela Dobby)**

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

**CARRIED on the voices**

**MMCCI609/04/2**

Councillor's Report  
Agenda Item 6.3

Cr Sedgwick gave a verbal report and answered questions of the Committee.

**GENERAL BUSINESS**

Agenda Item 7

**Resolved: (Angela Dobby/Dudley Creed)**

A Motion was made to reimburse Patricia Carr \$40 for the gift pack purchased for Shirley Wikaire when she was in hospital.

**Carried on voices****MMCCI 609/05/1****Resolved: (James Harman/Dudley Creed)**

A Motion was made to pay for a \$300 freezer for the village use at the Hall , also to purchase 6 x locks and 6 x hasp & staple sets for the pantry cupboards. Dudley Creed will scope out prices.

**Carried on voices****MMCCI 609/05/2**

Koha Kai – Kiwi Harvest will be supplying Meremere with a 1 year supply of free food.

Patricia Carr asked for more contributions from committees and social groups for the newsletter.

It was noted that Thursday the 13<sup>th</sup> of October was the date for the Community Committee elections.

The Skatepark opening has been given over to Jasmine Harrison (possibly in association with the Solomon Group) and the Meremere Development Group.

Need to check with Cr. Jan Sedgwick as to available funding for the painting of a mural on the watertank.

The tennis court refurbishment is under way. Ben Brown will be looking at organising a working bee to tidy up the area.

There being no further business the meeting was declared closed at 8:55 pm.

Minutes approved and confirmed this      day of                      2016.

Due to the 2016 Local Body Elections, His Worship the Mayor and the Chief Executive Mr GJ Ion, signed off the 'end of term' September 2016 Meremere Community Committee minutes.

.....  
AM Sanson  
**HIS WORSHIP THE MAYOR**

.....  
GJ Ion  
**CHIEF EXECUTIVE**

Minutes2016/MMCC/160908 MMCC Minutes

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**Open Meeting**

<b>To</b>	Meremere Community Committee
<b>From</b>	Gavin Ion Chief Executive
<b>Date</b>	28 October 2016
<b>Reference/Doc Set #</b>	1629675
<b>Report Title</b>	Works and Issues Report

**1. EXECUTIVE SUMMARY**

---

To update the Board and provide information on works and issues raised at previous meetings.

**2. RECOMMENDATION**

---

**THAT the report from the Chief Executive be received.**

**3. ATTACHMENTS**

---

Works and Issues report.

## Works and Issues Report

1.	Update on Library relocation required next meeting and prior to any decisions.	Service Delivery	<p>A detailed engagement with the community will be undertaken to further explore a central recreation and leisure hub concept.</p> <p>Staff will report back to Council with a recommendation for the future Library and/or development of a Community Recreation and Leisure hub including sources of external funding and an estimate of capital development costs and operational management costs.</p>
2.	Gorse on the roadside on Springhill Road leading to the village. This is on Council land, could we please address the gorse.	Service Delivery	<p>Staff are working with adjacent land owner and Waikato Regional Council to control gorse in this area, as any control work needs to occur on both properties to be effective.</p> <p>Due to weather constraints spraying has not occurred on Council property over September and early October. This will occur when weather is more settled.</p>
3.	Te Puea Avenue at the Island Block Road end. There are still issues around pooling of water.	Service Delivery	<p>The Waikato District Alliance are presently liaising with Tonkin &amp; Taylor Consultants who are the consulting party working with Nikau Demolition on the Power-station project. The existing line has been compromised and we are presently organising for the catch-pits to be sucked out and remote cameras sent through the system to determine the extent of the problem. Options to connect into the New Zealand Transport Agency system have not yet been successful. The Team continues to work towards a resolution.</p>

4.	Could the rocks under the camera in the playground please be removed.	Service Delivery	Staff are working on a solution and we will have the rocks removed as soon as practicable.
5.	APlus have not been paid for the cameras.	Service Delivery/ Finance	APlus have received purchase order numbers and will resubmit their invoices ready for payment.

---

**Open Meeting**

<b>To</b>	Meremere Community Committee
<b>From</b>	Tony Whittaker General Manager Strategy & Support
<b>Date</b>	25 October 2016
<b>Prepared by</b>	Julienne Calambuhay Management Accountant
<b>Chief Executive Approved</b>	Y
<b>Reference/Doc Set #</b>	GOV0510
<b>Report Title</b>	Discretionary Fund Report to 25 October 2016

**1. EXECUTIVE SUMMARY**

---

To update the Committee 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

## MEREMERE COMMUNITY COMMITTEE DISCRETIONARY FUND 2016/2017

GL 1.209.1704

## Commitments from Committee Meeting Minutes &amp; Other Information

2016/17 Annual Plan (including Salaries)

6,325.00

Carry forward from 2015/16

5,871.00

**Total Funding****12,196.00****Expenditure**

27-Jul-16 Contract Energy

54.44

15-Aug-16 Contract Energy

72.84

13-Sep-16 Contract Energy

50.86

**Total Expenditure****178.14****Income****Total Income**

-

**Net Expenditure****178.14****Net Funding Remaining (Excluding commitments)****12,017.86****Commitments**

13-Nov-14 Cost of toner and drum kit for printing of newsletter

ongoing

11-Jun-15 Purchase 50m of 6x2 retaining timber for boxing of vegetable garden

to be confirmed

11-Feb-16 Gift pack for Committee member Shirley Wikaire

50.00

10-Mar-16 A Plus Security - upgrade two cameras located at the Library

600.00

08-Sep-16 Patricia Carr - reimbursement for gift pack for Shirley Wikaire

40.00

08-Sep-16 Freezer for willage hall use

300.00

08-Sep-16 Purchase 6 x locks and 6 x hasp &amp; staple sets for the pantry cupboards

to be confirmed

**Total Commitments****990.00****Net Funding Remaining (Including commitments) as of 25 October 2016****11,027.86**

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### **Open Meeting**

<b>To</b>	Meremere Community Committee
<b>From</b>	Tony Whittaker General Manager Strategy & Support
<b>Date</b>	26 October 2016
<b>Prepared by</b>	Lianne van den Bemd Community Development Advisor
<b>Chief Executive Approved</b>	Y
<b>Reference/Doc Set #</b>	1628017
<b>Report Title</b>	Discretionary Funding Guidelines

## **I. EXECUTIVE SUMMARY**

---

To provide the Committee with the Discretionary Funding Guidelines which informs the Committee 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

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**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**

<b>To</b>	Meremere Community Committee
<b>From</b>	TG Whittaker General Manager Strategy & Support
<b>Date</b>	15 October 2016
<b>Prepared by</b>	Lianne van den Bemd Community Development Advisor
<b>Chief Executive Approved</b>	Y
<b>DWS Document Set #</b>	1627519
<b>Report Title</b>	Application for Funding – Good Seed Trust

## **1. EXECUTIVE SUMMARY**

---

The purpose of this report is to present an application for funding from the Good Seed Trust towards the cost of the Meremere youth programme.

## **2. RECOMMENDATION**

---

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

**AND THAT** an allocation of \$..... is made to the **Good Seed Trust** towards the cost of the **Meremere youth programme**;

**OR**

**AND THAT** the request from the **Good Seed Trust** towards the cost of **Meremere youth programme** is declined / deferred until ..... for the following reasons:

## **3. BACKGROUND**

---

The Good Seed Trust is the umbrella organisation for the Meremere youth programme.

The Meremere youth programme was developed by a core group of youth focused people.

The aim of the programme is to give young people of the Meremere community the opportunity to learn the following skills:

- Youth training and development
- Team building

- Sports development
- Developing life skills (i.e. cooking, baking, budgeting, negotiating)
- Co-ordinating activities and events (i.e. amazing race, movie nights)
- Planning and developing project management skills (e.g. planning for a town Easter event).

The community will benefit in the following ways:

- Leadership skills will be learnt which can be then transferred across an array of projects and events involving young people.
- Self-development skills will be learnt so young people feel more prepared for future study and employment opportunities.
- Project and event management skills for the developing of future community projects.
- It will lift the spirit and encourage positive attitudes for young people when they are out and about in the community.

#### **4. OPTIONS CONSIDERED**

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- 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 \$2,222.59. The Good Seed Trust is seeking funding of \$1,722.59 towards the cost of the Meremere youth programme.

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**

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Consideration by the Discretionary & Funding Committee is required with regard to this funding request.

## **8. ATTACHMENTS**

---

Application for Funding - Good Seed Trust

## **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**

Good Seed Trust

#### **What is your organisation's purpose?**

Strengthening families and transforming communities.

Mission: Providing quality learning & care for children, youth & families. We want to see people be empowered with tools to reach their potential and live full lives.

#### **Address: (Postal)**

4 Kingsford-Smith Place

Airport Oaks

Mangere

2022 Auckland

**Contact name, phone number/s and email address**

Grace Ikiua, CEO  
0277174138, 092751065,  
grace.ikiua@goodseedtrust.co.nz

**Charities Commission Number:** (If you have one)

CC35178

**Are you GST registered?** No  Yes  GST Number 093/570 / 979

**Bank account details** 06 / 0197 / 0434792 / 02

**Bank** ANZ **Branch** Westfield, Manukau City

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**

Healthy

**Section 3 – Your event/project**

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

We plan to run a term long youth programme to start in week one of term one. The programme will start on Monday 30<sup>th</sup> January 2017 (or when first day of school term starts) and end on Monday 13<sup>th</sup> April (three days before Easter). This programme is for young people in Meremere aged between 10 and 18 years old. The programme will be held at the Meremere Community Centre.

The programme will have young people in Meremere involved in creating and developing:

- Youth training and development
- Team building
- Sports
- Developing life skills (i.e. cooking, baking, budgeting, negotiating)
- Coordinating activities and events (i.e. Amazing Race, Movie night)
- Planning and developing project management skills (Planning town Easter event)

**Who is involved in your event / project?**

A project team has been set up to support this programme. The project group consists of Jasmine Harrison (Meremere Community Development Committee), Angela Dobby (Meremere Community Committee), Shannon Kelly (WDC), Grace Ikiua (CEO Good Seed Trust), Wendy Pleog (Ray White), Arani Katipa (Community Member), Azabeth Dobby (one of the Youth Leaders).

**How many volunteers are involved?**

All of the project team aside from the Youth Co-ordinator are volunteers at this stage. We currently have approximately eleven volunteer youth leaders who are being trained in the term four programme for the term one 2017 programme, and will look to train another six youth leaders in January 2017 for the term two programme. To date we have approximately 11 volunteers.

**What other groups are involved in the project?**

- Meremere Community Development Committee
- Good Seed Trust
- WDC- Youth Engagement Advisor- advisory support
- Meremere Community Committee
- Individual Community members

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

The community will benefit in the following ways:

- Leadership development: young people in Meremere will be able to develop their leadership skills by running the activities set by the Youth Coordinator
- Self-development: young people will learn more about themselves, and be encouraged to set goals for their future (i.e. in employment and further study)
- Project management: community members and young people participating in this programme will get an opportunity to practice project management and engage in the community to benefit Meremere young people.
- This project enables great community spirit: Meremere as a whole would benefit from positive community spirit.

## Section 4 – Funding requirements

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

<i>Please complete all of the following sections</i>	<b>GST Inclusive Costs</b> <i>(use this column if you are not GST registered)</i>	<b>GST Exclusive Costs</b> <i>(use this column if you are GST registered)</i>
<b>TOTAL COST OF THE PROJECT/EVENT</b>	\$	\$ 2222.59
<b>Existing funds available for the project</b> <b>Total A</b>	\$	\$ 0.00

### Funding being sought from Waikato District Council

<b>Project Breakdown</b> <i>(itemised costs of funding being sought)</i> <i>If there is insufficient space below please provide a breakdown of costs on an additional sheet.</i>	\$	\$
Pak n Save vouchers: \$40 x 11 weeks for weekly food (see menu attached) purchased at Pukekohe Pak n Save	\$	\$ 382.61
Stationary and games resources for 11 weeks	\$	\$341.59
MTA petrol vouchers: \$20 petrol per week x 11 wks to drop off young people in Meremere, Te Kauwhata, Mercer and Tuakau + \$20 petrol per week x 11 weeks to pick up food and resources weekly as required (roundtrip from Meremere - Pukekohe return trip each week) + \$6 freight	\$	\$388.61
Facilitation fee for Youth Coordinator: 3 hours per session x 11 sessions @ \$25 per hour	\$	\$775.00
First Aid Certificate for Youth Coordinator (requirement)	\$	\$ 230.43
Phone top up cards: 6 x \$20 top up cards (1 per fortnight) for youth coordinator to coordinate programme, contact volunteers, young people, parents, committees, funders, and be available to respond to all media and youth group enquiries.		\$ 104.35
<b>Total Funds being sought from WDC</b> <b>Total B</b>	\$	\$ 1722.59

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

a) Ray White – corporate sponsorship	\$ _____	\$ 500.00 _____
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<b>Total of other funds being sought</b>	<b>Total C</b>	\$ _____	<b>\$500.00</b>
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<b>Total Funding Applied for</b> (Add totals A, B & C together to make Total D)	<b>Total D</b>	\$ _____	<b>\$ 2222.59</b>
<i>Note : This total should equal the Total Cost of the Project/Event</i>			

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

- Meremere Community Development Committee: donated use of the Meremere Community Hall and kitchen for programme and training, and equipment at the Hall (sports balls etc)
- Te Kauwhata Library: donated use of meeting rooms for coordinator training and planning, printing of registration forms
- Kaivolution: we have put in a request for food for term one but waiting for admin support on this request
- Good Seed Trust: supported us with policies, training guidelines, funding support, mentoring for Youth Co-ordinator and administration support
- Angela Dobby – use of her van, printing, admin support
- Shannon Kelly – training support, programme development support, printing, costumes
- Cheeky Monkeys programme in Meremere – offered to share some of the resources that are already available at the Meremere Hall

**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:**

<b>Project</b>	<b>Amount received</b>	<b>Date</b>
<b>None – new programme</b>		

**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: \_\_\_\_\_ not applicable \_\_\_\_\_ Name: \_\_\_\_\_

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

Signature: [Signature] Date: 4/10/16

Position in organisation (tick which applies)

Chairman

Secretary

Treasurer

CEO

Signature: [Signature] Date: 4/10/16

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

**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.**

# Annual Performance Report

Good Seed Trust  
For the year ended 31 December 2015

Prepared by Eden Perich Prewett Ltd

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# Contents

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# Entity Information

## Good Seed Trust

For the year ended 31 December 2015

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

### Legal Name of Entity

Good Seed Trust

### Entity Type and Legal Basis

Charitable Trust

### Registration Number

CC35178

### Entity's Purpose or Mission

Provide Educational Services to children/young people.

### Entity Structure

Trust

### Main Sources of Entity's Cash and Resources

Grants, MOE Funding and Childcare Fees

### Main Methods Used by Entity to Raise Funds

Providing Childcare Services and applying for Grants

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

The Entity does not have to rely on Volunteers and Donated Goods or Services.

### Physical Address

203 Kirkbride Road, Mangere, Auckland, New Zealand, 2022

### Postal Address

PO Box 86076, Mangere East, Auckland, New Zealand, 2158



Chartered Accountants

P O Box 56 565, Auckland 1446

Phone 09 631 7849

Fax 09 631 7859

**INDEPENDENT AUDITOR'S REPORT****TO THE TRUSTEES OF GOOD SEED TRUST****Report on the Performance Report**

I have audited the performance report of Good Seed Trust on pages 3 to 19, which comprises the entity information, the statement of service performance, the statement of financial performance and statement of cash flows for the year ended 31 December 2015, the statement of financial position as at 31 December 2015, and the statement of accounting policies and other explanatory information.

***The Responsibility of the Trustees for the Performance Report***

The Trustees are responsible on behalf of the entity for:

- a) Identifying outcomes and outputs, and quantifying the outputs to the extent practicable, that are relevant, reliable, comparable and understandable, to report in the statement of service performance,
- b) The preparation and fair presentation of the performance report which comprises the entity information, the statement of service performance, and the statement of financial performance, the statement of financial position, statement of cash flows, statement of accounting policies and notes to the performance report, in accordance with Public Benefit Simple Format Reporting – Accrual (Not-For-Profit) issued in New Zealand by the New Zealand Accounting Standards Board, and
- c) For such internal control as the Trustees determine is necessary, to enable the preparation of the performance report that is free from material misstatement, whether due to fraud or error

***Auditor's Responsibility***

My responsibility is to express an opinion on the performance report based on my audit. I conducted my audit of the statement of financial performance, the statement of financial position, statement of cash flows, statement of accounting policies and notes to the performance report in accordance with International Standards on Auditing (New Zealand) (ISAs (NZ)), and the audit of the entity information and statement of service performance in accordance with the International Standard on Assurance Engagements (New Zealand) ISAE (NZ) 3000 (Revised). Those standards require that I comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the performance report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the performance report including performing procedures to obtain evidence about and evaluating whether the reported outcomes and outputs and quantification of the outputs to the extent practicable, are relevant, reliable, comparable and understandable. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the performance report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the performance report in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes, evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the performance report.

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

Other than in my capacity as auditor, I have no relationship with, or interests in, Good Seed Trust.

***Basis for Qualified Opinion***

As with other organisations of a similar nature, control over cash income prior to its being recorded is limited, and there are no practical audit procedures to determine the effect of this limited control.

***Qualified Opinion***

In my opinion:

- a) The reported outcomes and outputs, and quantification of the outputs to the extent practicable, in the statement of service performance are suitable;
- b) except for the possible effects on the corresponding figures of the matter described in the Basis for Qualified Opinion paragraph, the performance report on pages 3 to 19, present fairly, in all material respects the entity information and service performance for the year then ended, and the financial position of Good Seed Trust as at 31 December 2015, and its financial performance, and cash flows for the year then ended

in accordance with Public Benefit Entity Simple Format reporting – Accrual (Not-For-Profit).

1 June 2016  
M A O'Meara  
O'Meara & Co

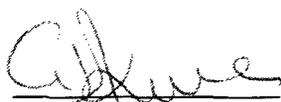
# Approval of Financial Report

**Good Seed Trust**

**For the year ended 31 December 2015**

The Trustees are pleased to present the approved financial report including the historical financial statements of Good Seed Trust for year ended 31 December 2015.

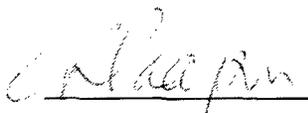
APPROVED



Grace Ikiua

Founder

Date 1/6/2016



Raewyn Paapu

Charirperson/Founder

Date 1/6/2016



Rebecca So'e

Trustee

Date 1 6 2016

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This report is to be read in conjunction with Financial Statements, Notes to the Financial Statements and the Audit Report.

# Statement of Service Performance

## Good Seed Trust

For the year ended 31 December 2015

### What did we do?

*Good Seed Trust undertook this past year the following:*

- Operating an Early Education Centre
- Provided after-school & holiday programs for the community
- Provided a free community playgroup
- Ran a quarterly Fathers & Kids programme
- Provided Family Support including free transport to the ECE centre
- Participated in several community networks & initiatives

### When did we do it?

*The programmes occurred in the following time frames:*

- ECE centre is open all year therefore the family support is operational with it
- Family visits are ongoing as need arises
- Community playgroup operated school terms only
- After school in school term time
- Holiday programmes in school holidays
- Fathers & kids are 6 events a year
- Participation in community initiatives as arose throughout the year

### Description of Entity's Outcomes

Good Seed Trust's outcomes are linked to the Purpose & Principles of the Trust. Mission statement: *Providing Quality Care and Learning Experiences for Children, Youth and Families*. Through this Mission we want to strengthen families to Transform community.

This report is to be read in conjunction with Financial Statements, Notes to the Financial Statements and the Audit Report.

## Description and Quantification of the Entity's Outputs

### Children's Centres

100 families reached;  
 120 children enrolled;  
 Van picks 70 children per day;  
 Provide lunch for 5 children per day;  
 85% parent interview attendance to talk about children's learning  
 Involved in collaborative science projects

### Out of School Care

After school average enrolments 52;  
 Holiday programme 94 children;  
 5 families needed extra support;  
 18 transport home after programme;  
 12 morning pick up holiday programme;  
 8 children for women's refuge;  
 8 children enrolled for CYFS;  
 Involved in 3 Park Jam days in the community.

### Playgroup

16 families enrolled (average 10 children each session);  
 Van pick up for 3 families;  
 Highest attendance 20 children;  
 Families support worker attends with 2 children from a family with an unwell mother;

### Families support

170 families visited  
 with a 98% positive outcome on issues such as consistent attendance at centre, lunch choices, and behavioural management;

### Fathers & Kids

48 families attended;  
 6 events held with an average attendance of 12 fathers and 30 children

### Community

Representative on Steering Group for Nga Manga o Mangere;  
 Collaborating with other community initiatives

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This report is to be read in conjunction with Financial Statements, Notes to the Financial Statements and the Audit Report.

# Statement of Financial Performance

## Good Seed Trust

For the year ended 31 December 2015

	NOTES	2015	2014
<b>Revenue</b>			
Donations, fundraising, grants and similar revenue	8	25,068	168,446
Revenue from providing goods or services	8	1,667,754	1,084,012
Interest, dividends and other investment revenue	8	6,434	3,980
Other revenue	8	1,094	1,481
<b>Total Revenue</b>		<b>1,700,350</b>	<b>1,257,919</b>
<b>Expenses</b>			
Volunteer and employee related costs	9	1,138,376	801,622
Costs related to providing goods or service	9	315,982	203,209
Other expenses	9	177,560	136,309
<b>Total Expenses</b>		<b>1,631,919</b>	<b>1,141,139</b>
<b>Surplus/(Deficit) for the Year</b>		<b>68,431</b>	<b>116,780</b>

This report is to be read in conjunction with Financial Statements, Notes to the Financial Statements and the Audit Report.

# Statement of Financial Position

## Good Seed Trust

As at 31 December 2015

	NOTES	31 DEC 2015	31 DEC 2014
<b>Assets</b>			
<b>Current Assets</b>			
Bank accounts and cash		397,734	260,012
Debtors and prepayments	12	111,436	138,229
<b>Total Current Assets</b>		<b>509,171</b>	<b>398,240</b>
<b>Non-Current Assets</b>			
Property, Plant and Equipment		599,204	427,763
<b>Total Non-Current Assets</b>		<b>599,204</b>	<b>427,763</b>
<b>Total Assets</b>		<b>1,108,375</b>	<b>826,003</b>
<b>Liabilities</b>			
<b>Current Liabilities</b>			
Creditors and accrued expenses	13	291,970	260,016
Other current liabilities	13	50,002	1
Mastercard - Grace		2,017	3,364
<b>Total Current Liabilities</b>		<b>343,989</b>	<b>263,381</b>
<b>Non-Current Liabilities</b>			
Other non-current liabilities	13	133,332	-
<b>Total Non-Current Liabilities</b>		<b>133,332</b>	<b>-</b>
<b>Total Liabilities</b>		<b>477,321</b>	<b>263,381</b>
<b>Total Assets less Total Liabilities (Net Assets)</b>		<b>631,054</b>	<b>562,623</b>
<b>Accumulated Funds</b>			
Accumulated surpluses or (deficits)	2	631,054	562,623
<b>Total Accumulated Funds</b>		<b>631,054</b>	<b>562,623</b>

*[Handwritten signature]*  
 C. Hart  
 C. Hart

1-6-2016

This report is to be read in conjunction with Financial Statements, Notes to the Financial Statements and the Audit Report.

# Statement of Cash Flows

Good Seed Trust

For the year ended 31 December 2015

	2015	2014
<b>Cash Flows from Operating Activities</b>		
Donations, fundraising and other similar receipts	\$355	\$10,903
Interest, dividends and other investment receipts	\$6,434	\$3,980
Receipts from providing goods or services	\$1,734,361	\$1,325,628
GST	\$14,265	\$36,336
Payments to suppliers and employees	-\$1,570,144	-\$1,099,392
<b>Total Cash Flows from Operating Activities</b>	<b>\$185,270</b>	<b>\$277,455</b>
<b>Cash Flows from Investing and Financing Activities</b>		
Receipts from sale of property, plant and equipment	\$1,304	\$0
Proceeds from loans borrowed from other parties	\$200,000	\$0
Payments to acquire property, plant and equipment	-\$232,183	-\$201,598
Repayments of loans borrowed from other parties	-\$16,667	\$0
<b>Total Cash Flows from Investing and Financing Activities</b>	<b>-\$47,546</b>	<b>-\$201,598</b>
<b>Net Increase/ (Decrease) in Cash</b>	<b>\$137,725</b>	<b>\$75,857</b>
<b>Cash Balances</b>		
Cash and cash equivalents at beginning of period	\$260,009	\$184,153
Cash and cash equivalents at end of period	\$397,734	\$260,009
<b>Net change in cash for period</b>	<b>\$137,725</b>	<b>\$75,857</b>

This report is to be read in conjunction with Financial Statements, Notes to the Financial Statements and the Audit Report.

# Statement of Accounting Policies

## Good Seed Trust

For the year ended 31 December 2015

### Basis of Preparation

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

### Goods and Services Tax (GST)

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

### Income Tax

Good Seed Trust is wholly exempt from New Zealand income tax having fully complied with all statutory conditions for these exemptions.

Any reported income tax balance is a result of banks deducting RWT which must be claimed back from Inland Revenue via a NZ income tax return.

### Bank Accounts and Cash

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

### Changes in Accounting Policies

From 1 January 2015 The Trust applied the PBE SFR-A (NFP) Public Benefit Entity Simple Format Reporting - Accrual (Not-For-Profit) framework. Previous financial statements were prepared in accordance with generally accepted accounting practice in New Zealand, noting that the Trust qualified for differential reporting exemptions based on the fact that it was not publicly accountable and not large. There has been a re-alignment of comparative figures to allow comparison of amounts with previous and current financial years.

# Notes to the Performance Report

Good Seed Trust

For the year ended 31 December 2015

	2015	2014
<b>1. Property, Plant &amp; Equipment</b>		
<b>Buildings</b>		
Buildings - Cost	670,119	470,119
Buildings - Accumulated Depreciation	(116,210)	(72,449)
<b>Total Buildings</b>	<b>553,909</b>	<b>397,670</b>
<b>Motor Vehicles</b>		
Motor Vehicles - Cost	17,217	8,864
Motor Vehicles - Accumulated Depreciation	(2,584)	(6,552)
<b>Total Motor Vehicles</b>	<b>14,634</b>	<b>2,312</b>
<b>Furniture &amp; Fittings</b>		
Furniture & Fittings - Cost	69,027	63,901
Furniture & Fittings - Accumulated Depreciation	(61,237)	(59,321)
<b>Total Furniture &amp; Fittings</b>	<b>7,791</b>	<b>4,580</b>
<b>Office Equipment</b>		
Office Equipment - Cost	57,990	50,003
Office Equipment - Accumulated Depreciation	(49,207)	(40,884)
<b>Total Office Equipment</b>	<b>8,783</b>	<b>9,119</b>
<b>Plant &amp; Equipment</b>		
Plant & Equipment - Cost	41,418	39,566
Plant & Equipment - Accumulated Depreciation	(27,330)	(25,484)
<b>Total Plant &amp; Equipment</b>	<b>14,089</b>	<b>14,082</b>
<b>Total Property, Plant &amp; Equipment</b>	<b>599,204</b>	<b>427,763</b>

Fixed Assets are recorded using historical cost and depreciated at standard rates.

No valuations have been recorded to date.

**Depreciation rates and methods are as follows:**

Buildings	10% Straight Line
Playgrounds & Fences	35% Diminishing Value
Motor Vehicles	30% Diminishing Value
Plant & Equipment	12 - 15.5% Diminishing Value
Office Equipment	33 - 39.6% Diminishing Value
Computers & Software	40 - 50% Diminishing Value
Furniture & Fittings	16-50% Diminishing Value

This report is to be read in conjunction with Financial Statements, Notes to the Financial Statements and the Audit Report.

	2015	2014
<b>2. Accumulated Funds</b>		
<b>Accumulated Funds</b>		
Opening Balance	562,623	445,843
Accumulated surpluses or (deficits)	68,431	116,780
<b>Total Accumulated Funds</b>	<b>631,054</b>	<b>562,623</b>
<b>Total Accumulated Funds</b>	<b>631,054</b>	<b>562,623</b>

### 3. Contingent Liabilities and Guarantees

There are no contingent liabilities as at 31 December 2015 Last year - nil).

ANZ as current bankers for the Trust provides bank facilities which includes a Term Deposit Bond to cover a \$35,000 Payroll Letter of Credit. The ANZ has indicated that such a bond will not be required in the future.

### 4. Significant Grants and Donations with Conditions not Recorded as a Liability

There have been no Significant Grants and Donations with conditions that have not been recorded as a liability.

	2015	2014
<b>Significant Grants received during the year:</b>		
MSD for OSCAR Programmes	45,800	42,575
Foundation North	15,000	-
COMET	20,000	-
<b>Total Significant Grants received during the year:</b>	<b>80,800</b>	<b>42,575</b>

### 5. Related Parties

The following related parties engaged with the organisation during the year:

Positions of Responsibility	Related Party
Grace Ikiua (CEO/Board Member)	Lif Ikiua – Family Support Coordinator (husband) Gabrielle Ikiua – Administrator (daughter) Christine Ikiua – Family Support worker (sister in law) Malachai Ikiua – part-time OSCAR Worker (son) Joshua Ikiua – ECE Educator (nephew)
Raewyn Paapu (Chairperson)	Rebekah Paapu (daughter) Centre Resource person

### 6. Events After the Balance Date

There were no events that have occurred after the balance date that would have a material impact on the Performance Report (Last year - nil).

### 7. Ability to Continue Operating

The entity will continue to operate for the foreseeable future.

**Additional Information**

Revenue and Expenditure details are provided as follows:

	2015	2014
<b>8. Revenues</b>		
<b>Revenue from Donations, fundraising, grants and similar revenue</b>		
<b>Donations</b>		
Playgroups - Koha	355	565
Riverside - Koha	-	10,337
<b>Total Donations</b>	<b>355</b>	<b>10,903</b>
<b>Fundraising</b>		
Community Action Group (CAG)	-	225
<b>Total Fundraising</b>	<b>-</b>	<b>225</b>
<b>Grants</b>		
Playgroups - Grants	3,587	-
Playgroups - Lotteries	-	2,000
Families Support - Grants	6,000	-
Father/Kids - Grants	13,387	8,613
Grants Received	1,304	146,705
Holiday - Other Grants	435	-
<b>Total Grants</b>	<b>24,713</b>	<b>157,318</b>
<b>Total Revenue from Donations, fundraising, grants and similar revenue</b>	<b>25,068</b>	<b>168,446</b>
<b>Revenue from Providing Goods and Services</b>		
<b>MOE Bulk Funding</b>		
MOE 20 Hours ECE	971,862	746,231
MOE Funding Subsidy	246,436	50,582
MOE Playgroups	3,960	3,564
<b>Total MOE Bulk Funding</b>	<b>1,222,259</b>	<b>800,377</b>
<b>Equity Funding</b>		
MOE Equity Low Socio	112,444	70,938
Riverside - MOE - Low Socio	7,125	-
MOE Equity Special Needs	54,498	34,372
<b>Total Equity Funding</b>	<b>174,067</b>	<b>105,310</b>
<b>Private Fees</b>		
After School - Fees	13,444	6,903
ECC Fees	19,573	8,789
Holiday - Fees	5,623	3,827
After School - WINZ	58,156	61,213
Holiday - WINZ	56,840	36,718
WINZ	29,693	10,858
Sundry ECE Income	4,637	1,420
Playgroups - Other Income	261	-
<b>Total Private Fees</b>	<b>188,226</b>	<b>129,729</b>

This report is to be read in conjunction with Financial Statements, Notes to the Financial Statements and the Audit Report.

## Notes to the Performance Report

<b>MSD OSCAR Funding</b>		
After School - MSD Oscar Grants	26,986	15,991
Holiday - MSD Oscar Grants	18,814	26,585
<b>Total MSD OSCAR Funding</b>	<b>45,800</b>	<b>42,575</b>
<b>Other Revenue</b>		
Child Matters - CM - Revenues	17,403	6,021
Science - Revenue	20,000	-
<b>Total Other Revenue</b>	<b>37,403</b>	<b>6,021</b>
<b>Total Revenue from Providing Goods and Services</b>	<b>1,667,754</b>	<b>1,084,012</b>
<b>Revenue from Interest, Dividend and Investment Income</b>		
Interest Received	6,089	3,980
Dividends Received	345	-
<b>Total Revenue from Interest, Dividend and Investment Income</b>	<b>6,434</b>	<b>3,980</b>
<b>Other Revenues</b>		
Sundry Income	1,094	1,481
<b>Total Other Revenues</b>	<b>1,094</b>	<b>1,481</b>
<b>Total Revenues</b>	<b>1,700,350</b>	<b>1,257,919</b>
	2015	2014

**9. Operating Expenditure**

<b>Volunteer and employee related costs</b>		
Accident Compensation Levy	5,442	8,449
Staff - Team Building	2,652	-
Salaries & Wages - Programmes	1,012,690	701,778
Salaries & Wages - Admin	86,661	75,695
Staff Training	19,990	9,364
Staff Welfare	10,940	5,946
<b>Total Volunteer and employee related costs</b>	<b>1,138,376</b>	<b>801,231</b>
<b>Costs of Providing Goods and Services</b>		
Food & Petty Cash	5,576	4,545
Administration	9,342	4,952
Cleaning	15,116	5,896
Consumables	24,158	23,698
Equipment	48,587	26,792
Health & Safety	21,003	19,728
Occupancy	63,455	33,366
Promotions	23,360	19,847
Communications	810	6,352
Science - Expenses	17,545	-
Child Matters - CM - Costs	17,403	6,021
Transport & Excursions	69,627	52,011
<b>Total Costs of Providing Goods and Services</b>	<b>315,982</b>	<b>203,209</b>
<b>Other Expenses</b>		
Accountancy Fees	21,600	21,600
Advertising	-	385

This report is to be read in conjunction with Financial Statements, Notes to the Financial Statements and the Audit Report.

## Notes to the Performance Report

Audit Fees	8,000	8,000
Bad Debts	782	-
Bank Charges	1,745	524
Cleaning & Laundry	22	-
Computer Consumables	49	-
Computer Expenses	21,865	6,456
Consultancy	3,703	-
Depreciation - Loss on Sale - Motor Vehicles	1,009	-
Depreciation as per Schedule - Buildings	43,761	35,689
Depreciation as per Schedule - Furniture & Fittings	1,916	2,466
Depreciation as per Schedule - Motor Vehicles	2,583	813
Depreciation as per Schedule - Office Equipment	8,323	4,767
Depreciation as per Schedule - Plant & Equipment	1,846	2,045
Donations	600	400
Insurance	11,818	7,820
Interest & Hire Purchase charges	824	-
Interest - Overdraft	5	164
IRD Interest & Penalties	6	54
Licences & Registrations	1,460	463
Motor Vehicle Expenses	2,674	4,532
Networking & Meetings	3,856	4,121
Office Expenses (425)	98	-
Printing, Stamps & Stationery	5,988	7,135
Rent - Office	16,134	18,703
Rent - Plant & Equipment	556	-
Rents	261	-
Repairs & Maintenance (450)	920	790
Subscriptions	1,225	44
Telephone, Tolls & Internet	10,344	9,080
Travel - International	582	-
Travel - National	312	257
Trustees' Expenses	2,694	-
Trustees' Fees	-	390
<b>Total Other Expenses</b>	<b>177,560</b>	<b>136,699</b>

<b>Total Operating Expenses</b>	<b>1,631,919</b>	<b>1,141,139</b>
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	2015	2014
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**10. Operating & Lease Commitments**

Current	145,409	85,129
Non-Current	301,782	141,934
<b>Total Operating &amp; Lease Commitments</b>	<b>447,191</b>	<b>227,063</b>

This report is to be read in conjunction with Financial Statements, Notes to the Financial Statements and the Audit Report.

**Schedule of Lease Commitments**

Equipment Leases	Financial Commitment
<b>Debit Success</b> Agreement dated 19/01/15, payments started 1/2/15 \$138.33/mth for 24 months (Plasma Tech Digital Solutions)	Current \$1,660 (Non Current \$138)
<b>Debit Success</b> Agreement dated 10/02/15, payments started 15/2/15 \$81.46/mth for 24 months (Plasma Tech Digital Solutions)	Current \$978 (Non Current \$81)
<b>Eftpos NZ Ltd</b> Service Agreement dated 4/6/15 for 36 months, monthly charges \$80.83/mth incl GST	Current \$970 (Non Current \$1,374)
<b>Tri-Leasing Technology Finance</b> Operating Lease for Riverside equipment (Clevertouch Plus series LED 10point Touch). Payments started Feb16 \$342/mth	
<b>Tri-Leasing Technology Finance</b> Operating Lease for Equipment (Clevertouch Plus series LED 10point Touch), payments of \$715.81/mth incl GST starting 1/6/15 for 48 months	Current \$8,590 (Non Current \$20,758)
<b>Ricoh Finance</b> Operating Lease for Head Office Photocopiers and Projector, payments of \$748.08/mth incl GST starting 24/11/15 for 60 months	Current \$8,977 (Non Current \$35,159)
<b>Ricoh Finance</b> Original operating Lease for Head Office Photocopiers and Projector (since replaced by new lease), payments of \$574.98/mth incl GST last paid 30/11/15	
Property Leases	Financial Commitment
<b>Shiloh Fellowship Church</b> For lease of site for Shiloh ECE Centre at 201 Buckland Rd, Auckland 2024	Current \$35,280 (Non Current \$67,620)
<b>Auckland Playcentre Association</b> The Trust has a purchase agreement with Auckland Playcentre over 4 years commencing 1/11/15 at a cost of \$50,000pa excl GST (payments to made in the same month as MOE bulk funding is received)	Current \$50,000 (Non Current \$133,333)
Vehicle Leases	Financial Commitment
<b>Fleet Partners - GKK218 Toyota Hiace Minibus</b> Lease commenced 18/7/12, payments of \$1059.15/mthfor 48 months.	Current \$7,414 (Non Current \$NIL)
<b>Fleet Partners - GKK219 Toyota Hiace Minibus</b> Lease commenced 18/7/12, payments of \$1174.15/mthfor 48 months.	Current \$8,219 (Non Current \$NIL)
<b>Fleet Partners - HHW841 Toyota Hiace Minibus</b> Lease commenced 23/4/14, payments of \$983.25/mthfor 48 months.	Current \$11,799 (Non Current \$15,470)
<b>Fleet Partners - JCN52 Toyota Hiace Minibus</b> Lease commenced 2/6/15, payments of \$960.25/mthfor 48 months.	Current \$11,523 (Non Current \$27,847)

	2015	2014
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**11. Ministry of Education Equity Funding****MOE Funding Received:**

Component A: Low Socio Economic	112,444	70,938
Component B: Special Needs and Non-English Backgrounds	54,498	34,372

This report is to be read in conjunction with Financial Statements, Notes to the Financial Statements and the Audit Report.

## Notes to the Performance Report

	2015	2014
Component C: Language and Culture other than English	-	-
Component D: Isolation	-	-
<b>Total MOE Funding Received:</b>	<b>166,942</b>	<b>105,310</b>
<b>MOE Funding Applied:</b>		
Component A	112,444	70,938
Component B	54,498	34,372
<b>Total MOE Funding Applied:</b>	<b>166,942</b>	<b>105,310</b>

**Application of MOE Equity Funding**

*Component A funding was used for the following purposes:*

Four vans & drivers provided to pick up children referred by the EPF provider and Plunket	\$110,444
Food for children who attend with no lunch	\$2,000

*Component B funding was used for the following purposes:*

Teacher to support children who have English as a second language to support culture, language and identity in the children by employing staff who speak in their language; and children with behavioural problems after their support person leaves.	\$54,498
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Also to purchase resources for each language week celebration which includes a family celebration.

	2015	2014
<b>12. Debtors &amp; Prepayments</b>		
<b>Debtors &amp; Prepayments</b>		
Debtors - MOE	110,302	137,453
Accounts Receivable	1,134	776
<b>Total Debtors &amp; Prepayments</b>	<b>111,436</b>	<b>138,229</b>
<b>Total Debtors &amp; Prepayments</b>	<b>111,436</b>	<b>138,229</b>

**13. Creditors & Accruals**

	2015	2014
<b>Current Liabilities</b>		
Accounts Payable	7,852	7,562
Accrued Expenses	47,059	69,883
Oscar Creditor	24,513	21,287
MOE Funding Account	150,735	112,920
GST	62,554	48,290
Mastercard - Grace	2,017	3,364
APAI Loan - Current Portion	50,001	-
Income Tax	(743)	74
<b>Total Current Liabilities</b>	<b>343,988</b>	<b>263,380</b>

This report is to be read in conjunction with Financial Statements, Notes to the Financial Statements and the Audit Report.

	2015	2014
<b>Non-Current Liabilities</b>		
APAI - Building Purchase Loan	133,332	-
<b>Total Non-Current Liabilities</b>	<b>133,332</b>	<b>-</b>
<b>Total Creditors &amp; Accruals</b>	<b>477,320</b>	<b>263,380</b>

This report is to be read in conjunction with Financial Statements, Notes to the Financial Statements and the Audit Report.



# Certificate of Registration

## Good Seed Trust

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

Registration number: CC35178

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

Sid Ashton  
Chair

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

Trevor Garrett  
Chief Executive

Ministry of Economic  
Development



Manatū Ōhanga

Companies Office

# CERTIFICATE OF INCORPORATION

**GOOD SEED TRUST**

**1757251**

This is to certify that GOOD SEED TRUST was incorporated under the Charitable Trusts Act 1957 on the 16th day of January 2006.

*Neville Harri*

Registrar of Incorporated Societies  
16th day of August 2008



For further details visit [www.societies.govt.nz](http://www.societies.govt.nz)

Certificate printed 16 Aug 2008 12:34:20 NZT



## Charity Summary

**Registration Number:** CC35178  
**Registration Date:** 30/06/2008  
**Charity Name:** Good Seed Trust

## Charity Details

Trading Name

### Registration Details

**Registration Status:** Registered  
**Balance Date:** December 31  
**IRD Number:** 93570979

### Address for Service:

**Charity's Postal Address:** PO Box 86076  
 Mangere East  
 Auckland 2158

**Charity's Street Address:** 21  
 203 Kirkbride Road  
 Mangere  
 Auckland 2022

### Charity's other details

**Phone:** 09 275 1065  
**Fax:** 09 275 1065  
**Email:** [info@goodseedtrust.co.nz](mailto:info@goodseedtrust.co.nz)  
**Website:** <http://goodseedtrust.co.nz>  
**Facebook:**  
**Twitter:**  
**Social Network Name:**

## Areas of Operation

**New Zealand:** Auckland  
**Percentage spent overseas** 0

## Purpose & Structure

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### Activities

Main Activity: Provides services (e.g. care / counselling)  
 Activities: Provides services, Other: Education and Care

### Sectors

Main Sector: Education / training / research  
 Sectors: Education / training / research, Health, Community development, Social services,  
 Other: Education and health

### Beneficiaries

Main Beneficiary: Children / young people  
 Beneficiaries: Children / young people, Family / whanau

## Annual Returns

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Date Submitted	For Year Ended	Total Income	Total Expenditure	Reference
15/06/2016	31/12/2015	1,700,350	1,631,919	AR010
19/06/2015	31/12/2014	1,099,764	937,204	AR009
26/05/2014	31/12/2013	1,337,717	1,150,521	AR008
01/07/2013	31/12/2012	1,033,575	961,934	AR007
29/06/2012	31/12/2011	1,020,711	1,051,182	AR006
11/07/2011	31/12/2010	802,698	866,018	AR005
29/07/2010	31/12/2009	565,000	547,000	AR004
21/08/2009	31/12/2008	550,000	429,000	AR003

## Officer Details

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### Current Officers

Name	Officer Type	Position
Justin Graham	Individual	Board Member
Rebecca Soé	Individual	Trustee
Grace Ikiua	Individual	Founder
Raewyn Paapu	Individual	Chairperson/Founder

### Past Officers

Name	Officer Type	Position
Emmett Myers	Individual	Trustee
Tua Saseve	Individual	Board Member

**Meremere Youth Group: Term One 2017**

Starting date: Term 1 Monday 30<sup>th</sup> January

End date: Term 1 Monday 10<sup>th</sup> April (3 days before Easter) – 11 weeks

Time 4:30 pm till 6:00 pm

If we go a little later we will keep the kids informed so we can keep the parents updated.

**Programme outline (draft)**

Monday 30<sup>th</sup> January 2017: Introductions: Have some fun games. The chocolate game, The Peg Game, Blindsman bluff. Get the Youth to fill out the 'Help me to know you' form. Also have a chat to the youth about what they would like to see more of in the community. Invite Shannon Kelly along to come and have a chat to the youth about what she can do to help/support us as a youth group. Also talk to the youth about Easter events/ festival and what they would like to plan.

Week 2: Start on ideas for games on our stall what carnival games could work for our stall how much will we charge and start on actually making them. Talk to the group about the idea of whether they would like to sell some baking too. Easter related items?

Week 3: Who dares wins, Minute to win it, Meremere Fued, "Around Meremere": game where it should last for 60 mins will consist of 6 different activities and your team only has 10 mins to complete each of the activities

Week 4: What do you want to do lets bake? Or play basketball free time in hall, work on Easter stall stuff

Week 5: Amazing Race Meremere Styles, ask Youth what movie they want to watch for the following week.

Week 6: Work on Easter stall stuff / Movie evening on projector ask Ange/Ben if they are able to help us out with the projector

Week 7: Last day to work on stuff for stall for the Meremere Easter festival. events, have some fun games as well as have a quiz evening.

Week 8: Sort Youth into groups for the MKR Challenge which will consist of A Entree, A Main and A dessert depending on numbers there maybe 2 Entree's but definatly aiming for just the 1. Get the Youth to think about in their teams what are they going to make? Research cook books, make a decision and write up plan and ingredients list. Get them all to decide on a theme. Black/white/gold, Xmas theme etc. Also make a list up who we are going to invite as our panel 10 max people to invite.

Week 9: Work on MKR stuff if you are not fully ready, Games, free time

Week 10:MKR The Grand Competition.

Week 11: Easter break up. Dinner for the Youth group and games. Invite parents and families.

Resource's Needed:

Week One: Clip pegs, 4x king size chocolate, dice, cups, blind folds, pens, A4 paper, pump/needles.

Week Two: Big sheets of paper for brain storming(A3 or a roll of paper), Markers, colouring pen's.

Week Three: Minute to win it:- Chop sticks/nuts, jars/pegs, Toilet paper or create paper rolls, cups/pinpong balls, cereal boxes or posters, tissue boxes, ribbon, straws, plastic bowels, mm's, cups, plasticballs/tennisballs

Week Four: Will find out resorce's that are needed closer to this date.

Week Five: Pit Stops for Amazing Race (mostly recycled resources/personal).

Week Six: Ask Christine if we or if she could come set up projector so we can watch a movie that afternoon/ others can work on xmas stall stuff in the hall way.

Week Seven: Quiz evening: 6x bells, pen's, note books, little prizes.

Week Eight: MKR Planning: 1B5 books, pen's, recipie books, magazines, decorating books/for dinner dining idea's

Week Nine: MKR Planning, Board games : twister, bopit, free time.(shop for decorations).

Week Ten: MKR GRAND FINALE...

Week Eleven: Easter break up More plans to come.



MME My  
QTY: 2 \$9.98

Stationary &  
Games resources



EMTEC 8GB  
QTY: 2 \$25.98



Quill  
QTY: 1 \$16.50



Quill  
QTY: 1 \$16.50



Meteor  
QTY: 1 \$10.00

Subtotal: \$392.83  
Delivery:  
Delivery \$0.00  
Direct  
GST: \$51.23  
**TOTAL \$392.83**

Cost of Stationary.

- GST \$ 341.59.

- ①  
Delivery
- ②  
Payment / Pla  
Order
- ③  
Thank You

## Select or Enter a Delivery Address

\* required

### Create a New Delivery Address

\* First Name

\* Last Name

Company

Building

\* Address

(Courier Post)

Suburb

\* City

\* Post Code

\* Area Code \* Phone Number

\* Phone  Sel...

Ext  Why is this required?

Copy delivery address details to  
billing address details

## Delivery Instructions

Enter special delivery instructions below, e.g.  
'Knock at the back door'

## Order Summary Edit

 Plastic  
QTY: 2 \$7.00

 TFC 10  
QTY: 2 \$13.00

 Warwick  
QTY: 25  
\$173.75

 Amos Glue  
QTY: 6 \$23.94

 Fiskars  
QTY: 3 \$11.40

 Cascade Felt  
QTY: 2 \$64.00

 Sticker 3DEE  
QTY: 2 \$8.80

 Kaisercraft  
QTY: 2 \$11.98

Product	Delivery Option	QTY	Price	Total Price
 <p>Plastic Tableware Cups 270ml 12 Pack White Item No: 658617</p>	Delivery	2	\$3.50	\$7.00
 <p>TFC 10 Assorted Coloured Dice Item No: 662976</p>	Delivery	2	\$6.50	\$13.00
 <p>Warwick Scrapbook Jumbo Colour 28 Leaf Item No: 11055</p>	Delivery	25	\$6.95	\$173.75
 <p>Amos Glue Stick 35g Item No: 45138</p>	Delivery	6	\$3.99	\$23.94
 <p>Fiskars Scissors Plastic Item No: 420512</p>	Delivery	3	<del>was \$4.49</del> now \$3.80	\$11.40
 <p>Cascade Felt Pens Bucket 80 Item No: 52545</p>	Delivery	2	\$32.00	\$64.00

Product	Delivery Options	QTY	Price	Total Price
 <p>Sticker 3DEE Alphabet Black Item No: 650750</p>	Delivery	2	\$4.40	\$8.80
 <p>Kaisercraft Clear Stickers 170x330mm Antiques Item No: 666260</p>	Delivery	2	<del>was \$7.99</del> now \$5.99	\$11.98
 <p>MME My Story Everyday Stickers Item No: 666108</p>	Delivery	2	\$4.99	\$9.98
 <p>EMTEC 8GB C410 Green USB Drive Item No: 215975</p>	Delivery	2	\$12.99	\$25.98
 <p>Quill Coloured Paper 80gsm A4 100pk Hot Item No: 551993</p>	Delivery	1	\$16.50	\$16.50
 <p>Quill Coloured Paper 80gsm A4 100pk Cold Item No: 551992</p>	Delivery	1	\$16.50	\$16.50

**Product**

**Delivery Option**

**QTY**

**Price**

**Total Price**



Meteor  
Balloons  
Helium 25cm  
100 Pack  
Round Asst  
Item No: 15020

Delivery

1

**\$10.00**

**\$10.00**



Clarence Street

115

Clarence Street Food Warehouse Ltd  
85 Clarence Street, Hamilton 3204  
office.clarencest@pns.co.nz  
→ Phone 07.839 4056 Fax 07.839 4059  
Owner/Operator: Tony Rider

06.10.2016

To Whom this may concern,

Please accept this as a quote for the following:

11x \$40 Gift Cards = \$440.00 — GST = \$382.61

6 x \$20 2Degree Top Up Cards = \$120.00 — GST = \$104.35

Total Cost \$560.00

Yours Sincerely

Carol Martin

(Office Manager)

07 839 4056



To Whom It May Concern

7<sup>th</sup> October 2016

Dear Sir or Madam,

I, Lauren Pomare, do hereby quote the sum of \$440.00 in MTA Gift Vouchers (petrol vouchers) on behalf of The Good Seed Trust as per request including \$6.00 for courier freight.

GST does not apply to MTA Gift Vouchers.

The sum of \$440.00 will be broken down as: - GST

22 x \$20 denominations

TOTAL = \$446.00 - GST = \$388.61

Yours Faithfully

Lauren Pomare  
Member Products Officer  
MTA



## Comprehensive First Aid - PLU

Cost: \$265 Duration: 16 hours (2 days)

- GST = \$230.43

Comprehensive First Aid - PLUS is a 16 hour course

for those managing workplace health and safety across all industries. It goes

beyond the basics in first aid learning; with additional modules on advanced skills, risk assessment, management and compliance.

Find a course near you

Find a course near you

Comprehensive First Aid - PLUS is a 16 hour course and includes unit standards 6402, 6401, 6400 and 25411 demonstrate knowledge of an AED total of 5 NZQA credits

This course covers:

- assessment of emergency situations
- adult, child and infant resuscitation and choking
- bleeding, shock, fractures, sprains and head injuries
- hypothermia, burns and poisoning
- medical emergencies, including asthma, diabetes and epilepsy
- how to manage complex medical and traumatic emergency care situations
- how to identify first aid hazards and risks in the workplace
- assess illness and injury
- jaw thrust technique and use of a pocket mask
- overhead CPR
- when and how to use an AED
- basic techniques for lifting and moving

Quote for Jasmine Harris to attend first Aid training (as required)

On successful completion of this course you will be awarded a New Zealand Red Cross first aid certificate.

This course exceeds the Department of Labour's - First Aid for Workplaces - A Good Practice Guide (September 2009)

Time commitment: 16 hours (2 days)

Valid for: 2 Year(s)

## Standards

**NZQA Unit Standards:** 06400, 06401, 06402, 25411

If supplied with a valid NZQA ID number, New Zealand Red Cross will lodge these credits for you on successful completion of the course.

This course also meets the Department of Labours - First Aid for Workplaces - A Good Practice Guide (September 2009) and all NZQA First Aid training requirements.

[Go back to courses](#)

## FIRST AID

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All available courses

Automated External Defibrillators (AEDs)

Featured course: Mobile learning

First aid app

Event first aid

First aid training requirements

Code of practice

Buy first aid products

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## Special rates for exclusive group courses

Exclusive group courses can be arranged at your site or at your local Red Cross training venue, at a time that works for you. Courses can be held during the day, evenings and weekends at a competitive rate. We offer group courses for 10 or more participants.

## Meremere Youth programme

## Project team meeting

Date and time: 9<sup>th</sup> September 2016; 12.30pm

Place: Te Kauwhata Library Meeting Room, Te Kauwhata

Present: Wendy Pleog (Ray White), Arani Katipa (Community Member), Angela Dobb (Meremere Community Development Committee), Jasmine Harrison (Meremere Community Development Committee), Shannon Kelly (Waikato District Council), Grace Ikiua (Good Seeds Trust).

**Background:** Jasmine and Shannon have discussed some concerns Jazz and other community members have for Meremere youth. In August a public Facebook page for Meremere highlighted that young people lacked activities in the area, and the lack of activities were leading to destructive behaviour with youth.

Jasmine has developed an 11 week programme to initiate consistent and regular events for young people. Jazz is a former librarian at the Meremere and Te Kauwhata Libraries, and is a newly nominated member of the Meremere Community Development Committee.

Wendy Pleog and Grace Ikiua were known to Jasmine, and were approached by Shannon to attend a project meeting on 9<sup>th</sup> September. The meeting was to initiate conversation to help work out a way forward for young people in the Meremere area. Angela and Arani were also asked to attend and be a part of the project.

A project team was formed to support Jasmine in the endeavour to establish a youth group and youth activities in Meremere.

The project team outlined the following needs:

- Develop a project team to ensure that a youth programme is established by term four.
- Support: Teach Jasmine how to apply for WDC discretionary funding (Shannon to support)
- Develop the volunteers and youth leaders – Jasmine and Shannon
- Increase community support – Irene (pastor's wife), Missy (Te Kauwhata Library), Whaea Okeroa, Meremere Community Development Committee (project team to ask)
- Apply for funding to ensure the programme has continuity

**Project team roles:**

- Jasmine – Project leader
- Arani: Volunteer co-ordinator
- Shannon: Project team support, programme development, volunteer co-ordination
- Grace: Funding/ admin support/ mentoring support
- Wendy: potential corporate funding, networking support
- Angela: Project team support, project development, recruitment, financial support

**Actions:**

- Shannon to support Jazz to develop the costings for the resource list – by Wednesday - **COMPLETE**
- Jazz and Grace to meet up and discuss whether the youth programme could potentially sit under the Good Seeds Trust and how that would look - **COMPLETE**
- Shannon and Grace to support Jazz to apply for funding - **COMPLETE**
- Grace to consider applying for funding for 2017 – **IN PROGRESS**

Meeting closed at 2.30pm.

Next meeting TBC.



*Team members from left to right: Angela Dobby, Jasmine Harrison, Arani Katipa, Grace Ikiua and Wendy Pleog.*

Contact details:

- Jazz Harrison: 022-127 8949;
- Grace Ikiua: 027 717 4138; [grace.ikiua@goodseedtrust.co.nz](mailto:grace.ikiua@goodseedtrust.co.nz)
- Angela Dobby 027 2444 250; [angeladobby\\_5@msn.com](mailto:angeladobby_5@msn.com)
- Shannon Kelly: [Shannon.kelly@waidc.govt.nz](mailto:Shannon.kelly@waidc.govt.nz); 027 405 6450, 07 824 8633 ext. 5715