

Agenda for the Inaugural meeting of the Raglan Community Board to be held in the Raglan Community House, 45 Bow Street, Raglan on **WEDNESDAY 13 NOVEMBER 2019** commencing at **1.30pm**.

The Chief Executive will chair the meeting until the Board Chairperson has been appointed in accordance with clause 21, Schedule 7, Local Government Act 2002.

1. DECLARATION BY MEMBERS

Each Board Member will read and sign the declaration required under clause 14, Schedule 7 of the Local Government Act 2002.

2. APOLOGIES

3. CONFIRMATION OF AGENDA

4. DECLARATIONS OF INTEREST

5. APPOINTMENT OF CHAIRPERSON AND DEPUTY CHAIRPERSON

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6. PRESENTATION BY THE MAYOR

His Worship the Mayor will verbally address the Board.

Verbal

7. SCHEDULE OF MEETINGS

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8. REPORTS

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8.2 Discretionary Funding Guidelines

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GJ Ion
CHIEF EXECUTIVE

Open Meeting

| | |
|---------------------------------|--|
| To | Raglan Community Board |
| From | Gavin Ion Chief Executive |
| Date | 28 October 2019 |
| Chief Executive Approved | Y |
| Reference/Doc Set # | GOV0507 |
| Report Title | Appointment of Chairperson and Deputy Chairperson |

1. EXECUTIVE SUMMARY

At the inaugural meeting the Community Board is required to appoint a Chairperson and a Deputy Chairperson. Schedule 7 of the Local Government Act 2002 sets out the process for such appointments.

2. RECOMMENDATION

THAT the report from the Chief Executive be received;

If needed:

AND THAT the Community Board resolves to use System B for the election of Chairperson and Deputy Chairperson as detailed in clause 25, Schedule 7 of the Local Government Act 2002;

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

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

3. BACKGROUND

Schedule 7 of the Local Government Act 2002 identifies the need for the appointment of a Chairperson and Deputy Chairperson for each Community Board at the first meeting following the local authority elections.

4. DISCUSSION AND ANALYSIS OF OPTIONS

4.1 DISCUSSION

The Local Government Act 2002 requires that a Chairperson and Deputy Chairperson is appointed at the inaugural meeting following the local authority elections. The members need to decide on nominations for these positions. In the event there is more than one nomination then the Chief Executive, or his nominee, will conduct an election in accordance with the Local Government Act 2002.

All members of the Community Board are eligible for election as Chairperson and Deputy Chairperson - it does not matter whether the person was elected or appointed by Council.

4.2 OPTIONS

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

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

There are two options specified in clause 25:

System A

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

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

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

System B

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

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

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

5. CONSIDERATION

5.1 FINANCIAL

Nil.

5.2 LEGAL

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

5.3 STRATEGY, PLANS, POLICY AND PARTNERSHIP ALIGNMENT

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

5.4 ASSESSMENT OF SIGNIFICANCE AND ENGAGEMENT POLICY AND OF EXTERNAL STAKEHOLDERS

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

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

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

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

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

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

6. CONCLUSION

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

7. ATTACHMENTS

Nil.

Open Meeting

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|---------------------------------|------------------------------|
| To | Raglan Community Board |
| From | Gavin Ion Chief Executive |
| Date | 5 November 2016 |
| Chief Executive Approved | Y |
| Reference/Doc Set # | GOV0507 |
| Report Title | Schedule of Meetings |

I. EXECUTIVE SUMMARY

The Community Board needs to agree on a schedule of meetings at its inaugural meeting.

The schedule of meetings for Council and Council committee meetings has yet to be resolved by the Council. A six-weekly meeting cycle commencing in February 2019 will be presented for approval at the 12 November 2019 Council meeting.

It is recommended that the Community Board aligns with this proposed meeting cycle. This is preferred over a monthly meeting cycle as it enables more time between meetings for actions to be adequately addressed and staff to prepare full reports for the next Board meeting. It is suggested this will result in better informed decision-making by the Board and sufficient time for meaningful updates to be provided by staff, leading to better results for the Raglan community.

2. RECOMMENDATION

THAT the report from the Chief Executive be received;

AND THAT the Raglan Community Board holds its meetings for the remainder of the 2019-22 triennium on a six-weekly cycle commencing at 1:30pm on Wednesday, 19 February 2020, with the remainder of meetings in 2020 to be held at 1.30pm on the following dates:

- **Wednesday, 1 April 2020;**
- **Wednesday, 13 May 2020;**
- **Wednesday, 24 June 2020;**
- **Wednesday, 5 August 2020;**
- **Wednesday, 16 September 2020;**
- **Wednesday, 28 October 2020; and**
- **Wednesday, 9 December 2020.**

3. BACKGROUND

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

4. DISCUSSION AND ANALYSIS OF OPTIONS

4.1 DISCUSSION

The Council meeting calendar is being drafted at present for approval at the Council meeting on 12 November 2019.

For the 2019-22 triennium, a six-weekly meeting cycle will be proposed for all Council and Council committee meetings (other than those committees that meet less regularly). Staff recommend that this leads to better, informed decision-making by enabling staff to have adequate time and resource to plan and draft reports between meetings, and for elected members, particularly Chairs, to address any actions arising from meetings (if required).

It is proposed that the Community Board align its meeting cycle for the remainder of the triennium with the schedule of meetings which will be presented to Council. This will ensure any recommendations made by the Board to the Council, or its committees, can be presented on a timely basis. A proposed schedule of meetings for 2020 is attached to this report.

In the event that the Board needs to meet on an urgent matter outside the proposed six-weekly cycle, this can be achieved by way of an extraordinary Community Board meeting or, if no decision is required, via a Board workshop.

4.2 OPTIONS

An alternative to the recommended option above, is for the Board to meet on a monthly basis. While this may provide a more regular date for meetings, it is not the recommended option for the following reasons:

- Based on recent Council terms, there is a definite risk of insufficient time and resource being available to address actions and present considered, informed reports back to the next Board meeting. This may adversely impact the quality of decision-making by the Board and the ability for staff to provide meaningful updates on action points.
- Not aligned to the proposed meeting cycle for Council and Council committees, which may result in any recommendation from the Community Board not being able to be addressed in a timely manner.
- It may be difficult to resource the Board meetings if it clashes with another community board meeting falling within the preferred six-week cycle.

Further, monthly meetings may not result in more meetings than a six-weekly cycle should the Board agree not to meet during four months each year, as was the approach in the previous triennium.

5. CONSIDERATION

5.1 FINANCIAL

Nil.

5.2 LEGAL

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

5.3 STRATEGY, PLANS, POLICY AND PARTNERSHIP ALIGNMENT

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

5.4 ASSESSMENT OF SIGNIFICANCE AND ENGAGEMENT POLICY AND OF EXTERNAL STAKEHOLDERS

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

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

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

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

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

6. CONCLUSION

A meeting schedule for forthcoming meetings is required by the Local Government Act 2002. A six-weekly meeting cycle is proposed for the 2019-22 triennium.

7. ATTACHMENTS

Attachment I – Proposed 2020 Community Board Schedule of Meetings (RCB)



Raglan Community Board - Proposed Schedule of Meetings 2020 (Option 1)

| | January | February | March | April | May | June | July | August | September | October | November | December |
|------|------------------------|-----------------------|-------|-----------------------|-----------------------|-----------------------|------|--------|-----------------------|-----------------------|----------------------|----------|
| Mon | | | | | | | Mon | | | | | Mon |
| Tues | | | | | | | Tues | | | | | Tues |
| Wed | 1 New Years Day | | | 1 RCB | | | Wed | 1 | | | | Wed |
| Thur | 2 Day after New Years | | | 2 | | | Thur | 2 | | 1 | | Thur |
| Fri | 3 | | | 3 | 1 | | Fri | 3 | | 2 | | Fri |
| Sat | 4 | 1 | | 4 | 2 | | Sat | 4 | 1 | 3 | | Sat |
| Sun | 5 | 2 | 1 | 5 | 3 | | Sun | 5 | 2 | 4 | 1 | Sun |
| Mon | 6 | 3 | 2 | 6 Council & Workshop | 4 | 1 Queens Birthday | Mon | 6 | 3 | 5 | 2 Council & Workshop | Mon |
| Tues | 7 | 4 | 3 | 7 | 5 | 2 | Tues | 7 | 4 | 6 | 3 | Tues |
| Wed | 8 | 5 | 4 | 8 | 6 | 3 | Wed | 8 | 5 RCB | 7 | 4 | Wed |
| Thur | 9 | 6 Waitangi Day | 5 | 9 | 7 | 4 | Thur | 9 | 6 | 8 | 5 | Thur |
| Fri | 10 | 7 | 6 | 10 Good Friday | 8 | 5 | Fri | 10 | 7 | 9 | 6 | Fri |
| Sat | 11 | 8 | 7 | 11 | 9 | 6 | Sat | 11 | 8 | 10 | 7 | Sat |
| Sun | 12 | 9 | 8 | 12 | 10 | 7 | Sun | 12 | 9 | 11 | 8 | Sun |
| Mon | 13 | 10 | 9 | 13 Easter Monday | 11 | 8 | Mon | 13 | 10 Council & Workshop | 12 | 9 | Mon |
| Tues | 14 | 11 | 10 | 14 | 12 | 9 | Tues | 14 | 11 | 13 | 10 | Tues |
| Wed | 15 | 12 | 11 | 15 | 13 RCB | 10 | Wed | 15 | 12 | 14 RCB | 11 | Wed |
| Thur | 16 | 13 | 12 | 16 | 14 | 11 | Thur | 16 | 13 | 15 | 12 | Thur |
| Fri | 17 | 14 | 13 | 17 | 15 | 12 | Fri | 17 | 14 | 16 | 13 | Fri |
| Sat | 18 | 15 | 14 | 18 | 16 | 13 | Sat | 18 | 15 | 17 | 14 | Sat |
| Sun | 19 | 16 | 15 | 19 | 17 | 14 | Sun | 19 | 16 | 18 | 15 | Sun |
| Mon | 20 | 17 | 16 | 20 | 18 Council & Workshop | 15 | Mon | 20 | 17 | 19 Council & Workshop | 16 | Mon |
| Tues | 21 | 18 | 17 | 21 | 19 | 16 | Tues | 21 | 18 | 20 | 17 | Tues |
| Wed | 22 | 19 RCB | 18 | 22 | 20 | 17 | Wed | 22 | 19 | 21 | 18 | Wed |
| Thur | 23 | 20 | 19 | 23 | 21 | 18 | Thur | 23 | 20 | 22 | 19 | Thur |
| Fri | 24 | 21 | 20 | 24 | 22 | 19 | Fri | 24 | 21 | 23 | 20 | Fri |
| Sat | 25 | 22 | 21 | 25 Anzac Day | 23 | 20 | Sat | 25 | 22 | 24 | 21 | Sat |
| Sun | 26 | 23 | 22 | 26 | 24 | 21 | Sun | 26 | 23 | 25 | 22 | Sun |
| Mon | 27 Auckland Aniversary | 24 Council & Workshop | 23 | 27 Anzac day observed | 25 | 22 | Mon | 27 | 24 | 26 Labour Day | 23 | Mon |
| Tues | 28 | 25 | 24 | 28 | 26 | 23 | Tues | 28 | 25 | 27 | 24 | Tues |
| Wed | 29 | 26 | 25 | 29 | 27 | 24 Council - AP | Wed | 29 | 26 | 28 RCB | 25 | Wed |
| Thur | 30 | 27 | 26 | 30 | 28 | 25 RCB | Thur | 30 | 27 | 29 | 26 | Thur |
| Fri | 31 | 28 | 27 | | 29 | 26 | Fri | 31 | 28 | 30 | 27 | Fri |
| Sat | | 29 | 28 | | 30 | 27 | Sat | | 29 | 31 | 28 | Sat |
| Sun | | | 29 | | 31 | 28 | Sun | | 30 | | 29 | Sun |
| Mon | | | 30 | | | 29 Council & Workshop | Mon | | 31 | | 30 | Mon |
| Tues | | | 31 | | | 30 | Tues | | | | | Tues |

| |
|------------------|
| KEY |
| Public Holiday |
| No Meetings |
| Council - |
| Every 6th Monday |

Open Meeting

| | |
|---------------------------------|--|
| To | Raglan Community Board |
| From | Gavin Ion Chief Executive |
| Date | 21 October 2019 |
| Prepared by | Brendan Stringer Democracy Manager |
| Chief Executive Approved | Y |
| Reference # | GOV0506/2384323 |
| Report Title | Explanation of Statutory Matters affecting Elected Members |

1. EXECUTIVE SUMMARY

As required by clause 21(5) of Schedule 7 of the Local Government Act 2002, the Chief Executive is to provide or arrange a general explanation of the Local Government Official Information and meetings Act 1987 and other legislation affecting members.

A summary of relevant legislation is set out in the attachment to this report.

2. RECOMMENDATION

THAT the report from the Chief Executive be received.

3. ATTACHMENTS

I – Explanation of legislation affecting elected members.

Attachment – Explanation of Legislation

Local Government Official Information and Meetings Act 1987 ('LGOIMA')

Access to Local Authority Information

LGOIMA makes available to the public official information held by the Council and promotes the open and public transaction of business at Council meetings.

The guiding principle of LGOIMA is that the Council must make all information available to the public unless there is a good reason for withholding it. The Act sets out an exhaustive list of grounds for withholding information.

Any person may request that specified official information be made available. The Council is required to make a decision on the request no later than 20 working days after the day on which the request was received. All responses by the Council are reviewable by the Office of the Ombudsmen.

Any information provided in good faith and in accordance with the Council's duties does not give rise to legal remedies.

Local Authority Meetings

LGOIMA requires Council meetings to be publicly notified and open to the public. Any agendas, reports or minutes associated with a Council meeting, or circulated to elected members, must be made available to the public – unless there is good reason to withhold that information. Council has the right to exclude the public from the whole or any part of a meeting for any of the reasons specified in section 48 of the LGOIMA.

Minutes of the meetings may be inspected and copies requested by the public. The publication of defamatory matter contained in publicly available agendas or minutes is privileged, unless it can be proven that the Council was predominantly motivated by ill will or took improper advantage of the occasion of publication.

Confidential information given to elected members by the Council must remain confidential and must not be disclosed in public.

Local Authorities (Members' Interests) Act 1968 ('LAMIA')

LAMIA helps protect the integrity of Council's decision-making by ensuring that people are not affected by personal motives when they participate in Council decision-making and cannot use their position to obtain preferential access to contracts.

LAMIA regulates the actions of individual elected members, and also applies to Council committee members (regardless of whether a committee member is also an elected member).

The Act has two main requirements – members cannot:

- i. enter into contract with the Council worth more than \$25,000 (incl GST) in a financial year ('the contracting rule'); or

- ii. participate in matters before the Council in which they have a pecuniary interest, other than an interest in common with the public (the ‘discussing and voting rule’).

A pecuniary interest is an interest that involves money.

The contracting rule (section 3)

A member will be automatically disqualified from office if he/she is ‘concerned or interested’ in contracts with the Council, and the total payments made (or to be made) by the Council exceed \$25,000 (incl GST) in any financial year.

The \$25,000 limit relates to the total value of all payments made under all contracts in which a member is interested during a financial year.

A member can have an indirect interest if the contract is between the Council and another person to whom the member has a personal connection. By way of example only, a spouse/partner, a company in which the member (or their spouse/partner) owns 10% or more of shares, a family trust for which the member (or their spouse/partner) is a beneficiary).

The Office of the Auditor-General (‘OAG’) can give members prior approval and, in limited cases, retrospective approval for contracts that would otherwise disqualify that member under the Act.

The contracting rule does not apply if:

- i. the contract was entered into by a Council committee or a Council officer acting under delegation; and
- ii. the member is not a member of that committee and did not know, and had no reasonable opportunity of knowing, about the contract at the time it was made.

Not all contracts are subject to the contracting rule (e.g. a lease granted to the Council).

If a member breaches the contracting rule, the member will be disqualified from holding office as a member of the Council (or any committee) and is disqualified from being elected as a member (or appointed to a committee) until the next election. It is a criminal offence for a person to act as a member of the Council (or committee) while disqualified.

Discussing and voting rule (section 6)

Members are not allowed to participate in discussion or voting on any matter before the Council or Council committee in which they have a direct or indirect pecuniary interest, other than an interest in common with the public.

The test used by the OAG is:

Whether, if the matter were dealt with in a particular way, discussing or voting on that matter could reasonably give rise to an expectation of a gain or loss of money for the member concerned.

The following factors are relevant when considering whether a member has an interest in common with the public:

- i. the nature of the member’s interest (such as the kind of interest, its size or extent, and whether it is a direct or indirect interest);
- ii. the size of the group of people who are also affected; and

- iii. whether or not the member's interests and the group's interests are affected in a similar way.

This is often a matter of degree and will always be decided in the circumstances in each situation.

The same requirements around a member having an indirect interest, as noted above in the contracting rule, apply for the discussing and voting rule.

If a member has a pecuniary interest in a matter that is before the Council, or a committee, that member **must**:

- i. declare the existence of a pecuniary interest; and
- ii. abstain from discussion and voting on the matter.

The disclosure and abstention are recorded in the minutes.

There are a number of situations where the discussing and voting rules does not apply (e.g. a member is appointed by the Council to represent a particular activity or organisation, and the member's pecuniary interest is no different from the interest of that activity or organisation).

Again, the OAG can grant an exemption to a member to enable him/her to participate in the discussion or voting within specified parameters.

It is a criminal offence if a member breaches this rule. If convicted, the member becomes incapable of continuing to hold office and a vacancy is created.

Crimes Act 1961

Under sections 105 and 105A of the Crimes Act, it is a crime for any elected member – as an 'official' – to:

- i. corruptly accept, obtain or offer to accept any bribe for the member (or anyone else) for acting, or not acting, in that member's official capacity;
- ii. use or disclose information acquired in that member's official capacity, to obtain (directly or indirectly) an advantage of a pecuniary gain for himself or herself or any other person.

A bribe has a wide definition in the Act, including money, employment or any benefit (whether direct or indirect).

These offences carry a maximum sentence of seven years' imprisonment. If convicted and sentenced to two or more years, the member's office is vacated.

Secret Commissions Act 1910

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

Any gift or other consideration given, or offered or agreed to be given, to an elected member's close relatives or associates, or anyone chosen by an elected member, is regarded as being given or offered to the elected member (as the Council's agent).

It is also an offence for an elected member to present false or misleading receipts, invoices or accounts to the Council.

If convicted of any offence against the Act, an elected member can be imprisoned for up to seven years. If convicted and sentenced to two or more years, the member's office is vacated.

Local Government Act 2002

Sections 44 to 47 of the Local Government Act 2002 relates to financial loss incurred by local authorities, as a result of unlawful expenditure of money, the unlawful sale of an asset, a liability having been unlawfully incurred, or intentional or negligent failure to collect money the local authority is lawfully entitled to receive.

If the Auditor-General is satisfied that a loss has been incurred, the loss is recoverable as a debt due to the Crown from each member of the local authority jointly and severally.

Health and Safety in Work Act 2015

Under the Act, the Council (as a Person conducting a Business or Undertaking, or 'PCBU') must ensure, so far as reasonably practicable, the health and safety of all workers who work for the Council, and must, so far as is reasonably practicable, provide and maintain a work environment that is without risk to health and safety.

The duties of a PCBU also include the provision of information, training and supervision necessary to keep all persons safe, and to monitor the health of workers and conditions of the workplace for the purpose of preventing injury and illness.

The Act places a specific duty on those holding governance, or senior management. These persons are "officers" under the Act and are in a position to exercise significant influence in relation to the management of business. For the purposes of the Act, the Mayor, councillors and the Executive Leadership Team are officers.

Officers have to keep up to date with health and safety matters, gain an understanding of the risks and hazards associated with Council business, ensure that the PCBU has and uses appropriate resources to eliminate and minimise risks, and ensure that the PCBU has and implements processes for complying with duties under the Act.

Unlike the Executive Leadership Team, the Mayor and Councillors are not required to be directly involved in the day-to-day day management of health and safety. They are, however, still required to take reasonable steps to understand Council's operations and health and safety risks, and to ensure that they are managed so that the organisation meets its legal obligations under the Act.

Financial Markets Conduct Act 2013

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

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

The Act also provides for fair dealing in relation to financial products and prohibits misleading or deceptive conduct and false, misleading or unsubstantiated representations.

Elected members are in a similar position as company directors, i.e. they could be personally liable for breaches of provisions under this Act.

Bylaws

Over the past few years the Council has been working to rationalise the number of bylaws. The current bylaws can be accessed on the Council's website [here](#).

Open Meeting

| | |
|---------------------------------|--|
| To | Raglan Community Board |
| From | Clive Morgan General Manager Community Growth |
| Date | 21 October 2019 |
| Prepared by | Lianne van den Bemd Community Development Advisor |
| Chief Executive Approved | Y |
| Reference/Doc Set # | CDR0502 / 2380074 |
| Report Title | Discretionary Funding Guidelines |

I. EXECUTIVE SUMMARY

To provide the Board with Discretionary Funding Guidelines to assist the decision making process when considering applications for funding.

The Discretionary Funding Guidelines includes:

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

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

2. RECOMMENDATION

THAT the report from the General Manager Community Growth be received.

3. ATTACHMENTS

Discretionary Funding Guidelines

DISCRETIONARY FUNDING GUIDELINES

How to make a funding application

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

Funding Mechanisms

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

Who can apply?

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

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

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

2. Waikato District Council Discretionary & Funding Committee

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

Criteria for grants

Applications are required to meet the following criteria:

- a) Applications will be accepted from community groups, non-commercial groups and voluntary organisations. Applications from individuals will not be accepted.
- b) Applications will need to be made to the relevant community board or committee, or to Council's Discretionary & Funding Committee.
- c) Applications for Christmas parade/events will need to be made to the relevant community board or community committee.

- d) Applications for Anzac events will need to be made the Discretionary & Funding Committee only. Discretionary Grants Policy 2018 3
- e) Applicants need to describe in their application why the event or project is important to the community and how the wider community will benefit by the event or project.
- f) Grants up to \$5000 can be funded up to 100% at the discretion of the relevant community board or committee or Council's Discretionary & Funding Committee. For grants above \$5000 a funding cap of 75% applies
- g) Applicants can have in-kind contributions recognised in terms of the non-grant funding component provided they demonstrate good community engagement.
- h) Applications must detail how the monies sought will specifically be used and how the balance of the monies required for the event or project will be obtained. All grant applications must include a detailed budget for the event or project.
- i) Capital expenditure items may be considered for grant applications.
- j) Applicants can make more than one application for a grant within a 12-month period provided that the grant being sought is for a different project or event and an accountability statement has been completed.
- k) Applications may be considered from schools where the Ministry of Education will not fully fund the project and the benefits are for the wider community. (maintenance and operational costs are excluded).
- l) Grants will not be considered for events or projects that have already occurred / projects completed (i.e. no retrospective funding).
- m) Grants will not be considered for ongoing operational & maintenance cost.
- n) Grants will not be given to oppose consent decisions, attend conferences or to contest legal cases.
- o) Applications from commercial entities will not be considered.
- p) Multiple applications through the discretionary grants funding cycle made to the community boards, community committees and Discretionary & Funding Committee for a local event can be considered provided there is wide community benefit.
- q) Applications above \$1000 will need to complete the prescribed application form, provide relevant quotes and financial statements.
- r) Applications under \$1000 will only need to provide a cover letter describing the event/project and relevant quotes.
- s) The project or event must take place in the Waikato District Council area of jurisdiction.
- t) Council-owned property i.e. halls managed by hall committees and who receive a targeted rate are not eligible for funding.

Eligibility Criteria

Applications are required to meet the following eligibility criteria:

- a)
- b) Applicants must demonstrate that they will be undertaking a project or event that benefits particular community/communities within the Waikato district.
- c) Applicants must be based in the Waikato district or offering services to a community/communities in the district.
- d) Applicants must be either a not for profit organisation OR a registered charitable trust, charitable entity or incorporated society.

- e) Incomplete or non-complying applications will not be considered. If an application is considered to be incomplete the applicant will be given five working days to submit the required outstanding information. If the required information is not received within five working days the entire application will be returned to the applicant.
- f) Successful applicants must complete a project accountability report within 2 months of the completion of the project before being eligible for further funding. This is essential for auditing requirements.
- g) Applicants or their agent will be required to attend the community board / community committee and the Discretionary & Funding Committee to present their application. For applications where an applicant cannot attend the meeting, they need to advise in advance their unavailability to the Community Development Advisor

Funding Rounds

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

Presenting your application

Applications are generally considered in the month following the closing date. Applicants are advised in writing (letter and/or email) the date and time of the meeting.

Guide to Application Form

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.

- Applications must be completed in the document provided and emailed to Funding funding@waidc.govt.nz
- 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.

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
- Encoded deposit slip to enable direct credit of any grant payment made
- Include copies of written quotes (these must match the Funding Requirements in section 4.)

Section 1 – Your details

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

Section 2 – Community Well-beings and Outcomes

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

WAIKATO DISTRICT COMMUNITY WELL-BEINGS

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

WAIKATO DISTRICT COMMUNITY OUTCOMES

| | |
|----------------------------|--|
| <i>Accessible Waikato</i> | A district where the community's access to transport infrastructure and technology meets its needs. |
| <i>Sustainable Waikato</i> | A district where growth is managed effectively and natural resources are protected and developed for future generations. |
| <i>Thriving Waikato</i> | A district that prides itself on economic excellence, where heritage and |

culture are protected and celebrated.

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

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

Section 3 – Your event or project

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

Section 4 – Funding requirements

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

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

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

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

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

How do I know if our application is successful?

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

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

What else you should know

- Groups benefiting from discretionary funding need to acknowledge the council’s contribution, for example through brochures or billboards.
- Grants will automatically lapse if not uplifted within 12 months.
- Your organisation MUST complete an accountability form within 2 months on completion of the project.

Open Meeting

| | |
|---------------------------------|--|
| To | Raglan Community Board |
| From | Tony Whittaker Chief Operating Officer |
| Date | 21 October 2019 |
| Prepared by | Andrew Nimmo Project Accountant |
| Chief Executive Approved | Y |
| Reference/Doc Set # | GOV0507 |
| Report Title | Discretionary Fund Report to 21 October 2019 |

I. EXECUTIVE SUMMARY

To update the Board on the Discretionary Fund Report to 21 October 2019.

2. RECOMMENDATION

THAT the report from the Chief Operating Officer be received;

AND THAT the Raglan Community Board approves payment to:

- The Raglan House for the amount of \$60.00 (including GST) for the Raglan Community Board meeting held on Tuesday 10 September 2019, and
- The Raglan House for the amount of \$60.00 (including GST) for the Raglan Community Board meeting held on Wednesday 13 November 2019.

3. ATTACHMENTS

Discretionary Fund Report to 21 October 2019

RAGLAN COMMUNITY BOARD DISCRETIONARY FUND 2019/2020

| | | |
|--|------------|-------------------------|
| | | 1,206,170.4 |
| 2019/20 Annual Plan | | 14,271.00 |
| Carry forward from 2018/19 | | 2,840.00 |
| Total Funding | | <u><u>17,111.00</u></u> |
| Expenditure | | |
| 30-Aug-2019 Waikato Junior Boardriders - towards the cost of National Scholastic Surfing Championships | RCB1908/06 | 1,109.00 |
| 04-Sep-2019 In support of Xtreme Zero Waste Fundraising Food waste collection | RCB1908/04 | 4,000.00 |
| 13-Aug-2019 Surfside Christian Life Centre - towards the cost of Christmas in the Park | RCB1908/05 | 4,000.00 |
| Total Expenditure | | (9,109.00) |
| Net Funding Remaining (Before commitments) | | 8,002.00 |
| Commitments | | |
| Total Commitments | | - |
| Net Funding Remaining (Including commitments) as of 21 October 2019 | | <u><u>8,002.00</u></u> |

Open Meeting

| | |
|---------------------------------|---|
| To | Raglan Community Board |
| Date | 4 February 2019 |
| Prepared by | Gabrielle Parson Raglan Naturally Co-ordinator |
| Chief Executive Approved | Y |
| Reference # | GOV0507 |
| Report Title | Raglan Naturally Update |

1. EXECUTIVE SUMMARY

The report from the Raglan Naturally Co-ordinator is attached for the Board's information.

2. RECOMMENDATION

THAT the report from Raglan Naturally be received.

3. ATTACHMENTS

Raglan Naturally Report

Member's Report - Raglan Naturally

Gabrielle Parson, Project Coordinator - 4 November 2019

Work in Progress:

Raglan Naturally Workshops in November

Two key workshops planned for November, facilitated by Helen Ritchie

Purpose for workshops - *To explore and agree on roles and responsibilities for the Raglan Naturally organisation.*

Workshop 1: Review teams work and reflect on our process to date, use this to consider RN role for future - what the roles looks like, roles and responsibilities.

Workshop 2: To confirm role-related objectives for the organisation and explore what structure would be best to progress these roles/ objectives

All Raglan Community Board members are invited to participate in these workshops.

Department of Internal Affairs (DIA) Partnership

Next steps toward creating partnering agreement:

- Hold 2 RN workshops (as above)
- Following workshops RN Committee to meet and come to consensus on:
 1. Who/What is RN, what is our membership, ideal structure for organisation
 2. Create agreed upon structure
 3. Implement a process to seek more people for the leadership group; if this is needed
 4. Set up a process to continue engaging with our membership (the wider community)
- Meet with Department of Internal Affairs to work through partnering agreement.

Producing the final version of RN 2019

Due to resources and time needed to develop the RN workshops and partnership with the DIA, we have not yet completed the final version – RN 2019. We are getting very close! We look forward to presenting this to the next RCB meeting.

Other work we are involved in is:

Climate Action Planning - Working with the community to create a framework – some reference points and systems to support community action. RN role here is to help facilitate/connect/link to RN planning.

Youth Framework

- Generated from conversations with community members over the last couple months.
- Gabrielle met with Mike Rarere and Joe Wilson (Youth Engagement Advisor for WDC) and we explored – ‘How do we create the right framework to support our young people and have them create and be involved in it.’

WEL Raglan Local Energy - involved helping facilitate and connect.

Coming up:

Community Waikato Conference 13/14th November. Gabrielle to attend thanks to a sponsored place.

Raglan Naturally and the Community Board

The RN committee and project coordinator look forward to meeting with the new Raglan Community Board to bring everyone up to date and discuss the implementation of the plan together with the working relationship between Raglan Naturally and the community board.

Open Meeting

| | |
|---------------------|---|
| To | Raglan Community Board |
| From | Gabrielle Parson |
| Date | 4 November 2019 |
| Reference # | GOV0507 |
| Report Title | Member's Report – Raglan Climate Action |

I. EXECUTIVE SUMMARY

At the Raglan Community Board meeting on [10 September 2019](#), Cr Lisa Thomson provided an update on a climate change hui. The Board resolved:

THAT the Raglan Community Board notes that the group at the Climate Change hui declared a climate emergency and requested the Community Board support a climate change emergency declaration and to present to Council for consideration.

At the Meet the Candidates session at the Raglan Town Hall during the elections, all community board members recognised climate change as an urgent issue.

A Raglan Climate Action Group has formed – following the climate hui in Raglan and we are working to create a framework for climate action here in Raglan/Whaingaroa. An update can be provided to the next Board meeting.

I have had some discussion with Kelly Nicolson from WDC regarding action being taking by the council in regard to climate action. We plan to connect again soon to see how the Board and the Council can work together.

2. RECOMMENDATION

THAT the report be received;

AND THAT the Community Board continues to work with the Raglan community and the Council to support climate action.

3. ATTACHMENTS

Nil