

Document No: A448095

Report To: Council



Meeting Date: 8 October 2019

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 the 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 Interests and Conflicts**
- 2.8 At the beginning of each triennial council term, elected members are requested to disclose known interests on behalf of themselves (including spouses and partners). It is up to the elected member to judge whether they have any interests

to declare. Some elected members may not have any, other elected members may have many.

- 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 These declarations should be clear as to whether there is just an "interest" with no pecuniary benefit and no greater benefit than to any member of the public, or they may be a Council appointed representative to an organization, or whether there is a "conflict of interest" in that there could potentially be a pecuniary or other direct benefit to the elected member.
- 2.11 Members who have declared a "conflict of interest" at the commencement of a meeting should make a further declaration when that item of business is considered and leave the meeting table (or the meeting room) and not take part in any discussion, debate or voting on the matter of conflict.
- 2.12 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:

Name:	
Item of Business on the Agenda:	
Reason for Declaration:	
Is this Declaration – <ul style="list-style-type: none">• Interest Only• Conflict of Interest	



MICHELLE HIGGIE
EXECUTIVE ASSISTANT

Local Authority (Members' Interests) Act 1968

- 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.

Waitomo District Council Procurement Policy – 23 February 2013

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;*⁹
- *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;*

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- *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.

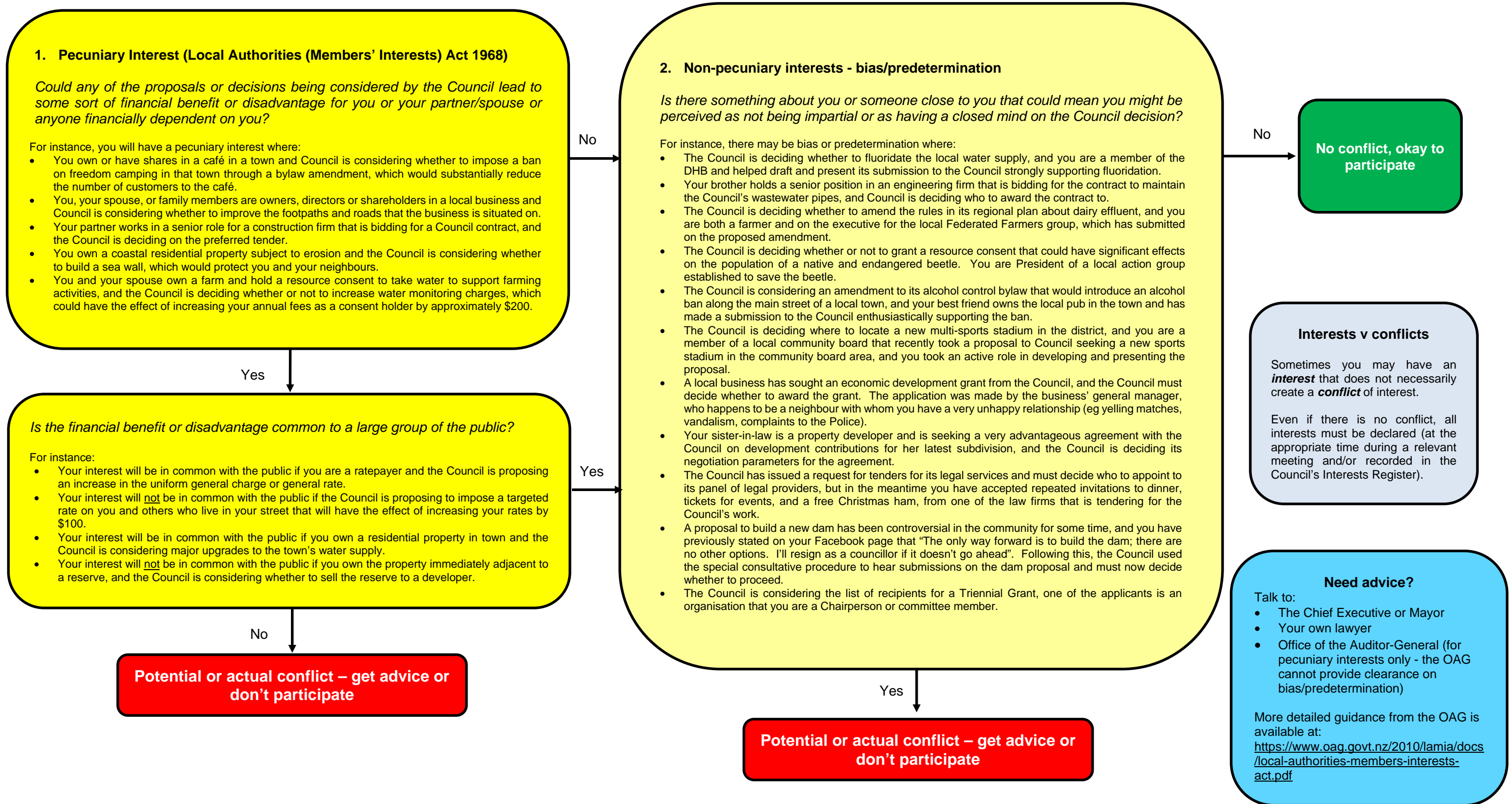
An annual update of the register will be coordinated and maintained by the Executive Office.

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!

WAITOMO DISTRICT COUNCIL

MINUTES OF A MEETING OF THE WAITOMO DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, QUEEN STREET, TE KUITI ON TUESDAY 27 AUGUST 2019 AT 9.00AM

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

IN ATTENDANCE: Nick Ferris (Rangitoto Dairies Ltd)
Matthew Cooper and Dede Downs (Sport Waikato)

Maxine (Waikato Times)

Chief Executive; Manager – Governance Support; General Manager – Strategy and Environment (for part only); General Manager – Business Support (for part only); General Manager – Community Services (for part only); Acting General Manager – Infrastructure Services (for part only) and Leader – Communications and Engagement

1. Council Prayer

2. Deputation: Nick Ferris (Rangitoto Dairies Limited)

Council received a deputation from Nick Ferris of Rangitoto Dairies Limited regarding cattle stops on rural roads.

Tabled proposal for installing cattlestops on Pururu West Road.

Matthew Cooper, Dede Downs and Amy Marfell (Sport Waikato) and the General Manager – Community Services entered the meeting at 9.15am.

Resolution

The Deputation from Nick Ferris be received.

New/Brodie Carried

Nick Ferris (Rangitoto Dairies Ltd) left the meeting at 9.19am.

3. Deputation: Sport Waikato – Reporting against Provision of Services Grant Agreement

Matthew Cooper introduced Amy Marfell who has been appointed to the position formerly held by Michelle Hollands at Sport Waikato.

Council received a deputation including Powerpoint presentation from Matthew Cooper, Chief Executive; Amy Marfell, Targeted Participation Team Manager and Dede Downs, Coordinator of Sport Waikato presenting Sport Waikato's initiatives

and activities for the six month period (1 January 2019 to 30 June 2019) in accordance with the Provision of Services Grant Agreement.

Mayor Hanna acknowledged the service Waitomo District Council gets from Sport Waikato.

Matthew Cooper thanked the Council for their support and contribution over the last three years and wished elected members all the best for the upcoming general triennial elections.

The meeting adjourned for morning tea at 9.52am.

The Leader – Communications and Engagement entered the meeting at 10.00am.

Matthew Cooper, Dede Downs and Amy Marfell (Sport Waikato) left the meeting at 10.11am.

The meeting reconvened at 10.11am.

Resolution

The Deputation from Sport Waikato – Reporting against Provision of Services Grant Agreement be received.

Whitaker/Brodie Carried

4. Declarations of Member Conflicts of Interest

Members declared interests/conflicts of interest in regard to the Agenda as set out in the table below:

Mayor Hanna

Item of Business on Agenda	Reason for Declaration	Interest / Conflict
• Receipt of Waitomo District Sister City Committee Minutes – March to July 2019	Committee Member	Interest – No Conflict
• Deputation: Sport Waikatpo	Board Member on Sport Waikato	Interest – No Conflict

Deputy Mayor Whitaker

Item of Business on Agenda	Reason for Declaration	Interest / Conflict
• Receipt of Brook Park Incorporated Society Minutes	Trustee on Brook Park Incorporated Society	Interest – No Conflict
• Receipt of Waitomo District Sister City Committee Minutes – March to July 2019	Committee Member	Interest – No Conflict

Councillor New

Item of Business on Agenda	Reason for Declaration	Interest / Conflict
• Receipt of Waitomo District Sister City Committee Minutes – March to July 2019	Committee Member	Interest – No Conflict

5. Verbal Reports: Individual Councillor Roles and Responsibilities

The Mayor and Councillors gave verbal reports on their individual Council roles and responsibilities as follows:

Cr Brodie

- Waipa Catchment Committee
- Tainui-Wetere Domain Board

Cr New

- Waitomo Sister City Committee
- NZ Police Community Meeting
- Waitomo District Youth Council
- Legendary Te Kuiti
- Te Kuiti Town Concept Plan
- DC Tynan Trust

Cr Goddard

- Interview for Civil Defence
- Destination Pureora
- Benneydale Hall

Cr Smith

- Tere Waitomo
- Waitomo Museum

Deputy Mayor Whitaker

- Brook Park
- District Licensing Committee
- Waitomo Sister City
- DC Tynan Trust
- Te Kuiti Community House
- Legendary Te Kuiti Meeting

Mayor Hanna

- Waitomo Fuels (Jeremy Ormsby)
- Citizenship Ceremony
- Presentations at Waitomo Adventures
- Waikato Mayoral Forum
- Funeral Aisha Lee
- Vibrant Safe Waitomo
- Inframax Construction Ltd
- Insight (Otorohanga Service Awards Evening)
- Legendary Te Kuiti – compliments on “Team Orange” Day

Resolution

The verbal reports be received.

Hanna/Smith

Carried

6. Confirmation of Minutes – 27 July 2019

Resolution

The Minutes of the Waitomo District Council meeting of 27 July 2019 be confirmed as a true and correct record.

New/Goddard Carried

7. Receipt of Brook Park Incorporated Society Minutes: 5 August 2019

Council considered a business paper providing information relating to the 5 August 2019 Brook Park Incorporated Society Meeting.

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

Resolution

The business paper on Receipt of Brook Park Incorporated Society Minutes: 5 August 2019 be received.

Whitaker/New Carried

8. Receipt of Waitomo District Sister City Committee Minutes: March to July 2019

Council considered a business paper providing information relating to the meetings of the Waitomo District Sister City Committee in the period March to July 2019.

Cr New expanded verbally on the business paper and answered Members questions.

Council noted that the Waitomo District Sister City Committee has now been dissolved.

Resolution

The business paper on Receipt of Waitomo District Sister City Committee Minutes: March to July 2019 be received.

Whitaker/Smith Carried

9. Progress Report: Civic Financial Services Ltd – Sale of the Civic Assurance House

Council considered a final progress report presenting information from Civic Financial Services Ltd (CFS) on the sale of the Civic Assurance building located at Wellington CBD and detailing the dividend received by Waitomo District Council.

Resolution

The Progress Report: Civic Financial Services Ltd – Sale of the Civic Assurance House be received.

Whitaker/New Carried

The General Manager – Community Services re-entered the meeting at 10.29am.

10. Progress Report: Civil Defence Emergency Management Joint Committee Minutes

Council considered a business paper providing information relating to the Civil Defence Emergency Management Joint Committee meeting of 4 March 2019.

Cr Goddard expanded verbally on the business paper and answered Members questions.

Resolution

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

Goddard/Smith Carried

11. Progress Report – Community Development

Council considered a progress report on current work streams within the Community Development portfolio.

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

The Acting General Manager – Infrastructure Services entered the meeting at 10.35am.

Resolution

The Progress Report: Community Development be received.

New/Brodie Carried

The General Manager – Community Services left the meeting at 10.38am.

12. Interim Non-Financial Reporting for the Year Ending 30 June 2019

Council considered a business paper providing the interim results of the Non-Financial Performance and Statements of Service Performance for the 2019/2019 financial year.

The General Manager – Strategy and Environment and Acting General Manager – Infrastructure Services expanded verbally on the business paper and answered Members' questions.

Council noted that overall the non-financial performance is very good.

Resolution

The business paper on Interim Non-Financial Reporting for the Year Ending 30 June 2019 be received.

Smith/Brodie Carried

13. Annual Report on Waitomo District Council Dog Control Policy and Practices

Council considered a business paper presenting the 2018/2019 Annual Report on Waitomo District Council Dog Control Policy and Practices for consideration and adoption.

The General Manager – Strategy and Environment expanded verbally on the business paper and answered Members' questions.

Resolution

- 1 The business paper on Annual Report on Waitomo District Council Dog Control Policy and Practices be received.
- 2 The Annual Report on Waitomo District Council Dog Control Policy and Practices 2018/2019 be adopted.

Whitaker/Goddard Carried

14. Progress Report: State Highway 30 – New Zealand Transport Agency Kopaki Bridge Replacement Project

Council considered a progress report on the New Zealand Transport Agency's State Highway 30 Kopaki Bridge Replacement project.

The Acting General Manager – Infrastructure Services expanded verbally on the business paper and answered Members' questions.

Resolution

The Progress Report: State Highway 30 – New Zealand Transport Agency Kopaki Bridge Replacement Project be received.

Goddard/Brodie Carried

15. Progress Report: Roads and Footpaths

Council considered a progress report on the key projects and programmes, Roads and Footpaths activity, outlined in the Waitomo District Council Long Term Plan 2018-2028 (the LTP).

The Acting General Manager – Infrastructure Services and Chief Executive expanded verbally on the business paper and answered Members questions.

Resolution

The Progress Report – Roads and Footpaths be received.

Smith/Whitaker Carried

16. Progress Report: Housing and Other Property

Council considered a progress report on work streams within the Housing and other Property activity.

The Acting General Manager – Infrastructure Services and Chief Executive expanded verbally on the business paper and answered Members questions.

Council queried the use of the Jennings Street property which was formerly utilised by Red Cross and if this could be re-purposed to address the housing shortage in Te Kuiti.

Resolution

The Progress Report: Housing and other Property be received.

Goddard/Whitaker Carried

17. Progress Report: Parks and Reserves

Council considered a progress report on service delivery within the Parks and Reserves Activity.

The Acting General Manager – Infrastructure Services and Chief Executive expanded verbally on the business paper and answered Members questions.

Resolution

The Progress Report: Parks and Reserves be received.

Smith/Brodie Carried

18. Progress Report: Public Amenities

Council considered a progress report on work streams within the Public Amenities portfolio.

The Acting General Manager – Infrastructure Services and Chief Executive expanded verbally on the business paper and answered Members questions.

Resolution

The Progress Report: Public Amenities be received.

Brodie/New Carried

19. Progress Report: Recreation and Culture

Council considered a progress report on work streams within the Recreation and Culture Activity.

Document No: A488100

Report To: Council



Meeting Date: 8 October 2019

Subject: Documents Signed under Council's Common Seal

Purpose of Report

- 1.1 The purpose of this business paper is to inform Council of documents signed under the Common Seal of the Council.

Commentary

- 2.1 As set out in Council's Policy on Use of the Council Seal, all documents authenticated or signed on behalf of the Council by way of affixing the Common Seal must be provided to the next scheduled meeting of Council so that Council may, if necessary, ratify the sealing and pass appropriate resolutions to record the same.
- 2.2 Council at its meeting on 27 November 2018 considered a business paper seeking a decision from Council on a request received from OMYA New Zealand Limited under the Public Works Act 1981, for Council to stop two areas of unformed 'paper' road. One area is approximately 1.12 hectares and adjoins Tammadge and Sommerville Roads and the second area is approximately 9,544m² of Terrace Road.
- 2.3 At the 27 November 2018 meeting Council resolved as follows:
 - 1 *The business paper on the OMYA New Zealand Limited – Road Stopping Proposal be received.*
 - 2 *Council note the OMYA New Zealand Limited Road Stopping Proposal under the Public Works Act 1981 to implement a Public Works Act 1981 Road Stopping Process for unformed legal road adjoining Terrace Road and Somerville Road subject to OMYA agreeing to meet **all** costs associated with the process.*
 - 3 *Council note that the decision on this Proposal will not pre-empt any decision(s) on any future Resource Management Act related application(s) made by OMYA.*
 - 4 *Council consent to the OMYA New Zealand Limited – Road Stopping Proposal to seek the declaration of the stopping of road pursuant to Section 116(2) of the Public Works Act 1981 subject to the following conditions of approval:*
 - (a) *OMYA New Zealand Limited undertakes to pay all costs incurred by the Waitomo District Council in considering and addressing the application.*
 - (b) *The Chief Executive, as Principal Administrative Officer, is satisfied that all the potential affected parties have been fully consulted with*

and the written consent of the confirmed affected parties is provided to Waitomo District Council.

- 2.4 OMYA have met the conditions as per Council's resolution and a Memorandum of Agreement for the Stopping and Disposal of Road (Pursuant to Part 8 of the Public Works Act 1981 has been signed under the Council's Common Seal.
- 2.5 A copy of that Agreement can be made available upon request.
- 2.6 No ratification resolution is required in this instance as the use of the Common Seal was in line with the Council's resolution of 27 November 2019.

Suggested Resolutions

The business paper on Documents Signed and Sealed under Council's Common Seal be received.



MICHELLE HIGGIE
MANAGER – GOVERNANCE SUPPORT

Document No: A448099

Report To: Council



Meeting Date: 8 October 2019

Subject: Receipt of Brook Park Incorporated:
Minutes – 2 September 2019

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 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 "Brook Park Incorporated" (BPI) to administer the day to day operations/development of Brook Park.
- 3.10 Brook Park is operated as a farm park, with any grazing licence to be 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 BPI cannot lease the grazing rights to another entity or individual.
- 3.11 With the administering body being WDC and any consequent income stream for a grazing lease being part of WDC's reserve income), there is little opportunity for BPI to achieve a sustainable income stream for minor works and administration. The income derived by BPI 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 BPI, in October 2012 a Memorandum of Understanding (MOU) between WDC and BPI was developed and approved. Council also agreed to provide an annual grant to BPI for operational management of the reserve, equivalent to the annual derived lease income.

Commentary

- 4.1 Since early in 2014, BPI 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 BPI unconfirmed Minutes of 2 September 2019.

Suggested Resolution

The business paper Brook Park Incorporated: Minutes of 2 September 2019 be received.



MICHELLE HIGGIE
EXECUTIVE OFFICER



BROOK PARK INCORPORATED SOCIETY

Meeting Minutes

Monday 2 September 2019

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 2 September 2019 COMMENCING AT 5.30 PM

MINUTES

Attendance: Guy Whitaker, Gerald Kay, Neil Brooks, Graeme Churston, Jane Murray, Elly Kroef, Andrea Hanna, Glynn Meads, Dawn Anselmi, Arie Jackman, Helen Sinclair.

Apologies – Phillip Houghton, Sheralee Buchanan, Rob Buckley.

Confirmation of Minutes of 5 August

Accepted as a true and accurate record. M/S Graeme / Helen

Matters Arising from Minutes- Neil apologised for sending out the wrong times for the last work day. Future reminders will be correct.

Financial Report –September Presented by Guy.

Current account Westpac opening	\$16155.69
Subs	\$30.00
To Westpac Term deposit	\$10000.00
Interest	.87
Closing	\$6186.56

Westpac Term deposits	\$20335.97
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No accounts to pay.

Report accepted . M/S- Elly/ Gerald

Correspondence

Inward- E- Inward- Letter to the Editor, Waitomo News Thursday 29.8 (Attached with agenda)
Guy read out his reply to an earlier Waitomo News letter.

After some discussion, it was decided to ignore the 29.8 letter.

E-Todd re no spraying during lambing.

Disc Golf score card proofs handed out to view.

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Outward-E-Rotary and Lions Clubs-Work day dates.

-Thanks to Ramish Nahna, Waititi Sawmills for timber donation.

Maintenance/Fencing

Gerald has completed a stile prototype.

Rob Buckley has offered to give advice re fencing Brook Park if needed.

Weed Control

I now have an aerial plan from Todd Percival showing the worst affected areas of gorse and weeds. The committee may already be aware of these locations. The plan is to engage a commercial sprayer to spray these areas late September once Todd's lambing is finished.

With regards to the fencing, much of the steeper areas will be completed in the drier months giving easier access for the tractors etc.

I will keep the committee in the loop. Quin.

Disc Golf

Simon away. Guy will contact us if Simon needs any work done prior to the North Island Champs. Graeme to contact Tim at WDC re the use of a digger.

Guy Fawkes

A 'To Do' list will be set up at the next meeting.

General Business

- Legendary Te Kuiti has offered to do a BPIS membership appeal on Facebook.
- Brook Park entrance sign has been changed. Not sure why. Guy to enquire at WDC.
- Next workday - Sunday 22/9, from 9-1pm. Neil to send out a reminder the week prior.
- A members' newsletter discussed.

Meeting closed: 6.17 pm

Next meeting: Monday 14 October. Agenda out Sunday 13 or Monday 14.

Neil Brooks
Secretary

Document No: A443853

Report To: Council



Meeting Date: 8 October 2019

Subject: Annual Report 2018/19 – Adoption

Type: Decision Required

Purpose of Report

- 1.1 The purpose of this business paper is to present the Draft Annual Report 2018/19 (Draft AR) recommended by Council's Audit and Risk Committee for Council's consideration and adoption.

Background

- 2.1 The Draft AR encapsulates the financial and non financial performance of Waitomo District Council for the year ended 30 June 2019.
- 2.2 The Audit and Risk Committee (ARC) of Council received the Draft AR at the meeting held on 7 October 2019.

Commentary

- 3.1 Council's auditor, Deloitte, has completed the audit of the Draft AR and attended the ARC meeting of 7 October 2019 to discuss the audit as well as present their report regarding the audit.
- 3.2 The ARC considered the Draft AR and the Report to ARC on 7 October 2019. A copy of the business paper to the ARC on this matter is enclosed with this paper as Attachment 1. The Report to ARC on the audit from Deloitte is also enclosed as Attachment 2.

Analysis of Options

- 4.1 Council has the option of adopting the Annual Report or requesting further information/changes from the ARC (which recommends the Annual Report to Council for adoption).
- 4.2 Council must adopt the Annual Report prior to 31 October 2019, however due to the local body elections it is recommended the Annual Report is adopted prior to the elections.

Considerations

5.1 Risk

- 5.2 The Draft AR has been audited and no issues have emerged from this audit. It has also been assessed by the Audit and Risk Committee of Council at a prior meeting

and matters raised at the ARC have been taken into account. Therefore the residual risk of misstatement is negligible.

5.3 If Council chooses not to adopt the Draft AR at this meeting, it may not comply with the legislatively established timeframe for adoption of the Annual Report (within four months after the completion of the financial year).

5.4 Consistency with Existing Plans and Policies

5.5 This Draft AR measures our performance against year one of the Long Term Plan 2018-2028, and nothing in this Draft AR is inconsistent with existing plans and policies.

5.6 Significance and Community Views

5.7 The financial performance of Council in the past year is a significant matter to be shared with the District Community. The Annual Report and Summary Annual Report will be available on Council's website and in Council offices and library.

Recommendation

6.1 It is recommended that Council adopt the audited Annual Report 2018/19. A copy of the Annual Report 2018/19 is enclosed separately and forms part of this business paper.

Suggested Resolutions

- 1 The business paper on the Annual Report 2018/19 – Adoption be received.
- 2 The Chief Executive be delegated authority to ensure any formatting/grammatical changes and feedback from the Audit and Risk Committee and Council is accurately reflected in the Final Annual Report 2018/19 prior to publication.
- 3 The audited Annual Report 2018/19 be adopted.



GENERAL MANAGER – STRATEGY AND ENVIRONMENT



ALISTER DUNCAN

GENERAL MANAGER – BUSINESS SUPPORT

2 October 2019

Attachment 1: Audit & Risk Committee Business Paper (A443754)

Separate Enclosure: **CONFIDENTIAL** Report to ARC from Deloitte (A447915)

Separate Enclosure: Draft Annual Report 2018/19 (Doc No A447974)

Document No: A443754

Report To: Audit and Risk Committee



Meeting Date: 7 October 2019

Subject: Adoption of Annual Report 2018/19

Type: Decision Required

Purpose of Report

- 1.1 The purpose of this business paper is to present the Draft Annual Report 2018/19 (Draft AR) for consideration and, subject to any amendments, to recommend this document to Council for adoption.
- 1.2 Council's auditors (Deloitte) will be in attendance at the ARC meeting at 9.45am to discuss the audit and to present the Audit Report.

Background

- 2.1 The Draft AR shows the financial and non-financial performance of Waitomo District Council for the year ended 30 June 2019.
- 2.2 The Audit and Risk Committee (ARC) received an Unaudited Interim Financial Report (IFR) for the year ended 30 June 2019 at the 13 August 2019 ARC meeting and Council received an Unaudited Interim Non-Financial Report at the 27 August 2019 Council meeting.
- 2.3 As well as presenting the Draft AR for the ARC's consideration this paper also provides a summary of significant changes since the IFR and commentaries on Council and Group results.

Commentary

- 3.1 **Significant Changes since the Unaudited IFR**
- 3.2 The unaudited IFR was presented at the 13 August ARC meeting, while the financial results and position were still in the process of being finalised. There have been subsequent changes to the results due to finalising the ledgers and the significant changes are discussed in section 3.3 to 3.10.
- 3.3 **Statement of Comprehensive Revenue and Expense**
- 3.4 Total revenue has decreased from \$33.8 million in the IFR to \$33.5 million in the Draft AR mainly as a result of the elimination of rates revenue on Council owned properties.
- 3.5 Total expenditure increased from \$28.5 million to \$28.6 million mainly as a result of additional depreciation and recognition of asset disposals on finalising the asset register. These were partly offset by the elimination of rates paid on Council owned properties and the decrease in landfill aftercare provision due to a reduction in expected post closure monitoring costs and extending the date of the landfill closure to 2044 in anticipation of being granted the resource consent.

3.6 As a result of these changes to expenses and revenue, the total surplus for the year has decreased from \$5.3 million in the IFR to \$4.9 million in the Draft AR.

3.7 The loss on revaluation of the investment in ICL of \$0.4 million was recognised in other comprehensive revenue and expense. This, along with the changes to total surplus discussed in 3.4 and 3.5, decreased the Total comprehensive revenue and expense from \$4.6 million as reported in the IFR to \$3.8 million.

3.8 **Statement of Financial Position**

3.9 Total assets decreased from \$366.5 million in the IFR to \$365.7 million mainly as a result of:

- Loss on revaluation of the investment in ICL \$0.4 million
- Asset Disposals of \$0.3 million processed since the IFR was prepared.

3.10 Total equity decreased by \$0.7 million from the IFR as a result of:

- Decrease in Revaluation Reserve due mainly to a prior period adjustment relating to the disposal of assets.
- A decrease in Surplus as detailed above.
- Increase in Other Reserves as a result of the final reserve transfers, offset partly offset by a decrease in the Assets available for sale reserve from the loss on valuation of ICL investment.

3.11 **Draft 2018-19 Annual Report Highlights**

3.12 **Statement of Financial Performance (pg 58)**

3.13 The budget provided for a surplus of \$3.2 million. The actual result was a greater surplus of \$4.9 million. The main variances are detailed below.

3.14 **Revenue**

3.15 Revenue was \$0.3 million more than budget due to:

- Rates revenue was \$0.2 million less than budget. This was the result of excluding rates revenue on council owned properties.
- Subsidies and grants were \$0.5 million less than budget as the capital expenditure programme was not fully spent.
- Fees and charges revenue was \$0.7 million more due to landfill disposal revenue and quarry royalty revenue being more than budget. Additional revenue was received for complex resource consent applications where costs associated with planning consultants were recovered from applicants and additional fees for building control services.
- Other revenue including gains/(losses) was \$0.3 million more than budget due to gains on revaluation of investment property, funding contribution received for costs associated with the district plan review and depreciation recovered on the sale of motor vehicles.

3.16 Expenditure was \$1.4 million less than budget due to:

- Finance costs were \$0.9 million less than budget due to a reduced public debt level than what was budgeted for and interest rates were less than anticipated at the time the budget was prepared.

- Other expenditure was \$0.6 million less than budget due to:
 - Rates paid on council owned property being excluded. The budget figure includes rates on council owned properties.
 - Grant expenditure for the proposed stadium was not spent.
 - Reduced operations and maintenance costs for all sewerage schemes.
- Employee benefit expenditure was \$0.2 million more than budget for additional organisational capacity and resourcing requirements.

3.17 Statement of Financial Position (pg 60)

3.18 Total equity was \$13.2 million more than expected due to:

- The surplus was \$1.7 million more than budget.
- The revaluation reserve was \$2.7 million more than budget due mainly to an increase in the reserve to recognise discovered assets which were not identified at the time the budgets were prepared.
- Available for Sale reserves were more than budget as the budget assumed that the value of the investment in ICL was \$4.5 million compared to the value at 30 June 2019 of \$11.4 million.
- Council created reserves were \$5.2 million more than budget due to the surpluses arising from the various activities of Council and increases to depreciation reserves.
- These increases were offset by the loss on cashflow hedges which was \$0.8 million more than budget.

3.19 Current assets were \$0.4 million more due to a higher level of cash and cash equivalents at balance date and assets held for sale. These were partly offset by reduced receivables.

3.20 Current liabilities were \$5.3 million less than budget due to a lower overall level of borrowings than anticipated in the budgets and a lower level of payables at balance date than was estimated.

3.21 Non-current assets were \$5.2 million more than expected due to the increase in the value of other financial assets from the valuation of Inframax Construction Ltd to \$11.4 million. The budgets assumed a value of the investment of \$4.5 million. This increase was partly offset by a lower value of property, plant and equipment than anticipated due to less capital expenditure being undertaken than was estimated when the budgets were prepared.

3.22 Non-current liabilities were \$2.2 million less than budget due to a lower overall level of borrowings than was anticipated in the budgets. Derivative financial instruments were also \$0.8 million more than expected.

3.23 Rates receivable decreased from \$3,784,000 outstanding at 30 June 2018 to \$3,760,000 outstanding at 30 June 2019 (a decrease of \$24,000).

3.24 Of the \$3,784,000 that was receivable for rates and penalties charged to 30 June 2018, this has now reduced to \$2,570,000 (a reduction of \$1.2 million). This is the result of continued successful debt recovery actions undertaken during the year.

	2019 \$000's	2018 \$000's	2017 \$000's	2016 \$000's
Rates receivable at 30 June 2018	3,784	3,842	3,969	3,973
Less cash received	(834)	(675)	(980)	(1,025)
Less remissions, RID amendments and statute barred write offs	(380)	(513)	(303)	(239)
Sub total	2,570	2,654	2,686	2,709
Plus current year rates outstanding	828	778	797	866
Plus current year penalties and court costs outstanding	362	352	359	394
Rates receivable at 30 June 2019	3,760	3,784	3,842	3,969

3.25 Capital Expenditure

3.26 Total capital expenditure for the year ended 30 June 2019 was \$10.1 million against a budget of \$10.2 million.

3.27 Some of the major projects completed were:

- Construction of the new playground and seating area at Maniaiti/Benneydale and installation of a new basketball area in Eketone Street, Te Kuiti
- Replacement of the lower library rood and shelving and installation of automatic doors at the library
- Development of the Holiday Parks in Te Kuiti and Marokopa
- Work continued on obtaining resource consent for expansion of the landfill
- Te Kuiti water plant upgrade project
- Alternative water supply investigation (bore) in Te Kuiti
- Mokau water supply dam repair and renewals
- Maniaiti/Benneydale water plant UV system upgrade
- New water reservoir at Piopio
- Taupiri Street sewer upgrade project
- Pavement rehabilitation at Ramaroa and Taharoa Roads
- Footpath renewals and improvements

3.28 Borrowings

3.29 Council's Long Term Plan (LTP) provides annual forecasts for the levels of borrowings. The following table illustrates the trends in the level of borrowings over the last three financial years.

COPY

	30 June		
	2016/17 \$000	2017/18 \$000	2018/19 \$000
Borrowings			
Forecast Public Debt (LTPs)	54,628	53,645	47,565
Actual Public Debt	43,419	41,737	40,261
\$ Trend	-11,209	-11,908	-7,304
% Trend	-20.5%	-22.2	-15.4%
Capex	9,703	9,869	10,102

3.30 These trends show that actual borrowings have reduced to \$40.26 million at 30 June 2019 and are less than forecast despite major capital investment of \$29.7 million over the last three years.

3.31 Council has continued to manage the funding of the capital works programme from a mixture of subsidies and grants funding, available reserves and borrowing.

3.32 **Group Balance Sheet**

3.33 At 30 June 2019 total equity for the Group was \$316 million. There was a \$4.8 million increase in equity reflecting net asset increase due to the Group's after tax profit of \$5.4 million.

3.34 Current assets decreased by \$1.5 million mainly due to decrease in receivables and inventories.

3.35 Current liabilities decreased by \$13.6 million due to a decrease in the current portion of borrowings and payables.

3.36 Non-current assets increased by \$4.7 million due mostly to an increase in property, plant and equipment.

3.37 Non-current liabilities increased by \$11.3 million due mainly to an increase in non-current borrowings and derivative financial instruments.

3.38 **Statement of Service Performance (Key Performance Indicators)**

3.39 The Statements of Service Performance provide detailed information on the performance measures and targets for each of the significant activities. The performance summary is given on pages 18-19 of the Draft AR with more detailed information disclosed within each activity on pages 20-56 of the Draft AR.

3.40 Three out of six performance targets for Roading were achieved. The performance target relating to the 'timelines and appropriateness of responses to problems and service requests' was previously shown as achieved in the Unaudited Interim Non-Financial Report at the 27 August 2019 Council meeting, however has now been amended to not achieved.

The comment has been amended to - A total of 592 requests were received, of these 77 of the requests were related to state highway, and 409 requests were responded to within 10 working days.

The target was 80%, and 79% of the requests were responded within 10 working days.

3.41 Of the 76 key performance indicators measured, 62 (82%) (2018: 89%) were achieved and 14 (18%) (2018: 12%) were not achieved.

3.42 **Audit**

3.43 Auditors will be present at the meeting to report on the audit process and present the Audit report. The Report to ARC from the Auditors is enclosed separately as Enclosure 1 to this business paper.

Analysis of Options

4.1 ARC has the option of recommending the adoption of the Annual Report to Council or requesting further information/changes from its staff and auditors. Council must adopt the Annual Report prior to 31 October 2019 however due to the local body elections it is recommended that the Annual Report is adopted prior to the elections.

Considerations

5.1 **Risk**

5.2 There is potential risk that some revenue included in the financial statements is subsequently not converted to cash or cash equivalents. The raising of invoices and recognition of income is carried out with management review and approval to minimise this risk. Debtors and other receivables are actively monitored and reviewed. The risk is also mitigated by the recognition of a provision for doubtful debt at 30 June 2019.

5.3 There is a risk that the accounting estimates and judgments used when performing valuations over assets may not reflect the assets actual condition or, the useful lives do not reflect the actual consumption of benefits of the asset. To minimise this risk, infrastructural asset valuations have been determined in reference to industry guidelines and adjusted for local conditions. Asset inspections, deterioration and condition modeling are also carried out as part of asset management planning.

5.4 There is a risk that the financial results and position stated within this report is materially different for those assets were not revalued at 30 June 2019. These assets include roads, solid waste, water, wastewater, stormwater and land and building assets. To minimise this risk, an assessment of the fair value of significant assets in between revaluation years has been completed by external valuers.

5.5 There is a risk that some financial assets may become impaired, but that the impairment amount is unknown. This will cause an over statement of carrying value of the asset in this report, that would subsequently need to be corrected in a later report.

5.6 Consistency with Existing Plans and Policies

5.7 This Draft AR measures our performance against year one of the Long Term Plan 2018-2028, and nothing in this Draft AR is inconsistent with existing plans and policies.

5.8 Significance and Community Views

5.9 The financial performance of Council in the past year is a significant matter to be shared with the District Community. The Annual Report and Summary Annual Report will be available on Council's website and in Council offices and library.

Recommendation

- 6.1 The Draft Annual Report 2018/19 be recommended to Council for adoption.
- 6.2 A copy of the Draft Annual Report 2018/19 is enclosed separately and forms part of this business paper.

Suggested Resolutions

- 1 The business paper on Adoption of Annual Report 2018/19 received.
- 2 The Audit and Risk Committee recommend the audited Annual Report 2018/19 be referred to Council for adoption.



TERRENA KELLY
GENERAL MANAGER – STRATEGY AND ENVIRONMENT



ALISTER DUNCAN
GENERAL MANAGER – BUSINESS SUPPORT

2 October 2019

Separate Enclosure 1: Draft Annual Report 2018/19 (Doc No A447974)

Separate Enclosure 2: **Confidential:** Deloitte Report to the Audit and Risk Committee for the year ended 30 June 2019 (Doc No A447915)

Document No: A447218

Report To: Council



Meeting Date: 8 October 2019

Subject: Adoption of Road Map Work Programme for the period October 2019 to June 2021

Purpose

- 1.1 The purpose of this business paper is to present to Council for consideration and adoption, the Road Map Work Programme for the period October 2019 to June 2021.
- 1.2 The Road Map Work Programme as at 8 October 2019 (Doc A436829) is enclosed separately and forms part of this business paper.

Commentary

- 2.1 The Road Map sets out work programmes identified to date for period leading up to adoption of the next (2021-2031) Long Term Plan (LTP) in June 2021.
- 2.2 In addition to projects relevant to the development of the LTP and required by legislation, there are a number of other projects that must also occur over this period. Some of these non-LTP commitments are of importance to the functional roles of Council which feed into the decision making process.
- 2.3 The Road Map details identified projects of work, including a brief commentary for each project and indicative timelines for completion. As Council is well aware, other projects of work will arise over time which will need to be tested against this Road Map Work Programme and in particular WDC's organisational capacity to identify priority ranking against the already established work programme.
- 2.4 The Road Map is a 'living document' and as such is subject to change, both through further planning required for certain work streams and also by way of Council review as other issues arise over time which affect priorities.
- 2.5 This Road Map includes -
 - Projects which commenced prior to 1 July 2018 and are continuing across financial years into the current financial year.
 - Projects required by Legislation.
 - Projects required as part of the development of the 2021-2031 LTP.
 - Projects identified by the Elected Council and requested for inclusion in the Road Map.
- 2.6 The Road Map is updated and re-presented to Council in full for review on a "needs" basis. Subject to how many variations are required, this review by Council can be anywhere from 3 – 12 months apart. As well as any variations

made resulting from new projects identified throughout a financial year, a fully revised Road Map is presented to Council following adoption of either an EAP or an LTP.

- 2.7 In the periods between considering a fully revised Road Map, a Monitoring Schedule is presented to Council on a quarterly basis. The Monitoring Schedule is a direct extract from the Road Map of the Key Milestones for the current year and includes the indicative timeframes and a commentary on progress for each project of work.

Suggested Resolutions

- 1 The business paper on Adoption of Road Map Work Programme for the period October 2019 to June 2021 be received.
- 2 The Road Map Work Programme for the period October 2019 to June 2021 (Doc A436829) be adopted.



TERRENA KELLY

GENERAL MANAGER – STRATEGY AND ENVIRONMENT

Separate Enclosure: Road Map Work Programme as at 8 October 2019 (Doc A436829)

Document No: A446784

Report To: Council



Meeting Date: 8 October 2019

Subject: Delegations to the Chief Executive during Interim Election Period

Purpose

- 1.1 The purpose of this business paper is for Council to consider delegating to the Chief Executive during the interim election period (approximately 7-10 days) the responsibilities, duties and powers of the Council, except for certain powers.

Background

- 2.1 The Council will need to consider arrangements to ensure the effective and efficient conduct of the Council's business during the period from the day after the declaration of the electoral result until the new Council is sworn in at the inaugural meeting of the Council. This is likely to be for the period 12 – 22 October 2019.
- 2.2 Clause 14 of Schedule 7 of the Local Government Act 2002 provides that a person newly elected to Council may not act until they have made the necessary declaration at the inaugural Council meeting.
- 2.3 This provision combines with sections 115 and 116 of the Local Electoral Act 2001 (as set out below) to the effect that, from the day after the declaration of election results (which is by way of public notice in a local newspaper), until the new members declaration is taken at the inaugural Council meeting, neither the outgoing nor the incoming elected members can act in their capacity as members of the Council. The previous members go out of office at the same time as the new members come into office (the day after the public notice in the newspaper).

"115 When members come into office

- (1) *A candidate who is declared to be elected comes into office on the day after the day on which the official result of the election is declared by public notice under section 86..."*

"116 When members leave office

- (1) *Every member of a local authority or local board or community board, unless vacating office sooner, vacates office, —*
 - (a) *in a case where the member's office is the subject of an election, when the members elected at the next election come into office;*
 - (b) *in a case where provision is made by any enactment to fill a vacancy by appointment, when the member's successor comes into office.*
- (2) *Despite subsection (1)(a), if a member's office is the subject of an election, and neither the member nor any other person is elected at the election to that office, the member vacates office at the same time as any other member of the local authority who is not re-elected at the election."*

- 2.4 The earliest opportunity for the declaration of election results to be publicly notified in the local newspaper following the Elections is Tuesday 15 October 2019.
- 2.5 Delegating powers to a Chief Executive for the triennial election period is a common practice amongst local authorities resulting from legal advice.
- 2.6 It is recommended that the Council make a delegation to the Chief Executive of all of its responsibilities, duties, and powers for the period in question except those set out in paragraphs (a) to (h) of clause 32(1) of Schedule 7 of the Local Government Act 2002. This clause provides:

“32(1) Unless expressly provided otherwise in this Act, or in any other Act, for the purposes of efficiency and effectiveness in the conduct of a local authority's business, a local authority may delegate to a committee or other subordinate decision-making body, community board, or member or officer of the local authority any of its responsibilities, duties, or powers except—

- (a) the power to make a rate; or*
- (b) the power to make a bylaw; or*
- (c) the power to borrow money, or purchase or dispose of assets, other than in accordance with the long-term plan; or*
- (d) the power to adopt a long-term plan, annual plan, or annual report; or*
- (e) the power to appoint a chief executive; or*
- (f) the power to adopt policies required to be adopted and consulted on under this Act in association with the long-term plan or developed for the purpose of the local governance statement.*
- (g) Repealed*
- (h) the power to adopt a remuneration and employment policy.”*

- 2.7 This delegation is for the limited time period between the declaration of the election result and the first 'swearing in' meeting of the new Council. This is anticipated to be seven (7) days based on the declaration date in the local newspaper being Tuesday 15 October 2019 and the inaugural Council meeting being convened on Tuesday 22 October 2019. However, these dates may be subject to change (i.e. if the result is very close and special votes need to be counted to determine the outcome, then the declaration date may be later than Tuesday 15 October 2019).
- 2.8 The delegation will also be subject to the proviso that the Chief Executive may only attend to those matters that cannot reasonably await the first meeting of the new Council. The Chief Executive will report any decisions made under this delegation to the first meeting of the new Council.
- 2.9 The risks involved in making this delegation to the Chief Executive include the Council not agreeing with the decisions made, and/or overturning decisions at a later date. However, the risks of not delegating would be the risk of the Council not being able to undertake its business during the period from the declaration of the election result until the first meeting of the new Council.
- 2.10 The limited time period and the fact that any decision by the Chief Executive is required to be made in consultation with the Mayor elect and that it would only be pressing matters that must be attended to, does provide a degree of comfort to elected members that decisions which would normally be under the authority of Council will not be made unless required for the smooth running of the Council.

Recommendation

- 3.1 The Council consider arrangements to ensure the effective and efficient conduct of the Council's business during the period from the day after the declaration of the electoral result until the new Council is sworn in at the first meeting of the Council.
- 3.2 It is recommended that the Council delegate its responsibilities, duties, and powers (with the exception of those set out in Schedule 7, Clause 32(1) of the LGA)) to the Chief Executive for the period from the day after the declaration of results until the swearing in of the new Council.

Suggested Resolutions

- 1 The business paper on Delegations to the Chief Executive during Interim Election Period be received.
- 2 Subject to the limitations set out in clause 32(1) of Schedule 7 of the Local Government Act 2002, Council delegate all of its responsibilities, duties, and powers to the Chief Executive for the period from the day after the declaration of the election results until the swearing in of the new Council, subject to a requirement that the Chief Executive may only exercise this delegation on the following basis:
- (a) Following consultation with the person elected to the position of Mayor; and
 - (b) only attend to matters that cannot reasonably await the first meeting of the new Council and;
 - (b) any decisions made under this delegation shall be reported to the first meeting of the new Council



TERRENA KELLY

GENERAL MANAGER – STRATEGY AND ENVIRONMENT

Document No: A447314

Report To: Council



Meeting Date: 8 October 2019

Subject: Appointment of Commissioners for Proposed District Plan Hearings

Type: Decision Required

Purpose of Report

- 1.1 The purpose of this business paper is to seek approval to appoint a Commissioner to chair and hear the hearings on the Proposed District Plan (PDP); and two Councillors to be Commissioners to hear the PDP.
- 1.2 The Independent Commissioner Chair will hear all the submissions on the PDP and in combination with Councillors and Iwi, will form hearings panels to hear submissions on different topics.

Background

- 2.1 The District Plan Review is Council's response to the statutory requirements of the Resource Management Act 1991 ("RMA") and will result in a PDP that complies with national and regional resource management directions.
- 2.2 To date the District Plan Review process has been focused on research, identifying options and drafting PDP provisions. Looking forward, the PDP is scheduled to be notified in May 2020, followed by a submissions and further submissions period (as defined in the RMA). Hearings on submissions are planned to begin in October 2020, with decisions being released in the first half of 2021. The Act allows two years from the date of notification to the release of the decisions on submissions.

Commentary

- 3.1 The role of the hearings panel is to consider all submissions received, hear the evidence of submitters and make recommendations or decisions (depending on the delegation given to the panel). For the PDP, it is proposed to appoint an Independent Commissioner Chair ("ICC") to hear the District Plan. The Independent Commissioner Chair in combination with Councillors and Iwi, will form hearings panels to hear submissions on different topics. The final composition of the topics (and therefore the hearings) will not be known until submissions have been received.
- 3.2 The ICC will likely set out a series of directions in advance which specify how the hearings will be run, how evidence should be presented, and how deliberations and written decision-making will occur. The ICC may direct a range of matters, including:
 - that evidence is taken as read;

- the format that the evidence is presented in;
- a submitter to provide further information before or during the hearing; and
- may commission a report on a matter where they require further information.

3.3 The way in which the hearings are managed and how decisions are made is an important part of the PDP process. If the process is carried out incorrectly there is the risk of judicial review. Furthermore, the Council, Iwi and Submitters all benefit from an experienced ICC who is used to managing hearing processes effectively and efficiently.

Analysis of Options

4.1 The RMA sets out the process for appointing Commissioners to sit on a hearings panel. Section 34A allows Council to delegate powers and functions to a hearings Commissioner(s) for the purpose of hearing a PDP. Section 39B establishes the requirements in respect of any person who may be given hearing authority:

- Council may give authority to one person if the person is accredited.
- Council may give authority to a group of persons that has a chairperson only if all persons in the group including the chair are accredited, or the chair is accredited and there are exceptional circumstances which do not provide time opportunity to ensure all people in the group are accredited.
- Council may give the authority to a group of persons that do not have a chairperson, only if all the people in the group are accredited or over half of the people in the group are accredited and there are exceptional circumstances that do not provide the time or opportunity to ensure that all persons in the group are accredited.

4.2 There are advantages and disadvantages of each option, and this was discussed at Council's September Workshop. At the workshop, Council provided guidance that an independent Commissioner Chair should hear all the submissions, along with two accredited Councillors (commissioners) and an accredited Iwi commissioner. It is noted that not all commissioners are likely to sit on every hearing.

4.3 The hearing of submissions necessitates a significant amount of time over a concentrated period; and due to the complex nature of District Plan Reviews and RMA hearings, requires an expert planner who is experienced in chairing hearings.

4.4 There is a limited pool of experienced planner ICCs with the required knowledge and experience for PDP hearings. Good ICCs generally have very busy schedules, and their availability is often an issue as they are booked well in advance. For these reasons, Council staff have researched potential ICCs well in advance of the hearing timeframe, and based on this research, recommend the appointment of Mr Greg Hill to act as the ICC for the PDP hearings.

4.5 Mr Greg Hill is an experienced resource management planner and hearings Commissioner. He holds the required Ministry for the Environment "Making Good Decisions" chair's accreditation which is valid until December 2023. Mr Hill's bio is as follows:

"Greg is a planner/ hearings commissioner with over 30 years' experience in planning and resource management for central and local government and as a

consultant. He has been appointed as a hearing commissioner by various regional and district councils including in Auckland, the Bay of Plenty, Waikato and Northland, and by the Environmental Protection Agency (chairing the first hearing under the Exclusive Economic Zone and Continental Shelf (Environmental Effects) Act 2012)). He was one of the Government appointed members of the Auckland Unitary Plan Independent Hearings Panel. Greg is a presenter /facilitator for the Ministry for the Environment's Good Decision Making certification programme."

4.6 As outlined in the bio above, Mr Hill has been involved in a wide range of hearings/decisions, including the review of the Otorohanga District Plan. A summary of the hearings/decisions he has participated in include:

- Chairing the Healthy Rivers Plan Change (PC1) for the Waikato and Waipa Rivers for Waikato Regional Council;
- One of the panel members of the Auckland Independent hearings panel to the Proposed Auckland Unitary Plan;
- Chairing the first hearing under the Exclusive Economic Zone and Continental Shelf (Environmental Effects) Act 2012 for an application to extract iron sand off the coast from Taranaki (Appointed by the Environmental Protection Authority);
- Full plan reviews; - the Auckland Unitary Plan and the Otorohanga District Plan;
- Major plan changes; - Landscape variation for Kaipara District Council, Papakāinga and Rural and Coastal provisions for Whangarei District Council and aspects of the Hauraki Gulf Islands District Plan for the Auckland Council;
- Major urban development/redevelopment proposals (including waterfront and town centre developments) – both plan changes and resource consents;
- Residential, commercial and recreational proposals (including large scale retirement villages);
- Power Stations (hydro, gas and geothermal);
- Port dredging;
- Marinas (3);
- Sand and iron ore mining/extraction (3); and
- Reclamations.

4.7 Mr Hill's CV is attached as Appendix 1.

4.8 Council staff have had initial engagement with the Maniapoto Māori Trust Board to discuss participation in decision making on the PDP. In accordance with the Maniapoto Māori Trust Board Engagement Strategy 2017, it has been agreed that Council will collaborate with the Maniapoto Māori Trust Board to appoint a Commissioner for the District Plan hearings in order to ensure tikanga Māori and the perspectives of local iwi are appropriately represented in the formal decision-making process. These conversations are underway. At this stage it is not known if an Iwi Commissioner will sit on all hearings.

4.9 It is also recommended that Council appoints Councillors Allan Goddard and Phil Brodie as Independent Commissioners to the hearings panel for the PDP. Both Councillors have extensive experience in wider district issues, considerable knowledge of local resource management matters and hold the Ministry for the Environment "Making Good Decisions" accreditation. Appointing these Councillors early helps to avoid any conflicts during the semi-judicial and judicial stages of the review.

- 4.10 In considering the reasonably practicable options for this decision under the Local Government Act 2002 (LGA), the appointment of an ICC is the most cost-effective approach to ensure consistency across the PDP hearings. In addition, the ICC provides the level of expertise and experience required for PDP hearings, which is very important due to the complexity of hearings of this nature.
- 4.11 Where the hearings panel comprises accredited Councillors in addition to the ICC, the Councillors bring resource management experience gained in the local setting and expertise in district matters. The appointment of an Iwi Commissioner in collaboration with the Maniapoto Māori Trust Board ensures that Te Ao Maori is appropriately and fully considered throughout the process.

Considerations

5.1 RISK

- 5.2 As applicable, the hearings panel will be composed of a mixture of Councillors, the ICC and an Iwi Commissioner. This approach provides both expertise and local knowledge to ensure that decisions on the PDP are robust, impartial and appropriately informed. For some hearings the ICC may sit alone or with an Iwi Commissioner. To manage continuity issues across the whole PDP, the ICC needs to be an expert in the field of resource management and experienced in leading both complex hearings and ensuring defensible decisions. The appointment of Mr Hill therefore minimises the risks associated with the decision-making process.
- 5.3 Conflicts of interest will be managed and recorded through a risk register and can also be managed in part through the composition of the hearings panel for any one hearing topic. The appointment of an ICC will allow the other Commissioners to stand aside for a particular hearing topic if a real or perceived conflict exists that cannot be managed via the RMA hearings process. During the pre-hearing process, risks around these matters will be addressed and managed.
- 5.4 Funding for the PDP, including the hearings phase is provided for in the Long-Term Plan. Provision has been made for the post-notification phase, including additional technical expertise if required. When the number, nature and complexity of the submissions is known, the need for additional technical expert reports will become clearer, and these will be addressed formally through the PDP hearings process in accordance with the requirements of Schedule 1 of the RMA. The PDP process is supported by an experienced expert RMA solicitor if required.

5.5 CONSISTENCY WITH EXISTING PLANS AND POLICIES

- 5.6 The decisions recommended in this business paper are in accordance with the requirements of the RMA.

5.7 SIGNIFICANCE AND COMMUNITY VIEWS

- 5.8 The PDP project itself is significant in accordance with WDC's Significance and Engagement Policy, and staff have involved the community in a number of ways to date during the pre-notification phase.
- 5.9 The PDP will be notified in accordance with the legal requirements of the RMA, which sets out a very formal submissions process which must be followed by WDC.

- 5.10 Initial discussions have been held with Manaiapoto Maori Trust Board staff and board members as per the Maniapoto Māori Trust Board Engagement Strategy 2017.

Recommendation

- 6.1 This report recommends the appointment of Hearings Commissioners to sit on the Proposed Waitomo District Plan Hearings Panel ("Hearings Panel") for the duration of the PDP hearing process (from clauses 8AA to, and including, 10 of the First Schedule of the RMA). This report also recommends the delegation of authority to the Hearings Panel to exercise Waitomo District Council's functions under clauses 8AA to and including, 10 of the First Schedule of the RMA, including making decisions on the PDP provisions and matters raised in submissions and further submissions.

Suggested Resolutions

- 1 The Business Paper on the Appointment of Commissioners for Proposed District Plan Hearings be received; and
- 2 That in accordance with s34A of the Resource Management Act 1991 Council appoint Mr Greg Hill as an Independent Commissioner Chair of the Hearings Panel for the Proposed Waitomo District Plan; and
3. That in accordance with s34A of the Resource Management Act 1991 Council appoints Councillors Allan Goddard and Phil Brodie as Hearing Commissioners to the Hearings Panel for the Proposed Waitomo District Plan; and
4. That, in accordance with s34A(1A) of the Resource Management Act 1991 and the Maniapoto Māori Trust Board Engagement Strategy 2017, at least one further Independent Hearing Commissioner with an understanding of Tikanga Maori and of the perspectives of mana whenua, be appointed to make-up the Hearings Panel of the Proposed Waitomo District Plan; and
5. That Council delegates to the Hearings Panel all powers, duties and functions under the Resource Management Act 1991 (clauses 8AA to, and including, 10 of the First Schedule of the RMA) to case manage, consider, hear, deliberate and decide on all submissions and further submissions received on, and provisions of, the Proposed Waitomo District Plan; and
6. That Council delegates the powers to determine the composition of the Hearings Panel for specific topics and/or individual hearings of submissions and further submissions on the Proposed Waitomo District Plan, to the Independent Commissioner Chair appointed under clause (2) of these resolutions.



TERRENA KELLY
GENERAL MANAGER - STRATEGY AND ENVIRONMENT

27 September 2019

Attachment: 1 Greg Hill CV (A447560)

File 1 - Page 42

Curriculum Vitae - Greg Hill 2019

Skills and attributes	Overview <p>Greg is an experienced resource management planner (consultant) and hearings commissioner. He has over 30 years' experience and holds a Bachelor of Economics and Geography and a Bachelor of Town Planning, all from the University of Auckland.</p> <p>Greg holds a Ministry for the Environment "Making Good Decisions" chair's accreditation. This is valid until December 2023.</p> Hearing Commissioner Roles <p>Greg has been involved in a wide range of hearings/decisions. These have included:</p> <ul style="list-style-type: none">• Chairing the Healthy Rivers Plan Change for the Waikato and Waipa Rivers for Waikato Regional Council;• One of the panel members of the Auckland Independent Hearings Panel to the Proposed Auckland Unitary Plan;• Chairing the first hearing under the Exclusive Economic Zone and Continental Shelf (Environmental Effects) Act 2012 for an application to extract iron sand off the coast from Taranaki (Appointed by the Environmental Protection Authority);• Full plan reviews; - the Auckland Unitary Plan and the Otorohanga District Plan;• Major plan changes; - Landscape variation for Kaipara District Council, Papakāinga and Rural and Coastal provisions for Whangarei District Council and aspects of the Hauraki Gulf Islands District Plan for the Auckland Council;• Major urban development/redevelopment proposals (including waterfront and town centre developments) – both plan changes and resource consents;• Residential, commercial and recreational proposals (including large scale retirement villages);• Power Stations (hydro, gas and geothermal);• Port dredging;• Marinas (3);• Sand and iron ore mining/extraction (3); and• Reclamations. <p>Greg was also appointed to the Rugby World Cup Authority as a hearings</p>
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	<p>commissioner.</p> <p>Many of these hearings have been complex and controversial involving a wide range of issues including: understanding tikanga Maori, technical evidence from a range of experts as well as community groups and lay people. Understanding, empathy, patience and a highly developed sense of fairness are skills Greg thinks he has developed in his time as a commissioner.</p> <p>Planning Roles</p> <p>Greg has worked as planner for territorial, regional and central government agencies. He was the General Manager of Policy and Planning at the Auckland Regional Council prior to the establishment of the Auckland Council. He was the project manager, and one of the principal authors, of the first Regional Plan: Coastal for Auckland in the mid 1990's.</p> <p>All of his resource management consulting has been to public agencies - mainly coastal policy issues, as well as urban development.</p> <p>Teaching /Facilitation</p> <p>Greg is one of the teachers/facilitators of the Ministry for the Environment's Making Good Decisions courses. This is the required course for anyone wishing to be a hearings commissioner under the Resource Management Act 1991 (he holds a Chair's accreditation under this course).</p> <p>He also developed and taught/facilitated, two short courses for the University of Auckland (Continuing Education Department) titled:</p> <ul style="list-style-type: none"> • Determining and Writing Good Resource Management Decisions" and • Understanding Maori Values in Relation to RMA Processes. <p>These day long courses were aimed at improving decision making by hearing commissioners.</p>
<p>Other Attributes</p>	<p>Greg has assisted NGOs, Iwi and community groups in planning related matters. This has included appearing before a Board of Inquiry (coastal) and the Environmental Court, developed RMA position papers, given conference and seminar papers and provided general policy/planning advice.</p> <p>In 2013 he received the Distinguished Service Award from the New Zealand Planning Institute <i>"In recognition of his significant contribution to the field of planning and to the affairs of the institute"</i>.</p>

Contact Details

Name	Greg Hill
Address	<u>Phone</u> - [REDACTED] <u>email</u> : [REDACTED] <u>Postal</u> [REDACTED] Or <u>Physical</u> [REDACTED]

Greg Hill

September - 2019

Document No: A446499

Report To: Council



Meeting Date: 8 October 2019

Subject: Waitomo District Council Grant Allocations 2018/2019

Type: Information Only

Purpose of Report

- 1.1 The purpose of this business paper is to provide Council with details of grants made by Waitomo District Council for the 2018/2019 financial year.

Background

- 3.1 Waitomo District Council (WDC) is committed to annually allocating funds and resources to support community initiatives through grants managed in accordance with Council's Community Development Fund Policy.

- 3.2 For clarification purposes, set out below is a description of each of the grants contained in Council's Community Development Fund Policy.

3.3 Discretionary Grants

- 3.4 The focus of the Discretionary Grant Fund is in providing community assistance for the 'not for profit' sector in order to create a strong social base and meet local needs. The dollar value of each grant is determined on a case by case basis during each funding round.

- 3.5 The Discretionary Grant Fund is advertised and administered via four rounds per annum.

3.6 Triennial Grants

- 3.7 The focus of the Triennial Grant Fund is in providing support to 'not for profit' organisations whose work can be shown to support the social and cultural well-being goals of the Waitomo District.

- 3.8 Council, as part of the Long Term Plan process, considers applications to the Triennial Grant Fund. Grants are allocated for a period of three years with funding distributed annually.

3.9 Provision of Services Grants

- 3.10 Provision of Services Grants provide funding to 'not for profit' organisations who undertake to provide services that compliment Council's Long Term Plan objectives.

- 3.11 These organisations offer services that make a significant contribution to the achievement of Waitomo District Council's Community Outcomes and improve

well-being within the District, but are outside the scope of services provided by Waitomo District Council.

- 3.12 The value of each of these grants are determined on a case by case basis and developed with the recipient as a Provision of Services Grant Agreement.

3.13 Community Partnership Fund

- 3.14 The Community Partnership Fund seeks to facilitate and support strong and sustainable partnerships and to seek co-funding arrangements to support improved social outcomes of our community.

- 3.15 The fund aims to provide opportunities by offering access to funding and in kind support to groups working on community initiatives. Of particular interest is those projects and initiatives that demonstrate strong links to Vibrant Safe Waitomo.

3.16 Community Halls Grants

- 3.17 Community Halls Grants provide funding to assist with the maintenance of 13 Community Halls throughout the district.

3.19 Special Grants (Creative Communities; Sport NZ Rural Travel Fund and DC Tynan Trust Fund)

- 3.20 There are two special grants administered by Council on behalf of central government; Creative Communities New Zealand and the Sport NZ Rural Travel Fund. Funding for both of these grants is provided by central government and each is administered by WDC in alignment with their own specific criteria.

- 3.21 WDC administers the DC Tynan Fund which is a generous bequest left by the late Daniel Circuit Tynan to the Borough of Te Kuiti for the purpose of supporting organisations within the Te Kuiti Urban Ward that are involved with social, cultural, educational or recreational activities.

- Forgeson Law directs the funds of the Trust; Waitomo District Council provides the administrative support associated with the funding application process. Applications are invited annually to this fund.

Commentary

- 4.1 Attached to and forming part of this business paper is a summary setting out details of grants allocated by WDC for the 2018/2019 financial year under each of the grant types, including:

- Triennial Grants
- Provision of Services Grants
- Discretionary Grants
- Community Partnership Fund
- Community Halls Grants
- Creative Communities
- DC Tynan Trust Fund
- Sport NZ Rural Travel Fund

Suggested Resolution

The business paper Waitomo District Council Grant Allocations for 2018/2019 be received.

A handwritten signature in blue ink, appearing to read 'H Beever', is positioned below the text.

HELEN BEEVER
GENERAL MANAGER – CUSTOMER SERVICES

September 2019

Attachment 1 Summary of WDC Grant Allocations 2018/2019 (A447276)

Summary of Grant Funding Allocations 2018/2019

Triennial Grant Allocation 2018

Name of Applicant	Project Description	Amount Granted
Benneydale & District Historical Display	Assist with operational costs to provide historical display	\$500.00
Citizens Advice Bureau Te Kuiti Inc	Assist with operational costs to provide a facility for volunteers and clients to acquire a range of information	\$4,000.00
New Zealand Shearing Championships Inc	Hall Hire - Les Munro Centre	\$6,000.00
Number 12	Assist with operational costs for provision of Youth Centre	\$10,000.00
Te Kuiti Community House Trust	Support of the provision of community based services and facilities	\$10,000.00
Te Kuiti Kaumatua Games	Assist with administrative and promotional expenses	\$500.00
Mokau School	Assist with pool operation costs (Year One Grant)	\$1,800.00
Project Piopio Trust	Assist with operational costs associated with community projects	\$3,000.00
Te Kuiti Development Incorporated	Assist with administrative expenses	\$6,000.00
	TOTAL	\$41,800.00

Provision of Services Grant Allocation 2018

Name of Applicant	Project Description	Amount Granted
Maniapoto Rugby Football Sub-Union Incorporated	Assist with operational costs to maintain facility	\$13,700.00
Pinetree No.5 Trust	Assist with operational and promotional costs to provide exhibition	\$5,000.00
Piopio Community Swimming Pools Charitable Trust	Assist with operational costs for pool operations	\$10,500.00
Sport Waikato	Support the provision of sport and recreation related services	\$74,609.00
Tainui Historical Society Incorporated	Assist with operational costs to provide museum services	\$10,000.00
Te Kuiti & District Historical Society Incorporated	Assist with operational costs and facility upgrades	\$15,000.00
Waitomo Caves Museum Society Incorporated	Support provision of tourist information and other related services at Waitomo Village	\$41,000.00
	TOTAL	\$169,809.00

Discretionary Grant Allocation 2018/2019

Date: September 2018

Name of Applicant	Project Description	Amount Granted
Brook Park Incorporated Society	Port-a-loo hire for annual Fireworks display	\$240.00
Mokau School	Assist with operational costs and pool consumables	\$1,000.00
Piopio Amateur Swimming Club	Assist with cost of lane hire - Waitomo District Aquatic Centre	\$600.00
Piopio Primary PTA	Assist with cost of hall hire for fundraising event in Piopio	\$260.00
Te Kawau Maro O Maniapoto Trust Inc	Assist with operational costs for the bi-annual Maniapoto Marae Sports Games at Centennial Park	\$500.00
St Joseph's School Parent Support Group	Assist with cost of hall hire for fundraising event - Les Munro Centre	\$500.00
Te Kuiti Fire Brigade	Assist with cost of hall hire to acknowledge volunteers and significant milestones reached - Les Munro Centre	\$700.00
Te Kuiti Police	Assist with cost of facility hire for a rewards day for Road Patrol Monitors - Waitomo District Aquatic Centre	\$500.00
Te Nehenehenui Inc	Assist with administrative costs for Kapa Haka event held at the Les Munro Centre	\$500.00
TOTAL		\$4,800.00

Date: December 2018

Name of Applicant	Project Description	Amount Granted
Piopio College Trust Fund Inc	Assist with costs associated with First School Bus community project	\$3,000.00
Te Kuiti & District Highland Pipe Band	Assist with costs associated with hall expenses	\$1,400.00
Piopio Lions Club	Assist with cost of hall hire	\$270.00
Waitomo Indoor Sports Centre Inc	Assist with operational costs	\$1,030.00
TOTAL		\$5,700.00

Date: March 2019

Name of Applicant	Project Description	Amount Granted
Piopio Playcentre	Assist with costs associated with first aid training	\$907.00
TOTAL		\$907.00

Date: June 2019

Name of Applicant	Project Description	Amount Granted
King Country Rugby Football Union	Assist with costs to print match day programmes	\$1,000.00
Te Kuiti Schools' Music Festival Committee	Assist with hall hire costs for District performance	\$1,000.00
New Zealand Council of Victim Support Groups Inc	Assist with operational costs for support workers programme	\$750.00
Maniapoto Netball Association Inc	Assist with costs associated with equipment hire	\$500.00
Waitete RFC	Assist with administrative costs	\$1,000.00
The Hillview Trust	Assist with costs associated with first aid training	\$600.00
TOTAL		\$4,850.00

Community Partnership Fund Allocation 2018/2019

Date: November 2018

Name of Applicant	Project Description	Amount Granted
The Order of St John Central Region Trust Board	Support of the St Johns in School programme	\$3,000.00
Tere Waitomo Community Trust	Support of community beautification project	\$1,572.00
Maniapoto Family Violence Intervention Network	Install white Ribbon Banners	\$808.00
Benneydale Hall Incorporated	Assist with costs for reroofing of Benneydale Hall. Note - this grant will be paid upon grant conditions being met	\$11,062.00
Te Kuiti Athletics Club	Assist with costs associated with purchase of new equipment	\$760.00
Citizens Advice Bureau Te Kuiti Incorporated	Assist with costs for replacement roof and blinds	\$4,158.00
Brook Park Incorporated Society	Tee Pads for disc golf at Brook Park	\$4,725.00
Te Waitere Boating Club	Support of new Cross Country Mountain Bike Trail	\$2,373.00
Mainly Music Te Kuiti	Assist with equipment costs to support programme	\$1,542.00
TOTAL		\$30,000.00

Community Halls Grant Allocation 2018/2019

Date: September 2018

Name of Hall		Amount Granted
Aria		\$1,000.00
Awakino		\$1,000.00
Benneydale		\$1,000.00
Kinohaku		\$1,000.00
Mahoenui		\$1,000.00
Mairoa		\$1,000.00
Marokopa		\$1,000.00
Mokau		\$1,000.00
Mokauti		\$1,000.00
Mapiu		\$1,000.00
Te Anga		\$1,000.00
Waitanguru		\$1,000.00
Rangitoto		\$1,000.00
	TOTAL	\$13,000.00

DC Tynan Trust Grant Allocation 2018/2019

Date: September 2018

Name of Applicant	Project Description	Amount Granted
Centennial Park School	Signage around school to promote school values	\$2,881.65
Rotary Club of Te Kuiti Incorporated	Prurchase capital items for club rooms	\$4,000.00
	TOTAL	\$6,881.65

Creative Communities Scheme Grant Allocation 2018/2019

Date: Round One February 2019

Name of Applicant	Project Description	Amount Granted
Aria Primary School	Annual Production	\$750.00
Te Kuiti Schools' Music Festival Committee	Singing performance	\$2,500.00
The Hillview Trust Inc.	Provide art and crafts kit	\$500.00
Suzanne Sands	Interactive craft zone at the Muster 2019	\$200.00
	TOTAL	\$3,950.00

Date: Round Two May 2019

Name of Applicant	Project Description	Amount Granted
Mau Maniapoto	Research and design 5 murals	\$1,200.00
	TOTAL	\$1,200.00

Sport NZ Rural Travel Fund Allocation 2018/2019

Date: December 2018

Name of Applicant	Project Description	Amount Granted
Aria Primary School	To subsidise travel to weekly sporting competition	\$1,000.00
Waitomo Caves School	To subsidise travel to weekly sporting competition	\$1,000.00
Piopio Youth Sports Committee	To subsidise travel to weekly sporting competition	\$2,000.00
Te Kuiti High School	To subsidise travel to weekly sporting competition	\$2,500.00
Piopio College Executive Committee	To subsidise travel to weekly sporting competition	\$2,100.00
Waitomo Junior Cricket	To subsidise travel to weekly sporting competition	\$500.00
	TOTAL	\$9,100.00

Document No: A446604

Report To: Council



Meeting Date: 8 October 2019

Subject: Provision of Services Grant Fund 2018-2019 Annual Reports

Type: Information Only

Purpose of Report

- 1.1 The purpose of this business paper is to provide Council with the 2018/2019 Annual Reports from the recipients of the Provision of Services Grant Fund.

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 Council considered applications to the POS Grant Fund at the Council meeting held on 21 August 2018.

Commentary

- 3.1 In accordance with Grant Agreements, attached to and forming part of this business paper are copies of Annual Reports received from Grant recipients, as follows:
 - Maniapoto Rugby Sub Union Inc
 - Pinetree No 5 Trust
 - Te Kuiti & District Historical Society
 - Piopio Community Swimming Pools Charitable Trust
 - Tainui Historical Society
- 3.2 Sport Waikato and Waitomo Caves Museum Society, in accordance with the Grant Agreements, present their reports to Council via deputation twice per year.

Suggested Resolutions

- 1 The business paper on Provision of Services Grant Fund 2018-2019 Annual Reports be received.



HELEN BEEVER

GENERAL MANAGER – COMMUNITY SERVICES

September 2019

Attachment 1	Maniapoto Rugby Sub Union Inc Annual Report A447205
Attachment 2	Maniapoto Rugby Sub-Union Inc Annual Financial Report A447208
Attachment 3	Pinetree No 5 Trust Annual Report A447232
Attachment 4	Pinetree No 5 Trust Annual Financial Report A447233
Attachment 5	Te Kuiti & District Historical Society Annual (And Financial) Report A443469
Attachment 6	Piopio Community Swimming Pools Charitable Trust Annual Report A445848
Attachment 7	Piopio Community Swimming Pools Charitable Trust Annual Financial Performance Report A447324
Attachment 8	Tainui Historical Society Annual Financial Report A447318
Attachment 9	Tainui Historical Society Annual Report Supporting Documents A447319

Waitomo District Council Provision of Services Grant Accountability Report 2019

RECIPIENT ORGANISATION – Maniapoto Rugby Football Sub-Union Inc

GRANT - \$13,700 p.a. for the period 1 July 2018 to 30 June 2021.

Performance Standards – KPI Reporting

1. The facility has been maintained to the normal high standard making it available for by the lessee King Country Rugby for the playing of rugby first and foremost. The grounds were regularly mowed and gardens and buildings maintained keeping the facility to a high standard and available for use. We regularly receive extremely positive feedback regarding the condition of the grounds from the rugby community.

A grant was obtained from Trust Waikato which went towards pasture renewal of the fields, but sowing treated seed by direct-drilling.

New plants were planted on the viewing bank between the two fields.

All health and safety and insurance issues are monitored and addressed to ensure the safety of the facility to users, some of which is the responsibility of the lessee.

2. The facility was firstly available to King Country Rugby for the use of rugby but outside of this lease, it was made available to outside organisations when rugby was not being played. Local boot camp groups, the Te Kuiti Rod & Custom Club and schools have used the facility for various reasons over the year.
3. Rugby games are actively fostered and encouraged to be played at the facility. Games that were held over the year were
 - a. King Country Rams
 - b. Women's club or training games
 - c. King Country age-group games
 - d. King Country competition club games
 - e. Primary school/junior club games
 - f. Rippa rugby competition
4. Volunteers are often hard to motivate in today's environment, however with maintenance projects we have been very well supported by the local community

with a constant group often lending a hand. With these projects we have regularly had about five men that have donated time, skills and resources to differing projects. We actively have three members that volunteer their services for the administration of the organisation.

This grant has greatly assisted our organisation in managing our ongoing operating costs and ensuring we can maintain the facility which has had a flow on effect for King Country rugby also. Over the past few months we have also managed to finalise and formalise a lease agreement with King Country Rugby Football Union which had been at a stand still for a number of years.

We thank you for this grant and look forward to the ongoing relationship in the future.

Kind regards

Maniapoto Rugby Football Sub-Union

Maniapoto Rugby Football Sub-Union Inc
Financial Reports
For the Year Ended 31st December 2018

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Maniapoto Rugby Football Sub-Union Inc

Compilation Report

For the Year Ended 31 December 2018

Compilation Report to the Committee of Maniapoto Rugby Football Sub-Union Inc

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 Maniapoto Rugby Football Sub-Union Inc for the period ended 31 December 2018.

As described in Note 1 to the financial statements, these financial statements are a special purpose report and have been prepared for Maniapoto Rugby Football Sub-Union Inc only.

Responsibilities

You are solely responsible for the information contained in the financial statements 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

A compilation is limited primarily to the collection, classification, and summarisation of financial information supplied by our client. A compilation does not involve the verification of that information. We have not carried out an audit or a review assignment on the financial statements and therefore neither we nor any of our employees accept any responsibility for the accuracy of the materials from which the financial statements have been prepared.

Further, the financial statements have been prepared at the request of and for the purpose of our client only and neither we nor any of our employees accept any responsibility on any ground whatsoever, including liability in negligence, to any other person. In addition, these financial statements are legally privileged.

Departure from Reporting Framework

The accounting policies adopted are not in conformity with generally accepted accounting practice. Accordingly the financial statements should only be relied on for the expressly stated purpose.

Disclaimer of Liability

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 I 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.



Smith Mitchell Ltd

Chartered Accountants

127 Rora Street

Te Kuiti

15th July 2019

Maniapoto Rugby Football Sub-Union Inc

Business Directory

As at 31st December 2018

Nature of Business	Incorporated Sports Club
Accountants	Smith Mitchell Ltd 127 Rora Street Te Kuiti
Bankers	BNZ
Date of Formation	1907
Solicitors	Max Lamb Lamb Bain Laubscher Te Kuiti

NOTE: These financial statements have been compiled without undertaking an audit or review engagement and should be read in conjunction with the Compilation Report and the Notes to the Financial Statements.

Maniapoto Rugby Football Sub-Union Inc**Statement of Financial Performance****For the Year ended 31st December 2018**

	2018	2017
	\$	\$
REVENUE		
Increase in Value of Shares	-	153
Grants Received	-	5,510
Lease of Grounds KCRFU	8,775	8,775
Dividends Received	-	107
Distribution - MRS Trust	-	2,000
Interest Received	2	8
Sundry Income	-	191
Total Income	<u>8,777</u>	<u>16,744</u>
Less Expenses		
Accountancy Fees	575	460
Advertising	68	56
Donations & Gifts	-	2,000
General Expenses	175	175
Insurance	506	506
Tractor/Mower Expenses	289	2,724
Repairs & Maintenance - Ground	2,243	1,331
Repairs & Maintenance - Building	187	958
Rep Team Expenses	1,245	1,500
Total Expenses	<u>5,289</u>	<u>9,709</u>
Net Surplus Before Depreciation	3,488	7,035
Less Depreciation		
Depreciation as per Schedule	13,442	11,607
NET SURPLUS/(DEFICIT)	<u><u>(\$9,954)</u></u>	<u><u>(\$4,572)</u></u>

NOTE: These financial statements have been compiled without undertaking an audit or review engagement and should be read in conjunction with the Compilation Report and the Notes to the Financial Statements.

Maniapoto Rugby Football Sub-Union Inc

Statement of Movements in Equity

For the Year ended 31st December 2018

	2018	2017
	\$	\$
EQUITY AT START OF PERIOD	168,140	172,712
SURPLUS & REVALUATIONS		
Net Deficit for the Period	<u>(9,954)</u>	<u>(4,572)</u>
Total recognised revenues & expenses	<u>(9,954)</u>	<u>(4,572)</u>
EQUITY AT END OF PERIOD	<u><u>\$158,186</u></u>	<u><u>\$168,140</u></u>

NOTE: These financial statements have been compiled without undertaking an audit or review engagement and should be read in conjunction with the Compilation Report and the Notes to the Financial Statements.

Maniapoto Rugby Football Sub-Union Inc**Statement of Financial Position****As at 31st December 2018**

	2018 \$	2017 \$
CURRENT ASSETS		
BNZ Account	3,872	1,215
Accounts Receivable	<u>2,004</u>	<u>146</u>
Total Current Assets	5,876	1,361
NON-CURRENT ASSETS		
Fixed Assets as per Schedule	155,626	165,096
Investments		
King Country Energy Shares - 340	<u>1,683</u>	<u>1,683</u>
Total Non-Current Assets	<u>157,309</u>	<u>166,779</u>
TOTAL ASSETS	163,186	168,140
CURRENT LIABILITIES		
Unused Grants	5,000	-
TOTAL LIABILITIES	<u>5,000</u>	<u>-</u>
NET ASSETS	<u>\$158,186</u>	<u>\$168,140</u>
Represented by;		
MEMBERS FUNDS		
Retained Earnings	<u>158,186</u>	<u>168,140</u>
TOTAL MEMBERS FUNDS	<u>\$158,186</u>	<u>\$168,140</u>

The Financial Statements have not been audited. The accompanying notes form part of these Financial Statements and should be read in conjunction with the reports contained herein.

NOTE: These financial statements have been compiled without undertaking an audit or review engagement and should be read in conjunction with the Compilation Report and the Notes to the Financial Statements.

Maniapoto Rugby Football Sub-Union Inc

Depreciation Schedule

For the Year ended 31st December 2018

Asset	Private Use	Cost Price	Book Value 01/01/2018	Additions Disposals	Gain/Loss on Disposal	Capital Profit	Mth	Rate	Depreciation \$	Accum Deprec 31/12/2018	Book Value 31/12/2018
LAND											
Waitete Road Rugby Ground		20,700	20,700				12	0.0% CP	0	0	20,700
Ground Development		28,648	28,648				12	0.0% CP	0	0	28,648
Share Waitete Sealed Carpark		1,500	362				12	10.0% CP	150	1,288	212
Sub-Total		50,848	49,710						150	1,288	49,560
BUILDINGS											
Grandstand		88,782	62,142				12	2.0% CP	1,776	28,416	60,358
Grandstand "Ewen MacLachlan" Sign		1,205	539				12	10.0% CP	121	787	418
Bank Retaining Wall		5,040	4,238				12	8.0% DV	339	1,141	3,899
Bank Retaining Wall #2 Field Scoreboard		27,875	18,292	3,972			1	8.0% DV	27	27	3,945
Scoreboard Building		19,725	19,132				12	25.0% DV	4,573	14,156	13,749
Sub-Total		142,627	104,343	3,972			12	2.0% CP	395	988	18,762
MOTOR VEHICLES											
Ford 4000 Tractor		5,610	909				12	15.0% CP	842	5,543	67
Tractor Mower		6,900	2,932				12	10.0% CP	690	4,658	2,242
Sub-Total		12,510	3,841						1,532	10,201	2,309
SPORTS UNIFORMS											
Senior Playing Uniform		6,336	5,982				12	67.0% DV	4,008	4,362	1,974
Sub-Total		6,336	5,982						4,008	4,362	1,974
PLANT & EQUIPMENT											
Lighting System		1,164					10.0%	CP	0	1,164	0
Fridge 1		245					10.0%	CP	0	245	0
Fridge		245					10.0%	CP	0	245	0
Sound System		1,108					10.0%	CP	0	1,108	0
Curtains & Tracks		380					10.0%	CP	0	380	0

NOTE: These financial statements have been compiled without undertaking an audit or review engagement and should be read in conjunction with the Compilation Report and the Notes to the Financial Statements.

Maniapoto Rugby Football Sub-Union Inc

Depreciation Schedule

For the Year ended 31st December 2018

Asset	Private Use	Cost Price	Book Value 01/01/2018	Additions Disposals	Gain/Loss on Disposal	Capital Profit	Mth	Rate	--- Depreciation --- \$	Accum Deprec 31/12/2018	Book Value 31/12/2018
Garden Shed		778						20.0% CP	0	778	0
Back Vac		499						20.0% CP	0	499	0
Samsung Tablet		580	127					12 67.0% DV	85	538	42
Rubber Ground Mats		1,119	652					12 50.0% DV	326	793	326
Water Blaster		529	441					12 25.0% DV	110	198	331
Sub-Total		6,647	1,220					521	5,948	699	
TOTAL		218,968	165,096	3,972				13,442	67,314	155,626	

NOTE: These financial statements have been compiled without undertaking an audit or review engagement and should be read in conjunction with the Compilation Report and the Notes to the Financial Statements.

Maniapoto Rugby Football Sub-Union Inc

Notes to the Financial Statements

For the Year ended 31st December 2018

1. STATEMENT OF ACCOUNTING POLICIES

These financial statements of Maniapoto Rugby Football Sub-Union Inc are special purpose financial statements and have been prepared for Maniapoto Rugby Football Sub-Union Inc only.

The accounting principles recognised as appropriate for the measurement and reporting of earnings and financial position on an historical cost basis have been used, with the exception of certain items for which specific accounting policies have been identified.

(a) Changes in Accounting Policies

There have been no changes in accounting policies. All policies have been applied on bases consistent with those used in previous years.

(b) Fixed Assets & Depreciation

The entity has the following classes of fixed assets:

- Land
- Buildings
- Motor Vehicles
- Office Equipment
- Plant & Equipment

All fixed assets are recorded at cost or valuation less accumulated depreciation.

Depreciation of the assets has been calculated based on the estimated useful life of the asset.

(c) Goods & Services Tax

These financial statements have been prepared inclusive of GST as Maniapoto Rugby Football Sub-Union Inc is not registered for GST.

(d) Income Tax

No provision for Income Tax has been made as there is no current or deferred tax payable.

(e) Investments

Investments are carried at market value.

(f) Receivables

Receivables are stated at their estimated realisable value. Bad debts are written off in the year in which they are identified.

2. AUDIT

These financial statements have not been audited.

3. CONTINGENT LIABILITIES

At balance date there are no known contingent liabilities (2017:\$0). Maniapoto Rugby Football Sub-Union Inc has not granted any securities in respect of liabilities payable by any other party whatsoever.

NOTE: These financial statements have been compiled without undertaking an audit or review engagement and should be read in conjunction with the Compilation Report and the Notes to the Financial Statements.

Maniapoto Rugby Football Sub-Union Inc

Notes to the Financial Statements

For the Year ended 31st December 2018

4. SECURITIES AND GUARANTEES

There was no overdraft as at balance date nor was any facility arranged.

Waitomo District Council Provision of Services Grant Accountability Report 2019

RECIPIENT ORGANISATION – Pinetree No. 5 Trust Inc

GRANT - \$5,000p.a. for the period 1 July 2018 to 30 June 2021.

This grant has been a significant help in the day-to-day running of the Meads Brothers Exhibition over the last year and allowed the trust the security and confidence to ensure that we can keep the exhibition open to the general public. We have had well over a one thousand people through the exhibition over the past year and although we are thrilled with this number, we also feel that there is a lot of potential to market and push this much further. The feedback generated from the viewing public is always of a overwhelmingly positive nature and very complementary of the i-SITE staff , with many comments like, “Highly recommended and well worth every penny”, “What a great experience”, “Thoroughly enjoyed it” and “Excellent display”.

Performance Standards – KPI Reporting

1. The Meads Brothers Exhibition has remained open at all times when the i-SITE has been open. We have undertaken cleaning or repairs and maintenance outside of opening hours to ensure that it is never closed.

We have also had our own occasional weekend ‘opening hours’ (which was outside of the i-SITE hours), when there was a local King Country Rugby game on. The trustees felt that there was an opportunity to market the exhibition to rugby supporters that were visiting Te Kuiti for the rugby, and who may also want to take the opportunity to go into the main street and view the exhibition.

We opened on three different occasions during the 2018 winter which was very successful. On one weekend we even had a whole rugby team and two different groups all through on the one day.
2. We have promoted and marketed the exhibition in a number of media outlets, however this continues to be an area we think we could do much more. In the past year we engaged a marketing agency to help us with a marketing and funding strategy of which we have yet to implement some of their ideas.

We advertised in the local newspaper and radio station, Waitomo News and Cruise FM, and on Facebook through the Legendary Te Kuiti and Meadsville pages.

We have had articles published in a Waikato Tourism Magazine and had television coverage on Sky Sport which was shown recently.

We have put together Waitomo/Meadsville weekend packages to be auctioned at big charity auctions that promote our town and the exhibition. One of the auctions allowed for the funds to come back to us, but the other two were in aid of fundraising for the charities, Child Cancer and NZ Rugby Foundation. These packages not only promote our exhibition but the whole of the Waitomo with accommodation, food and activities all being used.

We are in the process of designing some postcards and also some signage at the town entrances to promote and encourage people to come into the main street.

3. In March 2019 the trust offered a grant of \$1,000 to a Te Kuiti local student Samantha Corbett as advertised in the Waitomo News and on Facebook. Samantha had been selected to represent New Zealand at the IAFF World Cross Country Championships in Denmark. This was the trusts inaugural grant or charitable donation and we hope to offer many more in the future. We plan to speak with youth leaders within our district to help us in deciding who our future recipients may be.

In closing, the trustees wish to extend their thanks to the Waitomo District Council for the grant, and can ensure you that the money has helped with the ongoing operational costs of the exhibition. We look forward to continuing our relationship in the current and future years.

Kind regards

Pinetree No. 5 Trustees

Performance Report

Pinetree No.5 Trust

For the Year Ended 31 March 2019

Pinetree No.5 Trust

Performance Report

For the Year Ended 31 March 2019

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Pinetree No.5 Trust

Compilation Report

for the Year Ended 31 March 2019

Compilation Report to the board of Pinetree No. 5 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 Pinetree No. 5 Trust for the period ended 31 March 2019.

Responsibilities

The committee members are solely responsible for the information contained in financial statements 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

A compilation is limited primarily to the collection, classification, and summarisation of financial information supplied by our client. A compilation does not involve the verification of that information. We have not carried out an audit or a review assignment on the financial statements and therefore no assurance is expressed.

Disclaimer of Liability

We have compiled the financial information based on information provided to us 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 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.



Smith Mitchell Ltd
Chartered Accountants
127 Rora Street
PO Box 159
Te Kuiti
Shelley Mitchell
20-Sep-19

Pinetree No.5 Trust

Entity Information As at 31 March 2019

Legal Name of Entity	Pinetree No.5 Trust
Entity Type and Legal Basis	Incorporated Charitable Trust
Incorporation Date:	8 August 2018
Charities Registration Number	CC55439
Registration Date:	1 February 2018
Physical Address	Rora Street Te Kuiti
Postal Address	PO Box 159 Te Kuiti
Board	Glynn Meads Shelley Mitchell Brian Hanna Max Lamb

Entity Structure

Pinetree No.5 Trust is a not for profit organisation governed by its Board of Trustees. The trust deed specifies that the board shall comprise of no less than three nor more than five trustees. Two trustees are appointed by the settlors, or the decedents of the settlors, and one trustee is appointed by the Waitomo District Council. These trustees may appoint up to two additional trustees.

Purpose/Mission

To manage the Meads Brothers Exhibition and ensure that all profits from the entry fees are distributed for charitable purpose within New Zealand.

Main Sources of Cash & Resources

Entry fees from the viewing of the Meads Brothers Exhibition.

Reliance on Volunteers

Volunteers are an integral part of this organisation. They assist in the management and upkeep of the facility and memorabilia on display, as well as all the financial and compliance matters within their governance role.

Pinetree No.5 Trust

Statement of Service Performance

For the Year Ended 31 March 2019

Pinetree No.5 Trust outcomes

- To make available for viewing, the memorabilia of both Sir Colin and Stan Meads to the general public for as long as the exhibition is profitable and logistically feasible.
- To distribute the profit of the trust to other charitable causes especially those aimed at children located within the Waitomo District or charities dear to Sir Colin and Stan Meads' heart.
- Continually attract volunteers to help deliver the objectives of the Trust by establishing strong networks with the rugby and Waitomo district communities.
- To actively promote the exhibition to ensure its longevity and help generate visitors and into the Te Kuiti township.

Pinetree No.5 Trust outputs

	<u>Actual This Year</u>
• Number of grants distributed	1
• Number of visitors for the year	1,039
• Number of Volunteers	10

Pinetree No.5 Trust**Statement of Financial Performance****For the Year Ended 31 March 2019**

	Notes	2019
Revenue		\$
<u>Donations and fundraising</u>		
Grants received		5,000
Donations - general		1,730
		<u>6,730</u>
<u>Revenue from providing goods and services</u>		
Entry Fees		31,375
		<u>-</u>
		<u>31,375</u>
Total Revenue		<u><u>38,105</u></u>
Expenses	Refer page 5	
Costs relating to providing goods and services		12,822
Grants and Donations Made		1,000
Other Expenses		3,792
Total expenses		<u>17,614</u>
Surplus /(Deficit) for the year		<u><u>20,491</u></u>

Pinetree No.5 Trust**Analysis of Expenses****For the Year Ended 31 March 2019**

	Notes	<u>2019</u>
		\$
Expenses		
<u>Costs relating to providing goods and services</u>		
Commission		5,991
Advertising & Marketing		6,088
Insurance		261
General Expenses		482
		<u>12,822</u>
<u>Grants and Donations Made</u>		
Grants		1,000
		<u>1,000</u>
<u>Other Expenses</u>		
Bank Fees		25
Property expenses		3,767
		<u>3,792</u>
Total expenses		<u>17,614</u>

Pinetree No.5 Trust**Statement of Financial Position****As at 31 March 2019**

	Notes	2019 \$
Current Assets		
Bank accounts and cash	2.1	19,921
Receivables and prepayments	2.2	1,282
		<u>21,202</u>
Non-Current Assets		
		-
Total assets		<u>21,202</u>
Current Liabilities		
Accounts payable & sundry accruals	2.4	711
		<u>711</u>
Non-Current Liabilities		
		-
Total Liabilities		<u>711</u>
Net Assets		<u>20,491</u>
Accumulated Funds		
Accumulated Surpluses / (deficits)	4.0	20,491
TOTAL EQUITY		<u>20,491</u>

 Chair

 Date

Pinetree No.5 Trust

Statement of Cash Flows

For the Year Ended 31 March 2019

	2019
	\$
<u>Cash flows from Operating Activities</u>	
Cash was received from:	
Donations, fundraising and other similar activities	6,730
Receipts from Providing Goods and Services	30,093
	<u>36,824</u>
Cash was applied to:	
Payments to Suppliers and Staff	(17,903)
Donations or grants paid	1,000
	<u>(16,903)</u>
Net cash flows from operating activities	<u><u>19,921</u></u>
Net Increase / (decrease) in cash and cash equivalents	19,921
Cash and Cash Equivalents at Beginning of Year	0
Cash and Cash Equivalents at End of Year	<u><u>19,921</u></u>
This is represented by:	
Bank accounts and cash	<u><u>19,921</u></u>
	<u>This Year</u>
ANZ - Current Account	19,921
Total bank accounts and cash	<u><u>19,921</u></u>

Pinetree No.5 Trust

Statement of Accounting Policies For the Year Ended 31 March 2019

1. Statement of Accounting Policies

1.1 Basis of Preparation

Pinetree No.5 Trust has elected to apply PBE SFR-A (NFP) Public Benefit Entity Simple Format Reporting - Accrual (Not-For-Profit) on the basis that it does not have public accountability and has total annual expenses of equal to or less than \$2,000,000. All transactions in the Performance Report are reported using the accrual basis of accounting. The Performance Report is prepared under the assumption that the entity will continue to operate in the foreseeable future.

1.2 Revenue

Revenue is recognised to the extent that it is probable that the economic benefit will flow to this entity and revenue can be reliably measured.

Revenue is measured at the fair value of the consideration received. The following specific recognition criteria must be met before revenue is recognised.

Donations

Donations are recognised as revenue upon receipt.

Grants

Grant revenue is recognised when the conditions to the grant has been complied with.

Where there are unfulfilled conditions attaching to the grant, the amount relating to the unfulfilled condition is recognised as a liability and released to income as the conditions are fulfilled.

Revenue from providing goods and services

This entity receives revenue from door entry sales into the exhibition.

1.3 Income Tax

This entity is registered as a charitable entity under the Charities Act 2005 and is exempt from income tax under the income tax legislation.

1.4 Goods and Services Tax (GST)

This entity is not registered for GST. The financial statements are therefore prepared inclusive of GST.

1.5 Bank accounts and cash

Bank accounts and cash are short term, highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

1.7 Leases

Payments on operating lease agreements, where the lessor retains substantially the risk and rewards of ownership of an asset, are recognised as an expense on a straight-line basis over the lease term.

1.8 Changes in Accounting Policies

As these are the first financial statements prepared for this client there are no comparatives for the previous year and no accounting policies previously employed which could have changed.

Pinetree No.5 Trust

Notes to the Financial Statements For the Year Ended 31 March 2019

2.1	<u>Bank accounts and cash</u>	<u>2019</u>
		\$
	ANZ - Current Account	19,921
		19,921
2.2	<u>Receivables and Prepayments</u>	
	Accounts Receivable	1,282
		1,282
		1,282
2.4	<u>Accounts Payable</u>	<u>\$</u>
	Accounts Payable	711
2.5	<u>Significant donated assets recorded</u>	
	There were no significantly donated assets during the financial year (last year Nil).	
2.6	<u>Related Parties</u>	
	There were no transactions involving related parties during the financial year (Last year Nil)	
2.7	<u>Lease of Property / Premises</u>	
	The entity leases rooms owned by the Waitomo District Council located within the building known as the Te Kuiti i-site for \$287.50 per month.	
2.8	<u>Contingent Liabilities</u>	
	There are no Contingent Liabilities at balance date (last year Nil).	
2.9	<u>Capital Commitments</u>	
	There are no Capital Commitments at balance date (last year Nil).	
3.0	<u>Events after Balance Date</u>	
	There were no significant transactions after balance date.	
3.1	<u>Correction of Errors</u>	
	There are no significant errors relating to the past periods that required correcting.	
3.2	<u>Assets used as security</u>	
	No assets held by the association are held as security for the association's liabilities. as a liability.	
3.3	<u>Significant grants and donations with conditions</u>	
	There have been no significant grants and donations with conditions which have not been recorded as a liability.	

Pinetree No.5 Trust

Notes to the Financial Statements

Accumulated Funds For the Year Ended 31 March 2019

Note 4.0	2019
	\$
<u>General Reserves</u>	
Opening Balance	-
Surplus / (Deficit)	20,491
Transfers to Specified Reserves Detailed as appropriate	
Transfers from Specified Reserves Detailed as appropriate	
Closing Balance	<u>20,491</u>
 <u>Total Reserves</u>	 <u><u>20,491</u></u>



Te Kuiti and District Historical Society Incorporated - Trading as Te Kuiti Museum & Gallery
123 Rora Street, Te Kuiti 3910 Ph. 07 878 7687 e-mail tekuitimuseumandgallery@gmail.com

Provisions of Services Report – 2018/2019

Our first year of trading as Te Kuiti Museum and Gallery has been a very busy, positive and amazing experience for the Te Kuiti and District Historical Society Incorporated committee.

We have our systems in place and follow the Code of Ethics & Professional Practice for museums. We have our policies in place, code of compliances, insurances covered and up to date.

We have had many visitors to the Museum, well over 1180 paying visitors. Our schools continue to support us and return regularly. We have had visitors from all over the world and throughout New Zealand. Many local families have come in to see their history and find out more about their ancestry.

We are now inundated with requests for resources and information on all sorts of topics. We have had a few wanting information for their new books and even government agencies wanting information and resources for their records. This has become a huge resource for volunteers and will continue to be a popular service for the museum.

Our busy year entailed having to change our banking from Kiwi Bank Te Awamutu to ANZ Te Kuiti as to deal through Te Awamutu or Cambridge Kiwi Bank was a trial to get all committee members together for meetings and minor requests had to also be done through their branches.

We have continually looked at our displays and upgraded a few while continually assessing what is needed next. We are presently painting an upstairs room for our tenants which desperately needed doing and another large room will be upgraded once this is finished so we can use for future exhibitions.

We have been very appreciative of the \$15,000 + gst funding we receive from the Waitomo District Council under the Provisions of Services Grant. Without this we would not be able to cover our operating expenses for the year. Some administration costs have increased, others are security, heating, accounting fees, telephone and eftpos, advertising, insurance and rates and electricity has nearly doubled. The increase in our loan interest rate will affect us.

We continue to open 7 days a week 10am to 3pm and all workers remain as a volunteer group. This is a huge resource and may change to 5 days per week but keeping within the specified 30 hours per week. The change will be 5 to 6 hours per day. Our visitors are recorded in a visitors book. Entry will be down for the coming year as our Gala opening gave us a huge one-off input of funds for the day of \$1200 but we will continue to promote group visits as a way of getting people through the door.

We promote ourselves via a new Facebook page, Te Kuiti Museum and Gallery while the old Te Kuiti & District Historical Society Inc. is also still open.

We have a twice yearly newsletter, a pamphlet that is advertised in some shop areas, we have had monthly newspaper advertisements, we communicate with the History Federation and hope to be included in their processes which help small museum and historical places around the Waikato District. We are also part of a network with Waikato Museum under the guidance of Kate Elliott.

We continue to receive many new items of interest or artefacts from the public. This can also be extremely time consuming as sometimes it means pick-ups of items or calculating if we need these items at all, those pertaining to our area and history.

Once received there is then the process to curate and document all the new items. These are then given an Accession no. and a data entry process begins. Some even requiring a photograph taken.

It can be a full-time job to assess and find that information out regarding the items especially if people do not know much about these items. This takes time to get the exact history noted.

FINANCE

Our Financial Statement as at 31st March 2019 is attached.

Our net profit for this year has had a slight increase. Surplus \$15,380.

As we are now repaying the Principle back to Mrs O'Halloran, which commencing in June 2018, we have a reduced debt of \$175,564 that needs to be serviced for the next seven years. Reviews of Interest rate were due in June 2019 and were increased from 5% to 6.49% for the next three years. We had hoped to repay Mrs O'Halloran in full so we applied to ANZ Bank Te Kuiti but were declined as we basically just cover our expenses of \$83,000 annually. Any funds in reserves are tagged for our Operating Expenses. Increases in rental income reviews are not due for a further 3 and 6 years.

We have spent many months applying for Charitable Trust status and have been successful with much needed help from our Lawyer Mr Max Lamb. We are very lucky that he has not charged us for his service and donated all his time towards our application and dealings with Mrs O'Halloran regarding the interest reviews. This should help us to reduce taxation payments for the following years.

OUTCOMES

We believe we have achieved our goals to help Te Kuiti become a vibrant community. Everyone has been welcome to our museum and the responses have been very positive. Schools have enjoyed visits and wish to return. We have also been supported from many local clubs.

We have a warm safe environment for our visitors and have enabled a few businesses to have a good working environment and enabling cheaper rental opportunities for these companies.

We are here for anyone to learn, enjoy and have input into our local community.



Jan Kearins – Secretary

21st August 2019

VISITORS TO MUSEUM – 2018 to 2019

2018

7th April 2018 Grand Opening - 240 paying visitors plus invited guests and donations.

12th June 2018 St. Joseph's School – Rooms 4 and 5. Comments – “We appreciate your time and knowledge.” “We are very lucky to have this amazing museum in town. We will be back.”

Te Kuiti Primary school – 60 students

Te Kuiti Scouts – Kea's group

Te Kuiti Rotary

8th September 2018 Waikato Historical Group & NZ History Foundation – 10 members

21st September 2019 Holland Whanau visit from Australia.

4th October 2018 The Kiwi Kids Club Otorohanga – Otorohanga Primary.

“I liked listening to the record.” “I liked the Piano.”

7th October 2018 N.P. 7 visitors

18th November 2018 China visitors. 3 comments translated. “The meaningful collection allow us to look back at the history and understand the culture.”

19th November 2018 Matangi Dairy Factory – Museum Hamilton

December 2019 Te Kuiti Altrusa Group – Entry and dinner 30 attended

For the year 2018 We also had visitors from the following countries: England, Australia, Holland, Scotland, South Africa, Japan, Cambodia and all around New Zealand.

We estimate over 1080 paying visitors to the Museum to 31/3/19 end of our Financial Year. Many more have visited but members and guests are entitled to entry without paying.

2019

19th June 2019 Barbara Purdie – Garden group. “A very interesting tour”.

August 2019 Te Kuiti Primary School – To be arranged. 60 students.

Te Kūiti & District Historical Society Inc**Trading as: Te Kūiti Museum & Gallery****123 Rora Street, Te Kūiti 3910****Phone: 07 878 7687****GST No.: 119-196-493**

Invoice: IV00000000004

Tax Invoice

Invoice date: 01/07/2019

Bill to:
Waitomo District Council**Due:**
31/07/2019

DESCRIPTION	TAX TYPE	AMOUNT (ex GST)
Waitomo District Council Provision of Services Grant as per agreement	GST	15,000.00
	Sub-Total (ex GST):	\$15,000.00
	GST:	\$2,250.00
	Total (inc GST):	\$17,250.00
	Amount Paid:	\$0.00
	AMOUNT DUE:	\$17,250.00

Notes**Description of Activities:**

Provide public access with relevant displays of good quality and subject matter; improving displays to encourage interest. Resource relevant materials for educational purposes. Provide relevant advertising that promotes the Te Kūiti Museum and Gallery. Archive, document and store items of historical value.

How to pay**Bank Deposit**

Bank Name: ANZ Bank
Account Number: 06-0441-0815088-00
Account Name: Te Kūiti & District Historical Charitable Trust
Reference: IV00000000004

**Mail**

Make your cheque payable to:
 Te Kūiti & District Historical Charitable Trust
Detach this section and mail with your cheque to:
 123 Rora Street
 Te Kūiti 3910

**Te Kuiti & District
Historical Society Inc
Balance Sheet
As at 31 March 2018**

	2018 \$	2017 \$
CURRENT ASSETS		
Kiwi Bank 00 Account	4,469	3,212
Kiwi Bank 01 Account	17,607	10,519
Debtors	<u>4,424</u>	<u>7,011</u>
Total Current Assets	26,500	20,741
NON-CURRENT ASSETS		
Fixed Assets (per Schedule)	<u>331,569</u>	<u>330,514</u>
TOTAL ASSETS	<u>\$358,069</u>	<u>\$351,255</u>
CURRENT LIABILITIES		
Creditors	5,151	8,822
Net GST Due	369	499
Provision for Taxation	<u>4,668</u>	<u>2,104</u>
Total Current Liabilities	10,187	11,425
NON-CURRENT LIABILITIES		
J O'Halloran Advance	200,000	200,000
RA & RJ Aldridge Trust Advance	-	16,501
Total Non-Current Liabilities	<u>200,000</u>	<u>216,501</u>
TOTAL LIABILITIES	<u>210,187</u>	<u>227,926</u>
NET ASSETS	<u>\$147,882</u>	<u>\$123,329</u>
Represented by:		
ACCUMULATED FUNDS & RESERVES		
Opening Balance	123,329	98,230
Plus: Surplus/(Deficit) for year	<u>24,553</u>	<u>25,099</u>
TOTAL ACCUMULATED FUNDS & RESERVES	<u>\$147,882</u>	<u>\$123,329</u>

It is hereby certified that the foregoing financial statement was submitted to and adopted at the Annual General Meeting of the Te Kuiti & District.

R Aldridge Dated 19-6-2018.

COPY

**Te Kuiti & District
Historical Society Inc**
Financial Statements
For the Year Ended 31 March 2019

**Te Kuiti & District
Historical Society Inc
Financial Statements
for the Year Ended 31 March 2019**

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Te Kuiti & District Historical Society Inc Compilation Report for the Year Ended 31 March 2019

Compilation Report to the Committee of Te Kuiti & District

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 Te Kuiti & District Historical Society Inc for the period ended 31 March 2019. As described in Note 1 to the financial statements, these financial statements are a special purpose report and have been prepared for taxation purposes on the principles contained in the Income Tax Act 2007 and internal management purposes.

Responsibilities

You are solely responsible for the information contained in the financial statements 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.

Departure from Reporting Framework

The accounting policies adopted are not in conformity with generally accepted accounting practice. Accordingly the financial statements should only be relied on for the expressly stated purpose.

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.

Murray Kidd Falconer Ltd

Chartered Accountants
46 Taupiri Street
PO Box 61
Te Kuiti

29 May 2019

**Te Kuiti & District
Historical Society Inc
Directory
as at 31 March 2019**

Nature of Business	Not For Profit Organisation
Accountants	Murray Kidd Falconer Ltd Te Kuiti
Bankers	Kiwibank

**Te Kuiti & District
Historical Society Inc
Rental Statement of Profit or Loss
for the Year Ended 31 March 2019**

	Note	2019 \$	2018 \$
INCOME			
Rent & Reimbursements - NZ Post		24,298	28,305
Rent & Reimbursements - Aotahi		19,160	18,320
Other Income		-	28,193
Total Income		<u>43,458</u>	<u>74,817</u>
LESS EXPENSES			
Security Expenses		2,614	933
J O'Halloran - Interest		9,526	10,833
Aldridge Trust - Interest		-	1,997
Electricity		8,154	5,820
Heating Costs		5,227	4,174
Total Expenses		<u>25,521</u>	<u>23,758</u>
NET RENTAL SURPLUS		<u>\$17,937</u>	<u>\$51,060</u>

**Te Kuiti & District
Historical Society Inc
Income and Expenditure Account
For the Year Ended 31 March 2019**

	2019	2018
	\$	\$
INCOME		
Grant - WDC	15,000	6,000
Grant - Trust Waikato	3,043	-
Grant - Helping Hands Te Papa	1,304	-
Sales	420	-
Subs Received	2,591	1,565
Entry Fees	5,905	-
Donations	4,436	3,986
Donations - Heritage House	1,075	-
Fundraising Income	3,316	3,394
Total Income	<u>37,091</u>	<u>14,944</u>
LESS EXPENSES		
Repairs & Maintenance	4,862	8,564
Museum Supplies	1,957	-
Grounds Maintenance	800	1,000
Accountancy Fees	2,000	1,500
Kitchen Expenses	53	-
Legal Expenses Deductible	-	1,900
Stationery, Computer & Printing Supplies	1,172	1,507
Fees & Subscriptions	136	331
AGM Expenses	79	152
Telephone & Tolls	1,895	840
Eftpos Charges	420	-
Bank Charges	378	332
Advertising	2,229	997
Insurance	5,402	4,479
Rates	12,370	8,228
Depreciation	5,895	6,953
Total Expenses	<u>39,648</u>	<u>36,784</u>
EXCESS INCOME OVER EXPENDITURE	<u><u>(\$2,557)</u></u>	<u><u>(\$21,839)</u></u>

The accompanying notes form part of these financial statements
These financial statements have not been subject to audit or review, and should be read in conjunction with the attached
Compilation Report

**Te Kuiti & District
Historical Society Inc
Statement of Accumulated Funds
As At 31 March 2019**

	2019	2018
	\$	\$
Accumulated Funds		
INCOME AND CREDITS		
Opening Balance	147,882	123,329
Plus Net Profit/(Loss)	(2,557)	(21,839)
Rental Profit/(Loss)	17,937	51,060
Taxation	-	4,668
CLOSING BALANCE	<u>\$163,262</u>	<u>\$147,882</u>

The accompanying notes form part of these financial statements
These financial statements have not been subject to audit or review and should be read in conjunction with the attached
Compilation Report

**Te Kuiti & District
Historical Society Inc
Balance Sheet
As at 31 March 2019**

	2019	2018
	\$	\$
CURRENT ASSETS		
Kiwi Bank 00 Account	897	4,469
Kiwi Bank 01 Account	18,974	17,607
Debtors	2,748	4,424
GST Overpaid	309	-
Total Current Assets	<u>22,928</u>	<u>26,500</u>
NON-CURRENT ASSETS		
Fixed Assets (per Schedule)	<u>325,674</u>	<u>331,569</u>
TOTAL ASSETS	<u>\$348,602</u>	<u>\$358,069</u>
CURRENT LIABILITIES		
Taxation Paid	1,401	-
Creditors	4,797	5,151
Net GST Due	-	369
Provision for Taxation	-	4,668
Total Current Liabilities	<u>6,198</u>	<u>10,187</u>
NON-CURRENT LIABILITIES		
J O'Halloran Advance	<u>179,142</u>	<u>200,000</u>
TOTAL LIABILITIES	<u>185,340</u>	<u>210,187</u>
NET ASSETS	<u>\$163,262</u>	<u>\$147,882</u>
Represented by:		
ACCUMULATED FUNDS & RESERVES		
Opening Balance	147,882	123,329
Plus: Surplus/(Deficit) for year	<u>15,380</u>	<u>24,553</u>
TOTAL ACCUMULATED FUNDS & RESERVES	<u>\$163,262</u>	<u>\$147,882</u>

It is hereby certified that the foregoing financial statement was submitted to and adopted at the Annual General Meeting of the Te Kuiti & District.

Dated _____

**Te Kuiti & District
Historical Society Inc
Fixed Assets & Depreciation Schedule
for the Year Ended 31 March 2019**

Asset	Private Use	Purchase Date	Cost Price	Book Value 01/04/2018	Additions Disposals	— Depreciation —		Accum Deprec 31/03/2019	Book Value 31/03/2019
						Mth	Rate	\$	
BUILDINGS									
Heritage House - Rora Street			65,000	65,000		12	0.0%	DV	0
Post Office Building - 123 Rora Street		Apr 2016	250,000	250,000		12	0.0%	DV	0
TOTAL BUILDINGS			315,000	315,000					315,000
PLANT & EQUIPMENT									
Micrographics Film Reader		Apr 2012	9,338	5,603		12	40.0%	DV	2,241
Display Cabinet		Dec 2011	1,100	990		12	10.0%	DV	99
HP ProBook 4740 & Accessories		Oct 2013	2,419	1,209		12	50.0%	DV	605
Past Perfect Software		Apr 2016	1,957	978		12	50.0%	DV	489
Arvil		Jun 2013	700	588		12	16.0%	DV	94
Fire Extinguishers		Jun 2017	1,442	1,286		12	13.0%	DV	167
Blinds		Dec 2017	1,786	1,637		12	25.0%	DV	409
Laminator		Jan 2018	434	407		12	25.0%	DV	102
Desktop Computer		Jan 2018	1,597	1,397		12	50.0%	DV	699
Canon Photocopier		Jan 2019	2,750	2,475		12	40.0%	DV	990
TOTAL PLANT & EQUIPMENT			23,523	16,570				5,895	12,848
TOTAL FIXED ASSETS			338,523	331,570				5,895	325,675

The accompanying notes form part of these financial statements
These financial statements have not been subject to audit or review, and should be read in conjunction with the attached Compilation Report

Te Kuiti & District Historical Society Inc Notes to the Accounts for the Year Ended 31 March 2019

1. STATEMENT OF ACCOUNTING POLICIES

These financial statements are for Te Kuiti & District. Te Kuiti & District is engaged in the business of Not For Profit Organisation.

These financial statements are of special purpose and have been prepared for taxation purposes on the principles contained in the Income Tax Act 2007 and internal management purposes.

The accounting policies adopted are not in conformity with generally accepted accounting practice. Accordingly, the financial statements should only be relied on for the expressly stated purpose.

The accounting principles recognised as appropriate for the measurement and reporting of earnings and financial position on a historical cost basis have been used, with the exception of certain items for which specific accounting policies are noted otherwise below.

CHANGES IN ACCOUNTING POLICIES

There have been no changes in accounting policies. All policies have been applied on bases consistent with those used in previous years.

SPECIFIC ACCOUNTING POLICIES

In the preparation of these financial statements, the specific accounting policies are as follows:

(a) Fixed Assets

Fixed assets have been recorded at cost less depreciation. Depreciation has been calculated in accordance with rates permitted under the Income Tax Act 2007.

(b) Goods & Services Tax

These financial statements have been prepared on a GST exclusive basis with the exception of receivables and payables which are shown inclusive of GST.

(c) Taxation

Income tax is accounted for using the taxes payable method. The income tax expense charged to the Accumulated Funds and is the estimated tax payable in the current year, adjusted for any differences between the estimated and actual tax payable in prior years.

(d) Receivables

Accounts receivable have been recorded at their estimated net realisable value. All known bad debts have been written off and no general provision for doubtful debts is considered necessary.

2. TAX EXPENSE

The total income liable for tax is calculated from the Rental Statement of Profit or Loss net result, reduced by the Income and Expenditure Account total expenses plus Fundraising Income. A tax deduction of \$1,000 is then applied. Tax is payable at 28%.

Grants, Subscriptions and Donations are not liable for tax.

Te Kuiti & District Historical Society Inc

Tax Summary for the Year Ended 31/03/2019

119-196-493

<u>Income:</u>		
Other Income	LOSS	12,070.38
LOSS TO BE CARRIED FORWARD	LOSS	12,070.38
Tax on Taxable Income		0.00
Tax Payable		0.00
2019 Residual Tax to Pay		0.00

2020 Provisional Tax

2019 Residual Tax does not exceed \$2500.00.

There is therefore no 2020 Provisional Tax payable.

Payments Schedule

	Terminal Credit	1st inst. 28/08/19	2nd inst. 15/01/20	3rd inst. 07/05/20	Total
2020 Provisional Tax Payments	(2737.00)	0.00	0.00	0.00	(2737.00)
TOTAL	(2737.00)	0.00	0.00	0.00	(2737.00)

Te Kuiti & District Historical Society Inc

Tax Return Details for the Year Ended 31/03/2019

119-196-493

Other Income

Payer	Income Type	Amount
Rental	Other	(12070.38)
		<u>(12070.38)</u>



SIAM NAGENT REVOLVER
1896-1898
30 calibre, serial no. 59
Recovered from a battle site in
1914 by King George V and
presented to his son, King George VI.

ROYAL BUNDESRIF
A leather bag with metal
clasp, attached to a
leather strap.

THE 1914 BATTLE OF THE SOMME
The 1st World War was one of the most
destructive in the history of the world. It
resulted in the deaths of over 40 million
people and the destruction of vast areas
of land. The Battle of the Somme was
one of the most costly battles in the
history of the world. It was fought
between the British and German
armies in the north of France in 1916.
The battle was a tactical draw, but it
showed the world that the British
army was now a fighting force.



LES MUNRO
Lancaster Pilot Officer Les Munro
was killed in action on 1 July 1916.
He was the first pilot to be
killed in the Battle of the Somme.

LES MUNRO
Meeting King George VI

MR. LAWRENCE D GRAHAM (known as Des)
Scalpie pilot of the
Tiger Force

Scalpie was shot above
Personal item







FUNDING REPORT

Piopio Community Swimming Pools Charitable Trust 2019

The 2018/2019 Swimming Season ran from December 2018 to mid-March 2019. Highlights for the season included:

- Changing rooms and bathrooms renovated
- 76 school children attend the Learn to Swim programme
- The pool opened for 42 community sessions with a total of 1,470 swimmers
- Two free community events held to celebrate the pool and the importance of water safety.



Below is an overview of the information requested by the Council:

The safe and efficient operation and administration of the Piopio Community Swimming Pool complex is maintained.

3. Safe and efficient operation and maintenance of the pool complex is demonstrated.

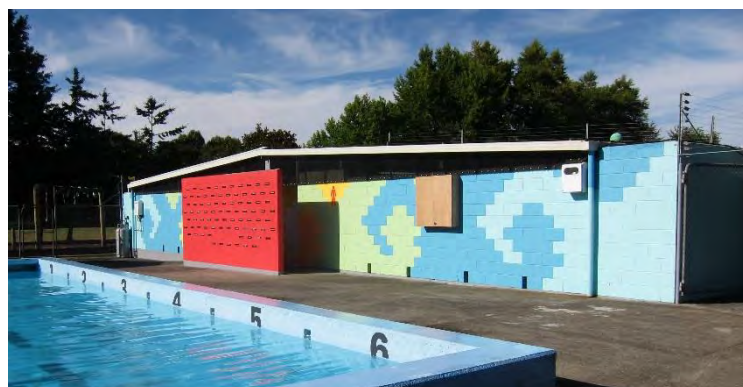
The pools' Trust, committee and its contractors are committed to the safe and efficient operation of the complex. The pool's pump equipment is serviced regularly, and a planned maintenance programme is in place. The focus for the 18/19 was the upgrade of the changing rooms, which included a refit of all plumbing hardware, and the painting of the interior and exterior.



Before



After



The pool's changing rooms are cleaned daily and swimming pools are vacuumed every two to three days depending on the need. The pool water is tested and monitored twice daily to ensure not only an efficient use of chemicals but also that it is kept clean and safe for swimmers. Consequently, along with the upgrade and regular cleaning of the complex we received very positive feedback from the schools and swimming club about the standard of the pool during the 18/19 season.

A video monitor is in place to ensure that any issues can be investigated appropriately.

2. Water quality is effectively managed, monitored and tested during the swimming season.

In the lead up to the pool opening and throughout the swimming season both pools are manually tested twice daily and also monitored by our auto doser which monitors ph and chlorine levels. Based on this it feeds the appropriate amount of acid or chlorine as needed into the pools through the filter. The monitor is 98% accurate. In addition filter baskets are hosed daily to ensure they remain clean and free of debris. Both pools are vacuumed four times weekly throughout the season.

3. Trained pool attendants, or preferably qualified lifeguards, are on duty at all times when the pool complex is open.

Lifeguards live locally and hold first aid certificates only (and one is also a first responder) and are on site from opening to closing (1pm to 5pm), seven days a week. To get trained lifeguards to travel to Piopio for four hours per day over our swimming season proves to be a challenge.

Access to practical education in swimming and water survival is maximised.

All forms of water education are actively promoted to the wider community and endorsed by the Trust AND access to practical education in swimming and water survival through the local school sector and other educational programmes is realised.

The events we ran (see below) provided an avenue for promoting water safety. The Trust fully support Sport Waikato's activities with school children from Piopio Primary School relating to water safety.

The Trust works with the community and local schools to ensure water education is not only promoted but also a priority for our community. Outlined below are the number of participants and hours the community spent at the pool during the 2018/2019 swimming season.

Community access for recreational and sports swimming is maximised.

1. The complex is open to the school, community and general public during the swimming season.

General Public

Summer 2018/2019 was a great season for the pool. The excellent weather meant the pool was open for 42 community sessions, with an average of 35 swimmers using the pool during each session.

Schools

The pool was well utilised by both local schools across all age groups. The pools are used by both schools from early December until the end of February and was used a total of 89.5 hours. Swimming and water safety is a key part of the summer curriculum and the pools are utilised as much as the weather allows.

Breakdown of hours:

Piopio College 46.5 hours

Piopio Primary School: 43 hours

Community

The Piopio community has a very active swimming club and learn to swim programme. Over the season the swimming club, which has 30 members used the pool for a total of 63 hours, which included, two club nights per week, one swimming carnival and the learn to swim programme. The learn to swim programme is an intensive block of swimming lessons for primary aged children, community members volunteer their time three nights a week for five weeks to coach the children. The programme saw 76 children (from Piopio, Aria and surrounding areas) enrolled in the programme.

2. A minimum of two community events that promote public awareness of the pool complex and water education are provided each swimming season.

Opening of the new changing rooms - 8 December 2018

The committee hosted an event to officially open the new changing rooms. The community were given free entry to the pool. The event was an opportunity to thank those who had donated to the pool but also to highlight the benefits of water and sun safety. A news release was sent to the Waitomo News inviting the community along, Cruise FM supported the event with advertising and were there on the day, as well as social media promotion. The event was well attended with approximately 90 people attending.



Learn to swim prize giving - 12 March 2019

To celebrate the achievement of the 72 students attending learn to swim classes the committee opened the pool as part of their prize giving celebrations. The event celebrated their achievements but also highlighted the importance of safety in the water and what an important skill swimming is. Sausages and ice blocks were also donated by sponsor The Lines Company.



Piopio Community Swimming Pools Charitable Trust
Performance Report
For the year ended:
31 May 2019

Contents

	Page
Non-Financial Information:	
Entity Information	1
Statement of Service Performance	2
Financial Information:	
Statement of Receipts and Payments	3
Statement of Resources and Commitments	4
Notes to the Performance Report	5 - 8

Piopio Community Swimming Pools Charitable Trust

Entity Information

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

For the year ended:
31 May 2019

Legal Name of Entity:*	Piopio Community Swimming Pools Charitable Trust
------------------------	--

Type of Entity and Legal Basis (if any):*	Registered Charity
---	--------------------

Registration Number:	CC52277
----------------------	---------

Entity's Purpose or Mission: *	To develop and maintain swimming pool facilities for the schools and public community of Piopio.
--------------------------------	--

Entity Structure: *	Board of Trustees : Shaun Carter - Chairperson Rachael Laver - Treasurer Kimberly Cody - Secretary
---------------------	--

Main Sources of the Entity's Cash and Resources:*	Revenue from hire fees paid by local schools and swimming club.
---	---

Main Methods Used by the Entity to Raise Funds:*	Sale of engraved bricks to public which are used to enhance the pool complex. Dinner Functions. Auction.
--	---

Entity's Reliance on Volunteers and Donated Goods or Services: *	The Trust relies on gifts of volunteer time and expertise to complete work
--	--

Additional Information*	
-------------------------	--


Contact details

Physical Address:	16 Aria Road, PIOPIO
-------------------	----------------------

Postal Address:	C/- Shaun Carter, Mangaotaki Road, Piopio
-----------------	---

Phone/Fax:	07 877 8146
------------	-------------

Email/Website:	czarcarter2000@yahoo.co.nz
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	Piopio Swimming Pool
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Piopio Community Swimming Pools Charitable Trust
Statement of Service Performance
 "What did we do?"
 For the year ended
 31 May 2019

Description of the Entity's Outcomes:
 To enable the availability of the Community Swimming Pool to the local schools and greater community.

	Actual*		Actual*
Description and Quantification (to the extent practicable) of the Entity's Outputs:*	This Year		Last Year
Number of days pool open for public use	120		120
Number of days pool open for school use	80		80

Additional Output Measures:

1. High levels of satisfaction from users.
2. Good public attendance
3. Facility maintained at a safe level
4. Volunteers and employees conduct responsibilities in a manner satisfactory to the Trust

Piopio Community Swimming Pools Charitable Trust

Statement of Receipts and Payments

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

For the year ended:

31 May 2019

	Notes	Actual* This Year \$		Actual* Last Year \$
Operating Receipts	2			
Donations, fundraising and other similar receipts*		30,243		12,073
Fees, subscriptions and other receipts from members*		-		-
Receipts from providing goods or services*		12,776		16,909
Interest, dividends and other investment income receipts*		37		41
Other operating receipts		-		-
Total Operating Receipts		43,056		29,023
Operating Payments	3			
Payments related to public fundraising*		1,076		3,571
Volunteer and employee related payments*		6,559		2,504
Payments related to providing goods or services*		46,667		16,824
Grants and donations paid*		-		-
Other operating payments		-		-
Total Operating Payments		54,302		22,899
Operating Surplus or (Deficit)		(11,246)		6,124
Capital Receipts				
Receipts from the sale of resources*		-		-
Receipts from borrowings*		-		-
Capital Payments				
Purchase of resources*		-		-
Repayments of borrowings*		-		-
Increase/(Decrease) in Bank Accounts and Cash*		(11,246)		6,124
Bank accounts and cash at the beginning of the financial year*		44,243		38,119
Bank Accounts and Cash at the End of the Financial Year*		32,997		44,243
Represented by:*				
Cheque account(s)		32,997		44,243
Total Bank Accounts and Cash at the End of the Financial Year*		32,997		44,243

Piopio Community Swimming Pools Charitable Trust
Statement of Resources and Commitments
 "what the entity owns?" and "what the entity owes?"

As at
 31 May 2019

SCHEDULE OF RESOURCES	This Year \$	Last Year \$
Bank Accounts and Cash (from Statement of Receipts and Payments)*	32,997	44,243
Money Held on Behalf of Others*		
Description*	Amount*	Amount*
nil	-	-
Money Owed to the Entity*		
Description*	Amount*	Amount*
nil	-	-
Other Resources*		
Description and Source of Value* (cost or current value required if practicable to obtain)	Cost or Current Value*	Cost or Current Value*
Tee Shirts on hand	609	659
SCHEDULE OF COMMITMENTS	This Year \$	Last Year \$
Money Payable by the Entity*		
Description*	Amount*	Amount*
nil	-	-
Other Commitments*		
Description*	Amount*	Amount*
nil	-	-
Guarantees*		
Description*	Amount*	Amount*
nil	-	-
SCHEDULE OF OTHER INFORMATION	This Year \$	Last Year \$
Grants or Donations with Conditions Attached (where conditions not fully met at balance date)*	Amount*	Amount*
nil	-	-
Resources Used as Security for Borrowings*		
nil		

Piopio Community Swimming Pools Charitable Trust

Notes to the Performance Report

For the year ended

31 May 2019

Note 1: Accounting Policies "How did we do our accounting"

Basis of Preparation*

Piopio Community Swimming Pools Charitable Trust is permitted by law to apply PBE SFR-C (NFP) Public Benefit Entity Simple Format Reporting - Cash (Not-For-Profit) and has elected to do so. All transactions are reported in the Statement of Receipts and Payments and related Notes to the Performance Report on a cash basis.

Goods and Services Tax (GST)*

Piopio Community Swimming Pools Charitable Trust is not registered for GST. Therefore amounts recorded in the Performance Report are inclusive of GST (if any).

Piopio Community Swimming Pools Charitable Trust
Notes to the Performance Report
For the year ended
31 May 2019

Note 2 : Analysis of Receipts "How was it funded?"

Receipt Item	Analysis	This Year \$	Last Year \$
Fundraising receipts	Brick Sponsorship	2,300	600
	Rob Waddell Fundraiser	6,733	-
	Farah Palmer Fundraiser	-	7,003
	Tee Shirt Fundraiser	50	978
	Total	9,083	8,581

Receipt Item	Analysis	This Year \$	Last Year \$
Grants and donations	COGS Grant	2,500	-
	Piopio Charitable Trust Donation	1,000	1,000
	Other Donations	-	1,872
	Piopio Dental Ltd Donation	1,000	-
	R Waddell Donation	1,000	-
	B Tatham Donation	2,160	-
	Waitomo District Council	10,500	-
	Grassroots Trust (for lifeguards) Grant	-	(2,380)
	The Lines Company Grant	3,000	3,000
	Total	21,160	3,492

Receipt Item	Analysis	This Year \$	Last Year \$
Fees, subscriptions and other receipts from members			
	Total	-	-

Receipt Item	Analysis	This Year \$	Last Year \$
Receipts from providing goods or services	Hire Fees - Piopio College	2,140	6,730
	Hire Fees - Piopio Primary School	3,000	3,203
	Hire Fees - Piopio Swimming Club	5,607	5,360
	Pool Entry Fees	2,029	1,616
	Total	12,776	16,909

Receipt Item	Analysis	This Year \$	Last Year \$
Interest, dividends and other investment income receipts	Westpac	41	41
	Total	41	41

Piopio Community Swimming Pools Charitable Trust

Notes to the Performance Report

For the year ended
31 May 2019

Notes 4 - 5

Note 4: Related Party Transactions*

There were no transactions involving related parties during the financial year. (Last Year - Nil).

Note 5: Events After the Balance Date

There were no events that have occurred after the balance date that would have a significant impact on the Performance Report. (Last Year - Nil)

Special Purpose Financial Statements

Tainui Historical Society

For the year ended 31 March 2019

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5 Balance Sheet

6 Statement of Cash Flows

7 Notes to the Financial Statements

Directory

Tainui Historical Society

For the year ended 31 March 2019

Legal Name of Entity

Tainui Historical Society Incorporated, also known as at the Mokau Museum

Nature of Entity

Tainui Historical Society is a charitable trust.

Registration Number

CC42157

Entity's Purpose

To collect, preserve, document, research and display taonga, natural history and cultural heritage relating to the Tainui region - that geographical area loosely encompassed by the four tunnels at Waikawau, Awakino, Okau and Mt Messenger

Structure of Entity

The Society is administered by a Committee elected by its membership. The day-to-day operation of the museum is by volunteers who may or may not be members.

Source of Funds

The society is funded mainly through donations and grants

Reliance on Volunteers

The Society relies on volunteers and a voluntary committee.

Location Details

33 North Street

Mokau, Waitomo 4350

Postal Details

PO Box 11

Mokau 4376

Statement of Profit or Loss

Tainui Historical Society

For the year ended 31 March 2019

	Notes	2019	2018
Income			
Donations		35,740	10,678
Grants		19,429	90,656
Sundry Income		12,636	12,985
Dividends		0	160
Interest Received		192	251
Total Income		67,998	114,730
Expenses			
Advertising		89	75
Bank Fees		39	33
Bone Carving		2,119	1,928
Books		330	1,052
Building R & M		11,937	7,648
Contractors - Cataloguing		53,232	53,420
Donation		411	0
Exhibit Maintenance		0	1,661
Insurance		2,476	1,857
Membership		30	105
Paintings		2,035	5,485
Light, Power, Heating		3,724	3,636
Rates		1,316	1,400
Stationery		2,003	813
Sundries		2,914	2,244
Tradegoods		299	1,760
Total Expenses		82,954	83,117
Net Profit (Loss)		(14,956)	31,613

Balance Sheet

Tainui Historical Society
As at 31 March 2019

Notes 31 Mar 2019 31 Mar 2018

Assets

Current Assets		
Cash and Bank		
Cheque Account	44,559	20,870
Savings Account	19,049	59,047
Total Cash and Bank	63,608	79,917
Total Current Assets	63,608	79,917
Non-Current Assets		
Property, Plant and Equipment	4 548,999	548,999
Total Non-Current Assets	548,999	548,999
Total Assets	612,607	628,916

Liabilities

Current Liabilities		
GST Payable	(3,231)	(1,878)
Total Current Liabilities	(3,231)	(1,878)
Total Liabilities	(3,231)	(1,878)

Net Assets	615,838	630,794
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Equity

Accumulated Funds		
Opening Balance	630,794	599,181
Current Year Earnings	(14,956)	31,613
Total Equity	615,838	630,794

Statement of Cash Flows

Tainui Historical Society

For the year ended 31 March 2019

	2019	2018
Cash Flows from Operating Activities		
Donations, grants and fundraising	67,998	114,705
GST	(1,353)	(1,056)
Payments to suppliers and contractors	(82,954)	(83,117)
Total Cash Flows from Operating Activities	(16,309)	30,532
Cash Flows from Investing and Financing Activities		
Total Cash Flows from Investing and Financing Activities	0	0
Net Increase/ (Decrease) in Cash	(16,309)	30,532
Cash Balances		
Cash and cash equivalents at beginning of period	79,917	49,385
Cash and cash equivalents at end of period	63,608	79,917
Net change in cash for period	(16,309)	30,532

Notes to the Financial Statements

Tainui Historical Society

For the year ended 31 March 2019

1. Statement of Accounting Policies

Basis of Preparation

The entity has elected to apply PBE SFR-A (NFP) Public Benefit Entity Simple Format Reporting - Cash (Not-For-Profit) on the basis that it does not have public accountability and has total annual expenses equal to or less than \$125,000. All transactions in the Performance Report are reported using the cash basis of accounting. The Performance Report is prepared under the assumption that the entity will continue to operate in the foreseeable future.

Historical Cost

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

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.

Property, Plant and Equipment

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

Income Tax

The Society is wholly exempt from New Zealand income tax having fully complied with all statutory conditions for these exemptions.

Goods and Services Tax

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

2. Related Parties

There were no related party transactions during the year under review.

3. Contingent Liabilities

At balance date there are no known contingent liabilities. Tainui Historical Society as not granted any securities in respect of liabilities by any other party.

	2019	2018
4. Property, Plant and Equipment		
Land		
33 North Road, Mokau	90,000	90,000
Total Land	90,000	90,000
Buildings		
33 North Road, Mokau	380,000	380,000
Total Buildings	380,000	380,000
Artefacts		
Artefacts	68,999	68,999
Total Artefacts	68,999	68,999
Office Equipment		
Furniture and Computers	10,000	10,000
Total Office Equipment	10,000	10,000
Total Property, Plant and Equipment	548,999	548,999

6th August 2019

Review Report

To the Members of the Tainui Historical Society Committee

I have carried out a review of the accompanying special purpose financial statements of Tainui Historical Society for the year ended 31 March 2019. These comprise of the Profit or Loss, Balance Sheet, Statement of Cash Flows and Statement of Accounting Policies.

A review provides a lower level of assurance than an audit. I have not performed an audit, and accordingly do not express an audit opinion.

I have examined on a test basis, evidence relevant to the amounts disclosed in the financial statements. I have also confirmed the closing balance of the bank accounts.

Based on my review I confirm that nothing has come to my attention that causes me to believe that the accompanying financial statements do not give a true and fair view, or materially misstated.

Signed,

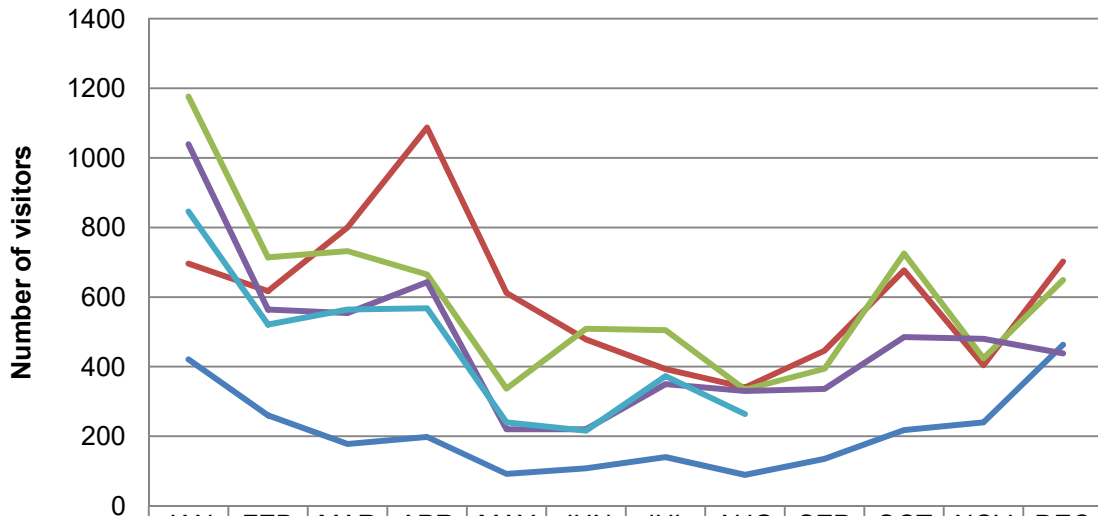


Chris Black

Chartered Accountant

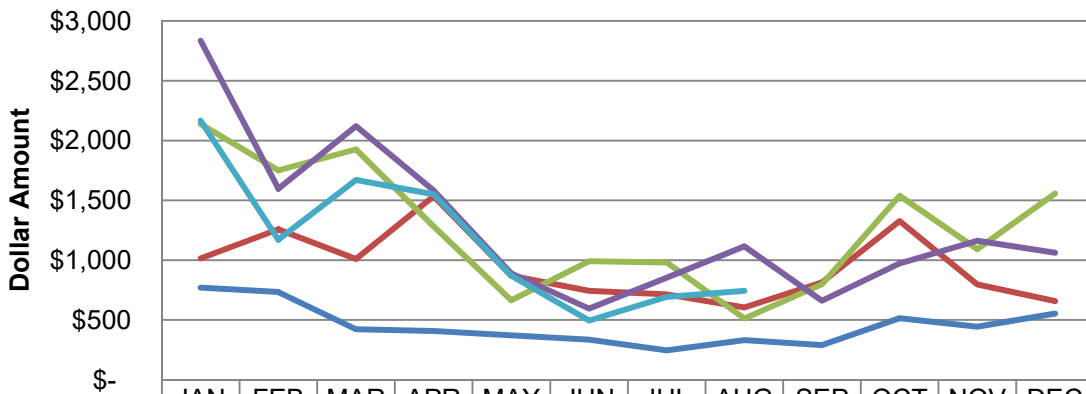
New Plymouth

Visitor Numbers



	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
2015	421	260	178	198	92	108	140	89	135	218	240	463
2016	696	617	800	1,08	612	478	393	340	446	677	404	702
2017	1,17	714	732	665	337	509	505	334	394	725	424	649
2018	1039	564	554	643	220	220	350	330	336	485	480	438
2019	846	521	564	568	240	216	373	264				

Donations & Sales



	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
2015	\$769	\$733	\$422	\$408	\$371	\$336	\$246	\$331	\$290	\$515	\$444	\$553
2016	\$1,0	\$1,2	\$1,0	\$1,5	\$869	\$744	\$714	\$605	\$814	\$1,3	\$797	\$658
2017	\$2,1	\$1,7	\$1,9	\$1,2	\$664	\$992	\$980	\$513	\$798	\$1,5	\$1,0	\$1,5
2018	\$2,8	\$1,5	\$2,1	\$1,5	\$890	\$595	\$854	\$1,1	\$661	\$972	\$1,1	\$1,0
2019	\$2,1	\$1,1	\$1,6	\$1,5	\$869	\$494	\$692	\$743				

Document No: A447425

Report To: Council



Meeting Date: 8 October 2019

Subject: Centennial Park – Courts Resurfacing

Type: Decision Required

Purpose of Report

- 1.1 The purpose of this business paper is to seek approval to make application to Grassroots for funding to reseal the Centennial Park Netball/Tennis Courts located on William Street, Te Kuiti.

Background

- 2.1 Centennial Park is a Recreational Reserve (Reserve) administered and operated by Waitomo District Council (WDC). The primary purpose of the Reserve is for sports and recreation and is regularly used by community groups, including football, squash, BMX, netball and tennis.
- 2.2 The Building (Netball and Tennis Pavilion), located on the Reserve, is owned by Te Kuiti Netball/Tennis Pavilion Incorporated Society (the Society). Users of the Netball and Tennis Courts (the Courts), the Society and Maniapoto Netball Association, have advised that the courts (which are Council's responsibility) require resurfacing, as the playing surface is deteriorating and could become unsafe to use.
- 2.3 Grassroots Trust (the Trust) would consider a grant fund application by the land owner. The Trust operates nationally, and was established in 2003 to support sport, education and community sectors by contributing funding across the sectors. The Trust partners with gaming venues in communities (in Te Kuiti this is the Muster Bar and Riverside Lodge), and distributes a portion of the funds from the gaming machines at those venues, into the local community. The Trust operates in accordance with the Gambling Act 2003, and is regulated by the Department of Internal Affairs.
- 2.4 The Court users have indicated that any resealing will need to be completed before the netball season, beginning in March 2020.
- 2.5 WDC would like to take up the funding opportunity offered by the Trust to complete the resurfacing of the Courts, and proposes that an application be submitted to the Trust.
- 2.6 In the absence of a ground lease for the courts, the Trust requires a resolution of Council (as the property owner) to support a funding application.

Commentary

- 3.1 The Trust's application process requires:
- (a) submission of a completed application form online (a printed version is not available), specifying the purpose for the application and the amount of funding sought;
 - (b) two quotes as evidence of the amount sought;
 - (c) an appropriate resolution by the Council.
- 3.2 The Trust meets on the fourth Wednesday of each calendar month, and considers the applications at that time. The Trust has advised that if the initial application amount granted is not sufficient to cover the project (as this is determined by what money is available at the end of each month), a second application can be submitted the following month for the balance of the requested amount. WDC will only be able to undertake the resealing at this time, if the full amount is funded by the Trust.
- 3.3 WDC has obtained three (3) quotations to size the potential cost of the Court resealing work. The preferred supplier's quote (a Court Specialist) is approximately \$60,000 to reseal the Courts.

Analysis of Options

- 4.1 There are two options available to Council, these are:
- (A) Do nothing; or
 - (B) Make an application for a grant to the Trust.
- 4.2 The "Do Nothing" Option is not supported. The Courts surface condition must be addressed in time for the 2020 netball season. Further weathering, and wear and tear could render the playing surface unsafe to use. No WDC budget for this work exists in the 2019/20 financial year.
- 4.3 It is recommended that Option B be authorised. If the total amount can be obtained through the Trust funding, the works can be completed prior to the 2020 netball season.

Considerations

5.1 **RISK**

The risks of not resealing the Courts before the 2020 netball season could render the playing surface unsafe to use.

5.2 **CONSISTENCY WITH EXISTING PLANS AND POLICIES**

The proposal is consistent with WDC's Long Term Plan where its strategic goal is to ensure that its community facilities are provided and maintained to an acceptable standard for residents and visitors.

5.3 **SIGNIFICANCE AND COMMUNITY VIEWS**

This decision is not a significant decision in terms of Council's Significance and Engagement Policy. There is no requirement to consult with the community on this decision.

Recommendation

- 6.1 It is recommended that Council approve an application to the Grassroots Trust to seek funding (\$57,379.25) for the purposes of resealing the Netball and Tennis Courts located at Centennial Park, Te Kuiti.


Suggested Resolutions

- 1 The business paper on Centennial Park – Courts Resurfacing be received.
- 2 Council authorise an application to Grassroots Trust for funding of \$57,379.25, for the purpose of resealing the Netball and Tennis Courts located at Centennial Park, Te Kuiti.



QUIN POWELL
INFRASTRUCTURE MANAGER - PROPERTY

30 September 2019

Document No: A448017	
Report To:	Council
	Meeting Date: 8 October 2019
	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	Section 48(1) grounds for this resolution
1. Inframax Construction Ltd – Annual General Meeting	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)(d)
2. Contractual Issues	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)(d)

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