Agenda for a meeting of the Raglan Community Board to be held in the Town Hall, Supper Room, Bow Street, Raglan on **TUESDAY 13 NOVEMBER 2018** commencing at **2.00pm**.

Note: A public forum will be held at 1.30pm prior to the commencement of the meeting.

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

1. APOLOGIES AND LEAVE OF ABSENCE

2. CONFIRMATION OF STATUS OF AGENDA

3. DISCLOSURES OF INTEREST

4. CONFIRMATION OF MINUTES

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5.15 Public Forum *Verbal*

GJ Ion
CHIEF EXECUTIVE

Waikato DISTRICT COUNCIL
Te Kaunihera aa Takiwaa o Waikato

Open Meeting

To	Raglan Community Board
From	GJ Ion Chief Executive
Date	2018
Prepared by	Rose Gray Council Support Manager
Chief Executive Approved	Y
Reference #	GOV0507
Report Title	Confirmation of Minutes

1. EXECUTIVE SUMMARY

The minutes for a meeting of the Raglan Community Board held on Tuesday 11 September 2018 are submitted for confirmation.

2. RECOMMENDATION

THAT the minutes of a meeting of the Raglan Community Board held on Tuesday 11 September 2018 be confirmed.

3. ATTACHMENTS

Minutes

MINUTES of a meeting of the Raglan Community Board held in the Supper Room, Town Hall, Bow Street, Raglan on **TUESDAY 11 SEPTEMBER 2018** commencing at **2.03pm**.

Present:
Mr R MacLeod (Chairperson)
Cr LR Thomson
Mr PJ Haworth
Mrs R Kereopa
Mrs GA Parson
Mr AW Vink

Attending:
Mrs RJ Gray (Council Support Manager)
Mr C Birkett (Monitoring Team Leader)
Mr K Pavlovich (Waters Manager)
Mr G Bellamy (Safety Engineer - Roading)
14 members of the public

Mrs Kereopa provided a karakia at the commencement of the meeting.

APOLOGIES AND LEAVE OF ABSENCE

Resolved: (Mr MacLeod/Cr Thomson)

THAT an apology be received from Mr Oosten.

CARRIED on the voices **RCB1808/01**

CONFIRMATION OF STATUS OF AGENDA ITEMS

Resolved: (Mr MacLeod/Mr Haworth)

THAT the agenda for a meeting of the Raglan Community Board held on Tuesday 11 September 2018 be confirmed and all items therein be considered in open meeting;

AND THAT all reports be received;

AND FURTHER THAT the youth representatives be given speaking rights for the duration of the meeting;

AND FURTHER THAT the following item be discussed at an appropriate time during the course of the meeting:

- Raglan Naturally Update.

CARRIED on the voices **RCB1809/02**

DISCLOSURES OF INTEREST

There were no disclosures of interest.

CONFIRMATION OF MINUTES

Resolved: (Mrs Parson/Cr Thomson)

THAT the minutes of a meeting of the Raglan Community Board held on Tuesday 14 August 2018 be confirmed as a true and correct record of that meeting.

CARRIED on the voices **RCB1809/03**

SPEAKER

Mr Ray Diprose, Technical Director Living Productions, was in attendance to address the Board. He spoke on 'Telling Stories through Multi Media'. He would like to set up a site where people can have access to footage of videos that might feature themselves. Discussion on advertising through Raglan Naturally. The members considered this a good project.

REPORTS

Discretionary Fund Report to 29 August 2018
Agenda Item 6.1

The report was received *[RCB1809/02 refers]* and discussion was held.

Raglan Works & Issues Report: Status of Items September 2018
Agenda Item 6.2

The report was received *[RCB1809/02 refers]* and discussion was held.

Issues were discussed from the register and an additional issue was raised:

- 12 Wainui Road subdivision – providing four extra carparks. These are additional to the TIF funded carparks.

The trend line in the service requests breakdown was discussed and the Waters Manager advised that timeframes had been met as investigation into this identified a problem with the close off of the requests. The upswing is considered seasonal and he believes the system is working well at present.

New Footpath Proposed Programme 2018/2019
Agenda Item 6.3

The report was received *[RCB1809/02 refers]* and discussion was held.

The Chair granted Mr Lawson speaking rights. He questioned the formula used for the proposed footpath programme and requested that the weighting appeared to be on traffic numbers not the safety of pedestrians. He talked about the connecting of footpaths being a priority for Raglan and that the speed of traffic poses a risk to the pedestrians.

The Roading Engineer advised there will be an increase in footpaths once the criteria is known for joining footpaths together. Safety will be a focus to fit in with the speed bylaw.

Funding has been granted for footpaths through the LTP submission process.

Councillor's Report
Agenda Item 6.4

The report was received *[RCB1809/02 refers]* and discussion was held.

Chairperson's Report
Agenda Item 6.5

The report was received *[RCB1809/02 refers]* and discussion was held.

Raglan Naturally Update
Add.Item

The Raglan Naturally Coordinator provided an update to the members. Commencing a community wide process and aim to start this with an advert in the Chronicle this week, setting out the dates and how they are going to do it. Planning a couple of rural meetings over the next month, a Town Hall event on 5 and 6 October, and also advertising with the Council around the blueprint workshop on 9 October. A website is to be up and running next week. Designing a survey to go out next week with regular adverts in the Chronicle. 11 focus groups set up and aiming to have their snapshot reports by the end of this week. Ongoing meetings with community stakeholders.

Members asked for clarity of the blueprint interface. It was noted that this was previously known as Master Planning.

Public Forum

The following items were discussed during the Public Forum held prior to the commencement of the meeting:

- Footpaths – lacking of footpaths in Raglan. The proposed programme had not taken into account the speed of traffic, eg Wainui and Main Roads. A low weighting had been given to traffic volumes.
- Regional Passenger Transport Plan – Submissions due next Wednesday.
- Parking: Disappointment was expressed with the outcome of workshops and meetings held around the long-term parking for boats and trailers. A request was made to rescind the resolution passed at the August meeting of the Board and retain the status quo. It was advised that the boat launching facility is unsafe at Manu Bay owing to the breakwall that should be 2.5m. It was generally considered that the concerns of the fishing club had not been listened to and requested that the parking at the wharf remain as it is.
- A request was made to get an Environmental Impact Study done on freshwater on the shellfish bed in Cliff Street.
- Discussion was held on the issues of the retail outlet and parking following the wharf rebuild. Council had not supplied extra carparks for the 6-7 units. It was considered a working wharf prior to the fire. Various ideas were expressed regarding reclaiming of land for parking at the wharf and the 2007 Tonkin & Taylor report that was completed on reclamation of land. A question raised for Council was why were the shops permitted to operate without the requirements of parking.

It was agreed that the process of the parking at the wharf had started with the right intent, workshops and meetings held, but unfortunately there seemed to be either confusion at the time or the members were not informed enough to make the decision that was made. There was also conflict between the business owners and the boaties.

It was noted that a report will be provided to the November Board meeting by the Monitoring Team Leader that will incorporate the feedback from the forum.

There being no further business the meeting was declared closed at 3.16pm.

Minutes approved and confirmed this day of 2018.

RJ MacLeod
CHAIRPERSON

Waikato DISTRICT COUNCIL
Te Kaunihera aa Takiwaa o Waikato

Open Meeting

To	Raglan Community Board
From	Tony Whittaker Chief Operating Officer
Date	29 October 2018
Prepared by	Juliene Calambuhay Management Accountant
Chief Executive Approved	Y
Reference/Doc Set #	GOV0507
Report Title	Discretionary Fund Report to 29 October 2018

1. EXECUTIVE SUMMARY

To update the Board on the Discretionary Fund Report to 29 October 2018.

2. RECOMMENDATION

THAT the report from the Chief Operating Officer be received.

3. ATTACHMENTS

Discretionary Fund Report to 29 October 2018

RAGLAN COMMUNITY BOARD DISCRETIONARY FUND 2018/2019

				1.206.1704
2018/19 Annual Plan				14,271.00
Carry forward from 2017/18				5,826.00
	Total Funding			**20,097.00**
Expenditure				
18-Jul-2018	The Inspiring Communities - One day workshop for Raglan Naturally (excl GST)		1,027.39	
28-Aug-2018	Gabrielle Parson - Future Focus workshop on 26 May 2018	RCB1808/08	275.65	
28-Aug-2018	Gabrielle Parson - Future Focus workshop on 26 May 2018	RCB1808/08	250.00	
02-Oct-2018	Contribution from the Mayoral Fund towards Raglan Naturally		992.74	
02-Oct-2018	Commitment to support the Raglan Naturally project (remaining balance)	RCB1805/08	93.50	
02-Oct-2018	Raglan Naturally - costs for July, August and September 2018 ($3000 less $567)	RCB1808/08	2,433.00	
Total Expenditure				**(5,072.28)**
Net Funding Remaining (Before commitments)				**15,024.72**
Commitments				
19-Mar-2018	Raglan Point Boardriders - safety information signage boards for 2017-2018		2,000.00	
19-Mar-2018	Raglan Point Boardriders - safety information signage boards for 2018-2019		2,000.00	
08-May-2018	Commitment for youth activities		120.00	
12-Jun-2018	Raglan Area School - cost of photo booth and entertainment for senior ball		1,450.00	
12-Jun-2018	Cr Lisa Thomson - air fares for Housing Symposium in Wellington		120.00	
Total Commitments				**(5,690.00)**
Net Funding Remaining (Including commitments) as of 29 October 2018				**9,334.72**

Waikato DISTRICT COUNCIL
Te Kaunihera aa Takiwaa o Waikato

Open Meeting

To	Raglan Community Board
From	Tony Whittaker Chief Operating Officer
Date	25 October 2018
Prepared by	Lianne van den Bemd Community Development Advisor
Chief Executive Approved	Y
Reference#	CDR0502 / GOV0507 / 2107311
Report Title	Application for Funding – Raglan Golf Club Incorporated

1. EXECUTIVE SUMMARY

The purpose of this report is to present an application for funding from Raglan Golf Club Incorporated ("the Club") towards the cost of upgrading mini putt greens.

2. RECOMMENDATION

THAT the report from the Chief Operating Officer be received;

AND THAT an allocation of $..... is made to the Raglan Golf Club Incorporated towards the cost of upgrading mini putt greens;

OR

AND THAT the request from the Raglan Golf Club Incorporated towards the cost of upgrading mini putt greens is declined / deferred until ……. for the following reasons:

3. BACKGROUND

The Raglan Golf Club has been operating an 18 hole golf course since 1982.

The Club consists of 180 members of all ages. Members volunteer their time to coach the juniors and help with weekly veteran events.

The Club would like to refurbish the greens on the mini putt course and install turf in the practice net area which is very rundown and in need of an upgrade. This course is very popular with families and also a popular visitor destination.

4. OPTIONS CONSIDERED

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

5. FINANCIAL

Funding is available to allocate for the year.

The project is noted to cost $12,724.00. The Raglan Golf Club Incorporated is seeking funding of $4,500.00 towards the cost of the upgrading the mini putt greens.

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

6. POLICY

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

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

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

7. CONCLUSION

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

8. ATTACHMENTS

Application for Funding - Raglan Golf Club Incorporated

Waikato DISTRICT COUNCIL

DISCRETIONARY FUNDING APPLICATION FORM

Important notes for applicant:

- Applications must be completed in the document provided and emailed to Funding funding@waidc.govt.nz
- Prior to submitting your application, please contact the Waikato District Council's community development co-ordinator, on 0800 492 45 Ext 5732 or 5650, to discuss your application requirements and confirm that your application meets the eligibility criteria. Have you Discussed your application with the Waikato District Council community development co-ordinator **Yes/No**
- Please ensure you have read the Guidelines prior to completing the application form (these are updated from time to time). I have read and understood the understood the guidelines for funding applications document **Yes/No**
- All parts of the application need to be completed and all supporting information supplied.
- Please note that incomplete applications **WILL NOT** be considered and will be returned.

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

Discretionary and Funding Committee ☑ Project Fund (Rural Ward Areas) ☐ Event Fund

OR

Community Board / Committee Discretionary Fund for local Projects/Events

Raglan ☑ Taupiri ☐ Onewhero-Tuakau ☑

Ngaruawahia ☐ Huntly ☐ Te Kauwhata ☐ Meremere ☐

Section 1 – Your details

Name of your organisation and contact person

Raglan Golf Club Incorporated

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

The Raglan Golf Club is a registered Incorporated Society, non profit organisation operating on 18 hole golf Course on Te Hutewai Rd Raglan since 1982. We have club house manager and a Green Keeper and we rely on club members voluntary time to help maintain the course and club house. We have over 180 members of all ages. We run a junior program to foster exercise and social interaction of the youth of the town. Members volunteer their time to coach Juniors. We have a veterans weekly golf event plus other events.

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

Kay Fong raggolftreas86@gmail.com

Phone number/s:

Kay Fong 022 428 8660 Treasurer
Peter Aim 027 654 7625 President

Address:

Te Hutewai Road Raglan

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

Section 2 – Your event/project

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

We would like to refurbish the greens in our Mini Putt area and install turf on our new practice net area. These areas are located at the Raglan Golf Course on Te Hutewai Rd Raglan. We would like to commence this project in October 2018 and finalise November 2018 to have the area ready for summer holidays. We have volunteers ready to help. We have families using mini putt which is very rundown and kids are looking forward to new greens. Juniors are ready to use the practice area as are the senior members.

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

We have at least ten volunteers ready to help and also the supplier of the product.

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

Will have better area for young families to play mini putt and have nicer picnic and fun area. Safe clean area for young and old - visitors & residents to enjoy

Are you GST registered? No ☐ Yes ☑ GST Number 013/424/659

The following documentation must be supplied with your application:

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

Section 3 – Funding requirements

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

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

Please complete all of the following sections	**GST Inclusive Costs** *(use this column if you are not GST registered)*	**GST Exclusive Costs** *(use this column if you are GST registered)*
What is the total cost of your project/event	$	$ 12,724-00
Existing funds available for the project. Include any projected income i.e. ticket sales, merchandise etc. **Total A**	$	$

Only include the Funding being sought from Waikato District Council below

Project Breakdown *(itemised costs of funding being sought)* *If there is insufficient space below please provide a breakdown of costs on an additional sheet.*	$	
Turf + Installation for Mini Putt	$	$
refurbishment + Practice Nett	$	$ 4,500-00
	$	$
	$	$
	$	$
	$	$
Total Funds being sought from WDC **Total B**	$	$ 4,500-00

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

a) Meridian Energy	$	$ 3,724-00
b) Southern Trust	$	$ 4,500-00
c)	$	$
d)	$	$
Total of other funds being sought **Total C**	$	$ 8,224-00

Total Funding Applied for (Add totals A, B, and C together to make Total D) **Total D** ***Note : This total should equal the Total Cost of the Project/Event***	$	$ 12,724-00

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

Community members volunteering time to help prepare areas for new turf.

Section 4 – Community wellbeing and outcomes

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

Social ☑ **Economic** ☑ **Cultural** ☑ **Environmental** ☑

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

Accessible ☐ **Safe** ☑ **Sustainable** ☑ **Healthy** ☑ **Vibrant** ☑

Section 5 – Previous Funding Received from Waikato District Council

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

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

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

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

Signed:_____ Name:_____

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

Signature: K [illegible] 4/10/18 **Date:**

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

Signature: [illegible] **Date:** 4/10/18

Position in organisation *(tick which applies)* Chairman ☐ Secretary ☐ Treasurer ☐ Patron ☑

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*Incomplete applications will not be accepted and will be returned

30 September 2018

To Whom It May Concern.

The Raglan Golf Club is a non-profit organisation that relies heavily on voluntary efforts from members for administrative of the club through to course maintainance. The following are recent examples of Golf Club projects that are designed to add value to our course.

Junior Golf Coaching for all school aged students has now been operating at the Raglan Golf Club since 2016.Held once a week between 3.30-4.30 pm these sessions cover the basics of golf from hitting skills, golf etiquette and equipment care. We use junior golf gear as well as SNAG equipment to create interest and enthusiasm for the students. All schools, including Te Mata, Te Uku, Waitetuna and Raglan Area School, are informed of dates and times of our sessions.
Coaching is carried out by volunteers. They give of their time and skills freely to advance the students around playing golf.

We are also the proud owners of a 9-hole mini putt course which is open to the general public. It is popular, particularly at holiday time. It was set up by club members over numerous working bees.

The club has recently built a two-bay practice net using voluntary labour. A steel framed practice area built over a concrete pad will give members a much needed practice zone.

During the month of September two working bees were held to prepare the Golf Clubs interior for a major upgrade. Again, club members have volunteered their time to re-gibb the interior and will complete the carpentry and painting.

The Raglan Golf Club is in good heart with a hard working committee and supportive club members. We have goals for the future around increasing club membership and financial growth.
Support from the Waikato District Council will allow us to further grow our club in a very positive manner.

Yours Faithfully,
Peter Aim.
Raglan Golf Club President.

66C UPPER WAINUI ROAD

RAGLAN

30 / 09 / 2018

TO: WAIKATO DISTRICT COUNCIL

RE : DISCRETIONARY FUNDING APPLICATION BY RAGLAN GOLF CLUB

I WISH TO SUPPORT THE GOLF CLUB'S APPLICATION FOR FUNDING ASSISTANCE TO PURCHASE ARTIFICIAL TURF FOR THE MINI PUTT AND PRACTICE NET AREAS .

THESE AREAS HAVE BEEN CONSTRUCTED BY CLUB VOLUNTEERS AND THE ARTIFICIAL TURF WILL FINISH BOTH PROJECTS TO A HIGH STANDARD WHICH WE HOPE WILL ENCOURAGE MORE PARTICIPATION IN BOTH THE CLUB'S POPULAR JUNIOR PROGRAM AND ADULT TRAINING .

YOURS SINCERELY

M. A. Goodison

MIKE GOODISON (RAGLAN GOLF CLUB VICE – PRESIDENT)

The Raglan Golf Club Incorporated.

Tony Burns

Raglan

The Raglan Golf Club is a registered Incorporated Society, non-profit organisation, operating on an 18-hole course on Te Hutewai Road Raglan. The club has been on this site since 1982, after moving from the previous location at the Raglan harbour entrance. The land is owned by the New Zealand Government and administered by the Department of Conservation and a yearly lease is paid to D.O.C.

The club has an on-site club house manager and a green-keeper, and relies on a great deal of input from club member volunteers, who help with course maintenance, administration, tournament organisation and catering, facility improvements and fund-raising. This volunteer help is crucial, their work and fund-raising efforts are absolutely necessary to the continuing financial health of the club.

The club has over 180 members of all ages and ethnicities, and has a well-functioning Junior program to foster exercise and social interaction of the youth of the town. In the summer months especially, many tourists and visitors' holiday in Raglan and the golf course provides a well-used and necessary recreational and social facility for these folk as well as the local residents.

Tony Burns

Raglan Golf Club Patron

Deposit

Frankton
33 Lake Road, Frankton, Hamilton, NZ

Westpac New Zealand Limited

DATE

NOTES $

COINS $

TOTAL CASH $

CHEQUES AS REVERSE $

PAID IN BY: (PLEASE PRINT NAME)

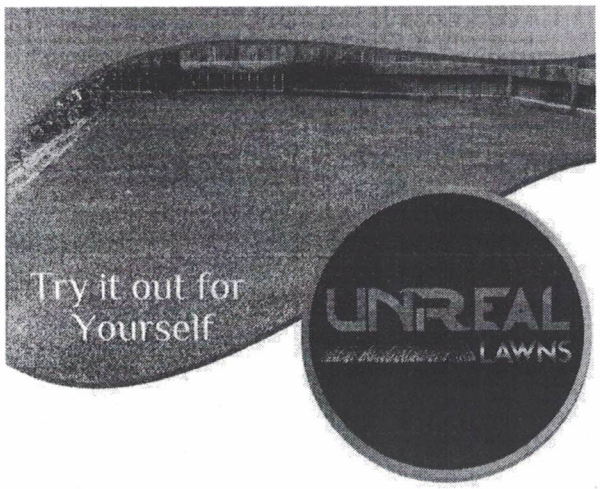
FOR THE CREDIT OF

RAGLAN GOLF CLUB INC

TRANSFER FROM ACCOUNT No. $

TOTAL $

⑈031563⑆ 0028327⑈00 ⑈ 50



Unreal Landscapes Limited
3 Witehira Way
Flagstaff

Hamilton Waikato 3210
New Zealand
Phone: 0220800464
paul@unreallawns.co.nz
www.unreallawns.co.nz
GST No.: 123-299-655

Quote: 181

Quote date: 16/09/2018

Bill to:
Raglan Golf Club Inc
Te Hutewai Road
Raglan

Expiry:
30/09/2018

ITEM	DESCRIPTION		UNITS	UNIT PRICE (ex GST)	TAX TYPE	AMOUNT (ex GST)
	Supper Putt	Qty	172	45.00	GST	7,740.00
	Labour & Materials Installed on clean fiberglass base	Qty	99	30.00	GST	2,970.00

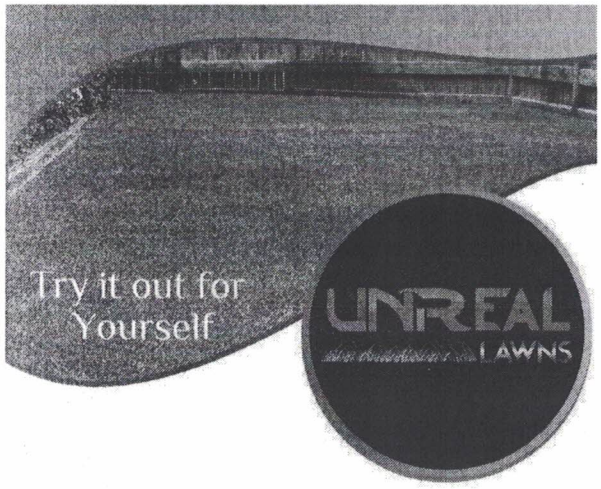
Sub-Total (ex GST):	$10,710.00
GST:	$1,606.50
TOTAL (inc GST):	$12,316.50

Notes

Standard payment terms are 50% paid on excepting this quote balance on job being completion.

Mini Putt area quote

Mini Putt $12,316.50
Practice Net $4,329.75
$16,646.25 gst Inclusive
$14,475.00 gst exclusive.



Unreal Landscapes Limited
3 Witehira Way
Flagstaff

Hamilton Waikato 3210
New Zealand
Phone: 0220800464
paul@unreallawns.co.nz
www.unreallawns.co.nz
GST No.: 123-299-655

Quote: 182

Quote date: 16/09/2018

Bill to:
Raglan Golf Club Inc
Te Hutewai Road
Raglan

Expiry:
30/09/2018

ITEM	DESCRIPTION		UNITS	UNIT PRICE (ex GST)	TAX TYPE	AMOUNT (ex GST)
	Supper Puttt	Qty	51	45.00	GST	2,295.00
	Labour & Materials Installed on concrete base	Qty	49	30.00	GST	1,470.00

Sub-Total (ex GST):	$3,765.00
GST:	$564.75
TOTAL (inc GST):	$4,329.75

Notes

Standard payment terms are 50% paid on excepting this quote balance on job being completion.

Practice Not Quote

QUOTE

Raglan Golf Club
Raglan
NEW ZEALAND

Date
4 Oct 2018

Expiry
3 Dec 2018

Quote Number
QU-1102

Reference
Quote / Supply & Install Golf Turf

GST Number
120232517

GameOn Turf Ltd
PO Box 316077
Wairau Valley Post Centre
0760

Description	Quantity	Unit Price	Amount NZD
Installation - inc. Uplift & Disposal, Labour, Glue, Tape, Cartage & Rubbish	1.00	5,000.00	5,000.00
Turf - Grassman Super Putt 9mm & Tee Off Turf 142 Sq m	1.00	7,724.00	7,724.00
		Subtotal	12,724.00
		TOTAL GST 15%	1,908.60
		TOTAL NZD	**14,632.60**

Terms

50% Deposit due on signing of Agreement
25% Progress Payment due first day of Install
25% Final Payment due on Completion

Payable to GameOn Turf Ltd - 06-0217-0864475-00

Payment by credit card will incur a 3% fee on top of invoice balance.
Payment by cheque only by prior arrangement
*All additional ground work that needs to be carried out and was not quoted for is the responsibility of the client.
* This quote is based on the measurements that were taken or given to GameOn Turf Ltd at the time of supplying this quote
*GameOn Turf Ltd reserves the right to increase this quote price if more materials are required, the area size increases or extra labour is required to complete the project to specifications.
*All quotes are valid for 30 days from date of quote.
*If there are access issues and these are undisclosed to GameOn Turf Ltd at the time of quoting an increase in cost will occur

Inland Revenue
Te Tari Taake

S11812325128

Goods and Services Tax Act 1985

Goods and services tax return

For help in completing this return go to www.ird.govt.nz (keyword: IR375)

GST10
02/2017

RAGLAN GOLF CLUB INC
PO BOX 156
RAGLAN 3265

Registration no. 1 ▶ 013-424-659

Period covered by the return: TWO MONTHLY

01 04 2018 2 ▶ 31 05 2018

Return and payment due: 28-Jun-2018

If your correct **postal** address for GST is **not** shown above, print it in Box 3 — 3 ▶

Payments Basis

If your correct daytime phone number is **not** shown here, print it in Box 4 — 4 ▶ 07 (Area code) 8258669 (Phone number)

Goods and services tax on your sales and income

Total sales and income for the period (including GST and any zero-rated supplies)	5 ▶	$	29360
Zero-rated supplies included in Box 5	6 ▶	$	—
Subtract Box 6 from Box 5 and enter the difference here	7	$	29360
Multiply the amount in Box 7 by three (3) and then divide by twenty-three (23)	8	$	26556
Adjustments from your calculation sheet	9 ▶	$	—
Add Box 8 and Box 9. This is your **total GST collected** on sales and income	10	$	26556

OFFICE USE ONLY
Operator code | Corresp. indicator | Payment attached | Return cat.

Goods and services tax on your purchases and expenses

Total purchases and expenses (including GST) for which tax invoicing requirements have been met - excluding any imported goods	11 ▶	$	164047
Multiply the amount in Box 11 by three (3) and then divide by twenty-three (23)	12	$	21405
Credit adjustments from your calculation sheet	13 ▶	$	—
Add Box 12 and Box 13. This is your **total GST credit** for purchases and expenses	14	$	21405
Print the difference between Box 10 and Box 14 here	15 ▶	$	5151

Declaration

The information in this return is true and correct and represents my assessments as required under the Tax Administration Act 1994.

Signature: KF — 19/6/18 Date

If Box 14 is larger than Box 10 the difference is your GST refund
If Box 10 is larger than Box 14 the difference is GST to pay

(Tick one) Refund / GST to pay ✓

Has payment been made electronically? Yes ✓ No

D/C 28/6/18
posted 20/6/18

Please turn over to complete any additional information and payment slip

Waikato DISTRICT COUNCIL
Te Kaunihera aa Takiwaa o Waikato

Open Meeting

To	Raglan Community Board
From	Tony Whittaker Chief Operating Officer
Date	5 November 2018
Prepared by	Lianne van den Bemd Community Development Advisor
Chief Executive Approved	Y
DWS Document Set #	CDR0502 / GOV0507 / 2115002
Report Title	Application for Funding – Raglan Lions Club

1. EXECUTIVE SUMMARY

The purpose of this report is to present an application for funding from the Raglan Lions Club towards the cost of the 2018 New Year's Eve parade.

2. RECOMMENDATION

THAT the report from the Chief Operating Officer be received;

AND THAT an allocation of $..... is made to the Raglan Lions Club towards the cost of the 2018 New Year's Eve parade;

OR

AND THAT the request from the Raglan Lions Club towards the cost of the 2018 New Year's Eve parade is declined / deferred until ……. for the following reasons:

3. BACKGROUND

The Raglan Lions Club is to host its 2018 New Year's Eve parade to celebrate the incoming year and holiday season.

The Lions Club hold numerous fundraising events throughout the year. A portion of the funds raised from these events will be applied to the 2018 New Year's Eve parade.

The event is supported by local schools, kindergartens, and community groups.

The event will take place on Monday, 31 December 2018.

4. OPTIONS CONSIDERED

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

5. FINANCIAL

Funding is available to allocate for the year.

The project is noted to cost $3,050.00. The Raglan Lions Club is seeking funding of $1,175.00 towards the cost of hosting the New Year's Eve parade event.

GST Registered			No
Set of Accounts supplied			No
Previous funding has been received by this organisation			Yes
Raglan Community Board	New Year's Eve Parade	November 2017	$1,175.00
Raglan Community Board	New Year's Eve Parade	November 2016	$1,775.00

6. POLICY

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

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

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

7. CONCLUSION

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

8. ATTACHMENTS

Application for Funding – Raglan Lions Club

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 1 – Your details

Name of organisation

Raglan Lions Club

What is your organisation's purpose?

To Serve, the community

Address: (Postal)

PO Box 180 Raglan 3225

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

Contact name, phone number/s and email address

Bob MacLeod 0274 717171

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

Are you GST registered? **No** ☐ **Yes** ☐ GST Number __ __/__ __ __ /__ __ __

Bank account details __02_ ___ /___ __0316_ ___ ___ /___ __0176301 ___ ___ /___ 00__ ___

Bank _____**BNZ**_____ **Branch** _____

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

Ref to: Lionsclubs.org.nz for financial audited accounts (202L District)

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)*

Raglan Lions New Year's Parade, held in the Main Street for the last forty three years.
31st December 2018 Bow street Raglan.

Who is involved in your event / project?

Raglan Lions are the project management team, with the cooperation of the Waikato District Council for Traffic management. The Emergency Services are participants. The Raglan Pipe Band are invited to lead the Parade, and a wide number of Raglan Groups and Organisations entre the Parade. With a splattering of visitors entering at the last moment.

How many volunteers are involved?

Raglan Lions provide 25 Lions in the Project Management team including the Safety Officer, and Crowed monitors.

What other groups are involved in the project?

The Schools, and Kindergarten's, Major Community Groups and organisations.

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

Those who put the effort in to promote their group get the chance to benefit from the prize money. Both the participants and the public including visitors will have an overall feeling of goodwill and entertainment with a good show of Raglan pride. Raglan working together.

Section 4 – Funding requirements

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

Please complete all of the following sections	**GST Inclusive Costs** ***(use this column if you are not GST registered)***	**GST Exclusive Costs** ***(use this column if you are GST registered)***
TOTAL COST OF THE PROJECT/EVENT	**$__3124_____**	**$_____**
Existing funds available for the project Total A	**$__1350_____**	**$_____**

Funding being sought from Waikato District Council

Project Breakdown ***(itemised costs of funding being sought)*** *If there is insufficient space below please provide a breakdown of costs on an additional sheet.*	**$**	**$**
Prizes	**$ 1775.00**	**$**
Lollies	**$ 200**	**$**
Ribbons/Certificates	**$ 65**	**$**
Photocopying/printing	**$ 100**	**$**
Road closure advertisement	**$ 200**	**$**
Raglan Pipe Band	**$ 500**	**$**
Total Funds being sought from WDC Total B	**$ 1775**	**$**

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

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

Total Funding Applied for (Add totals A, B & C together to make Total D) **Total D** *Note : This total should equal the Total Cost of the Project/Event*	**$__1775_____**	**$_____**

Describe any donated material / resources provided for the event/project:
Lions hours are all volunteers, and the funds have been provided through our Opportunity Shop project serving the Raglan Community with affordable clothing.

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
Raglan New Year's Parade (RCB)	**1775**	**2017**
Raglan New Year's Parade (RCB)	**1775**	**2016**
Raglan New Year's Parade (RCB)	**1775**	**2015**
Raglan New Year's Parade (RCB)	**1755**	**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:_____

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

Signature:_____ **Date:**_____

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

Signature:_____ **Date:**_____

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

Waikato DISTRICT COUNCIL
Te Kaunihera aa Takiwaa o Waikato

Open Meeting

To	Raglan Community Board
From	Tony Whittaker Chief Operating Officer
Date	24 October 2018
Prepared by	Lianne van den Bemd Community Development Advisor
Chief Executive Approved	Y
Reference#	CDR0502 / GOV0507 / 2111707
Report Title	Application for Funding – Xtreme Zero Waste Incorporated Society

1. EXECUTIVE SUMMARY

The purpose of this report is to present an application for funding from Xtreme Zero Waste Incorporated Society ("Xtreme Zero Waste") towards the cost of the Plastic Free Raglan project.

2. RECOMMENDATION

THAT the report from the Chief Operating Officer be received;

AND THAT an allocation of $..... is made to the Xtreme Zero Waste Incorporated Society towards the cost of the Plastic Free Raglan project;

OR

AND THAT the request from the Xtreme Zero Waste Incorporated Society towards the cost of the Plastic Free Raglan project is declined / deferred until ……. for the following reasons:

3. BACKGROUND

Xtreme Zero Waste Incorporated Society, Raglan's Resource Recovery Centre, has been given the task to drive and undertake the next phase for the Plastic Free Raglan project.

Xtreme Zero Waste has grown from employing one person part time 18 years ago to Raglan's third-largest employer, now employing 37 people and returning $2.0million to the local economy.

Plastic Free Raglan is a successful community initiated and community led project that's achieved well over 95% reduction in throw-away plastic shopping bags in Raglan, through partnership and engagement with 94% of businesses.

Through full community engagement over the next 30 months Xtreme Zero Waste will support the community, businesses and visitors to change their behaviours from the throw-away status quo. Xtreme Zero Waste is proposing to do this by replacing all throw-away plastic items from food outlets with compostable reusable made items, embedding reusable habits across the community and visitors to Raglan.

4. OPTIONS CONSIDERED

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

5. FINANCIAL

Funding is available to allocate for the year.

The project is noted to cost $36,666.00. The Xtreme Zero Waste Incorporated Society is seeking funding of $10,000.00 towards the cost of Plastic Free Raglan Project.

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

6. POLICY

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

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

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

7. CONCLUSION

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

8. ATTACHMENTS

Application for Funding - Xtreme Zero Waste Incorporated Society

DISCRETIONARY FUNDING APPLICATION FORM

Important notes for applicant:

- Applications must be completed in the document provided and emailed to Funding funding@waidc.govt.nz
- Prior to submitting your application, please contact the Waikato District Council's community development co-ordinator, on 0800 492 45 Ext 5732 or 5650, to discuss your application requirements and confirm that your application meets the eligibility criteria. Have you Discussed your application with the Waikato District Council community development co-ordinator **Yes/No**
- Please ensure you have read the Guidelines prior to completing the application form (these are updated from time to time). I have read and understood the understood the guidelines for funding applications document **Yes/No**
- All parts of the application need to be completed and all supporting information supplied.
- Please note that incomplete applications **WILL NOT** be considered and will be returned.

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

Discretionary and Funding Committee ☑ Project Fund (Rural Ward Areas) ☐ Event Fund

OR

Community Board / Committee Discretionary Fund for local Projects/Events

Raglan	☑	Taupiri	☐	Onewhero-Tuakau	☐		
Ngaruawahia	☐	Huntly	☐	Te Kauwhata	☐	Meremere	☐

Section 1 – Your details

Name of your organisation and contact person

Xtreme Zero Waste Incorporated Society

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

OUR PURPOSE: A WORLD WITHOUT WASTE

Xtreme Zero Waste is Raglan's Resource Recovery Centre. A community enterprise, we are currently diverting 75% of waste from landfill. Xtreme Zero Waste has grown from employing one person part time 18 years ago to Raglan's third-largest employer, employing 37 people and returning $2 million to the local economy.

Rolling out the country's first food waste kerbside collection service a year ago, further reduced waste to landfill. Now just over 100 tonnes of food waste is collected and composted in our Hot Composting Unit (HCU) to produce a premium plant superfood from Raglan's food waste.

The Xtreme Zero Waste model is now being followed in Waiuku as part of the council's desire to set up 12 community resource recovery centres for the supercity, Auckland.

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

rick@xtremezerowaste.org.nz

Phone number/s:

022 182 1884

Address:

186 Te Hutewai Road, Raglan, 3296

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

CC34145

Section 2 – Your event/project

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

Plastic BAG Free Raglan (PBFR) was a successful community-initiated and community-led project that's achieved well over 95% reduction in throw-away plastic shopping bags in Raglan through partnership and engagement with 94% of businesses. Plastic FREE Raglan (PFR) is the natural second phase evolution of the original local PBFR project, under new leadership from Xtreme Zero Waste, which aims to achieve the same results with all other single-use throw-away plastic.

With a resident local population estimated at 3,500, Raglan welcomed an additional estimated 26,000 visitors in summer 2017/18. To significantly reduce plastics from our waste stream and waterways, our next phase will eliminate throw-away plastic takeaway cups, lids, straws, cutlery, containers and water bottles from our food retailers and community.

Through full community engagement over the next 30 months we will support our community, our businesses and our visitors to change their behaviours from, the throw-away status quo. We'll achieve this by replacing all throw-away plastic items with compostables from food outlets in a closed loop system, which will extend by also embedding reusable habits in our community and visitors to Raglan. Behaviour change will be encouraged and celebrated though a considered marketing campaign and with alternative solutions available in Raglan. Please refer to attached Word document for more detail..

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

Please refer to attached Word document for this section

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

Please refer to attached Word document for this section

Are you GST registered? **No** ☐ **Yes** ☑ GST Number 754 / 804 /15__ __

The following documentation must be supplied with your application:

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

Section 3 – Funding requirements

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

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

Please complete all of the following sections	**GST Inclusive Costs** *(use this column if you are not GST registered)*	**GST Exclusive Costs** *(use this column if you are GST registered)*
What is the total cost of your project/event	$	$ 36,666
Existing funds available for the project. Include any projected income i.e. ticket sales, merchandise etc. **Total A**	$	$ 1,666

Only include the Funding being sought from Waikato District Council below

Project Breakdown *(itemised costs of funding being sought)* *If there is insufficient space below please provide a breakdown of costs on an additional sheet.*	$	
Project Lead incl. admin	$	$ 3,000
Research and development	$	$ 2,050
Behaviour change marketing campaign	$	$ 2,500
Materials - education, promotion etc	$	$ 1,000
Project launch event	$	$ 500
Rewards programme design	$	$ 950
Total Funds being sought from WDC Total B	$	$ 10,000

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

a) Trust Waikato	$_____	$ 25,000
b)	$_____	$_____
c)	$_____	$_____
d)	$_____	$_____
Total of other funds being sought Total C	$_____	$ 25,000

Total Funding Applied for (Add totals A, B, and C together to make Total D) **Total D** ***Note : This total should equal the Total Cost of the Project/Event***	$	$ 36,666

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

Section 4 – Community wellbeing and outcomes

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

Social ☑ **Economic** ☑ **Cultural** ☑ **Environmental** ☑

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

Accessible ☐ **Safe** ☐ **Sustainable** ☑ **Healthy** ☑ **Vibrant** ☑

Section 5 – Previous Funding Received from Waikato District Council

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

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

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

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

Signed:_____Name:_____

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

Signature:_____**Date:**

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

Signature:_____**Date:**

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

---

*Incomplete applications will not be accepted and will be returned

Section 2 – Your event/project

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

Plastic BAG Free Raglan (PBFR) was a successful community-initiated and community-led project that's achieved well over 95% reduction in throw-away plastic shopping bags in Raglan through partnership and engagement with 94% of businesses.

Plastic FREE Raglan (PFR) is the natural second phase evolution of the original PBFR project under new leadership from Xtreme Zero Waste, which aims to achieve the same results with all other throw-away plastic.

With a resident local population estimated at 3,500, Raglan welcomed an additional estimated 26,000 visitors in summer 2017/18.

To significantly reduce plastics from our waste stream and waterways, our next phase focuses on eliminating throw-away plastic takeaway cups, lids, straws, cutlery, containers and water bottles from our food retailers and community.

Through full community engagement over the next 30 months we will support our community, our businesses and our visitors to change their behaviours from throw-away status quo with more sustainable ways of living (reusable habits) and a greener throw-away option (compostable) as a back up.

We'll achieve this by replacing all throw-away plastic items with compostables from food outlets in a closed loop system, which will extend by also embedding reusable habits in our community and visitors to Raglan. Behaviour change to more sustainable ways of living (reusable habits) will be encouraged and celebrated though a considered marketing campaign and with alternative solutions available in Raglan.

Project Vision.

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

I. Leadership in moving from 'throw-away' to 'reusable' use of resources.

II. Single use take-out throw-away plastics no longer provided from local food retailers.

III. Throw-away plastic drinking water bottles no longer used by local community. Water taps for refillables are numerous around town.

IV. Marked reduction in throw-away takeaway plastics entering our waste stream and waterways.

V. Reusable habits are intrinsically part of our local identity.

VI. Compostable alternatives are provided by accredited local food retailers offering reusable incentives.

VII. Local 'circular economy' closed loop in operation for compostable and other non-plastic disposables.

VIII. A 'how to' resource pack developed for other communities to create their own lasting change.

Xtreme Zero Waste productively runs an industrial 30-metre Hot Composting Unit (HCU) for community food waste. Operates a community kerbside food waste collection to compost; sells premium compost product back to our community and diverts over 75% of Raglan's waste from landfill.

Plastic Bag Free Raglan achieved their significant reduction in plastic bags from Whaingaroa businesses within 2 years, through education, marketing and a local accreditation programme. Businesses are still steadily engaging with the project and partnering with us.

From PBFR we have a high level of engagement, increased awareness and new confidence in our ability to change habits. Our community and businesses have naturally adopted a proud identify with a wider vision of 'Plastic Free Raglan'. This early adoption of our next phase shows the enthusiasm for natural evolution of the project.

Our businesses and community are feeding back to us that choosing good environmental alternatives is not simple. As a project we're being approached with requests for reusable and genuine environmentally friendly alternatives to throw-away plastics. And to offer a local circular economy for these. The compostable products market is growing ahead of standardization of labelling or infrastructure to contain, collect and compost these increasing volumes.

We have been researching certified compostable packaging and running successful trials in our HCU. From this we're creating an online database for local food retailers of genuine and locally tested alternatives to plastic throw-aways. Alongside this is the survey of our food retailers and community to establish what their needs may be in regards to product, and how we can help them reach a 'Plastic Free Status'.

Our project mission will be to shift our community from the throw-away plastic status quo. Enable behaviour change to more sustainable habits. And manage the new throw-away waste stream to reduce volumes and compost well. Reusable use of resources and not throw-away is the ultimate aim; with compostable alternatives supporting this evolutionary journey.

For this project to succeed there is a need for continued employment of Project Lead (Amanda Moxey) and to engage the services of marketers and researchers.

We aim to be researched and ready with a marketing campaign and accreditation programme to launch the project in February 2019, after the summer rush and our businesses get a breather.

There will also be opportunity to incorporate our learnings into the Zero Waste Education programme that Xtreme is running in the Waikato and Waipa District ECE, and Primary schools.

Our ultimate goals are:

1. New local reusable habits embedded with greener throw-aways as back up only.
2. Visitors aware of Raglan's Plastic Free, reusable 'way of doing things' when planning a trip.
3. A groundswell with a ripple out effect, empowering other communities and bringing about legislation to support lasting national change.

Year 1 Outcome 1:

Well-resourced community and businesses who identify with 'the why'. 60% food businesses within the first year, do not provide take-out throw-away plastics and have adopted new reusable and compostable purchasing habits 'the how'.

Year 1 Outcome 2:

Local 'Compostable and reusable business accreditation programme' launched and rolling out. 50% food businesses accredited within the first year.

Year 1 Outcome 3:

A local closed loop collection and composting service launched and underway for single-use compostable product; supported by centralized local supply of alternative compostable products.

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

In Raglan Whaingaroa, five well established NGO's have joined forces to form a Steering Committee. A cross-organisation collaboration of Xtreme Zero Waste, Whaingaroa Environment Centre, Raglan Chamber of Commerce and Para Kore, strategically guides the Plastic Free Raglan vision toward its goals.

Eradicating consumption of ubiquitous throw-away plastic; closing the loop on compostable alternatives and increasing reusable habits is part of the kaupapa of these credible organisations.

The project is under the umbrella of Xtreme Zero Waste with a contracted Project Lead, also engaged in research and development, with a marketing and communications consultant also on hand.

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

The project encourages protection of and nurtures pride in our environment while enhancing our local community identity and galvanizing us into collective action. The project serves to strengthen our community spirit and enables us to feel empowered to make change for good. The time is now.

Following the successful Plastic Bag Free Raglan project and with our changing community landscape and demographic from a swelling population and ever increasing visitor numbers mainly in summer, but also year round. This project increases our resilience by preparing us for a new reusable and not disposable way of being, and will ultimately save tonnes of stray plastic waste bound for landfill and inadvertently entering our wild environment and waterways. It will 'speak to' other communities who share similar environmentally focused and community led goals and allows us to connect with them through sharing our learnings.

The community will be further educated on alternatives to single use throw-away plastic items, and given the support to move to a plastic free lifestyle. Alongside the implementation of this project there will be a "How To" pack developed, to assist other community's to move into the eradication of single use throw-away plastics from their environment.

Inland Revenue
Te Tari Taake

Inland Revenue Department,
Private Bag, Hamilton
Telephone 0800 377 774
Facsimile 07 834 7001

00235 BUSINESSDIRECT

16 MAY 2000

X-TREME WASTE

STATE HIGHWAY 23 (4095)
RAGLAN

IRD Number 75-480-415

Our Reference

Your Reference

DEAR Sir/Madam

Resident Withholding Tax on Interest and Dividends Certificate of Exemption **IRD/Exemption number:** 75-480-415

Here is your Certificate of Exemption from resident withholding tax on interest and dividends (IR 15C). Please keep it in a safe place. You will have to show it to those paying you interest or dividends, or you may have to return it to Inland Revenue if requested.

This certificate exempts you from paying resident withholding tax but does not exempt you from paying income tax. You must still file an income tax return.

If you no longer qualify for an exemption please send this certificate back to us with a written explanation. You must do this within five working days of the date you were no longer entitled to an exemption.

Yours faithfully

J Perham

Commissioner of Inland Revenue

Inland Revenue
Te Tari Taake

Private Bag Hamilton
Telephone 07-834 7200

BUSINESSDIRECT

CERTIFICATE OF EXEMPTION FROM RESIDENT WITHHOLDING TAX ON INTEREST/DIVIDENDS

X-TREME WASTE

STATE HIGHWAY 23 (4095)
DIR RAGLAN

Exemption/IRD Number 75-480-415

This certifies that Resident Withholding Tax deductions are not to be made from any interest and dividends paid to the named recipient from 16/05/2000

J Perham

Commissioner of Inland Revenue

This certificate is issued without alteration or erasure

IR15C

XTREME ZERO WASTE INCORPORATED

PERFORMANCE REPORT
for the year ended 30 June 2016

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XTREME ZERO WASTE INCORPORATED

Entity Information for the year ended 30 June 2016

Legal Name of Entity: Xtreme Zero Waste Incorporated

Other Name: Xtreme Zero Waste

Entity Type and Legal Basis: Incorporated Society and Registered Charity

Registration Number: CC34145

Entity's Purpose or Mission:

The objects for which the society is established are to foster and encourage the knowledge, understanding and practice of community based waste management schemes elsewhere but only in New Zealand, and:

- to develop a model community enterprise programme that integrates social, cultural, environmental and economic visions.
- to educate our community, and other communities throughout New Zealand about sustainable resource use and community enterprise programmes.
- to manage activities such as community recycling to show the benefits of community based management
- to work in partnership with territorial authorities and businesses to achieve the goal of sustainable community based enterprise.
- to develop systems and manage facilities to redistribute for local benefit.
- to generate long-term community employment initiatives through better utilisation of the resource stream including working with long term unemployed and 'disadvantaged' families in the Raglan/ Whaingaroa community.
- to assist in the on-going development of zero-waste initiatives at local and national levels. Zero waste is a principle of Xtreme Zero Waste, which is strongly supported by Raglan community. Zero Waste is about people, resources and community not just the waste stream, and is one of the cornerstone concepts of community sustainability.

Entity Structure:

Governance
Xtreme Zero Waste is governed by a Board which currently has six members. The Board is representative of the community and sector.

Operational
Xtreme Zero Waste is managed by a senior management team of three - the operations manager, finance manager and relationships manager.

Xtreme Zero Waste currently employs and pays 28 staff in various full-time and part-time positions.

Main sources of Entity's cash and resources:

Xtreme Zero Waste's main sources of cash and resources are contract income for service (Waikato District Council), income from a partnership with Waiuku Zero Waste Limited, small contracts with other Councils and Community groups, charges to users of the site for depositing of certain materials i.e. refuse and green waste, sales of recovered and repaired materials from site to general public, sale of commodity recyclable materials to markets, donations of materials for resale in the reuse shop, some monetary grants and donations.

XTREME ZERO WASTE INCORPORATED

Entity Information for the year ended 30 June 2016

Main methods used to raise funds:

Xtreme Zero Waste's primary method to raise funds is through funding applications to relevant funding bodies for assistance with researching, implementing, developing, providing and /or supporting Zero Waste services that our community is requesting.

Reliance on volunteers and donated goods and services:

Xtreme Zero Waste relies on donations of goods to provide stock for our on-site Reuse shop.

Xtreme Zero Waste is assisted by voluntary time donated by its governance Board which meets monthly and conducts research and support for the Management Team.

Xtreme Zero Waste is involved in community events such as the Maui dolphin day/recycled raft race and Arts to Wear, Raglan. These events take considerable voluntary time from our staff and community.

Additional Information:

Xtreme Zero Waste has been operating the Raglan Community Resource Recovery Centre for 15 years. Xtreme Zero Waste has used this experience and expertise to partner with the Waiuku and District Workshop Trust under the name of Waiuku Zero Waste Limited. This entity was then used to successfully tender for the Auckland Council contract to operate the Waiuku Community Recycling Centre. Waiuku Zero Waste Limited is now into the second year of successfully operating the Waiuku Community Recycling Centre under a 7 year contract. A shareholders agreement is in place to transfer Xtreme Zero Waste's 50% of the shareholding of Waiuku Zero Waste Limited to the Waiuku & District Workshop Trust after three years.

Physical Address: 186 Te Hutewai Road, Raglan, Waikato
Postal Address: PO Box 153, Raglan, Waikato 3265
Phone/Fax: (07) 825 6509
Email: office@xtremewaste.org.nz
Website: www.Xtremezerowaste.org.nz

XTREME ZERO WASTE INCORPORATED

Statement of Service Performance for the year ended 30 June 2016

Description of Outcomes:

By 2020 Raglan is a community with zero waste to landfill.

	Notes	2016 Actual
Description and Quantification of Outputs: Xtreme Zero Waste prides itself on the triple bottom line benefits of the Raglan zero waste programme.	19	
Percentage (volume) diverted from landfill		73.6%
Material not sent to Landfill		13,075m3
Staff		29
Days Xtreme Zero Waste is open to the public		259
Individual Sales Transactions		46,072
Xtreme Zero Waste Site Tour Visitors		554
Delivery of Xero Waste Education Programme:		
Schools visited		39
Classrooms visited		229
School Children educated		5,525

Additional Information:

Xtreme Zero Waste has been operating for 16 years under contract to Waikato District Council. We have amassed a lot of experience and information over the years that we have been keen to share with other community organisations starting out on a similar journey. We formed a joint venture in September 2014 with the Waiuku Community to form Waiuku Zero Waste, who is contracted by Auckland Council to manage a resource recovery centre in Waiuku.

Xtreme Zero Waste has also been involved in offering support to the Helensville, Waitakere and Great Barrier zero waste projects. We see this as a growing side of our business and are happy to share the journey with these communities.

XTREME ZERO WASTE INCORPORATED

Statement of Financial Performance for the year ended 30 June 2016

	Notes	2016 Actual $	2016 Budget $	2015 Actual $
Income				
Donations		1,580	500	2,329
Sales of Products & Services	1	739,021	661,186	644,290
Contract Income Waikato District Council	2	531,800	486,235	478,518
Operating Grants	3	-	42,000	31,500
Capital Grants	5	-	10,000	26,200
Interest		1,354	500	571
Other Income	4	46,048	31,700	21,542
Total Income		**1,319,803**	**1,232,121**	**1,204,950**
Expenditure				
Volunteer & Employee related costs	6	839,978	787,874	782,833
Costs related to providing goods and services	6	400,106	404,344	394,892
Other Expenses	6	33,947	29,636	25,889
Total Expenditure		**1,274,031**	**1,221,854**	**1,203,614**
Net Operating Surplus (Deficit)		**45,772**	**10,267**	**1,336**

XTREME ZERO WASTE INCORPORATED

Statement of Financial Position as at 30 June 2016

	Notes	2016 Actual $	2016 Budget $	2015 Actual $
Assets				
Current Assets				
Cash & Bank	8	173,617	163,997	146,637
Inventory	9	22,895	21,590	22,153
Accounts Receivable	10	118,423	88,000	87,944
Prepayments	11	9,696	2,500	2,578
Unexpired Interest	13	765	-	-
Total Current Assets		**325,396**	**276,087**	**259,312**
Non-Current Assets				
Property, Plant & Equipment	12	132,349	108,302	129,038
Total Non-Current Assets		**132,349**	**108,302**	**129,038**
Total Assets		**457,745**	**384,389**	**388,350**
Liabilities				
Current Liabilities				
Accounts Payable		138,319	124,300	118,307
Grants Received in Advance	7	34,500	22,000	22,000
GST Accrued		12,363	11,800	12,021
Loans Current Portion	13	30,769	20,000	20,000
Total Current Liabilities		**215,951**	**178,100**	**172,328**
Non-Current Liabilities				
Loans Term Portion	13	40,000	40,000	60,000
Total Non-Current Liabilities		**40,000**	**40,000**	**60,000**
Total Liabilities		**255,951**	**218,100**	**232,328**
Net Assets & Liabilities		**201,794**	**166,289**	**156,022**

XTREME ZERO WASTE INCORPORATED

Statement of Movements in Equity for the year ended 30 June 2016

	Notes	2016 Actual $	2016 Budget $	2015 Actual $
Accumulated Funds				
Opening Accumulated Surpluses or (Deficits)		156,022	156,022	154,686
Net Operating Surplus (Deficit)		45,772	10,267	1,336
Accumulated Funds		**201,794**	**166,289**	**156,022**

For and on behalf of the Executive Members of Xtreme Zero Waste Incorporated who approved and authorised the issue of these financial statements on the date show below:

..... **Signature** ..... **Position**

..... **Signature** ..... **Position**

.....**Date**

XTREME ZERO WASTE INCORPORATED

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Statement of Cash Flows
for the year ended 30 June 2016

	Notes	2016 Actual $	2015 Actual $
Cash Flow from Operating Activities			
Cash was provided from:			
Donations		1,580	2,329
Sales of Products & Services		1,240,342	1,149,902
Operating Grants & Subsidies		-	31,500
Interest		1,354	571
Other Sources		46,048	21,542
GST		342	133
		1,289,666	**1,205,977**
Cash was applied to:			
Suppliers		390,717	449,738
Employees & Contractors		838,234	719,674
GST		-	-
		1,228,951	**1,169,412**
Net cash inflow (outflow) from operating activities	**18**	**60,715**	**36,565**
Cash flow from investing activities			
Cash was provided from:			
Capital grants received (applied)		12,500	46,700
G Kelk Loan		-	20,000
D & P Jennings Loan		-	80,000
Prometheus Loan		-	35,392
		12,500	**182,092**
Cash was applied to:			
Property, Plant & Equipment Acquisitions		26,235	67,038
Reducing loans		20,000	55,392
		46,235	**122,430**
Net cash inflow (outflow) from investing activities		**(33,735)**	**59,662**
Net increase (decrease) in cash held		**26,980**	**96,227**
Plus Opening Balance		146,637	50,410
Cash at 30 June		**173,617**	**146,637**
Reconciliation of closing cash to Statement of Financial Position			
Westpac Cheque Account		27,448	23,560
ASB Investment Account		144,244	122,463
ASB Savings Account		1,725	-
Cash on Hand		200	614
Cash at 30 June	**8**	**173,617**	**146,637**

The attached notes form part of, and should be read in conjunction with these financial statements.

X-TREME ZERO WASTE INCORPORATED

Statement of Accounting Policies for the year ended 30 June 2016

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

2. **Goods and Services Tax (GST)**
   All amounts are recorded exclusive of GST, except for Debtors and Creditors which are stated inclusive of GST.

3. **Income Tax**
   The entity is wholly exempt from New Zealand income tax having fully complied with all statutory conditions for these exemptions.

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

5. **Revenue**
   Income from the sale of products and services is recognised when it is received or falls due. Fund-raising and unconditional donations or koha are recognised when received. Grants received are recognised in operating revenue, unless specific conditions attach to a grant and repayment of the grant is required where these conditions are not met. In these cases, the grant is treated as a liability until the conditions are met.

6. **Accounts Receivable**
   Accounts Receivable are stated at their anticipated realisable value.

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

8. **Employee Entitlements – Salary Accruals**
   No accrual has been made for sick leave entitlements for the employees concerned. The effect is not considered to be material.

9. **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.

XTREME ZERO WASTE INCORPORATED

Notes to the Performance Report for the year ended 30 June 2016

		2016 Actual $	2016 Budget $	2015 Actual $
1	**Sale of Products and Services**			
	Collections	85,024	77,500	71,627
	Consultancy - Waiuku Xtreme Zero Waste	37,500	40,000	45,000
	Events & Projects	12,893	5,000	3,494
	Miniskip Income	79,572	65,000	60,740
	Prepaid Bags	183,335	158,000	168,128
	Recyclables	250,207	231,051	217,721
	Transfer Station Gate Takings	90,490	84,635	77,580
		739,021	**661,186**	**644,290**
2	**Contract Income - Waikato District Council**			
	RTS Management Contract	363,480	326,814	304,336
	Public Bins - Litter & Recycling	129,457	120,570	135,331
	Rural Recycling	38,863	38,851	38,851
		531,800	**486,235**	**478,518**
3	**Operating Grants**			
	Keep New Zealand Beautiful	-	-	10,000
	Meridian Energy Limited	-	-	1,500
	Trust Waikato	-	32,000	20,000
	Other	-	10,000	-
		-	**42,000**	**31,500**
4	**Other Income**			
	Shareholder Distribution from Waiuku Zero Waste Limited	23,133	-	-
	Mentoring & Consultancy	11,128	15,000	14,245
	Depreciation Recovered	-	-	5,217
	Miscellaneous	11,787	16,700	2,080
		46,048	**31,700**	**21,542**
5	**Capital Grants**			
	WEL Trust	-	10,000	22,000
	Meridian Energy	-	-	4,200
		-	**10,000**	**26,200**
6	**Expenditure by Activity**			
6a)	**Prepaid Bags**			
	Volunteer & Employment Related Costs			
	Contractors & Wages	42,112	42,854	37,763
		42,112	42,854	37,763
	Costs Related to Providing Goods and Services			
	Purchases	15,613	19,472	12,643
	Travel	24	-	-
		15,637	19,472	12,643
		57,749	**62,326**	**50,406**

XTREME ZERO WASTE INCORPORATED

Notes to the Performance Report for the year ended 30 June 2016

		2016 Actual $	2016 Budget $	2015 Actual $
6b)	**Refuse Transfer Station**			
	Volunteer & Employment Related Costs			
	Wages & Contractors	352,696	357,576	327,950
	Conferences & Travel	3,982	4,000	5,544
		356,678	361,576	333,494
	Costs Related to Providing Goods and Services			
	Operations:			
	E-waste	2,555	5,000	3,472
	Fadges, Safety Equipment, Consumables	11,660	12,500	12,037
	General Expenses	10,731	8,650	5,664
	Repairs & Maintenance	12,222	23,500	19,690
	Site Repairs, Hire, Development, Security	5,311	32,000	3,148
	Transport	186,428	155,871	180,512
	Net Operations	228,907	237,521	224,523
	Mulch:			
	Opening Stock on Hand	9,140	-	8,125
	Mulching Costs	3,556	2,000	3,844
	Closing Stock on Hand	(9,560)	-	(9,140)
	Net Mulching Costs	3,136	2,000	2,829
	Recyclables:			
	Opening Stock on Hand	10,436	-	13,753
	Closing Stock on Hand	(10,978)	-	(10,436)
	Net Recyclables Costs	(542)	-	3,317
	Recycle Bins:			
	Opening Stock on Hand	-	-	-
	Purchases	1,648	1,500	1,432
	Closing Stock on Hand	-	-	(740)
	Net Recyclables Costs	1,648	1,500	692
	E-waste products			
	Opening Stock on Hand	200	-	-
	Purchases	676	3,000	2,250
	Closing Stock on Hand	(360)	-	(200)
		516	3,000	2,050
		233,665	244,021	233,411
		590,343	**605,597**	**566,905**
6c)	**Vehicle Running Costs**			
	Costs Related to Providing Goods and Services			
	Fuel & Maintenance	67,832	44,500	57,155
		67,832	**44,500**	**57,155**

XTREME ZERO WASTE INCORPORATED

Notes to the Performance Report for the year ended 30 June 2016

		2016 Actual $	2016 Budget $	2015 Actual $
6d)	**Business Collections**			
	Volunteer & Employment Related Costs			
	Contractors & Wages	33,127	25,746	28,445
		33,127	25,746	28,445
	Costs Related to Providing Goods and Services			
	Fadges, Safety Equipment, Consumables, Repairs, Hire	51	1,500	-
		51	1,500	-
		33,178	**27,246**	**28,445**
6e)	**Consultancy**			
	Volunteer & Employment Related Costs			
	Contractors & Wages	10,960	13,055	22,280
		10,960	13,055	22,280
	Costs Related to Providing Goods and Services			
	Travel	-	-	207
		-	-	207
		10,960	**13,055**	**22,487**
6f)	**Food Waste**			
	Volunteer & Employment Related Costs			
	Contractors & Wages	5,651	5,459	4,435
		5,651	5,459	4,435
	Costs Related to Providing Goods and Services			
	Skip Bins, Safety Equipment, Consumables, Repairs	2,170	1,500	1,234
	Travel	173	-	-
		2,343	1,500	1,234
		7,994	**6,959**	**5,669**
6g)	**Kerbside Collections**			
	Volunteer & Employment Related Costs			
	Contractors & Wages	78,995	51,516	72,709
		78,995	51,516	72,709
	Costs Related to Providing Goods and Services			
	Fadges, Safety Equipment, Consumables, Repairs	355	500	2,611
		355	500	2,611
		79,350	**52,016**	**75,320**
6h)	**Miniskips**			
	Volunteer & Employment Related Costs			
	Contractors & Wages	15,292	9,450	11,742
		15,292	9,450	11,742
	Costs Related to Providing Goods and Services			
	Advertising & Sponsorship	3,086	2,500	2,256
	Skip Bins, Safety Equipment, Consumables, Repairs	2,412	2,500	258
		5,498	5,000	2,514
		20,790	**14,450**	**14,256**

XTREME ZERO WASTE INCORPORATED

Notes to the Performance Report for the year ended 30 June 2016

		2016 Actual $	2016 Budget $	2015 Actual $
6i)	**Public Bins**			
	Volunteer & Employment Related Costs			
	Contractors & Wages	38,236	39,269	43,093
		38,236	39,269	43,093
	Costs Related to Providing Goods and Services			
	Bin Bags & Liners, Consumables, Repairs	4,146	11,000	8,208
		4,146	11,000	8,208
		42,382	**50,269**	**51,301**
6j)	**Rural Recycling**			
	Volunteer & Employment Related Costs			
	Contractors & Wages	17,602	13,356	14,403
		17,602	13,356	14,403
	Costs Related to Providing Goods and Services			
	Consumables, Repairs	21	500	75
		21	500	75
		17,623	**13,856**	**14,478**
6k)	**Administration**			
	Volunteer & Employment Related Costs			
	Accident Compensation Premiums	13,440	11,544	10,798
	Conferences, Travel, Training	2,566	3,000	1,907
	Consultancy	13,669	5,000	3,146
	Coordination	530	250	75
	Professional Development	3,829	5,000	4,318
	Recruitment	31	200	72
	Wages	107,488	95,530	103,635
		141,553	120,524	123,951
	Costs Related to Providing Goods and Services			
	Accountancy & Consultancy Fees	6,962	6,000	6,200
	Advertising	921	1,000	-
	Communications	4,253	4,500	4,927
	General Expenses	9,298	9,901	9,076
	Insurance	12,023	13,000	12,194
	Printing, Postage, Stationery	2,384	4,450	4,832
	Office Rent, Power, Water Rates	2,844	2,750	2,263
	Repairs and Replacements	1,066	3,000	940
		39,751	44,601	40,432
	Other Expenses			
	Audit Fees	2,370	1,700	1,670
	Depreciation (Note 12)	22,924	20,736	21,006
	Loss on Disposal of Fixed Assets	405	-	19
	Interest	8,248	7,200	3,194
		33,947	29,636	25,889
		215,251	**194,761**	**190,272**

XTREME ZERO WASTE INCORPORATED

Notes to the Performance Report for the year ended 30 June 2016

		2016 Actual $	2016 Budget $	2015 Actual $
6l)	**Education**			
	Volunteer & Employment Related Costs			
	Contractors & Wages	99,555	101,819	82,637
	Professional Development	-	500	-
		99,555	**102,319**	**82,637**
	Costs Related to Providing Goods and Services			
	Advertising	190	500	-
	Events & Projects Expenses	5,871	4,000	8,024
	General	10,080	6,350	6,085
	Hui & Conferences	254	1,000	526
	Travel & Accommodation	10,817	12,500	10,673
		27,212	**24,350**	**25,308**
		126,767	**126,669**	**107,945**
6m)	**Marketing**			
	Volunteer & Employment Related Costs			
	Contractors & Wages	217	2,750	7,881
		217	2,750	7,881
	Costs Related to Providing Goods and Services			
	Advertising & Sponsorship	1,514	4,000	3,852
	Annual Report	1,463	1,500	1,422
	Brochures	98	1,500	-
	Website Hosting & Development	520	400	5,820
		3,595	7,400	11,094
		3,812	**10,150**	**18,975**

Expenditure Summary:			
Total Volunteer & Employment Related Costs	*839,978*	*787,874*	*782,833*
Total Costs Related to Providing Goods and Services	*400,106*	*404,344*	*394,892*
Total Other Expenses	*33,947*	*29,636*	*25,889*
Total Expenditure	***1,274,031***	***1,221,854***	***1,203,614***

7	**Grants Received in Advance**			
	WEL Energy	12,500	-	-
	Trust Waikato	22,000	22,000	22,000
		34,500	**22,000**	**22,000**
8	**Cash & Bank**			
	Westpac Cheque Account	27,448	63,497	23,560
	ASB Investment Account	144,244	100,000	122,463
	ASB Savings Account	1,725	-	-
	Cash On Hand	200	500	614
		173,617	**163,997**	**146,637**

XTREME ZERO WASTE INCORPORATED

Notes to the Performance Report for the year ended 30 June 2016

		2016 Actual $	2016 Budget $	2015 Actual $
9	**Inventory**			
	Mulch	9,560	9,000	9,140
	Prepaid Bags	1,997	1,640	1,637
	Recycle Bins	-	750	740
	Recyclables	10,978	10,000	10,436
	E-waste Products	360	200	200
		22,895	**21,590**	**22,153**
10	**Accounts Receivable**			
	Local Customers	50,007	36,000	34,567
	Provisional for Doubtful Debts	-	-	(343)
	Government Agencies	1,020	-	1,446
	Waikato District Council	67,396	52,000	52,274
		118,423	**88,000**	**87,944**
11	**Prepayments**			
	Insurance Premiums	9,696	2,500	2,578
		9,696	**2,500**	**2,578**

12 **Property, Plant & Equipment**

	Closing Cost	Closing Bk Value	Opening Bk Value
Plant & Equipment - Office	14,131	1,944	5,461
Plant & Equipment - Site	93,498	1,799	3,458
Plant & Equipment - Recycling Containers	36,520	14,385	4,619
Building & Site Development	137,888	81,292	75,231
Vehicles	275,953	32,929	40,269
	557,990	**132,349**	**129,038**

Depreciation

	Rates	2016	2015
Plant & Equipment - Office	33% - 67%	3,814	2,798
Plant & Equipment - Site	12.5% -33%	1,659	4,009
Plant & Equipment - Recycling Containers	10% & 12.5%	1,843	1,813
Building & Site Development	4% - 12.5%	5,418	4,536
Vehicles	20% - 25%	10,190	7,850
		22,924	**21,006**

Reconciliation of Net Book Value		
Net book value at 1 April	129,038	82,987
Assets disposed of	(405)	-
Depreciation charge for year	(22,924)	(21,006)
Asset acquisition at cost	26,640	67,057
Net book value at 31 March	**132,349**	**129,038**

XTREME ZERO WASTE INCORPORATED

Notes to the Performance Report for the year ended 30 June 2016

		2016 Actual $	2016 Budget $	2015 Actual $
13	**Loans**			
	D & P Jennings Loan			
	Loan - *Current portion*	20,000	20,000	20,000
	Loan - *Term portion*	40,000	40,000	60,000
		60,000	60,000	80,000
	G Kelk Loan			
	Loan - *Current portion*	-	-	20,000
	Less repayments during the year	-		(20,000)
		-	-	-
	Prometheus 4 Loan			
	Loan - *Current portion*	-	-	35,392
	Less repayments during the year	-	-	(35,392)
		-	-	-
	Monument Finance			
	Loan - *Current portion*	10,769	-	-
		10,769	-	-
		70,769	**60,000**	**80,000**

D & P Jennings loan commenced 26 June 2015. During the year ended 30 June 2016 $20,000 had been repaid leaving three equal instalments of $20,000 payable on 30/06/17, 30/06/18 & 30/06/19. Interest is to be paid monthly and the effective interest rate is 9%.

G Kelk's did not advance Xtreme Zero Waste any additional loans during the year ended 30 June 2016. (2015 $20,000)

Monument Finance advanced Xtreme Zero Waste $11,966 on 19 June 2016 for the repayment of insurance for the 2016/2017 year. At 30 June 2016 the unexpired interest was $765. (2015: In the prior year there was a similar agreement, but this was recorded in the same manner)

14 Related Party Transactions

Xtreme Zero Waste employs or contracts the services of members of the committee on a commercial basis, and contracts are formally documented.

The Treasurer G Kelk did not advance Xtreme Zero Waste any additional loans during the year ended 30 June 2016. (2015 $20,000)

G Kelk is also an advisor and mentor to Waiuku Zero Waste Limited which is a charitable company. During the year Xtreme Zero Waste provided mentoring services to Waiuku Zero Waste, and in his role as contractor to Xtreme Zero Waste G Kelk has provided these services. Xtreme Zero Waste and Waiuku Zero Waste have signed an agreement with the Auckland City Council to provide waste reduction services to the Waiuku Peninsula.

XTREME ZERO WASTE INCORPORATED

Notes to the Performance Report for the year ended 30 June 2016

14 Related Party Transactions (Continued)

In the year ended 30 June 2016 Xtreme Zero Waste has not prepared consolidated financial statements bringing in the Financial Performance and Position of Waiuku Zero Waste Limited. In the year ended 30 June 2016 PBE SFR-A (NFP) Public Benefit Simple Format Reporting - Accrual (Not For Profit) IPSAS6 requires consolidation would if Xtreme Zero Waste was deemed to have control of Waiuku Zero Waste Limited. The shareholders agreement between both parties, dated 25 January 2016 Clause VI.D) states that Xtreme Zero Waste does not have a casting vote and decisions made by Waiuku Zero Waste will be made on a majority vote at Directors level. Clause III also states that Xtreme Zero Waste 's shareholding will be transferred to Waiuku Community Recycling Centre after 3 years once it is successfully established and operating. Therefore consolidated reports have not been prepared. (2015: Xtreme Zero Waste was not required to prepare consolidated statements with Waiuku Zero Waste)

The Assistant Secretary D Jennings together with her husband P Jennings did not advance Xtreme Zero Waste any additional loans during the year ended 30 June 2016 (2015$ $80,000). (Refer Note 23)

	2016 Actual $	2016 Budget $	2015 Actual $
15 Commitments			
Operating Lease Commitments			
Lease commitments under non-cancellable operating leases:			
Not later than one year	260	-	778
Later than one year and not later than two years	1	-	260
Later than two years	46,996	-	46,997
	47,257	**-**	**48,035**

Xtreme Zero Waste entered into a lease agreement for EFTPOS equipment on 27 August 2013. The agreement commences 27 September 2013, and expires 26 October 2016, at a cost of $64.78 per month.

Xtreme Zero Waste entered into a lease agreement for a chipper on 25 April 2015. The agreement commences 25 April 2015 at a cost of $1 per year (payable every July).

16 Capital Expenditure Commitments

During the year ended 30 June 2016 Xtreme Zero Waste received $12,500 from WEL Energy Trust for site development. In the previous year Xtreme Zero Waste received $22K for the acquisition of a concrete bunker and chipper. All of this funding has been treated as income in advance as the funds were unspent by 30 June 2016. (30 June 2015 - $22K).

17 Contingent Losses or Gains

During the 2015 year Xtreme Zero Waste became a shareholder of Waiuku Zero Waste Limited, but at 30 June 2016 it had not paid up its shares. Xtreme Zero Waste have a shareholders agreement that stipulates that Waiuku Zero Waste Limited intend to distribute to Xtreme Zero Waste a share of profits to 30 June 2016. The amount is yet to be confirmed, but is estimated to be $26,556. (2015: Estimate - $20,000)

There were no other known contingent losses or gains outstanding as at 30 June 2016 (30 June 2015 - $Nil)

XTREME ZERO WASTE INCORPORATED

Notes to the Performance Report for the year ended 30 June 2016

		2016 Actual $	2016 Budget $	2015 Actual $
18	**Reconciliation of reported surplus after taxation with cash from operating activities**			
	Reported Surplus (Deficit)	45,772		1,336
	Plus (Less) non-cash items	22,924		21,006
	Plus (Less) capital grants	-		(26,200)
	Movement in Working Capital			
	Increase (decrease) in income received in advance	-		-
	Increase (decrease) in accounts payable	20,354		1,866
	(Increase) decrease in accounts receivable	(30,479)		27,094
	Increase (decrease) in operating finance	10,769		-
	(Increase) decrease in unexpired interest	(765)		-
	(Increase) decrease in prepayments	(7,118)		8,679
	(Increase) decrease in inventory	(742)		2,784
	Net cash flow from operating activities	**60,715**		**36,565**

19 Statement of Service Performance

As this is the first year the Statement of Service Performance has been included in the Performance Report no comparatives for the previous year have been included. (30 June 2015:N/A)

20 Subsequent events

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

J & G Mills Ltd
Financial Services

INDEPENDENT AUDITOR'S REPORT

To The Members of
Xtreme Zero Waste Incorporated

Report on the Financial Statements

I have audited the accompanying Performance Report of Xtreme Zero Waste Incorporated on pages 1 to 11, which comprise the Entity Information, Statement of Service Performance, Statement of Financial Performance, Statement of Financial Position, Statement of Changes in Equity, Statement of Cash Flow, for the year ended 30th June 2016 and a summary of significant accounting policies and other explanatory information.

Committee Responsibility for the Financial Statements

The Trust Board are responsible on behalf of Xtreme Zero Waste Incorporated for the preparation and fair presentation of the Performance Report in accordance with the Public Benefit Entity Simple Format Reporting Standard – Accrual (not for Profit) and for such internal control as the Board determine is necessary to enable the preparation of the Financial Report that is free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

It is my responsibility to express an independent opinion on the financial report presented by the Committee and report my opinion to you.

My responsibility is to express an opinion on those 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 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 and 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 entity's internal control.

54 Wentworth Drive, Rototuna North, Hamilton 3210, New Zealand
Phone: +64-27-5720054
A/H Phone: +64-7-854 3945
Email: jgmillsltd@gmail.com or jmmills.ca@gmail.com

An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates, as well as evaluation the overall presentation of the financial statements.

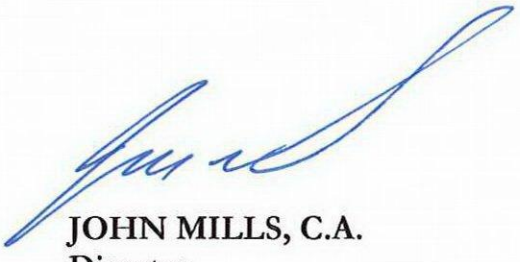
I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion

Other than in my capacity as auditor I have no relationship with or interests in Xtreme Zero Waste Incorporated.

Opinion

In my opinion, the Performance Report of Xtreme Zero Waste Incorporated on pages 1 to 11 for the year ended 30th June 2016 is prepared in all material respects, in accordance with Public Benefit Entity Simple Format Reporting Standard – Accrual (Not for Profit).

My audit report was completed on Tuesday, November 22, 2016 and my unqualified opinion is expressed as at that date.



JOHN MILLS, C.A.
Director
Email: jmmills.ca@gmail.com
Tuesday, November 22, 2016

xtreme ZERO WASTE
community recycling solutions

Quotation ref 000005

To: Waikato District Council
Private Bag 544
NGARUAWAHIA 3742

Delivery: Waikato District Council

Your Order No. **Date : 05-Oct-18** **GST Reg No 75-480-415**

Plastic Free Raglan

Qty	Item	Description	Unit Price	Discount	Extension
1	PLASTIC	For services provided for Plastic Free Raglan Project Launch Event : Nenya Chapman - Assistance with planning and promotion incl media $25 hr x 8 hours Room and equipment hire $100 Food $100 Signage $100	500.00	0.00	500.00
1	PLASTIC	Behaviour change marketing campaign: Karamea Puriri 48 hours days over 12 weeks @ $40 hr Behaviour change marketing / coach advice 4 hours @ $145 hr	2,500.00	0.00	2,500.00
1	PLASTIC	Materials - education, promotion, printing	100.00	0.00	100.00
1	PLASTIC	Project lead, 20 hours p.w over 12 weeks (including Research and Development and Project Rewards Design)	6,000.00	0.00	6,000.00

Net:	9,100.00
GST:	1,365.00
Total:	10,465.00

Open Meeting

To	Raglan Community Board
From	Bob MacLeod Chair, Raglan Community Board
Date	6 November 2018
Prepared by	Rose Gray Council Support Manager
Chief Executive Approved	Y
Reference #	GOV0507
Report Title	Xtreme Zero Waste Update

1. EXECUTIVE SUMMARY

Representatives will be in attendance to speak to the attached presentation.

2. RECOMMENDATION

THAT the report from the Chair, Raglan Community Board be received.

3. ATTACHMENTS

Nil

Presentation to Raglan Community Board

Getting ready for this summer:

- change of collection days & Centre open hours

Contract review process:

- growth of Raglan
- servicing litter and litter bins
- Te Uku & Te Mata
- loss of plastic markets
- foodwaste collections targeted rate

Support needed from the Board:

- Recommendations to the Board

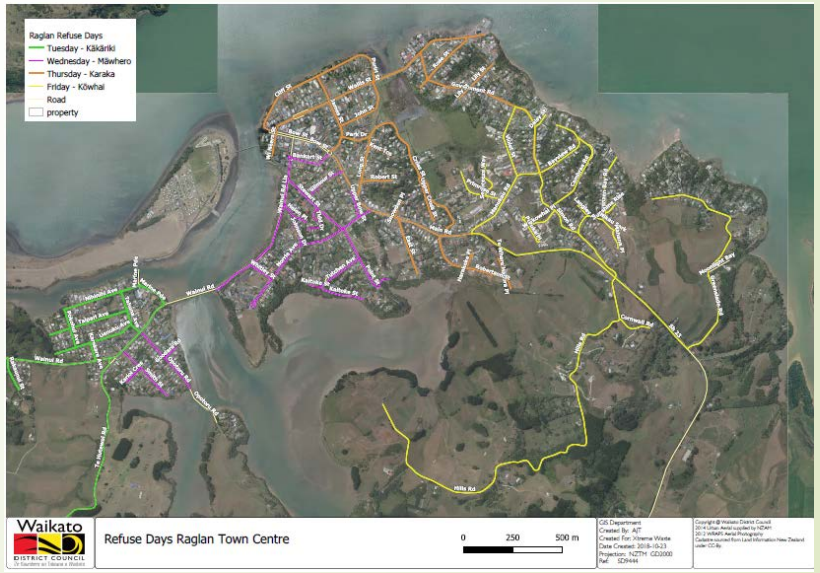
Change of collection days & Centre open hours - starting Saturday 10 November

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
6am	Bus. Collection Street bins Te Uku/Te Mata	Street bins	Bus. Collection Street bins Te Uku	Street bins	Bus. Collection Street bins Te Uku/Te Mata	Street bins	Street bins
8.30		Kerbside Pre-paid bag foodwaste	Kerbside Pre-paid bag foodwaste	Kerbside Pre-paid bag foodwaste	Kerbside Pre-paid bag foodwaste	10.00 Centre open	10.00 Centre open
12.30	Centre open	Centre open	Centre open	Centre open	Centre open		
1.30		Collections complete	Collections complete	Collections complete	Collections complete		
	processing	processing	processing	processing	processing	processing	processing
	Street litter				Street litter	Street bins/litter	Street bins/litter
5.00	Centre closed	Centre closed	Centre closed	Centre closed	Centre closed	Centre closed	Centre closed

Changes in kerbside collection days – starts 13 Nov

	Recycle	Pre-paid bags	Food waste
Tuesday	✓	✓	✓
Wednesday	✓	✓	✓
Thursday	✓	✓	✓
Friday	✓	✓	✓





Contract review process: - Growth of Raglan

- Discussions with WDC staff around the growth of Raglan and the infrastructure and services required to manage waste issues.
  - We are building a case to WDC around the increased visitor population in Raglan. We still don't have great information on the peak numbers and trends for Raglan. This information is critical for long term infrastructure planning.
  - Our statistics show:
    - The total refuse tonnes through the Raglan Resource Recovery Centre has increased by 377 tonnes (27%) in the last 3 years/
    - Recovered and recycled materials has increased by 477 tonnes (42%) in the last 3 years.
    - Xtreme conducted 120 street bin collections above the contracted collections.
    - Xtreme conducted 230 hrs more litter collection time above the contracted service.

Contract review process:
- Street bins & litter

- Currently Xtreme is conducting more collections and bin services than they are being contracted for. The service we provide reflects the need due to high visitor numbers. If this service is to cope with this next summer then the following changes need to be made to Xtremes contract:
  - Increase the current contract for 120 more collections per year – especially the summer season.
  - Increase the current contract for 230 additional hrs for street litter collections.
  - Change the small capacity bins (60litre) and bins that allow seagull access with new 100litre bird proof bins.

Contract review process:
- Te Uku & Te Mata

- WDC, Xtreme, Te Uku School and Te Uku Farmers Market are upgrading the Te Uku recycle drop off centre. The same is happening at Te Mata School. This will involve:
  - Te Uku
    - Retaining wall beside Te Uku Stream
    - New 40ft sea freight container, signage, covered & contained area for pre-paid bags
    - Storm water system for road, State Highway 23, Farmers Market space to minimise effects on the stream.
  - Te Mata
    - New 20ft sea freight container and signage.

Contract review process:
-Loss of plastic markets

- Due to the closure of plastic markets in China there are no markets for:
  - Coloured PET, categories 3-7 and coloured film.
- Xtreme are working with Hamilton and Raglan based plastic engineers to use the plastics to make products in Raglan.
- An ideal location in Aotearoa for a plastic processing and manufacturing plant is northern Waikato.
  - There is a large volume of plastic either created or transported through the Waikato from the Rotorua, Hauraki, Waikato, Auckland areas. This volume would be sufficient to establish a hub of activity to ensure departure from fickle overseas markets.

Contract review process: -Food waste collections

- In July 2019 Raglan Community will decide whether or not to support a targeted rate fund for the continuation of the kerbside food waste collection.
  - The collection diverted over 150 tonnes of food waste between Aug 2017 – Aug 2018.
  - Food waste was added to greenwaste to produce approx. 300 tonnes of compost.
  - Pre-paid bag sales decreased by approx. $18,700 which equates to over 6,500 less bags sent to landfill.

Contract review process:
-Support required from Raglan Community Board

- Advocate for more precise information on visitor numbers and trends
- Increase Xtremes current contract for 120 more collections per year – especially the summer season.
- Increase Xtremes current contract for 230 additional hrs for street litter collections.
- Change the small capacity bins (60litre) and bins that allow seagull access with new 100litre bird proof bins.
- Support Xtreme to develop plastic processing and manufacturing in Raglan.
- Support a plastic processing and manufacturing plant/hub in the northern Waikato
- Support for the continuation of the kerbside food waste collection

Open Meeting

To	Raglan Community Board
From	Sue O'Gorman General Manager Customer Support
Date	27 September 2018
Prepared by	Craig Birkett Monitoring Team Leader
Chief Executive Approved	Y
Reference #	GOV1318; GOV0507
Report Title	Review of Parking in Raglan

1. EXECUTIVE SUMMARY

Council is able to amend the schedules of the Public Places Bylaw 2016 by resolution. The schedules of the bylaw establish what parking restrictions are in place for the towns within the District. Currently there are parking restrictions that apply to Raglan.

Changes to the schedule of the bylaw have been suggested by members of the Raglan community and the Raglan Community Board (RCB). The RCB has considered the proposed changes and has undertaken workshops and received feedback from the community on proposals to change the parking restrictions in Raglan.

There is general support for the proposed changes to the parking schedules of the Public Places Bylaw identified in Attachment 1 and 2 of this report. However the Raglan Sports Fishing Club (the club) have indicated that they do not support the implementation of time restrictions for those parks adjacent to the board walk at the wharf. The club has stated that this area is frequently used by members for parking with boat trailers and they have requested that time limits are not imposed for this parking area.

Following requests that were made in the public forum at the Community Board meeting on 11 September 2018 the Board has requested that this issue be presented to it again so that it can review the changes that are to be put to the Policy and Regulatory committee. As part of this is it understood that the restrictions along the boardwalk are to be removed.

Due to the impact of turning Cliff Street into a one way street further consultation is recommended with those likely to be most affected including residents living on Cliff St as well as residents of James, Puriri and Wallis streets. Results of this consultation will be presented back to the Policy and Regulatory Committee meeting.

2. RECOMMENDATION

THAT the report from the Group Manager Customer Support be received;

AND THAT those changes identified in Attachment 1 be made by Council;

AND FURTHER THAT officers consult with the residents of Cliff, Puriri, James and Wallis streets to seek feedback on the proposal to change Cliff Street to a one-way street.

3. BACKGROUND

The purpose of this report is to allow the board to re-consider the proposed changes contained in attachment 1in light of the information presented to it on 11 September 2018.

Council is able to amend the schedules of the Public Places Bylaw 2016 by resolution. The schedules of the bylaw establish what parking restrictions are in place for the towns within the District.

The Community Board considered the proposed changes at a workshop on 10 April 2018. A report regarding potential changes to the Public Places Bylaw schedule for parking was received by the RCB at its meeting on 12 June 2018 and feedback was received. Further feedback was received at a community workshop on 17 July 2018 and from the Chamber of Commerce at their meeting on the 19 July 2018. A report was presented to the board on 17 August 2018 with attachments showing the proposed changes. The board supported these proposed changes. Further feedback was received by the board at the public forum on 11 September. As a result the board asked for a further report to be presented at its November meeting.

4. DISCUSSION AND ANALYSIS OF OPTIONS

4.1 DISCUSSION

Raglan Wharf parking

Requests have been received by Council for the Raglan wharf to have time limited car parking in order to allow for the businesses operating there to have a turnover of parking spaces. People were parking in the spaces all day reducing the available parking for those visiting the area. A map demonstrating the changes (Attachment 1) was discussed by the RCB at the workshops and meetings that were held.

Feedback from the workshops and meetings relating to the proposed bylaw schedule changes identified that there is concern about introducing time limit parking at all car parking spaces near the wharf. The Raglan Sportfishing Club attended the workshops and were present at the Chamber of Commerce meeting. Representatives of the club have expressed their view that the carparks adjacent to the boardwalk area at the wharf should not have any time limit restrictions. There has also been some concern raised about the ability of people attending charters or trips to find longer term parking near the wharf. The Board has

considered these concerns and identified that it time limits will not be applied to those parking spaces adjoining the boardwalk area.

Loading Zones
The Chamber of Commerce meeting discussed a range of issues associated with parking in Raglan and its surrounds. However specific feedback relating to the proposed schedule changes included requests for a loading zone on Wallis Street and Wainui Road. There has been a loading zone added on Wallis Street however there is not an ability to add a loading zone on Wainui Road without a reduction in carparks.

CBD parking
There was also a suggestion from the Chamber of Commerce meeting for more 120 minute parking in the central business area. Additional 120 minute parking has been introduced outside the community house however in order to ensure that there is a turnover of parking in the central business area 60 minute parking is recommended.

Cliff Street
Turning Cliff Street into a one way street was considered to be a good practical idea at the workshops and meetings that were held. This would enable this area to be better utilised and may allow for future improvements. It was identified that this area does get clogged with vehicles in summer and is heavily used for parking and recreation by visitors.

4.2 OPTIONS

Option 1: Support all or some of the proposed changes.
Seek approval from Council, via the Policy and Regualtory Committee (P&R), for the proposed changes as outlined in Attachment 1, noting that these changes have the support of the RCB,

Option 2: Request further changes
The RCB may identify further changes to the schedules of bylaw and include them as part of their resolution.

Option 3: Status Quo.
The RCB does not support any of the changes and recommends retaining the status quo with reasons as to why they do not support the proposed changes.

5. CONSIDERATION

5.1 FINANCIAL

There will be a need to put in place additional signage where time limit restrictions area put in place and remark some locations. The cost associated with undertaking this will be met from existing budgets.

5.2 LEGAL

The Public Places Bylaw 2016 identifies that changes to the schedule can be made by resolution of Council.

5.3 ASSESSMENT OF SIGNIFICANCE AND ENGAGEMENT POLICY AND OF EXTERNAL STAKEHOLDERS

Highest levels of engagement	Inform	Consult	Involve	Collaborate	Empower
	☐	☑	☐	☐	☐
Tick the appropriate box/boxes and specify what it involves by providing a brief explanation of the tools which will be used to engage (refer to the project engagement plan if applicable).	This issue triggers the Significance and Engagement Policy as staff expect parking changes would generate a level of community interest. Staff see it as appropriate to particularly seek feedback from the residents on and around Cliff Street. This feedback will be submitted to the Committee to provide further information for it decision.				

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

Planned	In Progress	Complete	
			Internal
		✓	Community Boards/Community Committees
			Waikato-Tainui/Local iwi (provide evidence / description of engagement and response)
✓			Households
		✓	Business
			Other Please Specify

Comment: The Community Board have considered the proposed changes held workshops and meetings with various stakeholders. Consultation has also occurred with the Chamber of Commerce.

6. CONCLUSION

Changes to the schedule of the bylaw have been suggested by members of the community and the Community Board. The Community Board has considered the proposed changes and engaged with stakeholders in Raglan.

The recommendation from the RCB will be forwarded for resolution by Council to finalise the suggested changes identified in Attachment 1.

Further consultation is recommended prior to Cliff Street being placed in the schedule of one way streets. The results of this consultation will be reported back to the Community Board.

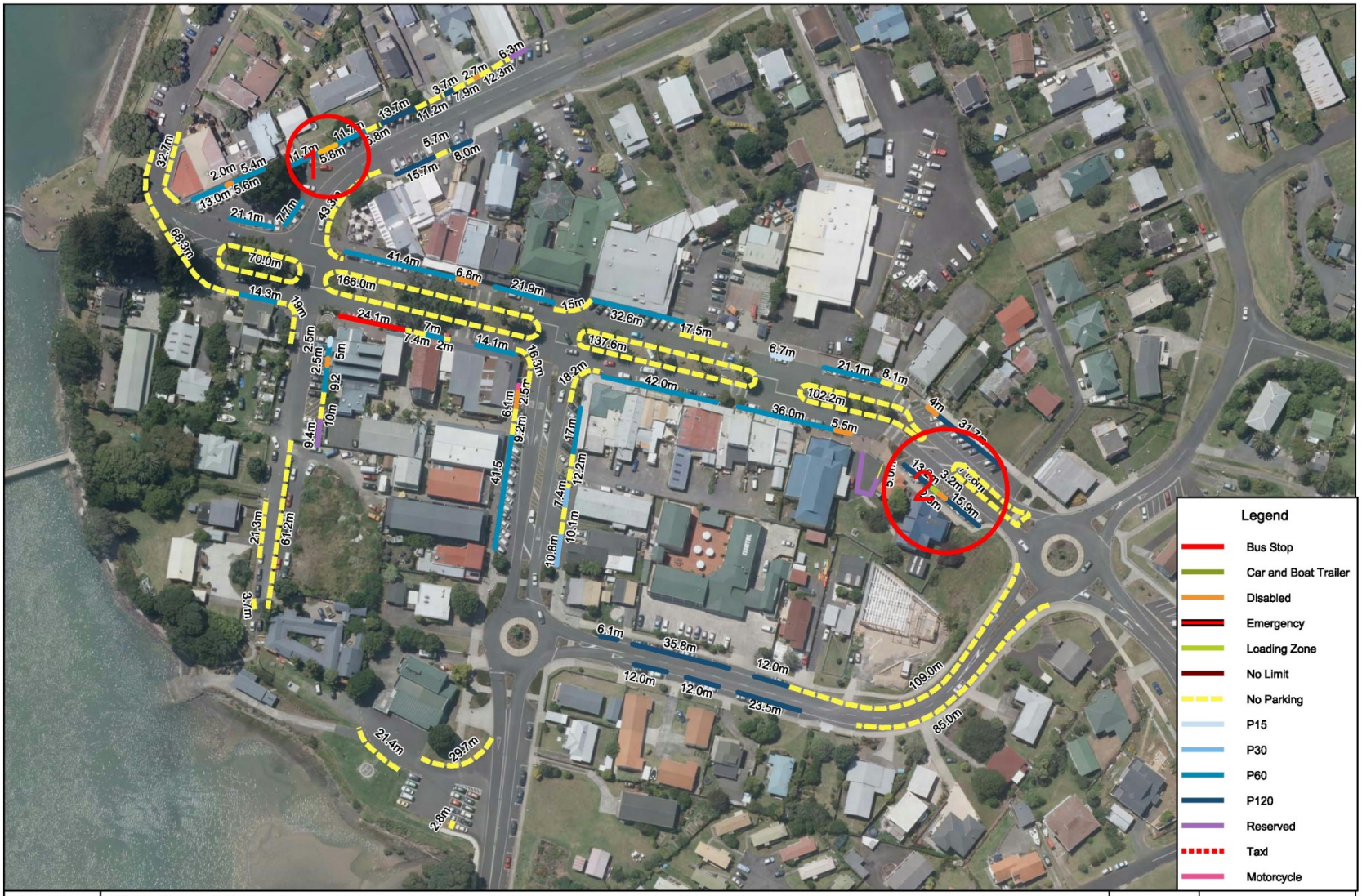
7. ATTACHMENTS

Attachment 1: Copy of Schedule 1 Parking Maps with mark up showing areas of change and introduction of parking restrictions at Joyce Petchel Reserve.
Attachment 2: Copy of Schedule 2 of the Public Places Bylaw identifying inclusion of Cliff Street.

Attachment 1
Copy of Schedule 1 Parking Maps with mark up showing areas of change and introduction of parking restrictions at Joyce Petchel Reserve.

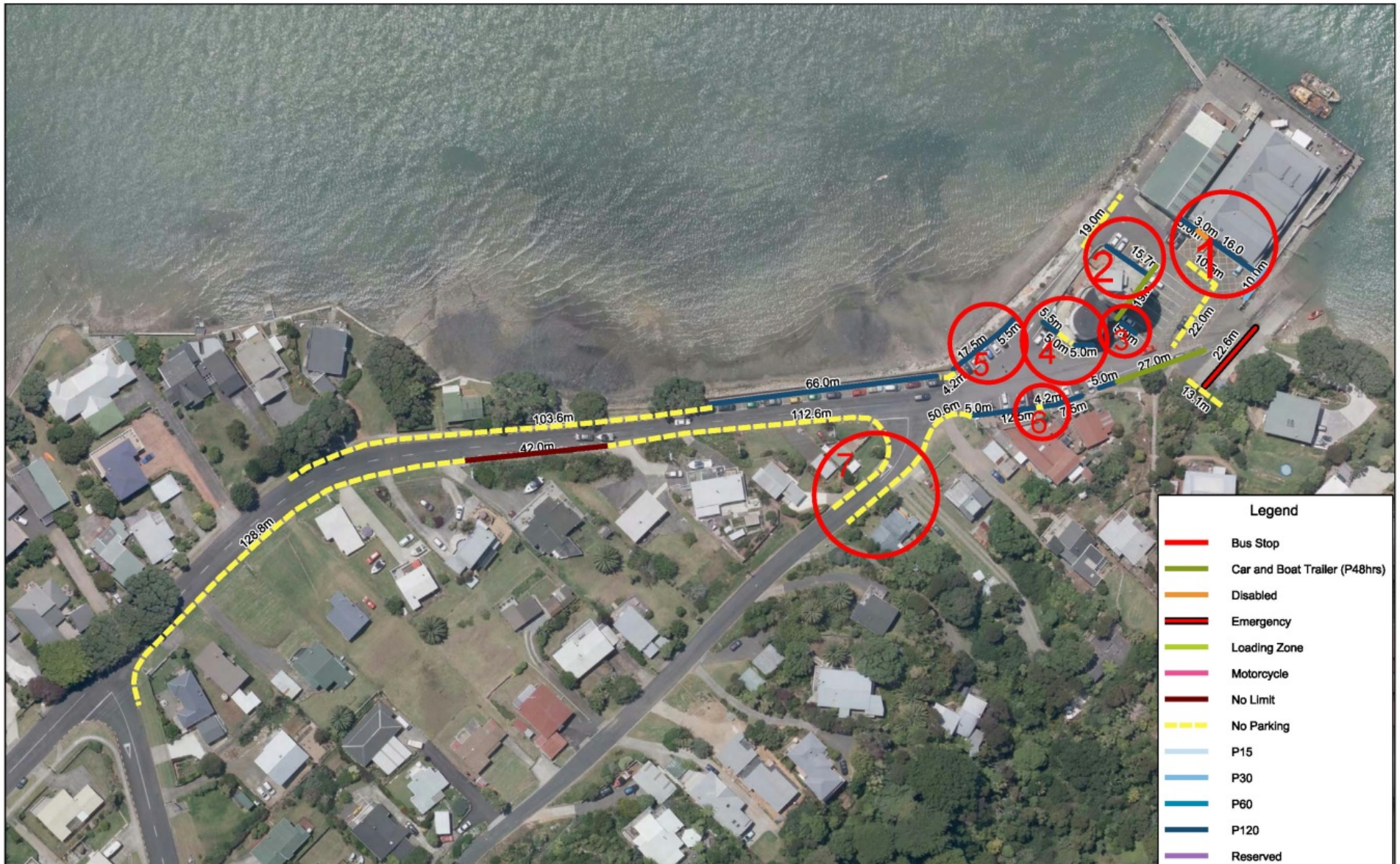
Change starting at top of map	**Source of request**
Circle 1: No stopping (Yellow line) changes to Loading Zone (Orange line)	Occupant of business at 6 Wallis Street.
Circle 2: P60 (Light Blue line) changes to P120 (Dark Blue line)	The Community House

Waikato DISTRICT COUNCIL
Te Kaunihera aa Takiwaa o Waikato

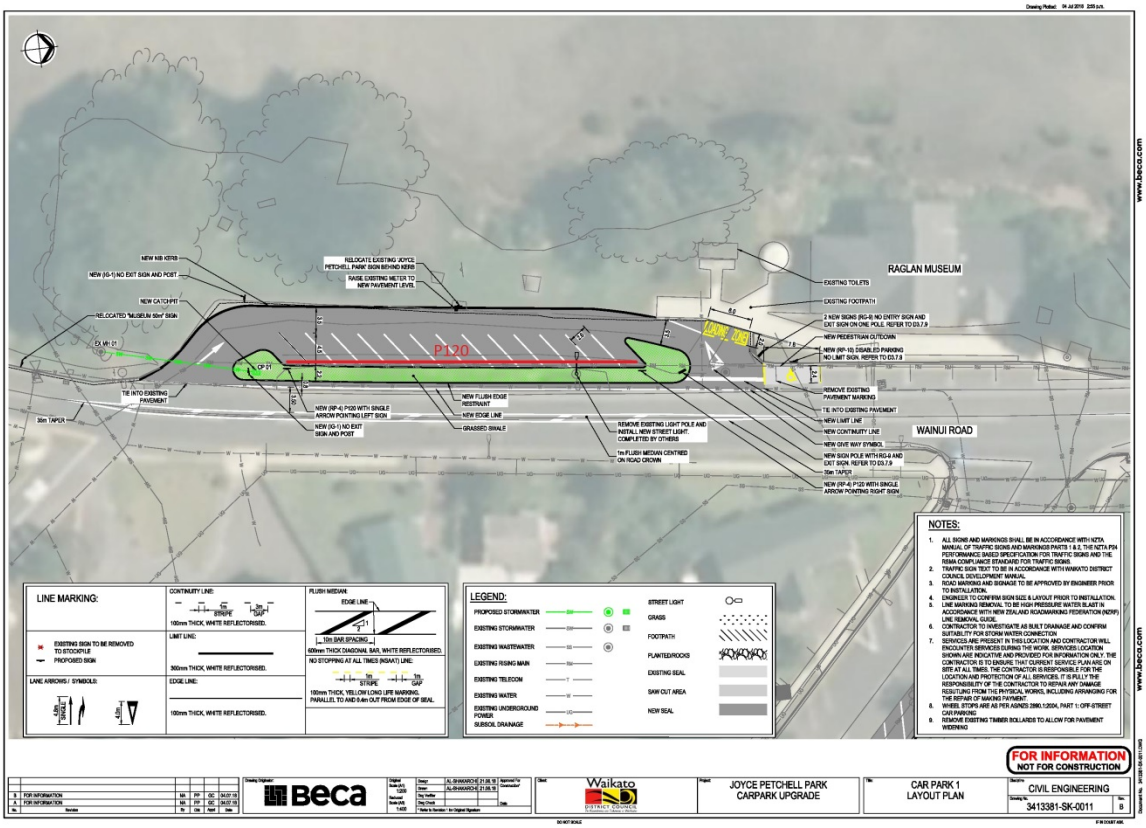


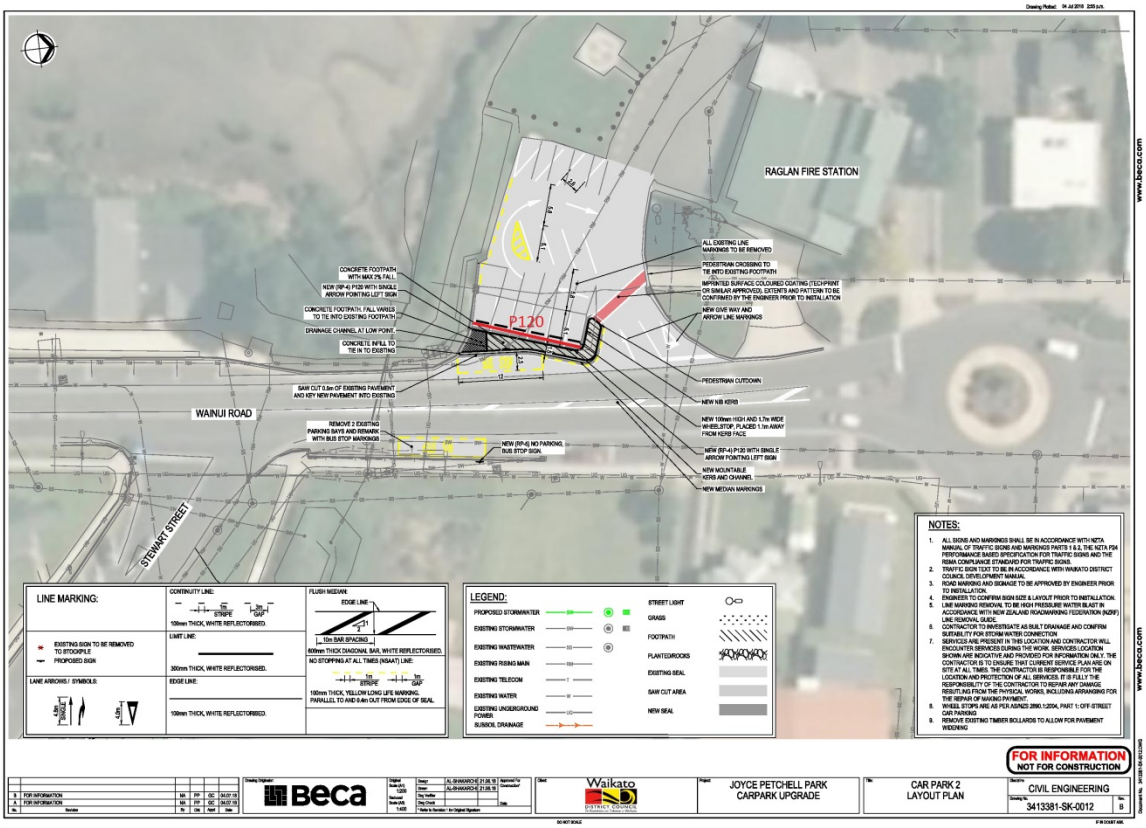
Change starting at top of map	Source of request
Circle 1: Place a disabled park near toilet at wharf.	Wharf Cafe
Circle 2, 3, 4, 5 and 7: Change from No Limit parking area (brown line) to P120 (dark blue line)	Business owners
Circle 8: Change from disabled Orange line to P120 (dark blue line)	Wharf Cafe
Circle 8: yellow line extended to demonstrate what has been marked.	Council Staff

Waikato DISTRICT COUNCIL
Te Kaunihera aa Takiwaa o Waikato



Proposed new parking restrictions at Joyce Petchell Reserve


RAGLAN MUSEUM
WAINUI ROAD
P120
NOTES:
LEGEND:
LINE MARKING:
FOR INFORMATION
NOT FOR CONSTRUCTION
Beca
Waikato
JOYCE PETCHELL PARK
CARPARK UPGRADE
CAR PARK 1
LAYOUT PLAN
CIVIL ENGINEERING
3413381-SK-0011
B


RAGLAN FIRE STATION
WAINUI ROAD
STEWART STREET
P120
NOTES:
LEGEND:
LINE MARKING:
FOR INFORMATION
NOT FOR CONSTRUCTION
Beca
Waikato
JOYCE PETCHELL PARK
CARPARK UPGRADE
CAR PARK 2
LAYOUT PLAN
CIVIL ENGINEERING
3413381-SK-0012
B

Attachment 2

Schedule 2
One-Way Street Restrictions

Pursuant to the Land Transport Act 1998 and the Local Government Act 2002 **Council Hereby Declares** the following streets to be one-way streets, in that any vehicle may only travel in the specified direction for that street.

Type of Restriction

The following portions of roads are hereby constituted one-way streets and no person may travel upon them in a direction other than that indicated by traffic signs and Maps.

Applicable to

All vehicles

Specified Area/Road

Huntly	Shand Lane, in a northerly direction from Station Place to the northern end of the Permit Only parking area shown on Map 1.
	Shand Lane in a northerly direction from the northern side of Mine Square (BNZ Plaza) its intersection with Main Street.
	Venna Fry Lane in a northerly direction from Garden Place to Main Street.
	Cliff Street in a northerly direction from Bow Street to Wallis Street

Waikato DISTRICT COUNCIL
Te Kaunihera aa Takiwaa o Waikato

Open Meeting

To	Raglan Community Board
From	Gavin Ion Chief Executive
Date	5 November 2018
Prepared by	Gabrielle Parson Raglan Naturally Coordinator
Chief Executive Approved	Y
Reference #	GOV0507
Report Title	Raglan Naturally Update

1. EXECUTIVE SUMMARY

The report from the Raglan Naturally Coordinator is attached for information of the members.

2. RECOMMENDATION

THAT the report from the Chief Executive be received.

3. ATTACHMENTS

Nil

Raglan Naturally Progress Report
1 August to 31 October 2018
Please note: a verbal report was given at the September meeting of the Raglan Community Board.

What's happening next for Raglan Naturally (RN)

- Community Wide Engagement Phase
    - Website is now live! Thanks to Maki Nishiyama for creating this. Check it out at www.raglannaturally.co.nz We look forward to continue developing this as an informative and interactive community website.
    - The plan is for the RN survey to be delivered to all households on 9th November. The survey will also be able to completed online through the website. It will be open for around 3 weeks and close on 30th November. We will then collate, analyse and report on the data. We will be working to ensure the survey is inclusive and to support all to have a voice in this process.
    - Supporting engagement with Maori. RN undertakes to continue supporting engagement with Maori and specifically during this community-wide engagement phase to hear and include the voice of Iwi and hapu. We are seeking funding to employ someone to assist us with this work across the Raglan Ward. RN sees this as an intrinsic part of the RN process and one that will need continued support. Without the voice of Iwi and hapu in our community plan, it is not going be complete. Equally we see the WDC Raglan Blueprint in the same light. We will continue with good representation on the RN Committee and with relationship building across the Raglan Ward.
- Creating a draft plan. We aim to have a draft plan ready for early December.
- RN presentation to Waikato District Council (WDC). We are planning to present Raglan Naturally to WDC Counsellors toward the end of November, to let them know more about RN and where we are at.
- In the November Progress Report we will set down the next steps for RN as we wrap up this year's work and think about early 2019.

Financial update
Total Funds in hand: $4233.64
Payments outstanding

- Reimbursement for town hall event $509.82 (total spending for town hall and rural events $1000 from the Raglan Lions funding)
- Website Design $576
- Design brand/message $1500
- Funding one-pager $100

Total $2685.82

Other items in budget to end November

- Survey distribution approx. $200
- Coordinator support $200
- Funding person $300
- Treaty conversations continue $750

Total $1450
Balance $97.82

Please note:

- a complete financial record will be produced in the November report.
- a bank account has been set up for Raglan Naturally and all outstanding funds granted to RN from the RCB discretionary fund and from the Mayoral Fund have been transferred to this account. All RN spending is still be approved by the RN Committee. The account requires two RN Committee members to approve payments.

Funding and Volunteer Support:

- Many thanks to the Raglan Lions for granting us $1,000 for the Community Wide Engagement (CWE) and Town Hall event. This made all the difference to our event and we were able to involve members of the community to supply food, music, face painting etc.
- We appreciate the continued support from WDC with staff time and some extra funding for advertising during our community wide engagement phase. We worked with WDC to advertise both our Town Hall and rural hall events and the Blueprint workshop – showing collaboration.
- Thanks to all the volunteers who are giving regular and spontaneous time to RN. It couldn't happen without you.

<u>What we have been doing</u>
August

- Developing the Focus Group Snapshots, meetings with community organisations and WDC, planning for the community wide engagement.

Meetings held August:
Aroha Hohepa, Raglan Area School, 6th
Clive Morgan and RN team members, 10th
Rick Thorpe and Cherly Reynolds, Xtreme Zero Waste, 13th
Jenny Nand, DIA, 16th
RN Committee Meeting 16th
Focus Group Coordinators meet up, 22nd
Clive Morgan and WDC staff, 23rd
RN Comms Team 31st

September

- Preparing for the Community Wide Engagement phase and launch at the Raglan Town Hall
- RN Information meetings at Te Uku and Te Mata halls. RN project coordinator, Raglan Community Board Chair and Lisa Thomson, Counsellor were present.
- Working closely with Focus Group coordinators to finalise their Snapshot reports.
- Sourcing funding
- Working closely with WDC for support and promotion of RN and Blueprints.

Meetings held Sept:
RN Comms Team, 3rd
Mike Edmonds, WDC office at the Library, 5th
Michelle Meenagh, West Coast Health, 10th
Weekly planning meetings with RN team members, Anna Cunningham, Lisa Thomson, Sadra Saffari
Jenny, Mary and Denise from DIA (Dept. of Internal Affairs) re the Community Led Development Fund

October

- Community Wide Engagement Phase:
    - Raglan Town Hall Event, 5th and 6th. Very successful event, over 200 people attended over the two days, great feedback, lots of input, attended by our Mayor and his wife, members of WDC staff, Jenny Nand from DIA and Clare Simcock from DHB.
    - Regular communication through Raglan Chronicle, Facebook, Raglan Radio and RN Newsletter.
    - Developing the survey: pretesting, ethics, considering representation, design, delivery
    - Developing the website
- Raglan Blueprint workshop, 9th, and debrief meeting 10th with Kobus and his team in Te Kowhai.
    - RN attended the Blueprint workshop, which was well attended by the community. RN was acknowledged as being an important part of the Blueprint process and that it will feed into it.
    - Lisa, Gabrielle and Sadra attended the debrief session the following day and worked with the Blueprint team and WDC staff on the info collected from the Raglan workshop. There will be an opportunity for the draft of RN to feed into this process and the Raglan Blueprint will be finalised around February 2019.
- Submission to the District Plan
    - I, as RN Coordinator, made a submission to the District Plan. All input already received and the work of the Focus Groups was taken into consideration. Thanks to John Lawson for working closely with me on this. Unfortunately due to the timing of RN and the District Plan we were not able to put in a submission from RN (as our plan is not finalised). It made sense

for me to put forward a submission nonetheless, considering the considerable work that has already gone into RN.

Meetings held:
RN Committee Meeting 1st
Poihakena Marae Committee meeting 7th
Timebank – meeting with other local organisations to learn and explore Timebank

Changes:
Tony Mayow has stepped down from the RN Committee after at least 2 years commitment to the project. Thank you Tony for all your work and support, you helped to get this project off to a strong start!

Open Meeting

To	Raglan Community Board
From	Tony Whittaker Chief Operating Officer
Date	19 October 2018
Prepared by	Sharlene Jenkins Executive Assistant
Chief Executive Approved	Y
Reference/Doc Set #	GOV0507
Report Title	Year to Date Service Request Report

1. EXECUTIVE SUMMARY

To update the Board on the Year to Date Service Request Report to 30 September 2018.

2. RECOMMENDATION

THAT the report from the Chief Operating Officer be received.

3. ATTACHMENTS

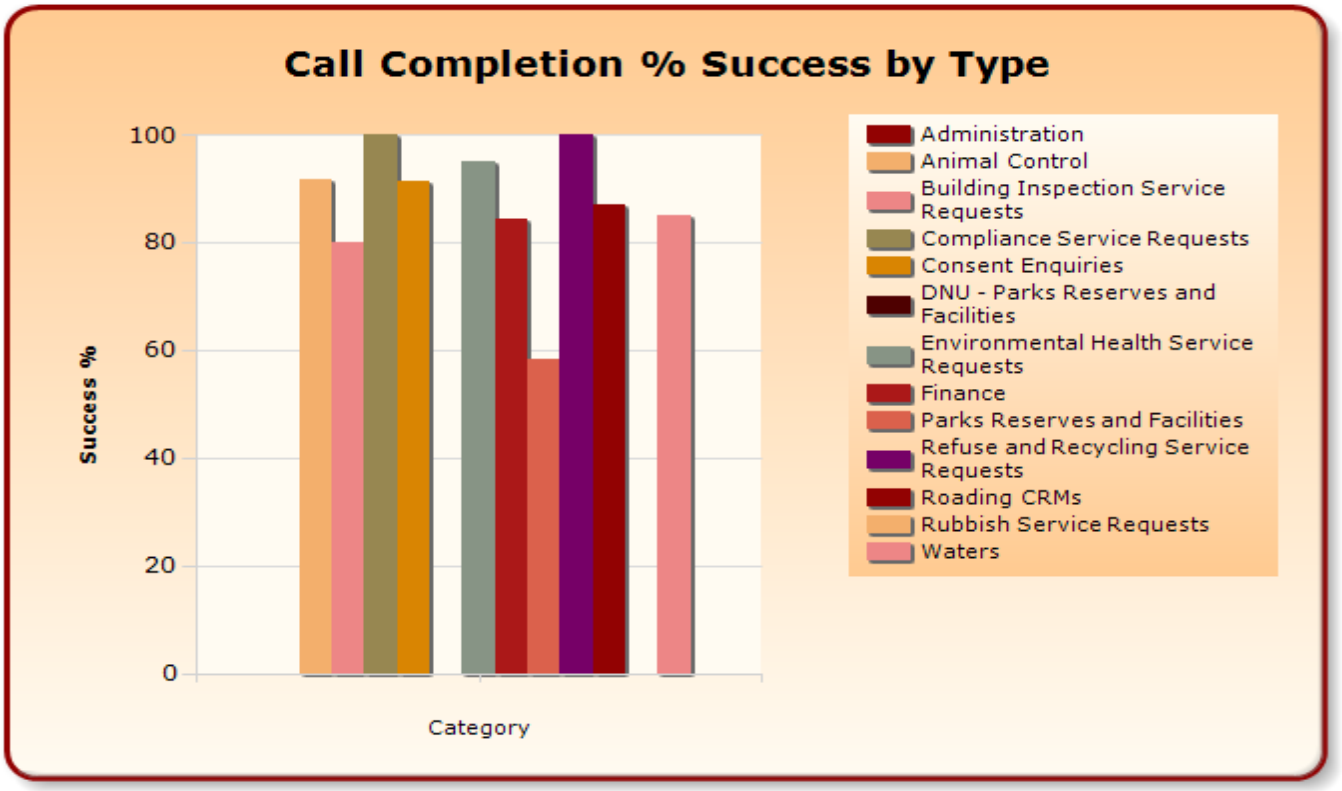
Year to Date Service Request Report for Raglan Community Board

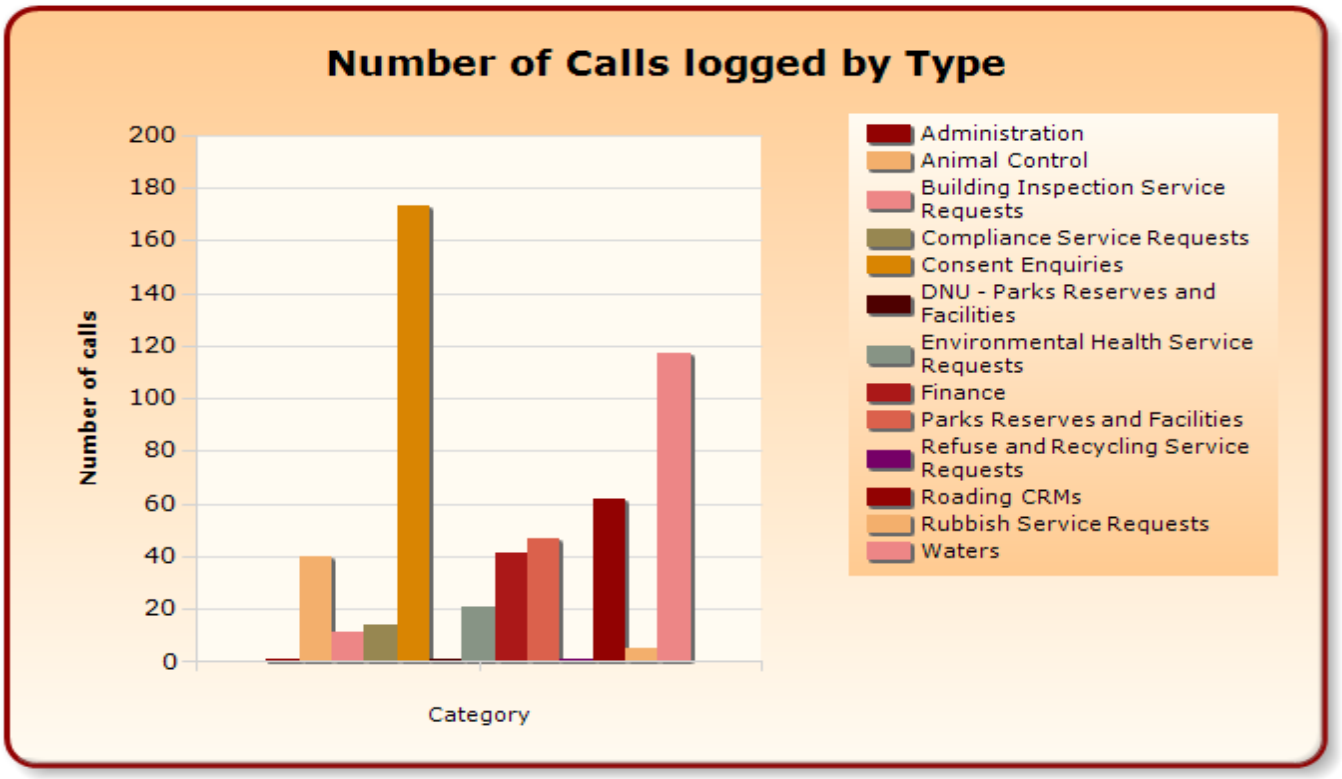
Service Request Time Frames By Ward for RAGLAN

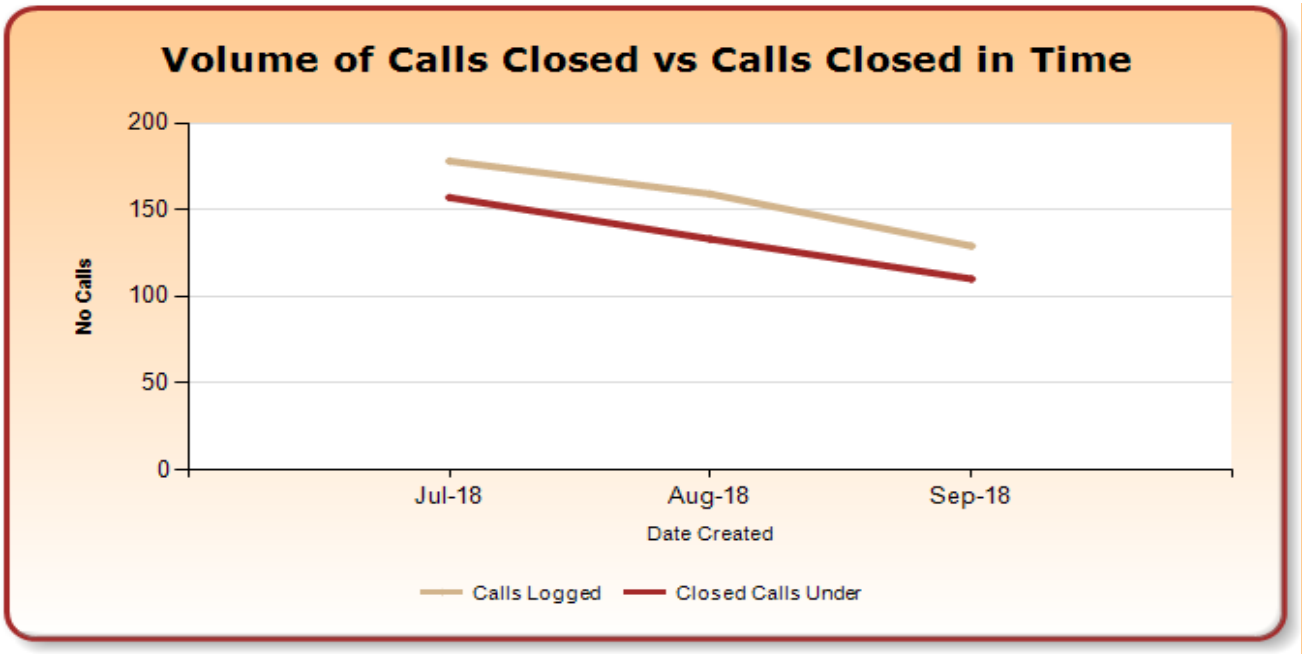
Date Range: 01/07/2018 to 30/09/2018

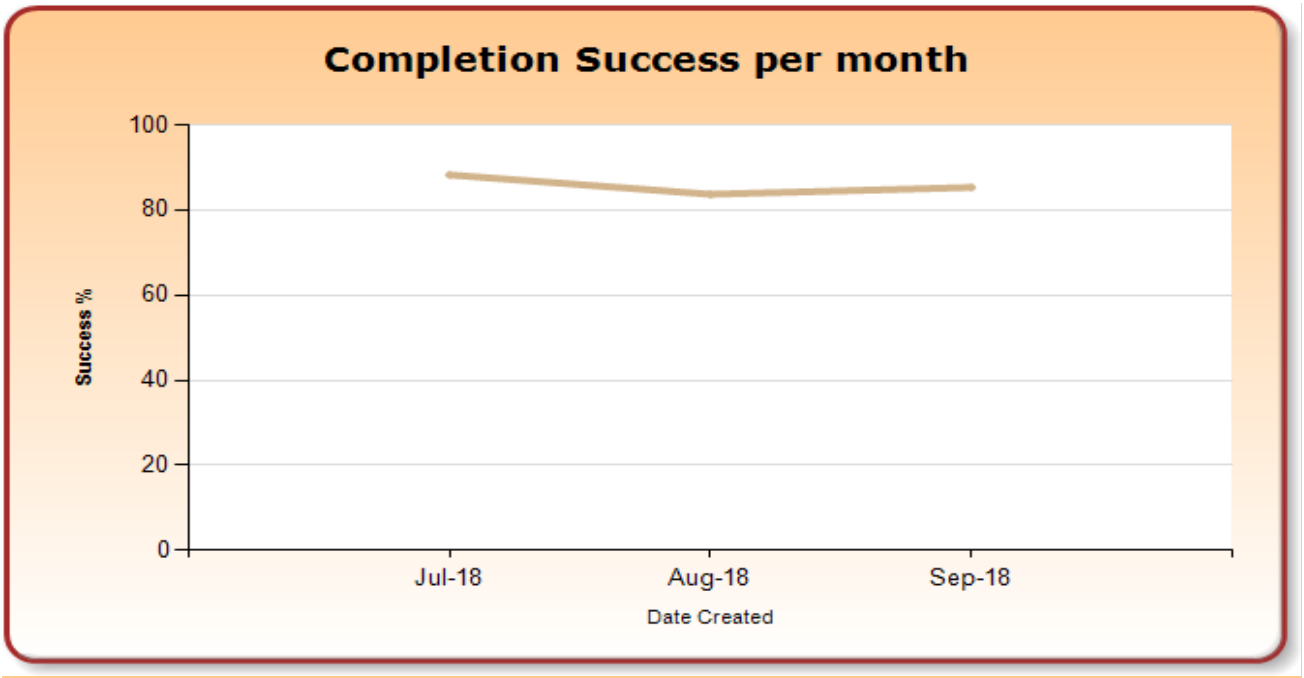
The success rate excludes Open Calls as outcome is not yet known.

10/19/2018 10:44:32 AM






Volume of Calls Closed vs Calls Closed in Time
No Calls
200
150
100
50
0
Jul-18
Aug-18
Sep-18
Date Created
Calls Logged
Closed Calls Under


Completion Success per month
Success %
100
80
60
40
20
0
Jul-18
Aug-18
Sep-18
Date Created

			Open		Closed		
Closed Calls are those calls logged during the time period that are now closed.	**Open Calls** are all the calls open for the ward and may have been logged at any time.	**Number of Calls**	**Open Calls Over**	**Open Calls Under**	**Closed Calls Over**	**Closed Calls Under**	**Success Rate**
Administration							
	Summary	**1**	**1**				**NaN**
	Pro rated rates for the period xx to xx	1	1				NaN
Animal Control							
	Summary	**40**	**2**	**2**	**3**	**33**	**91.67%**
	Animal Charges	5				5	100.00%
	Dog / Cat Trap Required	2		1		1	100.00%
	Dog Property Visit	10	1			9	100.00%
	Dog Straying - Current	5			1	4	80.00%
	Dog Straying - Historic	4			1	3	75.00%
	Dog Surrender	1				1	100.00%
	Dog/Animal Missing	1		1			NaN
	Dogs Aggression - Current	1	1				NaN
	Dogs Aggression - Historic	4			1	3	75.00%
	Dogs Barking Nuisance	6				6	100.00%
	Livestock Trespassing - Current	1				1	100.00%
Building Inspection Service Requests							
	Summary	**11**		**1**	**2**	**8**	**80.00%**
	Building Inspection Service Requests	11		1	2	8	80.00%
Compliance Service Requests							
	Summary	**14**	**2**	**2**		**10**	**100.00%**
	Compliance - Animal By Law	1				1	100.00%
	Compliance - Unauthorised Activity	9	2	2		5	100.00%
	DNU - Illegal parking	4				4	100.00%
Consent Enquiries							
	Summary	**173**	**1**	**19**	**13**	**140**	**91.50%**
	Onsite Services	14	1	1	3	9	75.00%
	Planning Process	12		4		8	100.00%
	Property Information Request	45		2	1	42	97.67%
	Rural Rapid Number assignment & purchase of plates	2		1		1	100.00%
	Zoning and District Plan Enquiries	100		11	9	80	89.89%
DNU - Parks Reserves and Facilities							
	Summary	**1**	**1**				**NaN**
	Trimming of vegetation - Urban	1	1				NaN
Environmental Health Service Requests							
	Summary	**21**		**1**	**1**	**19**	**95.00%**
	Environmental Health Complaint	2			1	1	50.00%
	Noise Complaint - Environmental Health	4		1		3	100.00%
	Noise complaints straight to contractor	15				15	100.00%

Finance							
	Summary	**41**		**2**	**6**	**33**	**84.62%**
	Rates query	41		2	6	33	84.62%
Parks Reserves and Facilities							
	Summary	**47**		**6**	**17**	**24**	**58.54%**
	Parks & Reserves - Beach Issues	1			1		0.00%
	Parks & Reserves - Buildings	12			6	6	50.00%
	Parks & Reserves - Camp Ground issues	1				1	100.00%
	Parks & Reserves - Council owned land	7		1		6	100.00%
	Parks & Reserves - Graffiti	1			1		0.00%
	Parks & Reserves - Non-urgent Public Toilet Issues	2				2	100.00%
	Parks & Reserves - Park Furniture	1			1		0.00%
	Parks & Reserves - Reserve Issues	20		5	7	8	53.33%
	Parks & Reserves - Urgent Public Toilet Issues	2			1	1	50.00%
Refuse and Recycling Service Requests							
	Summary	**1**				**1**	**100.00%**
	Refuse & Recycling Enquiries	1				1	100.00%
Roading CRMs							
	Summary	**62**	**2**	**13**	**6**	**41**	**87.23%**
	Footpath Maintenance - Non_Urgent	8		1	1	6	85.71%
	New Vehicle Entrance Request	5		2		3	100.00%
	Passenger Transport (incl Bus Shelters)	1		1			NaN
	Request 4 new street light path sign etc	1		1			NaN
	Road Culvert Maintenance	9		2		7	100.00%
	Road Marking Sign & Barrier Maint Marker Posts	3		2		1	100.00%
	Road Safety Issue Enquiries	4		1	1	2	66.67%
	Roading Work Assessment Required - OnSite 5WD	16	1	1	4	10	71.43%
	Routine Roading Work Direct to Contractor 5WD Comp	5				5	100.00%
	Stock Crossing & Moving	1	1				NaN
	Street Light Maintenance	4		1		3	100.00%
	Urgent Roading Work 4Hr Response	4				4	100.00%
	Vegetation Maintenance	1		1			NaN
Rubbish Service Requests							
	Summary	**5**		**3**	**2**		**0.00%**
	Abandoned Vehicle	3		3			NaN
	Illegal Rubbish Dumping	2			2		0.00%

Waters							
	Summary	**117**	**1**	**9**	**16**	**91**	**85.05%**
	3 Waters Enquiry	16		1	4	11	73.33%
	Drinking water billing	6				6	100.00%
	Drinking Water Final Meter Read	38		7		31	100.00%
	Drinking Water Major Leak	2			1	1	50.00%
	Drinking Water minor leak	13				13	100.00%
	Drinking Water Quantity/Pressure	1			1		0.00%
	Fix Water Toby	6				6	100.00%
	New Drinking Storm Waste water connections	4				4	100.00%
	No Drinking Water	3				3	100.00%
	Stormwater Blocked pipe	3			2	1	33.33%
	Stormwater Open Drains	3		1	1	1	50.00%
	Stormwater Property Flooding	3				3	100.00%
	Stormwater Property Flooding Urgent	1				1	100.00%
	Wastewater Odour	1				1	100.00%
	Wastewater Overflow or Blocked Pipe	4	1		2	1	33.33%
	Wastewater Pump Alarm	3			1	2	66.67%
	Waters Pump Station jobs - only for internal use	10			4	6	60.00%
Total		**534**	**10**	**58**	**66**	**400**	**85.84%**

Open Meeting

To	Infrastructure Committee Raglan Community Board
From	Ian Cathcart General Manager Service Delivery
Date	30 July 2018
Chief Executive Approved	Y
Reference #	INF2018; RCB2018
Report Title	**Raglan Holiday Park Papahua – Chairperson's Annual Report for 1 July – 30 June 2018**

1. EXECUTIVE SUMMARY

The Raglan Kopua Holiday Park Chairperson's Annual Report for the period 1 July – 30 June 2018 is attached for the Committee's/Board's information.

2. RECOMMENDATION

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

3. ATTACHMENTS

- Raglan Holiday Park Papahua – Chairperson's Annual Report for 1 July – 30 June 2018

TO	Infrastructure Committee Raglan Community Board
DATE	27 July 2018
FROM	Colin KM Chung, Chairperson Raglan Holiday Park Papahua Board of Governance
SUBJECT	Raglan Holiday Park Papahua – Chairperson's Annual Report for 1 July – 30 June 2018

PURPOSE OF REPORT

The purpose of the Chairperson's Annual report is to keep the Infrastructure Committee/Raglan Community Board of the Waikato District Council fully informed of all significant issues/activities of the Raglan Holiday Park Papahua.

REPORT

Introduction

This report presents a summary of the main issues/activities for the period of 12 months from 1 July 2017-30 June 2018 and in general. We have had a catch-up year for up-grading facilities, maintenance, systems and staffing, but did manage a small increase in sales of 5%.

Issues

It has been a very productive year as much time has been spent on problem-solving, maintenance, repairs, up-grading and replacements. Early part of the year saw our new manager, Pam, indoctrinated, introduced and supported by the interim manager and assistant manager for several months before reverting back to their former roles and lower salaries, (the whole process was beyond our control, as negotiated by Tim Harty for the WDC) just before the summer rush. This resulted in a sizeable increase in management salary costs and well as, a hefty increase in staff accommodation allowances.

Our summer trade was quite successful with little or no problems overall in both customer satisfaction/sales and service/maintenance in the park, and with many good comments and re-bookings for next year. The shoulder season before winter was quite a struggle with lots of rainy periods especially on the long weekends, but with good marketing and promotions we were still able to equal and slightly increase sales over last year. With all the rain these last few months, extreme flooding in certain parts of the park and out in the soccer fields, have forced us to relook at, carefully locate and examine all our stormwater drains and pumps throughout the camp and surrounding terrain to come up with an efficient plan to permanently upgrade the surface water disposal process. Pam and WDC will liaise to provide a solution. A great investment in time and money has been spent in upgrading facilities, equipment and infrastructure within the park these last 6 months and still needs more to continue at least over the next few months. Even though the park looks quite good from the outside, it will soon be all good on the inside as well, and a proper program of timely replacement and upgrading will be in place for the future.

Budget/Financial Performance

We had budgeted for only a small growth in sales for this year over last, but we have managed to obtain a growth of just over $83,000 or 5% over last year's sales. Although this came with increased costs of $192,000, an increase of 17.4% mainly beyond our control, we were still able to achieve a small net surplus of 12.4% after depreciation, which is a drop of

38% over last year. This still however, leaves us with a very healthy working capital of well over $1M and equity of over $4M.

Our main increases in operating costs were from three areas:

1. Repairs, maintenance, replacements of $77,044 or an increase of 70% is mainly a reflection of the many years the previous manager failed to do timely scheduled maintenance, replacement and upgrades.
2. Security costs, up 39% were increased by using a contracted security company, probably not as wisely and as efficiently as we could have. A review and new cost effective system is under way.
3. Wages and salaries were up $140,328 or 26.8% all beyond our control as WDC employs management and staff without our input and sometimes even advice. The transition of hiring a new manager, keeping the interim managers on for a few months at their elevated salaries to indoctrinate and support and the accommodation allowance given to the interim managers, the timing of hiring/resignation of the managers and the way it was handled, and the accumulation of casual and permanent leave allowances have all contributed greatly to this large increase for this past year. Most of this a one-off expense.

Capital Works/Projects

The capital improvement budget for this past year was just in excess of $412,000 with most going to upgrade the toilets throughout the park, with quite a bit already spent before the summer rush on improvements & upgrading of facilities, including the motel units and finishing off the new Pump Track (replacement to the BMX track and a very popular addition for locals). The replacement and upgrade of the par course and climbing wall, the driveway and entrance upgrade, improvements to the main kitchen and the Papahua kitchen block will all proceed in the coming months and should be completed before our busy summer rush. The other internal improvements and upgrade of the motel units are still currently being done in-house.

Major Maintenance Items:

Some major projects and upgrades had been planned for this past year, however with the onslaught of rain and flooding and the lack of qualified tradesmen to give quotes or who actually are free to do the work, Pam has been struggling to get projects started or completed. Most of the upgrades, maintenance and replacements in the motel units and cabins have been done in-house because of this.

PROPERTY REPORT

Capital Expenditure Analysis ***30 June 2018***

Description of work	Carried forward	Forecast cost*	Actual cost to date	Balance to expend
Pump track, seal, landscaping, & incl amenities	$0	$125,000	$108,404	$16,596
Boundary survey	$0	$600	$0	$600
Heritage Trail	$0	$5,000	$0	$5,000
Driveway upgrade, including entrance	$0	$20,000	$0	$20,000
Main kitchen ceiling	$0	$30,000	$550	$29,450
Boat and car wash area and upgrade boat parking	$0	$30,000	$0	$30,000
Increase security coverage	$0	$480	$480	$0
Flooring for Papahua and small toilet block 2	$0	$26,340	$26,340	$0

Description of work	Carried forward	Forecast cost*	Actual cost to date	Balance to expend
Recoat main toilet block floors	$0	$26,340	$13,819	$12,521
Toilet block floors plus small block 1		$26,340	$26,340	$0
Golf cart	$0	$9,820	$9,820	$0
Trailer	$0	$13,000	$12,174	$826
Dump station upgrade	$0	$1,500	$0	$1,500
Office upgrade - planning and refurbishing	$0	$10,000	$0	$10,000
Hand dryers x 6	$0	$7,945	$7,945	$1
Papahua upgrade roof	$0	$8,714	$8,714	($0)
Soccer field report	$0	$5,380	$5,380	$0
Murals - materials and contribution to schools	$0	$15,000	$1,937	$13,063
Rubbish system upgrade	$0	$10,000	$6,981	$3,019
Disability facilities in tourist flats	$0	$6,000	$22,405	($16,405)
Kitchen cabins design and planning	$0	$20,000	$0	$20,000
Camp vehicle (excl proceeds from vehicle sales)	$0	$15,000	$0	$15,000
Total	**$0**	**$412,459**	**$251,289**	**$161,170**

** Per draft Capital Plan March 2018*

Expenditure on programmed maintenance is	$71,700	$68,032	
Expenditure included in wages is		$0	
Balance left to spend on programmed maintenance			**$3,668**

Repairs & Maintenance Analysis ***30 June 2018***

Description of work	Revised forecast	Actual cost to date	Balance to expend	Previous year to date
Replacements - Other	$25,000	$26,202	($1,202)	$23,376
Replacements - Linen & Bedding	$12,000	$7,971	$4,030	$0
Crockery, utensils, small appliances	$3,500	$2,570	$930	$0
Replace large appliances, furniture, TVs	$35,000	$29,102	$5,898	$0
Replacements - Tools	$2,500	$3,146	($646)	$0
Hardware Supplies	$2,000	$2,489	($489)	$0
Maintenance - Grounds	$5,000	$3,652	$1,348	$4,419
Maintenance - Plant	$25,000	$31,400	($6,400)	$11,481
Maintenance - Property	$45,000	$25,512	$19,488	$7,561
		$0	$0	
Total	**$155,000**	**$132,043**	**$22,957**	**$46,837**

Health and Safety Issues

We have had no major health or safety issues with either staff or patrons of the park during the last year and the park is well on its way to a Zero Harm compliance and a Camp Hazard register.

Number of Visitors/Stays

We can report that we continued to have an increase in numbers from clever advertising and promotions over the last year (even under budget) and by having a much bigger on-line

presence, we were able to get good results. We will continue with this strategy especially in the upcoming "shoulder" and "slow" seasons and in promoting the Papahua Centre.

MARKETING EXPENDITURE

Year to date ***For the year ended 30 June 2018***

	Forecast cost	Actual cost to date	Balance to expend
Advertising	$60,500	$23,675	$36,825
Design	$13,000	$1,043	$11,957
Marketing	$10,000	$8,393	$1,607
Website Maintenance & Development	$0	$2,690	($2,690)
Papahua Design & Marketing	$0	$0	$0
Raglan Map - Income	$0	$0	$0
Raglan Map - Expenditure	$0	$0	$0
Total	**$83,500**	**$35,801**	

Expenditure included in wages is **$0**

Balance left to spend **$47,699**

Miscellaneous Items

Pam and her team have been struggling to complete the rest of the projects on the Capital Plan, upgrade electrical and plumbing fixtures and infrastructure around the camp and move on with the programmed maintenance during these slow months before summer, having been hampered by constant wet weather and a slow response for quotes.

The addition this past year of Denise Reynolds, representing Ngati Mahaanga and her background in HR and experience on other boards and governance bodies has added much depth to the Board's ability to deal with the terms of the new charter, especially with WDC changing our responsibility from a management to a governance role. Our new community representative, Jeanette Tyrrell, comes with a good background in public relations and a lot of experience serving on a few governance boards, so we look forward to her sage contribution in the future. We also welcome Ian Cathcart into his new position as a manager from WDC who appears to be more than willing to assist and support our operations and initiatives at the camp and look forward to working with him and his fresh cooperative attitude.

A big congratulations to Pam with her managers Jo, Haven and their team for the really great effort over these past 12 months in maintaining a high level of service, health and safety and identifying/rectifying the many maintenance and operational issues that have come up over the past year. It is through their diligence and team effort that we have finished this fiscal year, although short of our normal results, with a high note of financial security, whilst still providing for the needs of both our visitors and residents of Raglan.

Waikato DISTRICT COUNCIL
Te Kaunihera aa Takiwaa o Waikato

Open Meeting

To	Infrastructure Committee Raglan Community Board
From	Ian Cathcart General Manager Service Delivery
Date	12 September 2018
Prepared by	Lynne Wilkins Raglan Holiday Park Papahua Accountant
Chief Executive Approved	Y
Reference #	INF2018; RCB2018
Report Title	Raglan Holiday Park Papahua – Special Purpose Financial Statements for the year ended 30 June 2018

1. EXECUTIVE SUMMARY

Raglan Holiday Park Papahua – Special Purpose Financial Statements for the year ended 30 June 2018 are attached for the Committee's information.

2. RECOMMENDATION

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

3. ATTACHMENTS

- Raglan Holiday Park Papahua – Special Purpose Financial Statements for the year ended 30 June 2018

Raglan Holiday Park
Papahua

SPECIAL PURPOSE FINANCIAL STATEMENTS
for the year ended 30 June 2018

Contents:

Compilation report	1
Directory	2
Statement of profit or loss	3
Balance sheet	4
Statement of changes in equity	5
Statement of cash flows	6
Notes to the financial statements	7

RAGLAN HOLIDAY PARK BOARD

Raglan Holiday Park
Papahua

Compilation report
For the year ended 30 June 2018

This is a compilation report to the Raglan Holiday Park Board.

Scope
On the basis of information you provided we have compiled, in accordance with *Service Engagement Standard No. 2: Compilation of Financial Information*, the special purpose financial statements of Raglan Holiday Park Board for the year ended 30 June 2018, as set out in pages 02 to 11. These have been prepared on the basis disclosed in the notes to the financial statements on page 07.

Responsibilities
You have determined that the basis upon which the financial statements have been prepared is appropriate to meet your needs and for the purpose that the financial statements were prepared. The Board members are solely responsible for the information contained in the special purpose financial statements and have determined that the financial reporting framework used is appropriate to meet your needs, and for the purpose that the special purpose financial statements were prepared.

The financial statements were prepared exclusively for your benefit. We do not accept responsibility to any other person for the contents of the financial statements.

No audit or review engagement undertaken
Our procedures use accounting expertise to undertake the compilation of the financial statements from information you provided. A compilation is limited primarily to the collection, classification and summarisation of financial information. Our procedures do not include verification or validation procedures of the information. No audit or review engagement has been performed and accordingly no assurance is expressed.

Independence
We have no involvement with the Raglan Holiday Park Board other than the preparation of financial statements and management reports, and offering advice based on the financial information provided.

Disclaimer
We have compiled these financial statements based on information provided which has not been subject to an audit or review engagement. Accordingly, we do not accept responsibility for the reliability, accuracy or completeness of the compiled financial information contained in the financial statements. Nor do we accept any liability of any kind whatsoever, including liability by reason of negligence, to any person for losses incurred as a result of placing reliance on these financial statements.

Bizworx Consultancy Limited
Chartered Accountants

Date: 17-07-2018

RAGLAN HOLIDAY PARK BOARD

Directory
For the year ended 30 June 2018

Raglan Holiday Park
Papahua

Name	Position
Board Members:	
C Chung (Chairperson)	Business Representative
J Tyrrell	Community Representative
L Thomson	Raglan Ward Councillor
M Rickard	Iwi Representative
D Reynolds	Iwi Representative
R MacLeod	Chairperson of the Community Board
Manager:	
P Ryan	
Secretary:	
J Gibbs	

Other Information

Address:	P.O. Box 34 Raglan 3265
Bankers:	Westpac Raglan
Accountant:	L Wilkins Bizworx Consultancy Limited Chartered Accountants Raglan

RAGLAN HOLIDAY PARK BOARD 104

Raglan Holiday Park
Papahua

Statement of profit or loss
for the year ended 30 June 2018

	Notes	2018 Actual $	2017 Actual $
Income			
Accommodation Revenue	8	1,561,961	1,491,250
Contracting Receipts		-	1,477
Depreciation Recovered		3,913	-
Interest Received		26,620	20,226
Sales of Goods & Services		64,872	61,066
Total Income		**1,657,366**	**1,574,019**
Expenditure			
Accountancy & Financial Administration		26,168	26,434
Advertising & Promotion		43,801	63,876
Bank Charges		20,984	14,182
Cleaning, Laundry & Waste Management		57,369	54,919
Commission Paid - Bookings & Sales		8,397	4,718
Communication Costs		14,761	14,548
Consultancy Fees		7,935	21,564
Board Secretary		2,005	1,213
General Expenses		1,196	561
Heat, Light, Power & Water		77,808	72,293
Insurance		7,832	7,404
Lease Payments		9,364	9,373
Licenses & Subscriptions		2,133	7,554
Office Expenses		43,957	43,804
Purchases for Resale		22,738	28,835
Rates		27,939	23,995
Replacements, Repairs & Maintenance		186,613	109,569
Security		93,449	67,190
Travel & Accommodation		-	-
Vehicle Expenses		10,555	12,420
Wages & Salaries		633,904	523,576
Total Cash Expenditure		**1,303,456**	**1,111,742**
Non-Cash Expenditure			
Depreciation	6	146,511	141,102
Loss on Disposal		2,041	-
Total Non-Cash Expenditure		**148,552**	**141,102**
Total Expenses		**1,452,008**	**1,252,844**
Net Operating Surplus (Deficit)		**205,358**	**321,175**

The accompanying notes form part of these financial statements.
The above information has been prepared without performance of audit or review engagement procedures and must be read subject to the attached Compilation Report.

RAGLAN HOLIDAY PARK BOARD 105

Raglan Holiday Park
Papahua

Balance sheet
as at 30 June 2018

	Notes	2018 Actual $	2017 Actual $
Current Assets			
Cash & Bank	2	714,521	613,870
Investment	3	789,493	750,000
Accounts Receivable		17,021	28,435
Prepaid Expenses		3,869	982
Stock on Hand		1,571	-
Total Current Assets		**1,526,475**	**1,393,287**
Current Liabilities			
Accounts Payable	4	36,917	37,698
Waikato District Council - Current Account		150,839	110,911
GST Accrued		15,827	82,680
Income Received in Advance	8	193,151	120,380
Total Current Liabilities		**396,734**	**351,669**
Working Capital		**1,129,741**	**1,041,618**
Non-Current Assets			
Property, Plant & Equipment	6	2,951,195	2,833,960
Total Non-Current Assets		**2,951,195**	**2,833,960**
Net Assets & Liabilities		**4,080,936**	**3,875,578**

The accompanying notes form part of these financial statements.
The above information has been prepared without performance of audit or review engagement procedures and must be read subject to the attached Compilation Report.

RAGLAN HOLIDAY PARK BOARD

106

Raglan Holiday Park
Papahua

Statement of changes in equity for the year ended 30 June 2018

	Notes	2018 Actual $	2017 Actual $
Opening Balance July 1		3,875,578	3,554,403
Net Operating Surplus (Deficit)		205,358	321,175
Closing Balance June 30		**4,080,936**	**3,875,578**

The accompanying notes form part of these financial statements.
The above information has been prepared without performance of audit or review engagement procedures and must be read subject to the attached Compilation Report.

RAGLAN HOLIDAY PARK BOARD

Raglan Holiday Park
Papahua

Statement of Cash Flows
for the year ended 30 June 2018

	2018 Actual $	2017 Actual $
Cash Flow from Operating Activities		
Cash was received from:		
Accommodation Revenue	1,632,750	1,597,456
Contracting Receipts	-	3,175
Interest Received	40,105	2,029
Sales of Goods & Services	63,212	61,066
	1,736,067	**1,663,726**
Cash was applied to:		
Payments to suppliers and employees	713,067	548,144
Payments to employees	620,982	536,849
	1,334,049	**1,084,993**
Net Cash Flows from Operating Activities	**402,018**	**578,733**
Cash flows from Investing and Financial Activities		
Cash was received from:		
Property, plant and equipment	6,335	-
	6,335	**-**
Cash was applied to:		
Property, plant and equipment	268,209	163,248
	268,209	**163,248**
Net Cash Flows form Investing and Financing Activities	**(261,874)**	**(163,248)**
Net Increase / (Decrease) in Cash	**140,144**	**415,485**
Plus Opening Cash	1,363,870	948,385
Closing Cash	**1,504,014**	**1,363,870**
This is represented by:		
Bank Accounts and Cash	714,521	613,870
Term Deposit	789,493	750,000
	1,504,014	**1,363,870**

The accompanying notes form part of these financial statements.
The above information has been prepared without performance of audit or review engagement procedures and must be read subject to the attached Compilation Report.

RAGLAN HOLIDAY PARK BOARD

Notes to the Financial Statements For the year ended 30 June 2018

Raglan Holiday Park
Papahua

1. Reporting Entity

Entity Reports
These financial statements are for Raglan Holiday Park Board.

The Raglan Holiday Park Board was established to oversee and govern the operation of the Raglan Holiday Park. The Board's management purpose is to manage the Camping Ground Assets of the Waikato District Council and the people of Raglan / Whaingaroa, generating sufficient income to cover operating costs and provide growth through reinvestment locally, in people and facilities.

2. Statement of Accounting Policies

(a) Basis of Preparation
These financial statements have been prepared in accordance with the Special Purpose Framework for use by For-Profit Entities (SPFR for FPEs) published by Chartered Accountants Australia and New Zealand.

The financial statements have been prepared for the Board and the Waikato District Council for internal reporting purposes only.

(b) Historical Cost
These financial statements have been prepared on a historical cost basis. The financial statements are presented in New Zealand dollars (NZ$) and all values are rounded to the nearest NZ$, except when otherwise indicated.

(c) Revenue
Revenue is measured at the fair value of the consideration received or receivable for the sale of goods and services, excluding goods and services tax rebates and discounts, to the extent it is probable that the economic benefits will flow to the Board and revenue can be reliably measured.

Accommodation, sales of goods, and contract income revenue is recognised when the goods or services are provided.

Interest received is recognised as interest accrues, gross of refundable tax credits received.

(d) Inventories
Inventories are stated at the lower of cost, determined on a first-in-first-out basis, and net realisable value.

(e) Accounts receivable
Accounts receivable are recognised initially at fair value. Individual debts that are known to be uncollectable are written off in the period that they are identified.

(f) Income tax
The Raglan Holiday Park Board is not subject to Income tax.

(g) Goods and services tax (GST)
All amounts are stated exclusive of goods and services tax (GST) except for accounts payable and accounts receivable, which are stated inclusive of GST.

RAGLAN HOLIDAY PARK BOARD

Notes to the Financial Statements For the year ended 30 June 2018

(h) Property, Plant & Equipment

Property, plant and equipment and investment property are stated at historical cost less any accumulated depreciation and impairment losses. Historical cost includes expenditure directly attributable to the acquisition of assets, and includes the cost of replacements that are eligible for capitalisation when these are incurred.

An item of property, plant and equipment is derecognised upon disposal or when no further future economic benefits are expected from its use or disposal. Any gain or loss arising on derecognition of the asset (calculated as the difference between the net disposal proceeds and the carrying amount of the asset) is included in profit or loss in the year the asset is derecognised.

Upon derecognition, the asset revaluation reserve relating to the asset disposed shall be transferred to retained earnings.

(i) Depreciation

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

Buildings	40 years
Equipment	3 - 10 years
Furniture, Fixtures, Fittings	5 years
Vehicles	5 years

An item of property, plant and equipment is derecognised upon disposal or when no further economic benefits are expected from its use or disposal. Any gain or loss arising on derecognition of the asset (calculated as the different between the net disposal proceeds and the carrying amount of the asset) is included in profit or loss in the year that the asset is derecognised.

(j) Financial Instruments – financial assets

At initial recognition, the Board determines the classification of financial assets as held at cost, calculated at the transaction price less any associated transaction costs.

(k) Leases – operating leases

Operating lease payments, where the lessors effectively retain substantially all the risk and benefits of ownership of the leased items, are recognised as an expense in profit or loss on a straight line basis over the lease term.

(l) Employee Entitlements – Accruals

Leave entitlements are accrued for employees. Entitlements comprise:

- Annual leave (holiday pay)
- Days in lieu of public holidays

Payroll services are provided to the Board by the Waikato District Council. The payments made to the Waikato District Council for wages include a monthly charge for holiday pay accrued. An accrual has been made for days in lieu of public holidays that have not been taken.

(m) Audit

These financial statements have not been audited. No auditor has been appointed by the Raglan Holiday Park Board for the ensuing year.

(n) Changes in Accounting Policies

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

RAGLAN HOLIDAY PARK BOARD 110

Notes to the financial statements for the year ended 30 June 2018

Raglan Holiday Park
Papahua

		2018 Actual $	2017 Actual $
2	**Cash & Bank**		
	Westpac Cheque Account (0.10% interest rate)	386,872	301,413
	Westpac Savings Account (0.10% interest rate)	299,177	298,305
	Cash on Hand	27,312	12,796
	Float	1,160	1,356
		714,521	**613,870**
3	**Investments**		
	Westpac Term Deposit (3.35% interest rate, matures 25/01/2019)	789,493	750,000
		789,493	**750,000**
4	**Accounts Payable**		
	Trade Creditors	33,861	32,652
	Westpac Credit Card (limit $10,000)	3,056	5,046
		36,917	**37,698**
5	**Inventory**		
	Confectionary and drinks purchased for resale	1,571	-
		1,571	**-**

6 Property, Plant & Equipment

	2018			2017		
	Cost/ Value	Accum Depn	Book Value	Cost/ Value	Accum Depn	Book Value
Lessees Alterations	3,861,710	1,003,867	2,857,843	3,647,821	910,229	2,737,592
Plant & Equipment	298,882	260,823	38,059	280,217	237,765	42,452
Furniture & Fittings	78,007	60,963	17,044	65,585	56,144	9,441
Vehicles	147,420	109,171	38,249	135,920	91,445	44,475
	4,386,019	1,434,824	2,951,195	4,129,543	1,295,583	2,833,960

	2018 Actual $	2017 Actual $
Reconciliation of Net Book Value		
Net book value at 1 July	2,833,960	2,811,814
Assets disposed of	(4,463)	-
Depreciation charge for year	(146,511)	(141,102)
Asset acquisition at cost	268,209	163,248
Net book value at 30 June	**2,951,195**	**2,833,960**
Depreciation		
Lessees Alterations	93,638	89,829
Plant & Equipment	23,058	24,447
Furniture & Fittings	4,819	2,307
Vehicles	24,996	24,519
	146,511	**141,102**

7 Capital Expenditure Commitments

Raglan Holiday Park entered into an agreement with Aaron Orchard to refurbish four kitchens. A deposit was paid in May of $2,236, a further payment of $859 was made in June, leaving $1,377 to pay on the quote when the work is completed. A 50% deposit totalling $11,608 on carpet for six tourist flats was paid to Terry Yorston Flooring in April 2018, and three quotes for laying flooring and supplying vinyl for the six tourist flats of $23,215 were accepted. Of this, $4,450 has been paid or accrued during the year. The total funds committed at 30 June 2018 is $31,750, of which $3,869 has been treated as a prepayment for carpet. (2017: $982 treated as a prepayment to Southern Hospitality Limited)

The Board has nominated a sum to be set aside for a multipurpose hall for the use of the Raglan community and camp customers. Funds accumulated as at 30 June 2018 for this project total $1,001,858. (2017: Funds set aside for multipurpose hall $1,001,858)

Operating Lease Commitments	***2018 Actual $***	***2017 Actual $***
Lease commitments under non-cancellable operating leases:		
Not later than one year	5,404	9,076
Later than one year and not later than two years	2,066	5,225
Later than two years and not later than five years	-	1,947
Later than five years	-	-
	7,470	**16,248**

From February 2016 Raglan Holiday Park Board has entered into a lease agreement for a photocopier. The lease term is for a period of 59 months, and will terminate on 31 December 2020. The agreement costs $246 per month.

Raglan Holiday Park Board has entered into rental agreements for EFTPOS equipment. The agreement with Leasetech was for a period of four years at monthly instalments of $96, and the agreement ended 30 September 2018. The agreement with Eftco is for a period of three years at monthly instalments of $45, commencing 29 November 2016.

Raglan Holiday Park Board has entered into a rental agreement for solar-powered waste disposal units, commencing 10 November 2015. The agreement is for a period of three years at monthly instalments of $433.

Raglan Holiday Park Board entered into a rental agreement with Big Blue for a water cooler for the office. The cost is $15 per month for a period of 24 months, commencing 28 February 2018.

8 Revenue Received in Advance

	2018 Actual $	***2017 Actual $***
Annual caravan site rental	152,318	83,043
Other accommodation revenue received in advance	40,833	37,337
	193,151	**120,380**

RAGLAN HOLIDAY PARK BOARD 112

Notes to the Financial Statements for the year ended 30 June 2018

Raglan Holiday Park
Papahua

9 Contingent Losses or Gains

There were no known contingent losses or gains outstanding as at 30th June 2018 (2017: $Nil)

10 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.

Waikato DISTRICT COUNCIL
Te Kaunihera aa Takiwaa o Waikato

Open Meeting

To	Raglan Community Board
From	Bob MacLeod Chair Raglan Community Board
Date	6 November 2018
Prepared by	Rose Gray Council Support Manager
Chief Executive Approved	Y
DWS Document Set #	GOV0507
Report Title	Raglan Town Hall Update

1. EXECUTIVE SUMMARY

Attached is information received on behalf of the Raglan Town Hall Committee.

2. RECOMMENDATION

THAT the report from Bob MacLeod, Chairperson Raglan Community Board be received.

3. ATTACHMENTS

Statement of Accounts
Annual Report
Town Hall Budget
AGM Minutes

RAGLAN TOWN HALL COMMITTEE

STATEMENT OF ACCOUNTS

YEAR ENDING 30 JUNE 2018

INCOME		EXPENDITURE	
WDC Rates	19238-01		
Hire by D/C	755-00		
Rental Radio Station	2600-04	Maintenance	15252-97
Rental Whaing. Env	3120-00	Power Accounts	3612-52
		Cleaning	3270-00
		Misc	240-00
		RCAC repairs & Maint.	2637-33
Total Income	24563-14	Total Expenditure	25012-82
Open Bal Westpac	25713-05	Close Bal Westpac	25263-37
TOTAL	50276-19	TOTAL	50276-19

ENCORE BANK ACCOUNT

Westpac Trust Chq Acct $25263-37

ENCORE BANK ACCOUNT

Westpac Trust Term Deposit	$60907-40
Interest	1995-82
TOTAL	$62903-22

ACCOUNTS OWING AT 30.06.18 Nil

This financial statement reflects the true position of the Raglan Town Hall Committee as at 30 June 2018. Accounts audited and found correct on information supplied to M Tait, Honorary Auditor, 30 July 2018.

Steve Soanes
Treasurer
7 August 2018

RAGLAN TOWN HALL COMMITTEE

REPORT TO THE RAGLAN COMMUNITY BOARD FOR THE YEAR ENDING 30 JUNE 2018

I am pleased to be able to report to the Raglan Community Board the activities of the Raglan Town Hall Committee over the last year.

Financial Report

Attached is the audited financial report for the period 1 July 2017 to 30 June 2018.

It should be noted that financially we lost a small amount of ground this year, with the committee now expected by Council to fund depreciation of the Hall to the extent of over $28,000pa.

Hall Hire charges are largely collected through the Raglan Office and are included in the remittance from Council every 4 months.

The Committee recommended last year that all permanent occupiers of the Hall be required to pay a fair rental on premises occupied. For example Raglan Radio have enjoyed a period since November 2000 without a rental review, and the Raglan Health and Fitness Trust have had a rental free status since their inception in 1991. This year we plan to investigate how much electricity is being used by the various user groups. Our electrical contractor has agreed to monitor the situation and advise who are the major power users within the Hall.

Hall Usage & Trends

Hall patronage has grown and continues to remain at a high level. No callouts were required for behavioural issues. One issue of unacceptable standard of cleanliness has been taken up directly with the hall hirer, and the bond partially withheld.

It is pleasing to note that all users of the Hall for recreation related activities have agreed to pay a fair rental for the use of the Hall.

Maintenance

This year the committee has all but completed the painting of the hall exterior. Bar the rear wall which will be completed this coming summer. The front foyer, including the floor, hall entrance, and women's toilet foyer has also been repainted. We were able to obtain a sponsorship of paint from Valspar Ltd to the value of up to $4,000.00. Feedback from the community on the appearance of the building has been very encouraging. Generally the hall has been treated with more care since the maintainence has been kept to a higher standard.

All stormwater from the Hall roof is now been correctly directed into the Council system at the rear of the Hall. This has solved the issue of stormwater overflowing onto Bow Street in times of heavy rain.

The Kitchen wastewater connection into the sewer has been disconnected for some time (years) and was seeping undetected into the floor space below the supper room. This has now been rectified and all wastewater is now being properly disposed of into the Council system.

Health and Safety

A Building Warrant of Fitness has been issued, valid to 23 July 2018.

2018– 2019 Work Program

Complete the painting to the exterior of the Town Hall in existing colours. Continue with the repaint of toilets and toilet foyer areas including floors.
Reseal the Hall floors.
Repairs and Maintenance of the Old School Arts Centre facility.

2018– 2019 Budget

A copy of the 2018– 2019 budget is attached.

Hall Committee Appointments

The Hall Committee commends the Community Board on the appointment of Gabrielle Parsons to the Committee. Gabrielle has proved to be an asset in the liaison she provides between the committee and the Board.

It is with regret that we have accepted the resignation of Clint Baddeley. Clint has worked hard on behalf of the committee and his experience and wisdom will be sadly missed. At this time we make no recommendation for his replacement as all 5 members of the Committee have indicated a willingness to continue serving.

Patti Mitchley
Chairperson

RAGLAN TOWN HALL

2018 -2019 BUDGET

INCOME

2018/2019 Annual Plan @ $25 per property	**$45000**
Town Hall rental WEC	**$3100**
Town Hall rental Raglan Radio	**$2600**
Town Hall Hire	**$5000**
Total Income	**$55700**

EXPENDITURE

Repairs and Maintenance, cleaning	**$10000**
Capital Expenditure	**$3000**
Insurance	**$2000**
Power Accounts	**$4000**
Old School maintenance & repairs	**$6000**
Depreciation	**$28000**
Miscellaneous expenses deducted by WDC	**$2000**
Rates	**$700**
Total Expenditure	**$57700**
Deficit	**$0**

MINUTES OF THE ANNUAL GENERAL MEETING OF THE

RAGLAN TOWN HALL COMMITTEE

HELD ON 16 AUGUST 2018 at 8.00am

PRESENT: S.Soanes, P.Mitchley, Mrs K Warren, Ms G Parsons),

APOLOGIES: P Rickard

CONFIRMATION OF STATUS OF AGENDA ITEMS: Moved Mr Soanes / Mrs Warren T**hat all agenda items be considered in open meeting.** Carried on the voices

CONFIRMATION OF MINUTES: Moved Ms Mitchley / Mr Soanes **THAT the minutes of the Annual General Meeting of the Raglan Town Hall Committee of 17 August 2017 be confirmed .** Carried on the voices

MATTERS ARISING FROM MINUTES

The relationship with Council was discussed. The Raglan Team Leader wishes to meet with the committee to discuss improvements to the way bookings are handled, hire of the hall and decision making.

ELECTION OF OFFICERS

Chairperson- Ms P Mitchley (Moved Mr Soanes / Ms Parsons) Carried

Secretary/Treasurer – Mr S Soanes (Moved Ms Mitchley / Ms Parsons) Carried

Administration Officer – Mrs Warren (Mr Soanes / Ms Mitchley) Carried

Committee – Ms P Mitchley, Mr S Soanes, Mrs K Warren, Mrs G Parsons (RCB), **Mr P Rickard**, (Mr Soanes / Ms Mitchley) Carried

CORRESPONDENCE

Email from the Raglan Team Leader regarding proposed improvements to the booking and hall hire procedures. Moved Ms Mitchley / Mr Soanes **THAT the Chairperson, Secretary and Mrs Warren meet with Raglan Council staff in August to discuss booking and hall hire procedures.** Carried on the voices

6.1 Town Hall Chairperson's Annual Report

The Annual report was presented and discussed.

Moved: Mrs Warren / Mr Soanes **That the 2017 / 18 Annual Chairperson's Report be received;** Carried on the voices.

6.2 Financial report

The Secretary / Treasurer presented the Financial reports. The current bank account balance is $25263-37. The $60,000 is placed on term deposit for 6 months in an interest bearing account has earned $1995-82 interest. There are no outstanding invoices for payment.

Moved Ms Mitchley / Ms Parsons **That the Statement of Accounts for the year ending 30 June 2018 be received.** Carried on the voices

Moved Ms Mitchley / Ms Parsons **That the Budget for 2018/19 be received.** Carried on the voices

GENERAL BUSINESS

- Front garden – this has been in a state of disrepair for some time. Raglan Buds have requested permission to maintain the garden free of charge.

Moved: Ms Mitchley / Mr Soanes **THAT Raglan Buds be authorised to maintain the garden in front of the Town Hall on a six month trial basis.** Carried on the voices

- The Chairperson reported that the issues around sports groups using the Hall free of charge has been resolved and all user groups now pay the appropriate rental for the facility.
- Tony Craven Electrical has been requested to install separate power meters for the Radio Station, WEC and the Health and Fitness Trust, as the electricity charges seem a little high and the committee needs to determine if the rental charges are a fair reflection of power consumed.

There being no further business the meeting was declared closed at 9:10am.

P. Mitchley

Chairperson

Waikato DISTRICT COUNCIL
Te Kaunihera aa Takiwaa o Waikato

Open Meeting

To	Raglan Community Board
From	Tony Whittaker Chief Operating Officer
Date	05 November 2018
Prepared by	Sharlene Jenkins Executive Assistant
Chief Executive Approved	Y
DWS Document Set #	GOV0507 / 2102662
Report Title	Raglan Works & Issues Report: Status of Items November 2018

1. EXECUTIVE SUMMARY

To update the Raglan Community Board on issues arising from the previous meeting and works underway in Raglan.

2. RECOMMENDATION

THAT the report from the Chief Operating Officer be received.

3. ATTACHMENTS

1. Raglan Works & Issues Report: Status of Items November 2018
2. Raglan – Waters Performance Dashboard Report – July – August 2018
3. Raglan – Waters Performance Dashboard Report – August – September 2018
4. Minutes Raglan Coastal Reserves Advisory Committee meeting 10 September 2018
5. Minutes Raglan Coastal Reserves Advisory Committee meeting 08 October 2018

RAGLAN COMMUNITY BOARD WORKS & ISSUES REGISTER – 2018

ISSUE	Area	Action	Comments
Raglan Schedule of Works	Service Delivery	SEPTEMBER 2017: The Community Board would like to understand what CBD clean up works are undertaken by contractors e.g. cleaning of footpaths, the unblocking of drains etc, so that community initiative in addressing some of these things is not in vain, and the community can be "eyes and ears" for the Council, ensuring the contractor is delivering what Council pay for.	SEPTEMBER 2018: To be revisited by Chair with Service Delivery General Manager in October.
Decorative Lights, Wainui Road and Bankart Street	Service Delivery	AUGUST 2018: Removal of decorative lights from Bow Street is complete. There are decorative lights still remaining on Wainui Road (x6) and Bankart Street (x2 – TBC). Please remove these lights. SEPTEMBER 2018: Bankart Street completed. There are decorative lights still remaining on Wainui Road (x5).	SEPTEMBER 2018: The Waikato Alliance Street Light team attempted to visit the decorative street light removals on Wainui and Bankart street in Raglan this week. Due to bad weather this work will now be attempted next Thursday, 06 September 2018. NOVEMBER 2018: Completed, all decorative lights have been removed.
4 Wi Neera Street, Raglan Drain	Service Delivery	NOVEMBER 2017: This work is deemed to now have created a dangerous situation for both pedestrians and parked vehicles which are now pushed out into the middle of the road. The police have even commented on the poor outcome. A practical solution is required here that eliminates the public risk and vehicle risk of driving into the drain.	FEBRUARY 2018: Our current view is that we have replaced the existing culverts and maintained the existing storm water channel. We do not currently have funding to undertake a capital upgrade and pipe the full length of this site as other parts of the network require the capital funding in order to reduce severe risks to motorists. There are no-parking lines in place that people are choosing to ignore, we could look to enforce this and erect additional signage. We could look to programme installing a culvert for the full length of the storm water channel in the new financial year. NOVEMBER 2018: A full survey has been undertaken and a design is currently underway and should be ready by the end of the month. There was a delay around finding funding for this project which has since been sourced.
Raglan Cemetery Layout Plan that includes RSA Plot	Service Delivery	AUGUST 2018: The East Street, Raglan Cemetery Access is completed. Request for Raglan Cemetery Layout Plan that includes RSA Plot still outstanding from June 2018.	SEPTEMBER 2018: Staff are still awaiting plans for the extension to the cemetery, which includes the RSA area, from the draftsman. The draftsman is currently on holiday and therefore the plan will not be available until the end of October. NOVEMBER 2018: Staff have seen the draft cemetery plan and have requested minor changes to the plan before it is to be submitted to the community board for discussion.

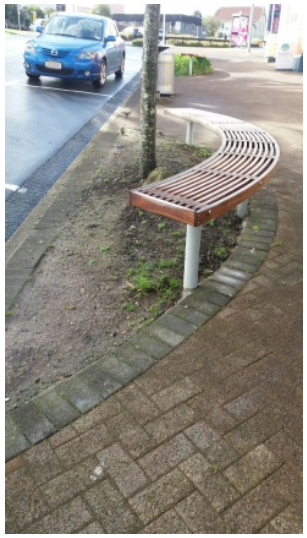
ISSUE	Area	Action	Comments
7metre parking – Stewart Street Grass Verge	Service Delivery	AUGUST 2018: The Community Board would like to utilise the grass verge on Stewart Street for 7metre parking (motorhomes etc). The need for this type of parking has increased and there is currently only one 7metre park on Bow Street.  SEPTEMBER 2018: The Community Board suggests that the grass verge be fully utilised for parking.	SEPTEMBER 2018: Angled conventional car parking spaces are planned for construction along this section of Stewart Street, for both a consented 11 unit development (SUB0162/18 12 Wainui Road) and additional parking needed due to the archaeological and community concerns with widening the Joyce Petchell Park Carpark. The Developer of the 11 unit residential development being planned for the corner Wainui Road and Stewart Street plans to build six car parking spaces. Council plans to build nine parking spaces. Construction planned for September / October. NOVEMBER 2018: Stewart Street grass berm is needed for a stormwater collection swale and rain garden treatment devices (final design to be confirmed with SW Liaison Group). See below.  Construction to get underway in early November for the nine parks in front of No. 8, 10, and 12 Stewart Street. The six parks to be built by the developer in front of No. 4 Stewart Street, will be built at a later stage now, following unsuccessful discussions to agree a cost share with the developer to construct all the parks now. Parks planned for completion (to chip seal level) before the Joyce Petchel Park Carpark Upgrade starts.
Additional carparking, 12 Wainui Road, Raglan	Service Delivery	SEPTEMBER 2018: Four extra carparks required (in addition to the TIF funded carparks) for the 12 Wainui Road, Raglan subdivision	NOVEMBER 2018: Planning underway, to construct in early November, nine parks in front of No. 8, 10, and 12 Stewart Street.

ISSUE	Area	Action	Comments
Removal of Titoki Trees, Bow Street, Raglan	Community Board	NOVEMBER 2018: Community Board to consider the removal of Titoki trees from Bow Street. Reason for removal (see pics below): ▪ Lifting of the paved path ▪ Exposed roots and lifting of garden beds ▪ Rubbing of the trees onto the building / awning Titoki trees to be replaced with new garden beds and annual plants.	



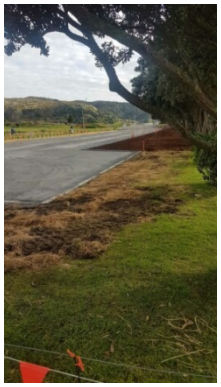
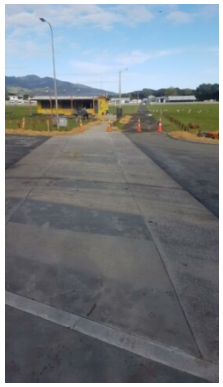




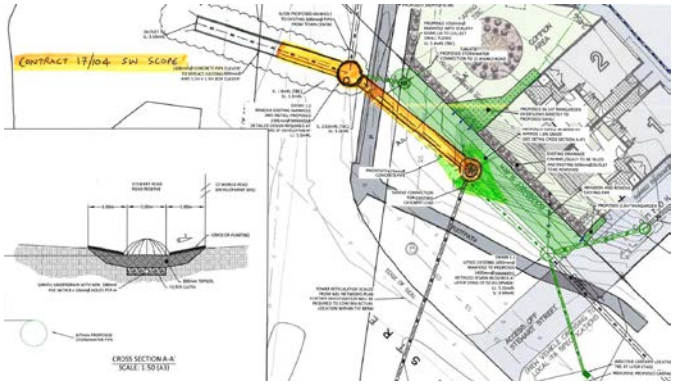




WORKS	Comments
Raglan Wharf Safety Rails – Dolphin Pier	MAY 2018: Design is underway to provide handrails for the dolphin. Design is to replicate Kopua Footbridge hand railing.
	JUNE 2018: Project Manager engaged to determine feasibility of works within budget and manage through to procurement with the contract to be let by end of June. Design is still that which was approved by the Raglan Community Board and match the Kopua Footbridge hand railing. Works are intended to commence by the end of June, with more detailed communications to come for affected users. Concept drawing below: 
	AUGUST 2018: Staff to provide a verbal update.
	SEPTEMBER 2018: Reviewing condition assessment and engineer's structural assessment to confirm expected life and recommended works. Staff to seek cost estimates for required works and come back to the Community Board to confirm next steps based on this information.
	NOVEMBER 2018: Staff to provide a verbal update.
Raglan Wharf Safety Rails – Wharf Handrail	MAY 2018: A design is being developed, with design work to be completed by 30 June.
	JUNE 2018: Project Manager engaged to determine feasibility of works within budget and manage through to procurement with the contract to be let by end of June. Design is still that which was approved by the Raglan Community Board and options are being determined balance between length of life with value for money. Works are intended to commence by the end of June, with more detailed advice to come for affected users. Concept drawing below: 
	AUGUST 2018: Staff to provide a verbal update.
	SEPTEMBER 2018: Quote requested from local builder for the wooden railing option, and to meet on site to review and discuss scope of work.
	NOVEMBER 2018: Staff to provide a verbal update.

WORKS	Comments
Papahua Carpark Upgrade Stage 2 Kopua Carpark Extension	JUNE 2018: Kopua Domain carpark design complete, community and Iwi consultations completed, negotiating with contractor for confirmation of costs and timing of the works.
	AUGUST 2018: Contractor has mobilised onto site at Papahua, and physical works will commence 03 August 2018.
	SEPTEMBER 2018: Fulton Hogan progressing well. Drainage, concrete, and pavement all complete. Final surfacing planned for early September.  Progress Photo 30/08/18  Path through carpark
	NOVEMBER 2018: Works complete, with the exception of some proposed safety enhancements to warn pedestrians using the courteous crossing to "Look for Cars".  Completion Photo  Proposed Safety Enhancements Planned

WORKS	Comments
District Wide Wastewater Pump station Renewals	MAY 2018: This involves upgrades or replacement of pump station components across the district. The work sites include Kopua Campground, opposite 34 Kaitoke Street, 11 Wainui Road, opposite 12 Kaitoke Street, 80m west of 41 Wallis Street, 32 Wainui Road, 90C Greenslade Road, and at Raglan Pond – Wainui Road.
	AUGUST 2018: Contract has been awarded. Work to start by early September 2018.
	SEPTEMBER 2018: Waters Manager advised work on track, in discussion with contractors.
	NOVEMBER 2018: Spartan Construction have established themselves in Raglan with the rising main site between Kopua Campground to Marine Parade set as the first rising main site to be undertaken. Raglan Pump station Renewals are being carried out in conjunction with the rising main renewals sites, with the remaining sites being undertaken at the conclusion of the rising main sites.
Wastewater Rising Main Renewals	MAY 2018: Rising main replacements in Kaitoke Street, Tutchen Ave, Wallis Street, Nihinihi Avenue, and Kopua Campground to Marine Parade / Nihinihi Avenue Intersection. Contract is being put out market for tenders in the May. All works are expected to be completed by the end of the calendar year. *Further Update: Some delays in renewal programme, but timeline still accurate.*
	AUGUST: Contract has been awarded. Work to start mid-August.
	NOVEMBER: Spartan Construction have established themselves in Raglan with the rising main site between Kopua Campground to Marine Parade set as the first rising main site to be undertaken. Preliminary site investigations and relocation of the Campground campervan dumpstation underway while TMP's and drilling subcontractors are approved and set in place. The opportunity to include a watermain renewal over the Marine Parade bridge (adjacent to 17/101 contract works) and a 6th Rising main renewal site has been identified to minimise disruption and provide added benefit for both the community and council.
Raglan Kopua Holiday Park Stormwater Management Plan	SEPTEMBER 2018: Investigation of existing stormwater reticulation and other stormwater assets made along with full CCTV inspection/assessment carried out.
	NOVEMBER 2018: Progression is being made with Raglan Kopua Holiday Park stormwater management assessment with regards to the design and planning solution. Approval has been granted to engage local civil / environmental / stormwater consultancy firm 'Wainui Environmental' to provide a full engineering assessment and design solution, along with engagement of Waikato District Alliance land surveyor.

WORKS	Comments
Raglan Stormwater Reticulation Extensions (17/104)	MAY 2018: This involves upgrades at Stewart Street and Wainui Road. This contract will go out to the market shortly. All works expected to be completed by end of October.
	JUNE 2018: Tender closed late May. Tender Evaluation negotiations with sole tenderer received from Connell Contractors and Award of Contract will progress in June. All works expected to be completed by end of October.
	AUGUST 2018: Contract Awarded to Connell Contractors, and physical works is programmed to start late August. The works involves a deep excavation that will require a road closure of Wainui Rd for a number of weeks. Planning for this is underway and detours are proposed along Stewart Street, Gilmour Street, Bow Street and Bankart Street. The introduction of the Double Decker bus service will be introduced once this road closure is finished.
	SEPTEMBER 2018: Connell Contractors have commenced physical works onsite at the corner of Wainui Road and Stewart Street. The road detours along Stewart Street, Gilmour Street, Bow Street and Bankart Street is being monitored as concerns have been raised about the width and amount of development traffic on Gilmour Street.  *Further Update: Waters Manager advised that this was to be completed October / November.*
	NOVEMBER 2018: Contract Scope for 17/104 Stormwater Reticulation Extensions is completed. See below how our drainage (highlighted orange), fits within the developer proposed swale and drainage (highlighted green). Works completed. 

WORKS	Comments
Raglan Tourism Infrastructure Fund ("TIF") projects	JUNE 2018: Finish on toilets to be artists finish, to allow murals to be painted by the community once toilet blocks installed. Budget to be made available for this. Note there will be no automation in any of the toilet blocks.
	NOVEMBER 2018: An application to vary our Funding agreement was accepted by Ministry of Business, Innovation and Employment, including extensions to the completion dates – Joyce Petchell and Cliff Street 14 December 2018 and Ngarunui Beach 31 March 2019.
Joyce Petchell Park	*JUNE 2018: Archaeologist engaged to review carpark plan and Iwi engaged to discuss design. Post discussion with Bob Macleod - working with regulatory team regarding placement of bus stop. Select supplier through Exeloo to ensure compatibility with foundation and services, toilet block to be ordered early June.*
	AUGUST 2018: Exeloo Toilet (below) ready for install when programme allows. 
	SEPTEMBER 2018: The Heritage New Zealand Authority has allowed construction of the Community agreed revised carpark upgrade plan, through our archaeologist. Engagement with Iwi is complete. The toilet installation and Stewart Street parking works can still progress under Accidental Discoveries Protocol. Staff will confirm timing of installation, once contractors confirmed. New Toilet manufactured. 
	NOVEMBER 2018: Toilets installed 29 October, and commission should be finished week ending 02 November. Stewart Street parking works to start in November. Joyce Petchell Park Carpark Upgrade works to happen as soon as Heritage New Zealand Authority received, expected to be early December, being 7 weeks from acknowledgement of application dated 17 October.
Cliff Street	*JUNE 2018: Specifications complete and agreed. Request for quotes to be sent by 30 May with award to be made end of June.*
	AUGUST 2018: Preferred tenderer for supply of toilet block has been selected and timing to be confirmed considering installation of Joyce Petchell Park Toilet.
	NOVEMBER 2018: Toilet manufacture underway and will be ready Late November. Contract for the existing toilet demolition and new installation is under negotiations and is expected to be awarded in early November.
Ngarunui Beach	*JUNE 2018: Site visit completed with operations staff to discuss practicalities and lay out. Select supplier through Norski to ensure look/feel same as existing toilets.*

WORKS	Comments
	AUGUST 2018: Concept plan developed (attached) for the new toilet solution on Ngarunui Beach. Feedback sought from Iwi, Raglan Coastal Reserves Committee, the Raglan Surf Lifesaving Club and Raglan Community Board.
	NOVEMBER 2018: Detailed design work continues. An application to vary our Funding agreement was accepted by Ministry of Business, Innovation and Employment. Funding changes are transfer of $200k from Riria Kereopa Memorial Drive to Ngarunui Beach.
Riria Kereopa Memorial Drive	*JUNE 2018: Discussions with Iwi ongoing around placement.*
	AUGUST 2018: Discussions with Iwi ongoing.
	NOVEMBER 2018: During this consultation it was acknowledged that previous discussions between Council and Hapu had begun, but were never resolved, regarding land along Riria Kereopa Memorial Drive. The land ownership issue is unlikely to be resolved in the short term. Other options along Riria Kereopa Memorial Drive were reviewed and discounted due to a number of impracticalities and security concerns. Funding is therefore transferred to Ngarunui Beach.

FORWARD WORKS PROGRAMME

For the Community Board's information the forward works programme can be found at:

Programme Delivery Projects

https://drive.google.com/open?id=1aViSce91IkdhRIvAVKe4NWcuNtcjULpr&usp=sharing

Roading Projects

https://www.google.com/maps/d/viewer?mid=1_Z3x2rVXNQzUqxQVxlnDvsfXep8&ll=-37.5186001439951 2%2C175.10095550000005&z=9

Please note that the web link is updated as projects progress.

Waters Performance Dashboard Report

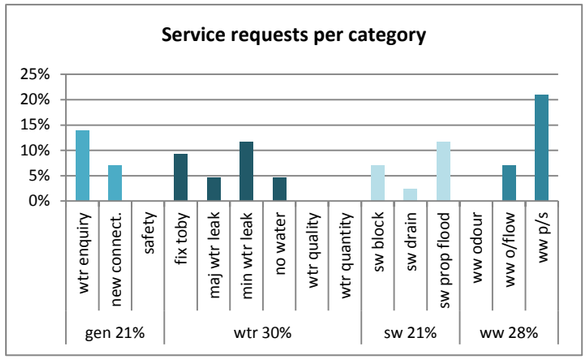
Programme: Waters – Raglan

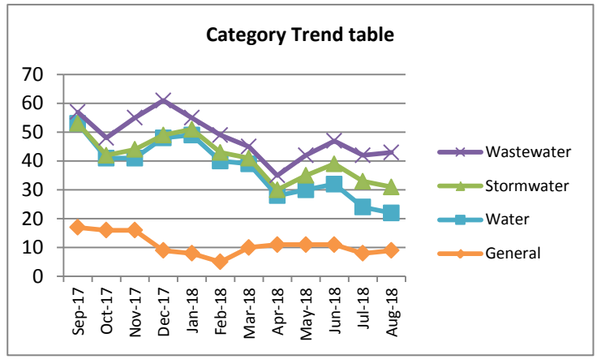
Manager: Karl Pavlovich

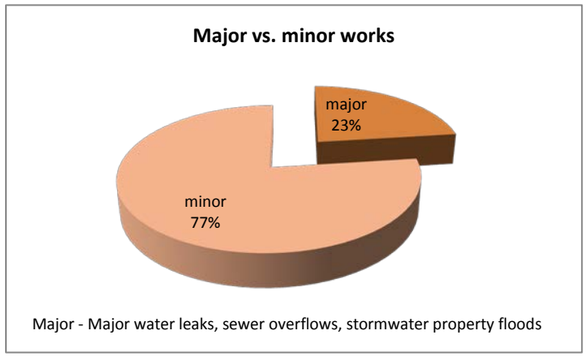
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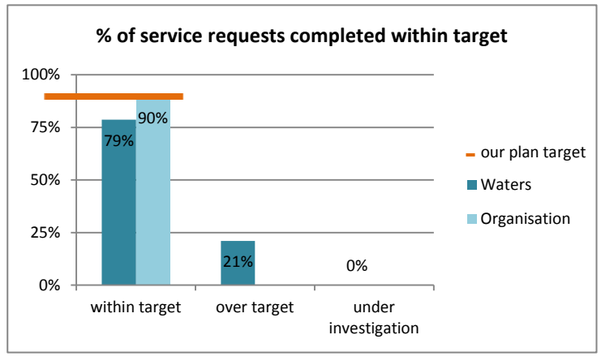
Service Requests Breakdown

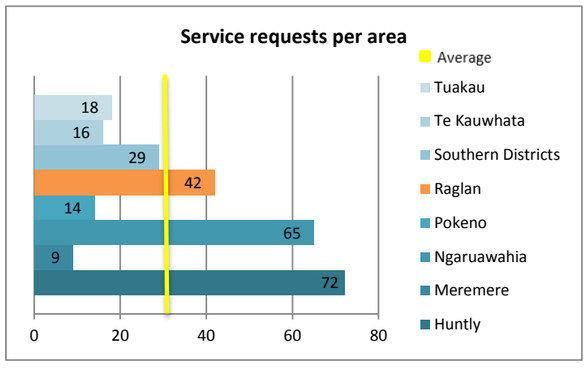


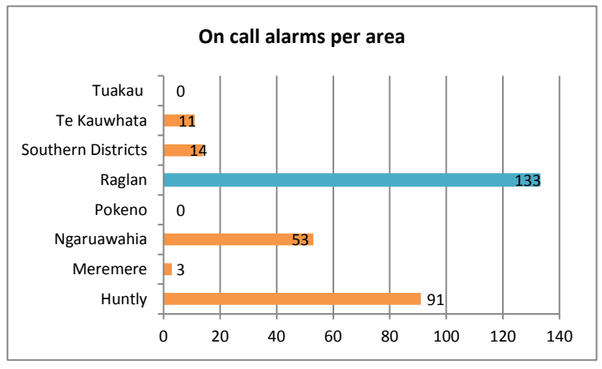


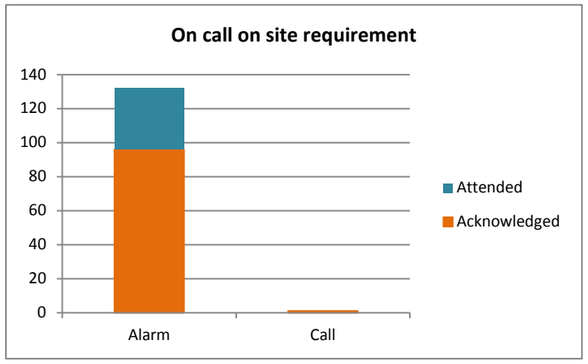


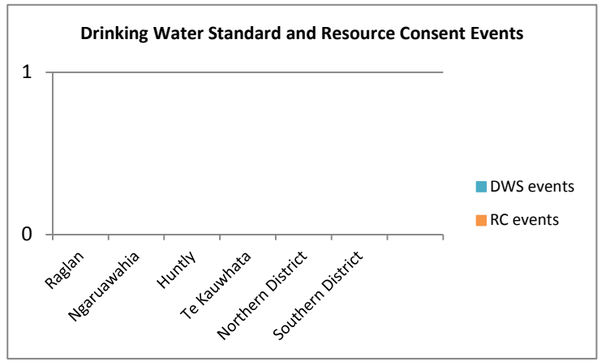
Major - Major water leaks, sewer overflows, stormwater property floods











Mandatory Performance Measures – district wide

		Measure	July (16th-)	August
Water	The number of complaints received by WDC about drinking water clarity, taste, odour, pressure, flow, continuity of supply	< 17 per 1000 connections	0.33 per 1000 connections (5 complaints)	1.59 per 1000 connections (24 complaints)
	Fault Response Times for Urgent call outs	60 minutes median	43 minutes	52 minutes
	Fault Completion Times for Urgent call outs	240 minutes median	151 minutes	107 minutes
	Fault Response Times for Non-Urgent call outs	1 day median	1 day	1 day
	Fault Completion Times for Non-Urgent call outs	5 day median	1 day	1 day
Wastewater	The number of dry weather sewerage overflows from WDC wastewater system	< 5 per 1000 connections	0.09 per 1000 connections (1 complaint)	0.18 per 1000 connections (2 complaints)
	The total number of complaints received by WDC about the waste water system	< 25 per 1000 connections	0.36 per 1000 connections (4 complaints)	0.99 per 1000 connections (11 complaints)
	Fault Response Times for Sewerage Overflows	60 minutes median	48 minutes	34 minutes
	Fault Completion Times for Sewerage Overflows	240 minutes median	163 minutes	151 minutes
Stormwater	The number of flooding events (affecting habitable floors)	<0.3 per 1000 connections	Nil	Nil
	The number of complaints received by WDC about the stormwater system	<4 per 1000 connections	0.30 per 1000 connections (4 complaints)	0.22 per 1000 connections (3 complaints)
	Median Fault Response Times to attend a flooding event	8 hours	Nil	Nil

Number of Service Requests

	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-17	Apr-18	May-18	Jun-18	Jul-18	Aug-18	YTD
Wtr enquiry	15	11	11	9	7	3	7	7	9	10	8	6	103
New connect.	1	3	3				3	4	2			3	19
Safety	1	2	2		1	2			1	1		0	10
Toby repair	4	3	1	6	6	5	3	3	4	4	3	4	46
Major wtr leak	5	2	1	5	7	6	2	3	3	3	3	2	42
Minor wtr leak	11	10	20	20	21	23	22	11	11	10	5	5	169
No water	9	6	3	7	6						1	2	34
Wtr quality	1	2		1					1	1		0	6
Wtr quantity	6	2			1	1	2		3	3	4	0	22
SW block		1							3	3	1	3	11
SW drain					1	2	2	1	1	1	2	1	11
SW property flood			3	1	1	1		1	3	4	6	5	25
WW odour		1	6	9	3	2	2	1	1		1	0	26
WW overflow	2	3	2	2	1	1		1	3	5	2	3	25
WW p/station	2	2	3	1		3	2	3	3	3	6	9	37

Comments

- 30/08 – Contractors carrying out stormwater upgrades hit water main on Wainui Rd resulting in water outages for approximately 3 hours whilst repairs took place.
- Nil Drinking Water Standard and Resource Consent Events for this period.

DWS Event – compliance measure transgression requiring the Drinking Water Assessor to be notified, transgression is not the same as non-compliant
RC Event – breach of resource consent condition that requires WRC to be notified, this is not necessarily a measure of overall compliance for the year and excludes WWTP laboratory results outside of consent conditions

Waters Performance Dashboard Report

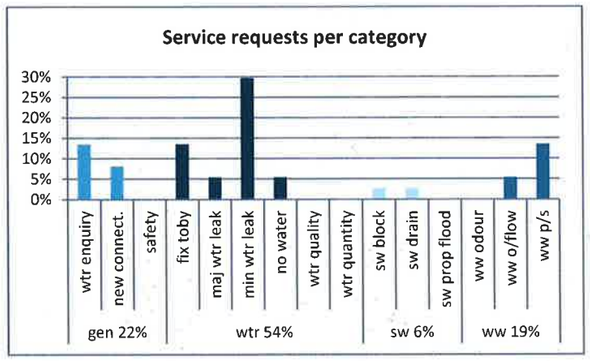
Programme: Waters – Raglan

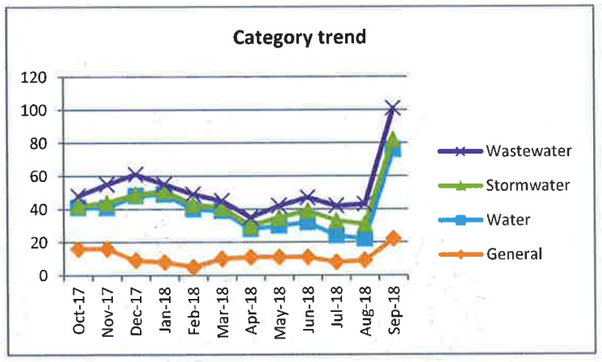
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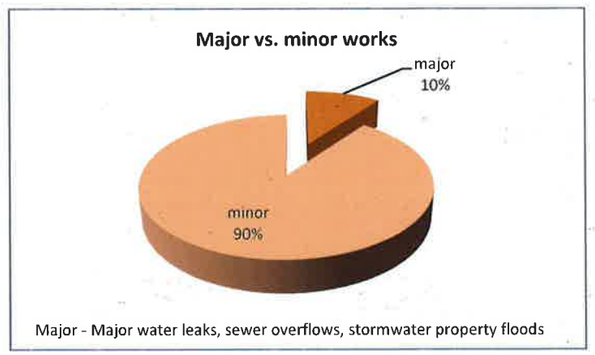
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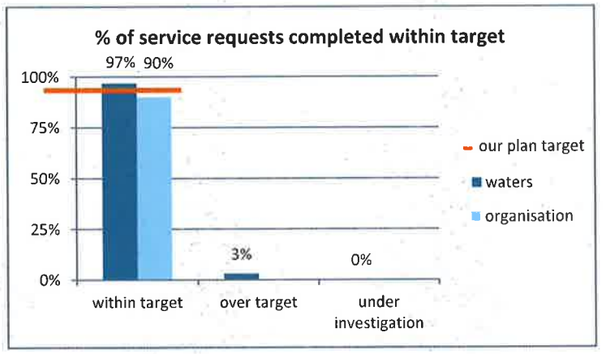
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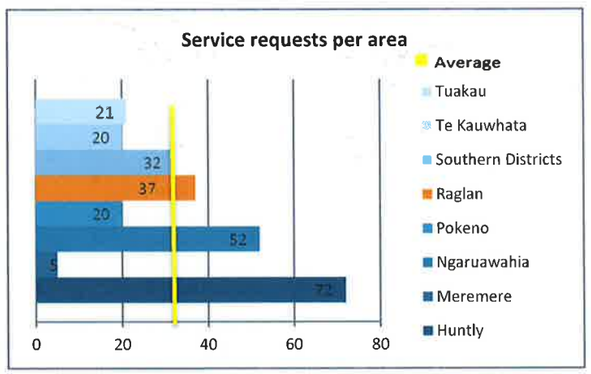
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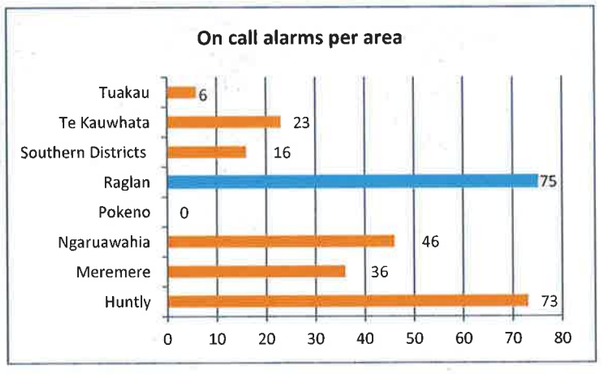


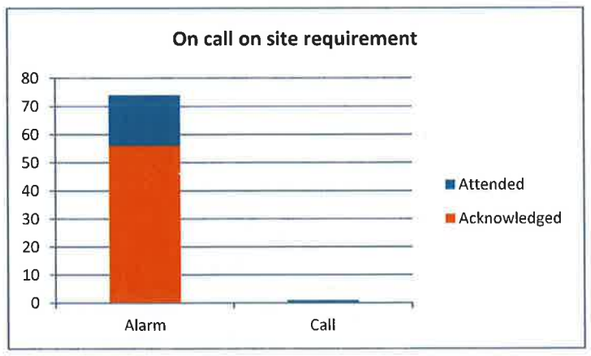


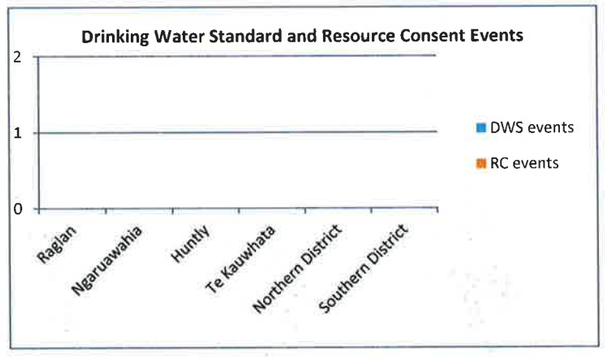












Mandatory Performance Measures – district wide

		Measure	August (16th-)	September
Water	The number of complaints received by WDC about drinking water clarity, taste, odour, pressure, flow, continuity of supply	< 17 per 1000 connections	0.71 per 1000 connections (13 complaints)	1.54 per 1000 connections (28 complaints)
	Fault Response Times for Urgent call outs	60 minutes median	41 minutes	35 minutes
	Fault Completion Times for Urgent call outs	240 minutes median	108 minutes	95 minutes
	Fault Response Times for Non-Urgent call outs	1 day median	< 1 day	1 day
	Fault Completion Times for Non-Urgent call outs	5 day median	< 1 day	1 day
Wastewater	The number of dry weather sewerage overflows from WDC wastewater system	< 5 per 1000 connections	0.09 per 1000 connections (1 complaint)	0.09 per 1000 connections (1 complaint)
	The total number of complaints received by WDC about the waste water system	< 25 per 1000 connections	0.66 per 1000 connections (7 complaints)	1.60 per 1000 connections (17 complaints)
	Fault Response Times for Sewerage Overflows	60 minutes median	34 minutes	44 minutes
	Fault Completion Times for Sewerage Overflows	240 minutes median	151 minutes	236 minutes
Stormwater	The number of flooding events (affecting habitable floors)	<0.3 per 1000 connections	Nil	Nil
	The number of complaints received by WDC about the stormwater system	<4 per 1000 connections	0.08 per 1000 connections (1 complaint)	0.08 per 1000 connections (1 complaint)
	Median Fault Response Times to attend a flooding event	8 hours	Nil	Nil

Number of Service Requests

	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-17	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	YTD
Wtr enquiry	11	11	9	7	3	7	7	9	10	8	6	5	93
New connect.	3	3				3	4	2			3	3	21
Safety	2	2		1	2			1	1				9
Toby repair	3	1	6	6	5	3	3	4	4	3	4	5	47
Major wtr leak	2	1	5	7	6	2	3	3	3	3	2	2	39
Minor wtr leak	10	20	20	21	23	22	11	11	10	5	5	11	169
No water	6	3	7	6						1	2	2	27
Wtr quality	2		1					1	1				5
Wtr quantity	2			1	1	2		3	3	4			16
SW block	1							3	3	1	3	1	12
SW drain				1	2	2	1	1	1	2	1	1	12
SW property flood		3	1	1	1		1	3	4	6	5		25
WW odour	1	6	9	3	2	2	1	1		1			26
WW overflow	3	2	2	1	1		1	3	5	2	3	2	25
WW p/station	2	3	1		3	2	3	3	3	6	9	5	40

Comments

- Interruption of water supply as a result of upgrade works being carried out

DWS Event – compliance measure transgression requiring the Drinking Water Assessor to be notified, transgression is not the same as non-compliant
RC Event – breach of resource consent condition that requires WRC to be notified, this is not necessarily a measure of overall compliance for the year and excludes WWTP laboratory results outside of consent conditions

MINUTES

Raglan Coastal Reserves Advisory Committee Meeting

Raglan Town Hall
5.30pm, Monday,10th September 2018

Present: Shayne Gold (Joint Chair), Frank Turner, Bob MacLeod, Lisa Thomson, Debbie Phillips and Noel Barber (Council Representative)

Visitor: John Lawson, Charlie Young, Phillip Meek, Emily Meek

In Attendance: Wairere, Brian Ruawai, Naomi Tuao (Soundsplash), Logan Nathan (Waikato Rocks - Music and Dance Festival

	Item	To Action
1	**Apologies**	
	● Duncan MacDougall, Sheryl Hart, Heather Thomson, Deane Hishon	
	Angeline Greensill	
2	**Approve Previous Minutes**	
	● Approved minutes from 13th August meeting	
3	**Matters Arising from Previous Minutes**	
	● Nil	
4	**Events/Calendar**	
	● Logan Nathan - Waikato Rocks Music & Dance Festival Papahua	Approved
	● Sport Aircraft Associate Waikato 3,& 4 November 2018 Airfield ● Jonelle Ann Williams wedding 8/12/18 Manu Bay 245pm - 4pm ● Fire Surf Championships, Hamilton Fire Service 15&16/5/2019 Manu Bay 0730 - 1730	Approved Approved Approved
5	**General Business**	
	- **Waikato Rocks Music & Dance Festival;** Logan confirmed event details, 2018 will be the 3rd year of the event being hosted here at Papahua, youth focused with 40 Raglan kids performing in the line up. - Vendor Charges: local groups have priority for stall holding and if there is not enough then other non profit groups will be invited to take part, there is a fee of $30 per stall. - Waikato Rocks is a non profit organisation, they do not charge any fees for entry or to performers.	
	- **Soundsplash Presentation: Wairere, Brian and Naomi** - Issues identified from 2018: - One lane car bridge and traffic congestion - Rubbish proliferation in areas outside the event venue - Alcohol being stashed around the reserve area - Lack of adequate communication processes onsite and offsite	

	Proposed mitigating actions: ● Have better proactive traffic management outside the event venue to include Wainui Bridge, they have engaged a traffic management specialist to do their TMP ● Better communication on and off site ● Increase rubbish collection scope to include off site and down onto the beach area - employing extra staff to assist Xtreme Zero Waste ● Wanting the camping area to be open on Thursday afternoon to get event goers onsite to help reduce the congestion ● Restricting traffic on Michael Hope Drive over the duration of the event for event only ● Road closure in place for the reserve on Friday from 8am - 1pm ● Put on more buses for event goers, incentivise bus use ● Exploring overflow parking option at Van Houtte Road, Te Uku ● Use the airfield again in 2019 for parking	
	Issue/Concerns and requirements from the committee: ● Traffic congestion and the impact on local traffic - give priority to local traffic, use of proactive traffic management, possible three lanes instated from the marae to the venue, live lane with lead and tail end vehicles ● Rubbish - to have Te Ahiawa Road open only to local traffic, must have security stationed there ● Rubbish - Wainui Bush Reserve entrance to have security in place to restrict access, to be actively monitored ● Prioritise emergency services access on the Wainui bridge and roads ● Use the rugby grounds for parking not the airfield, event traffic to enter via the Main Road onto Cross Street, bus service to and from the rugby grounds ● Organisers to proactively run traffic on the reserve outside of the event venue to ensure priority given to traffic using the beach ● NO event traffic to use the surf club car park area ● Shayne has offered to provide a tractor at the rugby grounds if its wet and traffic needs towing ● Event organisers must engage with local residents regarding the possibility of open camping up on Thursday ● Raglan Shuttle Taxi services to be given access onto the event site to drop off and pick up clients over the duration of Soundsplash and to be included in the Traffic Management Plan	
	● **Toilet plans for Ngarunui by the surf tower** - steps in place to mitigate water overflow, the works have also taken into account the tarseal onto the beach and it is proposed that a ladder be put in place	Approved M: Shayned S: Frank
	● **Information Board design** - Really like to overall design - what are the dimensions - latest research on wayfinding research suggests important information should be between 900 to 1800mm for readability, and the wooden base would be sized to suit the signage	

	● **General Issues** - Are the bollards going to be installed to stop traffic going past the skatepark/pump track and onto the beach area - Noel confirmed they will be installed - Papahua from the urupa to the playground mowing should be a meter from the edge of the grass onto the	

Minutes of the Raglan Coastal Advisory Committee meeting held on 8 October 2018 at 5.30pm in the Raglan Town Hall

Present: Dean Hishon, John Lawson, Shayne Gold, Frank Turner, Bob MacLeod, Duncan MacDougall, Sheryl Hart, Anne Snowden, Angeline Greensill

Apologies: Bob left the meeting at 6.00pm

		To Action
1.	Minutes of the last meeting read and approved.	Frank/Lisa
2.	**Matters Arising** ▪ Phil Meek and other taxi services should be able to go up there on the days required. ▪ Who is the follow up with the Soundsplash event? Duncan shared that this will probably be the Council group who are in charge of the resource consent talking to them. ▪ Are the bollards now in at the camping ground? Yes they are, but they are driving down the footpath past the rubbish tins to the park area. We need another bollard on the path under the pohutukawa's.	
3.	**Events** ▪ Dean would like all dates to go in by October so that the discussion could be had about spaces within competitions. If anything comes up during the season it would be great if all concerned are advised before a decision is made. ▪ Sheryl is putting in dates for 3/4 November Ice Breaker with reserve weekend of 23/24 November. Without the paper work can we decide and Sheryl will get paper work in tomorrow. 27 January Manu Bay Fishing contest also. ▪ 27 December & 28 December Drink & Drive Event. ▪ Waka Ama Event - 3/4 May 2019 Whaingaroa Hoe annual event. ▪ Ben Harper on the Reserve, they will require a resource consent so this will need to be put in first and publicly notified - 13th April 2019. A process of maybe sending someone to represent us at any meetings that relate to this event. Angeline and Shayne to be our representatives. ▪ We need to look at a venue hire price for the Reserve which needs to go back into the area. ▪ We need to find out the price that Soundsplash has already paid for use of the Reserve to establish a price that is fair for both the artist and the good of the community. Duncan suggested that we get a report on what is paid for this kind of event around the Council area.	

	Moved: That all events go ahead Bulk except Ben Harper until we get more information. Bob/Lisa	
4.	**General Business** ▪ Moving into draft for Reserve Management Plan. A few questions put out there. What type of reserve? Do we want to be in the farming game? ▪ We need some information before making decisions on some of these questions. Possibility that Eric will come back to help us out here. What would we like the park to be? Now is the prime time to look at the way we want our area to look with the Management Plan in progress. Duncan can supply a report on the farm regarding finances to give us some direction and a starting point. There is also another older report that we could have a look at provided by Duncan. ▪ Dean shared a buy a brick path as a memorial type activity for the reserve. ▪ Walkway Names - proposed maps shared by Duncan. Names of the lands to be noted on several areas. Angeline to provide names for the nameless area because she has the names already without trying to think of new ones. ▪ Signage for Dogs coming off the walkbridge to show which way the owners and dogs should go. ▪ Rubbish bins are under control now and are being emptied more often in the Papahua area as well as around the town. ▪ Fishing club has got a costing for removing the rocks but the costing is prohibitive for the fishing club to complete the work. Meeting Closed at 6.40pm.	Duncan Duncan/Angeline

Open Meeting

To	Raglan Community Board
From	Tony Whittaker Chief Operating Officer
Date	07 November 2018
Prepared by	Sharlene Jenkins Executive Assistant
Chief Executive Approved	Y
Reference #	GOV0507 / 2115098
Report Title	Raglan Airfield Events

1. EXECUTIVE SUMMARY

This report is to present the Raglan Community Board with Raglan Airfield Reserve Event Notifications for its information.

2. RECOMMENDATION

THAT the report from the Chief Operating Officer be received.

3. ATTACHMENTS

1. Reserve Event Notification Form – Piako Gliding Club (Inc)
2. Reserve Event Notification Form – Whaingaroa Whanau Hoe Waka Inc
3. Reserve Event Calendar Southern Area

Reserve Event Notification Form

Waikato District Council

Reserve Event Notifications must be received by Waikato District Council 2 Months prior to the event

Applicant's details

Club/Organisation/Group name: Pirako Gliding Club (Inc)

Postal address: Po Box 100, Matamata 3440

Contact person full name and Address:

Full Name: Ian George Wood

Address: 57 Diomede Glade, Flagstaff, Hamilton 3210

Phone: 07 8545615 Fax: M 021 750 151 Email: iggywoodnz@gmail.com

COPY FOR YOUR INFORMATION

Event details

Please state name of reserve or lake: Raglan Aerodrome

Type of event: Gliding operations

Date(s) required: Start date: 2 JAN 19 End date: 20 JAN 19

Set up and Pack Down Date(s) required: Start date: 2 JAN 19 End date: 20 JAN 19

Start Time : 1100 Finish Time: 1200

Estimated number of participants: Maximum of 10

Estimated number of spectators: 8

Will fees be charged for this event? ☐ Yes $ Normal club fees ☐ No

COPY FOR YOUR INFORMATION

What is the purpose of your event: *i.e. Why are you holding it.*

The Welsh Memorial Scout Flying School takes over Matamata Aerodrome at this time. The Pirako Gliding Club has deployed to Raglan for recent years

Description of Activities: *Please attach a copy of your event programme, if applicable. If your event is part of a series please list other event dates and venue.*

Normal gliding club operations which integrate with other aerodrome users

Environmental Health *(please tick all boxes applicable to your event)*

Food: *Please write the quantity beside each category*

☐ Food Vendors (registered) ☐ Food Vendors (unregistered)

☐ Caterers ☐ BBQ or similar

☐ Alcohol ☑ None

COPY FOR YOUR INFORMATION

Trading: *(Sale or distribution of goods, flyers, services, collecting money etc.)* ☐ Yes ☐ No

Portaloos: Will you be providing portaloos? ☐ Yes How many? ☑ No

Noise (Amplified)

☐ Live Band ☐ Megaphones ☐ PA System

☐ DJ ☑ Other *(please describe)* Aircraft ☐ None

Start Time : 0900 Finish Time: 2030 or earlier

Waste Minimisation:

Do you expect waste to be generated by your event? ☐ Yes ☑ No

If yes, identify any waste streams and how these will be diverted from landfill or recycled?

☐ Glass ☐ Plastic

☐ Can / Tin ☐ Paper / Cardboard

☐ Food ☐ Other Members take waste home.

If you require assistance please contact Pat Cronin at *pat.cronin@waidc.govt.nz*

Environmental Health may require further information in respect of the sale of food, noise or the provision of sanitary facilities

Reserve Event Notification Form

Waikato District Council

Reserve Event Notifications must be received by Waikato District Council 2 Months prior to the event

Applicant's details

Club/Organisation/Group name: Whaingaroa Whanau Hoe Waka Inc.
Postal address: PO Box 211, Raglan.
Contact person full name and Address:
Full Name: Haidee Lambert-Rangiawha
Address: PO Box 211, Raglan
Phone: 021023211 20 Fax: Email: whaingaroawaka@gmail.com

COPY

Event details

Please state name of reserve or lake: Raglan Airfield and Te Kopua Boat Ramp Area
Type of event: Waka Ama / Outrigger Canoe LOng Distance Race.
Date(s) required: Start date: 3pm 3rd May 2019 End date: 7pm 4th May 2019
Set up and Pack Down Date(s) required: Start date: As above End date: As above
Start Time : Race 1 starts 9am 4th May Finish Time: Prizegiving finishes 6pm 4th
Estimated number of participants: 700
Estimated number of spectators: 300
Will fees be charged for this event? ☑ Yes $_____ ☐ No
What is the purpose of your event: *i.e. Why are you holding it.*
He hui whakamana i te tangata. He hui poipoi i te whanau kia hapai tonu i te kaupapa o waka ama ki tenei wahapu ki te taihauauru nei. He kaupapa mo te whanau hei whakapakari tinana, hei whakapiki wairua
Description of Activities: *Please attach a copy of your event programme, if applicable. If your event is part of a series* hoki. *please list other event dates and venue.*
Long distance waka ama/outrigger canoe event. This is an annual event. hosted by Whaingaroa Whanau Hoe Waka and it has been held for 25 years. It is a sanctioned event by Nga Kaihoe O Aotearoa/Waka Ama

Environmental Health *(please tick all boxes applicable to your event)*

Food: *Please write the quantity beside each category*
☐ Food Vendors (registered)_____ ☐ Food Vendors (unregistered)_____
☐ Caterers_____ ☑ BBQ or similar 2
☐ Alcohol _____ ☐ None
Trading: *(Sale or distribution of goods, flyers, services, collecting money etc)* ☑ Yes ☐ No
Portaloos: Will you be providing portaloos? ☐ Yes How many? _____ ☑ No
Noise (Amplified)
☐ Live Band ☐ Megaphones ☐ PA System
☐ DJ ☐ Other *(please describe)* _____ ☐ None
Start Time : 6am 4th May 2019 Finish Time: 6pm 4th May 2019.
Waste Minimisation:
Do you expect waste to be generated by your event? ☑ Yes ☐ No
If yes, identify any waste streams and how these will be diverted from landfill or recycled?
☑ Glass _____ ☑ Plastic _____
☑ Can / Tin _____ ☑ Paper / Cardboard _____
☑ Food _____ ☐ Other _____
If you require assistance please contact Pat Cronin at *pat.cronin@waidc.govt.nz*
Environmental Health may require further information in respect of the sale of food, noise or the provision of sanitary facilities

Club / Organisation / Group	RCB	RCC	Event	Where	Event Dates	Time	Contractor notes
Southern - 2018							
Ongoing events - sorted by end date							
Tamahere Model Country School			school sports use	Tamahere Recreation Reserve	February - 22 December 2018		Nil
Raglan Softball			Sports games		Term 4 2018 and Term 1 2019	1600-1830	TBA
Sorted by start date							
Aroha Tioke		✓	Wedding ceremony	Wainui Reserve	10 November 2018	1200-1630	Nil
Raglan Point Boardriders Club		✓	Club Surfing Contests	Manu Bay	10 November 2018	0800-1800	Nil
Raglan Point Boardriders Club		✓	Club Surfing Contests	Manu Bay	1 December 2018	0800-1800	Nil
Sport Aircraft Assn Waikato Chapter		✓	Sport Aircraft Fly In	Raglan Aerodrome	2-4 November	1200 Fri-1500 Sun	CITY CARE - mow runway alignment as per previous years
TENTATIVE - Flaming Phoenix - Zirca Circus		Nov	Circus	Marine Parade Reserve	3-9 December 2018	0800-2100	CITY CARE - mowing
Wedding Jonelle Williams		✓	Wedding ceremony	Manu Bay Reserve	8 December 2018	1445-1600	Nil
TENTATIVE - Waikato Rocks Trust		✓	Music and Dance Festival	Te Kopua Domain	15 December 2018	0800-2200	Nil
Tauranga Gliding Club		✓	Gliding	Raglan Aerodrome	26 December 2018 - 1 January 2019	1000-1800	Nil
TENTATIVE - Waikato Road Safety		✓	Road safety fun afternoon and info share	Narunui Beach	27-28 December 2018	1230-1500	Nil
Southern - 2019							
TENTATIVE - Zu Entertainment Ltd			SoundSplash 2019 - Music & Arts Event / Parking	Wainui Reserve / Raglan Airstrip	14 Dec - 20 January 18-20 January (festival dates)	0800 14 Dec -1800 20 Jan	
TENTATIVE - Piako Gliding Club Inc.	Nov		Gliding Operations	Raglan Aerodrome	2 Jan-20 Jan 2019	1100-1200	Nil
Raglan Point Board Riders		✓	Club Surfing Contests	Manu Bay Reserve	2 February 2019 - club contest	0700-1800	Nil
Wedding - Donna Gatchell		✓	Wedding Ceremony	Newstead Walkway	2-Feb-19	1200-1700	CITY CARE - keep grass low if possible
Wedding - Graham/Tabrum		✓	Wedding Ceremony	Wainui Reserve (Trig point walk)	8-Feb-19	1400-1700	Nil
Wedding - Cook/Irwin		✓	Wedding Ceremony	Wainui Reserve	15 February 2019	1000-1300	Nil
Raglan Point Board Riders		✓	Club Surfing Contests	Manu Bay Reserve	16 February 2019 - Single Fin Fun Day	0700-1800	Nil
Wedding - Erin Griffiths		✓	Wedding Ceremony	Whale Bay Reserve	16 February 2019	0800-1700	Nil
TENTATIVE - Jessica Scott - Wedding		Nov	Wedding Ceremony	Wainui Reserve	23 February 2019	1200-1600	Nil
Wedding - Naomi Howlett		✓	Wedding Ceremony	Wainui Reserve	23 February 2019	1400-1700	Nil
Raglan Events and Multi Sport Trust		✓	Mountain Bike Challenge	Te Ara Kakariki Trails - Wainui Reserve	2 March 2019	1600-2000	Nil
TENTATIVE - Aotearoa Surf Film Festival		Nov	Free Outdoor Film Screening	Wainui Reserve Amphitheatre	8 March 2019 (rain day 9 March)	1800-2200	Nil
Raglan Point Board Riders		✓	Club Surfing Contests	Manu Bay Reserve	9 March 2019 - Club Contest	0700-1800	Nil
Surfing NZ Inc.		✓	Surfing / Sport	Manu Bay Reserve	22-24 March 2019	0730-1700	Nil
Raglan Point Board Riders		✓	Club Surfing Contests	Manu Bay Reserve	6 April 2019 - Club Contest	0700-1800	Nil
TENTATIVE - Zu Entertainment Ltd		Oct	Music - Ben Harper	Wainui Reserve	10-15 April 2019 - Concert on 13th	1200-2200 for concert on 13th	Nil
Waikato Scholastic Ssurfing Team		✓	Surfing Contest - Scholastic trials	Manu Bay Reserve	27 April 2019	0700-1800	Nil
TENTATIVE - Whaingaroa Whanau Hoe Waka Inc.		✓	Waka Ama/Outrigger Canoe Long Distance Race	Raglan Airfield and Te Kopua Boat Ramp Area	3-4 May 2019	1500 3rd - 1900 4th	Nil
Surfing NZ Inc.		✓	Surfing / Sport	Manu Bay Reserve	3-5 May 2019	0730-1700	Nil
Fire Surf Championships Host: Hamilton Fire			Surf Contest Fire and Emergency National Compe	Manu Bay	~~15-16 May 2019~~ 21-23 May 2019	0730-1730	Nil
Raglan Point Board Riders		✓	Club Surfing Contests	Manu Bay Reserve	18 May 2019 - Club Contest	0700-1800	Nil
Raglan Point Board Riders		✓	Club Surfing Contests	Manu Bay Reserve	28 September 2019 - Club Contest	0700-1800	Nil
Surfing NZ Inc.		✓	Surfing / Sport	Manu Bay Reserve	7-11 October 2019	0730-1700	Nil
Raglan Point Board Riders		✓	Club Surfing Contests	Manu Bay Reserve	2 November 2019 - Club Contest	0700-1800	Nil
Raglan Point Board Riders		✓	Club Surfing Contests	Manu Bay Reserve	30 November 2019 - Club Contest	0700-1800	Nil

Open Meeting

To	Raglan Community Board
From	Bob MacLeod Chair, Raglan Community Board
Date	6 November 2018
Prepared by	Rose Gray Council Support Manager
Chief Executive Approved	Y
Reference #	GOV0507
Report Title	Chairperson's Report

1. EXECUTIVE SUMMARY

Who could script the community envolvement during the period since my last report and the positive Media reports about our little community.

1.1 **Onsite Meetings** – More Camp flooding and ponding on the Reserve, EV stations, Permenant structures, Reserves Management, Parks & Reserves works programme.
1.2 **Informal Meetings**- Community Patrol, and WRAP, Manu Bay break water, RN meetings inTe Uku and Te Mata, Combined Community Board workshop.
1.3 **Council delegated role** – Raglan Holiday Park Board, Raglan Coastal Reserves Advisory Committee.
1.4 **Council Committee** – attended
1.4.1 Infrastructure Committee,.
1.4.2 Strategy & Finance Committee,.
1.5 **Community engagement** –WRAP, RN, Water treatment.

2. RECOMMENDATION

THAT the report from the Chair, Raglan Community Board be received.

3. ATTACHMENTS

Nil