



Agenda for a meeting of the Raglan Community Board to be held in the Supper Room, Town Hall, Bow Street, Raglan on **TUESDAY 10 MAY 2016** commencing at **2.00pm**.

Note: An Open Forum will be held at **1.30 pm** prior to the commencement of the meeting.

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

**1. APOLOGIES AND LEAVE OF ABSENCE**

**2. CONFIRMATION OF STATUS OF AGENDA ITEMS**

**3. DISCLOSURES OF INTEREST**

**4. CONFIRMATION OF MINUTES**

Meeting held on 8 March 2016 3

**5. MATTERS ARISING FROM MINUTES**

**6. SPEAKER**

June Penn, from Whaingaroa Environment Centre will be in attendance to address the Board on Plastic Free Raglan Verbal

**7. REPORTS**

7.1 Discretionary Fund Report 11

7.2 Application for Funding – Raglan Creative 13

7.3 Application for Funding – Raglan & District Society Museum Inc 26

7.4 Application for Funding – Whaingaroa Environment Centre 50

7.5 Raglan Issues and Works Report To Be Circulated

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7.8	Pre-Meeting Forum	<i>Verbal</i>
7.9	Chairperson's Report	94
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7.12	Raglan Wastewater System	102
7.13	Councillor's Report	<i>Verbal</i>
<b>8.</b>	<b><u>BOARD MEMBERS' REPORTS</u></b>	
8.1	Board and Stakeholder Relationships	<i>Alan</i>
8.2	CBD Plan	<i>Alan</i>
8.3	Civil Defence	<i>Bob</i>
8.4	Cultural Liaison	<i>Boyde Lisa</i>
8.5	Placemaking	<i>Lisa</i>
8.6	Communications	<i>Kelly</i>

GJ Ion

**CHIEF EXECUTIVE**

Agenda2016\RCB\160510 RCB OP.dot

### ***Open Meeting***

<b>To</b>	Raglan Community Board
<b>From</b>	GJ Ion Chief Executive
<b>Date</b>	22 March 2016
<b>Prepared By</b>	JP Davies Committee Secretary
<b>Chief Executive Approved</b>	Y
<b>DWS Document Set #</b>	I480011
<b>Report Title</b>	<b>Confirmation of Minutes</b>

#### **1. Executive Summary**

To confirm the minutes of a meeting of Raglan Community Board held on Tuesday 8 March 2016.

#### **2. Recommendation**

**THAT the minutes of the meeting of the Raglan Community Board held on Tuesday 8 March 2016 be confirmed as a true and correct record of that meeting.**

Attachment: Minutes



**MINUTES** of a meeting of the Raglan Community Board held in the Supper Room, Town Hall, Bow Street, Raglan on **TUESDAY 8 MARCH 2016** commencing at **2.10pm**.

Present	Mr A Vink (Chairperson) Cr JC Baddeley Mr BT Dixon Mr PJ Haworth Mr R MacLeod Ms K Murphy Ms L Thomson
Attending	Mr TG Whittaker (General Manager Strategy & Support) Mrs RJ Gray (Council Support Manager) Mr T Agar (Raglan House) Mr J Borrero Mr A Munro Ms K Newell (CDEM Coordinator) 9 members of the public

The Chair opened the meeting at 2.10pm and adjourned it. The meeting resumed at 2.13pm.

**RCBI603/01      APOLOGIES AND LEAVE OF ABSENCE**

All members were present.

**RCBI603/02      CONFIRMATION OF STATUS OF AGENDA ITEMS**

**RCBI603/02/1      Resolved: (Mr Vink/Mr MacLeod)**

**THAT** the agenda for a meeting of the Raglan Community Board held on 8 March 2016 be confirmed and all items therein be considered in open meeting;

**AND THAT** in accordance with Standing Order 3.7.2 the order of business be changed with agenda item 6.4 [*West Coast Tsunami Study*] being considered after agenda item 6.6 [*Raglan Service Request Report*];

**AND FURTHER THAT** the Board resolves that item 6.5 [*Community Board Discretionary Fund and Targeted Rate Summary*] be



withdrawn from the agenda owing to the duplication of this report in the agenda.

**CARRIED on the voices**

**RCBI603/03      DISCLOSURES OF INTEREST**

There were no disclosures of interest.

**RCBI603/04      CONFIRMATION OF MINUTES**

**Resolved: (Ms Thomson/Mr Vink)**

**THAT** the minutes of a meeting of the Raglan Community Board held on 9 February 2016 be confirmed as a true and correct record of that meeting.

**CARRIED on the voices**

**RCBI603/05      MATTERS ARISING FROM THE MINUTES**

There were no matters arising from the minutes.

**RCBI603/06      REPORTS**

**RCBI603/06/1      Raglan Community Board Extraordinary Vacancy Appointment  
Item 6.1**

The Chair welcomed Peter Haworth to the Board. Mr Haworth then read and signed his declaration in accordance with Schedule 7 Clause 14 of the Local Government Act 2002.

**Resolved: (Mr Vink/Mr MacLeod)**

**THAT** the report from the General Manager Strategy & Support – *Raglan Community Board Extraordinary Vacancy Appointment* be received;

**AND THAT** the Raglan Community Board confirms Peter John Haworth, who is qualified to be an elected member under section 25 of the Local Electoral Act 2001, be appointed to fill the Raglan Community Board extraordinary vacancy.

**CARRIED on the voices**

RCBI603/06/2

Discretionary Fund Report to 24 February 2016  
Item 6.2

The General Manager Strategy & Support explained the formula/ratio for the discretionary fund and salaries. He also explained the process of the Remuneration Authority in response to questions on the targeted rate.

**Resolved: (Mr Vink/Mr MacLeod)**

**THAT the report from the General Manager Strategy & Support – *Discretionary Fund Report to 24 February 2016* – be received.**

**CARRIED on the voices**

RCBI603/06/3

Application for Funding – Raglan House  
Item 6.3

Mr Tony Agar provided an overview of the funding application.

**Resolved: (Mr MacLeod/Mr Dixon)**

**THAT the report from the General Manager Strategy & Support – *Application for Funding – Raglan House* – be received;**

**AND THAT an allocation of \$2,000.00 be made to the Raglan House towards the cost of hosting a two-day workshop on suicide prevention and awareness.**

**CARRIED on the voices**

RCBI603/06/4

Community Board Discretionary Fund & Targeted Rate Summary  
Item 6.5

This report was withdrawn from the agenda owing to an earlier discussion held on agenda item 6.2 [*Discretionary Fund Report to 24 February 2016*].

RCBI603/06/5

Raglan Service Request Report  
Item 6.6

**Resolved: (Ms Thomson/Mr MacLeod)**

**THAT the report of the General Manager Strategy & Support – *Raglan Service Request Report* – be received.**

**CARRIED on the voices**

RCBI603/06/6

West Coast Tsunami Study  
Item 6.4

Mr Borrero and Mr Munro were in attendance to provide a presentation of Numerical Modelling of Tsunami Effects at Port Waikato, Raglan, and Aotea, Waikato West Coast New Zealand and included slides on:

- Tsunami Sources
- The model developed and adopted
- Relative effect of source region – regional source
- Arrival Times
- Puysegur Trench – Strongest effect for West Coast Sites
- Flow Depth and Maritime Hazard
- mid tide v high tide
- Northern Chile: strongest effect for distant source, West Coast sites
- Recent study on the local landslide
- Conclusions.

The Chair granted speaking rights to the members of the public regarding this presentation.

**Resolved: (Ms Clarkson/Mr Dixon)**

**THAT the report of the General Manager Customer Support – West Coast Tsunami Study be received.**

**CARRIED on the voices**

RCBI603/06/7

Freedom Camping Bylaw  
Item 6.7

Members will attend the Raglan Residents & Ratepayers Assoc public meeting to discuss the Freedom Camping Bylaw. Discussion was held on this item and it was agreed that the feedback form be completed and provided to Council on issues such as:

- providing spaces for the freedom campers
- Health & safety issues
- Identify areas of special interest for exclusion
- Maximum hours – sun down hours
- Limited parks

The Chair granted speaking rights to members of the public for this item.

**Resolved: (Mr Vink/Mr MacLeod)**

**HAT the report of the General Manager Customer Support – Freedom Camping Bylaw – be received;**

**AND THAT the Community Board provides feedback to Council prior to the 21 March 2016 on areas that it considers should be included in the bylaw as restricted or prohibited.**

**CARRIED on the voices**

RCBI603/06/8

Raglan Works & Issues Report  
Item 6.8

Additional Items:

- decorative lights
- repair of breakwater wall at Manu Bay
- heritage

**Resolved: (Mr Vink/Ms Clarkson)**

**THAT the report of the General Manager Strategy & Support – *Raglan Works and Issues Report* – be received.**

**CARRIED on the voices**

RCBI603/06/9

Summary of Community Board Survey Results  
Item 6.9

It was agreed that staff would follow up continuation of the Raglan forward work programme as a basis for community board and community engagement going forward.

**Resolved: (Ms Thomson/Ms Clarkson)**

**That the report of the General Manager Strategy & Support – *Summary of Community Board Survey Results* – be received.**

**CARRIED on the voices**

RCBI603/06/10

Raglan Naturally Project Update  
Item 6.10

The Chair granted speaking rights to members of the public for this item.

**Resolved: (Mr Vink/Ms Thomson)**

**THAT the report of the General Manager Strategy & Support – *Raglan Naturally Project Update* – be received.**

**CARRIED on the voices**

RCBI603/06/11

Pre-Meeting Forum

## Item 6.13

The following issues were raised at the forum:

- Bus workshop: feedback reported to Infrastructure Committee explaining the tender had gone out, was a flexible tender, and asks for the west unit to have a better capacity of service, better timetabling, and addresses storage and comfort.
- Overflow of rubbish bins: better signage and going rubbish bin free discussed. To be included in the Visitor Impact Workshop. Suggestion to place a sign at the top of the deviation: Everything you throw out here ends up in the Tasman Sea.
- Nau Mai business park included in Plan Change 14, currently has a comprehensive resource consent to operate, and an explanation was provided on the inclusion in the Plan.
- Freedom Campers: concern expressed with freedom campers and Raglan Residents & Ratepayers will be hosting a public meeting.
- Skate boarders: Concern expressed with skate boarders in Bow Street, (no wheels on footpaths).
- Break water wall at Manu Bay: concern with the rebuild dimensions, to revisit this at the reserves committee meeting.

RCBI603/06/14

Chairperson's Report

## Item 6.14

**Resolved: (Mr MacLeod/Ms Clarkson)**

**THAT the report from the Raglan Community Board Chairperson – *Chairperson's Monthly Report* – be received.**

**CARRIED on the voices**

RCBI603/06/13

Councillor's Report

## Item 6.13

Cr Baddeley gave a verbal report. Issues raised were as follows:

- Raglan Bus Service
- noxious weeds
- culvert inspections
- Draft Waikato Integrated Land Transport Study
- waste minimisation
- statistics from visitor impact
- workshops on District Plan
- Neighbourhood Parks and Reserves Plan

**RCBI603/07****MEMBERS' REPORTS**

RCBI603/07/1

Board and Stakeholder Relationships  
Item 7.1

Nil to report

RCBI603/07/2

CBD Plan  
Item 7.2

Nil to Report

RCBI603/07/3

Civil Defence  
Item 7.3

Mr MacLeod advised that a meeting of the steering committee is being arranged.

RCBI603/07/4

Cultural Liaison  
Item 7.4

Nil to report

RCBI603/07/5

Placemaking  
Item 7.5

Ms Thomson is supporting the initiative for young people who use the jetty area for recreational purposes. She is to get options to design an area and discuss these with the youth. They are enthused at having involvement with this.

More bench seats are being built.

New signage for jumping off the bridge has been erected.

RCBI603/07/6

Communications  
Item 7.6

Ms Clarkson reported on the following communications:

- Newsletter
- Facebook likes
- Bus Service Workshop
- Community Board Annual Refresher Workshop
- Workshop with Visitor Impact

There being no further business, the meeting was declared closed at 5.03pm.

Minutes approved and confirmed this 10th day of May 2016.

A Vink

**CHAIRPERSON**

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### **Open Meeting**

<b>To</b>	Raglan Community Board
<b>From</b>	TG Whittaker General Manager Strategy & Support
<b>Date</b>	26 April 2016
<b>Prepared by</b>	J Calambuhay Management Accountant
<b>Chief Executive Approved</b>	Y
<b>DWS Document Set #</b>	I506326
<b>Report Title</b>	Discretionary Fund Report to 26 April 2016

## **I. EXECUTIVE SUMMARY**

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To update the Board on the Discretionary Fund Report to 26 April 2016.

## **2. RECOMMENDATION**

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**THAT** the report from the General Manager Strategy & Support – *Discretionary Fund Report to 26 April 2016* – be received.

## **3. ATTACHMENTS**

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Discretionary Fund Report to 26 April 2016

**RAGLAN COMMUNITY BOARD DISCRETIONARY FUND 2015/2016**

	<b>1.206.1704</b>
<b>2015/16 Annual Plan</b>	14,271.00
<b>Carry forward from 2014/15</b>	11,730.00
<b>Total Funding</b>	<b>26,001.00</b>
<b>Expenditure</b>	
01-Jul-2015 Raglan Chamber of Commerce - towards Matariki Festival	1,000.00
23-Nov-2015 Raglan Lions Club - towards the cost of the New Year's Eve parade	1,775.00
24-Nov-2015 Surfside Christian Life Centre - towards the cost of the 'Christmas in the Park' event	3,000.00
<b>Total Expenditure</b>	<b>5,775.00</b>
<b>Income</b>	
<b>Total Income</b>	-
<b>Net Expenditure</b>	<b>5,775.00</b>
<b>Net Funding Remaining (Excluding commitments)</b>	<b>20,226.00</b>
<b>Commitments</b>	
10-Mar-2015 St Peter Anglican Church Raglan - towards cost of repairing the heritage stained glass windows (RCBI503/07/2)	3,000.00
09-Feb-2016 Raglan Events Multi Sport Trust - cover cost of bike checks for Raglan Cycle Challenge (RCBI602/07/4/2)	200.00
08-Mar-2016 Raglan House - towards the cost of hosting a two-day workshop on suicide prevention and awareness (RCBI603/06/3)	2,000.00
<b>Total Commitments</b>	<b>5,200.00</b>
<b>Net Funding Remaining (Including commitments) as of 26 April 2015</b>	<b>15,026.00</b>



### **Open Meeting**

<b>To</b>	Raglan Community Board
<b>From</b>	TG Whittaker General Manager Strategy & Support
<b>Date</b>	18 April 2016
<b>Prepared by</b>	L van den Bemd Community Development Coordinator
<b>Chief Executive Approved</b>	Y
<b>DWS Document Set #</b>	1499565
<b>Report Title</b>	Application for Funding – Raglan Creative

## **I. EXECUTIVE SUMMARY**

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The purpose of this report is to present an application for funding from Raglan Creative towards the cost of holding a series of youth focused art based workshops.

## **2. RECOMMENDATION**

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**THAT** the report from the General Manager Strategy & Support – *Application for Funding – Raglan Creative* – be received;

**AND THAT** an allocation of \$..... is made towards the cost of Raglan Creative towards the cost of holding a series of youth focused art based workshops;

**OR**

**AND THAT** the request from Raglan Creative towards the cost of Raglan Creative towards the cost of holding a series of youth focused art based workshops is declined / deferred until ..... for the following reasons:

## **3. BACKGROUND**

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The Raglan Creative project is a youth-focused arts based programme for the youth of Raglan.

The following two workshops are planned:

- A one day bone carving skills and knowledge based workshop with artist Simon Te Whero, to be held at Toi Hauaauru Studio.

- A three day mural workshop with artist Paul Bradley. One day held at the Raglan Old School Arts Centre to design the mural followed by two days creating the mural which is to be placed on the Top Cut Butchery outside wall on the corner of Wallis and Bow streets.

Maryann Tuao from Raglan will be facilitating and documenting the progress of the workshops from start to finish as part of a digital art series. The documentation will provide the audience with a lens to view the thriving arts and culture community of Raglan. This will be used for showcasing Raglan to visitors.

The workshops will commence once all funding has been secured.

#### **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**

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Funding is available to allocate for the year.

The project is noted to cost \$2,830.00. The Raglan Creative is seeking funding of \$2,830.00 towards the cost of Raglan Creative towards the cost of holding a series of youth focused art based workshops.

GST Registered	No
Set of Accounts supplied	N/A
Previous funding has been received by this organisation	No

#### **6. POLICY**

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

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

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

## **7. CONCLUSION**

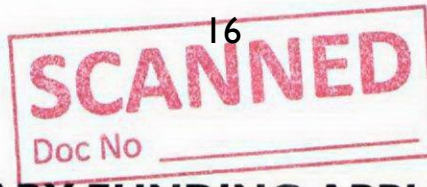
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Consideration by the Raglan Community Board is required with regard to this funding request.

## **8. ATTACHMENTS**

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Application for Funding



## DISCRETIONARY FUNDING APPLICATION FORM

### Important notes for applicant:

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

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

Discretionary and Funding Committee

☐  
Project☐  
Event

OR

### Community Board / Committee Discretionary Fund

Raglan

☒

Taupiri

☐

Onewhero-Tuakau

☐

Ngaruawahia

☐

Huntly

☐

Te Kauwhata

☐

Meremere

☐

### Section I – Your details

Name of organisation

Raglan Creative

What is your organisation's purpose?

Digital Art Series based on local Art sector

Address: (Postal)

88A Greenslade Road, RD 1, Raglan

Address: (Physical if different from above)

Contact name, phone number/s and email address

Maryann Tuao, mb:0212514676, maryann.tuao@gmail.com

Charities Commission Number: (If you have one) N/A



Are you GST registered? No ☒ Yes ☐ GST Number \_\_\_\_/\_\_\_\_/\_\_\_\_

Bank account details 02, 0316, 0100 948, 083

Bank BNZ Branch Hamilton

The following documentation is required in support of your application:

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

## **Section 2 – Community wellbeing and outcomes**

**Which community wellbeing will your project contribute to?**

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

Social ☐ Economic ☐ Cultural ☒ Environmental ☐

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

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

Accessible ☒ Safe ☒ Sustainable ☒ Thriving ☒ Vibrant ☒

## **Section 3 – Your event/project**

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

The 2x Youth Art Workshops are to engage with Raglan local Youth to experience new skills and knowledge with Simon Te Wheoro. A 1-day Bone Carving workshop, held at Toi Hauaauru Studio May 2016. There will be 4 selected 16-20 yrs male youth. The 2nd workshop will be with Paul Bradley over a 3-day workshop, following on from previous workshop (Mural at Kopua Grounds), this will be based on the technicalities of drafting designs to space, calculating paint supply, painting and spray-painting techniques, to be held at (1-day) Old School Art Centre (design process) and 2 days doing Mural at Cnr Wallis & Bow St (Top Cut Butchery Outside Wall)

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

Maryann Tuao will be co-ordinating the workshops and documenting the workshop progress from start to completion as part of a digital arts series.

**How many volunteers are involved?**

10 people

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

Raglan Community

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

We are proposing a quality online series targeting youth and general audience from the Community and visitors to Raglan. This will provide audience with a lens to view our thriving and diverse Arts and Cultural Community in Raglan.



### Section 4 – Funding requirements

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

Please complete all of the following sections	<b>GST Inclusive Costs</b> (use this column if you are not GST registered)	<b>GST Exclusive Costs</b> (use this column if you are GST registered)
<b>TOTAL COST OF THE PROJECT/EVENT</b>	\$ _____	\$ _____
<b>Existing funds available for the project</b> <b>Total A</b>	\$ 00.00	\$ _____

#### Funding being sought from Waikato District Council

<b>Project Breakdown</b> (itemised costs of funding being sought) If there is insufficient space below please provide a breakdown of costs on an additional sheet.	\$	\$
Paul Bradley 3-day workshop	\$ 1180.00	\$
Simon Te Wheoro 1-day Workshop	\$ 360.00	\$
Venue Hire	\$ 30.00	\$
Materials (painting equipment)	\$ 250.00	\$
Maryann Tuao	\$ 910.00	\$
Koha Gifts - Artists	\$ 100.00	\$
<b>Total Funds being sought from WDC</b> <b>Total B</b>	\$ 2830.00	\$

Has funding been sought from other funders?

Yes

☐

No

☒

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

a)	\$ _____	\$ _____
b)	\$ _____	\$ _____
c)	\$ _____	\$ _____
d)	\$ _____	\$ _____
<b>Total of other funds being sought</b> <b>Total C</b>	\$ _____	\$ _____

<b>Total Funding Applied for</b> (Add totals A, B & C together to make Total D) <b>Total D</b>	\$ 2830.00	\$ _____
Note : This total should equal the Total Cost of the Project/Event		

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

All Paints from Top Cut Butchery Shop

**Section 5 – Previous Funding Received from Waikato District Council**

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

Project	Amount received	Date
N/A		

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

I confirm that an accountability statement has been completed and returned

Signed: M. Franco Name: Maryann Tuao

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

Signature: M. Franco Date: 31/3/16

Position in organisation (tick which applies)

Chairman ☒

Secretary ☐

Treasurer ☒

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Position in organisation (tick which applies)

Chairman ☐

Secretary ☐

Treasurer ☐



### **Section 3 – Your Event/Project**

#### **What is your event/project?**

Raglan Creative Series will be running Community Art Workshops by renowned Raglan Artists who share their skills and knowledge to young emerging Artists within the Raglan District. The workshops are creative and offer to empower youth by increasing learning and sharing opportunities. All workshops are being documented to film, with local youth creating and finishing the completed project within the workshop.

The first series is a compilation of 6 x 15minutes short videos, which will be available online for public viewing. Each episode will have an established Raglan Artist sharing their skills and knowledge with the Youth, so they will be able to create their own Art, expanding on the skills and knowledge they have learnt.

The series will have Presenters and emerging youth artists aged 15-19yrs

There are two Youth Workshops planned to engage with Raglan Youth Artists:

- Bone Carving Workshop with Simon Te Wheoro in May 2016 at Toi Hauaauru Studio.
- 3-day Mural Workshop with Paul Bradley and Maryann Tuao (continuing on from previous workshop with mural at Kopua Domain on Changing Rooms). This workshop will be based on technicalities of drafting designs to space and calculating amount of paint and spray-painting technique. 1 day for the design process to be held at the Old School Art Centre and 2 days painting at the public space, Cnrs of Wallis and Bow Streets (Top Cut Butchery). <sup>May</sup> April 2016.

#### **Who is Involved in your event/project?**

Bone Carving Workshop: Maryann Tuao, Simon Te Wheoro, Reiki Ruawai and 3 other male youths (still to be chosen)

Mural Workshop: Paul Bradley, Maryann Tuao, Kaea Ruawai, Pania Stanway-Thorpe, Tatum Kingi

#### **How many volunteers are involved?**

Whanau, local Raglan, and myself people who would like to help support the Youth.

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

Raglan Creative will be showcasing a quality online creative series targeting at the Youth and general audience from the Raglan Community, as well as visitors. Murals will be in public places for everyone to view and share; Youth Exhibitions will showcase local youth artists.



This will provide viewers with a lens to Raglan's thriving and diverse Arts & Culture within the Community. It is a creative way for the Raglan Arts Community to tell their own story and allowing the opportunity to encourage the Youth to participate and learn more creative skills from these Raglan Artists.

The aim is to creatively engage and empower our local Youth, to establish a wide-based creative community movement which encourages the positive involvement of young people. Leadership is a quality to share and embrace with our Youth, in this Documentary Series it will demonstrate their involvement, through the 15minutes videos, workshops, and Youth Exhibitions.

An emphasis is placed on the importance of Arts and Cultural activities as ways of engaging young people in our communities, valuing their contributions and for them to express themselves through their creativity. The cultural relevance of this series is to acknowledge the environment and Tangata Whenua within the Whaingaroa area, and to involve Youth leadership and achievements in Arts and Cultural activities.

Each episode will select a different individual/group.



## Agreement for Use:

Old School Arts Centre

### HIRE OF THEATRE, GALLERY, ST LAZARUS ART STUDIO AND BACK GARDEN

Name of Hirer: Maryann Tuao

Organisation: \_\_\_\_\_

Room(s) Required:

**THEATRE / GALLERY / ST LAZARUS KITCHEN/ WET ART STUDIO / BACK GARDEN**

Event: Youth Public Art Workshop

Event Date: April 2016 Full Day: ☐ Half Day: ☒ Evening: ☐

Times (including set-up & pack-down): \_\_\_\_\_

- **half day - Mornings** are considered to be between the hours of 7am – 12pm (5 hrs)
- **half day - Afternoons** between the hours of 12pm – 5pm (5 hrs)
- **half day - Evenings** between the hours of 5pm – 10pm (5 hrs)
- **part day:** between the hours of 8am – 3pm (7 hrs)

Contact Person: Maryann Tuao

Phone: \_\_\_\_\_ Mobile: 021 2514676 Email: maryann.tuao@gmail.com

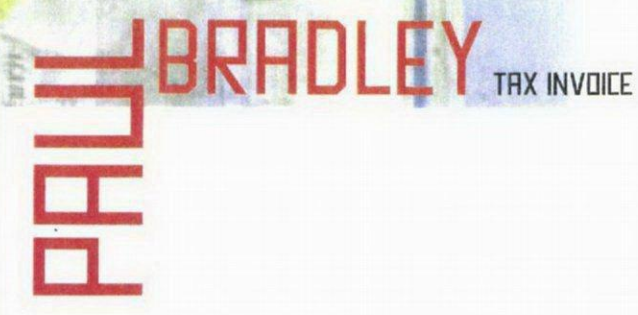
Address: 88a Greenslade Rd, Raglan

From 1 April 2015, the hire of one room and use of tea/coffee making facilities will be as follows (all prices include GST):

- ☐ **Standard Rate:** Corporate hire or any function, workshop, class or activity with participant fees of \$15 or more per half day or evening. (eg: Photography classes with participant fee of \$30 or more per day): **\$60 for a half day or evening use / \$120 for a full day / \$100 for 8am-3pm / or as per the Special Conditions on attached page.**
- ☒ **Reduced Rate:** Community hire for hui, planning session, workshop, class meeting or any activity with free entry, entry by koha or participant fees of **under \$15 per half day or evening: \$30 for a half day or evening use / \$60 for a full day / \$50 for 8am-3pm**
- ☐ **Special Members' Group Rate:** for Old School Arts Centre member groups. Eg: Writers Group, Art for Art's Sake, Life Drawing, Karioi Quilters, Clay Shed (These are multiple-day hires arranged for the whole year.): **\$20 for a half day or evening use / \$40 for a full day / \$33 for 8am-3pm**
- ☐ **Use of St. Lazarus Kitchen:** **\$30 per half day or evening use / \$60 for a full day**
- ☐ **Use of Back Garden** (includes x 8 outdoor tables, x 8 wooden chairs, x 35 green chairs and x 2 patio umbrellas): **\$30 per half day or evening use / \$60 for a full day**
- ☐ **On-site hire of new Video/Projection Equipment / off-site hire of older Video/Projection equipment: \$25**
- ☐ **Hire of PA Sound System:** see separate agreement for rates and conditions.
- ☐ **IT Support required for Video/Projection/Sound Equipment: \$50 extra**

\* See over for rate guidelines and discounts:-



		
Quotation for Maryann Tuao	From Paul Bradley	Date 20/03/16
Job Ragan Youth Public Art Project		Job 200316RAG
Description Youth development workshops		Hours / \$
Petrol - 3 return trips from Hamilton to Raglan		\$60.00
Preparation for design workshop		\$100.00
Mural design workshop facilitation - developing idea, creative process, creating final artwork		\$200.00
Materials for design workshop		\$50.00
Painting facilitation - teaching how to sketch out design, how to use spray paint, filling colours, painting outlines, completing artwork		\$800.00
Subtotal		\$1180.00
		-
Total quotation		\$1180.00
BANK ACCOUNT KIWIBANK: P 5 BRADLEY 38 9002 0406064 00		

INVOICE MUST BE PAID IN FULL BY 20TH OF THE MONTH FOLLOWING DATE OF ISSUE (AS PER STANDARD BUSINESS TERMS)

TOI HAUAURU Studio  
 Contemporary Visual Arts and Design  
 Main Road, Raglan 4338  
 M: 021 1744 629 P: (07) 825 0244  
 e: sytewheoro@yahoo.co.nz  
 www.toihauauru.com

DATE 28/3/16

ORDER No

No.R 1039778

Attention: Maryann  
 Turo, Raglan  
 Creative Series.

TAX INVOICE

PURCHASE ORDER

STATEMENT

DESCRIPTION

QTY

RATE

AMOUNT

Bone Carving Class  
 of four yath  
 at \$90.00 each

G.S.T. Reg. No.

SPECIAL INSTRUCTIONS

J. A. TE WHEORO  
 03 1563 001887401  
 Westpac.

SUB TOTAL

G.S.T.

TOTAL

\$360.00

REDIFORM®

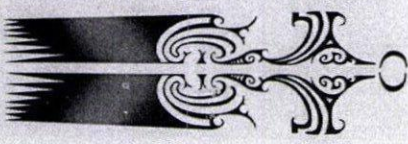
FORMS LAYOUT &amp; DESIGN © WICKLiffe LIMITED

**TOI HAUAURU**  
 Simon Te Wheoro  
 Contemporary Visual Arts & Design Studio

- TĀ MOKO (maori tattoo)
- PAINTINGS (mixed media)
- SCULPTURES • DESIGN
- CLOTHING • ACCESSORIES

Opening Hours: Wed - Sun 10am - 5pm  
 Ph: (07) 825 0244 / mob: 021 174 4629  
 e: sytewheoro@yahoo.co.nz w: www.toihauauru.com

bookings essential - customised design - commissions a specialty



## Quotation for Waikato District Council

---

**From:**

Maryann Tuao  
 88A Greenslade Road  
 RD1  
 Raglan  
 maryann.tuao@gmail.com  
 mb: 0212514676

31 March 2016

---

***Raglan Youth Workshops:***

Travel (collecting materials, and meetings)	\$ 100.00
Catering Costs for Workshops	\$ 250.00
Administrations costs	\$ 60.00
Co-ordinator & Facilitator Costs	\$ 500.00

---

<b>TOTAL</b>	<b>\$ 910.00</b>
--------------	------------------

---

**Bank Account:**

**BNZ**

**M I Tuao**

**02-0316-0100948-083**



### **Open Meeting**

<b>To</b>	Raglan Community Board
<b>From</b>	TG Whittaker General Manager Strategy & Support
<b>Date</b>	18 April 2016
<b>Prepared by</b>	L van den Bemd Community Development Coordinator
<b>Chief Executive Approved</b>	Y
<b>DWS Document Set #</b>	I499566
<b>Report Title</b>	Application for Funding – Raglan & District Museum Society Inc

## **1. EXECUTIVE SUMMARY**

---

The purpose of this report is to present an application for funding from Raglan & District Museum Society Inc towards the cost of the “BACK TO SCHOOL” exhibition.

## **2. RECOMMENDATION**

---

**THAT** the report from the General Manager Strategy & Support – *Application for Funding – Raglan & District Museum Society Inc* – be received;

**AND THAT** an allocation of \$..... is made towards the cost of the “BACK TO SCHOOL” exhibition;

**OR**

**AND THAT** the request from Raglan & District Museum Society Inc towards the cost of the “BACK TO SCHOOL” exhibition is declined / deferred until ..... for the following reasons:

## **3. BACKGROUND**

---

The Raglan & District Museum Society Inc is hosting the exhibition “BACK TO SCHOOL”.

The exhibition is a celebration of Raglan’s educational achievements and it showcases the learning aspects of the history of the town.

Patrick Day is leading the project and is supported by 12 members and friends of the Society.

All schools in Raglan are supportive of the project.

It will be run alongside the Raglan Area School's 150 year celebrations in 2016.

The event will take place during the months of October, November and December 2016.

#### **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 \$5,087.83. The Raglan & District Museum Society Inc is seeking funding of \$4,087.83 towards the cost of the "Back to School" exhibition including an exhibition display board, printing display panels, lighting producing images and text and design work.

GST Registered			Yes
Set of Accounts supplied			Yes
Previous funding has been received by this organisation			Yes
LTP Funding	Per annum	Operational cost	\$20,000.00

#### **6. POLICY**

---

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

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

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

#### **7. CONCLUSION**

---

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

## **8. ATTACHMENTS**

---

Application for Funding





## DISCRETIONARY FUNDING APPLICATION FORM

### Important notes for applicant:

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

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

Discretionary and Funding Committee

☐  
Project☐  
Event

OR

### Community Board / Committee Discretionary Fund

Raglan

☒

Taupiri

☐

Onewhero-Tuakau

☐

Ngaruawahia

☐

Huntly

☐

Te Kauwhata

☐

Meremere

☐

### Section I – Your details

Name of organisation

Raglan & District Museum Society Inc

What is your organisation's purpose?

To provide a museum for Raglan and its District

Address: (Postal)

15 Wainui Rd, Raglan 3225

Address: (Physical if different from above)

–

Contact name, phone number/s and email address

Pat Day. Ph: 825-8416 or 825-8925. email: karyn@raglanmuseum.co.nz

Charities Commission Number: (If you have one) 37802

Are you GST registered? No ☐ Yes ☒ GST Number 55 / 498 / 814  
 Bank account details 0 3 / 1 5 6 3 / 0 0 2 8 4 5 8 / 0 0  
 Bank Westpac Branch Raglan

The following documentation is required in support of your application:

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

## Section 2 – Community wellbeing and outcomes

Which community wellbeing will your project contribute to?

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

Social ☒ Economic ☐ Cultural ☒ Environmental ☐

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

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

Accessible ☐ Safe ☐ Sustainable ☐ Thriving ☒ Vibrant ☒

## Section 3 – Your event/project

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

A Raglan Museum Exhibition of the stories of the many schools of the Raglan district.

It will be called "BACK TO SCHOOL" and be shown in October, November and December 2016.

It will accompany the Raglan Area School's 150 years celebrations.

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

Members and friends of the Raglan Museum Society led by Patrick Day

**How many volunteers are involved?**

All involved are volunteers. Twelve people.

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

We are receiving support from the various schools of the Raglan District

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

It will be a community celebration of Raglan's Educational achievements, a coming together of the community and a learning of aspects of our history.



### Section 4 – Funding requirements

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

Please complete all of the following sections	<b>GST Inclusive Costs</b> (use this column if you are not GST registered)	<b>GST Exclusive Costs</b> (use this column if you are GST registered)
<b>TOTAL COST OF THE PROJECT/EVENT</b>	\$ _____	\$ <u>5087.83</u>
<b>Existing funds available for the project</b> <b>Total A</b>	\$ _____	\$ <u>1000.00</u>

#### Funding being sought from Waikato District Council

<b>Project Breakdown (itemised costs of funding being sought)</b> If there is insufficient space below please provide a breakdown of costs on an additional sheet.	\$ _____	\$ _____
See attached spreadsheet	\$ _____	\$ _____
	\$ _____	\$ _____
	\$ _____	\$ _____
	\$ _____	\$ _____
	\$ _____	\$ _____
	\$ _____	\$ _____
<b>Total Funds being sought from WDC</b> <b>Total B</b>	\$ _____	\$ <u>4087.83</u>

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

a) Available from Raglan Museum Society	\$ _____	\$ <u>1000.00</u>
b)	\$ _____	\$ _____
c)	\$ _____	\$ _____
d)	\$ _____	\$ _____
<b>Total of other funds being sought</b> <b>Total C</b>	\$ _____	\$ <u>4087.83</u>

<b>Total Funding Applied for</b> (Add totals A, B & C together to make Total D) <b>Total D</b>	\$ _____	\$ <u>5087.83</u>
Note : This total should equal the Total Cost of the Project/Event		
<b>Describe any donated material / resources provided for the event/project:</b>		
Community donated items - Photos, School Desks, Slates, Texts, Pot Belly Stove etc		

### Section 5 – Previous Funding Received from Waikato District Council

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


Project	Amount received	Date
LTP FUNDING	\$20,000.00 PA	

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

I confirm that an accountability statement has been completed and returned

Signed:  Name: PATRICK DAY

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

Signature:  Date: 24/3/2016

Position in organisation (tick which applies) Chairman ☒ Secretary ☐ Treasurer ☐

Signature:  Date: 24.3.2016

Position in organisation (tick which applies) <sup>vice</sup>Chairman ☒ Secretary ☐ Treasurer ☐

## Checklist

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

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

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

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



## Budget for Raglan Museum "Back to School" Exhibition

### Expenditure

	Excluding GST	Including GST
<b><i>Images &amp; Text</i></b>		
Photos from Heritage Images 6 images at \$15.50 each	\$ 93.00	106.95
Printing Display Panels	\$ 900.00	1,035.00
Graphics Design 3 hours at \$60 per hour	\$ 180.00	207.00
<b><i>Black Board</i></b>		
Materials, Paint, Frame	\$ 769.00	884.35
<b><i>Display Boards</i></b>		
4 panel display kit	\$ 1,445.83	1,662.70
<b><i>Lighting</i></b>		
4 light fittings at \$175 each	\$ 700.00	805.00
<b><i>Staff Wages &amp; Expenses</i></b>		
50 hours at \$20 per hour	\$ 1,000.00	1,000.00
<b>TOTAL</b>	<b>\$ 5,087.83</b>	<b>5,701.00</b>

## Formats and Prices for Photographs

Digital File	
JPEG (by email)	\$15.50
Tiff file (on CD)	\$15.50
CD-write charge (one-off) or USB stick	\$8.30
Prints from Digital Files	
4 x 6 inches (11 x 16 cm)	\$7.20
5 x 7 inches (13 x 18 cm)	\$9.30
6 x 8 inches (15 x 20 cm)	\$13.40
10 x 8 inches (20 x 25 cm)	\$20.70
10 x 12 inches (25 x 30 cm)	\$30
10 x 15 inches (25 by 38 cm)	\$40.30

$$16 \times 6 = \$93.00$$

- \* Sepia tone available
- \* Larger sizes are available on request
- \* Traditional handprints from original negatives are also available, prices on request.
- \* All prices include GST

Print Outs		
Black & White or Colour	A4	2.10
	Cropped A4	5.20

Photograph orders can be posted out to you at a cost of \$3 within New Zealand, or \$10 to overseas addresses. Alternatively you can pick up your photograph orders from any Auckland Library at no extra charge.

## Reproduction Fees

Reproduction fees help subsidise the ongoing care, preservation and cataloguing of the Auckland City Libraries photographic collections.

Book, periodical, magazine or newspaper	No charge. Book publishers are asked to donate a copy of the publication in lieu of fees.
University thesis	No charge. Please acknowledge the Sir George Grey Special Collections.
Television, video, motion picture &c	No charge for television news items or Power Point presentations
Commercial use eg marketing, calendars, postcards, book jackets, CD covers, &c	\$103.30 per image.
Public display	No charge.

## Payment Options

In person	Cash, cheque, EFTPOS, credit card
By post	Cheques, credit cards, international money orders
On-line or by phone	Credit cards

## Contact details

Order on-line at [www.aucklandlibraries.govt.nz](http://www.aucklandlibraries.govt.nz)

Print off our order form and send it by fax to (09) 307 7741 or by post to

Photograph Librarian  
Sir George Grey Special Collections  
PO Box 4138  
Shortland Street  
Auckland 1140

If you have any questions, email us at – [keith.giles@aucklandcity.govt.nz](mailto:keith.giles@aucklandcity.govt.nz)





**D Signs NZ Ltd**  
 4 Helen Place  
 Raglan  
 3225

p. 07 825 8609  
 m. 0274374467

m. 027 4 D SIGNS  
 dsignsnz@xtra.co.nz

**Raglan & District Museum**  
 Wainui Road  
 Raglan

**Quote**

GST No: 94-161-557  
 Date: 29/03/16

**Description**

**Qty**

**Price**

**Display & Graphics**

2x Display panels – wide format printed images  
 with clear laminate.

Exhibition Title extension to panels

X1

\$900.00

Design print ready file, proofs / production of high  
 resolution file for printing. @ \$60+gst p/hr

X1

\$180.00

Sub Total

\$1080.00

+GST

15%

\$162.00

**Total**

**\$1242.00**

Thank you I appreciate your business. Daniel Mills.

*All visual layouts and quotation information is confidential and  
 remains the property of D Signs NZ Ltd Raglan until paid for in full.*



## QUOTE

Raglan Museum  
Attention: Ken Soanes  
15 Wainui Road  
Raglan 3225  
Waikato  
NEW ZEALAND

**Date**  
30 Mar 2016

**Expiry**  
29 Apr 2016

**Quote Number**  
QU-0061

**Reference**  
Black Board

**GST Number**  
114749168

CRAFTY CUTS LTD.  
Attention: Markus Kunath  
45 Bay View Road  
Raglan, 3225  
Waikato  
NEW ZEALAND  
phone (+64) 21827755  
markus@craftycuts.co.nz  
www.craftycuts.co.nz

Description	Quantity	Unit Price	Amount NZD
One 'Black-Board' framed with pine. Dimensions 2.4m wide x 1.2m high. Frame comes in oiled finish. Black-board paint used Resene 'black'. Comes with grooved chalk tray. Delivery only included.	1.00	769.00	769.00
		Subtotal	769.00
		TOTAL GST 15%	115.35
		<b>TOTAL NZD</b>	<b>884.35</b>

### Terms

Please pay 50% deposit on acceptance of Quote.

Please pay the amount cash, by cheque or to credit of:

Crafty Cuts Limited  
KIWI Bank  
38-9016-0193127-00

Quote is only valid for 14 days!

The pricing is made on availability of materials in this given timeframe and might change afterwards.

NOTE: No work is undertaken before a 50% part payment is received!

Balance due immediately before delivery, installation of project or provided services, unless otherwise agreed by the parties elsewhere in this agreement!

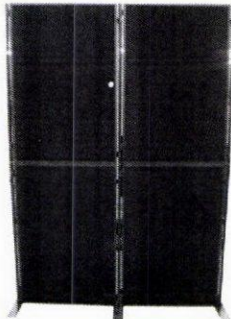
Any additional work or materials not stated on this Quote will be charged separately and added to a new and final Invoice!

Thank you for your business!



## VELCRO-RECEPTIVE DISPLAY WALLS

## Cario Display Wall Panel Kits



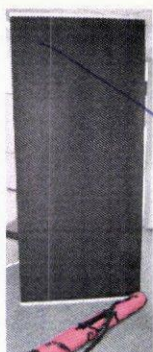
- o Modular double-sided panel system
- o Black or blue configurations
- o Velcro-receptive fabric 2 sides
- o Individual panel size: 700mm wide x 1100mm high
- o 4 panels per carry bag
- o Optional lighting kits available



Panels	Price per unit			
	1	2-4	5-9	10+
4-Panel Kit	\$ 1,445.83	\$ 1,315.00	POA	POA
6-Panel Kit	\$ 2,036.88	\$ 1,832.40	POA	POA
8-Panel Kit	\$ 2,597.37	\$ 2,337.63	POA	POA
10-Panel Kit	\$ 3,151.46	\$ 2,836.31	POA	POA



## Express Roll-Up Bannerstand



- o Lightest velcro-receptive option
- o Padded carry bag
- o Black or blue velcro-receptive fabric
- o Optional lighting kits available

Width	Height	Price per unit			
		1	2-4	5-9	10+
600mm	1829mm	\$ 399.00	\$ 349.00	\$ 299.00	POA
900mm	2133mm	\$ 499.00	\$ 449.00	\$ 399.00	POA
1200mm	2133mm	\$ 699.00	\$ 649.00	\$ 549.00	POA



# J. A. Russell Ltd

## ELECTRICAL & DATA SUPPLIERS

40

### Quotation

20865876

DATE  
ACCOUNT CODE  
PREPARED BY  
YOUR SALES REP  
PROJECT  
ATTENTION

31/03/16  
SOANES  
Josh Duckett - TER  
Te Rapa Warehouse  
RAGLAN MUSEUM  
Kenneth Ronald Soanes

Kenneth Ronald Soanes  
56A Government Road  
Raglan 3225

**TE RAPA**  
671 Te Rapa Road  
Te Rapa 3200

Phone 07 850 5436  
Fax 07 850 7449

Page 1 of 1

Stock Code	Type	Description	Quantity	Unit	Net Unit Price	Extension
71032762		Spotlight LED 12.6W 50d 3cir WH S321 1TWWL Halcyon	4	EA	150.00	600.00
Special		Spot Surface Mount Adaptor WH	4	EA	18.00	72.00
45010057		Cord set B/E 1.5mm 3C 3m BK CS3315BEB Allied Industries	4	EA	7.00	28.00

All items currently ex-stock with suppliers  
please allow 3 working days to order in.

If this quotation contains cable please note no cutting costs have been included. If cable cut lengths are required they will be charged per cut, as charged to us by our supplier

#### IMPORTANT NOTES

- Unless withdrawn earlier, this quotation is open for acceptance until the "Quote Valid Until" date specified
- Specifications and quantities remain Contractor's care.
- The prices in this quotation are based on an order for the full quantity of all goods and prices may require revision if only a part order is received.
- This quotation and any resulting sale are made strictly on the basis of J.A. Russell Ltd's full Terms of Trade.

**Quote Valid  
Until:**  
30 APR 16

Sub Total 700.00  
GST 105.00  
**TOTAL 805.00**

Page 1 of 1

**RAGLAN AND DISTRICT MUSEUM SOCIETY****FINANCIAL STATEMENTS  
for the period ended 31 July 2015**

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***Contents:***

---

Statement of Financial Performance	1
Statement of Financial Position	3
Statement of Movements in Equity	4
Fixed Asset Schedule	5
Auditors Report	7



**RAGLAN AND DISTRICT MUSEUM SOCIETY INCORPORATED****Statement of Financial Performance  
for the period ended 31 July 2015**

	<i>Notes</i>	<b>2015 \$</b>	<b>2014 \$</b>
<b>INCOME</b>			
Sundry income		20	100
Donations - Entry		5431	5930
Donations - Miscellaneous		411	263
Interest Received		2474	1022
Subscriptions		156	148
Book sales		209	45
DVD sales		134	123
Postcard sales		64	0
Sales as agent, on behalf of other parties		545	497
		<b>9444</b>	<b>8128</b>
<b>Grants, Donations and Subsidies</b>			
Unspent grants and donations from previous year		83823	30764
Lottery Grants Board - Bird Family Collection		0	75187
Lottery Grants Board - World War I Exhibition		0	8614
Trust Waikato		0	4000
WEL Energy Trust		0	1500
Waikato District Council		20000	20000
Waikato District Council - Mayors Discretionary Fund		0	150
Less Unspent grants and donations forward to next year		-35096	-83823
Grants applied during year		<b>68727</b>	<b>56392</b>
<b>TOTAL INCOME</b>		<b>78171</b>	<b>64520</b>

-2-

**LESS EXPENSES**

	<b>2015</b>	<b>2014</b>
	<b>\$</b>	<b>\$</b>
Payroll	17902	12248
Accident Compensation Corporation	35	0
Advertising	897	475
Audit fee	270	221
Bank fees	1	4
Conference expenses	17	0
Contractors	1582	9479
General expenses	405	20
Exhibition costs	10356	0
Exhibits - Repairs and Maintenance	1223	415
Building - Repairs and Maintenance	5115	3062
Equipment - Repairs and Maintenance	300	256
Postage and freight	163	263
Charities Commission fee	44	48
Insurance	996	976
Koha paid	200	0
Purchases as agent, on behalf of other parties	545	497
Power	0	0
Stationery and Conservation Supplies	1572	1070
Rates	0	0
Replacements <500	1017	637
Equipment <500	903	1097
Subscriptions & Publications	102	101
Telephone & Internet	1086	1026
Staff expenses and travel	1158	769
<b>TOTAL CASH EXPENSES</b>	<b>45889</b>	<b>32664</b>
<b>NET OPERATING SURPLUS</b>	<b>32282</b>	<b>31856</b>
<u>Less</u> Depreciation	9980	7794
<b>NET SURPLUS (LOSS) FOR YEAR</b>	<b>22302</b>	<b>24062</b>

**RAGLAN AND DISTRICT MUSEUM SOCIETY INCORPORATED**

**Statement of Financial Position  
for the period ended 31 July 2015**

	Notes	2015 \$\$	2014 \$\$
<b>EQUITY</b>		<b>97986</b>	<b>75684</b>
CURRENT ASSETS			
Westpac Cheque Account		5222	9031
Westpac Bank Savings Account		19034	63132
Accounts receivable		367	286
		<u>24623</u>	<u>72449</u>
<u>LESS CURRENT LIABILITIES</u>			
GST Holding account		0	0
Unspent grant forward to next financial year		35096	81248
Unspent donations forward to next financial year		0	2575
		<u>35096</u>	<u>83823</u>
WORKING CAPITAL		(10473)	(11374)
TERM ASSETS			
Term Deposit		20539	40000
PROPERTY, PLANT AND EQUIPMENT			
As per schedule		87920	47058
		<u>108459</u>	<u>87058</u>
<b>NET ASSETS</b>		<b>97986</b>	<b>75684</b>



-4-

**RAGLAN AND DISTRICT MUSEUM SOCIETY INCORPORATED**

**Statement of Movements in Equity  
for the period ended 31 July 2015**

	<i>Notes</i>	<i>2015</i> \$\$	<i>2014</i> \$\$
<b>PUBLIC EQUITY</b>			
Opening Balance August 1 2014		75684	51622
Net Surplus (Loss)		22302	24062
		<u>97986</u>	<u>75684</u>
 <b>Closing Balance July 31, 2015</b>		 <u><u>97986</u></u>	 <u><u>75684</u></u>

## RAGLAN AND DISTRICT MUSEUM SOCIETY INCORPORATED

Schedule of Property, Plant and Equipment, and Depreciation  
for the year ended 31 July 2015

Asset	Date of Acquisition	Cost B/fwd	Additions	Disposals	Cost C/fwd	Depreciation Rate	Period	Accumulated Depreciation B/fwd	Accumulated Depreciation on Disposals	Depreciation for Year	Accumulated Depreciation C/fwd	Book Value B/fwd	Book Value C/fwd
<b>EQUIPMENT, FURNITURE, FITTINGS</b>													
Past Perfect computer software	Sept 07	1754			1754	25.0 %SL	12 mths	1754		0	1754	0	0
Shelving	Jan 09	1999			1999	7.0 %SL	12 mths	770	140		910	1229	1089
External Hard Drive	Sep-09	208			208	40.0 %SL	12 mths	208	0		208	0	0
Lenovo Computer	Dec-09	2342			2342	40.0 %SL	12 mths	2342	0		2342	0	0
ASUS Laptop Computer	Mar-10	0	Donated		0			0	0		0	0	0
Olympus Dictaphone	Mar-10	0	Donated		0			0	0		0	0	0
Hewlett Packard Printer/Copier	Apr-10	0	Donated		0			0	0		0	0	0
Display cabinets	Aug-11	7935			7935	10.5 %SL	12 mths	2430	833		3263	5505	4672
Mardeco Rail System	Aug-11	2850			2850	13.5 %SL	12 mths	1123	385		1508	1727	1342
10 Moveable walls	Aug-11	6552			6552	8.5 %SL	12 mths	1625	557		2182	4927	4370
20 Fabric covered chairs	Sep-11	1357			1357	10.5 %SL	12 mths	405	143		548	952	809
People Counter	Sep-11	564			564	17.5 %SL	12 mths	280	99		379	284	185
4 Tawa topped tables	Oct-11	965			965	10.5 %SL	12 mths	278	101		379	687	586
5 office storage cupboards	Oct-11	1613			1613	10.5 %SL	12 mths	465	169		634	1148	979
Aluminium ladder	Nov-11	305			305	10.5 %SL	12 mths	85	32		117	220	188
Newspaper storage cabinet	Nov-11	423			423	10.5 %SL	12 mths	118	44		162	305	261
Touch Presenter Software - General display area	Dec-11	600			600	40.0 %SL	12 mths	600	0		600	0	0
Acer Touch Screen computer - General display	Jan-11	1391			1391	40.0 %SL	12 mths	1391	0		1391	0	0
Banners and rope stands	Feb-12	746			746	10.5 %SL	12 mths	244	78		322	502	424
Bookcase - General display area	Mar-12	221			221	10.5 %SL	12 mths	54	23		77	167	144
Brother A3 Printer	Mar-12	199			199	30.0 %SL	12 mths	140	59		199	59	0
2 Security cameras	Apr-12	2298			2298	13.5 %SL	12 mths	698	310		1008	1600	1290
Touch Presenter Software - Surfing exhibition	Jul-12	400			400	40.0 %SL	12 mths	320	80		400	80	0
Office computer	Jul-12	413			413	40.0 %SL	12 mths	394	19		413	19	0
Acer Aspire Computer - Surfing exhibition	Aug-12	1333			1333	40.0 %SL	12 mths	1022	311		1333	311	0
Typists chair - Surfing exhibition	Aug-12	251			251	10.5 %SL	12 mths	50	26		76	201	175
1800x800 Tawa table - Surfing exhibition	Sep-12	274			274	10.5 %SL	12 mths	53	29		82	221	192
1200x500 Tawa table - Surfing exhibition	Sep-12	191			191	10.5 %SL	12 mths	37	20		57	154	134
Turtle shell display rack	Oct-12	650			650	10.5 %SL	12 mths	119	68		187	531	463
Surf Board display racks	Nov-12	2637			2637	10.5 %SL	12 mths	462	277		739	2175	1898
2 Slimline display cases - Surfing exhibition	Dec-12	2535			2535	10.5 %SL	12 mths	421	266		687	2114	1848
2 Slimline towers - Surfing exhibition	Dec-12	2045			2045	10.5 %SL	12 mths	340	215		555	1705	1490
Mardeco Rail system - Surfing exhibition	Jan-13	980			980	13.5 %SL	12 mths	198	132		330	782	650
Tower display cabinet - Surfing exhibition	Feb-13	1050			1050	10.5 %SL	12 mths	156	110		266	894	784
Purflex Mannequins - Surfing exhibition	Mar-13	660			660	17.5 %SL	12 mths	154	115		269	506	391
Exhibition banner - Surfing exhibition	Mar-13	979			979	13.5 %SL	12 mths	176	132		308	803	671
Brother printer - Surfing exhibition	Apr-13	208			208	30.0 %SL	12 mths	78	62		140	130	68
Samsung TV - Surfing exhibition	May-13	1103			1103	40.0 %SL	12 mths	515	441		956	588	147
Panasonic Heat Pump	Sep-13	3300			3300	7.0 %SL	12 mths	212	231		443	3088	2857
Security Cameras	Sep-13	5955			5955	13.5 %SL	12 mths	737	804		1541	5218	4414
Cemac Shelving (storeroom)	Sep-13	2912			2912	7.0 %SL	12 mths	186	204		390	2726	2522
Fire extinguishers	Nov-13	670			670	8.5 %SL	12 mths	43	57		100	627	570
Vacuum cleaner	Feb-14	521			521	30.0 %SL	12 mths	78	156		234	443	287
Purflex Mannequins - WW2 Exhibition	Jun-14	580			580	17.5 %SL	12 mths	17	101		118	563	462
Outdoor Museum sign	Jul-14	3181			3181	7.0 %SL	12 mths	19	223		242	3162	2939
Map table - glass top	Jul-14	705			705	10.5 %SL	12 mths		74		74	705	631
WW1 Cabinets	Nov-14		3628		3628	10.5 %SL	8 mths		254		254	3628	3374
WW2 Cabinet	Dec-14		1587		1587	10.5 %SL	7 mths		97		97	1587	1490
Bird Collection cabinets	Jan-15		36520		36520	10.5 %SL	6 mths		1917		1917	36520	34603
WW1 Touchscreen	Jan-15		1625		1625	40.0 %SL	6 mths		325		325	1625	1300
WW2 Medal Cabinet	Mar-15		1347		1347	10.5 %SL	4 mths		47		47	1347	1300
Lighting tracks	Apr-15		2913		2913	13.5 %SL	3 mths		98		98	2913	2815
WW1 LG LED TV	Apr-15		1044		1044	40.0 %SL	3 mths		104		104	1044	940
Credenza and Hutch	May-15		709		709	10.5 %SL	2 mths		12		12	709	697
Lighting tracks	Jul-15		1469		1469	13.5 %SL	0 mths		0		0	1469	1469
		67856	50842	0	118697			20797	0	9980	30777	97900	87920

**RAGLAN AND DISTRICT MUSEUM SOCIETY INCORPORATED****INDEPENDENT AUDITOR'S REPORT****To the Trustees of Raglan and District Museum Society Incorporated****Report on the Financial Statements**

I have audited the financial statements of Raglan and District Museum Society Incorporated on pages 1 to 6, which comprise the balance sheet as at 31 July 2015, the income statement, and statement of changes in equity for the year then ended, and a summary of significant accounting policies and other explanatory information.

**Trustees' Responsibility for the Financial Statements**

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

**Auditor's Responsibility**

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

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

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

**Opinion**

In my opinion, the financial statements on pages 1 to 6 present fairly, in all material respects, the financial position of Raglan and District Museum Society Incorporated as at 31 July 2015 and its financial performance for the year ended on that date.

Richard Thomson FCA

25 September 2015







# CERTIFICATE OF INCORPORATION

## RAGLAN & DISTRICT MUSEUM SOCIETY INCORPORATED 1007062

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

*Mandy McDonald*

Registrar of Incorporated Societies  
5th day of February 2016



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

Certificate printed 5 Feb 2016 14:33:57 NZT



# Certificate of Registration

## Raglan & District Museum Society Incorporated

This is to certify that Raglan & District Museum Society Incorporated was registered as a charitable entity under the Charities Act 2005 on 30 June 2008.

Registration number: CC37802

Sid Ashton  
Chair

Trevor Garrett  
Chief Executive



### **Open Meeting**

<b>To</b>	Raglan Community Board
<b>From</b>	TG Whittaker General Manager Strategy & Support
<b>Date</b>	18 April 2016
<b>Prepared by</b>	L van den Bemd Community Development Coordinator
<b>Chief Executive Approved</b>	Y
<b>DWS Document Set #</b>	I499526
<b>Report Title</b>	Application for Funding – Whaingaroa Environment Centre

## **1. EXECUTIVE SUMMARY**

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The purpose of this report is to present an application for funding from Whaingaroa Environment Centre towards the cost of the Plastic Bag Free Raglan-Whaingaroa Project 2 Launch.

## **2. RECOMMENDATION**

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**THAT** the report from the General Manager Strategy & Support – *Application for Funding – Whaingaroa Environment Centre* – be received;

**AND THAT** an allocation of \$..... is made towards the cost of Plastic Bag Free Raglan-Whaingaroa Project 2 Launch;

**OR**

**AND THAT** the request from Whaingaroa Environment Centre towards the cost of Plastic Bag Free Raglan-Whaingaroa Project 2 Launch is declined / deferred until ..... for the following reasons:

## **3. BACKGROUND**

---

The Whaingaroa Environment Centre wants to launch phase 2 of the Plastic Bag Free Raglan project.

The launch will entail a range of events that will include visits to schools, various organisations and local business, to promote, run competitions and give educational talks about why they want Raglan to become plastic bag free. An important part of the launch will

be to offer the community an alternative to plastic bags by providing non plastic and eco-friendly robust shopping bags for free.

Other organisations have offered to support the project with data collection, roadshow communications, event organisation, meeting space, staff time, and promotion of the project.

Eight volunteers are currently involved and it is anticipated that this will increase as each part of the project evolves.

The launch will commence in July 2016.

#### **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**

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Funding is available to allocate for the year.

The project is noted to cost \$13,355.71. The Whaingaroa Environment Centre is seeking funding of \$5,548.75 towards the cost of Plastic Bag Free Raglan-Whaingaroa Project 2 Launch including purchasing the reusable shopping bags and administration cost.

GST Registered				Yes
Set of Accounts supplied				Yes
Previous funding has been received by this organisation				Yes
Raglan Community Board	Tool Library	June 2015		\$3,500.00
Discretionary & Funding Committee	Maui Dolphin Day – March 2015	November 2014		\$2,500.00

#### **6. POLICY**

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

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

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

## **7. CONCLUSION**

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

## **8. ATTACHMENTS**

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Application for Funding



31 MAR 2016

## DISCRETIONARY FUNDING APPLICATION FORM

### Important notes for applicant:

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

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

Discretionary and Funding Committee

☐  
Project☐  
Event

OR

### Community Board / Committee Discretionary Fund

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

### Section I – Your details

#### Name of organisation

Whaingaroa Environment Centre

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

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

#### Address: (Postal)

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

#### Address: (Physical if different from above)

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

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

June Penn, 07 8250480, [envirocentre@whaingaroa.org.nz](mailto:envirocentre@whaingaroa.org.nz)

Charities Commission Number: (If you have one) CC36105

Are you GST registered? No ☐ Yes ☒ GST Number 08 / 067 / 2403  
 Bank account details 03 / 1563 / 0036271 / 00  
 Bank Westpac Branch Raglan

The following documentation is required in support of your application:

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

## Section 2 – Community wellbeing and outcomes

Which community wellbeing will your project contribute to?

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

Social ☐ Economic ☐ Cultural ☐ Environmental ☒

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

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

Accessible ☐ Safe ☐ Sustainable ☒ Thriving ☒ Vibrant ☐

## Section 3 – Your event/project

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

PLASTIC BAG FREE RAGLAN-WHAINGAROA: PROJECT 2 - LAUNCH

Project 1. of the multi-year umbrella project will be completed by the end of June 2016. Then we enter the next project - Project 2 - Launch

-During the month of Plastic Free July 2016, we will launch 'Plastic Bag Free Raglan-Waingarua'. This will entail a range of events open to the public, visits to schools and various community organisations, visits to staff working in businesses, presentations and provision of educational information about why we are moving from plastic bags, what the alternatives are, and how people can participate. Competitions will be launched and campaigns initiated at schools. An important part of Launch success is provision of alternative (non-plastic, eco-friendly) robust shopping bags to the community. To facilitate the required behaviour change, one reusable alternative shopping bag will be provided to each resident/household/family.

See attached: Multi-Project Plan "Plastic Bag Free Raglan"

Who is involved in your event / project?

Lead: Whaingarua Environment Centre

Steering Committee Partners: Whaingarua Environment Centre, Xtreme Zero Waste, Raglan Chamber of Commerce.

How many volunteers are involved?

8 currently - this will increase as each project comes on stream.

What other groups are involved in the project?

All local businesses  
 Community members  
 Schools  
 Raglan Connect

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

Community members - protection of the local environment from a significant form of plastic pollution and less waste to landfill. Knowledge of how plastic is entering our food chain, and what we can do about it.  
 Businesses - branding Whaingarua Raglan as 'Plastic Shopping Bag Free' enhancing our reputation in the NZ market as an environmentally conscious town to live in and visit.



#### Section 4 – Funding requirements

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

Please complete all of the following sections NB Figures show only Materials/Posters/Printing/Bags/Pnzes =subject to GST	<b>GST Inclusive Costs</b> (use this column if you are not GST registered)	<b>GST Exclusive Costs</b> (use this column if you are GST registered)
<b>TOTAL COST OF THE PROJECT/EVENT</b>	\$ _____	\$ 13,355.71
<b>Existing funds available for the project      Total A</b>	\$ _____	\$ \$869.57

#### Funding being sought from Waikato District Council

<b>Project Breakdown (Itemised costs of funding being sought)</b> If there is insufficient space below please provide a breakdown of costs on an additional sheet.	\$ _____	\$ _____
Reusable Bags - Community (1 per family/resident; 2500 bags)	\$ _____	\$ 4,825.00
(NB bamboo bags current price reasonable Eco solution, may change to e.g. hemp bags)	\$ _____	\$ _____
Administration, records, overheads	\$ _____	\$ 723.75
	\$ _____	\$ _____
	\$ _____	\$ _____
	\$ _____	\$ _____
<b>Total Funds being sought from WDC      Total B</b>	\$ _____	\$ 5,548.75

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

a) WWF - Environmental Action Fund	\$ _____	\$ 6,937.39
b) (Launch: design education, petrol, training, fa	\$ _____	\$ _____
c)	\$ _____	\$ _____
d)	\$ _____	\$ _____
<b>Total of other funds being sought      Total C</b>	\$ _____	\$ 6,937.39

<b>Total Funding Applied for</b> (Add totals A, B & C together to make Total D) <b>Total D</b>	\$ _____	\$ 13,355.71
Note : This total should equal the Total Cost of the Project/Event		

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

In kind contributions from the 3 partner organizations (WEC, XZW, and RCC) - provision of governance and support via PBFR Steering Committee, promotion via existing networks, project oversight, staff time, meeting space, logistical support.

WEC volunteers - assistance with research, data collection, roadshow communications, events organisation and logistics, events promotional stalls etc.

**Section 5 – Previous Funding Received from Waikato District Council**

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


Project	Amount received	Date
Tool Library - Interim Report (see attached- project not 'complete')	\$3,500	June 2015
Maui Dolphin Day - March 2015 (reported previously delivered)	\$2,500	Nov 2014

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

I confirm that an accountability statement has been completed and returned

Signed:  Name: June Penn

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

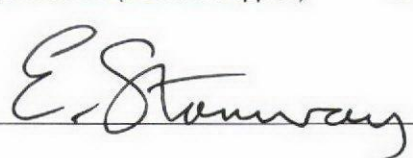
Signature:  Date: 24/3/2016

Position in organisation (tick which applies)

Chairman ☐

Secretary ☒

Treasurer ☒

Signature:  Date:

Position in organisation (tick which applies)

Chairman ☒

Secretary ☐

Treasurer ☐

## Checklist

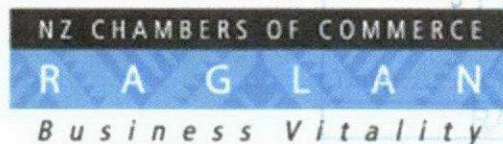
Please ensure you have completed all parts of the funding application form by marking the boxes below and include copies of all accompanying documentation required.

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

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

**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.





## PLASTIC BAG FREE RAGLAN Multi-Project Plan 2015-2019

### Project Vision

To be recognized as a New Zealand leader in environmental action, evidenced by:

- I. No 'single use' plastic shopping/carry bags provided in Raglan-Whaingaroa
  - Brand Raglan as 'Plastic Shopping Bag Free'
- II. Other environmental initiatives – outside the scope of this project

### Project Objectives

1. 80% of Raglan/Whaingaroa businesses do not supply plastic shopping/carry bags by July 2017
2. 100% of Raglan/Whaingaroa businesses do not supply plastic shopping/carry bags by July 2019
3. Strengthen Raglan's reputation in the New Zealand market as an environmentally conscious town to live in and visit via building a 'Plastic Shopping Bag Free' brand.

### Current Situation

#### ***What is the environmental opportunity or environmental problem being addressed?***

Plastic is widely recognised as a key source of environmental pollution. Plastic is a dangerous problem for the planet, and our oceans in particular, as plastic does not bio-degrade, instead it photo-degrades into smaller and smaller particles, polluting waterways, oceans and entering our food chains; "evidence of microplastic ingestion by marine zooplankton indicate that species at lower trophic levels of the marine food web are mistaking plastic for food"(1). Literature from 1962-2012 shows "on average 29% of individual seabirds had plastic in their gut, estimated to be around 90% if measured today, and predicted to increase to 99% by 2050"(2).

As our global population increases so too does the amount of plastic we produce and a large portion of this ends up in the world's oceans where currents meet. The collections of floating plastic debris in these oceanic gyres such as the 'Pacific Garbage Patch' grow daily. Plastic bags are one widely used source of this pollution, and particularly problematic due to the widespread use and exponential increase in production; they are also mistaken by some marine species as food and can trap marine life.

Estimates are that globally we use 1 million plastic bags every minute (3), 3-4 million daily in Aotearoa New Zealand, and around 45% of plastic manufactured and used on land does not make it to landfill, but instead is 'lost' to the environment. The impact on marine mammals is serious. Please see: <https://youtu.be/csfQ6StBWcU> - for a glimpse of the size of the problem.

A growing global awareness of the huge growth in the manufacture and use of plastic bags is gaining momentum. In NZ, this is a topical issue. In Raglan-Whaingaroa, early indications are that this community is ripe for supporting the eradication of single use plastic shopping bags. One Facebook post on Whaingaroa Environment Centre page gleaned over 1200 likes within the first 24 hours of posting. Raglan has a well-deserved reputation for environmental stewardship, the residential community identifies closely with the beautiful ocean environment, and the area is visited

(1). Archives of Environmental Contamination and Toxicology – 12<sup>th</sup> June 2015  
"Ingestion of Microplastics by Zooplankton in the Northeast Pacific Ocean"

Study from Jean-Pierre W. Desforges, Moira Galbraith, Peter S. Ross

(2.) Proceedings of the National Academy of Sciences USA "Chris Wilcox, doi: 10.1073/pnas.1502108112"

(3) <http://www.inspirationgreen.com/plastic-bag-stats.html>



by thousands of tourists every year who are attracted here based on this reputation for environmental care and ocean based tourist activities.

The sitting Member of Parliament, Barbara Kuriger, recently stated on national television (Back Benches 22<sup>nd</sup> July 2015) that she was watching progress in Raglan closely to see if this community is able to achieve plastic bag free status. We are highly motivated to prove to the rest of Aotearoa that communities and businesses can operate successfully without single use plastic carry bags.

The collaboration between groups in the community has already begun. Conversations between the Raglan Chamber of Commerce (RCC), Whaingaroa Environment Centre (WEC), and Xtreme Zero Waste (XZW) have been ongoing for the past year. As part of Plastic Free July (a routine WEC project), WEC addressed a RCC breakfast to introduce the Plastic Bag Free initiative, a message which was well received.

The 3 Project Partners (RCC, XZW, WEC) are collaborating to make this vision a reality. We are realistic and aware of the challenges ahead. XZW are widely recognised as best practice in their industry, WEC are experienced environmental and community project managers and the RCC represent the local businesses where the most significant practical obstacles to eradicating plastic carry bags reside. An estimated 80% of businesses in Raglan-Waingaroa are currently providing and using plastic shopping/carry bags for their customers.

This project has a one-to-one link with: Xtreme Zero Waste's current waste reduction objectives, the direction of the Waikato Regional Councils discussions to phase out single use plastic bags, WEC's vision & mission and the Raglan Chamber of Commerce's mission to create sustainable businesses within Raglan-Waingaroa.

RCC has set up a facebook page 'Plastic Bag Free Raglan' as a step towards the commencement and engagement of community and businesses. <https://www.facebook.com/plasticbagfreeraglan>

**Thus Raglan-Waingaroa is uniquely placed to progress this initiative to create a sustainable working model for the rest of Aotearoa to replicate.**

We recognise that in order to become sustainably plastic (carry) bag free, we need to engage both the whole community and every business in Whaingaroa. This requires a concerted and prolonged multi-faceted strategy, which is reflected in our planning, timing and resource requirements.

Our first challenge is resource. Along with engaging volunteer labour, paid resources are needed for this project to succeed – project management time, survey and data collection and analysis, research, marketing and communications planning and implementation, materials purchases, educational & meeting group facilitation, meetings with business owners, monitoring and reporting, etc. Funder support is a critical success factor.

## **Project Description**

### ***What are the solutions proposed to address the identified issue or opportunity?***

Project 1: Plan, Gather Data, Consult, Survey, Generate Solutions

Project 2: Implement Plastic Bag Free Raglan: Project Launch – Events, education & supply re-useable bags

Project 3: Test Solutions, Monitor business and community behaviour change, Adapt, Accredited Plastic Bag Free Businesses

Project 4: Celebrate and Publish achievements, Plan to address residual barriers

Project 5: Provide Toolkit with methodology and templates for other Waikato/NZ towns

### ***What are the key messages?***

- Plastic has a significant impact on the declining health of the environment; in particular the ocean environment which is the backyard of Whaingaroa, and a critical economic

contributor due to the tourist industry.

- Single use plastic carry bags are a major part of the problem – for which alternative methods of carrying goods are currently readily available.
- Eradicating plastic bags will make a big difference to the plastic pollution problem.
- Plastic bags end up in the ocean – our businesses are in extremely close proximity to the ocean. The likelihood of bags ending up directly in the ocean is heightened due to this proximity.
- It makes sense for Raglan to be a NZ example and lead this initiative.
- Businesses can reap marketing benefits by advertising as 'Proudly Plastic Bag Free' in clean green New Zealand.
- Remember to take your bag with you when shopping – Help protect your environment for your whānau!
- Raglan is working to become 80% plastic shopping/carry bag free by July 2017
- It's cool to be seen with a reusable bag in your local store.

**Messages and facilitated behaviour change will be tailored according to:**

What = is the most meaningful message to the audience

Why = it matters to that stakeholder (WIIFM – what's in it for me)

How = Specific to each stakeholder group

**Who are the Stakeholders?**

- Business Owner/Shareholders/Stakeholders (Based west of the divide)
- Residential Community
- Visitors / Tourists
- Schools (RAS, Waitetuna, Te Uku, Te Mata, Te Akau, Waingaro)
- Community organisations E.g.: Neighbourhood watch, Police, Coastguard, St John's, Surf Life Saving, Surf Schools, Fire Brigade, Community House, etc.
- Tangata Whenua – All Marae in Catchment

**What is the timeframe for the project?**

80% plastic shopping/carry bag free by July 2017, 100% by July 2019.

Delivery of KPIs will be dependent on achievement of each step in the work plan.

**Who are the key project partners?**

Whaingaroa Environment Centre, Raglan Chamber of Commerce, Xtreme Zero Waste

**How does the project support business & community involvement?**

This project directly facilitates full community engagement. We will facilitate ongoing events and opportunities for the community to become involved on an ongoing basis. This will be part of the detail of the marketing and communications plan, events will be designed accordingly.

Initially, volunteer community input will be part of the implementation.

Businesses are a key stakeholder in the project. As such, there will be comprehensive surveying and consultation with each business to work out a sustainable solution which works practically to suit each business model. Where synergies of supply of alternative carry bags appear feasible, these will be explored and economies of scale (e.g.: bulk buying / delivery logistics) implemented accordingly.

## **Work Plan – Projects Overview**

### **Project 1: Plan, Gather Data, Consult, Survey, Generate Solutions**

1. Scope project – with partners
2. Complete funding applications
3. Allocate work plan & resources; appoint project & marketing managers
4. I.D. all business owners in Whaingaroa catchment
5. I.D. main community groups/organisations
6. Create survey questions
7. Conduct surveys – do you supply/use single use carry plastic bags
  - Ask for estimated use/quantity/cost
  - Ask for concerns
  - Is it in your control to determine carry bags used?
  - Estimated use of plastic bags per business
8. Conduct research: Global success stories; eco-friendly alternatives
9. Research potential solutions
  - Use survey and research to inform the 'how' (options)
  - Providing accreditation to businesses
  - Checklist of criteria to gain accreditation
10. Visit/Host business owners; Visit/Host community hui (based on survey results & solutions research results)
11. Marketing/Communication Plan – operating throughout; to include:
  - Digital/pledges/launch/meme
  - Posters, presentations, materials, campaigns
  - Ongoing implementation and celebration of businesses/community groups committing to plastic bag free
  - Data for launch

### **Project 2: Implement Plastic Bag Free Raglan: Project Launch**

Plastic Free July 2016 - Events, education & supply community with re-useable bags

1. Design & create education & info packs to communicate to all stakeholders
2. Design competitions
3. Set-up & administer residential bag register
4. Schedule & Advertise events
5. Recruit & Train volunteers & field delivery team
6. Implement 'Road Show' – schools/public/group educational engagement sessions; facilitated events and presentations

### **Project 3. Test Solutions, Monitor business and community behaviour change, Adapt, Accredited**

1. Monitor business and community behaviour change: in person & survey
2. Accredited businesses as they achieve Plastic Bag Free
3. Adapt solutions to fit for purpose as required

### **Project 4. Celebrate and Publish achievements, Plan to address residual barriers**

1. Work with stakeholders to celebrate and publish achievements
2. I.D. 'not changed' list for follow-up
3. Plan to address the residual barriers
4. Incorporate Brand 'Plastic Bag Free Raglan' into region marketing – provide materials to enable.

### **Project 5. Provide Toolkit with methodology and templates for other Waikato/NZ towns**

1. Toolkit compiled showing methodology, provision of templates, lessons learned etc.
2. Deliver to funders.

Key Performance Indicators	How KPI will be measured
% of plastic bags provided by businesses (decrease)	Benchmark numbers from survey – total Whaingaroa minus monthly reported business use – as %
# of businesses pledged in next four years	Record number of businesses signing pledge to be PBF by July 2016, 2017, 2018, 2019
# of reusable bags provided	Record number of bags provided to community members
# of plastic bag free Raglan supporters - individual & organisations	Number of likes on Facebook, Number of people signing Written Pledges, Number of enquiries recorded at WEC
% of businesses that are plastic bag free	From survey data (measured at 6month intervals)
# of businesses accredited plastic bag free	Number of businesses assessed as achieving accreditation standards
<b>Note:</b> the specific targets per each KPI will be decided upon completion of survey analysis	

<b>Funding</b> <b>Funding Required:</b> <ol style="list-style-type: none"> <li>1. In kind support – 3 partner organisations. Total Year 1: 302 hours, \$9060.00</li> <li>2. Volunteer contribution – Total Year 1: 110 hours, \$3,300.00</li> <li>3. Funder contribution – Total Required Projects 1. and 2.: \$55,040</li> </ol> <b>Funding Secured:</b> Project 1: Plan, Data, Consult. WRC EIF \$20,000 Project 2: Implement Launch – In progress Projects 3-5: Y TBD.
<b>How does the project demonstrate value for money?</b> A key deliverable of this project will be readily transferable tools and templates for other towns to go Plastic Bag Free. We aspire to influence other communities, towns and cities in Aotearoa New Zealand so that strong lobbying and behaviour change from the people ultimately brings about a plastic bag free NZ.
<b>How will the project become self sustaining?</b> <ul style="list-style-type: none"> <li>• Raglan Chamber of Commerce will deliver 'Welcome to Raglan' business packs with options for non-plastic carry bags.</li> <li>• Community will identify as being a plastic bag free town; having made the change in behaviour to using reusable bags will have a new normal. Plastic bags will be frowned upon and an educated community understanding the reasons for not using plastic bags will take pride in Plastic Bag Free Raglan.</li> <li>• WEC (&amp; other organisations) will provide/sell bags on an ongoing basis for new residents, visitors and tourists.</li> </ul>

Project Approvals		
Raglan Chamber of Commerce Board	WEC Committee	XZW Board
Name: Dave Currie	Name: Liz Stanway	Name: Jacqui Forbes
Title: Chair	Title: Chair	Title: Business Development Manager
Date: 19/9/15	Date: 22/9/15	Date: 19/9/15
Signatures available on hard copy project plans		

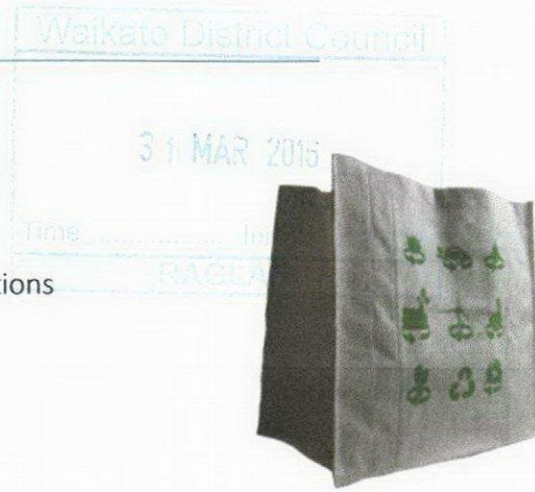


## NZBAGIT – NATURAL BAMBOO BAG

W42cm x H31cm x D17cm with cross stitched handles

Production Facility in Guangzhou, China (for +14yrs)

- Not officially certified as Fairtrade etc.
- Paul personally travels up to check working conditions
- Small's size factory (around 80 workers)
- Husband + wife operation
- Relationship with them is very close
- Bags are shipped via ocean vessel to NZ



### NZBAGIT® - REDUCE - REUSE - RECYCLE

NAME	MATERIAL	SIZE	HANDLE	PRINT	ACCESSORY	ESTIMATED PACKING	QTY	PIE NZD PER PCE DELIVERED
Raglan Shopper Bags	120gsm H/D weight Natural Bamboo	W42xH31xD1 7cm	50x2.5cm Cross Stitched	1 color 2 sides	Consumer Care Label	150pcs/carton, carton dimension: 57x56x52cm, 34kg/carton	2,500 pces	\$1.93ea

Date: 24/03/16

TERMS: 40% Deposit amount is required to be paid on final VSO artwork sign off prior proceeding. Remaining 60% on delivery of the bulk bag 7 day INV terms.

PRICING: Prices quoted are per piece DELIVERED. These prices are INCLUSIVE of all costs (manufacture/plates/printing/sea freights/customs fees/local cartage to Raglan).

LEADTIMES: Allow 6 to 8 weeks from final approvals to Delivery on site.

VALIDITY: Prices quoted are valid for 10 working days at current exchange cross rates.

GST: Prices quoted exclude gst.

- 'Blank' bags are available - 5ct less expensive than in the quotation
- Bags are printed with vegetable dyes

#### Pacifico Agencies Limited

PO Box 133043,  
Eastridge,  
Auckland,  
New Zealand

Phone: + 64 9 379 2764  
Mobile: +64212760494 (Paul)  
Email: paul@pacifico.co.nz

#### General Information about Bamboo:

- Fastest growing woody plant in the world
- Most of it's grown organically (though very little is certified organic)
- Most locations require no irrigation or fertilizers -> most parts of growing bamboo is considered sustainable
- Viscose process:  
Bamboo is dissolved in a strong solvent to make a thick, viscous solution that is forced through a spinneret into a quenching solution where strands solidify into fiber. The solvent used for this process is carbon disulfide, a toxic chemical that is a known human reproductive hazard. It can endanger factory workers and pollute the environment via air emissions and wastewater.

**Projected Households by Household Type,  
2013-Base (Annual-Jun)**

	<b>Total</b>
2017	1,766

**Table information:**

**Footnotes:**

Table reference:

DNH009AA

Last updated:

29 October 2015 10:45am

Source: Statistics New Zealand

Contact: Information Centre

Telephone: 0508 525 525

Email: [info@stats.govt.nz](mailto:info@stats.govt.nz)

**Estimated 'Discrete' Residents/Family/Couples:**

Households	1766
30% 2 "resident/families" per house	530
Population turnover/off grid	200
<b>TOTAL</b>	<b>2496</b>



**FINANCIAL STATEMENTS**  
**for the year ended 31 December 2014**

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Whāingaroa  
Environment Centre

**Directory**

**As at 31 December 2014**

<b>Entity:</b>	Incorporated Society
<b>Incorporated:</b>	12 <sup>th</sup> November 2001
<b>Registered:</b>	30 <sup>th</sup> June 2008
<b>Registration Number:</b>	CC36105
<b>Tax Status:</b>	Charitable Status
<b>Nature of Business:</b>	Community environment centre
<b>Address:</b>	P.O. Box 227 Whāingaroa Raglan
<b>Accountant:</b>	Bizworx Consultancy Limited Chartered Accountants Raglan
<b>Auditor:</b>	Tahi Kingi Chartered Accountant Huntly
<b>Bank:</b>	Westpac Raglan Branch





**Directory**  
As at 31 December 2014

Name	Position	Position held
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***Elected office holders:***

Liz Stanway	Chairperson <i>Deputy Chairperson</i>	From September 2014 <i>Till September 2014</i>
Michelle Frank	Chairperson	<i>Till September 2014</i> <i>Till October 2014</i>
Mark Hornby	Secretary	From July 2014
Merren Tait	Secretary	<i>Till July 2014</i>
Kristel Van Houte	Assistant Secretary	<i>Till July 2014</i>
Anna Cunningham	Treasurer	Full Year
Mandi Dunlop	Assistant Treasurer	<i>Till July 2014</i>
Malibu Hamilton	Tangata Whenua Liaison	<i>Till July 2014</i>
Rhonda Morgan		Full Year
Danielle Hart	Co-ordinator	Full Year
June Penn	Co-ordinator	From August 2014
Rebecca Towle	Co-ordinator	<i>Till July 2014</i>
Valerie Bianchi		From July 2014
Annie Cochrane		From July 2014
Lisa Thompson		From October 2014



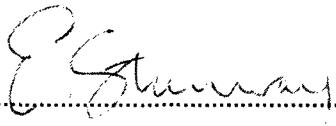
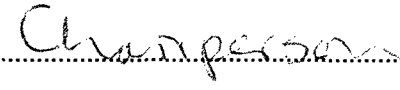
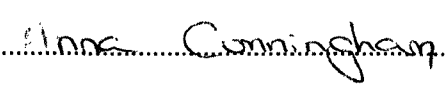
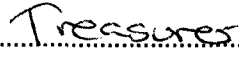
## Income Statement for the year ended 31 December 2014

	Notes	2014 Actual \$	2013 Actual \$
<b>Income</b>			
Donations		7,963	2,595
Interest		540	500
Membership fees		-	13
Operational grants	2	55,508	72,570
Operational income		4,934	4,510
Sundry income		2,745	580
<b>Total Income</b>		<b>71,690</b>	<b>80,768</b>
<b>Expenditure</b>			
Accident compensation premiums		136	178
Accountancy fees		2,520	1,730
Advertising & promotion		160	476
Audit fees		846	259
Bank fees & interest		65	89
Courses & workshops		43	43
General expenses		7,889	2,046
Hire of Equipment		5	691
Materials & resources		22,218	16,479
Postage & freight		328	171
Printing & stationery		-	9
Rent		2,713	2,539
Tutors & facilitators		992	1,321
Repairs, replacements & maintenance		424	171
Salaries & wages		39,480	45,847
Subscriptions		244	337
Telephone, tolls, internet		1,555	1,233
Travel expenses		963	-
Venue Hire		89	-
<b>Total Cash Expenditure</b>		<b>80,670</b>	<b>73,619</b>
<b>Non-Cash Expenditure</b>			
Depreciation	4	131	329
<b>Total Expenditure</b>		<b>80,801</b>	<b>73,948</b>
<b>Net Surplus (Deficit) for year</b>		<b>( 9,111 )</b>	<b>6,820</b>



**Balance Sheet**  
as at 31 December 2014

	Notes	2014 Actual \$	2013 Actual \$
<b>Current Assets</b>			
Cash & bank	5	32,575	31,708
Accounts receivable	6	12,241	19,615
GST accrued		-	-
<b>Total Current Assets</b>		<b>44,816</b>	<b>51,323</b>
<b>Current Liabilities</b>			
Accounts payable	7	2,724	4,147
GST accrued		892	2,241
Waitetuna Stream Care funds	8	-	-
Income received in advance	3	25,679	18,934
<b>Total Current Liabilities</b>		<b>29,295</b>	<b>25,322</b>
<b>Working Capital</b>		<b>15,521</b>	<b>26,001</b>
<b>Non-Current Assets</b>			
Property, Plant & Equipment	4	1,500	131
<b>Total Non-Current Assets</b>		<b>1,500</b>	<b>131</b>
<b>Net Assets &amp; Liabilities</b>		<b>17,021</b>	<b>26,132</b>

  
..... Signature .....  
  
..... Position .....  
  
..... Signature .....  
  
..... Position .....



**Statement of Changes in Equity  
for the year ended 31 December 2014**

	<b>Notes</b>	<b>2014 Actual \$</b>	<b>2013 Actual \$</b>
Opening Balance January 1		26,132	19,312
Net Operating Surplus (Deficit)		( 9,111 )	6,820
<b>Closing Balance December 31</b>		<b>17,021</b>	<b>26,132</b>





## Notes to the Accounts

### For the year ended 31 December 2014

#### 1. Statement of Accounting Policies

##### Entity Reporting

These financial statements are for Whāingaroa Environment Centre Society Incorporated.

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

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

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

##### General Accounting Policies

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

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

The information is presented in New Zealand dollars

##### Specific Accounting Policies

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

##### (a) Revenue

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

Interest is accounted for using the effective interest method.

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

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

##### (b) Property, Plant and Equipment

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



## Notes to the Accounts

### For the year ended 31 December 2014

**(c) Depreciation**

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

Office Equipment	3 – 10 years
Plant & Equipment	3 – 5 years

**(d) Receivables**

Receivables are stated at their estimated realisable value.

**(e) Employee Entitlements – Salary Accruals**

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

**(f) Income Tax**

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

**(g) Goods and Services Tax (GST)**

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

**(h) Financial Instruments**

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

**(i) Differential Reporting**

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

**(j) Changes in Accounting Policies**

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



## Notes to the Accounts for the year ended 31 December 2014

	2014 Actual \$	2013 Actual \$
<b>2 Grants Received</b>		
Department of Internal Affairs	-	4,000
Environment Waikato	125	9,765
Lions Club Raglan	435	-
Meridian Energy	648	719
Ministry for the Environment	34,848	42,209
Norah Howell Charitable Trust	2,000	-
Raglan Community Arts Council	-	435
Sky City Hamilton Community Trust	2,585	5,215
Sustainable Coastlines	200	-
Tindall Foundation	-	2,000
Trust Waikato	1,667	4,471
Waikato District Council	1,797	-
WEL Energy Trust	10,086	838
WWF New Zealand	1,117	1,418
Xtreme Zero Waste	-	1,500
	<b>55,508</b>	<b>72,570</b>
<b>3 Income Received in Advance</b>		
<i>Grants to be expended in the following year</i>		
Department of Internal Affairs	7,000	-
Environment Waikato	2,617	2,742
Meridian Energy	1,382	781
Sky City Hamilton Community Trust	2,700	2,285
Sustainable Coastlines	300	-
Trust Waikato	1,862	3,529
Waikato District Council	348	-
WEL Energy Trust	5,577	9,162
WWF New Zealand	2,414	435
<i>Donations to be expended in the following year</i>		
The NAR Foundation	1,016	-
Waikato Community Trust	463	-
	<b>25,679</b>	<b>18,934</b>
<b>4 Property, Plant &amp; Equipment</b>		
	<b>Cost</b>	<b>Closing Bk Value</b>
Office equipment	7,621	1,500
Plant & equipment	5,978	-
	<b>13,599</b>	<b>1,500</b>
<b>Depreciation</b>		<b>Opening Bk Value</b>
	<b>Rates</b>	<b>2014</b>
Office equipment	10% - 36% SL	131
Plant & equipment	21% - 28.8% SL	-
		<b>131</b>
		<b>329</b>



## Notes to the Accounts for the year ended 31 December 2014

	<b>2014 Actual \$</b>	<b>2013 Actual \$</b>
<b>5 Cash &amp; Bank</b>		
Westpac Cheque Account	16,580	16,158
Westpac Bonus Saver Account	15,413	15,441
Petty Cash	268	109
Till Float	70	-
Cash on Hand	244	-
	<b>32,575</b>	<b>31,708</b>
	<b>2014 Actual \$</b>	<b>2013 Actual \$</b>
<b>6 Accounts Receivable</b>		
Ministry for the Environment	11,500	17,425
Solscape	223	-
Xtreme Zero Waste	518	-
World Wildlife Foundation	-	2,190
	<b>12,241</b>	<b>19,615</b>
<b>7 Accounts Payable</b>		
Trade creditors	1,913	1,464
Employment related	811	2,683
	<b>2,724</b>	<b>4,147</b>
<b>8 Waitetuna Stream Care</b>		
<i>Whāingaroa Environment Centre Society Incorporated held funds for Waitetuna Stream Care and expended these funds on behalf when required.</i>		
Opening balance	-	269
Expended during year	-	( 269 )
	-	-

## 9 Related Party Transactions

Whāingaroa Environment Centre Society Incorporated contracts the services of committee members on a commercial basis.

Treasurer Anna Cunningham provided stage management services to the organisation valued at \$100 (2013: \$0).

Former Chairperson Michelle Frank provided scientific, monitoring, and project management services to the organisation valued at \$1,425 (2013: \$2,050).

Secretary Mark Hornby provided scientific, monitoring, and project management services to the organisation valued at \$1,420 (2013: \$0).





**Whāingaroa**  
Environment Centre

## Notes to the Accounts for the year ended 31 December 2014

### 10 Commitments

#### **Capital Expenditure Commitments**

There were no commitments for capital expenditure at 31 December 2014 (2013: Nil)

#### **Operating Lease Commitments**

Whāingaroa Environment Centre Society Incorporated has not entered into any operating leases. The premises are rented on a month-by-month basis. (2013: Nil)

### 11 Contingent Losses or Gains

There were no known contingent losses or gains outstanding as at 31 December 2014 (2013: Nil)

### 12 Subsequent Events

There are no matters or events that have arisen, or been discovered, subsequent to balance date that would require adjustment to, or disclosure in these financial statements.

	<b>2014 Actual \$</b>	<b>2013 Actual \$</b>
<b>13 Statement of uncommitted funds</b>		
<i>Funds held:</i>		
Cash & bank	32,575	31,708
Accounts receivable	12,241	19,615
	<b>44,816</b>	<b>51,323</b>
<i>To meet the following commitments</i>		
Accounts payable	2,724	4,147
Waitetuna Stream Care	-	-
Grants to be expended in the following year	25,679	18,934
Funds required for asset replacement	12,099	11,968
	<b>40,502</b>	<b>35,049</b>
<b>Leaving uncommitted / (overcommitted) funds</b>	<b>4,314</b>	<b>16,274</b>

**AUDIT REPORT**  
for the year ended 31st December 2014

I have audited the financial statements which comprise the statement of financial position as at 31<sup>st</sup> December 2014 and statement of financial performance and statement of change in equity, and a summary of significant accounting policies and other explanatory information.

**Committee Responsibilities**

The committee is responsible for the preparation and fair presentation of these financial statements in accordance with New Zealand Equivalents to International Financial Reporting standards, and such internal controls as the committee determine necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

**Auditor's Responsibilities**

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

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

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

Other than my capacity as auditor I have no relationship with or interests in Whaingaroa Environment Centre.

**Opinion**

In my opinion, the financial statements fairly reflect in all material respects the financial position of the Whaingaroa Environment Centre as at 31st December 2014 and its financial performance for the year then ended in accordance with New Zealand Equivalents to International Financial Reporting Standards.



*Tahi Kingi, CA*  
15<sup>th</sup> August 2015  
Hamilton

### **Open Meeting**

<b>To</b>	All Community Boards and Committees
<b>From</b>	TN Harty General Manager Service Delivery
<b>Date</b>	19 April 2016
<b>Prepared By</b>	G Bailey Open Spaces Operations Team Leader
<b>Chief Executive Approved</b>	Y
<b>DWS Document Set #</b>	1499602
<b>Report Title</b>	Draft Plaques, Memorials and Monuments Policy

## **1. Executive Summary**

Council regularly receives requests from the public to install memorials and plaques within parks. These can range from trees to seats or artwork. Some areas, such as Raglan, are very popular for such requests, so much so that some areas risk becoming over memorialised. To assist staff better manage and deal appropriately and fairly with requests, it is recommended a policy is developed.

A review of other Local Authorities indicates many have a policy for plaques and memorials. Cemetery plaques and memorials are not included in this draft policy.

At its February 2016 meeting Council supported the draft policy and directed staff to engage with the local Boards and Committees and report back.

## **2. Recommendation**

**THAT the report of the General Manager Service Delivery be received;**

**AND THAT the ..... Community Board/Committee provide feedback to staff on the content of the proposed policy;**

**AND FURTHER THAT feedback be provided to the Open Spaces Team Leader by 31 May 2016.**

## **3. Background**

This draft policy provides Community Boards and Committees an opportunity to guide the development of how Council will deal with requests from the public for installation of memorials and plaques in parks.

Staff regularly receives requests from customers to install some form of memorial to a loved one, a prominent member of the community or to recognise a significant event.

Currently staff have no guidelines to assist in ensuring all applications are treated equitably and that applications reflect the surrounding environment and are fit for purpose. There is also no clarity around costs and on-going maintenance responsibilities.

#### 4. Discussion

A policy would outline an equitable process for the Council, and the Community to follow when new plaques, memorials and monuments are proposed. The purpose of a policy is to prevent ad hoc, prolific, inappropriate or widely varying placement of plaques, memorials and monuments at public sites in the Waikato District.

The policy would cover all plaques and memorials placed on land, buildings or property that the Council owns or has control of. This type of policy is in place in a large number of Local Authorities around the country and is not causing any concerns or impediments for communities.

No existing Council policy covers the issue identified in this report. Cemeteries are not included in this policy as they are covered under Cemetery Bylaws.

#### 5. Considerations

The following key points from the draft policy should be noted for comment and consideration:

- No new memorial or plaque will be considered that commemorates a person, event or occasion already memorialised unless there are exceptional circumstances.
- Approval would be dependent on the suitability of the site for the item. If an application for a personal memorial is declined, Council's decision is final.
- Subjects will be generally limited to individuals who have lived in or have a special association with the District.
- All materials used for plaques, memorials and monuments should have a minimum service life of 50 years as detailed in Section 2, NZS 4242:1995 Headstones and Cemetery Monuments.
- Any proposal that incorporates sculptural reliefs or is an artistic work will be referred to Council's Community Development Coordinator for consideration.

*Commemorative Trees with Plaques* - for commemoration of dignitaries, civic and historic occasions only. Commemorative trees, native or exotic must be consistent with Council's District Tree Policy. Once planted, commemorative trees become a Council asset and are maintained to the Council standards. As with all Council managed trees, plantings need to be appropriate to the site and area, and maintenance must be according to best arboricultural practice. If due to unforeseen circumstances a tree must be removed, it may not be replaced.

For commemorative trees the metal plaque to be set at the base of the tree on a concrete plinth.

*Ornamental Feature, Fountain, or Sculptural Memorials* - Council is open to discussion of unique and substantial memorials. A written proposal should be made outlining the desired outcome and budget available.

Council's General Policies Reserve Management Plan relating to Public Art, Plaques, Memorials and Commemorative Tree planting have been incorporated in to this policy.

## 8. Consultation

The following stakeholders have been/or will be consulted:

Planned	In Progress	Complete	
	X		Internal
X			Community boards/Community committees

## 9. Conclusion

To ensure the District has a consistent approach to installation and management of plaques and memorials a Plaques, Memorials and Monuments Policy is required. This policy will assist both the public and Council staff in ensuring all requests in this area are considered against an agreed set of criteria.

Consideration of existing numbers of plaques and memorials, artworks, fountains and other objects in the vicinity of the proposed new plaque or memorial will be taken into account with each application.

With all issues that involve memorialisation, emotions can play a role. While this policy will provide clear guidelines it is expected that staff will undertake discussions with compassion and, where possible, allow some latitude to accommodate reasonable requests.

## 10. Attachment

- WDC Draft Plaques, Memorials and Monuments Policy 2016



# Draft Plaques, Memorials and Monuments Policy

Policy Owner: Gordon Bailey  
Policy Sponsor: Andrew Corkill  
Approved By:  
Approval Date:  
Resolution Number  
Effective Date  
Next Review Date:

Chief Executive:  
General Manager:

## Introduction

This policy sets a process for the Waikato District Council, (hereafter referred to as “the Council”) and the community to follow when new plaques, memorials and monuments are proposed. The purpose of this policy is to prevent ad hoc, prolific, inappropriate or widely varying placement of plaques, memorials and monuments at public sites in the Waikato District, ( hereafter referred to as “the District”).

This policy covers all plaques and memorials proposed or being placed on land, buildings or property which the Council owns or over which it has control. All such plaques and memorials will be required to conform to this policy.

This policy does not cover signage, interpretative panels, display boards, banners, cemeteries or public artworks.

## Policy Definitions

For the purpose of this policy and procedures, the following definitions will apply:

1. **Plaque:** A flat tablet of metal, stone or other appropriate material which includes text and/or images which commemorate a person or an event and/or provides historical text of information relevant to its location. To be affixed to an object, building or pavement.
2. **Memorial:** An object established in memory of a person or event eg war memorial.
3. **Monument:** A structure created in memory of a person or event or which has become important to a social group as a part of their remembrance of past events eg Huntly Poppet Head.
4. **Object:** An object is small in scale when compared to a structure or building. It is generally moveable. Examples include memorial gates, sculptures and fountains.

5. **Structure:** A structure is a functional construction intended to be used for purposes other than sheltering human activity. Examples include, bridges and gazebos.

### **Guidelines**

1. No new memorial or plaque will be considered that commemorates a person, event or occasion already memorialised unless there are exceptional circumstances.
2. Any proposal for a plaque that incorporates sculptural reliefs or for a memorial or monument that is three dimensional or sculptural or is an artistic work, will be referred to Councils Community Development Officer for consideration with recommendations then put to the appropriate delegated authority for approval.
3. The Council has specified a range of categories for plaques and memorials appropriate to the needs of individuals and organisations (see category 7). No proposals will be considered outside of these categories. Applications can only be made under one category.
4. Subjects for plaques and memorials (Categories 1, 2 and 3) will be limited to the following:
  - An individual or association that has contributed significantly to the District.
  - An individual or association strongly linked to the District and its history.
5. Subjects for Category 4, personalised memorial plaques on a seat, bench or picnic table will be considered by the Council on a case by case basis. Approval is dependent on the suitability of the site for the item of furniture and whether there is a genuine need for it as determined by the Council. If an application for a personal memorial is declined, the Council's decision is final. Subjects will be limited to:
  - Individuals who have lived in or have a special association with the District.
6. All materials used for plaques, memorials and monuments should have a minimum service life of 50 years as detailed in Section 2, NZS 4242:1995. Headstone & Cemetery Monuments.
7. Any plaque, memorial or monument approved by and placed in the district should be deemed to be owned and under the unconditional control and management of the Council.

### **Categories**

#### **Category 1: Commemorative Trees with Plaques**

This category is reserved for commemoration of dignitaries, civic and historic occasions. Commemorative trees, native or exotic must be consistent with Council's District Tree Policy to be planted in any of the District parks or gardens and placed in a grassed location.

Once planted, commemorative trees become a Council asset and are maintained to the Council standards. As with all Council managed trees, plantings need to be appropriate to the site and area, and maintenance must be according to best arboriculture practice. If due to unforeseen circumstances a tree must be removed, it may not be replaced.

- For commemorative trees the metal plaque to be set at the base of the tree on a concrete plinth.

### **Design Specification**

- Brass or bronze plaque on concrete or stone plinth.
- Maximum size 300mm x 200mm (w x h).

### **Category 2: Metal Plaques**

To signify or commemorate a historic or civic occupation or to provide minor interpretative material relevant to a nearby building, artwork or historic feature or site. Such plaques will not be permitted as private memorials for individuals or families.

- Plaques for artwork will be referred to Council's Community Development Officer as a component of the artwork with their recommendations then referred to the appropriate delegated authority for consideration. Plaques for artwork are used to list artist, title, date of installation of artwork and interpretative information and are installed for every new Council commissioned artwork in a public place. The plaque shape and material should be in keeping with the artwork.
- Any new applications for plaques with historical significance received by the Council are referred to the local relevant Historical Society or Heritage New Zealand for verification.

### **Design Specification (excluding plaques for artwork)**

- Maximum size 300mm x 200mm (w x h).
- Plaque to be brass, bronze or stainless steel to ensure durability.
- Small oval brass plaques have been used across the district to identify sites/features of historic interest. Where appropriate this style of plaque will continue to be used however historic plaques will not be limited to this design.

### **Category 3: Ornamental Feature, Fountain, or Sculptural Memorials**

Council is open to discussion of unique and substantial memorials. A written proposal should be made to the appropriate delegated authority outlining the desired outcome and budget available. These applications will be considered on a case by case basis.

### **Category 4: Personalised Memorial Plaques on Seats, Benches or Picnic Tables**

This memorial is a small commemorative metal plaque for groups or individuals, to be attached to a park seat or bench. The location of the seat or bench is at the discretion of

the Council (refer to section 5). Once installed, memorial furniture becomes a Council asset which will be maintained to Council standards for a period of at least five years. After this time removal of the asset is at Council's discretion. If due to unforeseen circumstances a seat or bench must be removed, consideration will be given to relocating to a nearby site if practical.

### Design Specification

- Small rectangular brass plaque – maximum size 80mm x 150mm (h x w).
- Installation to be on the back rest of the seat or bench.

### Locations

Applicants should nominate a preferred site (general location for the placement of the plaque, memorial or monument. Only sites that have relevance to the person, group or even being commemorated should be nominated.

It should be noted that Cemeteries are **not** included in this policy.

Approval for a particular site will only be granted if consistent with the Council's Reserve Management Plan for that site, and the proposed plaque, memorial or monument being relevant to the site. Consideration of existing numbers of plaques and memorials, artworks, fountains and other objects in the vicinity of the proposed new plaque or memorial will be taken into account with each application. The appropriate delegated authority has final approval of appropriate site/s and will determine the exact location of any plaque or memorial.

The plaque or memorial shall be located at the designated site until such time that it cannot be maintained due to natural degradation with the following exceptions:

1. The area in which the item is sited to be redeveloped.
2. The use of the area in which the item is sited changes significantly in character and the item is not deemed suitable for the site.
3. The structure or support on which the item is located is to be removed or permanently altered.

### Wording

- Text should be brief and in language easily understood by the public. It should avoid the use of jargon or acronyms.
- Text should be written following research from a wide range of authoritative sources and where relevant be verified by the Heritage New Zealand.
- A final proof of the plaque/memorial wording must be approved by the applicant prior to production.
- If a graphic image is utilised the amount of text will be reduced.
- Any sponsorship recognition will be through use of approved wording or logo, which will take up no more than 10% of the overall plaque design.
- Applicants are required to cover full costs of items including, seats, benches, trees, plaques, memorials and installation.
- Council will cover ongoing maintenance.

## **Replacements**

Requests will be considered to replace existing plaques or memorials which have been damaged or otherwise degraded or require alterations, however replacements will need to conform to current design specifications and guidelines. Replacement costs will be the responsibility of the applicant unless the appropriate delegated authority decides it is appropriate for Council to fund the replacement. (Historical plaques or memorials which are part of the Council's collection will be appropriately maintained/replaced by the Council).

All metal plaques are at risk of theft due to their scrap value and must be securely attached to solid objects such as buildings, rocks or pavement.

## **Applications**

1. Applications will be made in writing in the first instance to Waikato District Council, Private Bag 544, Ngaruawahia 3742.
2. Applications should include all relevant details including proposed category of plaque or memorial, proposed site or location, proposed text or images to be included and any other pertinent information.
3. Decision will be confirmed in writing to the applicant.
4. The applicant must meet all costs associated with design, manufacture and installation of the plaque, memorial or monument. In some instances a contribution toward maintenance may also be a condition of approval.
5. Payment for approved plaques and memorials will need to be made in full prior to ordering.
6. The Council will manage the design, manufacture and installation of the plaque/memorial as specified.
7. No application will be considered outside this process.

## **Implementation**

1. Written application with appropriate information received.
2. If necessary the application will be referred to the appropriate delegated authority.
3. Application approved/declined and applicant notified accordingly.
4. If successful, applicant to pay full cost before the application is processed further.
5. On receipt of payment the Council will order artwork design for plaques to ensure uniformity.
6. On receipt of full payment the Council will order associated tree or bench or organise installation of plaque/memorial/monument.

## **Review**

This policy will be reviewed five years after its adoption.



# Plaques, Memorial and Monuments Application Form



Please complete this form after having read the Plaques, Memorial and Monuments Policy at [www.waikatodistrict.govt.nz](http://www.waikatodistrict.govt.nz)

Please email the completed form to [publicenquiries@waikato.govt.nz](mailto:publicenquiries@waikato.govt.nz) or post to Plaques, Memorial and Monuments application, Private Bag 544 Ngaruawahia 3742

Applicant	
Name	
Telephone number	
Email address	
Address	
Have you read the Plaques, Memorial and Monuments Policy? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Applicant's signature (if posted)	Date
Reason for memorialisation (include connection with community etc)	
Proposed text: Include graphics, logos etc. (Use a separate page if necessary)	



### **Open Meeting**

<b>To</b>	Raglan Community Board
<b>From</b>	TN Harty General Manager General Manager
<b>Date</b>	18 April 2016
<b>Prepared by</b>	KC Bredesen Business Support Team Leader/PA
<b>Chief Executive Approved</b>	Y
<b>DWS Document Set #</b>	1499186
<b>Report Title</b>	Raglan Coastal Reserves Advisory Meeting Minutes, 15 February and 14 March 2016

## **1. EXECUTIVE SUMMARY**

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The minutes of the Raglan Coastal Reserves Advisory Committee meeting dated 15 February and 14 March 2016 are attached for the Board's information. The Raglan Community Board representative will confirm the minutes have been approved at the meeting.

## **2. RECOMMENDATION**

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**THAT the report from the General Manager Service Delivery be received.**

## **3. ATTACHMENTS**

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- Raglan Coastal Reserves Advisory Committee Minutes – 15 February 2016
- Raglan Coastal Reserves Advisory Committee Minutes – 14 March 2016



**DRAFT**

## Raglan Coastal Reserves Advisory Committee Meeting Minutes Monday, 15 February 2016, 5.30pm

**Present:** Shayne Gold, Raglan Sports Fishing Club and Raglan Coastal Reserves Advisory Committee Co-Chairperson  
 Angeline Greensill, Tainui Awhiro Ngunguru Te Po, Ngunguru Te Ao and Raglan Coastal Reserves Advisory Committee Co-Chairperson  
 Frank Turner, Community Representative  
 Allen Vink, Raglan Communities Board  
 Deane Hishon, Point Board Riders Club Inc  
 Anne Snowden, Surf Club  
 Ross Hodder, Friends of Wainui  
 Debbie Phillips-Morgan, Surf Club  
 John Lawson, Friends of Wainui  
 Sheryl Hart, Raglan Sports Fishing Club

**Apologies:** Noel Barber  
 Gordon Bailey  
 Clint Baddeley

		Action
1.	<p><b><u>Receipt of the Raglan Coastal Reserves Advisory Committee Meeting</u></b></p> <p>Resolved: (Frank Turner/Anne Snowden)</p> <p>THAT receipt of the Raglan Coastal Reserves Advisory Committee Meeting Minutes – dated 19 October 2015 is confirmed.</p> <p><u>CARRIED on the voices</u></p>	FYI
2.	<b>Matters arising from previous minutes:</b>	N/A
3.	<b>General Business</b>	
	<p><u>Shade Sail</u>            It is most urgent that this is moved to its new position.</p>	
	<p><u>Storage Shed</u>            “Friends of Wainui” want to store their gear in a shed to be purchased by “Friends of Wainui”.</p>	Shayne Gold/ Debbie Philips-Morgan (Carried)

		<b>Action</b>
	<u>Minute Taker</u> Council to supply a minute taker to these meetings.	Sheryl Hart/Anne Snowden
	<u>Council Representatives</u> The committee wish to have a Council staff member present including Noel Barber at all times.	
	<u>Reserve Overflow Parking</u> Council to ensure that the top gate is open.	
	<u>Dogs at Kopua</u> Members to fill out a CRM form about dogs at the Kopua Camp. We need to be clear from Council about where dogs are allowed and where not. Then we need more signage about dogs.	
	<u>Mini Bikes</u> During the holidays there were mini bikes on the reserve charging for rides. No permission was given from this committee. Question who let him into the fields. Council or camp has no knowledge of this.	
	<u>Freedom Campers</u> Freedom campers on our reserves more signage and in the case of the Kopua the gates need to be locked. There needs to be more enforcement about rules regarding Freedom Campers, parking and dogs. Council is drafting a Freedom Camping Bylaw which should be open to submissions in April. This will address this issue.	
	<u>Wainui Reserve</u> The judder bars at Wainui Reserve need to be in place before the planned sealing takes place in March.	
	<u>Communication</u> We want better communication with our Reserve Committee and Council.	
	<u>Site Visits</u> We require a site visit to each of the reserves under the guidance of this committee.	
	<u>Kopua Reserve</u> We require definition of the boundaries between the Kopua reserve and the camping Ground.	
	<u>Surf Competition</u> We approve the potential addition of a surf competition April 15-17.	



		Action
4.	<p><b>Events</b> All events approved.</p> <ul style="list-style-type: none"> <li>• We wish for Surfing NZ to finish one day earlier (13-18 March 2016).</li> <li>• Point Board Riders mistake on calendar wanted 19 &amp; 20 March 2016.</li> <li>• Raft race to ensure that all debris to be retrieved from the coastal area.</li> <li>• We need to monitor the use of reserves around weddings.</li> <li>• Sound Splash - There appears to have been no consultation with affected parties in regards to noise. We need to debrief with the organisers around this event.</li> <li>• Manu Bay Committee are disappointed about the use of the rocks from out the region and the obvious lack of consultation with local Iwi in this regard.</li> </ul>	
	<p><b>Next Meeting 5.30pm, 14 March 2016 (Second Monday of each Month).</b></p>	

## Raglan Coastal Reserves Advisory Committee Meeting Minutes

**Monday 14 March 2016**

- Present:** Shane Gold, Raglan Sports Fishing Club and Raglan Coastal Reserves Chair  
 Clint Baddeley, Councillor  
 Tim Harty, Waikato District Council  
 Frank Turner Community representative  
 Gordon Bailey, Waikato District Council  
 John Lawson, Friends of Wainui  
 Ross Hodder Friends of Wainui  
 Sheryl Hart, Raglan Sports Fishing club  
 Alan Vink, Raglan Community Board  
 Anne Snowden, Raglan Surf Lifesaving
- Apologies:** Noel Barber  
 Debbie Phillips-Morgan

Action

1. **Receipt of the Raglan Coastal Reserves Advisory Committee Meeting**

Resolved: (Frank Turner/Anne Snowden)

THAT receipt of the Raglan Coastal Reserves Advisory Committee Meeting Minutes dated 14 March 2016 are confirmed.

Carried on the voices

2. **Matters arising from previous minutes**

Shade Sail

Dean/ Noel

Dean to mark the ground where the sail is to go and Noel to complete the activity.

Tool-shed

John, Ross and Gordon

Council needs to see a plan and location of the shed and that it is consistent with policies already in place. Friends of Wainui and Council need to meet on site with Council and consult with the Community Board.

Minutes

After discussion with Gordon it was decided that the Committee need to supply a minute taker for the meetings. When Tim arrived later he thought a voluntary secretary could be appointed from the community who can take notes that are then sent to Council. Council will put an advert in the Chronicle before the next meeting and members to ask around for someone.

Shayne/Sheryl      carried

Gates, Rubbish over Summer/Freedom camping

Discussion on the extra load put on our amenities over the summer lead to a freedom camping discussion which the Council has a draft Bylaw coming out with input from the Ratepayers group.

**Motion that** “No freedom camping be allowed on the coastal marine reserves:

Sheryl/Shayne carried with one abstain Alan

Reserves may be policed by shutting gates on the reserves that have them.

Dogs

Signs have been erected on the farm covering health and safety issues.

Mini bikes

Phone the Council on the day so that someone can be there to get information as at this stage no-one is aware of how the mini bikes got there.

Traffic calming

Two options have been presented on one side of the bridge only.

**Motion that** “The preferred option be adopted”.

Frank/Shayne carried

Site visits

Will take place at 5.00pm on 12 April with everyone meeting at the Town Hall and leaving from there.

Meetings

Meetings are back to monthly.

Tim Harty from WDC arrived.

Soccer Fields

After the Council has spoken to all the parties concerned they will get back to us at the next meeting re: who is responsible for this area.

3

Event:

All events approved

- Halberg Disabilities day
- Raglan Area School softball at Te Kopua

Motion that “Raglan Childcare and Education Centre is able to facilitate outdoor play in the Wainui Reserve as required for this year”

Shayne/Anne carried

4

Changes to Members

Council advisor—Gordon Bailey

Frank Turner—Community rep

Community Board—Alan Vink

Miromiro resigned

Friends of Wainui—Ross Hodder 07 825 7173

Raglan Surf Lifesaving Amenities Trust—Liz Amoore

Raglan Surf Lifesaving—Anne Snowden

Looking for representatives from Soccer and Whale Bay

Break Wall

Action

Questions from Shayne and Sheryl

- “Is there a guarantee that if the break wall down not work it will be fixed?”
- “Do we have relevant guarantees from the engineers and contractors— professional indemnity for the Council?”
- “What does not working mean in terms of what it was designed to do?”
- “What criteria was it designed to meet?”

Tim to take questions above back to the engineers and contractors and see if the plan and what is in place are the same.

Raglan Sports Fishing Club would like to register their disappointment that the surge around the boat ramp is three times worse.

Track sign

One new sign is required regarding the use of tracks in terms of bikes, horses or for walking so that users are aware of what they should be doing or not doing. The Council has approved a draft sign strategy to classify track standards and animal use is in terms of Council's Dog Bylaw.

Mowing

The contractors mowing the reserve are doing a good job .

General

- Large puddle by the windsock needs to be fixed.
- **Motion that:** A footpath be put in from the skateboard bowl to the aerodrome bridge suitable for foot traffic, scooters, bikes and pushchairs to get families to the part safely”

Sheryl/Frank carried

- Soundsplash planning permission process is still under investigation.
- The new road at Manu Bay has created a mud puddle in the car park. Council to look at it.
- If we have issues a good way to get them on any agenda is to make a request online which means a response is needed.
- Horse riders to be reminded that horse faeces needs to be picked up on tracks.

Meeting Closed 7.10 pm

### **Open Meeting**

<b>To</b>	Raglan Community Board
<b>From</b>	A Vink Chairperson
<b>Date</b>	2 May 2016
<b>Prepared by</b>	RJ Gray Council Support Manager
<b>Chief Executive Approved</b>	Y
<b>DWS Document Set #</b>	I507579
<b>Report Title</b>	Chairperson's Report

## **I. EXECUTIVE SUMMARY**

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### Meetings Attended

Coastal Reserves 14/3  
Camp 16/3  
Freedom Camping x2 16/3  
Combined CB's 22/3  
RCB W/S 4/4  
Coastal Reserves 11/4  
RCB W/S Visitor Impact 12/4  
Radio Interview 19/4  
Camp 20/4  
RCB W/S -Agenda 26/4  
Coastal Reserves 9/4

### Key Works and Issues

A lot of follow up after the sewerage spill on the 25/3 especially around signage.  
Discussions with Rick Thorpe around Rubbish

## **2. RECOMMENDATION**

---

**THAT the report from the Chairperson be received.**

## **3. ATTACHMENTS**

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Visitor Impact Report



20/4/16

Kia ora koutou,

We, the Raglan Community Board, would like to say a huge thank you for taking the time to attend our workshop, it was great to hear your thoughts and views. As your elected representatives, it is our role to act on your behalf to progress issues, and together find solutions suitable to our community. Below is an overview of our collective korero, please give us feedback if you feel we have missed some of your concerns.

Below is a list of issues that we identified:

- Freedom Camping
- Sewerage System - toilets/infrastructure/library
- Rubbish
- Strain on emergency services
- Water meters
- Parking
- Visitor competition for resources; waves. impact on the marine environment, employment
- Amenity value, changing the face of Raglan; cultural/social issues
- Public toilets
- Numbers at the library - locals were not going there as too busy
- Opportunity for crime to happen

We also saw opportunities because of these issues;

- Opportunity to get woofers to do jobs/tasks locally
- Raglan Branding

From this bigger picture of concerns/issues, we broke into groups that discussed:

- Infrastructure, toilets, water meters, parking
- Competition for resources
- Sewerage
- Amenity value, cultural and social issues
- Rubbish

Each group came up with concerns, and solutions:

- **Infrastructure:**
- toilets in progress? The main street have some toilets future proofing, water meters, conservation? charges/revenue. Parking - park n ride, bikes available for use, parking meters in town and at the wharf to bring revenue back into the community
- **Competition for Resources:**
- **Issues:** waves/public ie library/ocean - fishing, kite surfers, kayak; quality of experience reduced for both locals and visitors
- 3/18 protected surf breaks = environmental; a place to park @ reserve for sunset
- Rangatahi development & tourism increase = twofold impact

- **Solutions:** Pay as you go to local community; Communicating surfing etiquette; Communicating community values, expressing community identity ie youtube, video @ isite, accommodation providers/websites, develop a town app with different levels of information, solely community-based with snippets on free wifi with a local person presenting every 10 min; establish maximum capacity, ration experiences, for example book a walk.
- **Sewerage:**
- **Issues;** Lack of engineers report defining cause
- Safety precautions in place during sewerage works
- Cultural insensitivity eg system next to marae
- Insufficient notification, signage was inadequate, poorly placed and too small to be read
- **Solutions:** Encourage composting toilets where appropriate
- Communicate with local community board and stakeholders eg kayak operators, camping ground
- Investigate public toilet facilities, an environmental focus
- **Amenity value, cultural and social issues**
- **Issues:** changing the identity of Raglan
- The community has become more selfish
- Influx of visitors has a negative impact on resident community
- Raglan has become consumption based rather than support based
- Clarity on iwi in our town
- There must be a limit to how many people we have in our town, when is enough, enough? Why are we creating more opportunities for people to come here?
- Limit the expansion of more businesses in town
- **Solutions:** Encourage social enterprise for example at Wainui Reserve, a place for small operators to be
- Recent rahui, strengthened cultural values and educated visitors
- Rangatahi, training our local young people to work in businesses in town
- Negative activities become positive opportunities for example in Southland where alcohol is only sold through certain outlets, run by a community trust, profits returned to the community
- Service charges: boating, camping, surfing
- More of an indigenous/local balance
- Big 'No Litter' signs
- **Rubbish**
- **Issues:** More locals picking up rubbish, much more rubbish everywhere
- **Solutions:** Prioritize adequate bins and emptying
- Educate people to take their rubbish with them and dispose of it responsibly
- Solar compacting bins
- Get rid of all bins
- Raise a CRM with council so we have solid information on the problems we have
- Bins emptied at night
- Create local campaigns, involve the schools, create murals
- Big sign at the top of the divvy, our catchment to the sea
- Highlight our values, Raglan branding

Thank you again for participating in our workshop, we look forward to working with you on these issues in the near future.

Your community board

### **Open Meeting**

<b>To</b>	Raglan Community Board
<b>From</b>	TG Whittaker General Manager Strategy & Support
<b>Date</b>	26 April 2016
<b>Prepared by</b>	S Monrad Corporate Planner
<b>Chief Executive Approved</b>	Y
<b>DWS Document Set #</b>	I503612
<b>Report Title</b>	Annual Plan 2016/17

## **I. EXECUTIVE SUMMARY**

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Every three years Waikato District Council produces a Long Term Plan (LTP). An annual plan is then produced in the two years between each LTP and outlines what we intend to achieve in each of those financial years, how much it will cost, and how it will be funded (including the setting of rates).

Although nothing has significantly changed from what was planned in Year 2 of the LTP 2015-2025 and there is no legislative requirement for Council to be undertaking community consultation or holding hearings on the Annual Plan 2016/2017, we will still talk to you about what we have planned for 2016/2017.

Council has recently sent a flyer to all ratepayers in the Raglan ward outlining the annual plan process. Council also attended the Ngaruawahia Market day on 10 April to engage with the community around the content of that flyer (attachment 1) and the ward map which identifies what projects are planned (attachment 2).

Communication was sent to the Community Board in December 2015 indicating that if community groups intend to seek funding for community projects or events from Council, the information about the various funding sources available can be found on the community funding page of Council's website: [www.waikatodistrict.govt.nz/funding](http://www.waikatodistrict.govt.nz/funding).

## **2. RECOMMENDATION**

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**THAT the report from the General Manager Strategy & Support - Annual Plan 2016/17 - be received.**

## **3. ATTACHMENTS**

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Attachment 1: Flyer which accompanied the rates notice

Attachment 2: Raglan Ward map showing projects to be delivered in 2016/17.

# ANNUAL PLAN 2016-2017: NO SURPRISES

## THIS YEAR WE'RE DOING THINGS A BIT DIFFERENT



Every three years Waikato District Council produces a Long Term Plan. An Annual Plan is then produced in the two years between each Long Term Plan and outlines what we intend to achieve in each of those financial years, how much it will cost, and how it will be funded (including the setting of rates).

Since we've recently talked to you about what you want in your district as part of the Long Term Plan consultation process in 2015 (and because **nothing has changed**) we won't be undertaking community consultation or holding hearings on the Annual Plan – but we will still be out talking to you about what's happening.

- The projects that the community agreed on as part of our Long Term Plan haven't changed.
- We'll still prepare an Annual Plan but we won't be preparing a consultation document. This allows us to focus on those Long Term Plan projects.
- We'll still be engaging with you on relevant projects. This allows us to have better, localised engagement with communities that are affected.
- If you're intending to seek funding for community projects or events from council, you'll find information about the various sources available on the community funding page of our website: [www.waikatodistrict.govt.nz/funding](http://www.waikatodistrict.govt.nz/funding)

### Whats the impact on your rates?

You can check out our rates calculator on our website [www.waikatodistrict.govt.nz/annualplan](http://www.waikatodistrict.govt.nz/annualplan)



**TURN OVER  
TO SEE WHAT  
PROJECTS ARE  
PLANNED IN  
YOUR AREA**



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[consult@waidc.govt.nz](mailto:consult@waidc.govt.nz)

**Waikato**  
  
**DISTRICT COUNCIL**  
Te Kaunihera aa Takiwaa o Waikato



## KEY



Roading



Waste Water



Storm Water



Transfer  
Station Upgrade



Wharf  
Maintenance

### KEY RAGLAN PROJECTS FOR 2016/17

This map indicates some of the key projects that will be happening in your area in 2016/17.

These include:

- 3.7km of road resurfacing
- 1km of road pavement renewal
- Vehicle pad replacement at Raglan Transfer Station
- Storm water network extension and upgrade
- Upgrading the Waste Water treatment plant at Raglan
- Maintenance work to Raglan Wharf
- \$100,000 of lighting improvements.

For specific information about what's happening in your area, please see our Long Term Plan. You'll find this on our website: [www.waikatodistrict.govt.nz/annualplan](http://www.waikatodistrict.govt.nz/annualplan)

# ANNUAL PLAN 2016/17

## WE ARE DOING THINGS A BIT DIFFERENT THIS YEAR

Every three years Council produces a Long Term Plan. An Annual Plan is then produced in the two years between each Long Term Plan and outlines what we intend to achieve in each of those financial years, how much it will cost, and how it will be funded (including the setting of rates).

Since we've recently talked to you about what you want in your district as part of the Long Term Plan consultation process in 2015 – and because nothing has changed – we won't be undertaking community consultation or holding hearings on the Annual Plan but we will still be out talking to you about what's happening.

- The projects that the community agreed on as part of our Long Term Plan haven't changed.
- We'll still prepare an Annual Plan but not a consultation document for efficiency to allow us to focus on those LTP projects.
- We'll still be engaging with you on relevant projects. This allows us to have better, localised engagement with communities that are affected by any projects.
- If you are intending to seek funding for community projects or events from Council, we'd like to ensure you're aware of the various options available. Information about the various sources are available on the community funding page of our website: [www.waikatodistrict.govt.nz/funding](http://www.waikatodistrict.govt.nz/funding)

### Whats the impact on your rates?

You can check out our rates calculator on our website [www.waikatodistrict.govt.nz/annualplan](http://www.waikatodistrict.govt.nz/annualplan)



### How do I find out what projects are planned in my area in the next 12 months?

Visit our Annual Plan page  
[www.waikatodistrict.govt.nz/annualplan](http://www.waikatodistrict.govt.nz/annualplan)

### STAY UPDATED:



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[consult@waicd.govt.nz](mailto:consult@waicd.govt.nz)



### ***Open Meeting***

<b>To</b>	Raglan Community Board
<b>From</b>	TG Whittaker General Manager Strategy & Finance
<b>Date</b>	2 May 2016
<b>Prepared by</b>	RJ Gray Council Support Manager
<b>Chief Executive Approved</b>	Y
<b>DWS Document Set #</b>	I507541
<b>Report Title</b>	Water Resource

## **I. EXECUTIVE SUMMARY**

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The purpose of this report is to provide the opportunity for the community board to have a discussion around the recent sale of land by the Ashburton District Council, which had a water right attached. In this situation it is understood the purchaser intends to sell water overseas. The community board would like to understand how this action marries up with council's approach to water conservation and protection of this valuable water resource.

## **2. RECOMMENDATION**

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

## **3. ATTACHMENTS**

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Nil

### **Open Meeting**

<b>To</b>	Raglan Community Board
<b>From</b>	TN Harty General Manager Service Delivery
<b>Date</b>	3 May 2016
<b>Prepared by</b>	M Mould Waters Manager
<b>Chief Executive Approved</b>	Y
<b>DWS Document Set #</b>	I508348
<b>Report Title</b>	Raglan Wastewater System

## **I. EXECUTIVE SUMMARY**

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### **Marine Parade Wastewater Overflow**

At approximately 7.45pm on 25 March (Good Friday) 2016 a wastewater overflow occurred near the Marine Parade (MP) pump station on Nihinihi Ave. The MP pump station is a major station for the Raglan wastewater network and pumps all of the town's wastewater to the treatment plant. Waikato District Council (WDC) after hours staff were notified of the overflow at 7.45pm via a pump station alarm. The overflow site is currently also a construction site with a pump station storage chamber being installed. It is currently estimated that 30 cubic metres of untreated wastewater entered the Raglan Harbour in the vicinity of the site (see attached plan).

WDC's after hours staff responded to the pump station alarm in as per emergency response plans and procedures. Waikato Regional Council (WRC) staff were informed and attended the site as well. Containment of the overflow occurred within one hour of notification and the Raglan stakeholders group (as identified) was informed of the event via e-mail within 90 minutes of the event occurring.

Council staff took direction and advice from both WRC and the District Health Board (DHB) staff regarding appropriate actions and exclusion from contact with harbour waters following the event. A ban on taking fish and seafood was put in place and temporary signage erected. More permanent signs were erected following the long weekend and as resources became available. Throughout and post event, testing and analysis of the harbour was carried out in line with best practice.

WDC has initiated an internal investigation and WRC are also undertaking a detailed investigation. Results of the WDC internal investigation will be available late May, early June.

### **Raglan Wastewater Network Condition**

Some concerns on the overall condition of the Raglan Wastewater network have been raised following the recent overflow event. The intent of this brief update is to give the Board an overview of the network, its condition and capacity.

The Raglan wastewater scheme (treatment plant, reticulation and pump stations) was first constructed in the 1970s; the treatment plant consisted of two oxidation ponds which discharged into the harbour. The scheme services the Raglan urban area. In 2008/09 the treatment process was upgraded. The treatment now consists of two anaerobic ponds and four aerobic ponds and a treated effluent storage pond plus UV disinfection.

The network consists of 21 pumping stations, 55km of pipes and 1100 connections. The 2014 Activity Management Plan has the overall condition rating of the network as 2, meaning above average condition (rated from 1 best to 5 worst). Recent Closed Circuit Television (CCTV) footage of key areas of the network has identified very few issues and confirmed the condition rating of 2.

The Raglan Wastewater Treatment Plant (RWWTP) is consented to discharge daily up to 3,400m<sup>3</sup> of treated effluent. The recent 50 year wastewater strategy (MWH, December 2015) highlighted concerns with Resource Consent compliance for both suspended solids and pathogens, however recent work undertaken has addressed both these matters, to a degree. There are still some residual risks around consistently meeting these compliance levels. Flow into the RWWTP can be high, however the plant balances flows well and the discharge volumes generally meet consent requirements.

The consent for the plant is scheduled for renewal in 2020 and funding for the consent process has been allowed for in the Long Term Plan.

## **2. RECOMMENDATION**

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**THAT the report from the General Manager Service Delivery be received.**

## **3. ATTACHMENTS**

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- Plan of the Marine Parade Pump Station and Environ

