

**Document No:** A403891

**Report To:** Council



**Meeting Date:** 21 August 2018

**Subject:** Declaration of Members' Conflicts of Interest

## Purpose of Report

- 1.1 The purpose of this business paper is for elected members to –
- 1 Declare interests that may be deemed a potential conflict with their role as an elected member relating to the business papers for this meeting, and
  - 2 Declare any interests in items in which they have a direct or indirect pecuniary interest as provided for in the Local Authorities (Members' Interests) Act 29168.

## Commentary

- 2.1 **Conflicts of Interest**
- 2.2 Every elected member has a number of professional and personal links to their community. They may own a business or be a member on a board or organisation. They may have a pecuniary (financial) interest or a non-pecuniary (non-financial) interest. These interests are a part of living in the community which they need to make decisions about in their role with Council.
- 2.3 Elected members are governed by the Local Authorities (Members' Interests) Act 1968 and are guided by the Auditor-General in how this Act is administered. In relation to pecuniary interests, the two underlying purposes of the Act are to:
- ensure members are not affected by personal motives when they participate in local authority matters; and
  - in contracting situations, prevent members from using their position to obtain preferential treatment from the authority (the Council).
- 2.4 Non-pecuniary interests relate to whether an elected member could be in danger of having a real or perceived bias for an issue under consideration.
- 2.5 Elected members will also have interests that are considered no greater than the public at large. For example, most elected members will own a property and therefore be a ratepayer in Waitomo District.
- 2.6 Conflicts of interest at times cannot be avoided, and can arise without anyone being at fault. They need not cause problems when they are promptly disclosed and well managed.
- 2.7 **Declarations of Interest**
- 2.8 At the beginning of each triennial council term, elected members are requested to disclose known interests on behalf of themselves and spouses or partners. It is

up to the elected member to judge whether they have any interests to declare. Some elected members may have none.

- 2.9 As well as this, elected members may decide that they have an interest in a particular issue or item to be discussed at a meeting. There is a standing item on every meeting agenda for elected members to declare conflicts of interest.
- 2.10 Members who have declared an interest in any matters that are due to be considered at a Council or Committee meeting should declare that they have an interest in the matter, leave the table and not take part in any discussion, debate or vote on that matter.
- 2.11 Attached to and forming part of this business paper is information to assist elected members in determining conflicts of interest.

**Declarations**

Mayor Hanna will invite elected members to give notice of any conflicts of interest relating to the business for this meeting.

In the event of a Declaration being made, the elected member must provide the following information relating to the Declaration:

<b>Name:</b>	
<b>Item of Business on the Agenda:</b>	
<b>Reason for Declaration:</b>	



MICHELLE HIGGIE  
**EXECUTIVE ASSISTANT**

<b>Local Authority (Members' Interests) Act 1968</b>
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- 3.1 The Local Authority (Members' Interests) Act 1968 helps to protect the integrity of local authority decision-making by ensuring that Councillors are not affected by personal motives when they participate in Council decision-making and cannot use their position to obtain preferential access to contracts. This Act deals with two forms of "interest":
1. Pecuniary
  2. Non-pecuniary
- 3.2 **Pecuniary Interest**
- 3.3 The **two** specific rules in the Act are that members cannot:
1. Enter into contracts with their local authority worth more than \$25,000 (including GST) in a financial year unless the Auditor-General approves the contracts (referred to as the contracting rule). Breach of this rule results in automatic disqualification from office; and
  2. Participate in matters before the Council in which they have a pecuniary interest, other than an interest in common with the public (referred to as the participation rule). Breach of this rule is a criminal offence and conviction results in automatic disqualification from office
- 3.4 A pecuniary interest is one that involves money. This could be direct or indirect. It is sometimes difficult to decide whether an interest in a particular matter is pecuniary or some other kind. It is always the responsibility of elected members to make this decision, to declare any interest when appropriate and to ensure that as an elected member you comply with the Act's requirements at all times. The Act generally provides that no person shall be capable of being a member of Council if that person is concerned or interested in any contracts with the Council where the total payments made by the Council in respect of such contracts exceeds \$25,000 in any one financial year.
- 3.5 The Act also provides that an "interest" exists where a member's spouse is involved and/or where a member or their spouse is a major shareholder or have control or management of a company which contracts with Council or where the company has a pecuniary interest in the decision. It may also apply where your family trust has a contract with the Council.
- 3.6 The Act does provide that on application to it the Office of the Auditor General may give specific approval to a member being concerned or interested in a particular contract, in which case the provisions of the Act will not disqualify the Councillor from remaining in office. The approval needs be gained before the contract concerned is entered into.
- 3.7 The Act also requires that a member shall not vote or take part in the discussion of any matter in which he/she has any pecuniary interest, other than an interest in common with the public. This interest is required to be declared by the member and is noted in the minutes.
- 3.8 The Office of the Auditor General is the agency, which oversees this legislation and it also has the responsibility and power to institute proceedings against any member. The Act does not define pecuniary interest, however the Office of the Auditor-General uses the following test: "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."

- 3.9 In deciding whether you have a pecuniary interest you should consider the following factors: What is the nature of the decision being made? Do I have a financial interest in that decision – do I have a reasonable expectation of gain or loss of money as a result of making that decision? Is my financial interest one that is in common with the public? Do any of the exceptions in the Act apply to me? Could I apply to the Auditor-General for approval to participate?
- 3.10 Further guidance is provided in the booklet “Guidance for members of local authorities about the Local Authorities (Members’ Interests) Act 1968” which has been provided to 5 elected members. It is important that you pay particular attention to the contents of this booklet as this is one of the few areas of the Council’s business where staff do not set out to provide pro-active advice and members are personally liable for compliance with the provisions of this Act.

### **3.11 Non-Pecuniary Interest**

- 3.12 Non-pecuniary interest is any interest the member may have in an issue that does not involve money. A common term for this is “bias” or pre-determination. Rules about bias operate not only to ensure that there is no actual bias, but also so there is no appearance or possibility of bias. The principle is that justice should not only be done, but it should be seen to be done. Bias may be exhibited where: -
- By their statements or conduct a member may indicate that they have predetermined the matter before hearing or considering all of the relevant information on it (including the Council’s debate); or
  - The member has a close relationship with an individual or organisation affected by the matter.
- 3.13 Non-pecuniary interest is a difficult issue as it often involves matters of perception and degree. The question you need to consider, drawn from case law, is: “Is there, to a reasonable, fair-minded and informed observer, a real indication of bias on the part of a member of the decision making body, in the sense that they might unfairly regard with favour (or disfavour) the case of a party to the issue under consideration?” If there is, the member should declare their interest and withdraw from the debate and take no further part in the discussion of this item. The law about bias does not put you at risk of personal liability. Instead, the validity of the Council’s decision could be at risk. The need for public confidence in the decision-making process is paramount and perception can be an important factor. Again the booklet provided by Office of the Auditor General provides some excellent advice and information on this issue.

<b>Waitomo District Council Procurement Policy – 23 February 2013</b>
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4.1 The following is an extract from the Procurement Policy:

**2.1.11 Conflicts of Interest**

*WDC procurement process will be conducted with a spirit of probity demonstrating:*

- *integrity;*
- *honesty;*
- *transparency;*
- *openness;*
- *independence;*
- *good faith; and*
- *service to the public.*

*A conflict of interest occurs where:*

*A member's or official's duties or responsibilities to Council could be affected by some other interest or duty that the member or official may have.*

*The other interest or duty might exist because of:*

- *holding another public office;*
- *being an employee, advisor, director, or partner of another business or organisation;*
- *pursuing a business opportunity;*
- *being a member of a club, society, or association;*
- *having a professional or legal obligation to someone else (such as being a trustee);*
- *owning a beneficial interest in a trust;*
- *owning or occupying a piece of land;*
- *owning shares or some other investment or asset;*
- *having received a gift, hospitality, or other benefit from someone;*<sup>9</sup>
- *owing a debt to someone;*
- *holding or expressing strong political or personal views that may indicate prejudice or predetermination for or against a person or issue ; or*
- *being a relative or close friend of someone who has one of these interests, or who could otherwise be personally affected by a decision of Council*

*A relative or close friend includes:*

- *For matters covered by the Local Authorities (Members' Interests) Act 1968, the interests of a spouse, civil union partner, or de facto partner must be considered.*
- *Generally, the interests of any relative who lives with the member or official (or where one is otherwise dependent on the other) must be treated as being effectively the same as an interest of the member or official.*
- *For other relatives, it will depend on the closeness of the relationship, but it will usually be wise not to participate if relatives are seriously affected*
- *Where Council's decision or activity affects an organisation that a relative or friend works for, it is legitimate to take into account the nature of their position or whether they would be personally affected by the decision.*

*Examples of potential conflicts of interest include:*

- *conducting business on behalf of Council with a relative's company;*
- *owning shares in (or working for) particular types of organisation that have dealings with (or that are in competition with) Council;*

## 6

- *deliberating on a public consultation process where the member or official has made a personal submission (or from making submissions at all, in areas that directly relate to the entity's work);*
- *accepting gifts in connection with their official role; or*
- *influencing or participating in a decision to award grants or contracts where the member or official is connected to a person or organisation that submitted an application or tender.*

*All elected members, WDC staff or advisers involved in a procurement process are required to declare any other interests or duties that may affect, or could be perceived to affect, their impartiality. WDC will then decide the steps necessary to manage the conflict, having regard to any relevant statutory requirements. WDC will maintain a register of declarations of conflicts of interest that records any conflicts of interest and how they will be managed.*

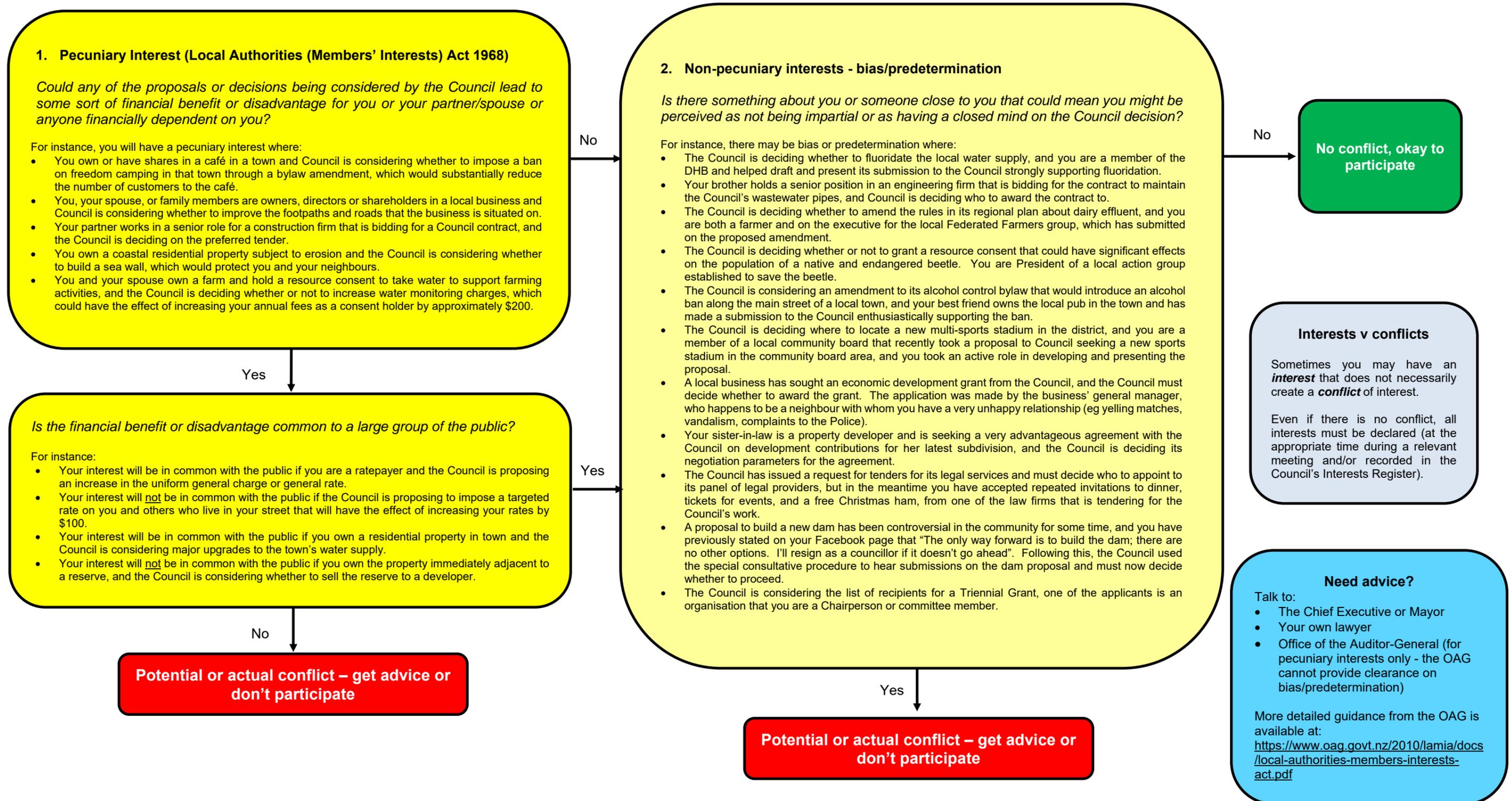
*An annual update of the register will be coordinated and maintained by the Executive Office.*

*Under no circumstances will a procurement process allow as an outcome of that process a circumstance where Council elected members, WDC staff or advisers to receive preferential treatment.*

## Before you participate in any Council decision ...

### CONFLICTS OF INTEREST

Check you don't have a pecuniary interest and that there is no bias or predetermination.



**Remember: If in doubt, stay out!**

Document No: A403670

**Report To: Council**



Meeting Date: 21 August 2018

Subject: Deputation: Project Piopio Trust – Triennial Grant Application

### Purpose of Report

- 1.1 The purpose of this business paper is to advise Council that a representative from Project Piopio Trust will be in attendance at 10.30am to make a Deputation in respect to a Triennial Grant Application made by Project Piopio Trust which was received by WDC outside the required funding round timeframe for Triennial Grants.

### Suggested Resolutions

The Deputation: Project Piopio Trust –Triennial Grant Application be received.

A handwritten signature in blue ink, appearing to read "H. Beever".

HELEN BEEVER  
GROUP MANAGER – COMMUNITY SERVICES

Document No: A403646

**Report To: Council**



Meeting Date: 21 August 2018

Subject: Deputation: Te Kuiti Development Incorporated – Triennial Grant Application

### Purpose of Report

- 1.1 The purpose of this business paper is to advise Council that Mark Brittenden, Chairperson of Te Kuiti Development Incorporated (TKDI) will be in attendance at 10.30am to make a Deputation in respect to a Triennial Grant Application made by TKDI (trading as Legendary Te Kuiti) which was received by WDC outside the required funding round timeframe for Triennial Grants.

### Suggested Resolutions

The Deputation: Te Kuiti Development Incorporated – Triennial Grant Application be received.

A handwritten signature in blue ink, appearing to read "H. Beever".

HELEN BEEVER  
GROUP MANAGER – COMMUNITY SERVICES

## WAITOMO DISTRICT COUNCIL

### MINUTES OF A MEETING OF THE WAITOMO DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, QUEEN STREET, TE KUITI ON TUESDAY 31 JULY 2018 AT 10.08AM

**PRESENT:** Mayor Brian Hanna, Deputy Mayor Guy Whitaker, Council Members Phil Brodie, Terry Davey, Allan Goddard, Janene New and Sue Smith

**IN ATTENDANCE:** Chief Executive; Executive Assistant; General Manager – Infrastructure Services (for part only); Group Manager – Corporate Services (for part only); Communications Officer (for part only); Group Manager – Compliance (for part only); Principal Planner (for part only); Group Manager – Community Services and Community Development Coordinator (for part only)

<b>1. Council Prayer</b>
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<b>2. Motion to Exclude the Public</b>
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Council considered a business paper pursuant to Section 48 of the Local Government Official Information and Meetings Act 1987 giving Council the right by resolution to exclude the public from the whole or any part of a meeting on one or more of the grounds contained within that Section.

**Resolution**

- 1 The public be excluded from the following part of the proceedings of this meeting.
  
- 2 Council agree the following staff, having relevant knowledge, remain in attendance to assist Council with its decision making:  
  
Chief Executive, General Manager – Infrastructure Services and Executive Assistant
  
- 3 The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under Section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General Subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Grounds for this resolution
1. Local Government New Zealand Post Conference – Three Waters Review Update	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)

General Subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Grounds for this resolution
2. Marokopa Camping Ground	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)

This resolution is made in reliance on Section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of that Act or Section 6, Section 7 or Section 9 of the Official Information Act 1982 as the case may require are listed above.

Whitaker/Smith Carried

### 3. Resolution to Re-Open the Meeting to the Public

#### Resolution

The meeting be re-opened to the public for consideration of the public portion of the Agenda.

Smith/Whitaker Carried

The General Manager – Infrastructure Services re-entered the meeting at 10.40am.

### 4. Declarations of Member Conflicts of Interest

The Chief Executive spoke to the Flow Chart included as an appendix to the Conflict of Interest paper.

Declarations of “potential” conflict of interests were made as follows:

- 1 **Mayor Hanna** (Triennial Grant Applications) – potential “non-pecuniary” interest in the Number Twelve Triennial Grant funding application
- 2 **Councillor Goddard** (Triennial Grant Applications) – potential “non-pecuniary” interest in the Citizens Advice Bureau Triennial Grant funding application
- 3 **Councillor New** (Triennial Grant Applications) – potential “non-pecuniary” interest in the Te Kuiti Community House Triennial Grant funding application
- 4 **Councillor Davey** (Triennial Grant Applications) – potential “non-pecuniary” interest in the Te Kuiti Community House Triennial Grant funding application

<b>5. Confirmation of Minutes – 26 June 2018</b>
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**Resolution**

The Minutes of the Waitomo District Council meeting of 26 June 2018, including the public excluded portion, be confirmed as a true and correct record.

Whitaker/Brodie          Carried

<b>6. Receipt of Brook Park Incorporated Society Minutes – 9 July 2018</b>
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Council considered a business paper providing information relating to the Brook Park Incorporated Society Meetings of 9 July 2018.

Cr Whitaker expanded verbally on the Minutes and answered Member's questions.

**Resolution**

The business paper on Brook Park Incorporated Society: Meeting Minutes – 9 July 2018 be received.

Whitaker/Brodie          Carried

The Group Manager – Corporate Services and Communications Officer entered the meeting at 10.46am

<b>7. Verbal Reports: Individual Councillor Roles and Responsibilities</b>
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The Mayor and Councillors gave verbal reports on their individual Council roles and responsibilities as follows:

Cr Brodie

- Mokau Museum – Afternoon Tea for Ian Whitaker

Cr New

- Waitomo Sister City
- Legendary Te Kuiti Working Party
- Legendary Te Kuiti Meeting
- Legendary Te Kuiti Breakfast
- Waitomo Youth Council Induction
- Te Kuiti Rotary Dinner hosted by Historical Society

The General Manager – Infrastructure Services entered the meeting at 10.50am

Cr Goddard

- Benneydale Hall
- Destination Pureora

Cr Davey

- Te Kuiti Community House

Cr Smith

- Waitomo District Plan Presentation
- Waitomo Museum
- King Country River Care Group

Cr Whitaker

- Brook Park
- Legendary Te Kuiti
- LGNZ AGM and Conference
  - Climate Change Workshop

Mayor Hanna

- LGNZ AGM and Conference
  - Climate Change Workshop
  - Remits
  - Life Memberships
  - Outstanding Award – Trevor Maxwell (41 years at Rotorua)
  - Grant Robertson
  - Student Army Mentoring (post Christchurch Earthquake)
  - Awards (becoming quite Elitist)
- Mayoral Forum
- Duffy Books Presentation at Te Kuiti Primary School
- Maru Energy Trust Launch
- Grey Power
- Waitomo Hotel Proposal
- Bruce Bird and Andrew Mortimer (NZ Police)
- Mike O'Connell Funeral
- Pro-Active Action

**Resolution**

The verbal reports be received.

Goddard/Brodie

Carried

<b>8. Protocol: Local Government Official Information and Meetings Act</b>
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Council considered a business paper presenting for consideration, a Protocol for dealing with requests made under the Local Government Official Information and Meetings Act (LGOIMA) relating to communication information held by elected members.

The Executive Assistant expanded verbally on the business paper and answered Members' questions.

**Resolution**

- 1 The business paper on Protocol: Local Government Official Information and Meetings Act be received.
- 2 Council adopt the "Protocol for how the Chief Executive is to respond to LGOIMA Requests relating to Elected Member(s) Communications" (Doc No. A401227).

Goddard/New

Carried

<b>9. Financial Reporting Schedule for the Year Ending 30 June 2019</b>
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Council considered a business paper presenting a Financial Reporting Schedule to Council for the 2018/19 Financial Year.

The Group Manager – Corporate Services expanded verbally on the business paper and answered Members’ questions.

**Resolution**

The business paper ‘Financial Reporting Schedule for the Year Ending 30 June 2019’ be received.

<b>Meeting Date</b>		<b>Report to be issued</b>
31 July 2018	Council	Financial Reporting Schedule for the 2018/19 financial year.
21 Aug 2018	Audit and Risk Committee	Interim report on 2017/18 Annual Report.
25 Sept 2018	Council	Interim Non Financials (KPIs) results for 2017/18.
30 Oct 2018	Audit and Risk Committee (additional meeting)	Recommend adoption of the Annual Report. Quarterly Report for the period ending 30 September 2018.
	Council	Adoption of the Final 2017/18 Annual Report.
February 2019	Audit and Risk Committee	Quarterly Report for the period ending 31 December 2018.
May 2019	Audit and Risk Committee	Audit Service Plan and outline of 2018/19 Draft Annual Report development process and timeline. Audit Engagement letter for the 2018/19 Draft Annual Report Quarterly Report for the period ending 31 March 2019.
June 2019	Council	Monthly Financial Report for the period ending 31 May 2019.

Whitaker/Davey Carried

<b>10. Progress Report – Communications Strategy</b>
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Council considered a business paper a brief on progress made with regard to the Communications Strategy as well as any other projects that have arisen in the past six months.

The Group Manager – Corporate Services and Communications Officer expanded verbally on the business paper and answered Members’ questions.

**Resolution**

The business paper Progress Report Communications Strategy be received.

Brodie/New Carried

The Communications Officer left the meeting at 11.37am  
 The Group Manager – Compliance and Policy Planner entered the meeting at 11.40am

<b>11. Waikato Plan Implementation Update</b>
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Council considered a business paper providing an update on the Waikato Plan implementation.

The Group Manager – Corporate Services expanded verbally on the business paper and answered Members' questions.

**Resolution**

The Waikato Plan Implementation report be received.

Brodie/New                      Carried

<b>12. Waikato Regional Council 2018 Representational Arrangements</b>
--

Council considered a business paper presenting the Waikato Regional Councils proposed 2018 Representational Arrangements Review for Council's consideration and feedback.

The Group Manager – Corporate Services expanded verbally on the business paper and answered Members' questions.

**Resolution**

- 1        The business paper on Waikato Regional Council 2018 Representational Arrangements be received.
  
- 2        Council endorse Waikato Regional Council's proposed 2018 Representation Arrangements

Whitaker/Smith                      Carried

The Group Manager – Corporate Services left the meeting at 11.44am.

<b>13. Progress Report: Proposed Waitomo District Plan</b>
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Council considered a business paper providing an update Council on the development and review of the Proposed Waitomo District Plan.

The Group Manager - Compliance and Policy Planner expanded verbally on the business paper and answered Members' questions.

**Resolution**

The Progress Report: Proposed Waitomo District Plan be received.

Davey/Whitaker                      Carried

<b>14. Walking Access Commission Proposal for Waitomo District Council to become Controlling Authority</b>
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Council considered a business paper providing information to Council to enable Council to take a decision on the Walking Access Commission proposal for Waitomo District Council to become a Controlling Authority for the proposed Walkway over Graymont and Council owned land alongside the Mangaokewa River.

The Group Manager - Compliance and General Manager – Infrastructure Services expanded verbally on the business paper and answered Members’ questions.

**Resolution**

- 1 The Business Paper on ‘Walking Access Commission Request for Waitomo District Council to become Controlling Authority’ for the Walkway over land held in Certificates of Title: Reserve vested on DPS 8550, Reserve vested on DPS 61780, CFR 338222, CFR 338221, SA50D/246, SA41C/889, SA1021/124 be received.
- 2 Council consent “in principle” to the Walking Access Commission request for Waitomo District Council to become Controlling Authority for the Walkway held in Certificates of Title: Reserve vested on DPS 8550, Reserve vested on DPS 61780, CFR 338222, CFR 338221, SA50D/246, SA41C/889, SA1021/124; and consent to the declaration of a Walkway over Council owned land legally described as Reserve vested on DPS 8550, Reserve vested on DPS 61780, and CFR 338222; subject to the maintenance and operation of the bridge being satisfactorily addressed; and
- 3 Council delegate authority to the Chief Executive to identify and determine as appropriate the necessary actions to give effect to Council’s in principle decision, including if required, the imposing of conditions subject to section 21 of the Walking Access Act 2008.
- 4 Council note that consent will be provided to Graymont to voluntarily create esplanade strips along the Mangaokewa Stream, where there is currently no riparian protection on land abutting the stream that belongs to Graymont, on Lot 2 DP 397794, Lot 2 315918 and Part Te Kūiti B14 under delegated authority in accordance with the requirements of the Resource Management Act 1991 at the cost of Graymont / the Applicant.

New/Smith                  Carried

The General Manager – Infrastructure Services left the meeting at 11.59am

<b>15. Proposed Submission on the Draft National Planning Standards</b>
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Council considered a business paper presenting a proposed submission from Waitomo District Council to the Draft National Planning Standards.

The Group Manager - Compliance and Policy Planner expanded verbally on the business paper and answered Members’ questions.

**Resolution**

- 1 The business paper on Proposed Submission on the Draft National Planning Standards be received.
- 2 Council endorse the Proposed Submission on the Draft National Planning Standards (Doc A400999) for submission to the Ministry for the Environment.

Goddard/Brodie                      Carried

The Policy Planner left the meeting at 12.04pm

**16. Adoption of Annual Report on Waitomo District Council Dog Control Policy and Practices**

Council considered a business paper presenting for consideration and adoption the Waitomo District Council Dog Control Policy and Practices Report 2017/2018.

The Group Manager - Compliance expanded verbally on the business paper and answered Members' questions.

**Resolution**

- 1 The business paper on 'Adoption of Annual Report on Waitomo District Council Dog Control Policy and Practices' be received.
- 2 Council adopt the Report on Waitomo District Council Dog Control Policy and Practices 2017/2018 (Reference A400671).

Brodie/New                              Carried

**17. Building Consent Authority Accreditation**

Council considered a business paper providing a brief on the outcome of the recent audit of the Waitomo District Council Building Consent Authority carried out by International Accreditation New Zealand.

The Group Manager - Compliance expanded verbally on the business paper and answered Members' questions.

**Resolution**

The business paper on Building Consent Authority Accreditation be received.

Goddard/Whitaker                      Carried

**18. Request to Appoint Alternate District Licensing Committee Commissioner**

Council considered a business paper seeking appointment of an Alternate District Licensing Committee Commissioner.

The Group Manager - Compliance expanded verbally on the business paper and answered Members' questions.

**Resolution**

- 1 The business paper 'Request to Appoint Alternate District Licensing Committee Commissioner' be received.
- 2 Council appoint Tegan McIntyre as an alternate Commissioner pursuant to section 193 of the Sale and Supply of Alcohol Act 2012 until the expiry of the current District Licensing Committee term, being 29 November 2021.

Brodie/Smith                      Carried

The Group Manager – Compliance left the meeting at 12.11pm.

The meeting adjourned for lunch at 12.11pm.

The meeting reconvened at 12.41pm

The Group Manager – Community Services re-entered the meeting at 12.41pm.

<b>19. Receipt of Waitomo Sister City – Minutes: 24 May 2018</b>
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Council considered a business paper providing information relating to the Waitomo Sister City meeting convened on 24 May 2018.

The Mayor expanded verbally on the business paper and answered Members' questions.

**Resolution**

The business paper on Receipt of Waitomo Sister City – Minutes: 24 May 2018 be received.

Whitaker/New                      Carried

<b>20. Request from the Waitomo Sister City Committee for a Review of the Waitomo Sister City Relationship Delivery</b>
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Council considered a business paper presenting a written request from the Chairperson of the Waitomo Sister City Committee for Council to consider a review of the Waitomo Sister City Relationship delivery.

The Chief Executive, Mayor and Councillor New expanded verbally on the business paper and answered Members' questions.

**Resolution**

- 1 The business paper on Request from the Waitomo Sister City Committee for a Review of the Waitomo Sister City Relationship Delivery be received.
- 2 A project for the Review of the Waitomo Sister City Relationship Delivery be included in the 2018-2021 Road Map Work Programme.

Smith/Whitaker                      Carried

<b>21. Triennial Grant Fund 2018-2021 Allocation</b>
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Council considered a business paper seeking Council's approval of funding allocations for the Triennial Grant Fund 2018-2021.

The Group Manager – Community Services expanded verbally on the business paper and answered Members' questions.

The "non-pecuniary" conflict of interest declarations made earlier in the meeting pertaining to the Triennial Grant applications were noted.

**Resolution**

- 1 The business paper on Triennial Grant Fund 2018-2021 Allocation be received.
- 2 Council noted the withdrawal of the Tainui Historical Society Triennial Grant Application.
- 3 Council approve allocation of Triennial Grants for the 2018-2021 period, as follows:

**Applicant**

**Grant Amount  
(per annum)**

Benneydale & District Historical Display	\$500.00
Citizens Advice Bureau Te Kuiti Inc	\$4,000.00
King Country Rugby Club	-
New Zealand Shearing Championships Inc	\$6,000.00
Number Twelve	\$10,000.00
Te Kuiti Community House Trust	\$10,000.00
Te Kuiti Kaumatua Games	\$500.00

Davey/Smith                      Carried

<b>22. Progress Report: Sub Regional (Southern) Waikato Economic Development Action Plan</b>
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Council considered a business paper providing a brief on progress regarding development of the Sub Regional (Southern) Waikato Economic Development Action Plan.

The Group Manager – Community Services expanded verbally on the business paper and answered Members' questions.

**Resolution**

The business paper on Progress Report: Sub Regional (Southern) Waikato Economic Development Action Plan be received.

New/Brodie                      Carried

<b>23. Progress Report: Community Development</b>
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Council considered a business paper providing a brief on current work streams within the Community Development portfolio.

The Group Manager – Community Services expanded verbally on the business paper and answered Members’ questions.

**Resolution**

The Progress Report: Community Development be received.

Brodie/Whitaker                      Carried

<b>24. Progress Report: Civil Defence Emergency Management Joint Committee Minutes</b>
--

Council considered a business paper providing information relating to the Civil Defence Emergency Management (CDEM) Joint Committee meeting of 26 March 2018 and 14 May 2018.

The Group Manager – Community Services expanded verbally on the business paper and answered Members’ questions.

**Resolution**

The Progress Report: Civil Defence Emergency Management Joint Committee Minutes be received.

Goddard/New                              Carried

The Group Manager – Community Services left the meeting at 1.04pm  
 The General Manager – Infrastructure Services re-entered the meeting at 1.04pm

<b>25. Progress Report: Recreation and Culture</b>
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Council considered a business paper providing a brief on current work streams within the Recreation and Culture Activity.

The Group Manager – Infrastructure Assets expanded verbally on the business paper and answered Members’ questions.

**Resolution**

The Progress Report: Recreation and Culture be received.

Whitaker/New                              Carried

<b>26. Progress Report: Public Amenities</b>
--

Council considered a business paper providing a brief on current work streams within the Public Amenities portfolio.

The Group Manager – Infrastructure Assets expanded verbally on the business paper and answered Members’ questions.

**Resolution**

The Progress Report: Public Amenities be received.

New/Smith                      Carried

<b>27. Progress Report: Waters Activities</b>
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Council considered a business paper providing a progress report on the Three Waters Activities as set out in Council’s Long Term Plan, including contracted services.

The Group Manager – Infrastructure Assets expanded verbally on the business paper and answered Members’ questions.

**Resolution**

The Progress Report: Waters Activities be received.

New/Brodie                      Carried

There being no further business the meeting closed at 1.18pm

Dated this        day of                      2018.

**BRIAN HANNA**  
**MAYOR**

Confidential Confidential

Confidential Confidential

Confidential

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Confidential

**Document No:** A403866

**Report To:** Council



**Meeting Date:** 21 August 2018

**Subject:** Receipt of Brook Park Incorporated Society: Minutes – 6 August 2018

**Type:** Information Only

## Purpose of Report

- 1.1 The purpose of this business paper is to provide Council with information relating to the latest Brook Park Incorporated Society meeting.

## Local Government Act S.11A Considerations

- 2.1 There are no Section 11A of the Local Government Act considerations relating to this business paper.

## Background

- 3.1 In November 2007, Council established a Work Group for the purpose of working with a Consultant and members of the community to develop a proposal and policy document for Brook Park.
- 3.2 Development of the Brook Park Management Plan (MP) was completed following a public consultation process, including a Hearing of submissions in February 2010.
- 3.3 An objective contained in the MP was to establish a Friends of Brook Park (FBP) organisation to enable the community to participate in the future of Brook Park, and, and as a primary objective, to raise funds for achieving park projects and developments.
- 3.4 The FBP was to replace the Brook Park Advisory Committee which was in place at that time, but which did not have any mandate to represent the community's interest in the Park, nor to raise funds for park projects.
- 3.5 It was envisaged that the FBP would enable the community to become more involved in their Park, through dissemination of information; being able to assist in fundraising and other activities that promote and enhance Brook Park; and by having a "voice" to assist Council with management of Brook Park.
- 3.6 As a charitable body, and an incorporated society, a FBP organisation would be able to successfully apply for third party funding to assist Council with implementing the community's vision for Brook Park.
- 3.7 The Policy implemented by Council through the Brook Park MP is as follows:
1. *Council will support and encourage the formation of a Friends of Brook Park, as a charitable incorporated society.*
  2. *The aims of the Friends of Brook Park shall be:*
    - i) *To foster interest in Brook Park;*
    - ii) *To promote the development of Brook Park;*
    - iii) *To raise funds for approved projects*
    - iv) *To preserve the integrity of Brook Park*
  3. *The Constitution of the Friends of Brook Park shall provide for Council representation on the Society's Committee, and to enable the*

*representative to veto any decision that is not in the best interests of the park or the community.*

4. *Council will dissolve the Brook Park Advisory Committee on the successful establishment of the Friends of Brook Park.*
- 3.8 During 2011 WDC advertised several times seeking interested persons to join the committee with limited success. Council considered that a Leadership Work Group consisting of three Council members would be beneficial to provide political leadership and assist in getting the FBP established and in December 2011 Council established the Brook Park Leadership Work Group.
  - 3.9 The FBP Group was finally established early in 2012 with numbers fluctuating as more members of the public become interested in the future of the park. By mid-2012 the group was incorporated as the "Brook Park Incorporated Society" (BPIS) to administer the day to day operations/development of Brook Park.
  - 3.10 Brook Park is operated as a farm park, with a grazing licence granted by WDC to a lessee. The Reserves Act 1977 states that any lease or agreement on reserve land has to be granted by the administering body, which in this case is the Waitomo District Council. Therefore BPIS cannot lease these grazing rights to another entity or individual.
  - 3.11 With the administering body being WDC and the consequent income stream for the grazing lease being part of WDC's reserve income (between \$2000-\$4000), there was little opportunity for the BPIS to achieve a sustainable income stream for minor works and administration. The income derived by BPIS at that time was by way of subscription donation (\$10 per member) and any successful grant applications for specific projects.
  - 3.12 To improve the financial viability and robustness of the BPIS, in October 2012 a Memorandum of Understanding (MOU) between WDC and BPIS was developed and approved. Council also agreed to provide an annual grant to BPIS for operational management of the reserve, equivalent to the annual derived lease income.

### Commentary

- 4.1 Since early in 2014, BPIS has kept WDC informed of progress in the day to day operations/development of Brook Park by providing copies of its monthly meeting Minutes.
- 4.2 Attached to and forming part of this business paper is a copy of the BPIS unconfirmed Minutes of 6 August 2018.

### Suggested Resolution

The business paper Brook Park Incorporated Society: Unconfirmed Minutes of 6 August 2018 be received.



MICHELLE HIGGIE  
**EXECUTIVE OFFICER**

Attachments: Brook Park Incorporated Society Unconfirmed Minutes – 6 August 2018  
(Doc A403868)



**BROOK PARK**  
INCORPORATED SOCIETY

**Meeting Minutes**  
Monday 6 August 2018  
5.30 pm

Council Chambers  
Queen Street  
**TE KUITI**

**BROOK PARK INCORPORATED SOCIETY**

**THE MINUTES OF THE MEETING OF THE BROOK PARK INCORPORATED SOCIETY  
HELD IN THE COUNCIL CHAMBERS, QUEEN STREET, TE KUITI ON MONDAY 6 August  
2018 COMMENCING AT 5.30 PM**

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**MINUTES**

**Attendance:** Guy Whitaker, Gerald Kay, Graeme Churston, Neil Brooks, Helen Sinclair, Sheralee Buchanan, Phillip Houghton, Glynn Meads, Sue Wagstaff, Robin Charteris, Dawn Anselmi.

**Apologies** –Elly Kroef, Jane Murray , Andrea Hanna. Accepted- M/ S  
Graeme/ Sheralee

**Confirmation of Minutes – 9 July**

That minutes of previous meeting be accepted as a true and accurate record, with these two amendments: Maintenance/ Fencing-“ Mtnbike track **should be** metalled in summer’

‘Ed to be told to keep stock out’

Moved/seconded Graeme/ Gerald

**Matters Arising from Minutes**

Tynan report to be done.

Guy to check on Grove lock.

Trust Waikato-Sue to check closing date for grants.

Community Partnership Fund-possible grant option.

New World site OK for Guy Fawkes parking.

**Correspondence**

Inwards: ‘Donut Lady’-request to be at Guy Fawkes again this year.

Pyrotechnics-See Guy Fawkes.

Outwards: Nil

**Financial Report**

Opening balance-\$19 871.80                      Closing balance-\$24 437.09

Accounts to pay: Disc Golf \$5856.

Smart Plants \$46

Report accepted and extra accounts to be paid. M/S- Phillip/ Helen.

**Maintenance/Fencing**

Wet, wet, wet!

**Weed Control**

Elly has planted two fruit tress, with one more to come.

## **Disc Golf**

Guy to take photos of existing signs to send to Simon, so that the new signs will match those existing.

Aim to have Disc Golf set up in time for Guy Fawkes 2018.

## **Guy Fawkes**

Date, 10 November suits the Pyrotechnics providers.

Guy to arrange a meeting this week with the Lines Co., re sponsorship.

Waitomo Youth Council to provide music as they did last year.

## **General Business**

Cam wants to meet Guy, Phillip and Kobus re the pine tree felling, possibly Thursday, Friday this week.

Rotary rotunda walkway in progress.

Meeting closed 6.08 pm

**Next meeting** Monday 17 September . Agenda items to Guy please, by Thursday 13 September.

Neil Brooks  
Secretary

Document No: A404149

Report To: Council



Meeting Date: 21 August 2018

Subject: Temporary Appointment of Deputy Mayor

## Purpose of Report

- 1.1 The purpose of this business paper is to advise Council of the temporary appointment of Cr Allan Goddard to Deputy Mayor for the period 25 August 2018 to 16 September 2018.

## Background

- 2.1 Section 41A(3)(a) of the Local Government Act 2002 (LGA) provides the Mayor the power to appoint the deputy mayor.
- 2.2 Section 41A of the LGA reads as follows:

### **[41A Role and powers of mayors**

- (1) *The role of a mayor is to provide leadership to—*
- (a) *the other members of the territorial authority; and*
  - (b) *the people in the district of the territorial authority.*
- (2) *Without limiting subsection (1), it is the role of a mayor to lead the development of the territorial authority's plans (including the long-term plan and the annual plan), policies, and budgets for consideration by the members of the territorial authority.*
- (3) *For the purposes of subsections (1) and (2), a mayor has the following powers:*
- (a) *to appoint the deputy mayor;*
  - (b) *to establish committees of the territorial authority;*
  - (c) *to appoint the chairperson of each committee established under paragraph (b), and, for that purpose, a mayor—*
    - (i) *may make the appointment before the other members of the committee are determined; and*
    - (ii) *may appoint himself or herself.*
- (4) *However, nothing in subsection (3) limits or prevents a territorial authority from—*
- (a) *removing, in accordance with clause 18 of Schedule 7, a deputy mayor appointed by the mayor under subsection (3)(a); or*
  - (b) *discharging or reconstituting, in accordance with clause 30 of Schedule 7, a committee established by the mayor under subsection (3)(b); or*
  - (c) *appointing, in accordance with clause 30 of Schedule 7, 1 or more committees in addition to any established by the mayor under subsection (3)(b); or*
  - (d) *discharging, in accordance with clause 31 of Schedule 7, a chairperson appointed by the mayor under subsection (3)(c).*
- (5) *A mayor is a member of each committee of a territorial authority.*

- (6) *To avoid doubt, a mayor must not delegate any of his or her powers under subsection (3).*
- (7) *To avoid doubt,—*
  - (a) *clause 17(1) of Schedule 7 does not apply to the election of a deputy mayor of a territorial authority unless the mayor of the territorial authority declines to exercise the power in subsection (3)(a):*
  - (b) *clauses 25 and 26(3) of Schedule 7 do not apply to the appointment of the chairperson of a committee of a territorial authority established under subsection (3)(b) unless the mayor of the territorial authority declines to exercise the power in subsection (3)(c) in respect of that committee.]*

2.3 The Deputy Mayor must perform all the responsibilities and duties, and may exercise all the powers, of the Mayor in accordance with Section 17 of Schedule 7 of the LGA, which reads as follows:

**Schedule 7**

**17 Election of deputy mayor or deputy chairperson**

- (1) *A territorial authority must elect 1 of its members to be its deputy mayor in accordance with clause 25.*
- (2) *A regional council must elect 1 of its members to be its deputy chairperson in accordance with clause 25.*
- (3) *The deputy mayor or deputy chairperson must perform all the responsibilities and duties, and may exercise all the powers, of the mayor or chairperson,—*
  - (a) *with the consent of the mayor or chairperson, at any time during the temporary absence of the mayor or chairperson:*
  - (b) *without that consent, at any time while the mayor or chairperson is prevented by illness or other cause from performing the responsibilities and duties, or exercising the powers, of his or her office:*
  - (c) *while there is a vacancy in the office of the mayor or chairperson.*
- (4) *In the absence of proof to the contrary, a deputy mayor or deputy chairperson acting as mayor or chairperson is presumed to have the authority to do so.*
- (5) *A deputy mayor or deputy chairperson continues to hold his or her office as deputy mayor or deputy chairperson, so long as he or she continues to be a member of the territorial authority or regional council, until the election of his or her successor.*

2.4 Following the Triennial Elections in October 2016 the Mayor elected to exercise the authority of Section 41A(3)(a) and appoint the Deputy Mayor. Following the making and attesting of the 2016 Declarations, the Mayor appointed Cr Guy Whitaker as Deputy Mayor.

<b>Commentary</b>
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3.1 As both the Mayor and Deputy Mayor will be unavailable for Mayoral duties during the period 25 August 2018 to 16 September 2018, the Mayor, with agreement of Deputy Mayor Whitaker and Cr Allan Goddard, has made a temporary appointment to the position of Deputy Mayor to Cr Allan Goddard for this period.

- 3.2 At the end of the stated period, Cr Goddard's temporary appointment as Deputy Mayor will cease and Cr Whitaker will continue as Deputy Mayor.

<b>Suggested Resolutions</b>
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- 1 The Business Paper – Temporary Appointment of Deputy Mayor be received.
- 2 Council acknowledges the Mayor's exercising of Section 41A(3)(a) of the Local Government Act 2002 in making a temporary appointment to Councillor Allan Goddard to act as Deputy Mayor for the period 25 August 2018 to 16 September 2018.



MICHELLE HIGGIE  
**EXECUTIVE ASSISTANT**

**Document No:** A402726

**Report To:** Council



**Meeting Date:** 21 August 2018

**Subject:** National Environmental Standard for Air Quality (Air Quality NES)

**Type:** Information Only

## Purpose of Report

- 1.1 The purpose of this business paper is brief Council on the potential review of the National Environmental Standards for Air Quality (NESAQ).

## Background

- 2.1 The NESAQ are regulations made under the Resource Management Act 1991 which aim to set a guaranteed minimum level of health protection for all New Zealanders.
- 2.2 The NESAQ came into effect on 8 October 2004, and is made up of 14 separate but interlinked standards.
- 2.3 These include:
- Seven standards banning activities that discharge significant quantities of dioxins and other toxics into the air
  - Five standards for ambient (outdoor) air quality
  - A design standard for new wood burners installed in urban areas
  - A requirement for landfills over 1 million tonnes of refuse to collect greenhouse gas emissions.
- 2.4 Regional councils (and unitary authorities) are responsible for managing air quality under the Resource Management Act. They are required to identify areas where air quality is likely, or known, to exceed the standards. These areas are known as "airsheds".
- 2.5 The NESAQ are mandatory environmental regulations made under the RMA that:
- direct regional councils to focus on monitoring of PM10 as the main contaminant of concern and on managing the main source of PM10 emissions, namely woodburners used for domestic home heating;
  - include ambient air quality standards for PM10, carbon monoxide, nitrogen dioxide, sulphur dioxide and ozone for protecting human health;

- require regional councils to monitor air quality if it is likely that the ambient air quality standard for a contaminant will be breached in an airshed;
  - state that an airshed is classified as polluted if it has more than one PM10 exceedance per 12 month period; and
  - state that an airshed ceases to be polluted when the PM10 standard has not been breached in the airshed for five years.
- 2.6 There are 20 airsheds in the Waikato Region monitored by the Waikato Regional Council (WRC); including Te Kuiti, which has been identified as requiring ongoing maintenance based on the identification of previous PM10 exceedances.
- 2.7 The air quality standard for PM10 is 50 micrograms per cubic metre of air (50 µg/m<sup>3</sup>) averaged over a 24-hour period (from midnight to midnight), with one allowable exceedance per 12-month period.

## Commentary

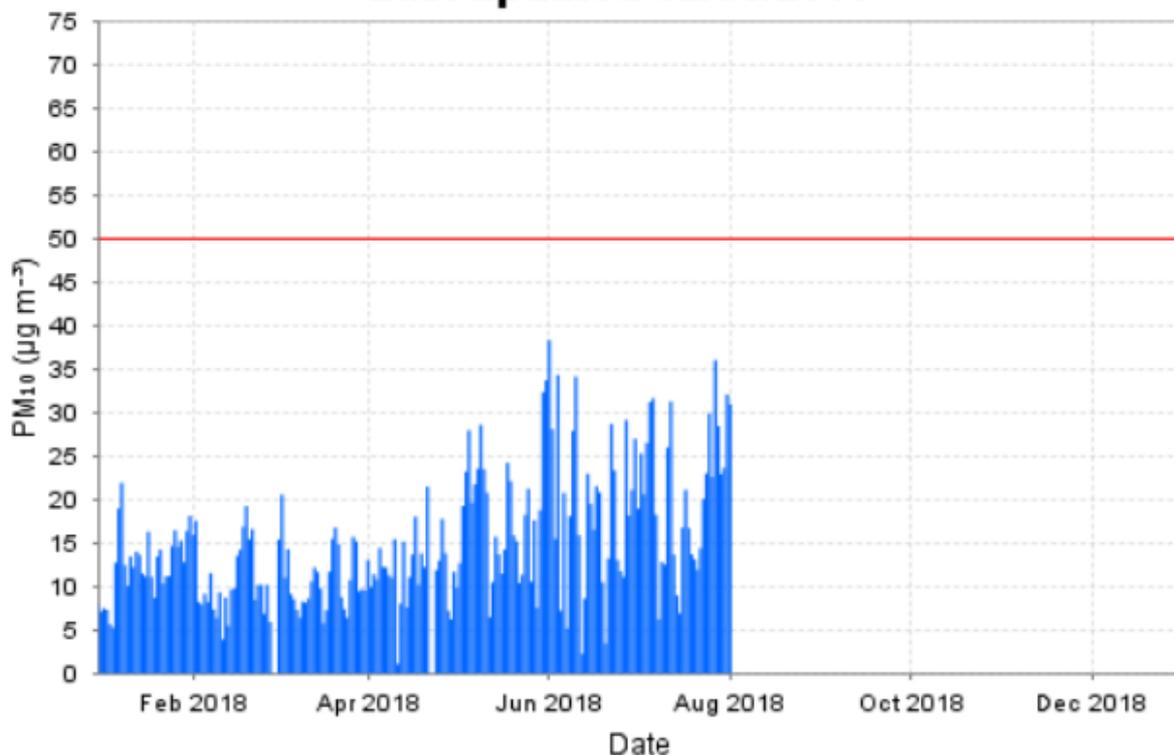
- 3.1 The Ministry for the Environment (MFE) advises that in March 2018, Hon Nanaia Mahuta, Associate Minister for the Environment (with responsibility for air quality) requested officials from the MFE proceed with work to amend the Air Quality NES. MFE is currently testing initial ideas with regional councils in areas where air pollution remains an issue, as well as talking to relevant iwi and industry groups. At this stage, MFE has no further information to share as they are in the 'developing phase' of the project.
- 3.2 The key drivers for the amending the NESAQ as stated by MFE (via email) are:
- "The need to align the NESAQ with current scientific findings on the health impacts of particulate pollution. Fine particles (PM2.5) have far greater health impacts so it's important we measure the right thing.
  - The need to ensure that the regulatory framework to manage air quality remains fit for purpose and considers a balance in achieving outcomes for both clean air and warm homes.
  - The need for an integrated approach to managing the factors leading to emissions from home heating by aligning with other government initiatives that manage home heating".
- 3.3 An article in the Waikato Times dated 21 July 2018 stated that the focus of the standards is expected to change to PM2.5 to align with the World Health Organisation's recommendation.
- 3.4 Te Kuiti Airshed**
- 3.5 The Te Kuiti airshed is shown in the picture below:

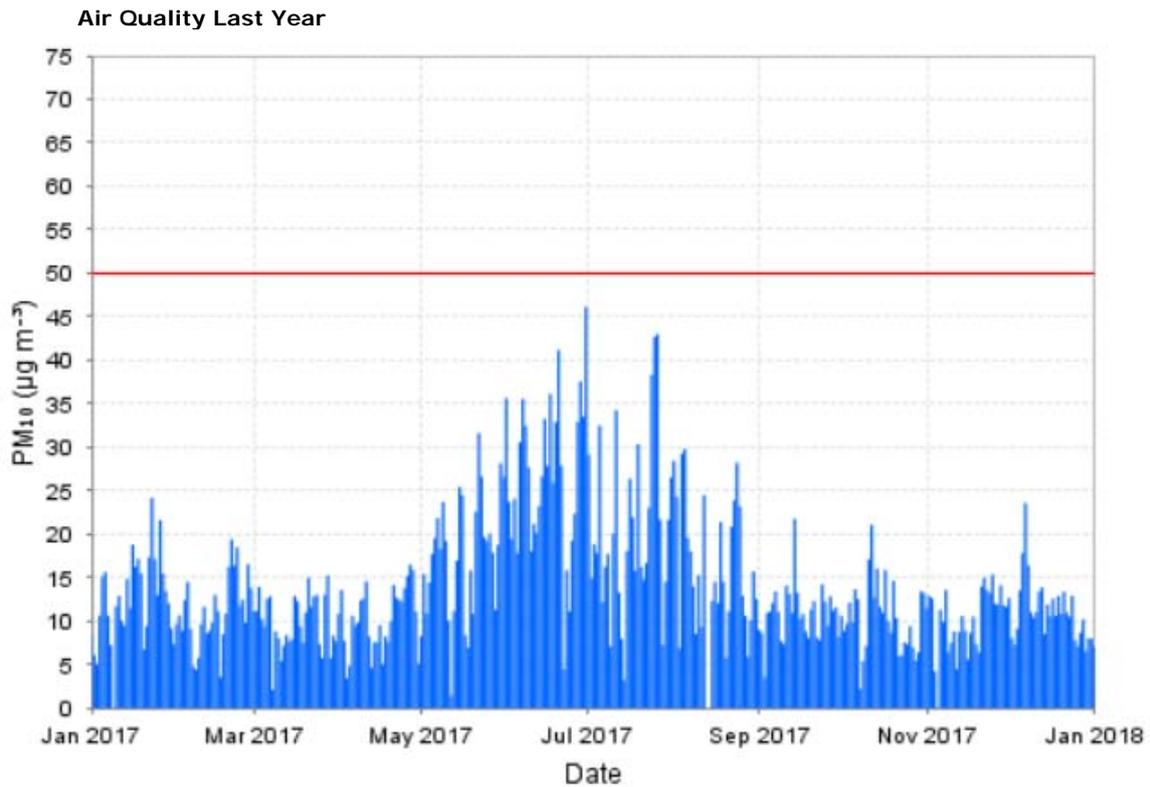


- 3.6 The Waikato Regional Council report "Ambient air quality monitoring report of the Waikato region – 2016" (dated 2016 but published 10 January 2018), states that as of December 2016, the Te Kuiti airshed is now classified as "non-polluted" as it has not had a breach of the NESAQ for five years.

#### Air Quality Current Year

**Last updated 02/08/2018**



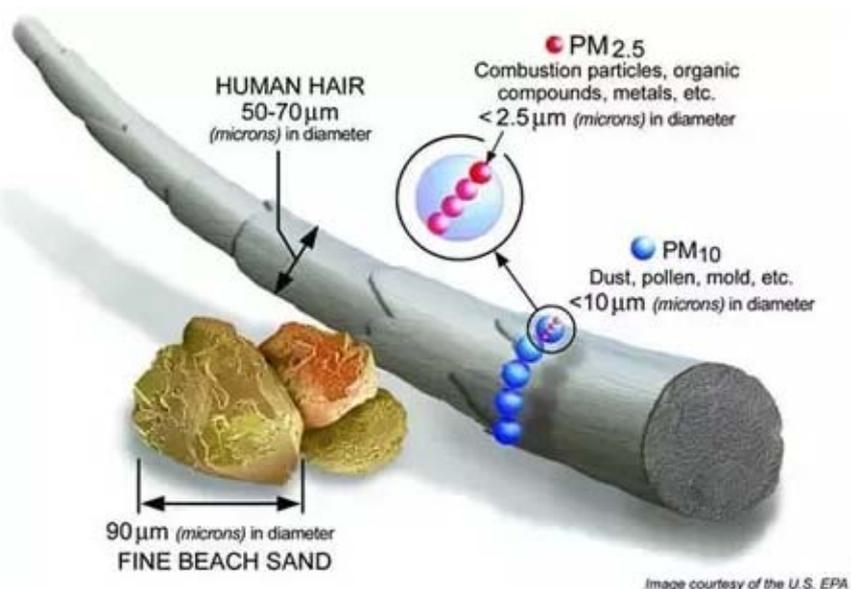


### Difference between PM<sub>2.5</sub> and PM<sub>10</sub>

3.7 The World Health Organisation defines particulate matter (PM) as follows:

*"PM is a common proxy indicator for air pollution. It affects more people than any other pollutant. The major components of PM are sulfate, nitrates, ammonia, sodium chloride, black carbon, mineral dust and water. It consists of a complex mixture of solid and liquid particles of organic and inorganic substances suspended in the air. While particles with a diameter of 10 microns or less, ( $\leq$  PM<sub>10</sub>) can penetrate and lodge deep inside the lungs, the even more health-damaging particles are those with a diameter of 2.5 microns or less, ( $\leq$  PM<sub>2.5</sub>). PM<sub>2.5</sub> can penetrate the lung barrier and enter the blood system".*

3.8 PM<sub>10</sub> is particulate matter 10 micrometers or less in diameter, while PM<sub>2.5</sub> is particulate matter 2.5 micrometers or less in diameter. PM<sub>2.5</sub> is generally described as fine particles. By way of comparison, a human hair is about 100 micrometres, so roughly 40 fine particles could be placed on its width:



- 3.9 Should the NESAQ be amended to require Regional Councils to monitor/enforce PM2.5, WRC would be required to respond to the NESAQ by developing new rules, policies, objectives (in the Regional Policy Statement and Regional Plan), and monitoring processes. The higher standard would likely have consequential effects on industry and home owners.
- 3.10 Further information will be provided to Council once MFE has provided some certainty on the proposed amendments.

**Recommendation**

- 4.1 Council note the briefing provided on potential amendments to the NESAQ.

**Suggested Resolution**

The business paper on National Environmental Standard for Air Quality (Air Quality NES) be received.



TERRENA KELLY  
**GROUP MANAGER COMPLIANCE**

6 August 2018

**Document No:** A402838

**Report To:** Council



**Meeting Date:** 21 August 2018

**Subject:** Representational Arrangement

**Type:** Decision Required

## Purpose of Report

- 1.1 The purpose of this business paper is to present to Council a Representation Review Proposal for the 2019 and 2022 Local Body Elections for consideration and adoption for public consultation.

## Background

- 2.1 Council is required to review representation arrangements every 6 years as defined under the Local Electoral Act 2001 and the Local Electoral Amendment Act 2002. This review must cover:
- 1 Whether the members of the territorial authority (other than the Mayor) are proposed to be elected, by the electors of the District as a whole; or by the electors of two or more wards or by a combination of both as prescribed under 19J Review of community boards;
  - 2 The proposed number of elected members with a prescribed minimum and maximum requirement (6 minimum 30 maximum members including the Mayor) as prescribed by Part 1A 19A Membership of Territorial Authorities of the LEA.
  - 3 The boundaries and names of wards if election by wards is preferred;
  - 4 Whether to have community boards and if so how many, their boundaries and membership and whether to subdivide a community for electoral purposes;
- 2.2 Council has previously reviewed its Representation Arrangements in 2011 for the 2013 local body elections, and is therefore required to review its arrangements for the 2019 and 2022 local body elections.
- 2.3 A decision regarding Council's representation arrangement proposal for the 2019 and 2022 elections has to be made by 31 August 2018 in order to meet the statutory requirement for public notification of the proposal by 8 September 2018.
- 2.4 Electoral Systems**
- 2.5 Other provisions of the LEA (s27 and s19Z) also provide the option to Councils' to change the electoral system to be used for the following two local body elections (2019 and 2022 elections at this time) and to establish Māori Wards or Māori Constituencies.

- 2.6 Business papers were presented to Council on these matters on 29 August 2017. Council resolved at this meeting to maintain status quo (First Past Post "FPP") voting system and not to establish Māori Wards.

## Commentary

- 3.1 The LEA provides for fair representation arrangements, which is determined under Section 19V (2) as below:

### **19V Requirement for fair representation and other factors in determination of membership for wards, constituencies, and subdivisions**

- (1) *In determining the number of Members to be elected by the electors of any ward or constituency or subdivision, the territorial authority or regional council and, where appropriate, the Commission must ensure that the electors of the ward or constituency or subdivision receive fair representation, having regard to the population of every district or region or community and every ward or constituency or subdivision within the district or region or community.*
- (2) *For the purposes of giving effect to subsection (1) the territorial authority or regional council and, where appropriate, the Commission must ensure that the population of each ward or constituency or subdivision, divided by the number of members to be elected by that ward or constituency or subdivision, produces a figure no more than 10% greater or smaller than the population of the district or region or community divided by the total number of Elected Members (other than the Mayor, if any)*

- 3.2 Put simply the population of a Ward represented per elected member of that Ward should not differ more than +/-10% from the total population divided by the total number of elected members for the District.
- 3.3 Based on 2013 census of normally resident population in the Waitomo District (the most up to date numbers), the population per member in the Rural Ward is  $4689/3=1563$  and in Te Kuiti Ward is  $4221/3=1406$ . Total for the District is  $8,910/6=1485$ . The +/- 10% range is 1,337 to 1,634.
- 3.4 Under the existing Ward structure and the present 6 Members (excluding Mayor elected at large) the arrangements sit within the fair representation threshold at population number per member of 1,406 or 1,563.
- 3.5 The above existing Representation arrangements are shown in Figure 1 and meet Section 19A of the LEA which requires territorial authorities to have no less than 6 members and no more than 30 members including the Mayor.

Ward	Est. Population as at 5 March 2013	Elected Members Proposed	Population per Elected Member
Rural	4,689	3	1,563
Urban	4,221	3	1,406
Whole District	8,910	6	1,485

- 3.6 It is noted that Waitomo District Councils existing Representational Arrangements consist of 6 Elected Members and 1 Mayor at large.
- 3.7 The existing Ward and Representation arrangement meets the fair representation requirements as prescribed by the legislation.
- 3.8 There have been no circumstances or evidence that has been presented to date which would suggest either the need to adjust or completely change the existing Representational Arrangements.
- 3.9 A decision regarding the Representational Arrangements is required by the 31 August 2018 through resolution of the Council, with a public notification to be made by 8 September 2018.
- 3.10 Submissions are scheduled to close by 7 October 2018. If no submissions are received the proposal becomes final.
- 3.11 Table below presents the timelines and milestones to follow if submissions are received on council's proposal.

Key Milestone	Timelines
Public notice of proposal and invite submissions (public notice must be within 14 days after making resolution and prior to 8 September 2018)	4 September 2018
Submissions close	5 October 2018
If no submissions then proposal becomes final	
Council Meeting Consideration of submissions and possible amendment of proposal (within 6 weeks of closing date of submissions)	30 October 2018
Public notice of Council's "final" proposal	8 November 2018
Appeals and objections close	7 December 2018 (Statutory deadline, 20 December 2018)
If no appeals or objections then proposal becomes final	Public notice 13 December - final proposal
If appeals/objections received, Council forwards appeals, objections and other relevant information to the Commission	By 21 December 2018 (Statutory deadline 15 January 2019)
Commission considers resolutions, submissions, appeals and objections and makes determination	Prior to 11 April 2019
Determination subject to appeal to High Court on a point of law	

## Analysis of Options

### 4.1 Representation Alternatives

4.2 An alternative Wards and Representation arrangement is presented in Figure 2 as a starting point for discussion, although it is important to note that no circumstances have arisen that would require a change to the existing arrangement.

**Figure 2**

Ward		Estimated Population	Elected Members	Population per Elected Member
Ward 1	Piopio	393	1	792
	Mahoenui	399		
Ward 2	Taharoa	231	1	1,767
	Marokopa	1,536		
	Inlet-Waitomo District	-		
Ward 3	Waipa Valley	1,050	1	1,101
	Tiroa	51		
Ward 4	Mokauiti	1,029	1	1,029
Ward 5	Te Kuiti	4,221	2	2,109
<b>Total District</b>		<b>8,910</b>	<b>6</b>	<b>1,485</b>

4.3 This alternative Ward and representation arrangement does not meet the fair representation required under the LEA under which population per member should not deviate more than 1,406 to 1,563.

4.4 There are four instances when exemption from the +/- 10% variation rule may be allowed under LEA [s19V(3)] –

- To provide effective representation of communities of interest within:
  - Island communities
  - Isolated communities
- Where compliance would limit effective representation of communities of interest by:
  - Dividing a community of interest
  - Grouping together communities of interest with few commonalities of interest.

4.5 Recent advice from the Local Government Commission states that Councils should clearly identify on which grounds they think an exemption should be permitted from those listed above, and provide evidence to support that assertion.

### 4.6 **Community Boards**

4.7 Community boards represent the interests of particular communities and can be established in any part of a district where no other 'community' (as defined in the LGA 2002) already exists. The LGA 2002 defines community as an area constituted in any part of the district in accordance with the Act.

- 4.8 Council has the option to consider the establishment (or not) of a Community Board however, it is our understanding that no circumstances have arisen that currently warrant the establishment of one.

### Considerations

5.1 **Risk**

- 5.2 There are no significant risks identified with this 'initial' proposal.

5.3 **Consistency with Existing Plans and Policies**

- 5.4 There is nothing contained within this paper which is inconsistent with existing plans or policies.

5.5 **Significance and Community Views**

- 5.6 Community views will be sought on Council's resolution on the 'initial proposal' from 4 September to 7 October 2018.

### Recommendation

- 6.1 It is recommended that Council retain the existing Representational Arrangements of 6 Members and 1 Mayor at large for the 2019 and 2022 Local Body Elections.

### Suggested Resolutions

- 1 The business paper on Representation Arrangement be received.
- 2 The current Representation Arrangements be retained for the 2019 and 2022 Elections as follows:
  - 6 Elected Members elected by Wards, plus the Mayor elected at large
  - Two Wards:
    - Urban Ward (3 Elected Members)
    - Rural Ward (3 Elected Members)
  - No Community Boards
- 3 The Chief Executive be delegated authority to develop the necessary consultation material for the proposal pursuant to Section 19M of the Local Electoral Act 2001

VIBHUTI CHOPRA  
**GROUP MANAGER – CORPORATE SERVICES**

14 August 2018

Document No: A403565

**Report To: Council**



**Meeting Date: 21 August 2018**

**Subject: Out of Funding Round Applications – Te Kuiti Development Incorporated and Project Piopio Trust**

**Type: Decision Required**

### **Purpose of Report**

- 1.1 The purpose of this business paper is for Council to consider Out of Funding Round Triennial Grants Fund Applications from Te Kuiti Development Incorporated, trading as Legendary Te Kuiti and Project Piopio Trust.

### **Background**

- 2.1 The Triennial Grants Fund (TGF) forms part of Waitomo District Council's (WDC) broader Community Development Fund.
- 2.2 The TGF makes funding available to community groups to assist with operational costs for a period of three years with funding allocated annually.
- 2.3 To be eligible for funding via the TGF, community groups must have a proven record of accomplishment in their area of service provision, have a well-established and positive relationship with WDC and be able to identify how the work they undertake assists in the achievement of WDC's Community Outcomes.
- 2.4 The dollar value of each grant is determined on a case by case basis and should not exceed \$10,000.
- 2.5 The assessment and allocation of the Triennial Grant Fund is at the discretion of the elected Council with TGF grants allocated to align with WDC's Long Term Plan calendar.
- 2.6 An invitation to apply to the 2018-2021 TGF was advertised in the Waitomo News on 7 and 21 June 2018, on WDC's Website and Facebook Page. Applications closed on 1 July 2018.
- 2.7 Eight applications were received. Council considered these applications at the 31 July 2018 Council meeting and approved the allocation of funding to successful applicants.

### **Commentary**

- 3.1 An Out of Round TGF application was received from Project Piopio Trust on 2 August 2018. A copy of the application and supporting documentation is attached to this business paper for Councils reference.

- 3.2 An Out of Round TGF application was received from Legendary Te Kuiti on 8 August 2018. A copy of the application and supporting documentation is attached to this business paper for Councils reference.
- 3.3 A deputation from representatives of Legendary Te Kuiti and Project Piopio Trust also forms part of this Agenda.
- 3.4 The Community Development Fund Policy states out of funding round applications, those received outside of the specified timetable will not be considered for funding unless exceptional circumstances apply.
- 3.5 The Policy refers to exceptions, as follows:
- “Council at its discretion, in exceptional circumstances, and on a case by case basis, may consider funding applications out of round or from organisations who do not meet the eligibility criteria if*
- *There is evidence of significant volunteer labour and fundraising*
  - *The project is of significant District wide benefit*
  - *The project or activity supports WDC’s Safe Communities Framework*
- 3.6 Council’s guidance is sought.

## Considerations

### 4.1 **Risk**

- 4.2 There is no identified risk in Council considering this Out of Round Funding Application.

### 4.3 **Consistency with Existing Plans and Policies**

- 4.4 The consideration of funding applications is undertaken consistently in accordance with the Community Development Fund Policy.

### 4.5 **Significance and Community Views**

- 4.6 This decision is not a significant decision in terms of Council’s Significance and Engagement Policy.

## Suggested Resolutions

- 1 The business paper on Out of Funding Round Applications – Te Kuiti Development Incorporated and Project Piopio Trust be received.
- 2 Council accept / not accept the Out of Funding Round Triennial Grants Fund Application from Te Kuiti Development Incorporated.  
  
If 2 above is accepted, then:
- 3 Council approve a Triennial Grant of \$\_\_\_\_\_ to Te Kuiti Development Incorporated / not approve a Triennial Grant to Te Kuiti Development Incorporated.
- 4 Council accept / not accept the Out of Funding Round Triennial Grants Fund Application from Project Piopio Trust.

If 4 above is accepted, then:

- 5 Council approve a Triennial Grant of \$\_\_\_\_\_ to Project Piopio Trust / not approve a Triennial Grant to Project Piopio Trust.



HELEN BEEVER  
**GROUP MANAGER – COMMUNITY SERVICES**

August 2018

- Attachments
1. Te Kuiti Development Incorporated – Triennial Grant Application
  2. Project Piopio Trust Application – Triennial Grant Application



8<sup>th</sup> August 2018

Attention Chris Ryan, CEO Waitomo District Council:

Dear Chris,

I am writing this letter to request the council's consideration for an ,out of round ,funding support for our committee LTK (Legendary Te Kuiti) to enable us to employ a marketing person to help drive our plans forward and help keep making Te Kuiti a great place to play, work, visit and live.

As you know we have numerous plans to continue the work we have done and our next focus is on establishing our legends gallery. To do this we require a marketing person to drive the sale of Legends and Meads merchandise and assist with funding applications which in turn will give us the necessary cash injection to get this project underway.

The gallery will benefit our locals as well as being an additional drawcard to attract more visitors to our town.

We are a committee of 15 passionate Te Kuiti people who are very time poor and we have almost 100 members who are more than happy to contribute their time and energy to our cause. Employing a marketing person will enable a coordinated approach to all of our efforts.

I have also attached our original Triennial Funding application which we missed the deadline for to support this request.

If the council could please give this serious consideration that would be much appreciated.

Yours Sincerely

Mark Brittenden

Chairperson LTK

### 1. About your Organisation

Full Name	<input type="text" value="Te Kuiti Development Inc (Legendary Te Kuiti)"/>		
Postal Address	<input type="text" value="PO Box 137"/>		
	<input type="text" value="Te Kuiti 3941"/>		
Physical Location	<input type="text" value="C/- PC Soft, 201 Rora Street, Te Kuiti 3910"/>		
Contact Numbers	<input type="text" value="078787759 opt 4"/>	<input type="text" value="021 440572"/>	<input type="text" value="na"/>
	Phone	Mobile	Fax
Email	<input type="text" value="info@tekuiti.org.nz"/>		
GST Number	<input type="text" value="117655136"/>		
Legal Status	<input type="radio"/> Trust <input type="radio"/> Formally Constituted Society <input checked="" type="radio"/> Incorporated Society <input type="radio"/> Informal Group or Committee <input checked="" type="radio"/> Other (Please Describe) <input type="text" value="Charities # CC52248"/>		
Years of Operation	<input type="text" value="7"/>		

#### Organisational Categories

Please identify which of the following areas your organisation supports. Tick as many, or as few, as appropriate.

- |  |  |   |
|--|--|---|
| <input type="radio"/> Culture and Recreation               | <input type="radio"/> Environmental and Animal Protection        | <input type="radio"/> International Organisations, Aid and Relief |
| <input type="radio"/> Education and Research               | <input type="radio"/> Development and Housing                    | <input type="radio"/> Religious Congregations and Associations    |
| <input type="radio"/> Health                               | <input checked="" type="radio"/> Civic and Advocacy Groups       | <input type="radio"/> Not elsewhere classified                    |
| <input type="radio"/> Social Services and Emergency Relief | <input type="radio"/> Philanthropic Organisation, Aid and Relief |   |

#### Purpose

What is the organisations main purpose and objectives?

To foster and develop improvements in the image of Te Kuiti by way of activities, events and promotions, improvements to community central resources and teh development and porudction of marketing resource.  
By imporiving our image, we hope to ensure our community has continued employment and growth.

**Contact Persons**

Two contact names are required. These must be the same people who make the declaration on behalf of your organisation on page 6 of the application.

Name	Mark Brittinden	Name	Jeremy Earl
Position	Chair person	Position	Treasurer
Phone(day)	021536897	Phone(day)	021440572
Email	Mark.Brittinden@foodstuffs.co.nz	Email	jeremy@pc-soft.co.nz

**Referee Details**

Name	Guy Whitaker	Name	Phil New
Position	Committee Member	Position	Committee Member
Phone(day)	0211515575	Phone(day)	0276615800
Email	guy@tekuiti100.co.nz	Email	stretch@hotmail.com

Which of the following Community Categories will benefit from the project or initiative?  
(Tick as many, or as few, as appropriate)

Urban

Rural

All of District

**2. Basis of Application****Describe your Funding Needs**

Please identify what the funding will be used for in the 2018-2021 triennium. Will this grant fund operational costs for a service? e.g. rates, power, phone, minor items, or will this grant fund the development of existing facilities or services?

The funding required is for Administration costs and wages for a Marketing personal to assist the committee in facilitating the promotion of Te Kuiti and surrounding districts, through projects and promotions.

**Community Benefit**

How do you expect the Community to benefit from your organisations services over the 2018-2021 triennium?

It will help to stimulate growth, support the economic development for the community, promoting the district and stimulating pride in the town and surrounding districts from the local people.

### 3. Community Outcomes and Funding Priorities

The basis of this Community Development Fund Triennial Grant is to ensure recipients are undertaking projects and services that make a positive contribution to achieving the Council’s Strategic Community Outcomes over the 2018-2021 triennium. Below is a list of Community Outcomes that contribute to the Community Development Group. Please identify which outcomes your organisation will contribute to over this period. (Tick as many or as few as appropriate)

**● Vibrant Communities**

- A place where the multicultural values of all its people and, in particular, Maori heritage and culture is recognised and valued.
- A place where all age groups have the opportunity to enjoy social, cultural and sporting activities within our District.
- A place where young people have access to education, training, and work opportunities.
- A place where young people feel valued and have opportunities for input into the decisions for the District.

**● Thriving Business**

- A place that attracts more people who want to live, work and play, and raise a family.

**● Effective Leadership**

- A place where the development of partnerships for the delivery of programmes and services is encouraged and pursued.

### 4. Funding for your Services

- Please include annual funding - the level of funding requested annually over the 2018-2021 period.
- If you are GST registered please do not include GST in these costs.
- Please round all figures to the nearest dollar.
- Please list separate costs (attached written estimates for verification) and not just a total figure.

<b>Expenditure</b> Cost of the Project	\$
<b>Wages</b>	<b>13000</b>
<b>A Total Cost of Project/Service</b>	<b>13000</b>

<b>Income</b> How do you plan to fund the project	\$
Income from Sales of Merchise	<b>4000</b>
Income from Membership	<b>3000</b>
<b>B Funds for Project/Service</b>	<b>7000</b>

<b>Total Amount Applied for(A - B)</b>	<b>\$6000</b>
--	---------------

**5. Funding from other Parties**

Have you applied to, or do you intend to apply for funding from any other source for the services identified in this application?

No  Yes

If Yes, please detail below:

<b>Name of Group</b>	\$
COGS	?

**6. Previous Council Funding**

Have you received financial assistance from Waitomo District Council during the last three years for any purpose? (i.e. rates relief, reduced rental, previous annual grants/discretionary grants)

No  Yes

If Yes, please detail below:

<b>What was the purpose of funding?</b>	\$
Triennial Grant x 3	2925
Discretionary Grant, room hireage santa grotto	500

**7. Financial Accounts**

Please supply a copy of your organisations last Annual Financial Report, or, in the absence of the Financial Report, a statement of income and expenditure for the past 12 months. If neither of these documents is available, please explain why below and attach a copy of your organisations most recent bank statement.

have included last year accounts, this years is with the accountant.

## 8. Volunteer Support

What level of volunteer support does your organisation currently receive?

Number of volunteer workers involved?

20

Describe the work volunteers undertake

Monthly meetings, working party meetings, coordination of evens example, legendary breakfast and after 5 functions, xmas parade santa float and grotto, shop local events and promotional activities, working bees to beautify the community. Fund Raising events to raise funds for projects.

Please identify any resources supplied by volunteers

Time is the main contributor, and also administration resources (IT, phone, stationary, postage, photocopying)

## 9. Further Information

Please add any further information you may wish to provide including letters of support, strategies and business plans.

TKDI is an established organisation which is run by an enthusiastic committee of community residents. All committee members are in full-time employment, most of which run their own businesses.

We see that our strength, as an organisation is in maintaining a high membership that we can contact for consultation on views and which we can also call on to assist with projects. i.e. - Our strength is in numbers. We aim to be inclusive.

We see it as vital that we can communicate frequently and effectively with our membership and with the community at large. We aim to create more depth in the information which we distribute to our members to keep them better informed, to encourage better participation and to facilitate new membership. We have reviewed what has and hasn't worked in our communication over the past few years and we now aim to strengthen and build on what we have done previously. This will involve communicating the key points of our marketing and action plan and communication to new members of the community. This will be done via newsletter/flyers (both via IT and in print form), and advertising in the local newspaper. This is costly; however it is a vital part of our success as a group.

It is our intention to keep our membership fees as low as possible (currently only \$20 for personal membership and \$50 for businesses per annum) to ensure that we do not create barriers to membership for our community members. In doing this, we realise that all of the projects which we embark on will necessitate fundraising and grant applications to realise.

Any assistance which the WDC can give us in the cost of 'running our group', assists us in putting our fundraising efforts in the further development and improvements of our town.

## 10. Declaration and Consent

In making this funding application I/we declare that:

1. I/We are authorised to do so and to the best of my/our knowledge the information contained herein is true and correct.
2. Any funding received will be used for the purpose for which it was approved.
3. If the application is successful, I/we agree to provide an accountability report to the Waitomo District Council annually for the 2018-2021 triennium period.
4. I/we also consent to the Waitomo District Council collecting, retaining and using the contact details of our organisation that have been listed in this application.
5. I/we agree to repay Waitomo District Council all funding that is not used for the purposes outlined in this application.

Name   
 Signature   
 Date

Name   
 Signature   
 Date

## 11. Checklist

Please read and complete the following before submitting your application. Incomplete or late applications will not be accepted.

### Have you:

Office Use

Applicant Use

Completed ALL sections of the application?

Checked all figures within the application?

Attached a copy of your Financial Report/Accounts?

Attached Referee Details?

Attached a Bank Deposit Slip (If a donation is approved, payment will be direct credited into your nominated account)

Attached additional information - any applicable letters of support, strategies or business plans?

### Please send completed applications to:

Waitomo District Council  
 PO Box 404  
 Te Kuiti 3941

Ph: 07 878 0800  
 Fax: 07 878 7771

info@waitomo.govt.nz

# Annual Report

Te Kuiti Development Inc  
For the year ended 31 March 2017

Prepared by Lionel Smith & Associates Ltd

## Contents

3	Compilation Report
4	Entity Information
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# Compilation Report

## Te Kuiti Development Inc For the year ended 31 March 2017

Compilation Report to the Committee of Te Kuiti Development Inc.

### Scope

On the basis of information provided and in accordance with Service Engagement Standard 2 Compilation of Financial Information, we have compiled the financial statements of Te Kuiti Development Inc for the year ended 31 March 2017.

These statements have been prepared in accordance with the accounting policies described in the Notes to these financial statements.

### Responsibilities

The Committee are solely responsible for the information contained in this financial report and have determined that the accounting policies used are appropriate to meet your needs and for the purpose that the 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. Our procedures do not include verification or validation procedures. No audit or review engagement has been performed and accordingly no assurance is expressed.

### Independence

We have no involvement with Te Kuiti Development Inc other than for 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 any 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 this financial report.



Lionel Smith & Associates Limited

Chartered Accountants

47 Taupiri Street

P O Box 159

Te Kuiti

Dated: 11 September 2017

## Entity Information

### Te Kuiti Development Inc For the year ended 31 March 2017

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

#### Legal Name of Entity

Te Kuiti Development Incorporated

#### Entity Type and Legal Basis

Incorporated Society

#### Registration Number

CC2547721

#### Entity's Purpose or Mission

Promote the welfare of the business community of Te Kuiti and in particular provide a forum for networking and collaboration of members. Assist and guide the development and advancement of the commercial interests of business people and businesses in Te Kuiti by providing a co-ordinated and focussed marketing, economic development and communication programme.

Enhance the safety, security and appearance of the central business district of Te Kuiti to attract and retain business. Make arrangements with and/or advocate to all relevant authorities, corporations and persons for ongoing improvement to the infrastructure in the central business district of Te Kuiti

#### Entity Structure

The Society consists of a managing committee, comprising a chairperson, a secretary, a treasurer and other members as the Society decide. There shall be a minimum of five committee member inclusive of the chair, secretary and treasurer.

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

Grants, Donations and Sale of Merchandise.

#### Main Methods Used by Entity to Raise Funds

We rely on a membership fee from members, the sale of our merchandise which promotes Te Kuiti and funds from Grants.

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

We rely on a volunteer committee and co-opted other volunteers to perform our function in the community.

#### Physical Address

201 Rora Street, Te Kuiti, New Zealand, 3941

#### Postal Address

PO Box 137, Te Kuiti, New Zealand, 3941

## Statement of Service Performance

### Te Kuiti Development Inc For the year ended 31 March 2017

'What did we do?', 'When did we do it?'

#### Description of Entity's Outcomes

To enhance the safety, security and attractiveness of Te Kuiti (as defined by the Committee from time to time) as a place to live, work and conduct business for the benefit of the whole Te Kuiti community. Also, to develop a coordinated economic development programme for the benefit of the Te Kuiti community at large.

#### Description and Quantification of the Entity's Outputs

A Lucky Shopper competition was run which promoted shopping locally. Local sheep statues around town which is still ongoing - this was to increase the attractiveness and interest of the main CBD to the community and passing visitors. Xmas parade and Santa grotto, Xmas trees for the CBD were erected. The sale of merchandise to promote Te Kuiti and the commencement of the Sir Colin Meads statue project and exhibition rooms off Te Kuiti ISite. A "Legendary Breakfast" was held with guest speakers.

## Approval of Financial Report

### Te Kuiti Development Inc For the year ended 31 March 2017

The Committee are pleased to present the approved financial report including the historical financial statements of Te Kuiti Development Inc for year ended 31 March 2017.

APPROVED

  
\_\_\_\_\_  
Jacky Fitzgerald

Chairperson

Date 12/09/17

  
\_\_\_\_\_  
Jeremy Earl

Treasurer

Date 12/09/17

## Statement of Financial Performance

### Te Kuiti Development Inc For the year ended 31 March 2017

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

	NOTES	2017	2016
<b>Revenue</b>			
Donations, fundraising and other similar revenue	1	129,578	3,449
Fees, subscriptions and other revenue from members	1	1,495	1,440
Revenue from providing goods or services	1	16,007	12,826
Interest, dividends and other investment revenue	1	43	184
Other revenue	1	4,965	500
<b>Total Revenue</b>		<b>152,088</b>	<b>18,399</b>
<b>Expenses</b>			
Expenses related to public fundraising	2	204	-
Volunteer and employee related costs	2	15,579	4,795
Costs related to providing goods or service	2	32,602	18,864
<b>Total Expenses</b>		<b>48,386</b>	<b>23,659</b>
<b>Surplus/(Deficit) for the Year</b>		<b>103,702</b>	<b>(5,261)</b>

This statement has been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.

## Statement of Financial Position

### Te Kuiti Development Inc As at 31 March 2017

'What the entity owns?' and 'What the entity owes?'

	NOTES	31 MAR 2017	31 MAR 2016
<b>Assets</b>			
<b>Current Assets</b>			
Bank accounts and cash	3	46,049	17,208
Debtors and prepayments	3	60,528	50
Goods and services tax		15,488	-
<b>Total Current Assets</b>		<b>122,065</b>	<b>17,258</b>
<b>Non-Current Assets</b>			
Other non-current assets	3	430,000	-
<b>Total Non-Current Assets</b>		<b>430,000</b>	<b>-</b>
<b>Total Assets</b>		<b>552,065</b>	<b>17,258</b>
<b>Liabilities</b>			
<b>Current Liabilities</b>			
Creditors and accrued expenses	4	1,104	-
Other current liabilities	4	190,000	-
<b>Total Current Liabilities</b>		<b>191,104</b>	<b>-</b>
<b>Non-Current Liabilities</b>			
Loans	4	240,000	-
<b>Total Non-Current Liabilities</b>		<b>240,000</b>	<b>-</b>
<b>Total Liabilities</b>		<b>431,104</b>	<b>-</b>
<b>Total Assets less Total Liabilities (Net Assets)</b>		<b>120,960</b>	<b>17,258</b>
<b>Accumulated Funds</b>			
Accumulated surpluses or (deficits)	5	120,960	17,258
<b>Total Accumulated Funds</b>		<b>120,960</b>	<b>17,258</b>

This statement has been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.

## Statement of Cash Flows

### Te Kuiti Development Inc For the year ended 31 March 2017

'How the entity has received and used cash'

	2017	2016
<b>Cash Flows from Operating Activities</b>		
Donations, fundraising and other similar receipts	79,878	2,925
Fees, subscriptions and other receipts from members	1,480	1,440
Receipts from providing goods or services	18,992	13,276
Interest, dividends and other investment receipts	43	184
GST	(20,320)	-
Payments to suppliers and employees	(51,232)	(25,030)
<b>Total Cash Flows from Operating Activities</b>	<b>28,841</b>	<b>(7,205)</b>
<b>Cash Flows from Investing and Financing Activities</b>		
Proceeds from loans borrowed from other parties	455,000	-
Repayments of loans borrowed from other parties	(215,000)	-
Cash Flows from Other Investing and Financing Activities	(240,000)	-
<b>Total Cash Flows from Investing and Financing Activities</b>	<b>-</b>	<b>-</b>
<b>Net Increase/ (Decrease) in Cash</b>	<b>28,841</b>	<b>(7,205)</b>
<b>Cash Balances</b>		
Cash and cash equivalents at beginning of period	17,208	24,413
Cash and cash equivalents at end of period	46,049	17,208
Net change in cash for period	28,841	(7,205)

This statement has been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.

# Statement of Accounting Policies

## Te Kuiti Development Inc For the year ended 31 March 2017

'How did we do our accounting?'

### Basis of Preparation

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

### Goods and Services Tax (GST)

Te Kuiti Development Inc became GST registered on 1 December 2016. Prior to this date all figures were reported inclusive of GST. Subsequent to that date, all amounts are stated exclusive of goods and services tax (GST) except for accounts payable and accounts receivable which are stated inclusive of GST.

### Income Tax

Te Kuiti Development Inc is wholly exempt from New Zealand income tax having fully complied with all statutory conditions for these exemptions.

### Bank Accounts and Cash

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

### Changes in Accounting Policies

There have been no changes in accounting policies. Policies have been applied on a consistent basis with those of the previous reporting period.

# Notes to the Performance Report

## Te Kuiti Development Inc For the year ended 31 March 2017

	2017	2016
<b>1. Analysis of Revenue</b>		
<b>Donations, fundraising and other similar revenue</b>		
Donations - Statue	7,633	-
Donations	-	524
Grant Received - NKCDT	19,020	-
Grant Received - WDC	2,925	2,925
Grants Received - Grass Roots Rugby	50,000	-
<b>Total Donations, fundraising and other similar revenue</b>	<b>79,578</b>	<b>3,449</b>
<b>Fees, subscriptions and other revenue from members</b>		
Subscriptions Received	1,495	1,440
<b>Total Fees, subscriptions and other revenue from members</b>	<b>1,495</b>	<b>1,440</b>
<b>Revenue from providing goods or services</b>		
Ruby Balls	4,263	-
Sheep Sales	8,800	10,610
Sponsorship - Statue	50,000	-
Tea Towels Income	674	916
TKDI Tee Sales	2,271	1,300
<b>Total Revenue from providing goods or services</b>	<b>66,007</b>	<b>12,826</b>
<b>Interest, dividends and other investment revenue</b>		
Interest Received	43	184
<b>Total Interest, dividends and other investment revenue</b>	<b>43</b>	<b>184</b>
<b>Other revenue</b>		
Other Revenue	4,965	500
<b>Total Other revenue</b>	<b>4,965</b>	<b>500</b>
	<b>2017</b>	<b>2016</b>

## 2. Analysis of Expenses

### Expenses related to public fundraising

Meadsville Expenses	204	-
<b>Total Expenses related to public fundraising</b>	<b>204</b>	<b>-</b>

### Volunteer and employee related costs

Sub Contractor	15,579	4,795
<b>Total Volunteer and employee related costs</b>	<b>15,579</b>	<b>4,795</b>

### Costs related to providing goods or services

Accounting Fees - Donated	-	524
Advertising	2,533	2,821
Bank Fees	5	-
Consulting & Accounting	855	-

Entertainment & Catering	624	305
Freight & Courier	(35)	-
General Expenses	3,020	-
Legend Board Expenses	-	573
Printing, Stamps and Stationery	863	411
Rugby Ball Purchase	11,273	-
Secretary services	430	500
Sheep Expenses	6,905	11,163
Shopping Promotions	388	-
Subscriptions	592	570
TKDI Tee Shirts	4,349	1,998
Xnas Promotion Prize	800	-
<b>Total Costs related to providing goods or services</b>	<b>32,602</b>	<b>18,864</b>
	<b>2017</b>	<b>2016</b>

### 3. Analysis of Assets

#### Bank accounts and cash

Cheque	6,206	2,029
Meads Statue Project Account	34,633	-
Saving	5,209	15,179
<b>Total Bank accounts and cash</b>	<b>46,049</b>	<b>17,208</b>

#### Debtors and prepayments

Accounts Receivable	60,528	50
<b>Total Debtors and prepayments</b>	<b>60,528</b>	<b>50</b>

#### Other non-current assets

Sir Colin Meads Bronze Statue	430,000	-
<b>Total Other non-current assets</b>	<b>430,000</b>	<b>-</b>

2017 2016

### 4. Analysis of Liabilities

#### Creditors and accrued expenses

Accounts Payable	1,104	-
<b>Total Creditors and accrued expenses</b>	<b>1,104</b>	<b>-</b>

#### Other current liabilities

Stamilla Ent Ltd	190,000	-
<b>Total Other current liabilities</b>	<b>190,000</b>	<b>-</b>

**Loans**

Loan - North King Country Development	240,000	-
<b>Total Loans</b>	<b>240,000</b>	<b>-</b>

2017                      2016

**5. Accumulated Funds****Accumulated Funds**

Opening Balance	17,258	22,519
Accumulated surpluses or (deficits)	103,702	(5,261)
<b>Total Accumulated Funds</b>	<b>120,960</b>	<b>17,258</b>

<b>Total Accumulated Funds</b>	<b>120,960</b>	<b>17,258</b>
--------------------------------	----------------	---------------

**6. Commitments (Alternative)**

There are no commitments as at 31 March 2017 (Last year - nil).

**7. Contingent Liabilities and Guarantees**

There are no contingent liabilities or guarantees as at 31 March 2017 Last year - nil).

**8. Related Parties**

There were no transactions involving related parties during the financial year.

**9. Events After the Balance Date**

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

**10. Ability to Continue Operating**

The entity will continue to operate for the foreseeable future.

# Deposit



Date / /

Notes

Coin

Total Cash

Cheques   
AS ON REVERSE

\$

029Jun2017 0025040 03/2015

Date / /

Total \$

Teller

Bank Of New Zealand

Bank Stamp

Paid in by (print name)

Paid in by (signature)

For credit of

TE KUITI DEVELOPMENT INC

Your Record of the cheques deposited

Total \$

Drawer	Bank	Amount

⑈020448⑈ 0029987⑈00 ⑈ 50



15 AUG 2018

WAITOMO DISTRICT  
COUNCIL

c/- Nicky Atkinson  
53 Moa Street  
Piopio 3912  
14th August 2018

Dear Chris,

On behalf of Project Piopio Trust I would like to appeal to Waitomo District Council to consider our application for the 2018 Triennial Grant.

We acknowledge our application was late and apologise for our lack of awareness of funding dates as advertised this year, but this money really helps our community in many different ways and we have become quite dependent on it.

As you are aware, Project Piopio Trust was formed in 2006, as a direct result of several of Piopio's remaining few shops and other key services closing down, threatening the town's survival. Since 2006 our goal has been to 'facilitate the development of Piopio into a prosperous centre that services the needs of the local and wider Community'.

A large part of the work we have done over the years has involved community members working together to upgrade facilities, to make the town look more attractive to new businesses, employees and families, and to promote our town and businesses through our website, brochures and new signage. We have also tried to rejuvenate a sense of pride and connectiveness in our community by, for example, restarting the 'Birdtalk' community newsletter and keeping traditions such as the local Christmas Parade alive.

In the past, the Triennial Grant has helped us substantially to consistently continue to achieve all these goals. We have not had to spend extra hours trying to apply elsewhere or do extra fundraising ourselves to cover the basics, on top of applying for money and fundraising to achieve our bigger projects.

We ask that Project Piopio Trust be considered by the elected members of the Waitomo District Council for an out-of-round application for the 2018 Triennial Grant. We are happy to represent our case at the next Waitomo District Council meeting if required.

Yours sincerely

A handwritten signature in blue ink, appearing to read "Nicky Atkinson", written over a faint blue line.

Nicky Atkinson

Project Piopio Trust



2 AUG 2018

WAITOMO DISTRICT COUNCIL

Community Development Fund

Triennial Grants Fund Application

1. About your Organisation

Full Name

Postal Address

Physical Location

Contact Numbers

Phone

Mobile

Fax

Email

GST Number

Legal Status

- Trust
- Incorporated Society
- Other (Please Describe)
- Formally Constituted Society
- Informal Group or Committee

Years of Operation

Organisational Categories

Please identify which of the following areas your organisation supports. Tick as many, or as few, as appropriate.

- Culture and Recreation
- Education and Research
- Health
- Social Services and Emergency Relief
- Environmental and Animal Protection
- Development and Housing
- Civic and Advocacy Groups
- Philanthropic Organisation, Aid and Relief
- International Organisations, Aid and Relief
- Religious Congregations and Associations
- Not elsewhere classified

Purpose

What is the organisations main purpose and objectives?

*To facilitate the development of Piopio into a prosperous centre that services the needs of the local and wider community, through consultation, co-ordinating, supporting and promoting the development of projects that enhance the univear qualities of Piopio which will in turn encourage people to live and work here.*

**Contact Persons**

Two contact names are required. These must be the same people who make the declaration on behalf of your organisation on page 6 of the application.

Name	Lynn Merchant	Name	Nicky Atkinson
Position	Secretary	Position	Trustee
Phone(day)	02 778 222 54	Phone(day)	021 429 985
Email	graeme.merchant@xta.co.nz	Email	nicky@piopiovetz.co.nz

**Referee Details**

Name	Snow Nicol	Name	Jenny Yates
Position	Community member	Position	<del>ex-PPT Secretary</del> Community Member
Phone(day)	01 877 8177	Phone(day)	021 1779499
Email	junsno@hotmail.com	Email	jyates181@gmail.com

Which of the following Community Categories will benefit from the project or initiative?  
(Tick as many, or as few, as appropriate)

Urban                       Rural                       All of District

**2. Basis of Application****Describe your Funding Needs**

Please identify what the funding will be used for in the 2018-2021 triennium. Will this grant fund operational costs for a service? e.g. rates, power, phone, minor items, or will this grant fund the development of existing facilities or services?

The grant will fund operational costs of Project Piopio Trust

- This includes the running of the Annual Christmas Parade
- Annual website costs for hosting the promotional Piopio website
- Annual Charities Return Fee
- General Administration costs
- Gradual replacement of community signs that have fallen into disrepair. The next ones will be: signs on far side of Kara Park, Signage at Tui Park (this is being used a lot more now + people are spending more money in town) + the 2 signs at northern entry to town look very fatty also. (we have timber donated for one of them already)

**Community Benefit**

How do you expect the Community to benefit from your organisations services over the 2018-2021 triennium?

Christmas Parade: The continuation of the Annual Christmas Parade, run by Project Piopio Trust (+2 helpers) is the largest single social event of the year, enjoyed by all age groups of the community, eagerly anticipated + supported by a huge number of people returning to the area. It is a true sense of community.

Website: this is a must for people finding out about Piopio + surrounds.

Community signage: many signs are in disrepair - keeping them looking smart not only helps people find places easily, but instills a sense of pride in our community members and makes visitors think we care about our community.

### 3. Community Outcomes and Funding Priorities

The basis of this Community Development Fund Triennial Grant is to ensure recipients are undertaking projects and services that make a positive contribution to achieving the Council's Strategic Community Outcomes over the 2018-2021 triennium. Below is a list of Community Outcomes that contribute to the Community Development Group. Please identify which outcomes your organisation will contribute to over this period. (Tick as many or as few as appropriate)

**Vibrant Communities**

- A place where the multicultural values of all its people and, in particular, Maori heritage and culture is recognised and valued.
- A place where all age groups have the opportunity to enjoy social, cultural and sporting activities within our District.
- A place where young people have access to education, training, and work opportunities.
- A place where young people feel valued and have opportunities for input into the decisions for the District.

**Thriving Business**

- A place that attracts more people who want to live, work and play, and raise a family.

**Effective Leadership**

- A place where the development of partnerships for the delivery of programmes and services is encouraged and pursued.

### 4. Funding for your Services

- Please include annual funding - the level of funding requested annually over the 2018-2021 period.
- If you are GST registered please do not include GST in these costs.
- Please round all figures to the nearest dollar.
- Please list separate costs (attached written estimates for verification) and not just a total figure.

Expenditure Cost of the Project	\$
CHRISTMAS PARADE	\$2390
ANNUAL WEB HOSTING FEE	\$367
CHARITIES ANNUAL RETURN	\$366
ADMINISTRATION COSTS	\$400
WELCOME & FAREWELL Flowers/GIFTS to Businesses	\$180
Upgrade of community signs	\$1518
<b>A Total Cost of Project/Service</b>	<b>\$5221</b>

Income How do you plan to fund the project	\$
CHRISTMAS RAFFLE <sup>2017</sup>	\$813 (2017)
Donations from Businesses for Xmas Parade	\$175 (in 2017)
<b>B Funds for Project/Service</b>	<b>\$988.00</b>

<b>Total Amount Applied for(A - B)</b>	<b>\$ 4233</b>
--	----------------

CHRISTMAS PARADE COSTS:

- |                              |       |                     |       |
|------------------------------|-------|---------------------|-------|
| ① Health & Safety Plan       | \$230 | ⑦ Prizes for stalls | \$225 |
| ② InFramax - Traffic control | \$920 |                     |       |
| ③ Insurance - liability      | \$535 |                     |       |
| ④ Advertising                | \$280 |                     |       |
| ⑤ Pipe Band - donations      | \$100 |                     |       |
| ⑥ Hollies                    | \$100 |                     |       |

## 5. Funding from other Parties

70

Have you applied to, or do you intend to apply for funding from any other source for the services identified in this application?

No     Yes

If Yes, please detail below:

Name of Group	\$

## 6. Previous Council Funding

Have you received financial assistance from Waitomo District Council during the last three years for any purpose? (i.e. rates relief, reduced rental, previous annual grants/discretionary grants)

No     Yes

If Yes, please detail below:

What was the purpose of funding?	\$
Triennial Grant 2015 - 2018 (operational costs)	\$2,925.00
DISCRETIONARY GRANT - <sup>2017 continuation</sup> of Christmas parade	\$800.00

## 7. Financial Accounts

Please supply a copy of your organisations last Annual Financial Report, or, in the absence of the Financial Report, a statement of income and expenditure for the past 12 months. If neither of these documents is available, please explain why below and attach a copy of your organisations most recent bank statement.

What level of volunteer support does your organisation currently receive?

Number of volunteer workers involved?

20+

Describe the work volunteers undertake

organizing, planning and carrying out Christmas parade, including a clean up of the street afterwards.

Planning, organizing & carrying out new projects.  
Liaising with W.D.C., consultation with the community, attending meetings, Working Bees.

Please identify any resources supplied by volunteers

Personal skills and time, computers, printing, vehicles,

## 9. Further Information

Please add any further information you may wish to provide including letters of support, strategies and business plans.

The Project Pio Pio Trust would like the Pio Pio Christmas Parade to continue, as it fosters community spirit and wellbeing, adding to vibrant communities, with the ever increasing costs of organising an event like this, due to Health & Safety plans, Traffic Control, Insurance costs, it would be very difficult, near impossible to run this event without the support of the Waitomo District Council - Triennial Grant.

We are grateful to have received this Grant in the past as it has been a great support to the work of Project Pio Pio Trust.

## 10. Declaration and Consent

In making this funding application I/we declare that:

1. I/We are authorised to do so and to the best of my/our knowledge the information contained herein is true and correct.
2. Any funding received will be used for the purpose for which it was approved.
3. If the application is successful, I/we agree to provide an accountability report to the Waitomo District Council annually for the 2018-2021 triennium period.
4. I/we also consent to the Waitomo District Council collecting, retaining and using the contact details of our organisation that have been listed in this application.
5. I/we agree to repay Waitomo District Council all funding that is not used for the purposes outlined in this application.

Name

LYNN MERCHANT

Signature

*L.M. Merchant*

Date

30/7/18

Name

NICKY ATKINSON

Signature

*N. Atkinson*

Date

30/7/2018

## 11. Checklist

Please read and complete the following before submitting your application. Incomplete or late applications will not be accepted.

### Have you:

Office Use	Applicant Use
<input type="checkbox"/>	<input checked="" type="checkbox"/> Completed ALL sections of the application?
<input type="checkbox"/>	<input checked="" type="checkbox"/> Checked all figures within the application?
<input type="checkbox"/>	<input checked="" type="checkbox"/> Attached a copy of your Financial Report/Accounts?
<input type="checkbox"/>	<input checked="" type="checkbox"/> Attached Referee Details?
<input type="checkbox"/>	<input checked="" type="checkbox"/> Attached a Bank Deposit Slip (If a donation is approved, payment will be direct credited into your nominated account)
<input type="checkbox"/>	<input checked="" type="checkbox"/> Attached additional information - any applicable letters of support, strategies or business plans?

### Please send completed applications to:

Waitomo District Council  
PO Box 404  
Te Kuiti 3941

Ph: 07 878 0800  
Fax: 07 878 7771

info@waitomo.govt.nz

**PROJECT PIOPIO TRUST**

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**PERFORMANCE REPORT  
FOR THE YEAR ENDED 31 MARCH 2018**

<b>Contents</b>	<b>Page</b>
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Statement of Financial Performance	4
Statement of Movements in Accumulated Funds	5
Statement of Financial Position	6
Statement of Cash Flows	7
Notes to the Performance Report	8
Compilation Report	10

**PROJECT PIOPIO TRUST**

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**TRUST ENTITY INFORMATION  
AS AT 31 MARCH 2018**

<b>Settlement:</b>	14th December 2006
<b>Settlor:</b>	Nicola Anne Atkinson, Tony Arthur Buckman, Joanne Margaret Walker, Ian Bruce Murray, Kirsty Elizabeth Reeves, Jennifer Elizabeth Yates & Peter Wayne Yates
<b>IRD Number:</b>	98-027-130
<b>Nature of Trust:</b>	Charitable
<b>Registered Office:</b>	Bailey Ingham Limited 18 Maniapoto Street Otorohanga 3940
<b>Bankers:</b>	BNZ Bank
<b>Solicitors:</b>	Lamb Bain Laubscher PO Box 412 Te Kuitit 3941
<b>Accountants:</b>	Bailey Ingham Limited PO Box 225 Otorohanga 3940

**PROJECT PIOPIO TRUST**

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**TRUST ENTITY INFORMATION  
AS AT 31 MARCH 2018****LEGAL NAME OF ENTITY**

Project Piopio Trust

**TYPE OF ENTITY AND LEGAL BASIS**

Charitable Trust established under the Charitable Trust Act 1957

**REGISTRATION NUMBER WITH DIA CHARITIES**

CC10643

**MISSION STATEMENT**

To facilitate the development of Piopio into a prosperous centre that services the needs of the local and wider community, through co-ordinating, supporting, developing and promoting business enterprise.

**ENTITY STRUCTURE**

Charitable Trust governed by a Board of Trustees.

**MAIN SOURCES OF THE ENTITY'S CASH AND RESOURCES**

Grant Income, advertising and subscriptions, fundraising.

**RELIANCE**

Reliant on volunteers and grants.

**FUNDRAISING**

Applying for grants, advertising and subscription income from the Birdtalk community newsletter and fundraising.

**PROJECT PIOPIO TRUST**

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**STATEMENT OF SERVICE PERFORMANCE  
FOR THE YEAR ENDED 31 MARCH 2018****TUI PARK SHELTER & KARA PARK PUBLIC TOILETS**

General maintenance on the Tui Park Shelter reoiled shelter.

**WEB HOSTING**

Upgrade website and brochures this year.

**ANNUAL CHRISTMAS PARADE**

Annual parade and Christmas raffle.

**COMMUNITY SIGNS**

Timber purchased to upgrade community signs.

**BIRDTALK BI MONTHLY PUBLICATION**

Community newsletter that goes out to 970 homes and businesses within and outside of the district.



## PROJECT PIOPIO TRUST

STATEMENT OF MOVEMENTS IN ACCUMULATED FUNDS  
FOR THE YEAR ENDED 31 MARCH 2018

2017		Note	2018
2,687	Net Surplus for the Period		33,793
<u>2,687</u>	<i>Total Recognised Revenue and Expenses</i>		<u>33,793</u>
6,326	<i>ACCUMULATED FUNDS AT START OF PERIOD</i>		9,013
<u>9,013</u>			<u>42,806</u>
<u>\$9,013</u>	<i>ACCUMULATED FUNDS AT END OF PERIOD</i>		<u>\$42,806</u>

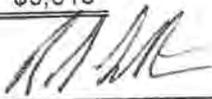
The accompanying notes form part of the performance report.  
The above information has been prepared without performance of audit or review  
engagement procedures and must be read subject to the compilation report.

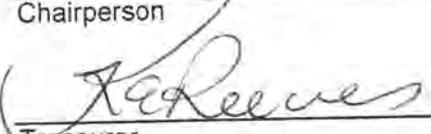
Bailey Ingham Limited  
Chartered Accountants

## PROJECT PIOPIO TRUST

STATEMENT OF FINANCIAL POSITION  
AS AT 31 MARCH 2018

2017		Note	2018
	<b>CURRENT ASSETS</b>		
395	BNZ Bank		3,795
7,620	BNZ Call Account		6,130
1,445	BNZ Bank - Birdtalk		3,714
-	BNZ Term Deposit		30,000
490	Accounts Receivable		158
<u>9,950</u>			<u>43,797</u>
<u>9,950</u>	<b>TOTAL ASSETS</b>		<u>43,797</u>
	<b>CURRENT LIABILITIES</b>		
937	Accounts Payable		991
<u>937</u>	<b>TOTAL LIABILITIES</b>		<u>991</u>
<u>\$9,013</u>	<b>TOTAL FUNDS EMPLOYED</b>		<u>\$42,806</u>
	<b>GENERAL FUNDS</b>		
2,687	Excess of Income over Expenditure		33,793
6,326	Balance at Beginning of Year	2	9,013
<u>\$9,013</u>			<u>\$42,806</u>

  
Chairperson

  
Treasurer

25<sup>th</sup> June 2018  
Date

25 June 2018  
Date

The accompanying notes form part of the performance report.  
The above information has been prepared without performance of audit or review engagement procedures and must be read subject to the compilation report.

Bailey Ingham Limited  
Chartered Accountants

## PROJECT PIOPIO TRUST

CASH FLOW STATEMENT  
FOR THE YEAR ENDED 31 MARCH 2018

2017		2018
	<b>OPERATING ACTIVITIES</b>	
	<b>Cash was provided from:</b>	
28	Interest and Dividends	16
9,158	Receipts from providing goods and services	11,140
5,305	Donations and other similar receipts	38,725
17,063	Fundraising revenue	-
<u>31,554</u>		<u>49,881</u>
	<b>Cash was applied to:</b>	
29,689	Payments to suppliers and employees	15,702
1,865	<b>Net Cash Inflow (Outflow) from Operating Activities</b>	<u>34,179</u>
1,865	<b>Net Increase (Decrease) in Cash Held</b>	34,179
7,595	Add Opening Cash brought forward	<u>9,460</u>
<u>\$9,460</u>	<b>Ending Cash Carried Forward</b>	<u>\$43,639</u>
	<b>Cash Balances in Balance Sheet</b>	
395	BNZ Bank	3,795
7,620	BNZ Call Account	6,130
1,445	BNZ Bank - Birdtalk	3,714
-	BNZ Term Deposit	<u>30,000</u>
<u>\$9,460</u>	<b>Ending Cash Carried Forward</b>	<u>\$43,639</u>

The accompanying notes form part of the performance report.  
The above information has been prepared without performance of audit or review engagement procedures and must be read subject to the compilation report.

Bailey Ingham Limited  
Chartered Accountants

## PROJECT PIOPIO TRUST

NOTES TO THE PERFORMANCE REPORT  
FOR THE YEAR ENDED 31 MARCH 20181 STATEMENT OF ACCOUNTING POLICIES  
REPORTING ENTITY

Project Piopio Trust is domiciled in New Zealand and is a charitable organisation registered under the Incorporated Societies Act 1908 and the Charities Act 2005.

**BASIS OF PREPARATION**

Project Piopio Trust has elected to apply Public Benefit Entity Simple Format Reporting - Accrual (Not-for-Profit) (PBE SFR-A (NFP)), as established by the External Reporting Board, on the basis that it does not have public accountability and has total annual expenses of equal to or less than \$2,000,000 for the last two annual reporting periods. All transactions in the performance report are reported using the accrual basis of accounting. The performance report is prepared under the assumption that the Society will continue to operate as a going concern in the foreseeable future.

**SPECIFIC ACCOUNTING POLICIES**

The following is a summary of the significant accounting policies adopted by the Society in the preparation of this performance report.

**Income Tax**

The Trust has charitable status and is therefore exempt from income tax.

**Debtors**

Debtors are stated at their estimated realisable value.

**Bank Accounts and Cash**

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

**Goods and Services Tax**

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

**Changes in Accounting Policies**

There have been no specific changes in accounting policies and they have been applied on a consistent basis with those of the previous period.

2 RESERVES	2018	2017
<b>Balance at Beginning of Year</b>		
Opening Balance	9,013	6,326
Net Surplus/Loss for the Period	33,793	2,687
	<u>\$42,806</u>	<u>\$9,013</u>

## 3 EVENTS OCCURRING AFTER BALANCE DATE

There are no events that have occurred after the balance date that would have a material impact on the Performance Report. (2017: Nil)

## 4 CONTINGENT LIABILITIES

There are no contingent liabilities at year end (31 March 2017: \$Nil).

The above information has been prepared without performance of audit or review engagement procedures and must be read subject to the compilation report.

**Bailey Ingham Limited**  
Chartered Accountants

**PROJECT PIOPIO TRUST**

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**NOTES TO THE PERFORMANCE REPORT  
FOR THE YEAR ENDED 31 MARCH 2018****5 CAPITAL COMMITMENTS**

There are no capital commitments at year end (31 March 2017: \$Nil).

**6 RELATED PARTIES**

There are no related party transactions at year end (31 March 2017: \$Nil).

**PROJECT PIOPIO TRUST**

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**COMPILATION REPORT**

Compilation report to the Committee of Project Piopio Trust.

**Scope**

On the basis of information you provided we have compiled, in accordance with Service Engagement Standard No. 2: Compilation of Financial Information, the financial statements of Project Piopio Trust for the year ended 31 March 2018. These have been prepared in accordance with the Reporting Framework described in Note 1 to the financial statements.

**Responsibilities**

You are solely responsible for the information contained in the financial statements and have determined that the reporting framework used is appropriate to meet your needs and for the purpose that the financial statements were prepared.

**No Audit or Review Engagement Undertaken**

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

**Disclaimer**

As mentioned earlier in our report, we have compiled the financial information based on information provided to us which has not been subject to an audit or review engagement. Accordingly, neither we, nor any of our employees accept any responsibility for the reliability, accuracy or completeness of the compiled financial information 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 the compiled financial information.



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**Bailey Ingham Limited**  
**Chartered Accountants**  
Otorohanga

22 May 2018



# Objectives for Project Piopio Trust

## Mission Statement:

To facilitate the development of Piopio into a prosperous centre that services the needs of the local and wider Community, through co-ordinating, supporting, developing and promoting business enterprise.

## Objectives:

- Regular consultation with Community to establish ongoing Community needs and ideas for development.
- Facilitate planning and development of projects
- Co-ordinate groups/ideas/plans/projects.
- Facilitate the creation of job opportunities for Community members, especially youth and those returning to work.
- Encourage a high standard of development, eg: appearance of buildings and customer service.
- Assist in co-ordination of and facilitate access to appropriate training, education and work opportunities.
- Encourage community involvement in the future development of Piopio.
- Continue to foster positive community spirit and encourage ownership of Piopio.
- Identify/create and develop a 'point of difference' that makes Piopio unique.
- To liaise with the Waitomo District Council and other government bodies, when appropriate, for any purpose connected with the objectives of the Trust.
- The protection and promotion of, or opposition to, legislative, administrative or other measures affecting trade, commerce, industry, agriculture or natural resources throughout the Piopio area.
- Ensure Piopio is a desirable place to live by
  - encouraging new and existing businesses to develop and expand in the Agricultural, Industrial, Retail, Service, Education and Tourism sectors.
  - working for the provision and maintenance of essential services in the local and wider community.
- To source and accept monies or property by way of gift or otherwise and to apply, distribute or administer the resultant money or property for the purpose of the Trust, as set out in the objectives of the Trust.
- To engage all necessary persons and take all necessary steps in furtherance of the objectives of the Trust.
- To do all such things as in the opinion of the Trustees may be incidental or conducive to the attainment of any of these objectives.

THIS IS A PAYMENT CLAIM UNDER THE CONSTRUCTION CONTRACTS ACT 2002. IF YOU ARE A "RESIDENTIAL OCCUPIER", PLEASE READ THE NOTICE ON THE REVERSE



Waitete Road, PO Box 242, Te Kuiti  
Ph (07) 878 0010, Fax (07) 878 8735

### Tax Invoice

G.S.T. No. 64 599 429

Project Piopio Trust  
Kirsty Reeves  
c/- Kirsty Reeves  
R D 2  
PIO PIO, 3970

Customer No. 17182

Invoice Date 31 December 2017  
Invoice No. SI33624  
Customer Reference PARADE 2017  
Customer Order No. CC13080  
Claim Period 01/12/17 to 31/12/17  
Due Date for payment 20/01/18  
Page 1

Job Description...  
Project Piopio Trust - Christmas Parade 2017

Description	Quantity	Unit of Measure	Unit Price Excl. GST	Amount
Quote 17-15 - Provide traffic control for the Annual Christmas Parade 2017	1	LS	800.00	800.00
			Total NZD	800.00
			15% GST	120.00
			Total NZD Incl. GST	920.00

*These are last years  
Quotes for  
Christmas Parade*

Please pay to the account:  
Inframax Construction Limited, Westpac, Te Kuiti.  
03-0449-0087230-00  
Thank you.



Waitete Road, PO Box 242, Te Kuiti  
Ph (07) 878 0010, Fax (07) 878 8735

Customer No. : 17182  
Customer Name : Project Piopio Trust  
Invoice No. : SI33624  
Invoice Amount : 920.00

# Aon New Zealand

Aon New Zealand

Project Pio Pio Trust  
 C/- Kirst Reeves  
 RD 2  
 Pio Pio 3970

Aon New Zealand  
 PO Box 1281  
 Waikato Mail Centre

Phone: 07 837 7100  
 Fax: 07 838 3466

Your Contact is: Stacey Laing

Client Number: AON HAM 0COFA

Page Number: 1

## STATEMENT OF ACCOUNT AS AT: 20.12.2017

Date	Ref	Funded	Cover/Version	Details	Debit	Credit
14.12.2017	I06325180	No	3954080/002	New Liability Cover Policy	534.75	
20.12.2017	I06325180			Payment Received		(534.75)

*Paid By Reeves  
 Reimbursed.  
 957  
 20/12/17.*

CURRENT 0.00 OVERDUE 0.00 TOTAL AMOUNT DUE NZD 0.00

Amounts shown on this statement as 'Funded' are payable to the premium funding company under separate arrangement

### Remittance Details

-----cut here-----  
 If paying by Direct Deposit please either mail this remittance to the address shown above, Fax to (09) 362-9100, or e-mail to [accounts@aon.co.nz](mailto:accounts@aon.co.nz). We are unable to accept cash.  
 Please return this slip with your remittance to:

-----cut here-----  
 Client Name: Project Pio Pio Trust  
 Client Number: AON HAM 0COFA  
 Statement as at: 20.12.2017  
 Your Contact: Stacey Laing

Aon New Zealand  
 PO Box 1281  
 Waikato Mail Centre

AMOUNT DUE	NZD	0.00
Please note our Bank Account No. for NZS Currency only ANZ Bank 01-0297-0071650-002 Please quote 0COFA		

\* Last years Income for Christmas Parade

**CHRISTMAS INCOME (C)**

**Raffle (C : R)**

19/01/2017	CR	1	119 CASH	813.00	813.00	Raffle
				813.00	813.00	

**Donations (C : D)**

23/11/2016	DC	1	117 MJ BARROWCL	25.00	25.00	Christmas Income
23/11/2016	DC	1	117 THE FAT PIGEC	25.00	25.00	Christmas Income
2/03/2017		1	121 Clover Leaf	25.00	25.00	Donations
2/03/2017		1	121 Synco Holdings l	25.00	25.00	Donations
2/03/2017		1	121 Duncan and Suz	25.00	25.00	Donations
2/03/2017		1	121 The Oily Rag & F	50.00	50.00	Donations
				175.00	175.00	

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Christmas Income Total				988.00	988.00	
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Note: These were <sup>89</sup> some of the last signs we replaced.



Project Piopio Trust  
234 Troopers Rd  
RD1  
Te Kuiti  
3981  
New Zealand

Re : Entrance Sign

Tax Invoice INV18635

Order No.

Job No. VIV3519/4  
Dated 31/12/2015  
Email [accounts@vivid.co.nz](mailto:accounts@vivid.co.nz)

GST No. 63-328-464

Westpac 03 1783 0615304 00

Item	Qty	Pack	Description	Unit Price	Total
A	2		ACM Sign, UV Laminated Double Sided Size: 2440 x 1220 Material: 4mm Digital ACM White	\$304.08	\$608.16
B	1		Printed Proof - A2	\$20.00	\$20.00
C	1		Delivery Charge	\$32.50	\$32.50
				<b>Sub Total</b>	\$660.66
				<b>GST</b>	\$99.10
				<b>TOTAL</b>	\$759.76

Payment is due on, or before, 20th of the month following date of invoice.

Direct Credit Payment - Westpac - 03-0104-0193820-00

11 Quail Pl, Hamilton Lake, Hamilton, 3204

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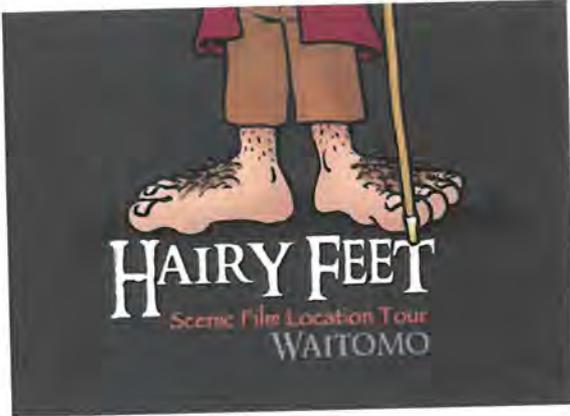
Email: [accounts@vivid.co.nz](mailto:accounts@vivid.co.nz) Phone: 07 846 1950 Fax: 07 846 1951



PRINTNZ  
member



# Mangaotaki Rocks



Warrick & Suzie Denize  
1411 Mangaotaki Road  
RD 1  
Piopio 3971  
New Zealand

E: [info@hairyfeetwaitomo.co.nz](mailto:info@hairyfeetwaitomo.co.nz)  
W: [www.hairyfeetwaitomo.co.nz](http://www.hairyfeetwaitomo.co.nz)  
Fax. +64 7 877 8399  
Ph. +64 7 877 8003

20<sup>th</sup> July 2016

To whom it may concern,

Project Piopio Trust is instrumental in helping develop Piopio into a thriving and inviting place to visit and live. A small group of dedicated volunteers give time & energy from their daily businesses to organise and co-ordinate various projects.

They have been the driving force behind giving the town a brand. New entrance signage and gardens, new public toilets, rustic wooden seating and large scale artwork in the town have given Piopio a vibrant feel.

New businesses (like us) have found support and guidance through Project Piopio Trust; which is a huge help when just starting out.

They've also been marketing Piopio via brochures and a new website. I'm constantly directing my visitors to both these valuable resources.

Lastly, Project Piopio Trust has provided unity, communication and direction to our town. They are a true asset.

Yours faithfully,

*Suzie Denize*

Suzie Denize  
Owner/ operator Hairy Feet Waitomo

**Document No: A403614**

**Report To: Council**



**Meeting Date: 21 August 2018**

**Subject: Provision of Services Grant Fund 2018-2021 Allocation**

**Type: Decision Required**

## Purpose of Report

- 1.1 The purpose of this business paper is for Council to approve funding allocations for the Provision of Services Grant Fund 2018-2021.

## Background

- 2.1 The Provision of Services (POS) Grant Fund forms part of Waitomo District Council's (WDC) broader Community Development Fund.
- 2.2 The POS grants are in place to provide funding to not for profit organisations who undertake to provide services or facilities that complement WDC's Long Term Plan objectives. These organisations offer services or facilities that make a significant contribution to the achievement of WDC's community outcomes and improve well-being within the District.
- 2.3 Applications to the POS grant must demonstrate the following:

### Compliance

- Organisation/Group must be a legal entity
- Comply with legislative requirements

### Capacity

- Be able to identify how the work they undertake assists in the achievement of Waitomo District Council's community outcomes
- A well established and positive relationship with Council
- Have a proven record of accomplishment in their area of service provision
- Previous history of service delivery
- Whether there are key relationships with other organisation to improve service delivery
- Whether the organisation is effectively established

### Viability

- The organisation has a solid foundation, any forward planning

### Impact

- The application has a demonstrable benefit to the community. There must be an evidential link between the proposed activity and Council's Community Outcomes.

### Sustainability of Funding

- Evidence of financial status
- Financial planning beyond Council funding

## Commentary

- 3.1 The assessment and allocation of the Provision of Services Grant Fund is at the discretion of the elected Council.
- 3.2 Seven applications have been received, as follows:

Applicant		Amount Sought (per annum)
Sport Waikato		\$74,609.00
Waitomo Caves Museum Society		\$48,620.00
Maniapoto Rugby Sub Union Inc		\$19,423.00
Pinetree No 5 Trust		\$6,000.00
Te Kuiti & District Historical Society		\$21,515.00
Piopio Community Swimming Pools Charitable Trust		\$16,800.00
Tainui Historical Society		\$30,000.00
	<b>TOTAL:</b>	<b>\$216,967.00</b>

- 3.3 Waitomo Caves Museum Society have also requested a one off grant of \$19,825.00 (plus GST) to be paid in year one to assist with a number of essential projects.
- 3.4 To maintain the integrity of the assessment process Councillors were asked to complete an Application Assessment Form for each of the applications received.
- 3.5 Council considered the applications at a Workshop held on 21 August 2018, preceding this Council meeting. Councillors evaluated the combined average and mean scores of each application to reach agreed values for Provision of Services Grant allocations for the 2018-2021 period.

## Considerations

### 4.1 **Risk**

- 4.2 If Council does not consider the applications to the Provision of Services Grant Fund, it will not be meeting its obligation under the Community Development Fund Policy.

### 4.3 **Consistency with Existing Plans and Policies**

- 4.4 The consideration of funding applications has been undertaken consistently in accordance with the Community Development Fund Policy.

### 4.5 **Significance and Community Views**

- 4.6 This decision is not a significant decision in terms of Council's Significance and Engagement Policy.

<b>Suggested Resolutions</b>
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- The business paper on Provision of Services Grant Fund 2018-2021 Allocation be received.
- Council approve allocation of the Provision of Services Grants for the 2018-2021 period, as follows:

<b>Applicant</b>	<b>Grant Amount (plus GST) (per annum)</b>
Sport Waikato	\$ _____ plus CPI
Waitomo Caves Museum Society	\$ _____ plus CPI
Maniapoto Rugby Sub Union Inc	\$ _____
Pinetree No 5 Trust	\$ _____
Te Kuiti & District Historical Society	\$ _____
Piopio Community Swimming Pools Charitable Trust	\$ _____
Tainui Historical Society	\$ _____

- Council approve / not approve the one-off grant request for \$19,825.00 (plus GST) from Waitomo Caves Museum Society.

HELEN BEEVER  
**GROUP MANAGER – COMMUNITY SERVICES**

July 2018

**Document No:** A404053

**Report To:** Council



**Date:** 21 August 2018

**Subject:** Safe Community Waitomo –Work Plan and Terms of Reference

**Type:** Decision Required

## Purpose of Report

- 1.1 The purpose of this business paper is to present to Council the Safe Community Waitomo Draft Work Plan and Draft Terms of Reference for consideration.

## Background

- 2.1 During the 2017 Strategic Considerations Workshops, Council explored its interest in promoting Place Shaping and Place Making.
- 2.2 Discussions commenced at the 8 August 2017 Workshop. Council's vision, community outcomes and core principles were reviewed, as was Council's focus areas to inform development of the LTP 2018-2028. It was agreed having a clear picture of priorities would help to focus actions, projects and proposals appropriately when faced with challenges and constraints.
- 2.3 Adoption of the Waikato Plan was recognised as a significant development for the Waikato region and all its constituent parts. It was noted the Plan references the importance of partnerships such as local government, Iwi, central government, the private sector, the community sector and the regions people.
- 2.4 It was noted that, taking all of the above into consideration, WDC focus on partnership arrangements with our regional neighbors, government agencies and the community would be essential.
- 2.5 It has been noted that LGNZ's 2017-2019 Policy Statement supports Council's Strategy to pursue more innovative ways of providing social services within its communities. This included reference to community safety, youth training and employment, crime prevention and CBD revitalisation.
- 2.6 The Place Making idea capitalizes on local community assets, inspiration and potential. It results in the creation of quality community infrastructures that contribute to people's health, happiness and wellbeing.
- 2.7 The Place Making process involves partnerships between community, the private sector, local government and key stakeholders.
- 2.8 Place Shaping, in its broad sense, describes the ways in which different stakeholders work together to create attractive, prosperous and safe communities where people want to live, work and do business.

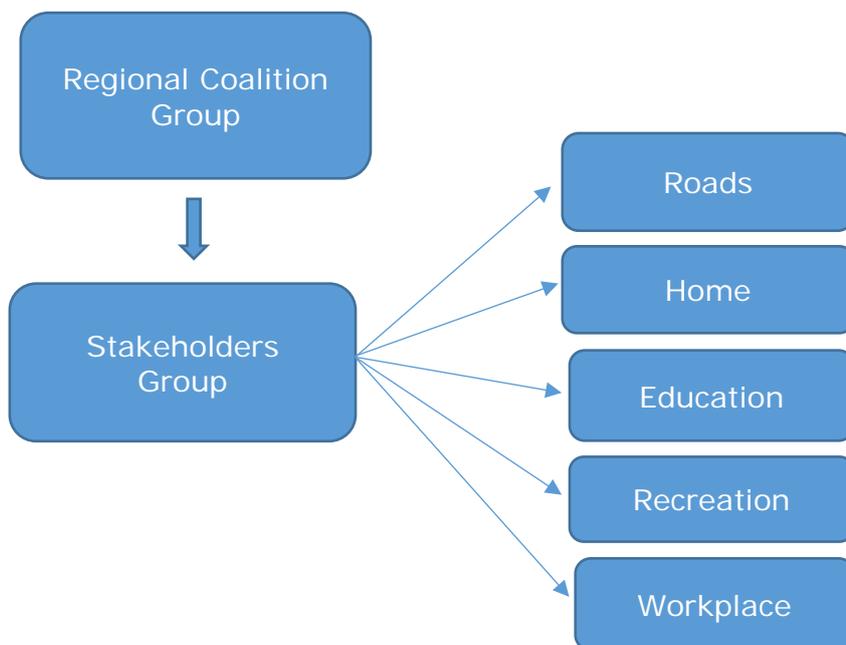
- 2.9 Some components of Place Shaping as discussed with Council included:
- Building and shaping local identity
  - Representing the community
  - Regulating harmful and disruptive behaviors
  - Maintaining the cohesiveness of the community
  - Working to make the local economy more successful
  - Understanding local needs and preferences and tailoring the services accordingly
  - Working with other bodies to respond to complex challenges
- 2.10 The role for Community Development should be to continue to facilitate and aid strong and sustainable partnerships and to seek co-funding arrangements to support the social issues and needs of our community.
- 2.11 Incorporation of the Safe Communities concept into the Draft Community Development Activity Management Plan 2018 was endorsed.
- 2.12 At the 17 October 2017 Workshop key components of the Draft Community Development Activity Management Plan were presented to Council. It was noted consideration could be given to the value of the Community Partnership Fund with the intention to adopt the Safe Communities model (following community consultation and endorsement). It was agreed a focus could be placed on forming partnership arrangements with community partners and key stakeholders to secure foundations for implementation of the model.
- 2.13 The Vision of the Safe Community Waitomo is: ***“To create safe and vibrant communities where people want to live, work and do business”.***
- 2.14 The Mission of the Safe Community Waitomo is: ***“To initiate valued and meaningful partnerships with those that have an invested interest in our communities and increased positive outcomes for those that live and work within its bounds”.***
- 2.15 At the 13 February 2018 Workshop Council considered a paper on the Safe Community Waitomo initiative as part of the LTP 2018/2028.
- 2.16 The Safe Communities Programme was included in the Consultation Document for the LTP 2018-2028. The response from the community signalled their support to pursue Safe Communities accreditation to support the development of our communities.

## Commentary

- 3.1 A safe, healthy and connected community that supports those in need and provides opportunities for youth and employment is a liveable community, a community that would attract talent and encourage people to live and work in the District.
- 3.2 Endorsement of the Safe Communities initiative by both Council and the Waitomo District Communities provided the platform and the mandate for a new journey of delivery for the WDC.
- 3.3 With the adoption of the 2018-2021 LTP (inclusive of Safe Communities) on 26 June 2018 the application fee of \$2,000.00 was forwarded to Safe Communities Foundation NZ (SCFNZ).

- 3.4 Community Engagement Advisor for SCFNZ has been appointed to assist WDC with the development of the Accreditation Application. In addition to this the ACC Senior Injury Prevention Specialist for the Waikato region has been appointed as support to the WDC and will provide knowledge and statistical information that will aid the WDC accreditation process.
- 3.5 In July 2018 the Community Development Coordinator attended the SCFNZ National Forum held in Wellington. Among many examples of how Safe Communities manifested into projects and work streams the forum also provided a workshop to unpack the revised accreditation process.
- 3.6 Applications seeking accreditation or reaccreditation now include the following four sections:
- Collaborative Governance
  - Priority Setting
  - Effective Strategies
  - Shared Learnings
- 3.7 The application must demonstrate the inter-related nature of the six criteria listed below within each of the four sections above. This will also eliminate the need for repetition throughout the application document.
1. Leadership and collaboration
  2. Programme reach
  3. Priority setting
  4. Data analysis and strategic alignment
  5. Evaluation
  6. Communication and networking
- 3.8 The accreditation process is robust, to equip the organisations and individuals involved to set up the processes and infrastructure needed to coordinate a measurable plan. It is not a programme that is replicated in different communities; nor will it confirm if a community is safe or not. It is a process that creates a local infrastructure to enable community members, community organisations, businesses, government agencies and others with an interest in community safety to work together in a coordinated and collaborative way.
- 3.9 The Safe Communities accreditation process is recognised and accepted by the World Health Organisation as an effective and acceptable intervention to improve community safety.
- 3.10 Developing these foundations will take considerable commitment, energy and engagement from both a governing and operational sector of the WDC, with particular stretch in the Community Development work stream.
- 3.11 Consideration should be given to the engagement of a contractor with the necessary skills to aid the formative evaluation process. This contracting arrangement would be managed via the WDC Community Development portfolio with work commencing following formation of the Coalition.
- 3.12 It is proposed other names could be considered to better reflect the Waitomo District and links to the WDC Community Outcomes. Suggestions could include Vibrant Safe Waitomo or similar variations.

- 3.13 A core principle of the model is that the Safe Communities way of working is owned by the community as a whole which is authenticated in collaboration that will aim to “do with and not to” a community. An attempt to illustrate this has been provided in the structure below.
- 3.14 For the purposes of this reporting the structure has been referenced as the Safe Communities Collective.
- 3.15 The proposed Safe Communities Collective structure consists of:
- **Regional Coalition Group** - providing influence and support at a governance level and providing detailed statistical analysis to inform and determine appropriate projects, initiatives and priority areas of work (Enablement)
  - **Stakeholders Group** - providing information around the local contracts held within the area and what is being done (Understanding local strategies)
  - **Reference Groups** - aligned to each of the priority areas of work identified to provide base line measures, risks and progress. Direct links back to the Stakeholder Group to escalate issues around service delivery (Local intelligence)



<b>Proposed Work Plan</b>
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4.1 Below is the Draft Work Plan with key milestones to reach the Accreditation Application process for Safe Communities.

Action	Responsibility	Indicative Timeframe
<b>Year One</b>		
Safe communities is endorsed by Council. Work plan included in the Road Map.	WDC	21 August 2018
<p><b>Formation of the Regional Coalition Group (Enablers - Governance)</b></p> <ul style="list-style-type: none"> <li>Identify key partners</li> <li>Understanding of the role</li> <li>Engaged with community contractors</li> <li>Agreed commitment to Safe Communities Waitomo</li> <li>Terms of reference and membership role confirmed and signed</li> </ul>	WDC SCFNZ Advisor	31 September 2018
Communications Plan to be developed	WDC	16 October 2018
<p><b>Stakeholders Group</b> established (Local Strategies – Contractors)</p> <ul style="list-style-type: none"> <li>Engaged with community contract delivery</li> <li>Agreed commitment to Safe Communities way of working</li> <li>Inform the accreditation process and reporting priority areas which will provide evidence for the development of the accreditation document.</li> </ul>	WDC	13 November 2018
<p>Draft Accreditation Report prepared and presented to Coalition for approval to submit to SCFNZ (this document will incorporate tasks and timelines as determined by priority work streams)</p> <p>This will inform who to engage as part of the <b>Reference Groups</b> (Service Delivery)</p>	WDC	14 December 2018
<p>Formative Evaluations completed</p> <p>Application for Accreditation submitted to SCFNZ</p> <ul style="list-style-type: none"> <li>Review of documentation</li> <li>Feedback received within 14 working days</li> <li>Alterations made</li> <li>Submit final application (4 weeks review time)</li> <li>Site visit with review team and community to demonstrate safety efforts</li> </ul>	WDC / SCFNZ	<p>28 February 2019</p> <p>22 March 2019</p> <p>19 April 2019</p> <p>13 May 2019</p> <p>17 June 2019</p>

Action	Responsibility	Indicative Timeframe
<b>Year Two</b>		
Launch of Safe Communities <ul style="list-style-type: none"> <li>• Agreement signing</li> <li>• A flag and plaque is presented to WDC by attending SCFNZ reviewers</li> </ul>	WDC	18 July 2019
Agreed time frames for collaboration of services: <ul style="list-style-type: none"> <li>• Regular meeting time frames</li> <li>• Agreed developments on the work plans</li> </ul>	WDC Coalition group Steering group Reference groups	19 August 2019
Commence preparation of Annual Report to SCFNZ	WDC	TBC
National Conference	WDC	TBC
<b>Year Three</b>		
Year 3 milestones to be agreed and confirmed	WDC	TBC

- 4.2 A Draft Terms of Reference (ToR) was developed and presented to Council for review at the 13 February 2018 Workshop. The ToR outline the purpose, vision, mission and values of the Safe Communities Collective.
- 4.3 Attached to and forming part of this business paper is the revised Draft Terms of Reference for Council consideration. The Draft ToR has been updated to include the desired attributes and responsibilities aligned to each group within the larger Collective structure.

## Considerations

### 5.1 **Risk**

5.2 No significant risks have been identified.

### 5.3 **Consistency with Existing Plans and Policies**

5.4 This decision is consistent with existing plans and policies.

5.5 The decision is consistent with the Council's vision of creating a better future with vibrant communities and thriving business through 'place making' and 'place shaping'.

### 5.6 **Significance and Community Views**

5.7 This decision is not a significant decision in terms of Council's Significance and Engagement Policy.

**Suggested Resolutions**

- 1 The business paper on Safe Community Waitomo – Work Plan and Terms of Reference be received.
- 2 Council adopt / not adopt the Safe Community Waitomo Work Plan for inclusion in the Road Map Work Programme.
- 3 Council adopt / not adopt the Safe Community Waitomo Draft Terms of Reference.



HELEN BEEVER  
**GROUP MANAGER – COMMUNITY SERVICES**

August 2018

Attachment 1 Draft Safe Community Waitomo Collective Terms of Reference  
(Doc A384577)

## Safe Community Waitomo Collective

### DRAFT Terms of Reference

#### Purpose

Safe Communities is a model of delivery that supports projects that reduce the levels of harm and injury within a community.

Achieving community safety involves building strong, cohesive, vibrant and participating communities. A safe community is one in which all sectors of the community work together to promote safety. This includes forming partnerships, managing risks, educating and informing and increasing overall safety in the community.

The Safe Community Waitomo as a Collective aims to improve the quality of life of the Waitomo community and visitors to the district through its actions.

#### Vision

To create safe and vibrant communities where people want to live, work and do business.

#### Mission

To initiate valued and meaningful partnerships with those that have an invested interest in our communities and increased positive outcomes for those that live and work within its bounds.

#### Values

- Transparency of systems and processes
- Strong Leadership
- Joined up collaborative approach
- People focused - respectful and holistic
- Community focused
- Sustainable approach to delivery

#### Responsibilities – Specific to Groups

The Safe Waitomo Regional Coalition is responsible for enabling and they will do this by:

- Having a sound understanding of the Safe communities work plan
- Providing regional political support
- Has influence around resourcing within the area
- Will provide sector knowledge to support the positive implementation of Safe Communities in the Waitomo District
- Contribute to local, regional, and national discussions about community safety, injury and crime prevention needs
- Advising on issues and concerns and data gathering
- Receiving and considering reports including the accreditation report
- Will be available to attend and participate in a minimum of three meetings a year in addition to accreditation ceremonies

The Safe Waitomo Stakeholders Group is responsible for local strategies and secured partnerships they will commit to this by:

- Having a sound understanding of the Safe communities work plan
- Providing input to projects within Safe Communities boundaries
- Advising of project progress
- Sharing best practise
- Facilitating the flow of information with regard to projects with partners and key stakeholders
- Make decisions by general consensus on issues to progress work plans and agreed projects
- Provide liaison opportunities between agencies
- provide data and anecdotal information into the Safe Waitomo Reference Group for reporting and accreditation
- Able to meet and actively participate in meetings every second month

The Safe Waitomo Reference Group is responsible for service delivery within the Waitomo District:

- Having a sound understanding of the Safe communities work plan
- Providing local intelligence on specific settings, issues and populations
- By being aware and able to communicate specific issues around the delivery of services
- provide data and anecdotal information into the Safe Waitomo Reference Group for reporting and accreditation
- Able to meet and actively participate in meetings every second month

### **Responsibilities – Operational**

Waitomo District Council is responsible for:

- Building on existing services and networks in the manner that meets local needs
- Promotion of Safe Community Waitomo activities at a national level
- Develop resources needed by the project
- Contribute to the development of opportunities for collaborative projects under the umbrella of the Safe Community Waitomo
- Engaging contractor support as required

### **Conflict of Interest**

A conflict of interest could arise if a member's duties or responsibilities to the Safe Community Waitomo Coalition were affected by some other entity or duty which the member may have.

The member with the conflict of interest is obliged to identify the conflict and disclose it to the relevant people in a timely and effective manner.

### **Membership**

The Safe Community Waitomo Collective comprises of representatives from organisations with an interest in improving the safety, health and wellbeing of local residents. Membership in the Collective is voluntary. The group may also draw upon other appropriate organisations for membership when need indicates, if agreed by all members.

### **Core Members**

Core members will be sort at each level of the collective to ensure representation is provided for the following sectors.

- Waikato District Health Board
- Accident Compensation Corporation
- New Zealand Police
- Ministry of Education
- New Zealand Fire Service

- Iwi Representation
- Ministry of Social Development
- Health Promotion Authority
- Waikato Regional Council
- Integrated Service Response

### **Terms and Appointment**

Membership will be reviewed annually at the same time as the Terms of Reference.

### **Quorum**

This will consist of 5 members.

### **Meetings**

The Safe Community Waitomo Coalition will meet as indicated in each Responsibilities indicated. Regularity of meetings will be set at the beginning of each year by each of the groups.

### **Minutes and Documentation**

- Agenda, minutes and documentation will be the responsibility of Waitomo District Council
- Agenda items will be sought one week prior to the meeting and circulated for review
- Reports to be considered at meetings will also be sent out
- Minutes will be circulated within two weeks of meeting

### **Procedures of Meetings**

- Apologies
- Minutes of previous meeting
- Matters Arising
- Reports/Updates
- Presentations if required
- Current Projects
- General Business

### **Accountability and Reporting**

The activities of the Collective will be reported in accordance with the requirements of each participating organisation.

### **Terms of Reference Review**

Terms of Reference will be reviewed annually, by mid-June of each year.

**Document No:** A403869

**Report To:** Council



**Meeting Date:** 21 August 2018

**Subject:** Motion to Exclude the Public for the Consideration of Council Business

### Purpose of Report

- 1.1 The purpose of this business paper is to enable the Council to consider whether or not the public should be excluded from the consideration of Council business.

### Commentary

- 2.1 Section 48 of the Local Government Official Information and Meetings Act 1987 gives Council the right by resolution to exclude the public from the whole or any part of the proceedings of any meeting only on one or more of the grounds contained within that Section.

### Suggested Resolutions

- 1 The public be excluded from the following part of the proceedings of this meeting.
- 2 Council agree the following staff, having relevant knowledge, remain in attendance to assist Council with its decision making: ...
- 3 The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under Section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General Subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Grounds for this resolution
1. Resident Survey 2018	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)

This resolution is made in reliance on Section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of that Act or Section 6, Section 7 or Section 9 of the Official Information Act 1982 as the case may require are listed above.

MICHELLE HIGGIE  
**EXECUTIVE ASSISTANT**