

Agenda for a meeting of the Waikato District Community Wellbeing Trust to be held in the Te Piringa Boardroom, District Office, 15 Galileo Street, Ngaruawahia on **FRIDAY 25 AUGUST 2017** commencing at **3.30pm**.

1. **APOLOGIES AND LEAVE OF ABSENCE**
2. **CONFLICT OF INTEREST AND DISCLOSURES**
3. **CONFIRMATION OF MINUTES** 2  
Meeting held on 29 May 2017
4. **GMI FUND PERFORMANCE TO 30 JUNE 2017** 6
5. **QUARTERLY CERTIFICATE OF COMPLIANCE FOR PERIOD ENDING 30 JUNE 2017** 11
6. **GRANT DISTRIBUTION AMOUNT** 13
7. **ALLOCATION OF GRANTS** 15
8. **PROPOSED MEETING FRAMEWORK** 307
9. **GENERAL**

**MINUTES** of a meeting of the Community Wellbeing Trust held in the Te Piringa Boardroom, District Office, 15 Galileo Street, Ngaruawahia on **MONDAY 29 MAY 2017** commencing at **3.00pm**.

**Present:**

Cr J Church (Chairperson)  
 His Worship the Mayor, Mr AM Sanson  
 Cr R McGuire  
 Ms J Muru

**Attending:**

Mr T Whittaker (General Manager Strategy & Support)  
 Ms A Diaz (Finance Manager)  
 Ms M Davis (Financial Accountant)  
 Ms L van den Bemd (Community Development Advisor)  
 Ms E Wilson (Minute Secretary)

**APOLOGIES AND LEAVE OF ABSENCE**

**Resolved: (Cr McGuire/Ms Muru)**

**THAT** an apology be received from **Ms Bateup**;

**AND THAT** an apology for lateness be received from **Ms van den Bemd**.

**CARRIED on the voices**

**WBT1705/1**

**CONFIRMATION OF STATUS OF AGENDA**

**Resolved: (Cr McGuire/Ms Muru)**

**THAT** the agenda for a meeting of the Community Wellbeing Trust held on **Monday 29 May 2017** be confirmed and all items therein be considered in open meeting;

**AND THAT** all reports be received.

**CARRIED on the voices**

**WBT1705/2**

**DISCLOSURES OF INTEREST**

There were no disclosures of interest.

## **CONFIRMATION OF MINUTES**

**Resolved: (His Worship the Mayor/Ms Muru)**

**THAT the minutes of a meeting of the Community Wellbeing Trust held on Monday 13 February 2017 be confirmed as a true and correct record of that meeting.**

**CARRIED on the voices**

**WBT1705/3**

Adoption of the 2018 Statement of Intent  
Agenda item 4

Spoke with Sumati from GMI – 2% cap. Noted: Eileen indicated she would still like a cap as risk protection to be higher 5-10%. Sumati mentioned on page 20 – limited to 7.5%. Exclusion around cash and derivatives. Cap to be set at 7.5%. Total assets forecast in Statement of Intent. 2016/17 shows actual increases and amount payable to Council for 2017/18.

**ACTION:** Alison to note this in reply to Eileen.

Grants and expenditures - forecast grants on page 56: \$30,500. \$15,000 paid in previous year. Remainder paid this financial year. Pukemokemoke is noted as paid \$17,193 however they only applied for \$17,000.

**Resolved: (Cr McGuire/Ms Muru)**

**THAT the Waikato District Community Wellbeing Trust approve the Statement of Intent for the year ended 30 June 2018 for release to Waikato District Council;**

**AND THAT it be noted on the Council report that \$193 was paid out to Pukemokemoke after the funding approval;**

**AND FURTHER THAT Waikato District Community Wellbeing Trust approve the Investment Portfolio and Distribution Policy with a cap of 7.5% on any single investment.**

**CARRIED on the voices**

**WBT1705/4**

GMI Fund Performance to 31 March 2017  
Agenda item 5

Reports required quarterly. On track in terms of fund performance. Achieved benchmark for the quarter and achieved slightly higher than benchmark for the month of March.

Quarterly Certificate of Compliance for Period Ending 31 March 2017  
Agenda item 6

Fully compliant. Was agreed that going forward the Applicant accountability reports measure would note how many had been received.

Audit Arrangements

## Agenda item 7

Cr Church has signed on behalf of the Trust awaiting outcome of this meeting.

**ACTION:** To be noted in email to Eileen.

Process for next year – audit arrangements letter to come to meeting before signing. New audit manager and audit supervisor – hence increase in fees.

Grant Approval and Payment Reconciliation

## Agenda item 8

Onewhero School project dragging – money hasn't yet been uplifted. Council haven't received a consent application. Project has been going on, they have 2 years to move and produce an invoice by October.

**ACTION:** Letter explaining process particularly October deadline to be sent out by Lianne. Letter to also request update of actions and timeframe.

Taupiri Rugby Football club – remove \$7,500 from outstanding and add to allocation fund. Menz Shed – Haven't heard result.

**ACTION:** Lianne to follow up and to add time frames/summary timeline.

**Resolved: (Cr McGuire/Ms Muru)**

**THAT \$7,500 by Taupiri Rugby Club be returned to the Community Wellbeing Trust fund.**

**CARRIED on the voices**

**WBT1705/5**

Feedback and Photos from Site Visit Day Out

## Agenda item 9

(No content was tabled at meeting)

Communications wants to use photos for Media Release to announce funding round.

**ACTION:** Lianne to circulate via email.

Noted there is a place on Council website for the Community Wellbeing Trust where information such as this can be posted.

General

## Agenda item 10

Agreed meeting dates should be set for the upcoming year.

**ACTION:** Alison to draft up dates for consideration.

Noted Ms Muru is not available on Wednesday afternoons.

Dates to incorporate Raglan Mountain bike track visit in early summer. Suggestion to hold meeting in Raglan Town Hall. Link meeting with visit.

There being no further business the meeting was declared closed at 3.43pm.

Minutes approved and confirmed this                      day of                      2017.

Cr J Church  
**CHAIRPERSON**

## **Open Meeting**

<b>To</b>	Waikato District Community Wellbeing Trust
<b>From</b>	Alison Diaz Finance Manager
<b>Date</b>	16 August 2017
<b>Chief Executive Approved</b>	Y
<b>Reference #</b>	CVN0102
<b>Report Title</b>	GMI Fund Performance to 30 June 2017

### **I. EXECUTIVE SUMMARY**

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The Trust is required to review the performance of the investment fund on a quarterly basis; September, December, March and June. However, where meeting dates allow a more up to date position is presented on the most recent month end.

The investment fund performance for the quarter ended 30 June 2017 was 1.6% against a benchmark performance of 0.9%. The total return since inception is now 62.4% or 9.4% on an annualised basis.

The results for June provide a return of -0.5% against a benchmark performance of -1.0%. There was an upturn in the month of July at 0.8% against a benchmark of 0.6%.

The results for July are also attached to this report to ensure the most up to date information is provided to the Trust. This should only be referred to in terms of the performance for the month.

The Trustees are familiar with the fact that the investment objectives and investment portfolio do assume that the performance for some months may be negative. As the markets have been turbulent in recent times, a long term view of the fund needs to be taken.

### **2. RECOMMENDATION**

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**THAT the report from the Finance Manager be received.**

### **3. ATTACHMENTS**

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GMI Fund Performance to 30 June 2017  
GMI Fund Performance to 31 July 2017 – for an updated Monthly position

# Waikato District Community Wellbeing Trust

## Investment Mandate

This is a balanced portfolio split 45/55 fixed interest/growth shares investments

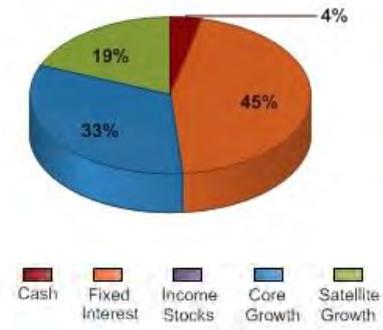
This mandate was last reviewed on 30 October 2015.

Asset Class	Ultimate Allocation	Target NZD Exposure
Cash	0.0%	
Fixed Interest	45.0%	100.0%
Income Stocks	0.0%	100.0%
Core Growth	27.5%	50.0%
Satellite Growth	27.5%	50.0%
<b>Total</b>	<b>100.0%</b>	

## Portfolio Position

As at 30 June 2017, the total value of your investment portfolio is \$3,798,673. Your net contributions since inception in January 2012 have totalled \$2,286,537 (\$2,514,078 deposits less \$227,540 withdrawals).

Asset Class	Actual Value	Actual Allocation
Cash	\$136,500	3.6%
Fixed Interest	\$1,711,457	45.1%
Income Stocks	\$0	0.0%
Core Growth	\$1,238,477	32.6%
Satellite Growth	\$712,239	18.7%
<b>Total</b>	<b>\$3,798,673</b>	<b>100.0%</b>



## Portfolio Performance

The GMI Growth PIE declined 1.1% after fees and taxes in June, compared to the benchmark, which declined 1.3% for the month. Another sizeable rise in the New Zealand dollar caused a decline in the value of the unhedged part of Growth portfolios, while the New Zealand dollar hedged portion of portfolios was slightly up for the month. Shares in the financials and healthcare sectors were big contributors to Growth's outperformance compared to the benchmark. Our holdings in the technology and consumer discretionary sectors generally contributed negatively to portfolio performance relative to the benchmark.

The GMI Fixed Interest PIE declined 0.1% after fees and taxes in June, compared to the New Zealand Government Bond Index, which declined 0.6%. The outperformance was due to our lower average bond maturity compared to the index, in a period where interest rates spiked.



Your return for the month of June was -0.5% against a benchmark of -1.0%. Your net contributions since 31 January 2012 have totalled \$2,286,537 (\$2,514,078 deposits less \$227,540 withdrawals). As of 30 June 2017 the total value of your portfolio is \$3,798,673. This is a simple return of 66.1%. The total return on each dollar invested at inception is 62.4% (after withholding tax, brokerage, and fees), or 9.4% p.a. on an annualised basis.

	8 Loss/Gain				
	Last Month	Last 3 Months	Last 12 Months	Since Inception	Annualised
<b>Consolidated Portfolio</b> Inception date (31/01/2012)	-0.5%	1.6%	9.7%	62.4%	9.4%
45% NZ Bond, 55% MSCI	-1.0%	0.9%	8.2%	43.8%	6.9%
<b>Cash</b> Inception date (31/01/2012)	0.1%	0.3%	1.7%	16.9%	2.9%
45% NZ Bond, 55% MSCI	-1.0%	0.9%	8.2%	43.8%	6.9%
<b>Fixed Interest</b> Inception date (31/01/2012)	-0.1%	1.2%	3.3%	36.7%	5.9%
100% NZ Bond	-0.5%	0.8%	-0.2%	13.5%	2.4%
<b>Core Stocks</b> Inception date (31/01/2012)	-1.0%	1.1%	16.5%	79.7%	11.4%
MSCI	-1.3%	1.0%	15.5%	73.0%	10.6%
<b>Satellite Stocks</b> Inception date (31/01/2012)	-0.6%	4.0%	19.7%	143.6%	17.9%
MSCI	-1.3%	1.0%	15.5%	73.0%	10.6%

## Investment Strategy

### Market Review

Financial markets dawdled along for much of June as economic news failed to set the world on fire. Oil prices fell precipitously at one stage, hitting shares in the energy sector and briefly causing wider market concern. European Central Bank (ECB) President, Mario Draghi, caused major excitement in the last days of the month by being positive about the outlook for the eurozone economy and daring to suggest that ultra-easy monetary policies wouldn't last forever. Interest rates spiked up and frenetic rotations in share markets ensued. The shares of banks and other cyclical sectors were the main beneficiaries, while shares in the technology sector and the interest-rate sensitive consumer staples and utilities sectors took a dive. The net effect was a slight positive for global share markets in US dollar terms, although most European markets were down in US dollars terms for the month.

### Portfolio Changes

We made marginal changes to Growth portfolios in June. Our largest exposure continues to be to the US market, followed by Europe. We have lower-than-benchmark holdings in the rest of the world, particularly Asia and Pacific markets. At the sector level, we continued to generally favour more cyclical areas of the market such as the financials, technology, and consumer discretionary sectors. We consider these overall have the best combination of reasonable valuations and tendencies to benefit from improving economies and interest rate rises. In contrast, we have relatively low exposures to the consumer staples and healthcare sectors. We also have relatively low exposure to the energy sector due to uncertainty around future oil prices and earnings in the sector.

In Fixed Interest, we see this market as potentially the beginning of a buying opportunity. We've been waiting patiently for rising interest rates for some time, keeping the average maturity of bonds relatively low because the price of longer-maturity bonds decline dramatically more than shorter-dated ones when interest rates go up. In contrast to periods when interest rates are low and markets are quiet, we tend to be more opportunistically active when we see a spike in interest rates and market volatility.

# Waikato District Community Wellbeing Trust

## Investment Mandate

This is a balanced portfolio split 45/55 fixed interest/growth shares investments

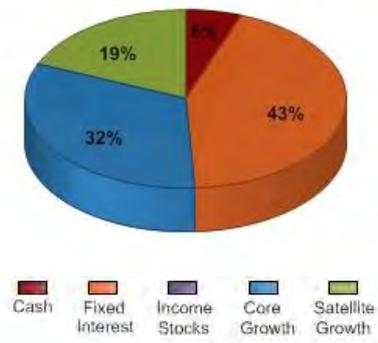
This mandate was last reviewed on 30 October 2015.

Asset Class	Ultimate Allocation	Target NZD Exposure
Cash	0.0%	
Fixed Interest	45.0%	100.0%
Income Stocks	0.0%	100.0%
Core Growth	27.5%	50.0%
Satellite Growth	27.5%	50.0%
<b>Total</b>	<b>100.0%</b>	

## Portfolio Position

As at 31 July 2017, the total value of your investment portfolio is \$3,829,591. Your net contributions since inception in January 2012 have totalled \$2,286,537 (\$2,514,078 deposits less \$227,540 withdrawals).

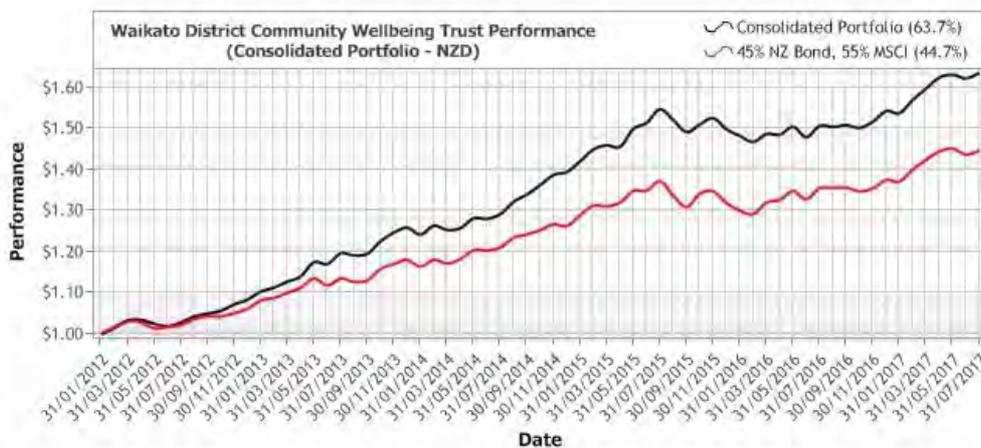
Asset Class	Actual Value	Actual Allocation
Cash	\$215,470	5.6%
Fixed Interest	\$1,664,963	43.5%
Income Stocks	\$0	0.0%
Core Growth	\$1,238,225	32.3%
Satellite Growth	\$710,932	18.6%
<b>Total</b>	<b>\$3,829,591</b>	<b>100.0%</b>



## Portfolio Performance

The GMI Growth PIE rose 0.9% after fees and taxes\* in July, compared to the benchmark, which rose 1.0% for the month. Several of our shares in the Financials and Technology sectors performed well over the month. Our relatively low exposure to Consumer Staples shares also helped performance as that sector underperformed the market.

The GMI Fixed Interest PIE rose 0.5% after fees and taxes\* in July, outperforming the New Zealand Government Bond Index, which rose 0.3%. This was due to an underweight to longer-maturity bonds, which underperformed due to rising interest rates in favour of an overweight to shorter-maturity bonds. Portfolio performance was also aided by a continuing global grab for company bonds, which we are overweight.



Your return for the month of July was 0.8% against a benchmark of 0.6%. Your net contributions since 31 January 2012 have totalled \$2,286,537 (\$2,514,078 deposits less \$227,540 withdrawals). As of 31 July 2017 the total value of your portfolio is \$3,829,591. This is a simple return of 67.5%. The total return on each dollar invested at inception is 63.7% (after withholding tax, brokerage, and fees), or 9.4% p.a. on an annualised basis.

	10 Loss/Gain				
	Last Month	Last 3 Months	Last 12 Months	Since Inception	Annualised
<b>Consolidated Portfolio</b> Inception date (31/01/2012)	0.8%	0.7%	8.6%	63.7%	9.4%
45% NZ Bond, 55% MSCI	0.6%	0.1%	6.7%	44.7%	6.9%
<b>Cash</b> Inception date (31/01/2012)	0.1%	0.4%	1.4%	17.0%	2.9%
45% NZ Bond, 55% MSCI	0.6%	0.1%	6.7%	44.7%	6.9%
<b>Fixed Interest</b> Inception date (31/01/2012)	0.7%	1.3%	3.2%	37.6%	6.0%
100% NZ Bond	0.2%	0.6%	-0.5%	13.8%	2.4%
<b>Core Stocks</b> Inception date (31/01/2012)	1.2%	0.0%	14.0%	81.8%	11.5%
MSCI	0.9%	-0.3%	13.0%	74.6%	10.7%
<b>Satellite Stocks</b> Inception date (31/01/2012)	0.9%	1.2%	17.6%	145.7%	17.8%
MSCI	0.9%	-0.3%	13.0%	74.6%	10.7%

## Investment Strategy

### Market Review

It was a dozy month in global financial markets, with very subdued daily price movements. Global shares crept up as investors looked through US political bluster and assessed moderate economic growth and tepid inflation. Central banks back-tracked a little from their hawkish tones the previous month; interest rate hikes are coming, but on a more relaxed schedule than previously anticipated. There was a buzz in commodity markets where some prices spiked. However, excitement failed to spread to other markets.

### Portfolio Changes

In Growth, we continued our recent marginal shift toward European exposures, and away from the US, as we still see more attractive investment opportunities in the former, due to more favourable valuations, earnings momentum, and economic factors. Despite these changes, the US remains our largest market exposure. We continue to have relatively high exposures to more cyclical sectors such as materials, technology, consumer discretionary and financials.

In Fixed Interest, we like short-maturity bonds because they are less affected by interest rates rises. While we continued to add new names such as **Proctor & Gamble** (AA- rated) and **British Telecom** (BBB+), it's getting hard to find bargains in company bonds.

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### **Open Meeting**

<b>To</b>	Waikato District Community Wellbeing Trust
<b>From</b>	Alison Diaz Finance Manager
<b>Date</b>	16 August 2017
<b>Chief Executive Approved</b>	Y
<b>Reference #</b>	CVN0102
<b>Report Title</b>	Quarterly Certificate of Compliance for period ending 30 June 2017

## **1. EXECUTIVE SUMMARY**

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The Trust's Statement of Intent requires the Trustees to consider certain compliance obligations. These obligations are considered by the Trustees at each meeting from performance reporting and associated discussion.

This report provides a quarterly certificate of compliance using the information that has been considered by the Trustees for each quarter of this financial year.

## **2. RECOMMENDATION**

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

## **3. ATTACHMENTS**

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Quarterly Certificate of Compliance for period ending 30 June 2017

**Waikato District Community Wellbeing Trust**

**Quarterly Certificate of Compliance**

**for period ending 30 June 2017**

	<b>Actual</b>	<b>Per Policy</b>
Benchmark Portfolio (fixed interest : equities)	45 : 55	>45 : <55
Cap on value of single investments	All compliant	<2%
Grant distribution limit as % of net income after inflation	Compliant	<50%
Grant distribution cap as a % of capital	Compliant	<10%
Review of investment mandate (within last year)	Yes – at 13 February 2017 meeting	Annual
Applicant accountability reports received	Yes	Required upon completion of project

.....  
Chairperson

### Open Meeting

<b>To</b>	Waikato District Community Wellbeing Trust
<b>From</b>	Alison Diaz Finance Manager
<b>Date</b>	16 August 2017
<b>Chief Executive Approved</b>	Y
<b>Reference #</b>	CVN0102
<b>Report Title</b>	Grant Distribution Amount

## I. EXECUTIVE SUMMARY

The Trustee's have agreed on a distribution formula which calculates the amount available for dispersal as 50% of the long term sustainable return of 6.88% less actual expenses and inflation, thereby protecting the real value of the fund.

This year's calculation, in line with policy distribution criteria, is as follows:

Estimated total retained net income at 30 June 2017	\$816,886
Add back grants paid	\$309,846
	<b>\$1,126,732</b>
50% available for distribution	\$563,366
Less grants distributed in prior year's (paid + committed)	(\$424,846)
<b>Available for distribution 2017/18</b>	<b>\$138,520</b>

Note that the amount available for distribution this year is higher than would ordinarily be available (based on the current formula) due to a catch up of lower distributions in prior years. The distribution formula will need to change to maintain this level of funding going forward. A review of this formula has been scheduled in the work programme.

## 2. RECOMMENDATION

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

**AND THAT the Trustees confirm the annual distribution amount at \$138,520 for 2017/18.**

## 3. ATTACHMENTS

Grants paid and committed

Waikato District Community Wellbeing Trust  
Grants history - As at 30 June 2017

	Totals to date			2017/2018	2016/2017	2015/2016	2014/2015	2013/2014	Grant purpose			
	Outstanding	Approved	Paid	Approved	Approved	Approved	Approved	Approved				
Huntly Lions Club - Ralph Mine Memorial	-	40,000	(40,000)				(40,000)	40,000	Construction of memorial poppet head at Ralph Mine			
Allan Turner Walkway	-	40,000	(40,000)				(40,000)	40,000	Matangi-Tamahere bridge connection			
Taupiri Rugby Football Club	-	20,000	(20,000)				20,000	(20,000)	Construction of carpark			
Te Awa River Ride Charitable Trust	-	40,000	(40,000)				(40,000)	40,000	Contribution towards the cost of developing the cycleway			
North Waikato Crime Prevention Trust	-	20,000	(20,000)			(20,000)	20,000		Installation of security cameras in North Waikato townships (Tuakau)			
Ngaruawahia United AFC	-	30,500	(30,500)		(15,000)	(15,500)	30,500		To upgrade the kitchen area at the Club's facility located at Centennial Park Ngaruawahia			
Bush Tramway Club	-	31,096	(31,096)		(15,548)	(15,548)	31,096		To complete stage 3 of the extension line on the railway track leading to Glen Afton village			
Raglan Mountain Bike Club	-	20,000	(20,000)		(20,000)		20,000		Contribution towards development of a mountain bike track			
Glen Afton Pukemiro Society Inc	20,000	20,000	-				20,000		Construction of a mining memorial in Glen Afton			
Te Kauwhata Events Committee Inc	40,000	40,000	-			40,000			For stage 1 of the Whangamarino Wetland Walkway			
Onewhero Old School Building Group	35,000	35,000	-			35,000			To re-site original old school building to the grounds of Onewhero Area			
Ngaruawahia Community House	-	13,557	(13,557)		13,557	(13,557)			Towards cost of replacing original roof			
Pukemokemoke Bush Trust	-	17,193	(17,193)		17,193	(17,193)			Towards cost of upgrading walking track			
Taupiri Rugby Football Club	-	7,500	(7,500)		15,000	(7,500)			Towards cost of upgrading communal toilet facilities. Full amount not required - grant reduced from \$15,000			
Turangawaewae Rugby League Club	-	15,000	(15,000)		15,000	(15,000)			Upgrade kitchen facilities			
Menzshed	10,000	10,000	-		10,000				Towards cost of building new workshop			
Ngaruawahia Community Board	10,000	10,000	-		10,000				Towards cost of installing adult fitness station in Ngaruawahia			
Whitikahu Hall Committee	-	15,000	(15,000)		15,000	(15,000)			Towards cost of upgrading tennis courts			
	-	-	-									
	-	-	-									
	-	-	-									
	<b>115,000</b>	<b>424,846</b>	<b>(309,846)</b>	<b>-</b>	<b>95,750</b>	<b>(118,798)</b>	<b>75,000</b>	<b>(51,048)</b>	<b>141,596</b>	<b>(140,000)</b>	<b>120,000</b>	<b>-</b>

in progress  
being reconsidered

### Open Meeting

<b>To</b>	Waikato District Community Wellbeing Trust
<b>From</b>	Alison Diaz Finance Manager
<b>Date</b>	9 August 2017
<b>Prepared by</b>	L van den Bemd Community Development Advisor
<b>Chief Executive Approved</b>	Y
<b>DWS Document Set #</b>	1786845 / CVN0102
<b>Report Title</b>	Allocation of Waikato District Community Wellbeing Trust Grants

## I. EXECUTIVE SUMMARY

Council have approved the following projects as priority external projects to be considered by the Waikato District Community Wellbeing Trust for the 2017/2018 funding round:

Ref no.	Organisation	Project	Amount Requested
1	Tamahere – Mangaone Restoration Trust	Stage two of the Tamahere Reserve boardwalk project	\$13,061.73
2	Raglan Community Arts Council Inc.	To build a new theatre and clay shed on the Old School site in Raglan	\$57,500.00
3	Opuatia Community Centre	To upgrade to the exterior of the building	\$30,000.00
4	Holy Trinity Church	To replace the front facing Hall window in Jesmond Street, Ngaruawahia	\$10,016.85
5	Ngaruawahia RSA Memorial Club Inc.	To upgrade the building roof	\$56,668.55
6	Waikato District Council Parks and Facilities Department	Conservation Management Plan for The Former Flour Mill	\$11,040.00
7	St Andrews Presbyterian Church, Te Kauwhata Youth Centre	Project I – Stage II Youth Centre Ramp	\$12,450.00
8	Tuakau Youth Sport Trust	To build a new skate park in Tuakau	\$29,555.00
9	Pokeno Community Committee	To build stage one of the Footpaths/Road crossings in Pokeno	\$25,000.00
10	Waikato District Crime Prevention Trust	To upgrade the Huntly township existing CCTV cameras and equipment	\$30,000.00

The Trustees are being asked to confirm a grant programme for the 2017/18 year based on the detailed applications attached to this report. The application requests total \$275,292.13 against an available grant distribution amount of \$138,520.

## 2. RECOMMENDATION

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**THAT the report from the Finance Manager be received;**

**AND THAT Waikato District Community Wellbeing Trust confirms the following amounts in support of these projects:**

Ref No.	Funding approved Yes/No	Amount
1		
2		
3		
4		
5		
6		
7		
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9		
10		

## 3. ATTACHMENTS

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1. Table of listed projects for Wellbeing Trust July 2017
2. Funding Applications for:
  - a. Tamahere – Mangaone Restoration Trust
  - b. Raglan Community Arts Council Inc.
  - c. Opuatia Community Centre
  - d. Holy Trinity Church
  - e. Ngaruawahia RSA Memorial Club Inc.
  - f. Waikato District Council Parks and Facilities Department
  - g. St Andrews Presbyterian Church, Te Kauwhata Youth Centre
  - h. Tuakau Youth Sport Trust
  - i. Pokeno Community Committee
  - j. Waikato District Crime Prevention Trust

## 2017 – 2018 Community Projects for adoption by Council

<b>Applicant Name:</b> Tamahere – Mangaone Restoration Trust		<b>Project Name:</b> Stage two of the Tamahere Reserve boardwalk project.	
<b>Total Cost of Project:</b> \$26,061.73	<b>Wellbeing Trust Funding Sought :</b>	<b>Other Funding Sought:</b> \$13,000.00	
<b>In Hand \$</b>	\$13,061.73		
<b>Project Background:</b>			
<p>Tamahere-Mangaone Restoration Trust (“the Trust”) engage in restoration work in their community. The Trust consists of 5 members and 4 volunteers along with the local Rowing Club who help with the man power of the projects.</p> <p>The Trust wants to start the Tamahere Reserve stage 2 of the boardwalk located on Tamahere road. This track is well used by the Community and others that visit. Recent monitoring shows 196 people use the track weekly.</p> <p>This track walkway varies with over half of the path in the bush. This Reserve is special as it is used for Eco sourced seeds from 15 species of plants which are being produced and collected for Tamahere – Matangi.</p> <p>The Trust is constructing and replacing approximately 100 meters of the existing temporary boardwalk. Building to commence through the summer 2017 and 2018.</p>			
<b>The group /community provided supporting letters from:</b>			
<ul style="list-style-type: none"> <li>– Jan Simmons – Chair Waikato Ecological Restoration Trust</li> </ul>			
<b>Project Justification</b> Tamahere-Mangaone Restoration Trust is the Kaitiaki of the management of the Reserve. The construction of the new boardwalk is vitally important as visitor and user group numbers increase, the standard of the current boardwalk is undesirable for the protection of the surrounding wetlands.			
<b>Staff Comments:</b> The site identified is on Council land. Staff have advised the Tamahere-Mangaone Restoration Trust of the need to contact Council regarding any consenting required.			

requiring control prior to planting: blackberry, gorse, inkweed, and pampas. However, the first priority is to remove existing fly-tipped rubbish.

#### 8.2.8 Zone 8: Mangaone Stream riparian margin and floodplain wetland (WL)

The wetland areas would originally have supported indigenous swamp forest and shrub sedgeland with kahikatea, tī kōuka, mānuka, flax, *Coprosma propinqua*, swamp coprosma, *Machaerina* species, and pūrei.

Flood-susceptible wetland and riparian margins make restoration more difficult and vulnerable to repeated invasion by pest plant species: seedling grey willow, reed sweet grass -*Glyceria maxima*, and tradescantia. In terms of potential restoration, the priority should be to increase the cover of indigenous vegetation so that it can shade out competitors. Species appropriate for planting are listed in Appendix 9, Table 9.9 and Table 9.10.



Plate 9: Mangaone Stream riparian margin and wetland.

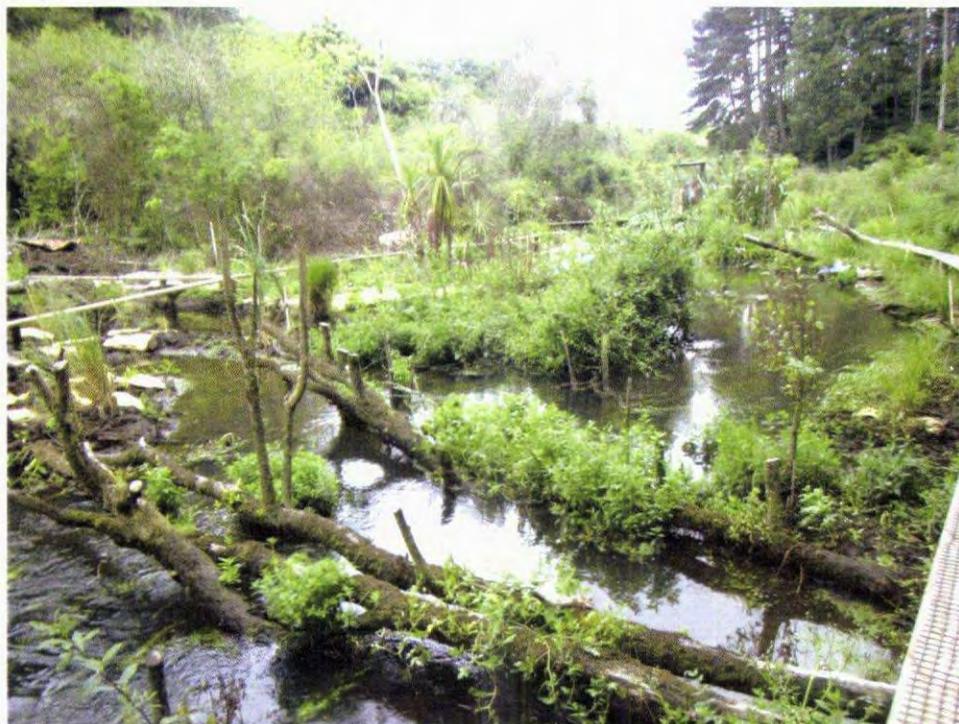


Plate 10: Mangaone Stream riparian margins.

### **Objective**

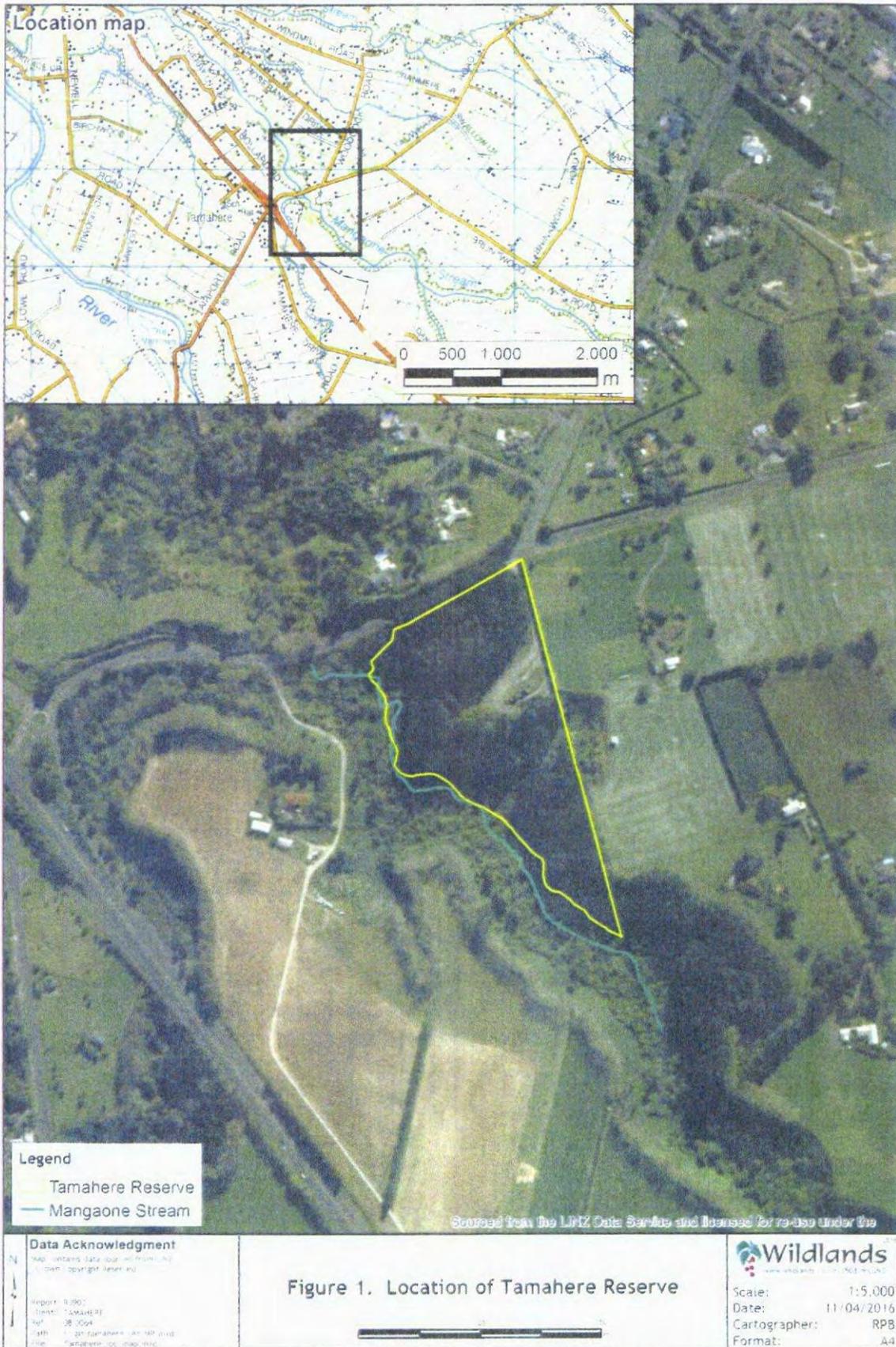
To restore the Mangaone Stream margins and floodplain to swamp forest and shrub sedgeland.

### **Policies**

- (a) Any walking access through this zone will be part of a larger walkway system within the Reserve. The walkway system will generally avoid unsafe wetland or floodplain areas or use constructed safe boardwalks for access across them.
- (b) Control of grey or crack willow will be maintained throughout the planting establishment period.
- (c) The zone will be planted with species typical of swamp forest and shrub sedgeland.

## **ACKNOWLEDGMENTS**

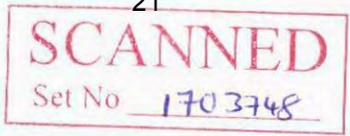
Project liaison was provided by Leo Koppens of TMRT, and Andrew Corkill and Robert Marshall of Waikato District Council.



RECEIVED

03 APR 2017

21



Waikato District Council

**DISCRETIONARY FUNDING APPLICATION FORM**

**Important notes for applicant:**

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

Waikato District Community Wellbeing Trust Fund  Project

**Section 1 - Your details**

Name of organisation

Tamahere-Mangaone Restoration Trust

What is your organisation's purpose?

To engage in restoration work. Our focus has been on the Tamahere Reserve and the Allan Turner walkway.

Address: (Postal)

C/- Leo Koppens  
39 Koppens Rd RD 3 Hamilton 3283

Address: (Physical if different from above)

Project address Tamahere Reserve (WDC owned)  
Tauwhare Road at Tamahere

Contact name, phone number/s and email address

Leo Koppens 021 955 875 07 8563245  
leok@xtra.co.nz

Charities Commission Number: (if you have one)

Are you GST registered? No  Yes  GST Number \_\_\_\_\_

Bank account details 03 1559 0527131 006

Bank Westpac Branch Hamilton East

The following documentation is required in support of your application

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

## Section 2 – Community wellbeing and outcomes

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

Accessible  Safe  Sustainable  Thriving  Vibrant

### Waikato District Community Outcomes

**Accessible Waikato** - A district where the community's access to transport infrastructure and technology meets its needs.

**Sustainable Waikato** - A district where growth is managed effectively and natural resources are protected and developed for future generations.

**Thriving Waikato** - A district that prides itself on economic excellence, where heritage and culture are protected and celebrated.

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

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

### Section 3 – Your event/project

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

Location Tamuhare Road Tamahere

Project Stage 2 of the boardwalk project

The Trust will construct 100 meters approx of boardwalk to partially replace the existing temporary one  
We will build this in the summer of 17/18

attached  
Please see the Tamuhare Reserve Ecological Management Plan

How many volunteers are involved? Who is involved in your project?

The Trust has 5 members. There are another 4 regulars and the local 'rowing' lads who will do the transport of materials to the site and ram in posts

'Woodbusters' (upto 10 people) regularly come to the site to release plants

How will the wider community benefit from this project?

Walking and running tracks. There are approx 2km of various grade and quality tracks—paths—boardwalks there at present  
Recent monitoring shows 146 people weekly visit (circuit path)  
Over half of the paths are in bush (canopy cover)

Many of the paths connect with the Mangano stream

Other gully vertores go to this Reserve to get inspiration for their own  
This Reserve is a model for all of the 500 or so gully owners in Tamahere  
Eco sourced seed from 15 species are being collected to produce plants  
Tamahere-Matangi has no other 'bush' walks which makes this Reserve a very special place

Which of the nine Community Outcomes for the Waikato District did this project contribute to and how: (See Information below)

Active Waikato  
 Green Waikato  
 Vibrant Waikato  
 Educated Waikato      role model for restoration      Seed collection

I hereby declare that the information supplied here on behalf of our organisation is correct. We understand that the information supplied in this application will become public information. We consent to the Waikato District Council collecting the personal contact details provided in the project report and using these details. This consent is given in accordance with the Privacy Act 1993.

Name \_\_\_\_\_  
 Position in organisation \_\_\_\_\_ Chairperson  
 Signature \_\_\_\_\_ Date 31-3-17

**WAIKATO DISTRICT - COMMUNITY OUTCOMES**

- ACCESSIBLE WAIKATO** - A district where the community's access to infrastructure, transport and technology meets its needs.
- ACTIVE WAIKATO** - A district that provides a variety of recreation and leisure options for the community.
- EDUCATED WAIKATO** - A district where education options are varied, and allow our community to be skilled for work and life.
- GREEN WAIKATO** - A district where our natural resources are protected, developed and enhanced for future generations.
- SAFE WAIKATO** - A district where people feel safe and supported within their communities, and where crime is under control.
- SUSTAINABLE WAIKATO** - A district where growth is effectively managed.
- THRIVING WAIKATO** - A district where business and industry are encouraged and supported and employment contributes to a successful local economy.
- VIBRANT WAIKATO** - A district where our heritage and culture are recognised, protected and celebrated.
- WELL WAIKATO** - A district where people can access quality community health and care services.

**WAIKATO DISTRICT - COMMUNITY WELLBEINGS**

**SOCIAL** - The Royal Commission on Social Policy defined 'social well being' as concerned with ensuring people have 'a voice in their future, choice in their lives, and a sense of belonging that affirms their dignity and identity'.

**ECONOMIC**

Examples of the types of impacts and activities include:

- the allowable use of land through the District Plan
- the provision of infrastructure and regulation of certain activities
- the establishment of, and support for, a regional tourism organisation

**CULTURAL** - For the Ministry for Culture and Heritage, cultural well-being is defined as: The vitality that communities and individuals enjoy through:

- participation in recreation, creative and cultural activities; and the freedom to retain, interpret and express their arts, history, heritage and traditions.

**ENVIRONMENTAL** - Environmental wellbeing under the LGA is defined by what environmental outcomes your community wants to achieve, and how they prioritise the actions to achieve them

0800 492 452

- If calling from overseas +64 7 824 8633
- www.waikatodistrict.govt.nz
- publicenquiries@waikato.govt.nz
- www.facebook.com/WaikatoDistrictCouncil

**Postal Address**

Waikato District Council  
 277-281 High Street  
 Hamilton, Waikato

**Huntly Office**

277-281 High Street  
 Huntly

**Ngaruawahia Office**

277-281 High Street  
 Ngaruawahia

**Raglan Office**

277-281 High Street  
 Raglan

**Te Kauwhata Office**

277-281 High Street  
 Te Kauwhata

**Tuakau Office**

277-281 High Street  
 Tuakau

Form issue date Oct 2014

**Section 4 – Funding requirements**

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

All fields must be completed in the following sections		<b>GST Inclusive Costs</b>
<b>Total cost of the project/event</b>		\$ 26061.73
<b>Existing funds available for the project</b>	<b>Total A</b>	
Cash 81000		
Labour 12000		
		\$ 13000.00
<b>Funding being sought from Waikato District Council Project Breakdown</b> (itemised costs of funding being sought)		
<i>If there is insufficient space below please provide a breakdown of costs on an additional sheet.</i>		
		\$
		\$
		\$
		\$
		\$
		\$
		\$
	<b>Total B</b>	\$ 13061.73
<b>Funding been sought from other funders?</b>		
a)		\$ _____
b)		\$ _____
c)		\$ _____
d)		\$ _____
	<b>Total C</b>	\$ <del>26061.73</del>
<b>Total Funding Applied for</b> (Add totals A, B & C together to make Total D)		
	<b>Total D</b>	\$ 26061.73
<i>Note : This total should equal the Total Cost of the Project</i>		





102 Riverlea Road  
 P O BOX 11-085  
 HILLCREST  
 HAMILTON  
 0800 226664  
 www.acornitm.co.nz

## \*QUOTATION\*

L A KOPPENS  
 39 KOPPENS ROAD  
 R D 3  
 HAMILTON

L A KOPPENS

No.: 14859  
 Date: 23/03/17 13:09  
 GST No.: 56-731-601  
 Customer: KOPL  
 Order No.:  
 Our Ref.:

Phone: 8563245

Fax:

Contact: 4. GARY BURNAN

Page 1

Code	Description	Unit	Quantity	Price	Disc%	Amount
RAD15050H42RS	150X50 RAD H4 #2 RS	M	900.00	\$5.24		4716.00
NS	200X50 RAD H5 SG8 RS		240.00	\$8.16		1958.40
ROUT21150	150MM S.E.D. 2.1M TANAPOLE	EA	132.00	\$28.59		3773.88
MSLCBN12260G	M12X260MM COACH BOLT & NUT GALV	EA	132.00	\$3.53		465.96
MSLWS12G	M12X50X50X3MM SQUARE WASHER GALV	EA	132.00	\$1.11		146.52
9414761700405	METALEX GREEN 4L TIMBER PRESERVATIVE	EA	3.00	\$99.09		297.27
	note , no amount of bolts					

QUOTE REMAINS VALID FOR 30 DAYS FROM DATE OF ISSUE. PRICES EXCLUDE GST.  
 QUOTE NUMBER MUST BE STATED WHEN ORDERING GOODS TO RECEIVE QUOTED PRICES.  
 CHECK OUT OUR WEBSITE: [www.acornitm.co.nz](http://www.acornitm.co.nz) EMAIL: [sales@acornbuilding.co.nz](mailto:sales@acornbuilding.co.nz)

NET amount \$11358.03  
 GST amount \$1703.70  
 Total \$13061.73

29 March 2017

Leo Koppens  
Tamahere-Mangaone Restoration Trust  
39 Koppens Road  
Hamilton 3283

Greetings Leo

**FUNDING APPLICATION TO UPGRADE BOARDWALK**

The Waikato Ecological Restoration Trust is fully supportive of your application to seek funding to upgrade another section of boardwalk in the Tamahere Reserve.

As more people visit the reserve and seek to explore further into the wetland, it is vitally important that the boardwalk is brought up to a standard suitable for public use.

Members of our Trust make use of the reserve for the collection of seed from native plants for growing at the Tamahere Community Nursery. We are really pleased to be able to collect ecosourced seed so close to the nursery, thanks to the diligence you have applied in ensuring that any plantings are from local ecosourced stock. Species such as *Schefflera digitata* (pate) and *Fuchsia excorticata* (kotukutuku) were naturally there but your plantings have added another dozen or so wetland species. Upgrading the boardwalks will certainly make access to seed easier and, most importantly, increase the safety of seed collectors.

I wish you all the best with your application.



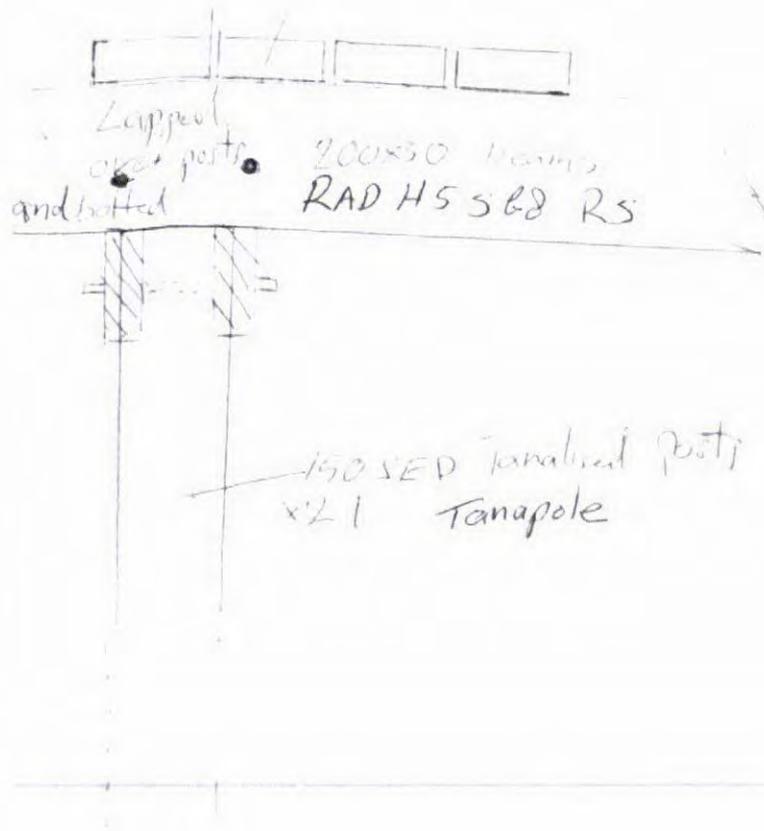
Jan Simmons  
Chair, Waikato Ecological Restoration Trust\*  
c/- 225 Pencarrow Road  
Hamilton 3283

\*Includes Ecosourced Waikato, Waikato Weedbusting Squad and Tamahere Community Nursery

## Tamahere Reserve

March 2017  
boardwalk build

150x5 Decking HH



- 200x50 beams will be flush-joined by Balv Bolts
- Beams on piles will be rebated
- All structures will be bolted with Balv 12MM bolts with washers
- Decking will be secured by 100MM Balv nails
- All cuts to be painted with Metalex

## Note

The design is as close to the one that WDC built 2 years ago as possible

**DRAFT**

# TAMAHERE RESERVE ECOLOGICAL MANAGEMENT PLAN

---



providing  
outstanding  
ecological  
services to  
sustain  
and improve our  
environments



R3903b

## TAMAHERE RESERVE ECOLOGICAL MANAGEMENT PLAN

---



### **Contract Report No. 3903b**

May 2016

#### **Project Team:**

Bruce MacKay - Report author

Steve Rate - Peer review

#### **Prepared for:**

Tamahere-Mangaone Restoration Trust

Koppens Road

RD 3

Tamahere

Hamilton

---

HAMILTON OFFICE: WILDLAND CONSULTANTS LTD, RUAKURA RESEARCH CENTRE, 10 BISLEY ROAD,  
PRIVATE BAG 3123, HAMILTON 3240. CALL FREE 0508-945-369 EXTN 330

HEAD OFFICE: 99 SALA STREET, P.O. BOX 7137, TE NGAE, ROTORUA  
Ph 07-343-9017; Fax 07-343-9018, email [ecology@wildlands.co.nz](mailto:ecology@wildlands.co.nz), [www.wildlands.co.nz](http://www.wildlands.co.nz)

## EXECUTIVE SUMMARY

Tamahere Reserve is a small Local Purpose Reserve owned by Waikato District Council and some day-to-day management by the Tamahere-Mangaone Restoration Trust. It has a mixture of uses including passive recreation, ecological restoration activities and wastewater discharge. The topography includes flat areas, steep slopes and swampy wetlands. The vegetation includes exotic pine plantation, exotic pest plants, and regenerating indigenous forest. The fauna includes both exotic pest animals and indigenous species including long-tailed bats that use the site for foraging and possibly roosting.

The Reserve has a number of management issues including the need to balance the existing and proposed uses, ecological threats (both local and regional), and constraints that limit the use of the site. Significant constraints include the pine plantation, existing lease and wastewater discharge consent, access to and within the site, and water supply. To address these concerns the management plan proposes range of objectives and policies that are both general and specific. It also provides supportive information of an operational nature addressing actions required to manage use of the Reserve and to undertake ecological restoration of the gully habitats.

There needs to be a fundamental change to the use of the site to reduce inherent conflicts and enable restoration of indigenous habitats within Tamahere Reserve. Setting the primary objective to restore the habitats and use the reserve for passive recreation, will enable appropriate management actions to be put in place. Resolving vehicle access to the site and location and safety of vehicle and pedestrian access within the site are critical to enabling long-term use of the site. Safe use of the site requires that the existing lease to Regal Haulage is brought to a close, that the Regal Haulage area and waste disposal area rehabilitated, that fly tipped rubbish is removed off the whole site, and that further human damage to the site is prevented. Long-term restoration will require removal of the pine plantation and adequate water and plant supply.

Habitats within Tamahere Reserve, including stream margins, wetlands and forest, provide an ideal opportunity to restore areas of exotic forest and wetland to indigenous vegetation cover. The retention of old or dead pines in limited parts of the site will provide potential bat roosts during the restoration process. However, the site is challenging, due to the presence of the mature pines, steep slopes, and modified floodplain habitats, and will require careful management.

Good site preparation, followed by frequent post-planting maintenance is critical to the success of this project. Follow-up control of weed species will be required during the five year planting period. New plantings will need regular releasing/maintenance for the first two years following planting to ensure the successful establishment of indigenous vegetation communities. Further maintenance may be required after two years, subject to planting success, the level and quality of maintenance undertaken, and local site characteristics.

The methods set out in the management plan, if carefully applied in undertaking restoration works, will improve ecological values rapidly and are likely to significantly enhance the restoration outcomes over the next five to 20 years.

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**Reviewed and approved for release by:**




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W.B. Shaw  
Director/Principal Ecologist  
Wildland Consultants Ltd

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## 1. INTRODUCTION

This document comprises a management plan for Tamahere Reserve, a small Local Purpose Reserve located adjacent to Tauwhare Road, at Tamahere, owned by Waikato District Council. The process for preparing a management plan is set out in the Reserves Act 1977. The purpose of a management plan under the Reserves Act (1977) is to determine the reserve's purpose and activities and to guide its development and management.

This management plan supplements the Waikato District Council General Policies Reserve Management Plan's generic policies for all reserves administered by Waikato District Council (WDC 2015a; refer to Appendix 1 for relevant extracts).

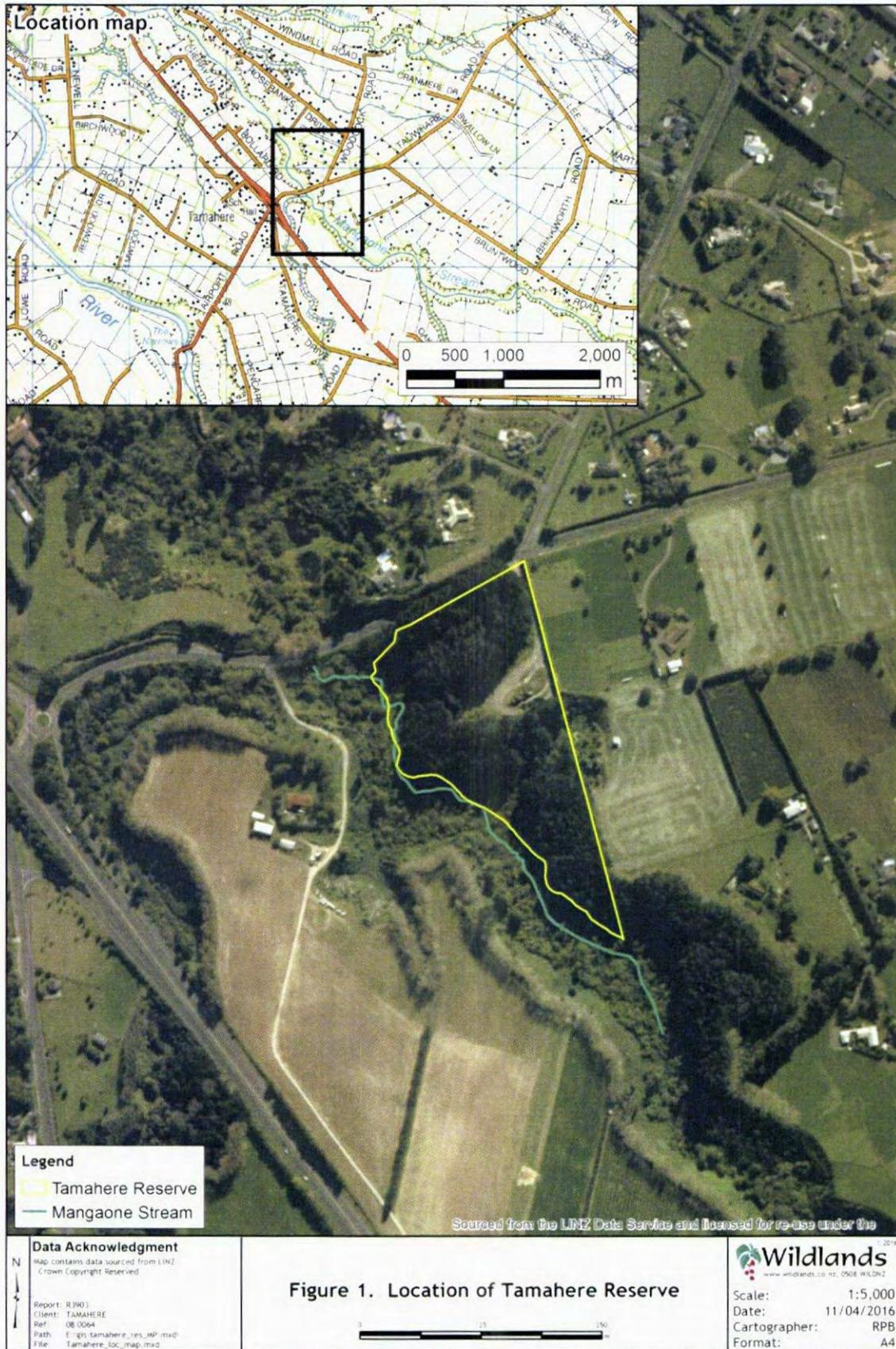
The management plan sets out a framework to enhance and maintain the ecological values of the reserve and its environs, while providing for a limited number of passive recreational opportunities (pedestrian access, walkways where appropriate, seating etc). It has been prepared to assist in the day-to-day management of the reserve, whilst meeting long-term management objectives consistent with those identified by in the General Policies Reserve Management Plan.

The management plan is set out as follows:

- An overview (Section 1), that sets out the purpose of management plans, the process used to adopt a management plan, the policy framework, and the context for the proposed activities on the reserve (description of the site, its management and ecological contexts).
- Detailed ecological description of the vegetation, fauna and habitats (Sections 3 and 4).
- Significant management issues, including threats and constraints (Section 5).
- General objectives of the management plan, management options, and objectives and policies (Section 6).
- Appendices, including supporting background documentation, schedules of existing species, and proposed management actions, including species selection, ecological restoration guidelines, plant and pest animal control, and maintenance requirements, with a five-year work programme.

The plan also includes:

- Maps showing the locations of the access points and facilities (Figure 2), vegetation types, and proposed planting areas;
- Identification of management zones (Figure 3) for each of the vegetation types, and for public use of the site including access, parking, and facilities to enable restoration and public use; and
- Selected site photographs.



## 2. LEGAL AND POLICY FRAMEWORK

A hierarchy of legislation and Council strategies and policies provide the framework for this management plan. It defines the purposes and functions of reserves and sets out the management planning process. The preparation of management plans for reserves is a legislative requirement under the Reserves Act 1977. The Reserves Act 1977 (hereafter 'The Act') requires Council to:

*Prepare a management plan for the reserve(s) under its control, management, or administration. The management plan shall provide for and ensure the use, enjoyment, maintenance, protection, preservation...and development, as appropriate of the reserve, for the purposes for which it is classified' (Section 41)."*

The Reserve is classified as 'Local Purpose Reserve (Quarry site). The principal purpose of local purpose reserves is <sup>1</sup>:

*To provide and retain areas for such local purpose or purposes as are specified in any classification of the reserve (e.g. ecological management) (Section 23(1))."*

The purpose underlies the vision for the management plan and the subsequent day-to-day management of the Reserve, and should generally be consistent with the use of the Reserve.

Other documents have helped shape principles for the protection, use, and development of reserves. Details on these documents and their implications are included in Appendix 3. They include:

- Resource Management Act 1991.
- Waikato District Plan.
- Long Term Plan (2015-2025).
- Conservation Strategy (2004).
- Walking and Cycling Strategy (2008).
- Tamahere Community Plan (2004).
- Council Bylaws.
- Waikato River Deed of Settlement (2008).
- Waikato Regional Pest Management Strategy.

---

<sup>1</sup> See Appendix 2 the legal and reserve description of the site, and Appendix 3 for Reserves Act provisions.

### 3. BACKGROUND

#### 3.1 General description

Tamahere Reserve is a small 4.66 hectare reserve located adjacent to Tauwhare Road at Tamahere, about 3.5 kilometres south of the suburban outskirts of Hamilton City. The Reserve is bounded by farmland to the east, the Mangaone Stream to the south and west, and Tauwhare Road to the northwest. The reserve access is from Tauwhare Road and there is a network of access tracks within the reserve. Pine plantation covers a large part of the site on the escarpment banks, with some indigenous understorey, especially in the lower areas, a large wetland area at the bottom and an area of bare flat land occupied by Regal Haulage at the top of the site.

The site is divided into two main areas. The first is the upper flat utility area including:

- General access for both the leasee and the public, and public carparking; and
- A hard-stand area with drainage structures which are consented for runoff from a truck wash-down area, and leased for this purpose on an ongoing two-monthly basis by Regal Haulage.

The other main area is the vegetated gully on the true right bank of the Mangaone Stream. It includes a pine plantation (planted by the District Council), indigenous forest, scrub, wetlands and c.1,500 metres of recently-developed walking tracks and 120 metres of boardwalks, mainly for volunteer worker's access (Figure 2).

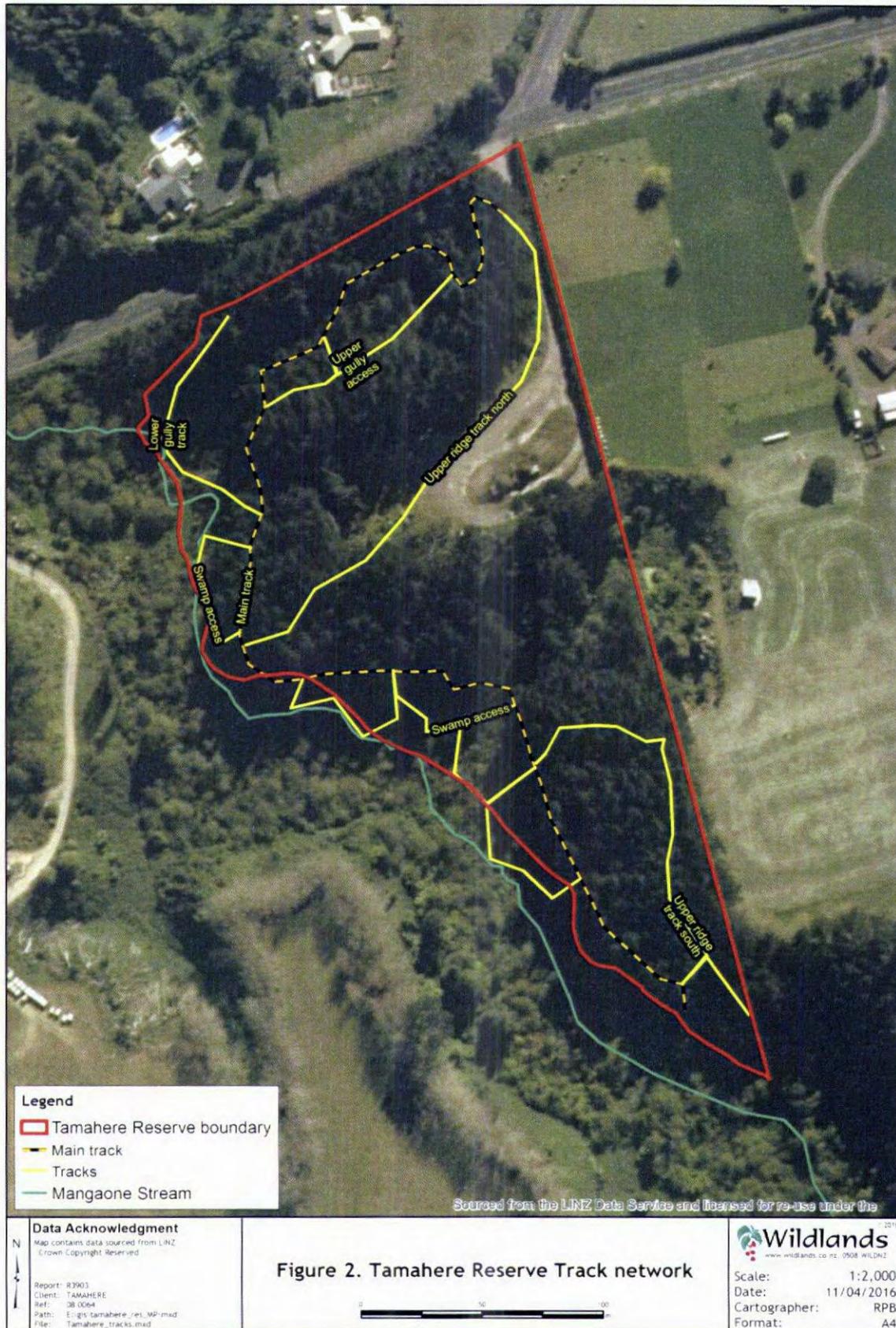
#### 3.2 Management context

Tamahere Reserve is owned and administered by Waikato District Council. Vegetated areas are currently managed by the Tamahere-Mangaone Restoration Trust<sup>1</sup> (TMRT). The Trust initiated work on the site in January 2012 and has completed nearly 6,000 hours of voluntary work since then. Recent work by the group has resulted in the removal of most willows and other weed species, and planting of a range of indigenous gully species, including 5,000 wetland plants<sup>2</sup>.

---

<sup>1</sup> See Appendix 4 for details on the Tamahere-Mangaone Restoration Trust.

<sup>2</sup> The Trust has limited operational funding. It derives assistance in kind from volunteers for planting, maintenance and for equipment. Plants are supplied from its own small nursery and from the Tamahere Community Nursery. Contributions have been made by Mighty River Power for plant costs and by Waikato Regional Council for pest management. Other sponsors have included Acorn Timber, Woodworks and a local benevolent fund. In 2012 Waikato District Council allocated \$20,000 for an arborist's report on removal of the pines, for weed control and for monitoring of long-tailed bats; and in 2014 contributed a further \$5000 towards materials used by the Trust.



Previous partial management documents prepared by TMRT and the District Council included various management objectives, including:

- Provision of good public and service access;
- Removal of all willow, pines and other exotic weeds;
- Protection of existing indigenous vegetation and wildlife;
- Biodiversity enhancement through restoration planting;
- Renegotiation of the Regal Haulage lease to enable installation of a water supply<sup>1</sup>;
- Enabling erection of service/operational buildings including a nursery;
- Maintenance of the site and plantings; and
- Sustainable funding for long-term management.

Of these objectives, two have been well addressed, namely:

- Weed control and replanting within the wetland areas.
- Reasonable public access.

Others will require provision of infrastructure and a longer term commitment to change.

### 3.3 Ecological context

Tamahere Reserve is located in Hamilton Ecological District. The topography, soils and ecology of the Ecological District is largely the result of geomorphological and hydrological processes. In the cold climate of the last glaciation, post-eruption erosion and floods brought debris down the braided river channels of the Waikato River, depositing it in the Hamilton and Hauraki basins and forming a large alluvial surface. The channel changed course several times, but eventually, due to upstream debris reduction and erosion of its bed, the river channel stabilised further, abandoning its former Hinuera course. The Taupo eruption in 230 AD temporarily reversed this process by briefly damming the lake outlet and then depositing large amounts of debris in the subsequent flood. With erosion of the riverbed, terraces were formed (Collier *et al.* 2010), and steep-sided gullies such as the Tamahere Reserve gully, originated from the erosion of the Waikato basin plain and river terraces of the Waikato River by seepages.

As they developed, the gullies became deeper, eroding their beds with the deepening erosion of the riverbed, and increasingly complex, with many side branches and steep sided. The Mangaonua-Mangaone gully network is an example of these extensive systems. The Mangaone Stream extends at least 11 kilometres south-eastwards from its confluence with the Waikato River, near Hamilton City. The topography of the Tamahere gully is an example of these formation processes, i.e. flat plain surfaces, abrupt edges, steep scarps, and variable floodplain widths at the bottoms.

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<sup>1</sup> Refer to Appendix 1-Waikato District Council policies on reserve leases: existing leases should be consistent with the management plan and the Reserves Act 1977.

The soils of Waikato's alluvial plains are characterised by a mixture of free-draining allophanic levee soils, slower-draining gleyed swale soils, organic raised-bog soils with mixed recent soils, gley soils, and pumice alluvium soils on the floodplain terraces beside the river. Gully soils generally reflect this, with free-draining scarp soils, interrupted by seepages, organic soils in the gully floodplain, and some gleyed soils in the side gullies.

#### Pre-human Vegetation

At the end of the last glacial period, about 14,000 BP, Hamilton Ecological District was treeless, with only grasses, herbs and shrubs present. A warming climate brought about forest establishment from 11,000 BP.

Terrace scarps and steep banks of the gullies associated with the Waikato River would have been covered with forest dominated by tōtara (*Podocarpus totara*), matai (*Prumnopitys taxifolia*), and kōwhai (*Sophora microphylla*), with kānuka (*Kunzea robusta*) and kamahi (*Weinmannia racemosa*). Māhoe (*Meliccytus ramiflorus*) occurred in more poorly-drained sites. The understory and groundcover included māpou (*Myrsine australis*), mingimingi (*Leucopogon fasciculatus*), *Rhabdothamnus solandri*, hangehange (*Geniostoma ligustrifolium*), kanono (*Coprosma grandifolia*), *Blechnum chambersii*, *Blechnum parrisiae*, and *Polystichum richardii*. Slopes too steep for forest included *Machaerina sinclairii*, wharariki (*Phormium cookianum*), rangiora (*Brachyglottis repanda*), koromiko (*Hebe stricta* var. *stricta*), and heketara (*Olearia rani*).

Poorly-drained gully floors were dominated by kahikatea (*Dacrycarpus dacrydioides*), pukatea (*Laurelia novae-zelandiae*), swamp maire (*Syzygium maire*), tī kōuka (*Cordyline australis*), and pōkākā (*Elaeocarpus hookerianus*). Understorey and groundcover species would have comprised māpou, kōtukutuku (*Fuchsia excorticata*), lancewood (*Pseudopanax crassifolius*), pate (*Schefflera digitata*), *Coprosma rotundifolia*, *Cyathea cunninghamii*, *Astelia grandis*, kiekie (*Freycinetia banksii*), and supplejack (*Ripogonum scandens*) (Clarkson *et al.* 2002; Clarkson *et al.* 2007).

Wetlands associated with stream margins would have included stands of kahikatea, mānuka (*Leptospermum scoparium*), and flax (*Phormium tenax*) with emergent raupō (*Typha orientalis*), spike rush (*Eleocharis* sp.), twig rush (*Machaerina* sp.), and clubrush (*Schoenoplectus* sp.), and a range of other emergent aquatic macrophytes, including *Myriophyllum robustum* and charaphytes.

#### Current Vegetation

Large-scale forest clearance in the Waikato by Māori and Europeans resulted in the loss of large areas of local forest and their replacement by pasture and exotic tree species. Urban development has dramatically increased the number of exotic species in the landscape (Clarkson *et al.* 2002). Drainage has had a major impact, reducing the long-term water tables and moisture available for the forest remnants, while the loss of riparian vegetation and increase in impermeable surfaces has resulted in scouring of gully systems especially in urban areas. Most forest remnants have also

been subject to stock trampling and browsing, seed-eating rodents, and exotic weed invasion with resulting loss in indigenous species, especially palatable shrubs and ground cover herbs (Clarkson *et al.* 1998). Exotic aquatic plants and fauna species have had a major impact on indigenous vegetation within lakes and rivers.

Hamilton Ecological District is one of the most modified ecological districts in New Zealand, with nearly 90% of land cover comprising farmland and a further 4% comprising urban area. Indigenous forest and scrub cover only c.2.3%; lakes, ponds, and rivers only 0.7%; and freshwater wetlands c.0.2% of the Ecological District (source: Landcover Database). Currently, few areas of indigenous vegetation remain. Of the original primary forest, all that remains on the alluvial plains are many small kahikatea-dominant remnants (McEwen 1987), and the only significant area of raised oligotrophic peatland is Moanatuatua Swamp (Clarkson 1997).

## 4. VEGETATION AND HABITATS

### 4.1 Overview

Radiata pine (*Pinus radiata*) plantation) covers the upper plain and dry escarpments over a large part of the site. Indigenous forest and scrub is present on the lower parts of the escarpments and in two side gullies from the main Mangaone Stream gully. A wetland is present on the true right bank of the Mangaone Stream, on its floodplain at the bottom of the gully.

### 4.2 Gully slopes

The eastern side of the gully comprises an area of large radiata pine trees at the north end and an area of regenerating indigenous forest to the south.

The pine understorey comprises a mix of indigenous and weedy exotic species. Indigenous species are common and mostly comprise māhoe (*Melicytus ramiflorus*), mamaku (*Cyathea medullaris*), ponga (*Cyathea dealbata*), whekī (*Dicksonia squarrosa*) and puahou (*Pseudopanax arboreus*), with local kōtukutuku. Pest plant species include common tree privet, inkweed (*Phytolacca octandra*), and Cretan brake (*Pteris cretica*) and occasional elephant's ear (*Alocasia brisbanensis*), Himalayan honeysuckle (*Leycesteria formosa*), woolly nightshade (*Solanum mauritianum*), gorse (*Ulex europaeus*), pampas (*Cortaderia selleana*), Japanese hill cherry (*Prunus serrulata*), *Idesia* seedlings, hawthorn (*Crataegus monogyna*), wall lettuce (*Mycelis muralis*), black nightshade (*Solanum nigrum*), montbretia (*Crocasmia ×crocsmiiflora*), and bears breeches (*Acanthus mollis*).

Indigenous forest remnants include rewarewa (*Knightia excelsa*), māhoe, mamaku, ponga, whekī and puahou, kōtukutuku, karamū (*Coprosma robusta*), *Coprosma rhamnoides*, *Carex dissita*, *Carex uncinata*, and a wide range of ground ferns.

Gully slopes can be further subdivided into several distinct vegetation types, including:

- Gully banks at the northern end of the site with a cover of pine plantation:

The pine plantation has an understorey of occasional indigenous species (māhoe, ponga and pate) and limited distribution of weed species such as tradescantia (*Tradescantia fluminensis*), wild cherry (*Prunus* sp.), tree privet (*Ligustrum lucidum*), bracken (*Pteridium esculentum*), inkweed, and Cretan brake. The weeds have been under a recent control regime by the Trust.

- Gully bank at the northern end of site partially cleared but with some indigenous scrub:

A small area with steep banks adjacent to the pine plantation and along the road edge as far as the road culvert for the Mangaone Stream, has been partially cleared of vegetation but has some pasture grass cover and occasional ponga, blackberry (*Rubus fruticosus* agg.), tree privet, and gorse. There is also a local area with ponga, māhoe, pate, and some tree privet.

- Upper gully banks and crest (adjacent to the flat alluvial plain) along the eastern margins of the site with open radiata pine plantation and mixed scrub:

This area has sparser pine cover with mixed exotic and indigenous scrub and indigenous fern understorey on the banks. In the dry crest and plain areas, the understorey cover is low with herbaceous weed and scrub species. The scrub comprises gorse, Chinese privet (*Ligustrum sinense*), tree privet, Japanese honeysuckle (*Lonicera japonica*), blackberry, tī kōuka, pate, ponga, whekī, mamaku, *Muehlenbeckia australis*, gully fern (*Pneumatopteris pennigera*), *Asplenium bulbiferum*, *A. oblongifolium*, and *Lastreopsis glabella*. Open areas include rank pasture grasses, bindweed, velvety nightshade, with patches dominated by inkweed, Australian fireweed (*Senecio bipinnatisectus*), and wall lettuce.

### 4.3 Gully bottoms

The Mangaone Stream and floodplain has, until recently, contained large areas with a crack willow (*Salix fragilis*) canopy, with an understorey of indigenous species, including kōtukutuku, karamū, māhoe, mamaku (*Cyathea medullaris*), *Carex secta*, *Carex geminata*, *Carex maorica*, and tī kōuka, with a ground cover of willow weed (*Persicaria* sp.), gypsywort, tradescantia, and a variety of indigenous ground ferns. Several patches of remnant kahikatea occur on the edges of the floodplain and adjacent gully bottoms with a similar understorey.

Crack willow and tradescantia have now been largely removed and replaced by indigenous wetland species, including swamp maire, pukatea, kahikatea, *Carex secta*, *Carex virgata*, and *Coprosma* species.

This broad habitat comprises three habitat types:

- Lower gully banks dominated by indigenous forest at the southern end of the site:

Lower gully banks are similar to the lower gully slopes or gully bottoms with indigenous forest dominated by ponga and whekī, pate, māhoe, and kōtukutuku, and with ground-ferns common. There are also occasional emergent kahikatea and rewarewa.

- Gully bottoms dominated by indigenous vegetation:

Gully bottoms include seepage areas and intermittent watercourses dominated by ponga, whekī, pate, māhoe, karamū, with common gully fern and occasional kōtukutuku.

- Riparian margins (wetland) on the Mangaone Stream:

These comprise about 1.5 ha of wetland previously dominated by crack willow (*Salix cinerea*) and grey willow (*S. fragilis*) but now largely cleared, with some remnant indigenous vegetation including large kahikatea, tī kōuka, māhoe, pate, karamū, flax whekī, ponga, *Carex secta*, *C. virgata*, *Isolepis reticularis*, and a range of recently-planted indigenous species.

#### 4.4 Upper plain (including utility area of the site)

This area occupies the upper flatter part of the site which is part of the Waikato alluvial plain surface. Vegetation in the utility area is dominated by rank pasture grasses including cocksfoot (*Dactylis glomerata*), pōhue (*Calystegia sepium*), and exotic species including inkweed, purple top (*Verbena bonariensis*), thorn apple (*Datura stramonium*), and blackberry, with occasional hemlock (*Conium maculatum*) and gorse. In the southern plain, pines form a sparse canopy, with tree privet and karamū in the understorey. More open areas contain rank pasture grasses, pōhue, velvety nightshade (*Solanum chenopodioides*), broad-leaved fleabane (*Conyza albida*), occasional gorse and blackberry, and patches dominated by Australian fireweed and wall lettuce.

## 5. FLORA

Fifty-one naturally occurring indigenous vascular plant species, 21 planted indigenous species and 52 exotic vascular plant species were recorded during the site survey (Appendix 5). No nationally Threatened or At Risk plant species were recorded, as per de Lange *et al.* (2009), or regionally threatened plants species, as per Stanley *et al.* (2005).

The pine forest has a relatively high diversity of weed species. No Waikato Regional Pest Management Plan potential pest plant species were found.<sup>1</sup>

Other invasive species present include Japanese hill cherry, tradescantia, and arum (*Zantedeschia aethiopica*).

## 6. FAUNA

### 6.1 Overview

Four indigenous bird species were recorded within the study area. One indigenous mammal (long-tailed bats - *Chalinolobus tuberculatus*) and two exotic mammalian species have been recorded previously at the Reserve.

The partly shaded, soft-bottomed Mangaone Stream - which runs through the gully - is nutrient-enriched and of moderate to poor habitat quality, with a limited diversity of macroinvertebrates and fish. There are records of six indigenous species in the Mangaone Stream.

### 6.2 Avifauna

Within the site, North Island fantail (*Rhipidura fuliginosa placabilis*), riroriro (grey warbler; *Gerygone igata*), kingfisher (*Todiramphus sanctus vagans*), pūkeko (*Porphyrio melanotus*), and silvereve (*Zosterops lateralis*) were all heard or seen. The site is also likely to provide habitat for tūī (*Prothemadera novaeseelandiae novaeseelandiae*), ruru (morepork; *Ninox novaeseelandiae*), and kereru (*Hemiphaga novaeseelandiae*).

Exotic birds recorded included blackbird (*Turdus merula*), chaffinch (*Fringilla coelebs*), sparrow (*Passer domesticus*), and domestic fowl (*Gallus gallus domesticus*).

### 6.3 Aquatic fauna

Fish records for the Mangaone Stream include shortfin eel (*Anguilla australis*), longfin eel (*Anguilla dieffenbachii*), common bully (*Gobimorphus cotidianus*), giant bully (*Gobimorphus gobioides*), koura (*Paranephrops planifrons*), īnanga (*Galaxias maculatus*), and smelt (*Retropinna retropinna*). Other species likely to be present include giant kōkopu (*Galaxias argenteus*) and banded kōkopu (*Galaxias fasciatus*). The section of stream in the Reserve has habitat suitable for all these species.

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<sup>1</sup> Environmental pest plants are prioritised according to the three categories in the Waikato Regional Pest Management Plan (WRPMP): (i) Eradication pest plants, (ii) Containment pest plants, and (iii) Potential pest plants. One further class of plants are identified in this report, i.e. invasive plants not currently covered by the WRPMP, but for which control is recommended.

## 6.4 Other fauna

Long-tailed bats have been recorded in and around the gully.

The forest could also provide habitat for the endemic copper skink (*Oligosoma aeneum*), common gecko (*Woodworthia maculatus*), and Auckland tree wētā (*Hemideina thoracica*).

Pest mammals recorded at the site include rabbit (*Oryctolagus cuniculus*) and possum (*Trichosurus vulpecula*). There is an ongoing possum-trapping programme in the Reserve and no faecal pellets or recent scratch marks on tree trunks were observed during the site survey. Other exotic animal species likely to be present include rats (*Rattus* sp.), mice (*Mus musculus*), stoat (*Mustela erminea*), feral cat (*Felis silvestris catus*), and hedgehog (*Erinaceus europaeus occidentalis*).

## 7. MANAGEMENT ISSUES

### 7.1 Ecological threats

The main threats to the ecological viability of the gully and restoration efforts include:

- Exposure of the forest edges especially if the pines are removed;
- Loss of exotic vegetation used by indigenous species;
- Presence of invasive pest plants;
- Presence of pest animals; and
- Human disturbance.

These are all discussed further in the sections below.

#### 7.1.1 Edge effects

As forest areas fragment, there is an increase in the proportion of edge exposed to the elements, disturbance and invasive species. This contributes to the loss of biodiversity and vitality of the bush. In large, continuous, forest areas, edge effects can be relatively minor, while in small remnants they may affect most of the remnant (Wilcox 2010). The small size of the Reserve means that it will be suffering from edge effects, and this could be exacerbated if pines were to fall during storm events, creating canopy gaps and exposing edges, and damaging regenerating indigenous forest. Management of edge effects could reduce the possible impact of exposing indigenous forest edges. The best ways to achieve this are by extending the indigenous forest and wetland restoration areas within a sheltered perimeter of existing exotic vegetation, and by eventually removing the pines altogether.

#### 7.1.2 Ongoing habitat loss and fragmentation

A current threat to gullies is the possibility of long-term loss of existing and potential indigenous habitats through increasing urbanisation of gullies in private residential ownership and with gardens of exotic species, through ongoing loss of remnant

indigenous vegetation, through worsening weed invasion, and through infilling and levelling. Loss of gully forests and indigenous vegetation, loss of wetlands and in-stream diversity, and degradation of water quality all result in loss of habitat for indigenous fauna.

This process is occurring within what is already one of the most modified ecological districts in New Zealand due to ongoing conversion of forest and wetlands to 'productive' uses.

However, this threat also represents an opportunity as the Waikato gullies are a real asset linking remnants and with potential for large-scale restoration. Some of the healthiest remnants of indigenous ecosystems have survived in the gully system in and around Hamilton City, including a large area of gullies at Tamahere. Some areas have retained conditions suitable for swamp and semi-swamp forests, and wetlands; and the gully scarps also sustain some forest remnants. These remnants, while isolated and increasingly vulnerable to landuse impacts, are also increasingly the subject of restoration efforts. The gullies are also an important reserve for indigenous fauna, including fish, long-tailed bats, lizards, and invertebrates.

### 7.1.3 Pest plants and animals

Pest plants (e.g. tradescantia) compete for space with indigenous species and can prevent regeneration. In the Tamahere Reserve, there are large open areas of pine plantation understorey that are vulnerable to weed invasion. Removal of the canopy is likely to create a 'weed explosion'. Clear-felling sections of the pines progressively along the gully banks - in tandem with prior weed control and understorey planting - could enable staged management of weeds.

Pest animal browsing (possums) can damage and kill indigenous species, seed predation (rats and mice) can reduce seed available for regeneration, and birds and other fauna can be killed (cats, possums, rodents, and mustelids). Previous browsing by possums may have reduced the range of plant species present. In the long-term, loss of birds will affect the regeneration of plant species, especially large-seeded species dependent on birds for their distribution.

Control of pest plants and animals will reduce these impacts and appropriate planting will enhance biodiversity. Restoration planting should include careful choice of plant species to provide foraging and nesting habitat for birds, lizards, and invertebrates. Plantings in wetlands and gully forest should aim to replace species lost through previous clearance and browsing effects.

### 7.1.4 Human disturbance and security

The Tamahere reserve has been subject to uncontrolled use and access, which has resulted in damage to vegetation, dumping of garden waste and rubbish, and disturbance from various recreational activities. Continuing disturbance has an impact on regeneration, and exacerbates the effects of vegetation clearance and pest damage.

There are ongoing issues at the site with fly-tipping of household waste. Roadside 'pull-over' areas exacerbate this problem. Potentially resolution of other access issues could include prevention of tipping by careful fencing of the road boundary and control of after-hours access to the parking area.

There is also some incidental BMX bike use within the gully, and associated excavations which will compromise the restoration aims. Potential alternative sites for BMX exist at the Tamahere Hall or possibly within the site if the Regal Haulage lease site is vacated. Some internal fencing could also reduce ad hoc excavation and recreation use by BMX cycles. Well-designed paths and boardwalks currently control pedestrian movements through the site.

## 7.2 Constraints on site utilisation

One of the TMRT's ecological objectives is to use the site sustainably. This is not currently possible, due to the leased truck wash-down area and associated disposal of waste water. In addition, there are significant issues with water supply, plant supply, public access, and maintenance access.

These aspects are not direct ecological threats to the ongoing ecological health of the gully, but do limit the operation of the site and achievement of restoration objectives.

### 7.2.1 Exotic forest

Existing pine forest areas dominate the site and inhibit the regeneration of indigenous vegetation. In the long-term, pine forest should be removed and replaced with indigenous species. However, the pines also shelter the gully and may provide roosts for indigenous long-tailed bats. In view of this, any tree removal needs to be managed to avoid disturbance and to provide for alternative roost habitat. This could be achieved by topping and leaving standing some pines in a selected area, or planting of suitable tree species, which could include some exotics species if planted on the road boundary of the site, e.g. oaks -*Quercus* species. Removal of the pines could be done progressively in a staged clear-felling operation, or alternatively by a single complete clear-felling operation. The staged felling option will have less ecological impact but may be economically less viable, while a single operation may be more economic and practical to achieve. The final decision on an option should be taken by Council in consultation with the TMRT and community.

### 7.2.2 Waste water disposal and land lease

Wastewater disposal on the land used by Regal Haulage, while consented and controlled to avoid erosion, nevertheless alters the soil ecology by increased nutrient supply and moisture; and long-term effects could include contamination of the site. Wastewater discharge is therefore incompatible with the ecological and recreation values of the site. The discharges and associated structures are not conducive to restoration of the site. The lease also limits the potential for safe public access and use of the site for activities that support the restoration and recreation objectives.

### 7.2.3 Plant supply

Local supply of ecosourced plants is a possible limiting factor, but with the operation of the Tamahere community nursery nearby this is a minimal constraint provided the long-term sustainability of the nursery is ensured. An alternative is the use of the top area of the site as a dedicated nursery area for the duration of the project.

### 7.2.4 Water supply

Linked to any nursery operation and planting is the need for water on the site. Currently the leasee, Regal Haulage, has a water supply, but this is not available to the TMRT or public users of the site. This limits restoration operations on the site and the opportunity to provide other facilities.

### 7.2.5 Safe access

A major issue for public use of the site is safety of access. The existing access involves negotiating a turn off a busy road just below the crest of the road and close to the intersection of Woodcock Road and Tauwhare Road. This has poor visibility for traffic and the road design needs to be addressed if the access is to become safe.

Access for maintenance within the site is currently limited by the steep slopes. Consideration should be given to construction of tracks with a moderate grade and adequate width to enable access by small maintenance vehicles - such as ATV - to the bottom of the gully.

## 8. MANAGEMENT OBJECTIVES AND POLICIES

This section outlines the objectives and policies for management of the site with regard to human use and the ecological health and condition of the vegetation and habitats.

Key management objectives for the reserve are:

- Protect the existing indigenous vegetation and habitats.
- Restore and enhance existing vegetation and habitats to improve indigenous biodiversity and long-term viability.
- Encourage and facilitate passive use of the Reserve by the public for activities that foster its enhancement.

There are both general and specific requirements for management of the site. Proposed general objectives and policies for site access and use, pest plant and animal control, and restoration planting and maintenance are outlined below. Key actions based on these objectives and policies are summarised in Appendices 11 and 12.

### 8.1.1 Site access and use

Tamahere Reserve has particular value for ecological restoration, passive recreation, and environmental education.

Policies should aim to reduce site use conflicts and eliminate them in the long-term. They should also aim to facilitate site uses that are complementary to the restoration and recreation objectives, e.g. a study programme about the ecological values and significance of the forest and the processes of protection and restoration and/or on-site production of plants.

There also need to be measures put in place to protect the indigenous forest remnant from human disturbance. While there is scope to allow use of the whole area, any human-focussed use needs to be balanced with protection of the resource and safety requirements. There should therefore be limited or carefully controlled public access to some parts of the forest and wetland, e.g. by developing a hierarchy of access with one main route, some minor routes and limited access service only minor routes.

#### **Objective**

To facilitate and manage public access and associated activities that are consistent with the ecological enhancement of the Tamahere Reserve.

#### **Policies**

- (a) Vehicle access to the Reserve will be investigated by Council with a view to ensuring safe public access to the site.
- (b) Existing uses of the reserve will be assessed with a view to ensuring different uses are complementary and any conflicts or safety issues can be managed or eliminated.
- (c) Alternative site uses will be investigated by the Trust and/or the Tamahere Community Committee as appropriate.
- (d) Inappropriate or unauthorised use of the site or parts of the site will be minimised and will comply with the primary objective of protecting the ecological asset.
- (e) Public access through the gully will be encouraged by creating a hierarchy of safe tracks for users and service vehicles, and appropriate safeguards to prevent access to areas that are unsafe, or where the ecology is particularly sensitive to damage.

### 8.1.2 Control of pest plants and animals

The first priority for pest plant control in the gully should be species identified in the Waikato Regional Pest Management Plan 2014-2024 (WRPMP) as Progressive Containment and then Sustained Control pest plants.

Site-Led and Advisory pest plants are the second priority for control in the site.

The third priority for control is invasive exotic plant species, not identified in the WRPMP, that are present throughout the gully. These should be removed and replaced in the long-term by appropriate indigenous species.

Other inappropriate exotic and indigenous species should be the fourth priority for control (see Appendix 7 for the methods and general guidelines for weed control, including Table 7.1 for the species to control, and Table 7.2 for herbicides).

Priorities for pest animal control should also be based on the WRPMP. The first priority for pest animal control in the gully should be those species identified in the WRPMP as Sustained Control pests. Site-Led pest control species should be the second or third priority subject to them being a likely problem in the Reserve (see Appendix 7, Table 7.3 for the animal species to control). Control of pest animals should be undertaken in a programmed way throughout the year, generally with an emphasis on spring control, to assist indigenous bird breeding, and to assist in the restoration of gully habitats. Ongoing control of possums to low levels is necessary to allow the reestablishment of palatable plant species.

### **Objective**

To manage pest plant and animal species within the Reserve to provide the best possible conditions for restoration of vegetation and wildlife habitats.

### **Policies**

- (a) The Tamahere-Mangaone Restoration Trust, with the assistance of Waikato District Council and the Regional Council, will control significant pest plant and animal species within the Tamahere Reserve.
- (b) The priorities for pest plant and animal control will reflect the Waikato Regional Pest Management Plan 2014-2024 management categories.

#### **8.1.3 Restoration planting and maintenance**

The gully can be restored successfully by implementation of a combination of pine removal and initial pest plant control, ongoing planting of appropriate indigenous species, and site maintenance. Guidelines for species selection, ecosourcing, propagation, plant quality, and planting layout and planting methods are provided in Appendix 8. Plant schedules (Appendix 9) are in keeping with the vegetation descriptions in Clarkson *et al.* (2007) and the 'Gully Restoration Guide' for restoration of Hamilton's gully systems (Wall and Clarkson, 2006).

Planting would also mitigate for the loss of any existing indigenous habitats as a result of exotic vegetation removal e.g. the planting of large trees to replace bat roosts lost through felling of pines.

To ensure a successful outcome, post-planting maintenance is as important as pre-planting site preparation (weed control). Overtopping and/or competitive pressures exerted by weeds or grasses need to be avoided by timely and appropriate

intervention. Guidelines for planting maintenance and monitoring are provided in Appendix 10.

### **Objective**

To protect and enhance existing indigenous species' habitats through managed removal of pines, planting of appropriate indigenous species matched to the various habitats available.

### **Policies**

- (a) The existing pines will be removed by the most appropriate and practical means as determined the Council.
- (b) The loss of any pine trees that provide habitat for indigenous animal species within the Tamahere Reserve will be mitigated by undertaking appropriate indigenous plantings.
- (c) Undertake indigenous planting to enhance existing indigenous habitats and to fill gaps created by pest plant control.
- (d) Source indigenous species planted within the reserves, from the Hamilton Ecological District or the nearest site possible.
- (e) Planting and maintenance methods shall follow industry standards to ensure success.

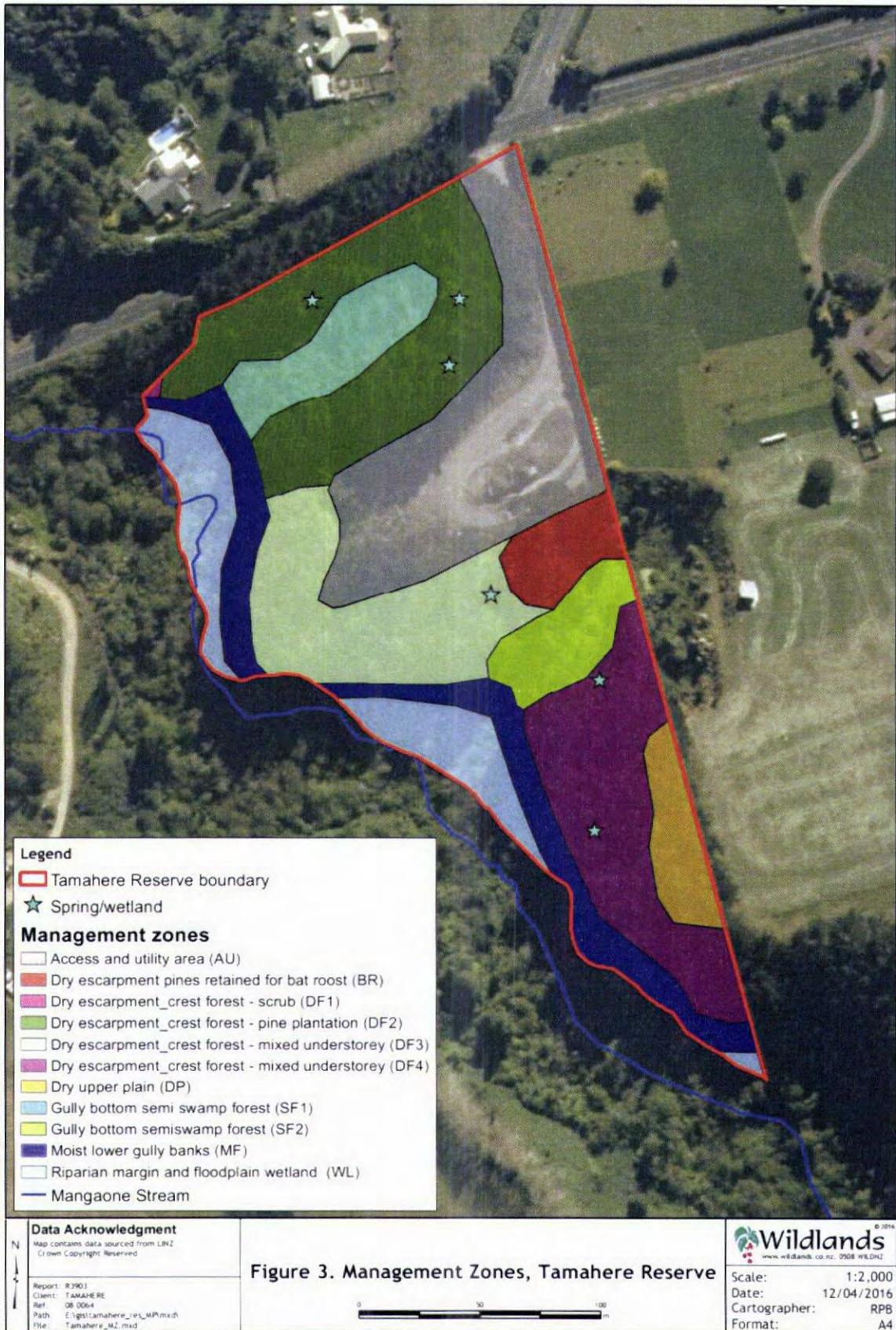
## 8.2 Specific management zones and policies

The Reserve has been divided into eight management zones based on the types of use, level of access, proximity to watercourses, soil moisture, slope, distinct habitats, and the ecological requirements for restoration (Figure 3). Dry escarpment forest and Gully bottom-semi-swamp forest have been further divided into subzones to differentiate different zonal characteristics. Within the dry escarpment forest areas there are also a number of springs and wetlands that will be managed as a separate zone, since they will have distinctive ecological communities.

Specific management zones include (with Figure 3 map reference abbreviations):

- Access and utility area (AU).
- Dry upper plain (DP).
- Dry escarpment and crest forest (DF).
- Dry escarpment pines retained for bat roosts (BR).
- Escarpment wetland forest (WF).
- Moist lower gully banks (MF).
- Gully bottom semi-swamp forest (SF).
- Mangaone Stream floodplain wetland and riparian margin (WL).

Objectives and policies for each of these zones are provided below.



### 8.2.1 Zone 1: Access and utility area (AU)

This zone is suited to development as the main access point and vehicle parking zone. Other potential uses include retention of the existing lease, development of a nursery, creation of a picnicking area or outdoor classroom facility for site interpretation to school students, restoration to forest or even development of active recreation, e.g. a BMX track. Of these uses, the existing lease creates a potentially unsafe interaction of heavy transport with domestic vehicles and pedestrians and the need to secure the waste disposal areas against general access. Active recreational use does not fit very well with restoration or passive recreation (walking) and creates additional access issues. In general, a nursery and passive uses are most complementary with the management objectives. Use of the area as a nursery would require a more detailed investigation of the planting, security and facilities needs and the overall benefits of carrying out nursery production at the site.



Plate 1: Road access to the Regal Haulage site.



Plate 2: Regal Haulage discharge site.

In terms of potential ecological restoration, this area occupies the upper flatter part of the site, which is a vestige of the Waikato alluvial plain surface and the potential forest type is indigenous conifer-broadleaved forest. If the site is not developed for utility use, it could be restored to this forest type by undertaking control of existing pest plants: bindweed, purple top, inkweed, thorn apple, blackberry, hemlock, and gorse. Restoration to conifer-broadleaved forest would also require considerable work to remove compacted soils and any infrastructure in the leased area. Species suitable for restoration planting are listed in Appendix 9, Table 9.1.

### **Objective**

To manage the access zone for carparking and complementary passive uses consistent with the main objectives of restoration and passive recreation.

### **Policies**

- (a) Subject to council investigation of vehicle access issues, parking areas will be defined and designed to receive the expected level of vehicle use in a safe way.
- (b) Subject to a general assessment of the options for use of this area of the reserve and retirement of the leased area from its current use, areas outside of the parking area will be planned to accommodate the most appropriate passive use or uses that meet identified community needs.
- (c) Subject to retirement of the leased area from its current use, this area will be assessed for contaminants prior to any new development works being undertaken.

- (d) All inappropriate surfaces, structures, and facilities will be removed and/or rehabilitated consistent with the final uses within the zone.
- (e) All pest plants will be removed and areas of the zone not utilised for access or utilities will be planted with species appropriate to indigenous conifer-broadleaved forest.

### 8.2.2 Zone 2: Dry upper plain (DP)

The dry upper plain is similar to the access and utility zone, in that the former also occupies an area of the high alluvial plain within the site. It is separated from the access and utility zone by a gully area.

The potential forest type is conifer-broadleaved forest dominated by tōtara, matai, rimu (*Dacrydium cupressinum*), and kahikatea with tītoki (*Alectryon excelsus*), tawa (*Beilschmiedia tawa*), and rewarewa, and an understorey of māhoe, ponga, hangehange, kanono, and houhere (*Hoheria sexstylosa*). Restoration would require removal of the pine canopy and control of pest plants. Species appropriate for planting are listed in Appendix 9, Table 9.2.

The initial priority should be removal of an old car body and felling of the radiata pines across the flat terrace, to create a working space enabling further removal of the gully pines. Pest plant control on the plain will only become a priority when this area is programmed for restoration or if the weeds become a threat to other restoration areas.



Plate 3: Dry upper plain with dumped car body.

### **Objective**

To restore the dry upper alluvial plain zone to indigenous conifer-broadleaved forest.

### **Policies**

- (a) Pines will be clear-felled over the whole zone prior to clearing of any adjacent gully slopes to enable easier access to clear the slopes.
- (b) Any walking access through this zone will part of an overall walkway system within the site.
- (c) All inappropriate structures and pest plants will be removed to enable restoration.
- (d) The zone will be planted with species typical of conifer-broadleaved forest typical of the Waikato alluvial plains.

#### 8.2.3 Zone 3: Dry escarpment and crest forest (DF)

Dry escarpments and bank crests (or ridges) have generally free-draining, highly erodible, and sandy soils that would originally have supported a tōtara-matai-kōwhai forest. The pines increase the dryness of the banks and suppress indigenous species regeneration. Their removal is essential to improving natural regenerative processes. Some areas have been subject to fly-tipping and retain some of that rubbish.



Plate 4: Escarpment and crest at the northern end of the site.

The tōtara-matai-kōwhai forest type was likely to have been dominated by tōtara, matai, and kōwhai, with kānuka and kamahi, and an understorey of māhoe, māpou,

mingimingi, māhoe, and taurepo (*Rhabdothamnus solandri*). Restoration would require removal of the pine canopy and control of pest plants during the restoration process. Appropriate plant species are listed in Appendix 9, Tables 9.3 and 9.4.

### **Objective**

To restore the dry escarpment zone to tōtara-matai-kōwhai forest.

### **Policies**

- (a) Pines will be removed along the slopes in clear-felled sections.
- (b) Soils in areas used by Regal Haulage for effluent disposal will be tested for contaminants prior to restoration.
- (c) Any walking access through this zone will part of an overall walkway system within the site.
- (d) All rubbish, inappropriate structures and pest plants will be removed to enable restoration.
- (e) The zone will be planted with species typical of tōtara-matai-kōwhai forest.

### **Subzone DF1** (scrub with few indigenous species in the canopy)

Subzone DF1 is a small area of scrub adjacent to the northern boundary of the pine plantation and alongside the road edge, with steep banks. It has been partially cleared of vegetation, but pasture grasses, blackberry, tree privet, and gorse also need to be controlled. Some areas have roading hardfill materials that need to be removed or scarified to enable restoration of the banks.

### **Subzone DF2** (pine canopy with limited understorey)

Subzone DF2 constitutes pine plantation at the northern end of the site, with an understorey of occasional indigenous species (māhoe, ponga and pate) that increase in density towards the footslopes, and limited distributions of pest plant species such as tradescantia, wild cherry, tree privet, inkweed, and Cretan brake. These weeds have been under a recent control regime by the Trust, but the tradescantia and Cretan brake need to be eradicated to prevent reinvasion. ‘Fly-tipped’ rubbish needs to be cleared prior to further weed control and planting.

### **Subzone DF3** (pine canopy with indigenous or exotic understorey)

Subzone DF3 constitutes pine plantation in the central part of the site. The pine is sparser than in other subzones with a pine canopy, with a mixture of exotic and indigenous understorey on the banks, especially on the lower slopes. Exotic species that need to be controlled include tradescantia, wild cherry, Chinese privet, tree privet, blackberry, inkweed, Cretan brake, Japanese honeysuckle, and gorse.

Banks on the southern side of this subzone have considerable amounts of fly-tipped rubbish that is a hazard for restoration and any recreational use, and needs to be

cleared prior to any work being undertaken. The area also includes the effluent discharge areas for the Regal Haulage lease and soils are likely to be high in nutrients and possibly have some contaminants present. Soils testing prior to clearing and planting is therefore advisable so that risks to the public can be identified.

**Subzone DF4** (pine canopy with indigenous or exotic understorey)

Subzone DF4 constitutes pine plantation at the southern end of the site. The pine has a richer mixture of exotic and indigenous species in the understorey on the banks than DF2 and DF3. Exotic pest plant species that need to be removed in the restoration process include gorse, Chinese privet, tree privet, and Japanese honeysuckle.

**8.2.4 Zone 4: Dry escarpment pines retained for bat roosts (BR)**

This zone is similar to the DF3 subzone (dry escarpments and crest forest), with a pine canopy and indigenous or exotic understorey; and free-draining, highly erodible, sandy soils that would originally have supported a tōtara-matai-kōwhai forest with an understorey of māhoe, māpou, mingimingi, māhoe, and taurepo.

This subzone will be managed in the short-term to retain live pine trees or topped dead trees for bat roosting habitat, while the other forest layers are restored to indigenous species. Planting an indigenous understorey will help to suppress the development of weedy exotic species and increase the ecological value of zone by providing additional habitat for indigenous fauna such as skinks, birds, and invertebrates. Eventually, the bat roost trees will be replaced by indigenous species as the restoration plantings mature. Restoration will require control of pest plants during plant establishment and species used for planting will need to be able to tolerate the dryer conditions and shade characteristic of the pine forest. Species appropriate for planting are listed in Appendix 9, Table 9.5.

Soil contamination should be assessed and fly-tipped rubbish removed before any restoration, clearing of weeds, or planting is undertaken in this area. Weeds needing control are tradescantia, wild cherry, Chinese privet, tree privet, blackberry, inkweed, Cretan brake, Japanese honeysuckle, and gorse.

**Objective**

To manage the escarpment bat roost zone for restoration to indigenous tōtara-matai-kōwhai forest and short-term bat roosting.

**Policies**

- (a) Pines will not be removed, but left standing alive or topped if considered dangerous and their stumps left standing.
- (b) Soils in areas used by Regal Haulage for effluent disposal will be tested for contaminants prior to restoration.
- (c) Any walking access through this zone will part of an overall walkway system within the site.

- (d) All rubbish, inappropriate structures, and pest plants will be removed, to enable restoration implementation.
- (e) The zone will be planted with species typical of tōtara-matai-kōwhai forest.

#### 8.2.5 Zone 5: Escarpment wetland forest

This zone (shown in Figure 3 as asterisked sites) comprises several isolated wetland areas encompassed by dry forest zones (DF). The zone is similar to the lower gully banks (MF) zone in terms of existing vegetation. However, these wetland areas are subject to constant spring-fed seepage, and restoration will require planting species that are appropriate to moist podocarp broadleaved forest. Species appropriate for planting are listed in Appendix 9, Table 9.6.

##### **Objective**

To restore the escarpment wetland zone to moist podocarp broadleaved forest.

##### **Policies**

- (a) Pines will be removed along the slopes in clear-felled sections.
- (b) The walkway system will generally avoid the escarpment wetland areas or use constructed boardwalks for access across them.
- (c) Pest plants will be removed to enable restoration to be undertaken.
- (d) The zone will be planted with species typical of moist podocarp broadleaved forest.

#### 8.2.6 Zone 6: Moist or shaded lower gully banks (MF)

The lower gully banks have a greater indigenous species component than any of the other zones. They comprise a low stature indigenous forest dominated by ponga, whekī, pate, māhoe, and tree fuchsia, with ground ferns, and occasional emergent pine, kahikatea and rewarewa. The lower gully banks would originally have supported moist podocarp broadleaved forest.

Restoration will require control of pest plants during plant establishment and planting species that are appropriate to moist podocarp broadleaved forest. This zone will have a gradient of vegetation composition, from flood tolerant species in the lower areas, grading up to species of predominantly dryland habitats on the upper areas. Appropriate species are listed in Appendix 9, Table 9.7.



Plate 5: Lower gully bank with relatively little understorey.



Plate 6: Lower gully bank with good understorey.

### Objective

To restore the lower gully banks zone to a moist podocarp broadleaved forest.

**Policies**

- (a) Pines will be removed progressively along the slopes in clear-felled sections.
- (b) Any walking access through this zone will part of an overall walkway system within the site.
- (c) Pest plants will be removed to enable restoration to be undertaken.
- (d) The zone will be planted with species typical of moist podocarp broadleaved forest.

**8.2.7 Zone 7: Gully bottom - semi-swamp forest (SF)**

Gully bottoms include seepage areas and intermittent watercourses currently dominated by a pine canopy with a sometimes dense indigenous understorey: ponga, whekī, pate, māhoe, karamū, gully fern, and tree fuchsia. In terms of potential restoration to indigenous species, these wetland areas would originally have supported kahikatea-pukatea-swamp maire forest with tī kōuka, pōkākā, rewarewa, and an understorey including māpou, tree fuchsia, lancewood, pate, and mamaku. Species appropriate for planting are listed in Appendix 9, Table 9.8.

Control of pest plants should prioritise those species that are invasive in a shady environment (Cretan brake, arum, elephant's ear, Himalayan honeysuckle, Japanese hill cherry and tradescantia). There is also fly-tipped rubbish remaining in some areas.

**Objective**

To restore the gully bottom zone to kahikatea-pukatea-swamp maire forest.

**Policies**

- (a) Pines will be removed progressively in clear-felled sections at the same times as the felling on the adjacent slopes.
- (b) Any walking access through this zone will part of an overall walkway system within the site. The walkway system will generally avoid gully bottom wetland areas or use constructed boardwalks for access across them.
- (c) All rubbish and invasive pest plants will be removed to enable restoration.
- (d) The zone will be planted with species typical of kahikatea-pukatea-swamp maire forest.

**Subzone SF1 (northern gully)**

The northern gully bottom is encompassed by dry escarpment (DF2sub-zone). It is wetter than the southern gully and has a higher density of vegetation and includes more indigenous species and fewer weed issues: mainly wild cherry, inkweed, and Cretan brake with occasional arum lily.



Plate 7: Gully bottom in northern side gully.

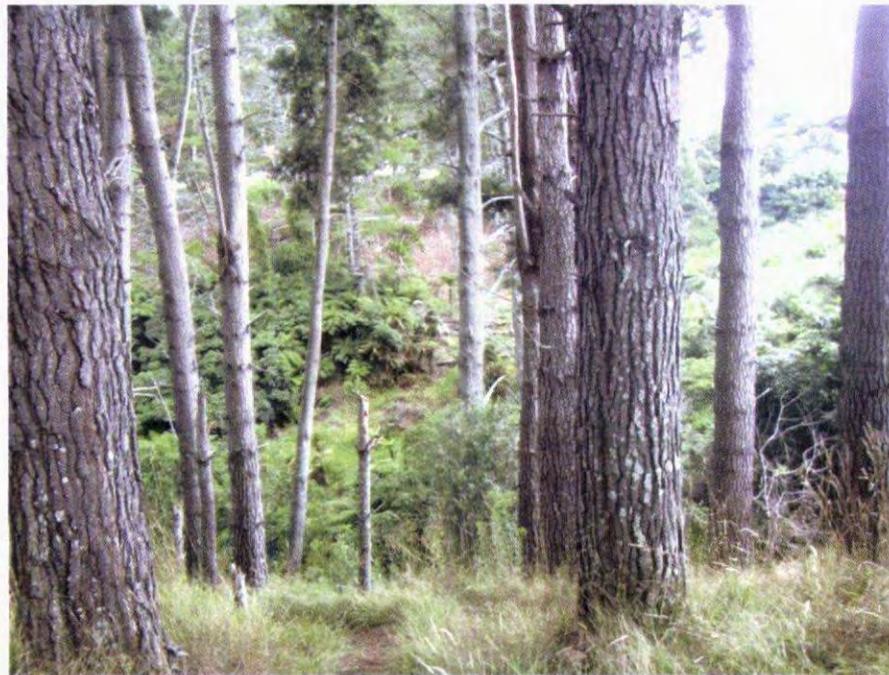


Plate 8: Gully bottom in southern side gully.

**Subzone SF2** (southern gully)

The southern gully separates two dry escarpment areas - DF3 and DF4 subzones - and lies downhill of the existing Regal Haulage effluent discharge site and the future bat roost zone. It is more open than the northern gully with more exotic pest plants

requiring control prior to planting: blackberry, gorse, inkweed, and pampas. However, the first priority is to remove existing fly-tipped rubbish.

#### 8.2.8 Zone 8: Mangaone Stream riparian margin and floodplain wetland (WL)

The wetland areas would originally have supported indigenous swamp forest and shrub sedgeland with kahikatea, tī kōuka, mānuka, flax, *Coprosma propinqua*, swamp coprosma, *Machaerina* species, and pūrei.

Flood-susceptible wetland and riparian margins make restoration more difficult and vulnerable to repeated invasion by pest plant species: seedling grey willow, reed sweet grass -*Glyceria maxima*, and tradescantia. In terms of potential restoration, the priority should be to increase the cover of indigenous vegetation so that it can shade out competitors. Species appropriate for planting are listed in Appendix 9, Table 9.9 and Table 9.10.



Plate 9: Mangaone Stream riparian margin and wetland.

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## APPENDICES

## TAMAHERE-MANGAONE RESTORATION TRUST (TMRT)

Tamahere-Mangaone Restoration Trust is a local care group that has an interest in restoring and managing the reserve for its biodiversity values.

Specific TMRT objectives for the gully reserve are to work with Waikato District Council to:

- Prepare and implement a management plan for the reserve;
- Ensure sustainable funding becomes available to manage the reserve well;
- Create a sustainable gully restoration model for Tamahere and Waikato residents to appreciate;
- Ensure the health of the gully habitats for indigenous species including birds, bats, fish and invertebrates;
- Remove all exotic plant species and replace them with suitable indigenous plant species to improve indigenous dominance and diversity within the reserve;
- Undertake maintenance of plantings until establishment is complete;
- Create public recreational walkways which will go some way towards meeting a critical local need for more walkways (and especially 'nature walks' of this type) in the Tamahere area;
- Create service vehicle tracks for maintenance access through the reserve; and
- Address issues relating to the Regal Haulage lease, water supply, facilities and operational matters.

## LEGAL DESCRIPTION

<b>Address:</b>	64 Tauwhare Road, Tamahere, Waikato District
<b>Legal Description:</b>	Pt Allot 236 Tamahere Parish SO 26120
<b>Area:</b>	4.66 hectares
<b>District Plan Zoning:</b>	Rural
<b>Status:</b>	Classified as Local Purpose Reserve (Quarry Site) under the Reserves Act 1977 and is subject to the provisions of section 61(2) of the Act.
<b>Ownership:</b>	Vested in Waikato District Council by Section 306 of the Local Government Act 1974.
<b>Leases:</b>	Part of the site is leased by Regal Haulage Ltd and they also have a current Regional Council resource consent to discharge waste water into the gully.
<b>Date of Council Acquisition:</b>	Unknown.

## WAIKATO DISTRICT COUNCIL GENERAL POLICIES RESERVE MANAGEMENT PLAN

The following extracts from the Reserve General Management Plan cover:

- The general purpose of the Reserve General Policies Management Plan, and
- Some of the policies around reserves occupation including leases.

### 1.0 Purpose of this plan

Reserve management plans provide direction for the day -to -day management of parks and reserves.

Determining community preferences and establishing the best means to provide for them are essential ingredients of good management planning. A management plan provides the community with certainty about the function and management of each reserve that is managed by Council. It also helps ensure that management decisions are consistent with the principles of the Reserves Act 1977.

This management plan provides generic policies that will provide consistent management practices across all the reserves administered by the Waikato District Council

### 1.1 Reserve management plan requirements

The Waikato District Council (the Council) has a responsibility as an administering body under the Reserves Act 1977, Section 41, to prepare management plans for the reserves and parks that it manages.

These management plans should: "... provide for and ensure the use, enjoyment, maintenance, protection, and preservation... and,... the development, as appropriate, of the reserve for the purpose for which it is classified."<sup>1</sup>.

In accordance with the requirements of the Reserves Act 1977, the Waikato District Council has prepared this management plan for the reserves administered by the Council. The Council also manages a number of properties for parks and recreation purposes.

The policies in this management plan will also be applied to those properties however they will not technically be part of this reserve management plan as they have not been declared reserves or classified in accordance with the Reserves Act 1977.

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<sup>1</sup> Reserves Act 1977, 41 (3).

Where required, existing plans have been reviewed and where appropriate incorporated into this Plan. This management plan will be kept under continuous review to ensure that the policies are appropriate and relevant for the communities within the Waikato District. It is intended that a comprehensive review would take place every five years. This management plan identifies clear objectives and establishes directions for planning, management and maintenance of public open space. It clarifies and establishes Council policy and direction, for both Council staff and the public.

The intent of this management plan is to provide Waikato District Council with an effective guide for managing all of the parks and reserves under its administration.

### **1.2 Relationship with specific policies**

This management plan is to be read in conjunction with the other reserve management plans prepared by the Council covering specific groupings of reserves such as sports parks or individual reserve management plans. The Draft Sports Park Reserve Management Plan is also being released for public comment at this time.

The general policies contained within this plan will apply to all reserves within the Waikato District. Where there is a conflict between the specific policies contained within other management plans and the general policies contained within this plan, the specific policies in the relevant group or individual plan will take precedent.

### **1.3 Relationship with other Council documents**

This management plan provides policy direction with respect to reserves managed under the Reserves Act 1977. In general policies have not been included in the management plan that are addressed by legislation such as the Resource Management Act 1991, the Local Government Act 2002 or Council Bylaws. It is important to note that the provisions of the District Plan apply to reserves and while an activity may be permitted under a policy in this plan, resource consent and other consents may be required from Council or other authorities.

Council prepares a Long Term Plan and an Annual Plan to consider priorities for spending. Reserve management plans may inform the Long Term Plan of potential projects but inclusion of a project or identification of an issue within this management plan does not indicate a commitment by the Council to fund works.

These decisions will be made using the Long Term Plan and Annual Plan processes.

### **1.4 Waikato -Tainui Joint Management Agreement**

Council has entered into a Joint Management Agreement with Waikato -Tainui iwi. The agreement acknowledges that Council has rights and responsibilities with regard to management of reserves under Reserves Act 1977.

The agreement also acknowledges that Council has a requirement to consult to determine appropriate management of Crown land under Council control and to consider management decisions that may impact on future return of land to iwi.

In accordance with this agreement, Council has informed the Waikato Raupatu River Trust of its intention to prepare a reserve management plan and has discussed the scope of reserve management plan. The Waikato Raupatu River Trust will provide Council with feedback on how draft plan and submissions received may affect customary activities on the Waikato River.

The Council is the administrator of many reserves where the underlying ownership resides with the Crown. In accordance with the Waikato -Tainui Raupatu Treaty Claims Settlement, iwi will be offered first right of refusal where crown land is to be disposed of. Where reserves are subject to first right of refusal provisions this is identified in the property summary for each reserve.

### **1.5 Council and delegations**

The Minister of Conservation has delegated a number of procedural and decision -making responsibilities to Council under the Reserves Act 1977. These delegations are made to “Council as a whole” and cannot be delegated to committees of Council or staff. Such decisions that must be made by a meeting of the full Council (Council as a whole) include adoption of reserve management plans, classification of reserves and granting of leases.

Other decisions, such as approval for events, removal of trees, issuing of permits etc. can be delegated from the Council to the Chief Executive and to the Parks and Facilities staff. As delegations change from time to time, the term Council is used throughout the document. Staff should refer to the Delegations Manual to determine if they have the authority to make decisions in accordance with the policies in this management plan.

### **1.6 Structure of this plan**

The management plan first sets out the purpose of management plans and the process used to adopt a management plan (Sections 1 to 3). Section 4 discusses general goals and objectives of the management plan, whereas Sections 5 -9 provides objectives and policies set out in five areas being:

1. Development
2. Use
3. Occupation
4. Neighbours
5. Management

## **2.0 Scope**

This management plan applies to all reserves administered by the Waikato District Council and that are classified under the Reserves Act 1977 at time of notification of the draft plan. These reserves are listed in Schedule 1.

There are other properties that are administered by the Council that are either reserve land held under the Reserves Act 1977 but not classified in accordance with the requirements of Section 16 of the Act or is general land managed as if it were reserve.

It is the Council's intention that it will apply the policies within this plan to all land managed for parks and recreation purposes by the Council, regardless of the legal status of the land. As land is either vested in the Council or classified in accordance with Section 16 of the Act they will be added to Schedule 1 when the management plan is reviewed.

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## 7.0 Occupation of reserves

### 7.1 Multipurpose facilities

Some existing reserve facilities could sustain higher levels of use, and the sharing of such facilities would prevent unnecessary duplication and cost.

Sub-letting of facilities by sports bodies can generate revenue and spread the load of paying for overheads such as power. Such uses must however be consistent with the purposes for which the reserve is held. For example commercial activities such as offices may not be appropriate on recreation reserves whereas a childcare facility may be if it can be demonstrated that the facility is ancillary to the use of the reserve (i.e. children are cared for while caregivers use the reserve). Other than in this case, commercial child care facilities and kindergartens are generally incompatible with the purpose for which Council administers the reserve.

#### Objectives

1. To encourage the sharing of existing facilities to prevent unnecessary duplication or expansion of facilities.
2. To support the utilisation of buildings on reserves where such use is consistent with the purpose for which the reserve is managed.

#### Policies

- 1 The multiple use of buildings and other facilities by sports and cultural bodies shall be actively encouraged.
- 2 Permit the occupation of buildings and other facilities by ancillary uses where these are consistent with the purpose for which the reserve is managed and where such uses will support and sustain further recreational use of the reserve.

### 7.2 Occupation agreements

The term occupation agreement refers to any lease, licence, easement (including right-of-way and telecommunication agreement), exchange of letter, or other agreement reached between the Council and a person, organisation, or company that is occupying part of a reserve (including below ground assets).

A variety of activities undertaken on Council reserves require a specific authorisation for the occupation of space. Leases, licences, or easements are the most common forms of authorisation granted by the Council to a person, organisation, or company that is occupying or using part of a reserve, long term.

A *lease* grants a legal right for exclusive possession of reserve land for specified activities.

An *easement* gives a precise right of access, or a right to lay infrastructure (that is, to use the land in a particular way). It must be registered on the land title or Gazette notice for the land.

A *licence* gives a non-exclusive right over the land, for specified activities, and can only be granted for commercial activities, grazing or activities contemplated in s.74 of the Act.

Details of these different agreements and policies relating to each are detailed below.

Council's power to grant leases, licenses and easements over parks varies depending on the status of the reserve concerned and the rights transferred from the Crown. Each particular agreement will need to refer to specific sections of the Reserves Act 1977 dealing with the particular type of reserve under consideration.

It is also important to note that depending on the activity, other permits or consents may be required of the applicant before an agreement can be exercised e.g. resource consent under the Resource Management Act, or a liquor licence.

This policy is to be read in conjunction with 7.1 Multi-purpose facilities.

### **Objectives**

1. To confirm the current occupation of reserves for approved uses and facilities by the granting of occupation agreements where users can demonstrate the sustainability of their occupation.
2. To protect reserve values by minimising the number of buildings, easements and utilities on reserves.
3. To ensure adequate compensation is provided to remedy or mitigate the adverse effects of all utility, stormwater discharge, drainage rights, and underground facilities on reserves.
4. To require compensation for all temporary or permanent effects on reserve values caused by right-of-ways, easements, access ways, leases, licences, or network utilities.
5. To permit reasonable access to holder of easements for the inspection and maintenance of their assets and networks on or across reserves.
6. To limit timeframes for easements and rights-of-way agreements (e.g. linked to the life of the building or activity). Applications will be assessed on an individual basis, with an intention that the reserve values will be reinstated at the completion of the agreement period.
7. To permit the leasing of existing residences on reserves only where such occupation can provide a passive surveillance benefit to the reserve.

### 7.2.1 Leases

The leasing provisions of the Reserves Act 1977 emphasise the retention of open space and the public accountability of park management. On recreation reserves, leases must be drawn up subject to the relevant provisions of the Reserves Act 1977.

Requirements differ for land held under other status. Council, however, uses the provisions contained in the Reserves Act 1977 as a guide when leasing land not subject to the Reserves Act 1977. This practice has been adopted to ensure consistency among the various tenancies.

The leasing of public land restricts the uses to which it can be put and usually limits use of the land by the general public. The needs of the local community should take precedence over the wishes of particular organisations. Unnecessary duplication of facilities, particularly among organisations that are active for only part of the year, should be avoided.

Car parking requirements of a potential lessee should be a consideration. A lessee may desire parking additional to what currently exists or improved parking facilities. Policy 5.2 -Car Parking and Access, should be considered in conjunction with this section.

### Policies

- 1 Any permanent exclusive use of reserves, including buildings, will be subject to a lease.
- 2 *New Leases*  
Land may be leased to groups and organisations for the following purposes:
  - 2.1 The construction of sports facilities and associated buildings at the group's or organisation's expense.
  - 2.2 The construction of buildings and other structures that increase or improve the use of the reserve for recreation at the group's or organisation's expense.  
*Provided that:*
  - 2.3 The proposed activities cannot satisfactorily take place in existing facilities (including those occupied by other reserve users), or elsewhere in the locality.
- 3 *Existing Leases*  
Whenever possible, existing leases will be renegotiated. In cases where they do not comply with the policies of the Management Plan or, in the case of land that is subject to the Reserves Act 1977, with the requirements of the Act, the occupation may be required to cease.
- 4 *Expired Leases or Occupancies without Leases*  
Where users have occupied reserves without formal leases or where previous leases have expired, Council will review the use, sustainability and suitability of the occupation prior to issuing a new occupancy agreement. Council may decline issuing a new lease where the use is insufficient or the sustainability or suitability of an occupation cannot be demonstrated to the satisfaction of the Council.
- 5 Leases shall incorporate the appropriate provisions of the Reserves Act 1977, except where the Council's tenure of the land requires otherwise, and shall incorporate where

necessary, the policies detailed in this management plan document and other Council documents.

- 6 Any new or renegotiated lease shall include:
  - 6.1 A clause requiring that all details of financial income and expenditure be made available on request to the Council.
  - 6.2 A clause requiring that there will be no subletting of the leased land or of the building erected thereon without the prior approval of the Council.
- 7 Car parking requirements of a potential lessee should be considered. Policy 5.2 -Car Parking and Access applies.
- 8 The notification of proposed leases within publically notified management plans shall serve as public notice for the purposes of the Reserves Act 1977.
- 9 All outgoing costs associated with leases and other agreements are the responsibility of the lessee or holder of the agreement.
- 10 Rents will be payable on all leases, in accordance with current Council policy. Rents for approved users (e.g. voluntary recreation facilities, approved community users) will be set at an agreed level. Other rents (e.g. commercial use, residential tenancies) will be based on 'market' levels.
- 11 Existing residential properties located on reserves may be leased to a private individual on the condition that they provide passive security to the site through monitoring inappropriate activity, and are required to notify the appropriate Council officer or the police as required.

### **7.2.2 Licences (other than grazing)**

Licence to occupy grants the non-exclusive right to use a park for a specific purpose.

Licences for commercial activities such as events, entertainment, street trading, vending, filming, commercial photography, product launches, personal training etc. may be granted subject to an assessment on likely impacts of existing reserve users and the likely benefits of the proposed activity in terms of recreation and reserve promotion or use.

The Reserves Act 1977 permits the granting of licences for communication stations and any works connected with the station.

### **Policies**

1. Licences may be granted subject to an assessment on likely impacts of existing reserve users and the likely benefits of the proposed activity in terms of recreation and reserve promotion or use.
2. Applications for licences will need to be made in writing.
3. Licences will include provision for public access where this is appropriate and desirable.

4. Should a licence holder wish to enclose part of a reserve and/or charge an entry fee (including for car parking) for a temporary event, this shall only occur as detailed in the conditions of any licence granted. Exclusive use may be allowed for special sporting and recreation events for up to six days at a time and up to a total of 40 day per annum at any one reserve. Council may set a charge for this exclusive use.
5. A rental may be charged for all licences. Council may charge a rental other than a market rental for approved recreational or management purposes.
6. It shall be a condition of all licences negotiated that Council may, before expiry, cancel all or part of the tenancy at one month's notice, should the land be required for recreational use or if the licensee fails to meet the conditions of the licence.
7. It shall be a condition of every licence that Council will not compensate occupiers for improvements upon termination of the agreement.
8. Licences may be granted for communication stations and any works connected with the station, in accordance with the Reserves Act 1977 where adverse effects are mitigated.

## LEGISLATIVE AND OTHER STRATEGIC DOCUMENTS

### 1. Reserves Act 1977

Pertinent extracts are as follows:

#### 3. General purpose of this Act

*(1) It is hereby declared that, subject to the control of the Minister, this Act shall be administered in the Department of Conservation for the purpose of—*

*(a) providing for the preservation and management for the benefit and enjoyment of the public, areas of New Zealand possessing—*

*(i) recreational use or potential, whether active or passive; or*

*(ii) wildlife; or*

*(iii) indigenous flora or fauna; or*

*(iv) environmental and landscape amenity or interest; or*

*(v) natural, scenic, historic, cultural, archaeological, biological, geological, scientific, educational, community, or other special features or value:*

*(b) ensuring, as far as possible, the survival of all indigenous species of flora and fauna, both rare and commonplace, in their natural communities and habitats, and the preservation of representative samples of all classes of natural ecosystems and landscape which in the aggregate originally gave New Zealand its own recognisable character:*

*(c) ensuring, as far as possible, the preservation of access for the public to and along the sea coast, its bays and inlets and offshore islands, lakeshores, and riverbanks, and fostering and promoting the preservation of the natural character of the coastal environment and of the margins of lakes and rivers and the protection of them from unnecessary subdivision and development.*

#### 23. Local purpose reserves

*(1) It is hereby declared that the appropriate provisions of this Act shall have effect, in relation to reserves classified as local purpose reserves for the purpose of providing and retaining areas for such local purpose or purposes as are specified in any classification of the reserve.*

*(2) It is hereby further declared that, having regard to the specific local purpose for which the reserve has been classified, every local purpose reserve shall be so administered and maintained under the appropriate provisions of this Act that—*

*(a) where scenic, historic, archaeological, biological, or natural features are present on the reserve, those features shall be managed and protected to the extent compatible with the principal or primary purpose of the reserve:*

*provided that nothing in this paragraph shall authorise the doing of anything with respect to fauna that would contravene any provision of the Wildlife Act 1953 or any regulations or Proclamation or notification under that Act, or the doing of anything with respect to archaeological features in any reserve that would contravene any provision of the Heritage New Zealand Pouhere Taonga Act 2014:*

*provided also that nothing in this paragraph shall authorise the doing of anything with respect to any esplanade reserve created under section 167 of the Land Act 1948, or section 190(3) or Part 25 of the Municipal Corporations Act 1954 or Part 2 of the Counties Amendment Act 1961 and existing at the commencement of this Act, or any local purpose reserve for esplanade purposes created under the said Part 25 or Part 2 or under Part 20 of the Local Government Amendment Act 1978 or under Part 10 of the Resource Management Act 1991 after the commencement of this Act, that would impede the right of the public freely to pass and repass over the reserve on foot, unless the administering body determines that access should be prohibited or restricted to preserve the stability of the land or the biological values of the reserve:*

*(b) to the extent compatible with the principal or primary purpose of the reserve, its value as a soil, water, and forest conservation area shall be maintained.*

*(3) Where a local purpose reserve is vested in a local authority or where the administering body is a local authority, it may from time to time, by public notice, prohibit access to the whole or any specified part of the reserve, and in that case no person shall enter the reserve or, as the case may be, that part, except under the authority of a permit issued by the local authority.*

#### **24A. Change of purpose of reserve by territorial authority or regional council**

*(1) Notwithstanding section 24, where any local purpose reserve is vested in a territorial authority or regional council, that territorial authority or regional council may, by notice in the Gazette, change the purpose for which that reserve is classified within its classification as a local purpose reserve.*

*(2) Before the specified purpose of any local purpose reserve is changed pursuant to subsection (1),—*

*(a) the territorial authority or regional council shall publicly notify the proposed change of purpose, specifying the reason or reasons for the proposal:*

*(b) every person claiming to be affected by the proposed change of purpose shall have a right of objection to the change, and may, at any time within 1 month after the date of the first publication of the notice of the proposal, give notice in writing*

*of his or her objections to the proposed change and of the grounds thereof to the chief executive of the territorial authority:*

*provided that, where the date of the first publication of the notice of the proposal falls between the period commencing with 10 December in any year and ending with 10 January in the next succeeding year, notice of objection to the proposed change may be given at any time before 10 February next following that period:*

*(c) the territorial authority or regional council shall as soon as practicable consider all objections lodged in accordance with paragraph (b):*

*(d) any person who does not lodge an objection in accordance with this subsection shall be deemed to have assented to the change of purpose set forth in the public notification.*

*(3) Nothing in subsection (2) shall apply in any case where the reason for the proposed change of purpose is to bring the specific purpose for which the reserve is classified into conformity with—*

*(a) the operative district plan in force under the Resource Management Act 1991 for the district in which the reserve is situated:*

*(b) any resource consent applying to the reserve granted by the territorial authority or regional council in accordance with Part 6 of that Act.*

## **2. Resource Management Act 1991**

The purpose of the Resource Management Act 1991 is to:

*Promote the sustainable management of natural and physical resources to manage the use, development, and protection of natural and physical resources in a way, or at a rate, which enable people and their communities to provide for their social, economic, and cultural well-being and for their health and safety while:*

*(a) Sustaining the potential of natural and physical resources (excluding minerals) to meet the foreseeable needs of future generations;*

*(b) Safeguarding the life-supporting capacity of air, water, soil and ecosystems; and*

*(c) Avoiding, remedying, or mitigating any adverse effects of activities on the environment (Section 5a).*

For the purposes of reserves management the Resource Management Act 1991 should be seen as complementary to the purpose of the Reserves Act 1977

The Resource Management Act 1991 provides regulatory mechanisms that have an impact on type and effect of permitted behaviour at Tamahere Reserve. Waikato District Council's District Plan has been developed in accordance with the Resource Management Act 1991.

### 3. Waikato District Plan

The District Plan has been prepared under the Resource Management Act 1991. The District Plan defines the way in which the district's natural and physical resources will be managed to achieve the principles and purpose of the RMA. The plan provides a framework of resource management policy and implementation methods to manage the effects of the use, development, or protection of land associated with natural and physical resources.

The District Plan provides rules (e.g. noise control) that will affect the use and management of Tamahere Reserve.

### 4. Long-Term Plan

The Waikato District Long Term Plan (LTP) is a long-term community-planning document that provides a road map for the future direction of the Waikato District. It is a ten-year plan and is reviewed every three years. The LTP identifies Council's overall budget, which is decided upon through consideration of all Council's functions. Funding decisions relating to Tamahere Reserve will be made within this broader context.

### 5. Conservation Strategy (2004)

The Waikato District Conservation Strategy is a 'non-statutory companion document to... two statutory plans' -the District plan and the long term plan. It describes how the Council will manage biodiversity. The plan's focus is on local implementation of the national and regional targets that have been defined in order to create a healthy natural environment.

The plan identifies several issues including:

- loss and degradation of ecosystems and habitats,
- fragmentation and isolation of habitats and
- reduced species abundance and biodiversity.

The plan proposes an objective to address these issues:

- maintaining and enhancing indigenous biodiversity and ecosystem services

and policies including:

- creating linkages and buffers
- restoring habitats especially threatened ones
- protecting and management significant natural areas
- designing developments to avoid adverse effects on biodiversity
- mitigating unavoidable effects of development

### 6. Walking and Cycling Strategy (2008)

Waikato District Council's Walking and Cycling Strategy aims to develop a framework for the provision of walking and cycling facilities that is consistent and systematic. This framework has been developed to ensure communities receive

maximum benefit from Council expenditure. This strategy sets out objectives and policies that identify the principles and process for decision-making related to development of walkways and cycleways at the time of development or subdivision as well as strategic land purchase.

## 7. Tamahere Community Plan (2004)

The Community Plan is not necessarily a reflection of the Council's priorities or funding availability, but the community's views. It is currently due for review, however, in the 2004 plan the Community Committee identified 'Environment' as a key issue area. Key environmental issues in the plan, relevant to the Tamahere Reserve, included:

- Planting a framework of indigenous trees.
- Pest and weed control.
- Public land development for recreation
- Gully development/restoration to encourage wildlife.
- Management of adverse environmental effects such as noise and dust.
- Litter control

One relevant project (among others) that was identified to address these issues was to 'Support the ecological restoration of native bush and wildlife, especially in Tamahere's gully system'.

## 8. Bylaws

There are existing bylaws that apply to the use of Council land and may impact on user behaviour at Tamahere Reserve. Bylaws applying to Tamahere Reserve include the Dog Control Bylaw 2007.

## 9. Deed of Settlement for the Waikato River

In August 2008 Waikato-Tainui and the Crown signed a Deed of Settlement for the Waikato River, which sought to address Crown confiscation of land (Raupatu) during the 1860s, which denied Waikato-Tainui of their rights and interests in the Waikato River. Since the Waikato-Tainui definition of the Waikato River applies extends from the Huka Falls to the mouth, and includes its waters, banks and beds (and all minerals under them) and its streams, waterways, tributaries, lakes, aquatic fisheries, vegetation, floodplains, and wetlands, as well as its metaphysical being, The Mangaone Stream is part of this settlement. The agreement aims to recognise the particular significance of the Waikato River to Waikato-Tainui, and to formalise the commitment of both parties in pursuing a new era of co-management in relation to the management of the Waikato River. The overarching purpose of the settlement is to restore and protect the health and wellbeing of the Waikato River for future generations. The Deed of Settlement provides for the establishment of the Guardians of the Waikato River, who promote, and work to achieve the overarching purpose of the settlement; and coordinate, facilitate and supervise the implementation of the vision and strategy. A Waikato River Statutory Board assists in the on-going management of the Waikato River.

## 10. Waikato Regional Plan

The Regional Plan provides direction on use, development and protection of natural and physical resources within the Region. It covers key components of the environment for which the Waikato Regional Council has responsibility under Section 30 of the Resource Management Act 1991. These responsibilities are for water, river, and lakebeds, land and soil, air and geothermal resources. Some activities in the Reserve may require resource consents from the regional Council before they can proceed.

## 11. Waikato Regional Pest Management Strategy

The Waikato Regional Pest Management Strategy identifies which plants and animals are declared pests within the Waikato Region. The Strategy describes the pests, provides details as to why they are pests and how they are to be controlled within the region. The Tamahere Reserve Management Plan has developed a management framework that encourages the District Council to fulfil its responsibilities in accordance with the Pest Strategy.

## VASCULAR PLANTS RECORDED DURING SITE VISITS

Key: (P) indicates planted species

### **INDIGENOUS SPECIES**

#### Gymnosperms

<i>Dacrycarpus dacrydioides</i>	kahikatea
<i>Dacrydium cupressinum</i> (P)	rimu
<i>Prumnopitys taxifolia</i> (P)	matai

#### Ferns

<i>Asplenium bulbiferum</i>	hen and chicken fern
<i>Asplenium flaccidum</i>	makawe, hanging spleenwort
<i>Asplenium oblongifolium</i>	shining spleenwort
<i>Asplenium polyodon</i>	petako, sickle spleenwort
<i>Blechnum chambersii</i>	lance fern
<i>Blechnum filiforme</i>	pānako
<i>Blechnum membranaceum</i>	
<i>Blechnum novae-zelandiae</i>	kiokio
<i>Blechnum parrisiae</i> (syn. <i>Doodia australis</i> )	rasp fern
<i>Cyathea dealbata</i>	silver fern
<i>Cyathea medullaris</i>	mamaku
<i>Deparia petersonii</i>	
<i>Dicksonia squarrosa</i>	whekī
<i>Diplazium australe</i>	
<i>Histiopteris incisa</i>	mātā, water fern
<i>Lastreopsis glabella</i>	smooth shield fern
<i>Microsorium pustulatum</i>	hound's tongue
<i>Microsorium scandens</i>	fragrant fern
<i>Paesia scaberula</i>	pig fern
<i>Pneumatopteris pennigera</i>	gully fern
<i>Pteridium esculentum</i>	bracken
<i>Pteris macilenta</i>	sweet fern
<i>Pteris tremula</i>	shaking brake
<i>Pyrrosia eleagnifolia</i>	leather-leaf fern
<i>Tmesipteris</i> sp.	

#### Monocot. flowering plants

<i>Astelia grandis</i> (P)	
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<i>Austroderia fulvida</i> (P)	toetoe
<i>Carex dissita</i>	forest sedge
<i>Carex geminata</i>	rautahi, cutty grass
<i>Carex maorica</i>	Māori sedge
<i>Carex secta</i>	pūrei
<i>Carex uncinata</i>	kamu, hook grass
<i>Carex virgata</i>	pūkio, swamp sedge
<i>Cordyline australis</i>	tī kōuka, cabbage tree
<i>Cyperus ustulatus</i>	toetoe upoko-tangata
<i>Freycinetia banksii</i> (P)	kiekie
<i>Gahnia xanthocarpa</i> (P)	tupari-maunga
<i>Isolepis reticularis</i>	net sedge
<i>Lemna disperma</i>	duckweed
<i>Machaerina tenax</i>	tough baumea
<i>Machaerina sinclairii</i> (P)	pēpepe
<i>Machaerina articulata</i> (P)	articulated baumea
<i>Phormium tenax</i>	harakeke, flax
<i>Sporodanthus ferrugineus</i> (P)	giant wire rush

#### Dicot. flowering plants

<i>Brachyglottis repanda</i>	rangiora
<i>Calystegia sepium</i>	pōhue, convolvulus
<i>Coprosma grandifolia</i> (P)	kanono
<i>Coprosma lucida</i>	shining karamū
<i>Coprosma propinqua</i> (P)	mingimingi
<i>Coprosma rhamnoides</i>	buckthorn coprosma
<i>Coprosma rigida</i> (P)	
<i>Coprosma robusta</i>	karamū
<i>Coprosma tenuicaulis</i> (P)	swamp coprosma
<i>Elaeocarpus hookerianus</i> (P)	pōkākā
<i>Fuchsia excorticata</i>	kotukutuku
<i>Geniostoma ligustrifolium</i>	hangehange
<i>Hedycarya arborea</i> (P)	pigeonwood
<i>Hoheria sexstylosa</i> (P)	houhere, long leafed lacebark
<i>Knightia excelsa</i>	rewarewa
<i>Kunzea robusta</i>	kānuka
<i>Laurelia novae-zelandiae</i> (P)	pukatea
<i>Leptospermum scoparium</i> (P)	mānuka
<i>Melicytus micranthus</i> (P)	māhoe wao
<i>Melicytus ramiflorus</i>	māhoe
<i>Muehlenbeckia australis</i>	pōhuehue
<i>Olearia rani</i>	heketara
<i>Pennantia corymbosa</i> (P)	kaikomako
<i>Plagianthus regius</i>	mānatu
<i>Pseudopanax arboreus</i>	puahou
<i>Pseudopanax crassifolius</i> (P)	horoeaka, lancewood
<i>Schefflera digitata</i>	pate
<i>Solanum laciniatum</i>	poroporo
<i>Syzygium maire</i> (P)	swamp maire

**EXOTIC SPECIES**

## Gymnosperms

*Pinus radiata* Monterey pine, radiata pine

## Ferns

*Pteris cretica* Cretan brake

## Monocot. flowering plants

*Alocasia brisbanensis* elephant's ear  
*Carex lurida* sallow sedge  
*Cortaderia selloana* pampas  
*Crocasmia* × *crocosmiiflora* montbretia  
*Cyperus eragrostis* umbrella sedge  
*Cyperus esculentus* yellow nut grass  
*Dactylis glomerata* cocksfoot  
*Glyceria maxima* reed sweet grass  
*Juncus effusus* soft rush  
*Zantedeschia aethiopica* arum lily

## Dicot. flowering plants

*Acanthus mollis* bear's breeches  
*Anagallis arvensis* scarlet pimpernel  
*Apium nodiflorum* water celery  
*Cardamine hirsuta* bitter cress  
*Conium maculatum* hemlock  
*Conyza albida* broad-leaved fleabane  
*Crataegus monogyna* hawthorn  
*Datura stramonium* thorn apple  
*Duchesnea indica* wild strawberry  
*Galium aparine* cleavers  
*Geranium robertianum* herb robert  
*Idesia polycarpa* Japanese wonder tree  
*Iris foetidissima* stinking iris  
*Leycesteria formosa* Himalayan honeysuckle  
*Ligustrum lucidum* tree privet  
*Ligustrum sinense* Chinese privet  
*Lonicera japonica* Japanese honeysuckle  
*Lycopus europaeus* gypsywort  
*Mentha* × *piperita* peppermint  
*Mycelis muralis* wall lettuce  
*Persicaria hydropiper* water pepper  
*Phytolacca octandra* inkweed  
*Plantago lanceolata* narrow-leaved plantain  
*Prunus serrulata* Japanese hill cherry

<i>Ranunculus repens</i>	creeping buttercup
<i>Rubus fruticosus</i> agg.	blackberry
<i>Rumex sagittatus</i>	climbing dock
<i>Salix cinerea</i>	grey willow
<i>Salix fragilis</i>	crack willow
<i>Senecio bipinnatisectus</i>	Australian fireweed
<i>Solanum chenopodioides</i>	velvety nightshade
<i>Solanum mauritianum</i>	woolly nightshade
<i>Solanum nigrum</i>	black nightshade
<i>Sonchus asper</i>	prickly sow thistle
<i>Sonchus oleraceus</i>	sow thistle
<i>Stachys sylvatica</i>	hedge woundwort
<i>Tradescantia fluminensis</i>	tradescantia
<i>Ulex europaeus</i>	gorse
<i>Verbena bonariensis</i>	purple top, vervain
<i>Veronica americana</i>	American speedwell
<i>Viola odorata</i>	violet

## FAUNA RECORDED DURING SITE VISITS

**INDIGENOUS SPECIES**

## Indigenous Avifauna

<i>Gerygone igata</i>	riroriro, grey warbler
<i>Porphyrio melanotus</i>	pūkeko
<i>Rhipidura fuliginosa placabilis</i>	pīwakawaka, North Island fantail
<i>Todiramphus sanctus vagans</i>	kingfisher
<i>Zosterops lateralis</i>	silveryeye

## Other Indigenous Fauna

<i>Chalinolobus tuberculata</i>	long-tailed bats
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**EXOTIC SPECIES**

## Introduced Avifauna

<i>Fringilla coelebs</i>	chaffinch
<i>Gallus gallus domesticus</i>	domestic fowl
<i>Passer domesticus</i>	sparrow
<i>Turdus merula merula</i>	Eurasian blackbird

## Other Introduced Fauna

<i>Oryctolagus cuniculus</i>	rabbit
<i>Trichosurus vulpecula</i>	possum

## CONTROL OF PEST PLANT AND ANIMAL SPECIES

### **General Guidelines for Weed Control**

Weed control work should ideally be undertaken when plants are actively growing in late spring to summer (December-February) to ensure optimal uptake of herbicide into the entire target plant.

A variety of control techniques will be required, including tree felling or poisoning, physical removal of plants, cutting and pasting of stems, and knapsack spraying. Some species (e.g. arum and tradescantia) will require persistent efforts to reduce to low densities. It is important that the appropriate control approach is used to ensure potential impacts on existing indigenous species are minimised, while at the same time ensuring effective weed control.

### **Herbicide Application**

Herbicides are generally most effective when applied to plants that are undergoing active growth, usually in spring/summer, and in full leaf. Some species, however, can be treated all year round with the appropriate chemical. Very few weed infestations can be removed completely with a single application of herbicide, and two or more applications will be required in most instances. It should be noted that some herbicides take longer to kill target plants than others, and this needs to be taken into account when planning monitoring and follow-up treatments.

Care should be taken in the selection and application of herbicides to ensure there is no damage to regenerating indigenous species. When using herbicides:

- Read the instructions on the manufacturer's label closely;
- Always wear protective clothing;
- Always minimise the risk to desirable plants; and
- Contact the supplier for further advice.

### **Follow-Up to Initial Weed Control Operations**

Follow-up control work for weed control operations is critical to the long-term success of all weed control operations. Timing and follow-up control will depend on the species and density and type of infestations, but ongoing control will generally be required one year after the initial control operation, and then every second year for several years following. Following that, low-level control every 2-4 years is likely to be required for problematical environmental weed species to maintain absence or low levels of infestation.

It is important to stop weeds invading by replanting with desirable plants (preferably locally-occurring natives) once re-growth is no longer a problem

### Tree and Shrub Removal

Ideally, the approach adopted should be minimal disturbance and rapid replacement of weeds by planting into the gaps where they have been removed. The pines and larger weed trees can either be felled and removed from the area (where it is practicable to do so) or poisoned *in situ*. The shrub weeds should be removed or their stems cut and pasted to prevent regrowth.

Table 7.1: Pest plant species for control in Tamahere Reserve

Species	Common Name	WRPMP Status	Priority for Control
<i>Acanthus mollis</i>	bear's breeches	Advisory	2
<i>Alocasia brisbanensis</i>	elephant's ear	Advisory	2
<i>Carex lurida</i>	sallow sedge	Nil	4
<i>Conium maculatum</i>	hemlock	Nil	4
<i>Cortaderia selloana</i>	pampas	Progressive containment	1
<i>Crataegus monogyna</i>	hawthorn	Advisory	2
<i>Crocasmia ×crocosmiiflora</i>	montbretia	Nil	3
<i>Cyperus esculentus</i>	yellow nut grass	Nil	4
<i>Datura stramonium</i>	thorn apple	Advisory	
<i>Glyceria maxima</i>	reed sweet grass	Site led control	2
<i>Idesia polycarpa</i>	Japanese wonder tree	Nil	3
<i>Iris foetidissima</i>	stinking iris	Nil	3
<i>Leycesteria formosa</i>	Himalayan honeysuckle	Advisory	2
<i>Ligustrum lucidum</i>	tree privet	Sustained control	1
<i>Ligustrum sinense</i>	Chinese privet	Sustained control	1
<i>Lonicera japonica</i>	Japanese honeysuckle	Advisory	2
<i>Lycopus europaeus</i>	gypsywort	Nil	3
<i>Phytolacca octandra</i>	inkweed	Nil	4
<i>Pinus radiata</i>	radiata pine	Nil	4
<i>Prunus serrulata</i>	Japanese hill cherry	Site led control	2
<i>Rubus fruticosus</i> agg.	blackberry	Advisory	2
<i>Rumex sagittatus</i>	climbing dock	Advisory	2
<i>Salix cinerea</i>	grey willow	Site led control	2
<i>Salix fragilis</i>	crack willow	Site led control	2
<i>Solanum mauritianum</i>	woolly nightshade	Progressive containment	1
<i>Stachys sylvatica</i>	hedge woundwort	Nil	3
<i>Tradescantia fluminensis</i>	tradescantia	Advisory	2
<i>Ulex europaeus</i>	gorse	Sustained control	1
<i>Verbena bonariensis</i>	purple top, vervain	Nil	
<i>Viola odorata</i>	violet	Nil	4
<i>Zantedeschia aethiopica</i>	arum lily	Advisory	2

Table 7.2: Pest plant control methods

Pest Plant	Control Method(s)	Chemical(s)	Application Rate	Timing	Remarks
Arum lily ( <i>Zantedeschia aethiopica</i> )	Knapsack - foliar spray	Metsulfuron	5g/10 litres water	December-April	
Bear's breeches ( <i>Acanthus mollis</i> )	Knapsack - foliar spray	Metsulfuron	5g/10 litres water	December-April	
Blackberry ( <i>Rubus fruticosus</i> )	Knapsack - foliar spray	Metsulfuron	5g/10 litres water	December-April	
	Knapsack - foliar spray	Triclopyr	60ml/10 litres water	December-April	
Climbing dock ( <i>Rumex sagittatus</i> )	Knapsack - foliar spray	Glyphosate	100ml/10 litres water	October-March best results	
	Knapsack - foliar spray	Metsulfuron	5g/10 litres water	December-April	
Elephant's ear ( <i>Alocasia brisbanensis</i> )	Knapsack - foliar spray	Metsulfuron	5g/10 litres water	December-April	
Gorse ( <i>Ulex europaeus</i> )	Knapsack - foliar spray	Metsulfuron	10g/10 litres water plus 10ml Pulse	November-March	
	Cut and treat stumps	Triclopyr	60ml/1 litre water	October-March	
Hawthorn ( <i>Crataegus monogyna</i> )	Hand pull seedlings/small plants			Year round	
	Cut and treat stumps	Triclopyr	60ml/1 litre water	October-April	
	Drill and inject/frill and spray	Metsulfuron	10g/1 litre water, plus 2 ml surfactant	October-April	
Himalayan honeysuckle ( <i>Leycesteria formosa</i> )	Knapsack - foliar spray	Glyphosate	100ml/10 litres water	October-March best results	
	Cut and treat stumps	Triclopyr	60ml/1 litre water	Year round	
Japanese honeysuckle ( <i>Lonicera japonica</i> )	Knapsack - foliar spray	Metsulfuron	5g/10 litres water	October-March best results	
	Knapsack - foliar spray	Triclopyr	60ml/10 litres water	October-March best results	
Japanese hill cherry ( <i>Prunus serrulata</i> )	Cut and treat stumps	Metsulfuron	10g/1 litre water, plus 2 ml surfactant	October-April	
	Drill and inject/frill and spray/bore cut and fill	Metsulfuron	10g/1 litre water, plus 2 ml surfactant	October-April	
Japanese wonder tree ( <i>Idesia polycarpa</i> )	Cut and treat stumps	Metsulfuron	10g/1 litre water, plus 2 ml surfactant	October-April	

Pest Plant	Control Method(s)	Chemical(s)	Application Rate	Timing	Remarks
	Drill and inject/frill and spray/bore cut and fill	Metsulfuron	10g/1 litre water, plus 2 ml surfactant	October-April	
Montbretia ( <i>Crocasmia xcrocosmiiflora</i> )	Knapsack - foliar spray	Metsulfuron	5g/10 litres water	December-April	
Monterey pine, radiata pine ( <i>Pinus radiata</i> )	Ring bark or fell larger trees			Year round	
	Hand pull seedlings/small plants			Year round	
Pampas ( <i>Cortaderia selloana</i> , <i>C. jubata</i> )	Knapsack - foliar spray	Glyphosate	200ml/10 litres water	October-March best results	Thoroughly cover all foliage.
	Knapsack - foliar spray	Haloxypop	150ml/10 litres water	October-March best results	Best on smaller plants.
Privet species ( <i>Ligustrum sinense</i> , <i>Ligustrum lucidum</i> )	Hand pull seedlings/small plants			Year round	
	Cut and treat stumps	Triclopyr	60ml/1 litre water	October-April	
	Drill and inject/frill and spray	Metsulfuron	10g/1 litre water, plus 2 ml surfactant	October-April	
Reed sweet grass ( <i>Glyceria maxima</i> )	Knapsack - foliar spray	Glyphosate	100ml/10 litres water	October-March best results	
Stinking iris ( <i>Iris foetidissima</i> )	Knapsack - foliar spray	Metsulfuron	5g/10 litres water	October-March best results	
Tradescantia ( <i>Tradescantia fluminensis</i> )	Knapsack - foliar spray	Triclopyr	60ml/10 litre water	November-March	Pull away from non-target species before spraying.
	Knapsack - foliar spray	Triclopyr	60ml/10 litre water	November-March	Can be sprayed over sedges only with no spray damage to sedges.
Willow species ( <i>Salix cinerea</i> , <i>Salix fragilis</i> )	Cut and treat stumps	Metsulfuron	10g/1 litre water, plus 2 ml surfactant	October-April	
	Drill and inject/frill and spray/bore cut and fill	Metsulfuron	10g/1 litre water, plus 2 ml surfactant	October-April	Preferred option - leaving the tree standing avoids resprouting on the ground.
Woolly nightshade ( <i>Solanum</i> )	Seedlings/small plants - hand pull			Year round	

Pest Plant	Control Method(s)	Chemical(s)	Application Rate	Timing	Remarks
<i>mauritianum</i> )	Trees - Drill and inject/frill and spray	Metsulfuron	20g/litre water, plus 2ml surfactant	Year round	
	Saplings - cut and treat stump	Triclopyr	100ml/1 litre water	Year round	

Table 7.3: Pest animal species for control in Tamahere Reserve

Species	Common Name	WRPMP Status	Priority for Control
<i>Erinaceus europaeus</i>	hedgehog	Site led control	3
<i>Felis catus</i>	feral cat	Site led control	2
<i>Gymnorhina</i> spp.	magpie	Sustained control	1
<i>Mustela</i> spp.	mustelids including stoat, weasel and ferret	Site led control	2
<i>Oryctolagus cuniculus</i>	rabbit	Site led control	3
<i>Rattus</i> spp.	rats	Site led control	2
<i>Trichosurus vulpecula</i>	possum	Sustained control and site led	1
<i>Vespula</i> spp.	German and common wasps	Site led control	2

## INDIGENOUS RESTORATION PLANTING

### General Guidelines for Planting

#### Plant Selection

Appropriate indigenous plant species should be selected for planting at the site. These should include:

- Species which are characteristic of gully species naturally occurring within the Hamilton Ecological District;
- Species that are suited to the site conditions and most likely to prosper there;
- Fast-growing successional species to provide early canopy closure in new plantings
- ‘Enrichment’ species for internal plantings

Larger growing species (e.g. kahikatea, tōtara), trees appropriate for bat roost habitat, and rarer or spreading enrichment species should be planted in lesser numbers to provide diversity and further apart from each other at three to five metre spacing, while maintaining an overall one metre spacing between all plants on the site.

#### Plant Sourcing, Seed Collection and Propagation

Plants and/or seed should be sourced locally from genetic stock of the Hamilton Ecological District. Table A1 below provides the estimated fruiting times for species included in the plant schedules, and an estimate of the growing time required between seed sowing and planting.

In order to propagate plants of suitable grade for the current and future planting seasons, seed collection will need to start as soon as possible. Slower growing species such as tōtara, and kahikatea will need at least two growing seasons to be of suitable grade for planting.

#### Plant Specifications

Plants should meet the following quality specifications:

- All plant stock should be of healthy hardy stock with good root development. All plants should be hardened off to growing outside for several months prior to planting to prevent foliage dieback following planting.
- PB plant grades should be used for all planting with the possible exception of *Carex*, and harakeke plants which generally perform very well in root trainer or tube stock. Using PBs ensures that the plants have less vulnerability to browsing from herbivorous animal pests (e.g. possums), are more resilient to frosts and other environmental extremes at both ends

of the climatic spectrum, are less likely to be overcome by plant pests or other competing vegetation, and are easier to locate and manage in terms of releasing and monitoring.

- All plants brought onto the site should be free of weeds, especially any potentially troublesome species.

### **Plant Layout, Spacing, Planting, and Staking**

It is recommended that all planting operations are closely supervised by an experienced restoration ecologist, or similarly skilled and experienced person, to ensure all plants are planted in the correct environments, taking into account local site specific conditions, and thereby ensuring suitable vegetation patterns are established. All planting works should be undertaken by a suitably trained, skilled and experienced team of staff with a good track record with undertaking restoration plantings in natural areas.

Planting of indigenous species should ideally be undertaken in the autumn to early spring months when regular rainfall is more assured and plant deaths will be reduced. Site preparation, including the control of weeds, and the removal of exotic weeds, are key factors in the successful implementation of planting in the gully.

Planting needs to be at densities and spacings appropriate to the circumstances (objectives, timeframe, and budget) and the species being used. In general, most species should be planted at one metre spacing (10,000 plants per hectare). Stream edge plants (e.g. sedges) should be planted at 0.5 metre spacing (40,000 plants per hectare).

Most plants will not require staking. However, depending on the plant stock being planted, species such as tōtara and kahikatea often require staking for the first year or so. Staking should consist of one single bamboo stake, secured to the plant at three or more locations with vine tape.

### **Post-Planting Care**

Plantings should be monitored on a regular basis in the first year after planting to identify any issues that may arise with establishment, and identify areas that will require infill planting as a result of plant death or enrichment planting of later successional species (see also Appendix 10).

Table 8.1: Fruiting and seed collection times for indigenous plant species for Tamahere Reserve

Scientific Name	Common Name	Fruiting Times												Estimated Propagation Time Required (Years)
		Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	
<i>Carex geminata</i>	rautahi					F	F	F	F	F	F			1
<i>Carex secta</i>	pūrei					F	F	F	F	F	F			1
<i>Carex virgata</i>	pūrei							F	F	F	F	F	F	1
<i>Coprosma robusta</i>	karamū	F	F	F						F	F	F	F	1
<i>Cordyline australis</i>	tī kōuka								F	F	F			1
<i>Cortaderia fulvida</i>	toetoe							F	F	F	F			1
<i>Cyperus ustulatus</i>	toetoe upoko tangata		F	F	F	F	F	F	F	F	F	F		1
<i>Dacrycarpus dacrydioides</i>	kahikatea									F	F	F	F	3 <sup>3</sup>
<i>Fuchsia excorticata</i>	kotukutuku						F	F	F	F	F	F	F	2-3
<i>Hedycarya arborea</i>	porokaiwhiri; pigeonwood						F	F	F	F	F	F		2-3
<i>Hoheria sexstylosa</i>	houhere								F	F	F	F	F	2
<i>Knightsia excelsa</i> <sup>1</sup>	rewarewa					F	F	F	F					3 <sup>3</sup>
<i>Kunzea robusta</i>	kānuka						F	F	F	F	F			1
<i>Leptospermum scoparium</i>	mānuka	F	F	F	F	F	F	F	F	F	F	F	F	1
<i>Meliccytus ramiflorus</i>	māhoe	F								F	F	F	F	2
<i>Phormium tenax</i>	harakeke, flax								F	F	F			1
<i>Pittosporum tenuifolium</i>	kōhūhū									F	F	F	F	2
<i>Plagianthus regius</i> <sup>2</sup>	mānātu; ribbonwood							F	F	F				2
<i>Podocarpus totara</i>	tōtara	F	F					F	F	F	F	F	F	3 <sup>3</sup>
<i>Prumnopitys ferruginea</i>	miro	F	F	F	F						F	F	F	3 <sup>3</sup>
<i>Prumnopitys taxifolia</i>	matai							F	F	F	F	F	F	3 <sup>3</sup>
<i>Pseudopanax arboreus</i>	puahou; five finger			F	F	F	F	F	F	F				2
<i>Sophora microphylla</i>	kōwhai					F	F	F	F	F	F	F	F	3 <sup>3</sup>
<i>Syzygium maire</i>	maire tawake	F	F	F				F	F	F	F	F	F	3 <sup>3</sup>

F = Fruiting time. Note: Fruiting times based on Wildland Consultants 2014.

<sup>1</sup> Fruit takes a year to mature so can co-occur with flowers.

<sup>2</sup> Seed often heavily damaged by insects so may be hard to obtain in the wild.

## INDIGENOUS SPECIES FOR TAMAHERE RESERVE

**Zone 1: Access and Utility Area (AU)**

Table 9.1: Plant schedule for open sites on the utility areas.

Botanical Name	Common Name	% of Initial planting Mix
<i>Alectryon excelsus</i>	tītoki	2
<i>Beilschmiedia tawa</i>	tawa	* <sup>1</sup>
<i>Coprosma grandifolia</i>	kanono	*
<i>Coprosma robusta</i>	karamū	8
<i>Cordyline australis</i>	tī kōuka; cabbage tree	5
<i>Cyathea dealbata</i>	ponga	*
<i>Cyathea medullaris</i>	mamaku	*
<i>Dacrycarpus dacrydioides</i>	kahikatea	1
<i>Dacrydium cupressinum</i>	rimu	1
<i>Geniostoma rupestre</i> subsp. <i>ligustrifolium</i>	hangehange	2
<i>Hedycarya arborea</i>	porokaiwhiri; pigeonwood	8
<i>Hoheria sexstylosa</i>	houhere	8
<i>Knightia excelsa</i>	rewarewa	1
<i>Kunzea ericoides</i>	kānuka	30
<i>Laurelia novae-zelandiae</i>	pukatea	2
<i>Leptospermum scoparium</i>	mānuka	8
<i>Meliccytus ramiflorus</i> subsp. <i>ramiflorus</i>	māhoe	4
<i>Pittosporum tenuifolium</i>	kōhūhū	5
<i>Plagianthus regius</i>	mānatu	5
<i>Podocarpus totara</i>	tōtara	2
<i>Prumnopitys taxifolia</i>	matai	1
<i>Pseudopanax arboreus</i>	puahou; five finger	4
<i>Schefflera digitata</i>	pate	*
<i>Sophora microphylla</i>	kōwhai	2
<i>Streblus heterophyllus</i>	tūrepo	1
		<b>100</b>

**Zone 2: Dry Upper Plain (DP)**

Table 9.2: Plant schedule for open sites on the upper plain

Botanical Name	Common Name	% of Initial planting Mix
<i>Alectryon excelsus</i>	tītoki	2
<i>Beilschmiedia tawa</i>	tawa	*
<i>Coprosma grandifolia</i>	kanono	*

<sup>1</sup> \* indicates species unsuitable for open planting, or more suitable for later enrichment planting

Botanical Name	Common Name	% of Initial planting Mix
<i>Coprosma robusta</i>	karamū	8
<i>Cordyline australis</i>	tī kōuka; cabbage tree	5
<i>Cyathea dealbata</i>	ponga	*
<i>Cyathea medullaris</i>	mamaku	*
<i>Dacrycarpus dacrydioides</i>	kahikatea	1
<i>Dacrydium cupressinum</i>	rimu	1
<i>Geniostoma rupestre</i> subsp. <i>ligustrifolium</i>	hangehange	2
<i>Hedycarya arborea</i>	porokaiwhiri; pigeonwood	8
<i>Hoheria sexstylosa</i>	houhere	8
<i>Knightia excelsa</i>	rewarewa	1
<i>Kunzea robusta</i>	kānuka	30
<i>Laurelia novae-zelandiae</i>	pukatea	2
<i>Leptospermum scoparium</i>	mānuka	8
<i>Melicytus ramiflorus</i> subsp. <i>ramiflorus</i>	māhoe	4
<i>Pittosporum tenuifolium</i>	kōhūhū	5
<i>Plagianthus regius</i>	mānatu	5
<i>Podocarpus totara</i>	tōtara	2
<i>Prumnopitys taxifolia</i>	matai	1
<i>Pseudopanax arboreus</i>	puahou; five finger	4
<i>Schefflera digitata</i>	pate	*
<i>Sophora microphylla</i>	kōwhai	2
<i>Streblus heterophyllus</i>	tūrepo	1
		<b>100</b>

### **Zone 3: Dry or Open Escarpment and Crest Forest (DF)**

Table 9.3: Plant schedule for gully escarpment sites with no canopy or pine canopy with minimal understorey (Subzones DF1/DF2).

Botanical Name	Common Name	% of Initial planting Mix
<i>Alectryon excelsus</i>	tītoki	2
<i>Aristolelia serrata</i>	makomako	*
<i>Brachyglottis repanda</i>	rangiora	*
<i>Coprosma rhamnoides</i>		5
<i>Coprosma rigida</i>		3
<i>Cyathea medullaris</i>	mamaku	*
<i>Dacrydium cupressinum</i>	rimu	1
<i>Geniostoma rupestre</i> subsp. <i>ligustrifolium</i>	hangehange	4
<i>Leucopogon fasciculatus</i>	mingimingi	2
<i>Metrosideros robusta</i>	northern rātā	1
<i>Myrsine australis</i>	māpou	5
<i>Olearia rani</i>	heketara	2
<i>Pennantia corymbosa</i>	kaikomako	2
<i>Phyllocladus trichomanoides</i>	tānekaha	1
<i>Pseudopanax crassifolius</i>	horoeke, lancewood	4
<i>Streblus heterophyllus</i>	tūrepo	5
<i>Weinmannia racemosa</i> var. <i>racemosa</i>	kamahi	2
<i>Coprosma robusta</i>	karamū	20
<i>Hedycarya arborea</i>	porokaiwhiri; pigeonwood	1
<i>Knightia excelsa</i>	rewarewa	1
<i>Kunzea robusta</i>	kānuka	25
<i>Melicytus ramiflorus</i> ssp. <i>ramiflorus</i>	māhoe	5

Botanical Name	Common Name	% of Initial planting Mix
<i>Pittosporum tenuifolium</i>	kōhūhū	5
<i>Podocarpus totara</i>	tōtara	1
<i>Prumnopitys taxifolia</i>	matai	1
<i>Sophora microphylla</i>	kōwhai	2
		<b>100</b>

Table 9.4: Plant schedule for gully escarpment sites with pine canopy and indigenous or exotic understorey (Subzones DF3/DF4)

Botanical Name	Common Name	% of Initial planting Mix
<i>Beilschmiedia tawa</i>	tawa	2
<i>Carex uncinata</i>	kamu	5
<i>Coprosma grandifolia</i>	kanono	6
<i>Coprosma rhamnoides</i>		4
<i>Coprosma rigida</i>		4
<i>Coprosma spathulata</i>		4
<i>Dacrydium cupressinum</i>	rimu	2
<i>Fuchsia excorticata</i>	kotukutuku	5
<i>Hedycarya arborea</i>	porokaiwhiri; pigeonwood	8
<i>Litsea calicaris</i>	mangeao	2
<i>Macropiper excelsum</i>	kawakawa	15
<i>Meliccytus ramiflorus</i> ssp. <i>ramiflorus</i>	māhoe	25
<i>Myrsine australis</i>	māpou	8
<i>Schefflera digitata</i>	pate	10
		<b>100</b>

#### **Zone 4: Dry Escarpment Pines Retained for Bat Roosts (BR)**

Table 9.5: Plant schedule for indigenous bat mitigation plantings

Botanical Name	Common Name	% of Initial planting Mix
<i>Alectryon excelsus</i>	tītoki	1
<i>Aristolelia serrata</i>	makomako	4
<i>Brachyglottis repanda</i>	rangiora	3
<i>Coprosma rhamnoides</i>		4
<i>Coprosma rigida</i>		4
<i>Coprosma robusta</i>	karamū	5
<i>Dacrydium cupressinum</i>	rimu	1
<i>Geniostoma rupestre</i> ssp. <i>ligustrifolium</i>	hangehange	5
<i>Knightia excelsa</i>	rewarewa	1
<i>Kunzea robusta</i>	kānuka	10
<i>Leptospermum scoparium</i>	mānuka	5
<i>Leucopogon fasciculatus</i>	mingimingi	5
<i>Meliccytus ramiflorus</i> ssp. <i>ramiflorus</i>	māhoe	10
<i>Metrosideros robusta</i>	northern rātā	2
<i>Myrsine australis</i>	māpou	5
<i>Olearia rani</i>	heketara	4
<i>Pennantia corymbosa</i>	kaikomako	2
<i>Phyllocladus trichomanoides</i>	tānekaha	1
<i>Pittosporum tenuifolium</i>	kōhūhū	5

Botanical Name	Common Name	% of Initial planting Mix
<i>Podocarpus totara</i>	tōtara	2
<i>Prumnopitys taxifolia</i>	matai	1
<i>Pseudopanax arboreus</i>	puahou; five finger	10
<i>Pseudopanax crassifolius</i>	horoeke, lancewood	2
<i>Sophora microphylla</i>	kōwhai	2
<i>Streblus heterophyllus</i>	tūrepo	5
		<b>100</b>

### **Zone 5: Escarpment Wetland Forest**

This zone (asterisked sites in Figure 3) will have a gradient of vegetation composition, from flood tolerant species in the lower areas, grading up to species of predominantly dryland habitats on the upper areas.

Table 9.6: Plant schedule for wet sites on the gully escarpment

Botanical Name	Common Name	% of Initial planting Mix
<i>Alectryon excelsus</i>	tītoki	1
<i>Asplenium bulbiferum</i>	mouku, hen and chicken fern	5
<i>Astelia fragrans</i>		3
<i>Blechnum novae-zelandiae</i>	kiokio	4
<i>Carex dissita</i>		8
<i>Carex geminata</i>	rautahi	3
<i>Carex lambertiana</i>		10
<i>Carpodetus serratus</i>	putaputawētā	4
<i>Coprosma grandifolia</i>	kanono	5
<i>Coprosma robusta</i>	karamū	1
<i>Cordylina australis</i>	tī kōuka; cabbage tree	5
<i>Cyathea medullaris</i>	mamaku	1
<i>Cyperus ustulatus</i>	upoko-tangata	2
<i>Dacrycarpus dacrydioides</i>	kahikatea	1
<i>Freycinetia banksii</i>	kiekie	3
<i>Fuchsia excorticata</i>	kōtukutuku,	5
<i>Geniostoma rupestre ssp. ligustrifolium</i>	hangehange	2
<i>Hedycarya arborea</i>	porokaiwhiri; pigeonwood	3
<i>Knightia excelsa</i>	rewarewa	1
<i>Laurelia novae-zelandiae</i>	pukatea	1
<i>Leptospermum scoparium</i>	mānuka	2
<i>Machaerina sinclairii</i>		5
<i>Macropiper excelsum</i>	kawakawa	5
<i>Melicope simplex</i>	poataniwha	2
<i>Melicytus micranthus</i>	māhoe wao	2
<i>Melicytus ramiflorus ssp. ramiflorus</i>	māhoe	3
<i>Pennantia corymbosa</i>	kaikomako	2
<i>Pneumatopteris pennigera</i>	gully fern	5
<i>Schefflera digitata</i>	pate	5
<i>Sophora microphylla</i>	kōwhai	1
		<b>100</b>

### **Zone 6: Moist or Shaded Lower Gully Banks (MF)**

This zone will have a gradient of vegetation composition, from flood tolerant species in the lower areas, grading up to species of predominantly dryland habitats on the upper areas.

Table 9.7: Plant schedule for upper floodplain planting.

<b>Botanical Name</b>	<b>Common Name</b>	<b>% of Initial planting Mix</b>
<i>Alectryon excelsus</i>	tītoki	1
<i>Asplenium bulbiferum</i>	mōuku, hen and chicken fern	2
<i>Astelia fragrans</i>	kakaha	1
<i>Astelia grandis</i>		1
<i>Beilschmiedia tawa</i>	tawa	1
<i>Blechnum novae-zelandiae</i>		2
<i>Carex dissita</i>		8
<i>Carex geminata</i> <sup>1</sup>	rautahi	8
<i>Carex lambertiana</i>		8
<i>Carpodetus serratus</i>	putaputawētā	5
<i>Coprosma grandifolia</i>	kanono	3
<i>Coprosma propinqua</i>	mingimingi	5
<i>Coprosma robusta</i>	karamū	2
<i>Cordyline australis</i>	tī kōuka; cabbage tree	3
<i>Cyperus ustulatus</i>	upoko-tangata	3
<i>Dacrycarpus dacrydioides</i>	kahikatea	2
<i>Dicksonia fibrosa</i>		1
<i>Freycinetia banksii</i>	kiekie	2
<i>Fuchsia excorticata</i>	kōtukutuku	3
<i>Geniostoma rupestre ssp. ligustrifolium</i>	hangehange	2
<i>Hoheria sexstylosa</i> <sup>2</sup>	houhere	3
<i>Knightia excelsa</i>	rewarewa	1
<i>Laurelia novae-zelandiae</i>	pukatea	1
<i>Leptospermum scoparium</i>	mānuka	10
<i>Machaerina sinclairii</i>		2
<i>Melicytus ramiflorus ssp. ramiflorus</i> <sup>2</sup>	māhoe	4
<i>Pennantia corymbosa</i>	kaikomako	1
<i>Phormium tenax</i>	harakeke, flax	2
<i>Plagianthus regius</i>	mānatu; ribbonwood	4
<i>Pneumatopteris pennigera</i>	gully fern	2
<i>Prumnopitys taxifolia</i> <sup>2</sup>	matai	1
<i>Ripogonum scandens</i>	supplejack, kareao	1
<i>Schefflera digitata</i>	pate	4
<i>Sophora microphylla</i> <sup>2</sup>	kōwhai	1
		<b>100</b>

<sup>1</sup> Plant on lower parts of site and in seepages only.

<sup>2</sup> Plant on upper parts of site and well-drained sites only.

### **Zone 7: Gully Bottom-Semi-Swamp Forest (SF)**

This zone will have a gradient of vegetation composition, from wetland species in the lower areas grading up to species of predominantly dryland habitats on the upper areas.



Table 9.8: Plant schedule for gully bottom planting (Subzones SF1 and SF2).

Botanical Name	Common Name	% of Initial planting Mix
<i>Asplenium bulbiferum</i>	mouku, hen and chicken fern	2
<i>Astelia fragrans</i>	kakaha	1
<i>Astelia grandis</i>		1
<i>Beilschmiedia tawa</i>	tawa	1
<i>Blechnum novae-zelandiae</i>	kiokio	2
<i>Carex dissita</i>		8
<i>Carex geminata</i>	rautahi	8
<i>Carex lambertiana</i>		8
<i>Carex secta</i>	pūkio	4
<i>Carex virgata</i>	pūrei	4
<i>Coprosma areolata</i>		3
<i>Coprosma grandifolia</i>	kanono	5
<i>Coprosma propinqua</i>	mingimingi	3
<i>Coprosma rhamnoides</i>		2
<i>Coprosma robusta</i>	karamū	3
<i>Coprosma tenuicaulis</i>		3
<i>Cordyline australis</i> <sup>1</sup>	tī kōuka; cabbage tree	2
<i>Cyathea dealbata</i>	ponga	1
<i>Cyathea medullaris</i>	mamaku	1
<i>Cyperus ustulatus</i>	upoko tangata	2
<i>Dacrycarpus dacrydioides</i>	kahikatea	1
<i>Dacrydium cupressinum</i>	rimu	1
<i>Elaeocarpus hookerianus</i>	pōkākā	1
<i>Freycinetia banksii</i>	kiekie	2
<i>Geniostoma rupestre</i> subsp. <i>ligustrifolium</i>	hangehange	4
<i>Hoheria sexstylosa</i>	houhere	2
<i>Knightia excelsa</i>	rewarewa	1
<i>Laurelia novae-zelandiae</i>	pukatea	1
<i>Leptospermum scoparium</i> <sup>1</sup>	mānuka	2
<i>Melicytus micranthus</i>	māhoe wao	1
<i>Melicytus ramiflorus</i> subsp. <i>ramiflorus</i>	māhoe	1
<i>Microlaena avenacea</i>		1
<i>Microsorium scandens</i>	mokimoki	1
<i>Myrsine australis</i>	māpou	2
<i>Pennantia corymbosa</i>	kaikomako	1
<i>Phormium tenax</i> <sup>1</sup>	harakeke; flax	5
<i>Pneumatopteris pennigera</i>	gully fern	2
<i>Prumnopitys taxifolia</i>	matai	1
<i>Ripogonum scandens</i>	supplejack, kareao	1
<i>Schefflera digitata</i>	pate	3
<i>Streblus heterophyllus</i>	turepo	1
<i>Syzygium maire</i>	maire tawake, swamp maire	1
		<b>100</b>

<sup>1</sup> Plant in three to five distinct groups of mixed species across the site, out of the main flood path.

### **Zone 8: Mangaone Stream Riparian Margin and Floodplain Wetland (WL)**

Stream-edge planting should be undertaken within five metres of the stream edge. This planting area has soils that are moist throughout the year, and is frequently flooded following high rainfall events. Species for planting must be tolerant of regular inundation and silt

deposition, and provide minimal resistance to the flow of floodwaters. The most suitable species are those that reduce stream bank erosion by having a dense, rhizomatous root structure and lax foliage (Table 9.9).

Table 9.9: Plant schedule for stream edge planting.

Botanical Name	Common Name	% of Initial planting Mix
<i>Carex geminata</i>	rautahi	10
<i>Carex secta</i>	pūkio	25
<i>Carex virgata</i>	pūrei	20
<i>Cyperus ustulatus</i>	upoko tangata	5
<i>Eleocharis acuta</i>	spike sedge	5
<i>Eleocharis sphacelata</i>	kuta	5
<i>Machaerina articulata</i>		8
<i>Machaerina huttonii</i>		2
<i>Machaerina rubiginosa</i>		10
<i>Machaerina teretifolia</i>		3
<i>Schoenoplectus tabernaemontanii</i>	kāpūngāwhā	5
<i>Typha orientalis</i>	raupō	2
		<b>100</b>

The planting on the flood plain wetland comprises the relatively flat ground, regularly inundated with floodwater, which is contiguous with the stream-edge planting area. This planting unit has soils that are moist throughout the year, and is frequently flooded following high rainfall events. Species in this planting unit must be tolerant of regular inundation and silt deposition, and provide minimal resistance to the flow of floodwaters. The most suitable species are those that reduce stream bank erosion by having a dense, rhizomatous root structure and lax foliage (Table 9.10); flood waters will flow unimpeded over these species without dislodging their root systems.

Small numbers of larger trees and shrubs that are tolerant of periodic flooding can also be included to provide some diversity. Suitable sites should be selected for establishing distinct groups of larger trees and shrubs, where they will not impede the main flood paths.

The aim of these plantings is to achieve dense ground-tier vegetation, with small emergent stands of taller vegetation.

Table 9.10: Plant schedule for lower floodplain planting.

Botanical Name	Common Name	% of Initial planting Mix
<i>Carex geminata</i>	rautahi	15
<i>Carex secta</i>	pūkio	15
<i>Carex virgata</i>	pūrei	15
<i>Coprosma propinqua</i>	mingimingi	3
<i>Coprosma robusta</i>	karamū	2
<i>Coprosma tenuicaulis</i>		3
<i>Cordyline australis</i> <sup>1</sup>	tī kōuka; cabbage tree	5
<i>Cortaderia fulvida</i> <sup>1</sup>	toetoe	5
<i>Cyperus ustulatus</i>	upoko tangata	5
<i>Dacrycarpus dacrydioides</i>	kahikatea	2
<i>Elaeocarpus hookerianus</i>	pōkākā	1

<b>Botanical Name</b>	<b>Common Name</b>	<b>% of Initial planting Mix</b>
<i>Laurelia novae-zelandiae</i>	pukatea	2
<i>Leptospermum scoparium</i> <sup>1</sup>	mānuka	8
<i>Machaerina huttonii</i>		2
<i>Machaerina rubiginosa</i>		5
<i>Machaerina tenax</i>		3
<i>Machaerina teretifolia</i>		3
<i>Pennantia corymbosa</i>	kaikōmako	1
<i>Phormium tenax</i> <sup>1</sup>	harakeke; flax	5
		<b>100</b>

<sup>1</sup> Plant in distinct groups of mixed species out of the main flood path.

## MAINTENANCE OF PLANTINGS

### General Maintenance Operations

#### Maintenance of Plantings

All maintenance works should be undertaken by suitably trained, skilled and experienced team of staff with a good track record with undertaking restoration plantings in natural areas. All planting sites should be inspected monthly during the maintenance period to identify any management that may be required.

Weed control and releasing will need to be undertaken for at least 24 months following planting to ensure the successful establishment of the plantings. Further maintenance may be required after two years, depending on planting success, level and quality of maintenance undertaken, and local site characteristics (e.g. flooding risk, nearby pest plant sources, stock damage etc.)

Plantings should be released from weed and exotic plant competition a minimum of three times a year during a maintenance period of up to 3 years, and 1-2 times a year for 1 or 2 years thereafter depending on the success of establishment. PB sized plants are likely to require less frequent attention than root trainer stock but should still be monitored.

Infill planting (replacements for dead plants) may be required at the end of the first and second planting seasons. Any plants that have not survived the initial planting process should be replaced at these times. Infill plants should be of a bagged grade (PB3). Planting after an initial two years of maintenance should focus on introducing enrichment species (rarer or later successional species) into existing or created gaps in suitable locations. Infill and enrichment planting requirements should be identified in February/March preceding the upcoming planting season.

Maintenance of the wetland on lower floodplain area will require specific control works to maintain a low level of tradescantia across the site while the sedge (*Carex*) plantings establish. Only herbicides that are permitted for use over water should be used in the wetland area to avoid any potential harmful effects to fish and other aquatic fauna.

#### Monitoring

Regular monitoring of the site should be undertaken to ensure restoration goals are being met and to identify management intervention that might be required. Site inspections should be undertaken at regular intervals immediately following planting, with a particular focus on monitoring plant survival. Monitoring will also be required of pest plant and animal control operations to inform the need for follow-up control. Vegetation monitoring is one area in which Tamahere School environmental education could become involved. This could include setting up and monitoring plots with guidance, or setting up - prior to the commencement of any new restoration works - a system of photopoints at appropriate locations to record changes in vegetation structure and composition. The photopoints should be re-photographed immediately following planting and at least annually thereafter for as long as the restoration process is ongoing.

## IMPLEMENTATION ACTIONS

Table 11.1: Key implementation actions for TMRT or Waikato District Council.

ACTION	When and How	POLICY REFERENCE
1. Vehicles access clearly defined at the top of the site for parking or utility areas.	As soon as practicable	Policy 8.1.1 a); 8.2.1 a)
2. TMRT to work with Waikato District Council to address vehicle access safety issues	Fit into District Council long term plan	Policy 8.1.1 a).
3. Clearly define the main and secondary public tracks in a hierarchical way, and avoiding unsafe or ecologically sensitive areas.		Policy 8.1.1 e); 8.2.2 b); 8.2.3 c); 8.2.4 c); 8.2.5 b); 8.2.6 b); 8.2.7 b); 8.2.8 a).
4. Incorporate barriers (using natural barriers wherever possible), in construction of tracks in ecologically sensitive areas, restoration works are in process or other areas where safe access cannot be assured.		Policy 8.1.1 d)
5. Locate a single vehicle maintenance access track to a safe grade for users.		Policy 8.1.1 e)
6. Designate service areas to be used for storage purposes away from public access tracks and regenerating areas.		Policy 8.1.1 d)
7. TMRT to work with Waikato District Council to set up a development and maintenance programme for both minor or temporary tracks, and main tracks to an appropriate standard.	By June 2017	Policy 8.1.1 e)
8. TMRT to work with Waikato District Council to end Regal haulage lease	Initiate by December 2016	Policy 8.1.1 b); Waikato District Council policies on reserve leases <sup>1</sup> .
9. TMRT to work with the local community to assess alternative uses for the site and especially the 'utility' zone when the Regal Haulage lease is ended.	Community Committee to action?	Policy 8.1.1 b), c); 8.2.1 b).
10. TMRT to work with Waikato District Council to fence currently leased areas of the site to prevent public access to unsafe areas.	Fit into District Council long term plan	Policy 8.1.1 b)
11. TMRT to work with Waikato District Council to fence the road boundary and parking area with permanent materials for safety and to prevent dumping of garden waste.	Fit into District Council long term plan	Policy 8.1.1 d)
12. TMRT to work with Tamahere School for planting and environmental education use of the site, including designating specific areas for 'outdoor classrooms'.	Initiate by December 2017	Policy 8.1.1 objective
13. TMRT to work with Tamahere School and Waikato District Council to improve pedestrian access to the site from Tamahere community centre, and within the site to areas designated areas.	Fit into District Council long term plan	Policy 8.1.1 b)

<sup>1</sup> Existing leases should be consistent with the management plan and the Reserves Act 1977 (also see Appendix 3).

ACTION	When and How	POLICY REFERENCE
14. TMRT to work with Tamahere School on Health and Safety and environmental protection protocols e.g. care by responsible adults who understand the safety and ecological issues.	Initiate by December 2017	Policy 8.1.1 b), d), e).
15. Ensure appropriate testing for contaminants in the utility (leased) areas prior to any other works	To follow negotiation process	Policy 8.2.1 c); 8.2.3 b); 8.2.4 b).
16. TMRT to work with Waikato District Council and community to remove rubbish and inappropriate structures from the site prior to any restoration	Needs to be linked to the lease negotiation and pine removal process for larger rubbish or structures	Policy 8.2.1 d); 8.2.2 c); 8.2.3 d); 8.2.4 d); 8.2.7 c).
17. TMRT to work with Waikato District Council in programming the removal of the pine trees with consideration of existing habitat for indigenous long-tailed bats, including retention of a designated area of pines to be retained for the next 10 years for potential bat roosts.		Policy 8.1.3 a); 8.2.2 a); 8.2.3 a); 8.2.4 a); 8.2.5 a); 8.2.6 a); 8.2.7 a).
18. TMRT to control significant pest plant and animal species, with the assistance of Waikato District Council and the Regional Council (See Appendix 7).		Policy 8.1.2 a), b); 8.2.1 e); 8.2.2 c); 8.2.3 d); 8.2.4 d); 8.2.5 c); 8.2.6 c); 8.2.7 c); 8.2.8 b).
19. Planting of appropriate indigenous species for the various management zones of the site sourced from the Hamilton Ecological District or the next nearest site (See Appendices 8 and 9), and using community assistance wherever possible.	According to the Appendix 12 programme	Policy 8.1.3 c); 8.2.1 e); 8.2.2 d); 8.2.3 e); 8.2.4 e); 8.2.5 d); 8.2.6 d); 8.2.7 d); 8.2.8 c).

## RESTORATION WORK PROGRAMME

For the planting a five-year work programme (three years of planting followed by two years of maintenance) is outlined below. Timing is based on a financial year of 1 July to 30 June.

### Year 1 (2016/2017)

TASK	TIMING
1. Seed collection or purchase of growing on lines for plant propagation	As soon as practicable
2. Pest plant control for priority one and two weeds in areas planned for planting.	September- December 2016
3. Follow-up weed control.	December 2016 - January 2017
4. Follow-up pest plant control for Priorities 1 and 2 weeds.	March-April 2017
5. Site preparation for planting.	April-May 2017
6. Planting.	May-June 2017

### Year 2 (2017/2018)

TASK	TIMING
1. Monthly site inspections.	Monthly - July 2017 - June 2018
2. Ongoing follow-up maintenance, release of plantings, pest plant control including Priority 1-3 weeds, and monitoring.	October-November 2018 January-February 2018 April-May 2018
3. Assess infill planting requirements.	February-March 2018
4. Infill planting where there are gaps.	May-June 2018

### Year 3 (2018/2019)

TASK	TIMING
1. Ongoing follow-up maintenance, release of plantings, pest plant control throughout reserve and monitoring.	October-November 2018, January-February 2019 April-May 2019
2. Assess infill planting requirements.	February-March 2019
3. Infill planting where there are gaps.	May-June 2019

### Year 4 (2019/2020)

TASK	TIMING
1. Ongoing follow-up maintenance, release of plantings, pest plant control throughout reserve and monitoring.	October-November 2019, January-February 2020 April-May 2020
2. Assess infill and enrichment planting requirements.	February-March 2020
3. Infill enrichment planting (create gaps as required).	May-June 2020

**Year 5 (2020/2021)**

<b>TASK</b>	<b>TIMING</b>
1. Ongoing follow-up maintenance, release of plantings, pest plant control throughout reserve and monitoring.	October - November 2020, January - February 2021 April - May 2021
2. Assess infill and enrichment planting requirements.	February - March 2021
3. Infill enrichment planting (create gaps as required).	May - June 2021



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**ECOLOGY RESTORATION BIODIVERSITY SUSTAINABILITY**

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<b>Applicant Name:</b> Raglan Community Arts Council Inc.		<b>Project Name:</b> To build a new theatre and clay shed on the Old School site in Raglan	
<b>Total Cost of Project:</b> \$592,567.02	<b>Wellbeing Trust Funding Sought:</b> \$57,500.00	<b>Other Funding Sought:</b> \$118,679.88	
<b>In Hand \$</b>			
<p><b>Project Background:</b>  Raglan Community Arts Council wants to build a new creative space behind the Raglan Old School Building on 5 Stewart Street, which will replace the old metal weatherboard sheds.</p> <p>Raglan Community Arts Council (RCAC) is an organisation that nurtures and develops the arts in Raglan Whaingaroa. RCAC consists of 50 volunteers for this project.</p> <p>The new building will accommodate the clay activities, community dance/drama classes and can also be utilised by all community groups in the Raglan Whaingaroa.</p> <p>Development of facilities at the Raglan Old School Arts centre is part of the Raglan Naturally Plan.</p> <p>The building is a two level building that will house the clay activities on the first floor and the performing, music and other activities on the second floor.</p> <p>The Raglan population is forecasted to double over the next 50 years.</p> <p>The plans for the new build are displayed at the Centre and at the Raglan Library.</p> <p>Upon all funding being secured towards the project it is envisage that the project will commence in April 2018 and be completed by August 2018.</p>			
<p><b>The group /community provided supporting letters from:</b></p> <p>Attached to the application are supporting documents from key arts practitioners, iwi, community and those who have expressed an interest in the use of the new building.</p> <ul style="list-style-type: none"> <li>• Ruth Hare - Drama Trix Performing Arts</li> <li>• Bob McLeod - Raglan Lions Club President</li> <li>• The Monster Company</li> <li>• Raglan Sailing Club</li> <li>• The Raglan House</li> <li>• Whaingaroa Environment Centre</li> <li>• 'Ahoy'-Creative Crew</li> <li>• Mighty Mighty Music</li> </ul>			

- Surfside Church
- Raglan Ballet
- Jet Collective
- Barbara - MP Taranaki-King Country

**Project Justification**

The existing facility is at its capacity limit with 3 children's clay classes a week, 2 adult workshops and 2 after school children's dance/drama classes. The RCAC envisage that the new building will meet the Communities demands for more classes.

There is a shortage of space for the increasing number of performing, visual and music art activities that are being carried out across a wide sector of the Raglan community.

The Raglan Community Arts Council exists primarily for the mutual benefit, success and support of members and to facilitate public access to creative spaces that are purpose built to carry out various arts activities. The Raglan Community is supportive of the project.

**Staff Comments:** The site identified is on Council land. Staff have advised the Raglan Community Arts Council of the need to contact Council regarding any consenting required.

Last week, WEL Energy Trust advised us that they have made a \$40,250 (35,000 exl GST) commitment to the Creative Space project.

With this grant and community fundraising now underway; we just need one more commitment at a similar level to meet the one third funding threshold needed to apply for a Lottery Grants Board Community Facilities grant for the remaining funding.

Would you please pass on this information to the trustees of the Waikato District Community Wellbeing Trust Fund.

We are aiming to apply for the building consent on the 1 June 2017.



**Raglan Arts Centre Historic Building**

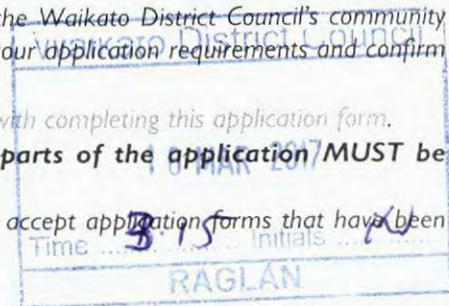


**Raglan Art Centre Market Days**

## DISCRETIONARY FUNDING APPLICATION FORM

### Important notes for applicant:

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



Waikato District Community Wellbeing Trust Fund   
Project

### Section I – Your details

#### Name of organisation

Raglan Community Arts Council

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

To nurture and encourage development of the arts in Raglan Whaingaroa.  
Objectives are: Operating the Raglan Old School Arts Centre, Supporting and prompting activities and events, Encouraging and promoting resident artists, Providing a financial umbrella for arts projects.

#### Address: (Postal)

5 Stewart Street  
Raglan 3225

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

Same

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

Rodger Gallagher, Chairperson, 825 7443, rodger@raglanartscentre.co.nz

#### Charities Commission Number: (If you have one)

CC24379

Are you GST registered? No  Yes  GST Number 55 / 079 / 161

Bank account details 38 / 9018 / 0232468 / 00

Bank Kiwibank Branch Raglan

#### The following documentation is required in support of your application:

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

## Section 2 – Community wellbeing and outcomes

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

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

Accessible  Safe  Sustainable  Thriving  Vibrant

### Waikato District Community Outcomes

**Accessible Waikato** - A district where the community's access to transport infrastructure and technology meets its needs.

**Sustainable Waikato** - A district where growth is managed effectively and natural resources are protected and developed for future generations.

**Thriving Waikato** - A district that prides itself on economic excellence, where heritage and culture are protected and celebrated.

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

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

### Section 3 – Your event/project

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

To build a new Creative Space building behind the Raglan Old School Building at 5 Stewart Street, Raglan to replace the old metal weatherboard sheds with a purpose built building for clay art community activities with a first floor community room for children's drama, dance and similar activities. Like all rooms and spaces at the Old School Arts Centre, the rooms in the new Creative Space building will be available and used by groups across all sections of the Raglan Whaingaroa community.

Start date of project: 02/04/2018, Completion date for project: 30/08/2018

**How many volunteers are involved? Who is involved in your project?**

RCAC has 50 volunteers. For this project, the building design, fund raising, project management and administration is all being done on by volunteers. A community meeting in 2013 decided that a new Creative Space/ Clayshed Plus building was needed. The existing facilities at the Old School Arts Centre are used at the capacity limit. There are 3 kids clay classes every week, 2 adult clay workshops, 2 after school kids drama classes and an after school kids dance class. Raglan and area population is set to double.

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

Local arts classes and workshops improve the skills and develop confidence of those taking part. These locally provided activities also reduce isolation for parents, families and senior citizens.

The expected outcome is the additional classes will be held in a purpose built building that meets health and safety requirements.

There is a shortage in Raglan of spaces for community groups to use. The community room will help meet the demand.

Development of facilities at the Raglan Old School Arts centre is part of the Raglan Naturally Plan.

**Section 4 – Funding requirements**

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

All fields must be completed in the following sections	<b>GST Inclusive Costs</b>
<b>Total cost of the project/event</b>	\$ 592,567.02

Existing funds available for the project	<b>Total A</b>
	\$ 118,679.88

<b>Funding being sought from Waikato District Council Project Breakdown</b> (itemised costs of funding being sought)	
<i>If there is insufficient space below please provide a breakdown of costs on an additional sheet.</i>	
Contribution to construction and associated costs for new Creative Space building	\$ 57,500.00
	\$
	\$
	\$
	\$
	\$
<b>Total B</b>	\$

<b>Funding been sought from other funders?</b>	
a) Lottery Grants Board	\$ 381,887.02
b) Local Donors	\$ 34,000.00
c)	\$ _____
d)	\$ _____
<b>Total C</b>	\$ 415,887.02

<b>Total Funding Applied for</b> (Add totals A, B & C together to make Total D)	<b>Total D</b>
	\$ 592,275.02
<i>Note : This total should equal the Total Cost of the Project</i>	

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

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For this project, the building design, fund raising, project management and administration is all being done by volunteers. Prior to construction, building suppliers will be solicited for donations and discounts on materials where possible.

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

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

Name of fund and project description	Amount received	Date
Raglan Community Board discretionary fund- Creative space project	\$2,500 and futher commitment of \$5,000	8.11.2016
WDC Events discretionary fund- Raglan Arts Weekend 2017	\$2,000	8.08.2016
WDC Events discretionary fund- Raglan Arts Weekend 2016*	\$2,000	9.11.2015

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

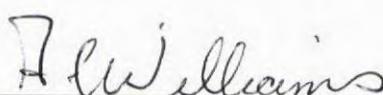
I confirm that an accountability statement has been completed and returned \*

Signed:  Name:

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

Signature:  Date: 15 March 2017

Position in organisation (tick which applies) Chairman  Secretary  Treasurer

Signature:  Date: 16 March 2017

Position in organisation (tick which applies) Chairman  Secretary  Treasurer

# Checklist

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

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

Items Required	Enclosed ✓
Read and understood the guidelines for funding applications document	<input type="checkbox"/>
Discussed your application with the Waikato District Council community development co-ordinator	<input type="checkbox"/>
Nominated the fund you are applying for	<input type="checkbox"/>
Completed Section 1 – Your details	<input type="checkbox"/>
Enclosed a full copy of the last reviewed or audited accounts (whichever applies) for your organisation/group/club	<input type="checkbox"/>
Enclosed an encoded deposit slip to enable direct credit of any grant payment made	<input type="checkbox"/>
Enclosed a copy of any documentation verifying your organisations legal status	<input type="checkbox"/>
Included copies of written quotes	Detailed budget with costing approach provided. Tenders will be called later this year
Completed Section 2 - community outcomes	<input type="checkbox"/>
Completed Section 3 – details of your event/project	<input type="checkbox"/>
Completed Section 4 – Funding requirements – <b>Budget and quotes need to match. Include copies of written quotes.</b>	<input type="checkbox"/>
Completed Section 5 where funding has been received in the previous 2 years	<input type="checkbox"/>
Obtained two signatures on your application	<input type="checkbox"/>

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

## New Creative Space/ Clay Shed Plus Building for Raglan Community Arts Council

30/01/2017

Costs	Excluding GST	Including GST	Funding	Excluding GST		
			<b>RCAC Contribution</b>			
			Lotteries Community Facilities Committee			
x Feasibility Study	2,000.00	2,300.00		2,200.00	2,530.00	Completed
x Feasibility Study Costs	200.00	230.00	In kind donation	3,000.00	3,450.00	Project Management
Design of new building	2,000.00	2,300.00	In kind donation	2,000.00	2,300.00	
Geotech evaluation	3,000.00	3,450.00	RCAC contribution for new building	13,500.00	15,525.00	Available
Structural design	3,000.00	3,450.00			0.00	
x Consent pre-application	398.55	458.33			0.00	
x Land use consent	2,481.16	2,853.33			0.00	
x Development Levy	256.96	295.50	Local donors	20,000.00	23,000.00	\$2,600 to date
Building consent	4,500.00	5,175.00	Business Donors	10,000.00	11,500.00	
Archaeological Assessment - approval given for discovery method	0.00	0.00			0.00	
Provision for fire design	1,000.00	1,150.00	Total RCAC contribution	\$ 50,700.00	58,305.00	
Project planning and management	3,000.00	3,450.00	<b>Other Funding</b>		0.00	
New building (224 sq m- say \$400,000)	400,000.00	460,000.00	Sir John Logan Campbell Residuary Estate	\$ 20,000.00	23,000.00	Approved
Fire & Security System- quote required from Fire Security Services Ltd (say 5,000)	5,000.00	5,750.00	Trust Waikato	\$ 50,000.00	57,500.00	Approved
Provision for lift (say \$40,000)	40,000.00	46,000.00	Community Funder 3	0.00	0.00	Not approved - can reapply in 2018
Provision for heat pumps	10,000.00	11,500.00	WEL Energy Trust	\$ -	0.00	Not approved - can reapply in 2017 and 2018
Provision for grounds work	5,000.00	5,750.00	Raglan Community Board	7,500.00	8,625.00	Committed- First \$2,500 received
Provision for specialised plumbing fittings for Clay Shed	1,081.00	1,243.15	Community Wellbeing Trust Fund	\$ 50,000.00	57,500.00	To be applied for before March 2017
Provision for stage tracking	17,358.00	19,961.70	Raglan Lions Club	5,000.00	5,750.00	Confirmed
Provision for retractable seating	15,000.00	17,250.00	Lotteries Communities Facilities Committee	332,075.67	381,887.02	To be applied for before 8 March 2017
<b>TOTAL</b>	<b>\$ 515,275.67</b>	<b>592,567.02</b>		<b>\$ 515,275.67</b>	<b>\$ 592,567.02</b>	
Shortfall or Surplus	\$ -					

### **Creative Space/ Clayshed Plus building: Costs**

The building costs in the grant application are based a square metre rate for a 224 square metre building. The project team includes people very familiar with building costs in Raglan. For other items we have obtained indicative estimates.

The Lottery Grants Board Community Facilities Committee, the likely major funder for this project, requires all other funding to be in place before considering a grant application. It also has a four month evaluation period. Because of this we are applying to other funders now before we have asked for tender prices for the project. The timeframe below shows how the funding requests line up with construction of the project.

What we are seeking from community funders now is a tentative commitment to the project if all funding is in place. We would supply final costs based on tendered prices as soon as they are available in mid 2017.

This would then allow the project to go ahead in 2018.

### **Creative Space/ Clayshed Plus building: Timeframe**

Consult with Ngati Mahaanga	22 July 2016 ✓	
Hold community meeting and plans up in library	23 Jul 2016 ✓	
Complete feasibility study by	5 Sep 2016 ✓	
Briefing consultation Raglan Community Board	13 Sep 2016 ✓	
Briefing consultation Raglan Community Board	13 Sep 2016 ✓	
Obtain support letters from community groups	1 Sep 2016 ✓	
Request approval and support letters from WDC	1 Sep 2016 ✓	
Ask for pre-application advice from WDC regulatory	1 Sep 2016 ✓	
Apply to Logan Campbell Estate Decision advised	15 Sep 2016 ✓	Donation Approved ✓
Apply to Trust Waikato Decision advised	23 Sep 2016 ✓	Donation Approved ✓
Apply to Raglan Community Board Decision advised	7 Oct 2016	Grant and commitment approved ✓
Apply for resource consents Consent approved	1 Dec 2016 ✓	13 January 2017 ✓

Undertake local and business fundraising from	1 Feb 2017 ✓	1 May 2017
Apply to Waikato Wellbeing Trust Fund Decision advised	Late Mar 2017	Late July 2017
Apply to other Community Funders Decision advised	April 2017	1 June 2017
Apply for building consent Consent approved	15 April 2017	15 May 2017
Call for tenders and quotations	15 April 2017	
Apply to Lotteries Community Facilities Decision advised	30 August 2017	8 December 2017
Evaluate quotations	1 Aug 2017	
Select contractor	1 Feb 2018	
Commence project	2 <sup>nd</sup> April 2018 (1 <sup>st</sup> April is Easter Sunday)	
Complete project	30 Aug 2018	

Your Ref

In reply please quote  
1014557

If calling, please ask for  
Francine Benefield



28 November 2016

The Chairperson  
Raglan Community Arts Council  
5 Stewart Street  
**RAGLAN 3225**

**Postal Address**

Private Bag 544  
Ngaruawahia, 3742  
New Zealand

0800 492 452  
[www.waikatodistrict.govt.nz](http://www.waikatodistrict.govt.nz)

Dear Mr Gallagher

**Re: Feasibility Study for Proposed Creative Spaces – Clay Shed Building dated 5 September 2016**

I refer to the above report and confirm that the Waikato District Council as landlord approves the same subject to all relevant consents and legislation being met.

Yours faithfully

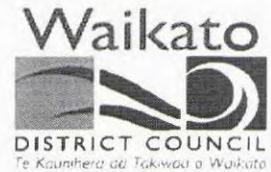
A handwritten signature in black ink, appearing to read "A. Corkill", written over a light blue horizontal line.

Andrew Corkill  
**Parks and Facilities Manager**

# Resource Consent

(Resource Management Act 1991)

www.waikatodistrict.govt.nz



## DECISION ON APPLICATION: LUC0290/17

Pursuant to Sections 34A(1), Section 104, 104B and 108 of the Resource Management Act 1991, the Waikato District Council, under delegated authority, grants Land Use Consent for a Discretionary Activity to:

**Activity:** To construct a 215m<sup>2</sup> two storied building within District Plan heritage building setback requirements and legitimise community & commercial activities and allow for temporary events to occur on site.

**Applicant:** Raglan Community Arts Council

**Location Address:** 5 Stewart Street RAGLAN

**Legal Description:** ALLOT 12 SEC 10 TN OF RAGLAN SO 1354 comprised in Computer Freehold Register 293493

This consent is subject to the conditions detailed in the attached Schedule 1.

The reasons for this decision are detailed in the attached Schedule 2.

**CONSENTS TEAM LEADER**

**Dated:** 12/01/16



## Schedule I

# Conditions of Consent

**Resource Consent No: LUC0290/17**

### General Conditions

- 1 The development shall be undertaken in general accordance with the information and plans submitted by the consent holder in support of application number LUC0290/17 and officially received by Council on the 06 December 2016 and further information received on the 22<sup>nd</sup> December 2016 and 04 January 2017 except as amended by the conditions below. Copies of the approved plans are attached. In the case of inconsistency between the application and the conditions of this consent, the conditions of consent shall prevail.
- 2 Pursuant to Section 36 of the Resource Management Act 1991 the consent holder shall pay the actual and reasonable costs incurred by the Waikato District Council when monitoring the conditions of this consent.
- 3 Within six months of the date of this consent, all parking, loading bays and manoeuvring spaces shall be sealed, drained and permanently marked.
- 4 Within six month of the date of this consent, a landscaping plan shall be submitted to Council for approval.
- 5 All landscaping required by this resource consent shall be maintained to the satisfaction of Council in accordance with the most recent approved landscaping plan. If any of the landscaping dies and/or becomes diseased, the dead and/or diseased landscaping shall be replaced in the same or similar location within the next planting season (generally between May and October) by a same or similar species of landscaping.
- 6 Noise from any activity associated with this resource consent measured at any other site shall not exceed:
  - (a) 50dBA (L<sub>10</sub>), 7am to 7pm, Monday to Saturday, and
  - (b) 45dBA (L<sub>10</sub>), 7pm – 10pm, Monday to Saturday, and
  - (c) 40dBA (L<sub>10</sub>), and 65dBA (L<sub>max</sub>) at all other times.

Noise shall be measured in accordance with NZS6801:1999 Acoustics Measurement of Environmental Sound and assessed in accordance with NZS6802:1991 Assessment of Environmental Sound.

### **Prior to Construction of the proposed non-residential building**

- 7 The Consent Holder shall notify the Waikato District Council Monitoring Department at least 2 working days prior to the commencement of activities associated with this consent.

Advice note

To notify Waikato District Council Monitoring Department, email [monitoring@waidc.govt.nz](mailto:monitoring@waidc.govt.nz) with the consent number, address of property and date for when the works will commence.

### **Community and Commercial Activity Conditions**

- 8 All community and commercial activities (except temporary events) shall take place inside the buildings identified on the approved site plan.
- 9 Sale of liquor shall only occur between Thursday to Sunday 3pm and 10.30pm allowed under a liquor licence for all community and commercial activities (except temporary events) and shall be restricted to inside any building onsite
- 10 For all community and commercial activities held on site, hours of operation shall be restricted to 7.30am – 9pm, seven days a week with the exception of evening movie screenings and music concerts which may operate until 10.30pm.
- 11 All music concerts shall be limited to 50 attendees excluding staff.

### **Temporary Event Conditions**

- 12 One (1) month prior to each event, the consent holder shall notify Waikato District Council's Monitoring Team of the name and date of the event.
- 13 At all times during any temporary event on site, there shall be a maximum number of 100 people on site.
- 14 A maximum of 15 'market day' temporary events shall take place during any calendar year on any Saturday and/or Sunday. A register of dates shall be provided to Waikato District Council's Monitoring Team upon request from any Waikato District Council Monitoring Officer.
- 15 The temporary event known as the 'Raglan Arts Weekend' shall occur a maximum of no more than once during a calendar year for no longer than a 3 day period between the hours of 10am – 3pm, Saturday – Monday (With Monday being a public holiday) with set up from Saturday 7.30am and close down by Monday 6pm.
- 16 The temporary event known as the 'Karioi Classic Cycle Race' shall occur a maximum of no more than once during a calendar year for no longer than 2 days over one weekend being a Saturday and a Sunday.

## Advisory Notes

### 1 Liquor Licence

This resource consent does not authorise the sale and/or consumption of alcohol. A liquor licence is required to be obtained from Waikato District Council – Environmental Health Department.

### 2 Lapse Date

This Resource Consent for land use lapses five years after the commencement of the consent, unless:

- (a) the Consent is given effect to prior to that date.
- (b) an application is made to the consent authority to extend the period after which the consent lapses, and the consent authority decides to grant an extension after taking into account
  - (i) whether substantial progress or effort has been, and continues to be, made towards giving effect to the consent; and
  - (ii) whether the applicant has obtained approval from persons who may be adversely affected by the granting of an extension; and
  - (iii) the effect of the extension on the policies and objectives of any plan or proposed plan.

### 3 Other consents/permits may be required

To avoid doubt; except as otherwise allowed by this resource consent, all land uses must comply all remaining standards and terms of the relevant Waikato District Plan. The proposal must also comply with the Building Act 2004, Hamilton City Infrastructure Technical Specifications and Waikato Regional Plans. All necessary consents and permits shall be obtained prior to development.

### 4 Health and Safety at Work (Asbestos) Regulations 2016

Regulation 21 of the Asbestos Regulations 2016 requires that asbestos must be identified and removed before demolition of a structure or plant.

Regulation 34(1) of the Asbestos Regulations 2016 Notification requires that notification be made to WorkSafe New Zealand at least 5 days before work commences. Under Regulation 34(2), there are circumstances where licensed asbestos removal work can begin immediately.

The form for notification of licensed asbestos removal can be found at: <http://forms.worksafe.govt.nz/asbestos-removal-notification>.

All material containing asbestos and any affected soil shall be disposed of at a suitably licensed facility.

In addition to contacting Work Safe New Zealand, it is requested that you also contact Council's Monitoring Department at [monitoring@waidc.govt.nz](mailto:monitoring@waidc.govt.nz) with the consent number, address of property and date of when works ceased.

5 Archaeological sites may be **affected** by the proposal

It is possible that archaeological sites may be affected by the proposed work. Evidence of archaeological sites may include burnt and fire cracked stones, charcoal, rubbish heaps including shell, bone and/or glass and crockery, ditches, banks, pits, old building foundations, artefacts of Maori and European origin or human burials.

The applicant is advised to immediately stop work and contact Heritage New Zealand Pouhere Taonga if the presence of an archaeological site is suspected. Work affecting archaeological sites is subject to a consenting process under the Heritage New Zealand Pouhere Taonga Act 2014. If any activity associated with this proposal, such as earthworks, fencing or landscaping, may modify or destroy any archaeological site(s), an authority (consent) from Heritage New Zealand Pouhere Taonga must be obtained for the work to proceed lawfully. The Heritage New Zealand Pouhere Taonga Act 2014 contains penalties for unauthorised site damage.

In addition to contacting Heritage New Zealand Pouhere Taonga, it is requested that you also contact Council's Monitoring Department at [monitoring@waidc.govt.nz](mailto:monitoring@waidc.govt.nz) with the consent number, address of property and date of when works ceased.

6 Enforcement Action

Failure to comply with the conditions of consent may result in Council taking legal action under the provisions of Part XII of the Resource Management Act (1991).



## Schedule 2

### Reasons for Decision

#### Resource Consent No: LUC0290/17

- 1 The actual and potential effects created by the proposal are acceptable because:
  - The community and commercial activities will take place inside a building.
  - Sufficient car parking, loading and bicycle parking is provided on site.
  - Screening is in place to mitigate visual effects from neighbouring properties.
  - Noise volumes are anticipated to be low as result of the proposal.
  - Vehicle movements are anticipated to be low as result of the proposal.
  - Sale of liquor is restricted to 3pm until 10.30pm on any day allowed under a liquor licence for all community and commercial activities (except temporary events).
  - Conditions of consent have been imposed to mitigate effects of temporary events.
  - Existing connections are being utilised for servicing of the proposed non-residential building.
- 2 The proposal is consistent with the objectives and policies of the operative Waikato District Plan.
- 3 The proposal is consistent with the operative Waikato Regional Policy Statement and all other relevant matters.
- 4 Overall the proposal meets the purpose (section 5) and principles (sections 6-8) of the Resource Management Act 1991

# FEASIBILITY STUDY FOR PROPOSED CREATIVE SPACES – CLAY SHED BUILDING



NORTH VIEW

**Elevation of the north view of the new creative space.**

## A REPORT COMMISSIONED BY RAGLAN COMMUNITY ARTS COUNCIL

Prepared By  
Andrew White  
Property Consultant  
Wainui Management Limited  
Raglan

5 September 2016



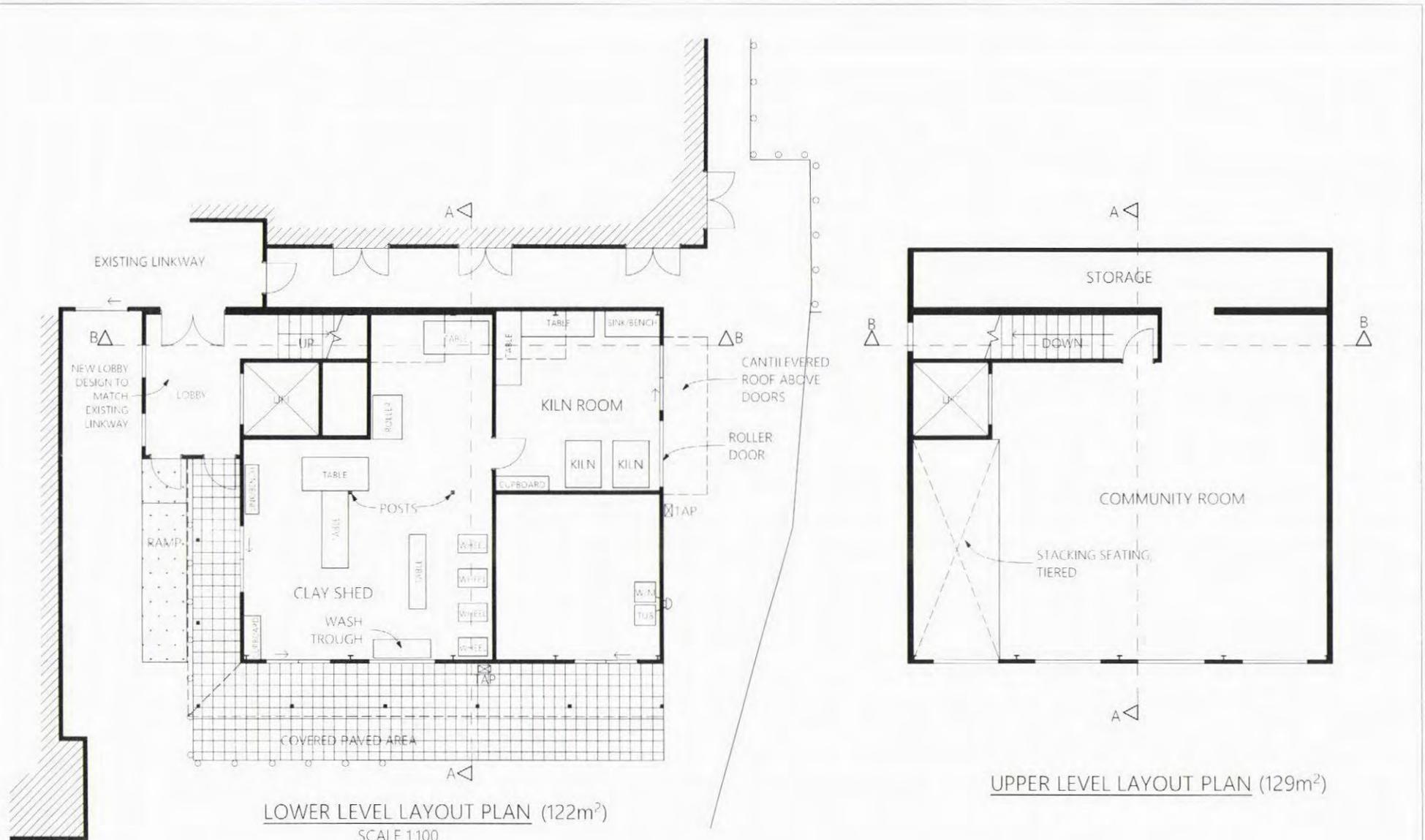
WEST VIEW



EAST VIEW



NORTH VIEW  
SCALE 1:100

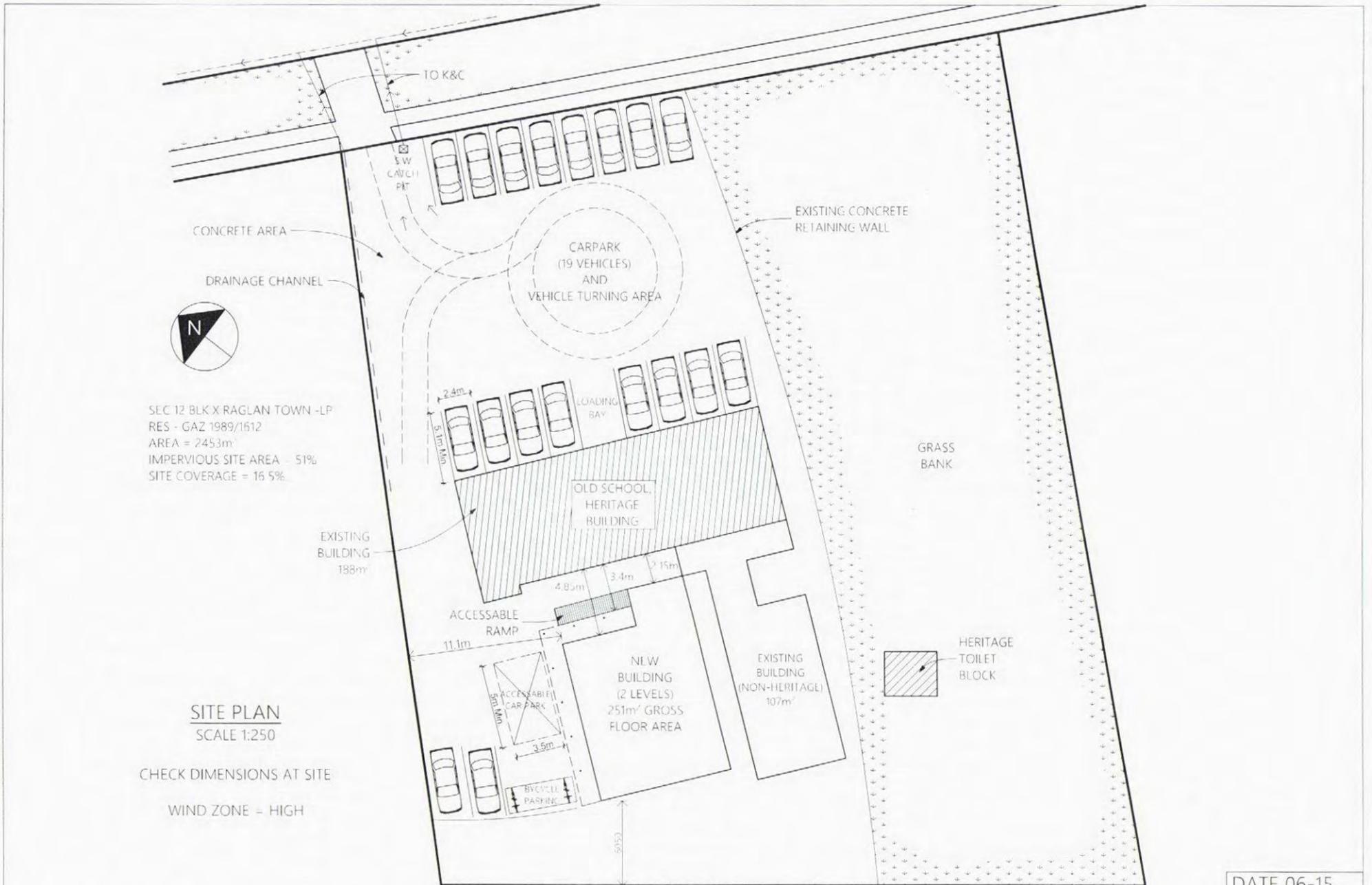


LOWER LEVEL LAYOUT PLAN (122m<sup>2</sup>)  
SCALE 1:100

UPPER LEVEL LAYOUT PLAN (129m<sup>2</sup>)

PRELIMINARY DESIGN

DATE 06-15  
DRAWN BY MJG



SEC 12 BLK X RAGLAN TOWN -LP  
 RES - GAZ 1989/1612  
 AREA = 2453m<sup>2</sup>  
 IMPERVIOUS SITE AREA = 51%  
 SITE COVERAGE = 16.5%

**SITE PLAN**  
 SCALE 1:250

CHECK DIMENSIONS AT SITE  
 WIND ZONE = HIGH

DATE 06-15  
 DRAWN BY MJG  
 SHEET 1



NORTH VIEW  
SCALE 1:150

DATE 06-15  
DRAWN BY MJG

- Raglan Community Arts Council is a non profit organisation established in 1982 as the Raglan Community Arts Centre. In April 1984 it was designated in the New Zealand Government Gazette, as a Community Arts Council, a statutory body, under the provisions of the Queen Elizabeth II Arts Council Act of 1974.
- In May 1985, the Raglan County Council was designated as the administrative local authority for the Raglan Community Arts Council. With the restructuring of local authorities, this responsibility now lies with the Waikato District Council.
- Arts Council of NZ Act of 1994 restructured existing Community Arts Councils
- Under clause 26 of the new act, each CAC under the old act was deemed to be a CAC under the new act operating under the provisions of clause 22- the RCAC is an established Community Arts Council operating under clause 22 of Arts Council of NZ Act of 1994.
- The Raglan Community Arts Council receives no direct government funding.
- The Raglan Community Arts Council was registered as a charitable entity (CC24379) on 14 May 2008 under the Charities Act 2005.

New Zealand Gazette 1984 issue 83 p1703-4 New Zealand Gazette 1985, issue 130 page 2992

*Designation of Raglan Community Arts Council*

PURSUANT to section 32 (i) of the Queen Elizabeth II Arts Council of New Zealand Act 1974, on the recommendation of the Northern Regional Arts Council and on the application of the Raglan Community Arts Council, the Queen Elizabeth II Arts Council of

New Zealand hereby designates the Raglan Community Arts Council for the following duly defined area:

The Raglan County area, less than part of Raglan County included in the Franklin-Papakura Community Arts Council area being the Rural Delivery area of Tuakau.

Dated at Wellington this 12th day of April 1984.

The Seal of the Queen Elizabeth II Arts Council of New Zealand affixed in the presence of:

Sir MICHAEL FOWLER, Chairman.  
R. WALKER, Deputy Chairman  
WENDY J. BAYLEY, Witness.

[L.S.]

(L.A. Cul. 10/6/8)

6

*Designation of Administrative Local Authority for Community Arts Council*

PURSUANT to section 36 of the Queen Elizabeth The Second Arts Council of New Zealand Act 1974 as subsequently amended under section 3 in 1977, I hereby designate the Raglan County Council to be the administrative local authority for the Raglan Community Arts Council.

Dated at Wellington this 6th day of May 1985.

PETER TAPSELL, Minister for the Arts.

(L.A. Cul. 10/6/8)

6

**From:** Kate Gallagher [mailto:KateG@CREATIVENZ.GOV.T.NZ]  
**Sent:** Wednesday, 24 May 2006 5:39 p.m.  
**To:** rwg@cvm.co.nz  
**Cc:** Nicola Robb; Ruth Delaney  
**Subject:** [raglan-arts] Administrative Local Authorities

Hi Rodger

Yes it is Waikato District Council who is the designated Administrative Local Authority for the Raglan Community Arts Council.

# *Certificate of Registration*

**Raglan Community Arts Council**

Registration number: CC24379

This is to certify that Raglan Community Arts Council was registered as a charitable entity under the Charities Act 2005 on 14 May 2008.

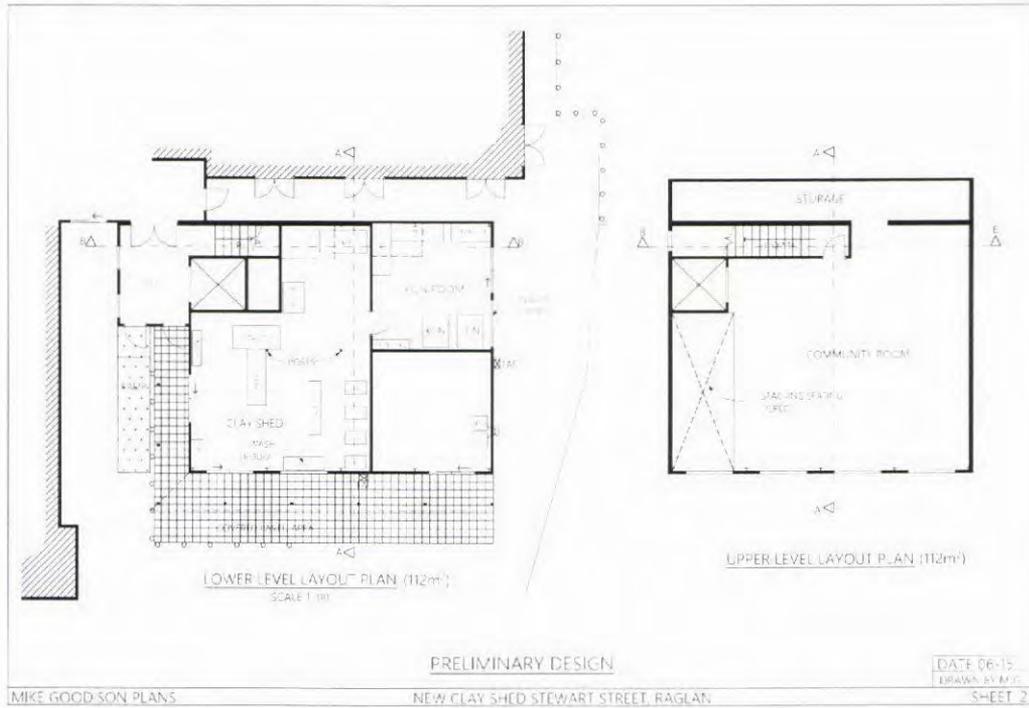


Chair  
Charities Commission



Chief Executive  
Charities Commission

APPENDIX 1: BUILDING PLAN



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## 1 SUMMARY

The feasibility study concludes that the planned Creative Spaces – Clay Shed building will fulfil the needs of the Raglan Community Arts Council and will greatly improve the facilities available at the Raglan Old School Arts Centre.

It has been shown that Creative Spaces and Clay Shed facilities currently available at the Raglan Old School Arts Centre are inadequate and are preventing the Raglan Community Arts Council from offering larger classes and a greater diversity of programmes.

The Creative Spaces – Clay Shed building has been designed to make provision for improving the facilities, with a large Creative Spaces room, a new Pottery workshop inclusive of modern separated kiln room, improved disabled access and separate space for Lions Club Opportunity shop storage and cleaning. The building is to be located at the rear of the historic school building and designed so as to comply with guidelines established by the New Zealand Historic Places Trust for the erection of additional buildings adjacent to registered buildings.

The funding of the project is entirely dependent on grants by community agencies, local body or government agencies, grants and sponsorship by businesses and fundraising by the Raglan Community Arts Council. In the past such support has been forthcoming and difficulties with financing the project are not foreseen unless the current economic climate worsens.

The land on which the Creative Spaces - Clay Shed building is proposed to be built is an archaeological site under the terms of the Historic Places Act 1993. A consent to modify the ground will need to be applied for, and archaeological monitoring of the site's preparation may be required. A land use consent will be required for any new building on-site.

## 2 OBJECTIVES OF THE FEASIBILITY STUDY

The feasibility study was commissioned by the Raglan Community Arts Council to establish the feasibility of erecting a new building to house Creative Spaces – Clay Shed, at the rear of the former Raglan School, 5 Stewart Street, Raglan, which is the base for the Arts Council's activities. The feasibility study aimed to establish the need for such a building; the funding for its design, construction and on-going management costs; the source of such funding; community support for the project; the usefulness of the design and its sympathy with the former Raglan School building.

## 3 PROJECT BACKGROUND: RAGLAN OLD SCHOOL ARTS CENTRE

### 3.1 EXISTING FACILITIES

The Raglan Community Arts Council manages the Raglan Old School Arts Centre, in the former Raglan School building in Stewart Street, Raglan. The school building and its surrounding land is a registered historic place (Register No.7739, Category II). The building is of timber-framed weatherboard construction with a corrugated iron roof. The original part

was built in 1883 with additions in 1903, 1906 and 1929. It was closed as a school in 1963. A conservation plan was written for the school in 2007.



The main building has two main rooms, one of which is used as a display gallery and the other as teaching space, theatre and meeting room; a smaller room used as an office; a toilet block with accessible toilet, a central front room that functions as entrance, reception and sales. There is an enclosed foyer linking the main building to an ancillary building which contains a modern kitchen, arts room, storage and toilets. At the rear are two portable garages, one used by the Raglan Lions Club for sorting and storing clothing for their opportunity shop and one as a pottery workshop. Wheelchair access is provided to the rear door.



### 3.2 LAND

The land on which the Old Raglan School Arts Centre is situated, Allotment 12 Section 10, Town of Raglan, is a Local Purpose Reserve (Community Use). It is managed by the Raglan

Community Arts Council. The Raglan Community Arts Council has a formal lease arrangement with the Waikato District Council of the land and old school building for ten dollars per year.

The proposed Creative Spaces – Clay Shed building will be at the rear of the main building, out of sight from the road and the front of the building. The design of the building has taken into consideration the style and character of the former school, the need of the current users and future uses, such as small live theatre performances, children’s productions and Art shows.

### 3.3 GOVERNANCE

The Old School Arts Centre is a business managed by the Raglan Community Arts Council, a non-profit organisation established in 1984 under the Queen Elizabeth II Arts Council Act 1974 and now operating as a Community Arts Council under clause 22 of the Arts Councils of New Zealand Act 1994. In May 1985 the Raglan County Council was designated as the administrative local authority for the Raglan Community Arts Council. With the restructuring of local authorities, this responsibility now lies with the Waikato District Council.

The Raglan Community Arts Council is registered with the Charities Commission (CC24379).

### 3.4 OBJECTIVES

The Raglan Community Arts Council aims to nurture, support and encourage development of the arts in Raglan (Whaingaroa). The Council’s objectives are:

- to operate the Old School Arts Centre
- to support and initiate arts activities and events
- to undertake fund raising for projects.
- to encourage and promote resident artists and
- to provide a financial umbrella for arts projects in the Raglan area.

### 3.5 OPERATIONS

The Arts Council has several programmes designed to meet the stated aims and objectives. These include:

- holding classes and workshops for calligraphy, drawing, painting, mosaics, pottery, clay art, raranga, writing, photography, stone sculpture, hip hop, jewellery making, drama and mask making
- biennial Art to Wear competition and show.
- providing a meeting place for Karioi Quilters.
- running a sales gallery for arts and crafts work by Raglan artists
- providing a place for book launches.
- providing a place for the community theatre group to meet, write plays and rehearse
- providing a place for small concerts and performances.

- providing a place for showing and screening art house movies.
- providing a venue for children's dance lessons.

The classes and workshops are aimed at specific age groups, for instance adults, children's holiday programmes, and after-school programmes for children and teenagers.

A monthly market, the Raglan Creative Market, is held at the Old School. The market, which sells food, local produce, craft and artworks, receives wide-spread support from local people and the wider community. While the majority of stalls are in the grounds, it takes over all spaces with support from facilities inside the building. Occasionally other forms of activities such as the Raglan Little Food Festival are held along with the annual Raglan Arts weekend.

The Raglan Old School Arts Centre has met the OSCAR Standards of Approval to run school holiday programmes for up to 20 children. It is the only organisation in Raglan with OSCAR approval.

The Arts Centre is the starting point for the Raglan Arts Trail using a brochure prepared by the Arts Centre to advertise the work of local artists.

The range and number of activities have increased in the last two years.

#### Activities and Attendance during 2015

Event	Timing	Attendees Per Annum
Oscar School Programmes	School Holidays	70
Movie Sessions	Various Monthly	763
Film Festival	September	153
Red Carpet Evening	September	50
Concerts	Various times	174
Raglan Arts Weekend	3 days in January	4000
Raglan Creative Market	Monthly	12000
Kid's After School Clay	2 - 3 per term	80 - 120
Clay Members Nights	Weekly	300

### 3.6 FINANCES

The Arts Centre receives a donation from Trust Waikato on a three-year basis. It also has a contract with Work & Income to provide OSCAR holiday classes for children.

From time to time the Arts Centre has received grants from community bodies and charitable trusts such as Community Organisations Grants scheme, Waikato District Council, Raglan Town Hall committee, WEL Energy Trust, Sky City Hamilton Community Trust, Grass Roots Trust, Logan Campbell Estate, St Lazarus Trust, Raglan Community Board and Creative Communities New Zealand. The Donny Trust and Raglan Lions paid for most of the

new ramp to the rear door. Lotteries Heritage and Lotteries Community Facilities have been strong financial supporters of the building's maintenance and preservation.

Other funding is received from rental of room space and facilities, fees paid by market stall holders, fees for attending workshops and programmes, sales and commission of artworks and craft, equipment hire, refreshments at functions and donations. Member of the Arts Council make donations and provide labour assistance by volunteering.

The Raglan Community Arts Council receives no government funding, as of right. It receives annually, contestable funding from the COGS and OSCAR schemes.

The financial report for the year 2015-2016 shows an improved financial situation over the previous year: the report shows the financial situation to be fairly stable (a slight drop in net surplus) and the Council is in a strong and viable financial position. Total revenue FY2016 was \$181,713 with expenditure of \$172,608.

### 3.7 VISITORS

The demographic of visitors to the Old School Arts Centre varies according to the programme or function of interest to the visitor. They include:

- ✦ locals and people from the wider community for events, cultural programmes, classes, workshops and meetings
- ✦ local and external visitors for viewing of exhibitions and purchase of artworks and crafts.
- ✦ national and international tourists and holidaymakers.
- ✦ school groups and school-age children for special holiday or education programmes.
- ✦ Locals and people from wide and afar who are drawn to the market days where they can purchase local and regional food, arts and crafts.

The number of visitors to the Old School Arts Centre continues to increase. Arts-related visits and market days has increased from 350 per month in 2007 to over 1500 per month in recent years. A point raised during discussions with local accommodation providers is that they are seeing a number of first time and repeat guests, booking accommodation around events held at the Old School. Also there have been numerous comments of praise at the way the township is embracing the arts and the fact that an iconic building such as the Old School is being used to grow and nurture arts in Raglan.

Raglan township is expanding with new subdivisions being opened up and many new permanent houses being constructed. At the time of conducting this feasibility the Raglan Land Company, (Peacock family who are local to Raglan), was granted a consent to develop the Rangitahi Peninsula. This development is envisaged to cater for the future expansion of Raglan over the next 40 years. During discussion with Mr Dave Peacock he indicated that there is already a steady stream of parties interested in learning more about the availability and price of building sites.

While there is still an annual influx of summer visitors, the population is becoming more constant with many residents commuting to Hamilton for employment. In addition, greater mobility and improved roads bring many more visitors to Raglan for recreational activities.

### 3.8 Population and dwellings

#### 3.8.1 Summary of 2013 Census

##### Number of people counted

2,736 people usually live in Raglan. This is an increase of 96 people, or 3.6 percent, since the 2006 Census.

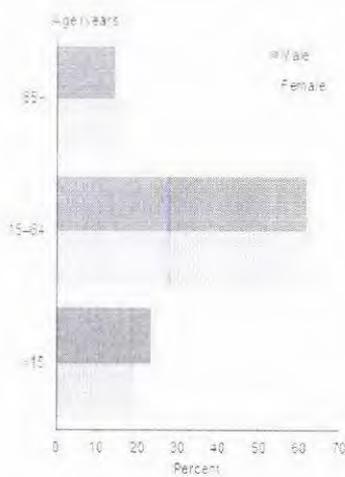
Raglan has 4.3 percent of Waikato District's population.

##### Number of dwellings counted

There were 1,173 occupied dwellings and 477 unoccupied dwellings in Raglan at the time of the 2013 census.

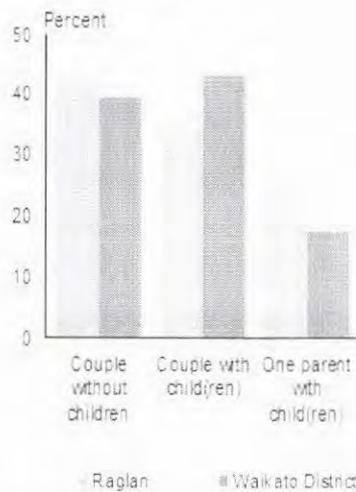
There were 21 dwellings under construction in Raglan at the time of the 2013 census.

*Population Mix*



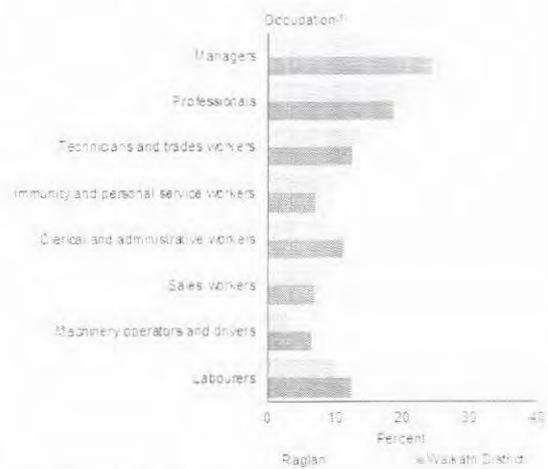
Source: Statistics New Zealand

*Family Type*



Source: Statistics New Zealand

*Occupation people over 15*



Australian and New Zealand Standard Classification of Occupations (ANZSCO V1.1) (Source: Statistics New Zealand)

### 3.9 Population trends

From 1996 to 2001, the population of Raglan grew by 33 to 2,667, but dropped by 30 to 2,637 in 2006. The 2013 census records Raglan population as 2736 an increase of 99 since 2006. During the same period, the population of the Waikato region and New Zealand as a whole increased. An estimate for the future population of Raglan based on research conducted by the University of Waikato Centre for Population Studies proposes a future population of 4,808 for Raglan in 2061. Such a substantial increase has implications for community facilities such as the Raglan Old School Arts Centre – it can be anticipated that a greater demand will be placed on the Council for the provision of arts activities. The latest population forecast out from Waikato Regional Council shows projected Raglan / Te Uku combine population of 10,055 in 2061.

Ref: <http://www.waikatoregion.govt.nz/PageFiles/41387/tr201603.pdf>

Population Estimates (2006, 2013) and Projections (2021-2061) by CAU.

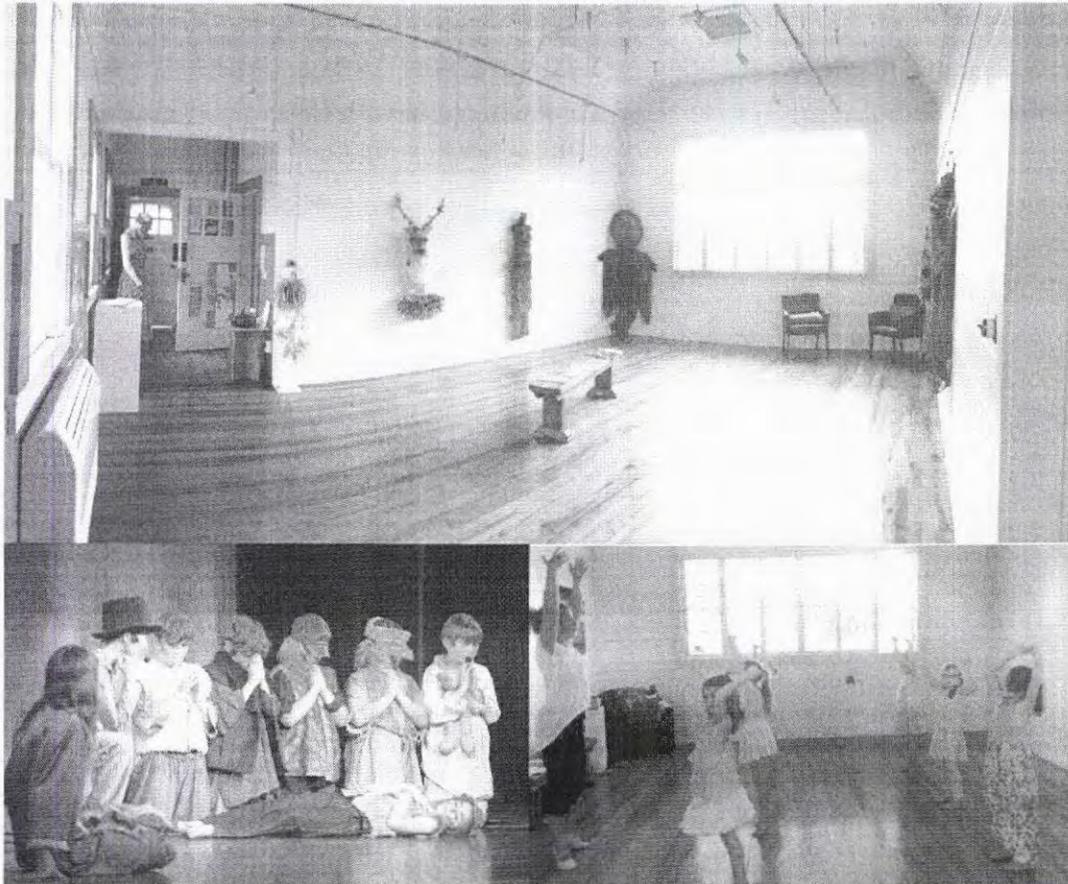
TA/CAU	2006	2013	2021	2031	2041	2051	2061
Raglan	2720	2870	4000	4607	4641	4691	4714
Te Uku	1710	1990	2550	2880	3533	4465	5341
<b>Total</b>	<b>4430</b>	<b>4860</b>	<b>6550</b>	<b>7487</b>	<b>8174</b>	<b>9156</b>	<b>10055</b>

## 4 ISSUES AND NEEDS

### 4.1 EXISTING RELEVANT FACILITIES

#### 4.1.1 Creative activity spaces

Dance classes, music performances, movie screenings and other programmes share the studio spaces available in the main building. There is an ever growing need to separate these uses to allow for more flexibility in class times as well as increasing the rolls in the programmes offered. Currently chairs and furniture have to be moved on a daily basis to allow for diverse uses.



#### 4.1.2 Clay shed

The clay shed is small and congested requiring staff to move items and furniture to prepare the space for teaching. The kilns are operated in this space, therefore the space must be vacated whilst the kilns are in operation.



#### 4.1.3 Kitchen

The existing kitchen is in the St Lazarus building which was constructed a few years ago. The space functions well.

The kitchen is adequate for providing facilities for stall holders on market days: some require facilities for heating and serving food.



#### 4.1.4 Arts room

The Arts Room is in the St Lazarus building which was constructed a few years ago. The space functions well.



#### 4.1.5 Rear entrance

The back door of the Old School opens into a wide internal porch that connects to the kitchen, Arts room and clay shed. Access to the rest of the building is through a door on the northwest side of this room. There is a ramp for disabled visitors and wheelchairs.



## 4.2 NEEDS ANALYSIS

### 4.2.1 SUMMARY OF ISSUES

The Arts Council has identified the need for:

- ✦ a larger creative space area to enable user groups to provide greater flexibility in programmes offered.
- ✦ a larger creative space to enable dance groups, musicians and theater performers to practice and conduct live performances.
- ✦ an area large enough to cater for the growing number of children learning dance.
- ✦ Improvements to the clay shed to allow the kiln to be operated and classes to continue, at present classes have to stop whilst the kiln is in operation.
- ✦ a larger clay workshop to provide more space for potters wheels and modelling.

- ✦ better access to the individual areas.
- ✦ improvement to the area used by the Lions Club.
- ✦ an increase in space to enable more flexibility in use.

## 5 PROPOSAL FOR CREATIVE SPACES – CLAY SHED BUILDING

In order to address the issues and needs outlined above, the Raglan Community Arts Council proposes to build a Creative Spaces – Clay Shed building at the rear of the Old School Arts Centre. This building replaces the old clay shed and Raglan Lions Club shed with a modern two level building.



NORTH VIEW

**Elevation of the north view of the new creative space.**

The ground floor will have a much larger separate clay workshop, separate kiln room and improved Lions store on ground level.



The proposed building is 224 square metres over two levels with a sloping long run colour steel corrugated iron roof, a concrete floor and timber weatherboard cladding over a timber frame. The building will be aligned northeast-southwest and set at a right angle to and behind the school building. The cladding on the new building will echo the timber weatherboards on the school building without being an exact replica.

The design has taken into account the guidelines prepared by the New Zealand Historic Places Trust for construction of a new building within the setting of a listed historic building. The design is sympathetic with the old school building in its scale, proportions and materials and does not dominate or adversely affect important visual settings and sight lines. The Creative Spaces – Clay Shed building will be behind the Old School and out of sight from the road.

The construction of the Creative Spaces – Clay Shed building adjacent to a scheduled heritage building is a permitted activity under the terms of the District Plan as its location and design have taken proscribed limitations into account.

#### 5.1.1 Options analysis

The only options available to the Raglan Community Arts Council are: (a) to continue as status quo and (b) consider reducing programmes in some areas for betterment to other established programmes. It is not possible to expand and grow without construction of additional floor space. Shifting programmes off site would mean a duplication of services and extra stress on staff and volunteers. A single level building is not an option.

#### 5.1.2 Costs

Initial estimates of costs for the project are \$516,639, of which \$400,000 would be the cost of the new building, \$20,000 for consultancy, and \$40,000 for a lift and the balance required for fitout, consent and heating. The cost of the ancillary building is an estimate based on \$1785 per sqm. for a 224 sqm. area.

#### 5.1.3 Time frame

It is anticipated that the building will be commenced in early 2018, this is dependent on the acquisition of sufficient funds.

#### 5.1.4 Community consultation

The Raglan Naturally Community Plan 2008, an operational document of the Waikato District Council, includes the building of an ancillary building at the Arts Centre as one of its key issues and projects. The plan also identifies outcomes such as 'increased support for local cultural events including festivals, art and craft markets and exhibitions' and 'develop a centre (possibly at the Old School Arts Centre) which provides a venue for art and craft exhibitions'. The Community Plan was achieved through public consultation at Raglan and through a public submissions process. It can be seen, then, that the building of the Creative Space – Clay Shed building has community support and approval.

The project committee has conducted open days, published articles in the local weekly newspaper, the Raglan Chronicle, as well as placing plans on display at the Old School and public library.

Ngati Mahunga (local Iwi) has been consulted and will if required offer a letter of support for the further development of the Old School Arts Centre.

Waikato District Council regulatory staff have been consulted and are actively assisting the Raglan Community Arts Council in obtaining the necessary regulatory consents.

No opposition to the plan has been recorded.

#### 5.1.5 Environmental sustainability

Modern insulation standards will limit the heating load in winter and heat pumps will be used for heating. The Arts Council has a zero waste policy.

#### 5.1.6 Archaeological assessment

The grounds of the Old Raglan School are not recorded as an archaeological site, but it is possible that archaeological evidence of human activities exists and that some of this evidence will date from prior to 1900. Under the terms of the Historic Places Act 1993 any work involving excavation or terrain disturbance at the site will require liaison with the New Zealand Historic Places Trust to determine whether an archaeological investigation and/or an authority to modify the site is required before the work begins. An archaeological survey and investigation and/or monitoring of the earthworks may be required.

#### 5.1.7 Impact on neighbours

The impact on neighbours of the new facility will be minimal, the noise and disruption factor of the actual construction phase will be relatively brief and well managed. Neighbours' will be kept well informed during the planning and construction and open dialogue will be continued before and after construction.

#### 5.2 Community benefits from the proposal

The community will derive benefits from the proposal to build a Creative Spaces – Clay Shed building by virtue of the ability of the Arts Council to provide a wider range of arts, drama and craft activities, and greater numbers of participants in any such activities than has been possible previously.

The appearance of the Old School will be enhanced by the improvements to the front and rear entrances and make these spaces more appropriate to their setting in an historic building, a source of community pride.

#### 5.3 Potential or existing conflicts of interest

The Arts Centre is the only institution with such facilities operating in the greater Raglan area. The Town Hall has a stage which therefore offers a different facility and schools run their own arts programmes within school hours, but there is no facility offering similar activities or the range of activities as are available at the Arts Centre. There is therefore no potential or existing conflict of interest to this project.

It is recognised that there is a shortage of venues in Raglan for community groups to use.

## 6 FUNDING

### 6.1 CAPITAL FUNDING

Funding for the building of the Creative Spaces – Clay Shed building is expected to come from grants and a contribution from the Raglan Community Arts Council (refer Appendix 4 Proposed Budget). The latter contribution, budgeted at \$516,639 is expected to be from current funds set aside (\$13,500), future project-based fundraising, grants received and in kind donations already committed (\$8,100) and volunteer in-kind labour (\$3000).

Grants to be applied for would be from Lotteries Community Facilities (\$350,000), and other community funding bodies will be approached for the remaining \$142,000.

Initial discussions with community groups, business owners and community based funders has met with a favourable response. The existing support of the Waikato District Council is indicated by the peppercorn rental being charged for the lease of the site.

The Raglan Community Arts Council is recognized as a valuable source of Arts and Creative education by the greater Raglan community. This is due to the standard of leadership, dedicated staff and a generous pool of volunteer organisers and trainers.

*It is anticipated that the amount required will be raised.*

## 6.1.1 Project Costs

Cost		Funding	
		<b>RCAC Contribution</b>	
Feasibility Study	\$2,000	Lotteries Community Facilities Committee	\$2,200
Feasibility Study Costs	\$200	In kind donation	\$3,000
Design of new building	\$2,000	RCAC contribution for new building	\$13,500
Geotech evaluation	\$3,000		
Structural design	\$3,000	Local donors	\$1,000
		Business Donors	\$5,000
Building consent	\$3,000		
Land use consent	\$5,000	Total RCAC contribution	\$24,700
Archaeological Assessment*	\$1,000		
Provision for fire design	\$1,000		
Project planning and management	\$3,000	<b>Other Funding</b>	
New building (224 sq. m- say \$400,000)	\$400,000	Community Funder 1	\$57,000
Fire & Security System- quote required from Fire Security Services Ltd (say 5,000)	\$5,000	Community Funder 2	\$15,000
Provision for lift (say \$40,000)	\$40,000	Community Funder 3	\$45,000
Provision for heat pumps	\$10,000	Community Funder 4	\$10,000
Provision for grounds work	\$5,000	Raglan Lions Club	\$5,000
Provision for specialised plumbing fittings for Clay Shed	\$1,081	Lotteries Communities Facilities Committee	\$350,000
Provision for stage tracking	\$17,358	Raglan Community Board	\$5,000
Provision for retractable seating	\$15,000	Community Funder 5	\$5,000
		Total Other Funding	\$492,000
<b>TOTAL</b>	<b>\$516,639</b>	<b>TOTAL</b>	<b>\$516,700</b>
<b>Shortfall or Surplus</b>	<b>\$61.00</b>		

## 6.2 OPERATIONAL FUNDING

It is anticipated that there will be a minor increase in operational costs associated with the new building. There will be a small additional cost for cleaning and heating which is expected to be funded from increased use of the Arts Centre. No additional staff will be required to manage the building's use. The Creative Spaces – Clay Shed building is designed with low maintenance materials taking cognizance of the style and type of materials used on the Old School building.

The income budget below is based on current activities being relocated to the first floor multi-purpose community room in new building. Increased use of the rooms in the Old School with more frequent movie screenings will cover the reallocation of income.

While no additional staff will be required to manage the building's use, staff will have to work a greater number of hours.

Income		Expenditure	
Children's Drama	\$500	Admin and Accounting (20% Income)	\$1,900
Children's Ballet	\$300	Building WOF	\$300
Children's Clay	\$600	Alarm Servicing	\$500
Parenting Classes	\$400	Fire extinguisher Servicing	\$100
New User	\$500	Lift Maintenance	\$200
Ad Hoc Bookings	\$500	Cleaning Materials	\$500
Clay Session Fees	\$3,900	Power	\$3,000
Clay Firing Power Contribution	\$2,000		
Clay Shed Membership	\$800		
	\$9,500		\$6,500

## 7 CONCLUSION

### 7.1 FEASIBILITY OF THE CREATIVE SPACES – CLAY SHED BUILDING PROPOSAL

The study has shown that the proposal is likely to fulfil the Raglan Arts Council's objectives for the Creative Spaces – Clay Shed building associated with the Raglan Old School Arts Centre. The proposal addresses the needs and issues regarding improvements to the Clay Shed workshop, separation of kiln, additional creative space for dance, theatre, and music as well as improvements to the Lions Club opportunity shop store.

The operation of the Arts Centre will be more efficient, new or expanded creative activity programmes can be offered in the Creative Spaces – Clay Shed building.

The construction of a Creative Spaces – Clay Shed building at this location is a permitted activity under the District Plan as it complies with design and location criteria set down in the Plan. It follows the guidelines established by the New Zealand Historic Places Trust for new buildings adjacent to registered heritage buildings.

The community will derive benefits from having this additional space and facilities available at the Old School Arts Centre. Such facilities and the programmes offered at the Arts Centre are not provided elsewhere in Raglan or the surrounding district.

## 7.2 RECOMMENDATIONS

As the site of the new Creative Spaces – Clay Shed building will be on land associated with human activity prior to 1900 an archaeological consent will be required under the terms of the Historic Places Act 1993. An archaeological assessment of the site may be required prior to or during preparation and excavation for foundations and services.

It is recommended that, although the construction of the Creative Spaces – Clay Shed building is a permitted activity under the Waikato District Council's District Plan, consultation with the New Zealand Historic Places Trust, and its support, would be beneficial in attracting funding.

## 8 REFERENCES

New Zealand Historic Places Trust 'Respect for contents, curtilage and setting' Information Sheet 1. Sustainable Management of Historic Heritage Guidance

'Briefing for new ancillary building for Raglan Old School Arts Centre' Rodger Gallagher, Chairperson, Raglan Community Arts Council.

O.S.C.A.R. Certificate, Child Youth and Family 12 December 2008

Raglan Naturally Community Plan 2008, Waikato District Council 2008

<http://www.historic.org.nz/Register/ListingDetail.asp?RID=7739&sm=>

New Zealand Gazette 1989 p.1612

New Zealand Gazette 1984 issue 83 p.1703-4

Raglan Community Arts Council Chairperson's Report: 1st April 2015 to 31st March 2016, Raglan Community Arts Council Annual Report 2015 to 2016

Financial statements for the period ended 31 March 2016, Raglan Community Arts Council Annual Report 2015 to 2016.

## 9 APPENDICES

APPENDIX 1: BUILDING PLAN

APPENDIX 2: FINANCIAL REPORT 2015 - 2016

APPENDIX 3: Letter from Raglan Lions Club

APPENDIX 4: Letter from Raglan Community Clay Shed

APPENDIX 5: Extract from New Zealand Gazette 1984 issue 83 p1703-4 New Zealand Gazette 1985, issue 130 page 2992

APPENDIX 6: Extract from Deed of Lease (Agreement Page and First Schedule)

## APPENDIX 3: Letter from Raglan Lions Club

## RAGLAN LIONS CLUB

4 Tidd Drive  
 Raglan  
 3225  
 Phone: 07 825 8008



**Raglan Lions Club Support for an application for funds**

22<sup>nd</sup> March 2013

Old School Arts Centre.

The Lions Club has supported Old School Arts Centre for many years and recently accepted a request for more equipment in the film centre. At present Raglan Lions Club is a participating member of the Old School Arts Centre as a partner in the Lions Shed within the complex. This is the backbone of our operations for supplying and storing cloths for our Opportunity Shop that operated seven days a week in serving the Raglan Community with good quality cloths. From this project we are able to serve the community in a number of activities including Youth support and foodbank support and our annual New Year's Parade.

A number of local organisations that use the Old School Arts Centre have received funding grants and support from the Raglan Lions Club, therefore we as a Board support the application for grant to complete a feasibility study for the new building at Old School Arts Centre and that we are thrilled to be included in this project.

Yours sincerely

Bob MacLeod

Raglan Lions President

2011/2014



APPENDIX 4: Letter from Raglan Community Clay Shed

Raglan Community Clay Shed  
Raglan Old School Arts Centre

15 August 2015

Rodger Gallagher  
Chairperson  
Raglan Community Arts Council

I am writing to you and the Raglan Community Arts Council management committee on behalf of the Raglan Community Clay Shed.

The clay shed, housed in a metal weatherboard garage, has been operating at the Old School Arts Centre for about 15 years. It is well used by its members and we run many children and adult workshops.

Over the years it has become increasingly difficult to meet our needs for drying, storage and to house the increasing numbers of children and adults enjoying pottery in our small shed behind the old school building. In other words we are at full capacity! Now, this is a good thing, however, we believe that even more people could take advantage of enjoying pottery and ceramic work if we had a larger facility.

Raglan Community Clay Shed requests the management committee of Raglan Community Arts Council to proceed with the planning for the new Clay Shed Plus to replace the existing small shed. Raglan Community Clay Shed is fully supportive of the plan by Raglan Community Arts Council to expand the pottery and has been fund raising so that this can happen.

We believe we will be able to expand our activities with a wider range of members of the Raglan community such as having sessions for pre-schoolers, more school aged classes, and adult workshops. We are keen to see a more diverse range of "Raglanites" use our facility in comfort. Disabled and older persons are particular groups we hope to see use our new facility.

*[Handwritten signatures]*

Raglan Community Clay Shed Members

Raglan Community Arts Council  
Old School Arts Centre, 58 Stewart St, Raglan 3205, New Zealand. Phone 07 525 0023  
Email: info@raglanarts.org.nz Website: www.raglanarts.org.nz

*[Handwritten signatures]*

APPENDIX 5: Extract from New Zealand Gazette 1984 issue 83 p1703-4 New Zealand Gazette 1985, issue 130 page 2992

- Raglan Community Arts Council is a non profit organisation established in 1982 as the Raglan Community Arts Centre. In April 1984 it was designated in the New Zealand Government Gazette, as a Community Arts Council, a statutory body, under the provisions of the Queen Elizabeth II Arts Council Act of 1974.
- In May 1985, the Raglan County Council was designated as the administrative local authority for the Raglan Community Arts Council. With the restructuring of local authorities, this responsibility now lies with the Waikato District Council.
- Arts Council of NZ Act of 1994 restructured existing Community Arts Councils
- Under clause 26 of the new act, each CAC under the old act was deemed to be a CAC under the new act operating under the provisions of clause 22- the RCAC is an established Community Arts Council operating under clause 22 of Arts Council of NZ Act of 1994.
- The Raglan Community Arts Council receives no direct government funding.
- The Raglan Community Arts Council was registered as a charitable entity (CC24379) on 14 May 2008 under the Charities Act 2005.

New Zealand Gazette 1984 issue 83 p1703-4 New Zealand Gazette 1985, issue 130 page 2992

*Designation of Raglan Community Arts Council*

PURSUANT to section 32 (i) of the Queen Elizabeth II Arts Council of New Zealand Act 1974, on the recommendation of the Northern Regional Arts Council and on the application of the Raglan Community Arts Council, the Queen Elizabeth II Arts Council of

New Zealand hereby designates the Raglan Community Arts Council for the following duly defined area:

The Raglan County area, less than part of Raglan County included in the Franklin-Papakura Community Arts Council area being the Rural Delivery area of Tuakau.

Dated at Wellington this 12th day of April 1984

The Seal of the Queen Elizabeth II Arts Council of New Zealand affixed in the presence of:

Sir MICHAEL FOWLER, Chairman.  
R. WALKER, Deputy Chairman  
WENDY J. BAYLEY, Witness.

[L.S.]

(L.A. Cul. 10/6/8)

*Designation of Administrative Local Authority for Community Arts Council*

PURSUANT to section 36 of the Queen Elizabeth The Second Arts Council of New Zealand Act 1974 as subsequently amended under section 3 in 1977, I hereby designate the Raglan County Council to be the administrative local authority for the Raglan Community Arts Council.

Dated at Wellington this 6th day of May 1985.

PETER TAPSELL, Minister for the Arts.  
(L.A. Cul. 10/6/8)

**From:** Kate Gallagher [mailto:KateG@CREATIVENZ.GOVZ.NZ]  
**Sent:** Wednesday, 24 May 2006 5:39 p.m.  
**To:** rwg@cvm.co.nz  
**Cc:** Nicola Robb; Ruth Delaney  
**Subject:** [raglan-arts] Administrative Local Authorities

H. Rosiger

Yes it is Waikato District Council who is the designated Administrative Local Authority for the Raglan Community Arts Council.

APPENDIX 6: Extract from Deed of Lease (Agreement Page and First Schedule)

**DEED OF LEASE**

FIFTH EDITION 2008

DEED made the 19<sup>th</sup> day of February 2009

LANDLORD **WAIKATO DISTRICT COUNCIL**

TENANT **RAGLAN COMMUNITY ARTS COUNCIL**

GUARANTOR **Nil**

THE LANDLORD leases to the Tenant and the Tenant takes on lease the premises and the car parks (if any) described in the First Schedule together with the right to use:

- a) The Landlord's fixtures and fittings contained in the premises
- b) The common areas of the property.

FOR the term from the commencement date and at the annual rent (subject to review if applicable) as set out in the First Schedule.

THE LANDLORD AND THE TENANT covenant as set out in the Second Schedule.

THE GUARANTOR covenants with the Landlord as set out in the Third Schedule

SIGNED by the Landlord \*

in the presence of

[Signature]  
Witness Signature

P. C. O'ROAN  
Witness Name

Secretary  
Witness Occupation

Rd 2, TE KAUWHATA  
Witness Address

[Signature]  
Signature of Landlord

STANLEY JOHN DUNN CHIEF  
Print Full Name

SECRETARY  
(for a company specify position  
Director/Attorney/Authorised Signatory)

\_\_\_\_\_  
Signature of Landlord

\_\_\_\_\_  
Print Full Name

(for a company specify position  
Director/Attorney/Authorised Signatory)

\* if appropriate add:  
"by its director(s)" OR "by its duly appointed attorney"

Note: Signing by a company - please refer to the note on page 2.

SIGNED by the Tenant \*

in the presence of

[Handwritten Signature]

Witness Signature

[Handwritten Signature]

Witness Name

[Handwritten Name]

Witness Occupation

[Handwritten Occupation]

Witness Address

[Handwritten Signature]

Signature of Tenant

[Handwritten Name]

Print Full Name  
(for a company specify position  
Director/Attorney/Authorised Signatory)

[Handwritten Signature]

Signature of Tenant

[Handwritten Name]

Print Full Name  
(for a company specify position  
Director/Attorney/Authorised Signatory)

SIGNED by the Guarantor \*

in the presence of

Witness Signature

Witness Name

Witness Occupation

Witness Address

Signature of Guarantor

Print Full Name  
(for a company specify position  
Director/Attorney/Authorised Signatory)

Signature of Guarantor

Print Full Name  
(for a company specify position  
Director/Attorney/Authorised Signatory)

\* If appropriate, add  
"by its director(s)" OR "by its duly appointed attorney"

Note: Signing by a company – to ensure that this document binds the company as a deed, it must be signed in accordance with section 180 of the Companies Act 1993. If two directors sign, no witnessing is necessary. If only one director or a director and authorised signatory(ies) or attorney(ies) sign, signatures must be witnessed.

## FIRST SCHEDULE

**PREMISES:** That land situated at Stewart Street, Raglan known as "the Old Raglan School Site" being an estate in fee simple in all that parcel of land containing 2453 square metres more or less being Allotment 12 Section 10 Town of Raglan and comprised in Certificate of Title 293493

**CAR PARKS:** Nil

**TERM:** Twenty-five (25) years

**COMMENCEMENT DATE:** 1 November 2009

**RIGHTS OF RENEWAL:** Nil

**RENEWAL DATES:** N.A.

**FINAL EXPIRY DATE:** 31st October 2034

<b>ANNUAL RENT:</b>	Premises	\$ 10.00	plus GST
(Subject to review if applicable)	Car Parks	\$-	plus GST
	<b>TOTAL</b>	<b>\$ 10.00</b>	<b>plus GST</b>

<b>MONTHLY RENT:</b>	\$ 10.00	plus GST
----------------------	----------	----------

**RENT PAYMENT DATES:** The 1st day of each month commencing on the 1st day of November 2009

**RENT REVIEW DATES:** ~~(a) Each renewal date;~~  
~~(Delete where appropriate if neither option is deleted, then option (a) applies)~~ **OR** ~~(b) (insert dates)~~

**PROPORTION OF OUTGOINGS:** (clause 11) 100 %

**DEFAULT INTEREST RATE:** (clause 5.1) 14 % per annum

**IMPROVEMENTS RENT PERCENTAGE:** (clause 21.2) Nil %

**BUSINESS USE:** (clause 16. To promote, encourage and foster the arts in the community of Raglan

**LANDLORD'S INSURANCE:** (clause 23.1)  
 (Delete or amend extent of cover as appropriate)

(1) Cover for fire, flood, explosion, lightning, storm, earthquake, and volcanic activity, and

~~(2) Cover for the following additional risks:~~

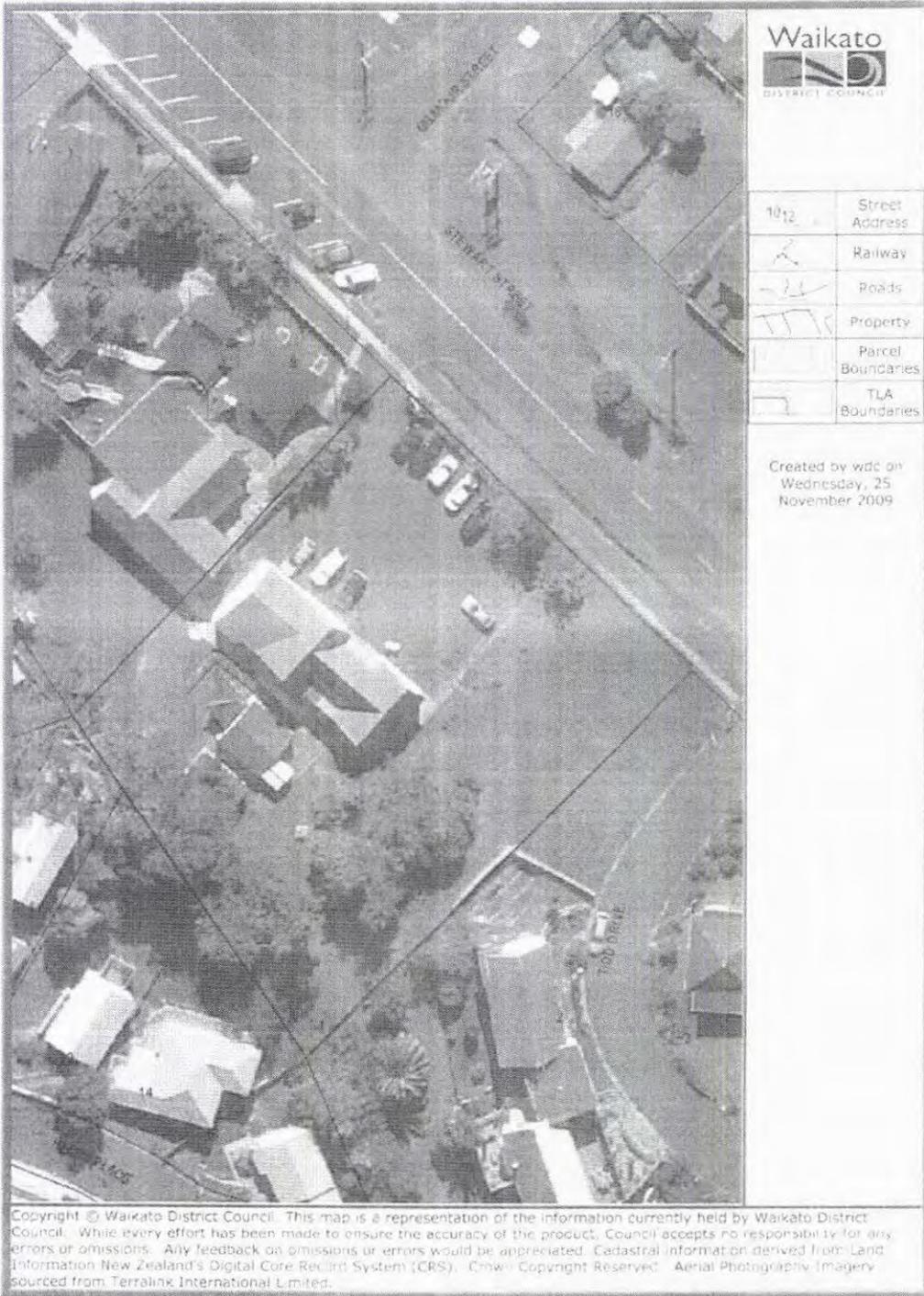
on the following basis:

(a) Full replacement and reinstatement (including loss damage or destruction of windows and other glass).

**OR**

~~(b) Indemnity to full insurable value (including loss damage or destruction of windows and other glass).~~

(Delete either (a) or (b) if neither option is deleted, then option (a) applies)





Old School Arts Centre

# Raglan Community Arts Council

## Annual Report

### Year ended 31<sup>st</sup> March 2016



Annual Report 2015/16

#### OUR SUPPORTERS: THANK YOU



DONNY FAUSE • GRASSROOTS TRUST • JUDAN CAMPBELL • LEVATI • PAGE TRUST  
RAGLAN CLUB • RAGLAN BOYS • RAY WHITE • SKY / JCI • HAME TON TALEY • XTREME WASTE



## Raglan Community Arts Council Chairperson's Report: 1<sup>st</sup> April 2015 to 31<sup>st</sup> March 2016

2015/16 ended on a real high when on the 30<sup>th</sup> March we won the prize for the best local premiere of the film **HUNT FOR THE WILDERPEOPLE**. The prize was a visit on the 3<sup>rd</sup> April by members of the film's cast and crew. It was a real pleasure to see Taika Waititi, Julian Dennison and Rima Te Wiata welcomed to the Old School by Kaumatua Sean Ellison. This was a real community day with many Raglan locals joining in the fun.

Our other big events started with the Raglan Film Festival in September 2015, followed by the 2016 Raglan Arts Weekend on Auckland Anniversary Weekend. These events were all artistic successes. It is always a challenge to stage these events working on limited budgets.

We continue to hold acoustic music events held every so often with musicians and guests appreciating our intimate venue. A big thank you to Tom McCormick for helping organise these. The Community Gallery hosted artist exhibitions and at all other times we have a members' exhibition. This year for the first time we held a preview exhibition and silent auction for the Raglan Arts Weekend in the gallery.

The OSCAR school holiday courses continued during the year. Other workshops this year include raranga, painting, photography, drawing, tai chi and guitar. The after school clay art sessions are very popular led by Rae Clarke, Susanne Prinz, Jodi Prinz and helping hands Mike Vine and Maureen Soanes.

The Raglan Film Festival held in September continues to successfully celebrate the talents of local film makers with the Raglan Arts Film Festival Awards (RAFFA) with good support from local businesses). We also have screenings of new release movies at least once a month.

Our main upgrade project this year was renovating the theatre room and upgrading the film projection equipment. Assistance from Meridian Energy, Raglan Lions, Sky City Hamilton Community Trust, Raglan Community Board and the Waikato Community Committee of the Lottery Grants Board allowed all the required work to be carried out. The work began in October led by Ken Soanes with most of it completed by November. We now have a high quality set up in a very nice cosy room with the original character featured.

The existing Clay Shed is too small. Membership and usage continues to increase. We have continued work on planning the new Creative Space/ Clay Shed Plus building. Suzanne Prinz and her Clay Shed team are continuing with the fundraising. A grant for preparing a Feasibility Study has allowed the project to move to the next stage.

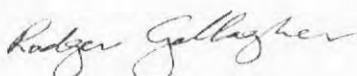
We continue to cover a large part of our operating costs from our own fundraising activities of room hire, kitchen hire and the Raglan Creative Market. Generous financial support from donors allows our full range of activities to continue. Raglan Town Hall committee, WEL Energy Trust, COGS, Creative Communities Waikato District, Raglan Community Board, Ministry of Social Development, Sky City Hamilton Community Trust, Waikato District Council, Xtreme Zero Waste, Raglan Lions Club and Trust Waikato all provide the support we need to operate. Local businesses, accommodation providers and organisations sponsor and support specific projects including Art to Wear, Raglan Arts Weekend, Raglan Film Festival and Kids' Clay.

Other arts groups at the Arts Centre are Karioi Quilters, Children's Drama Theatre, Children's Ballet and Kids' Singing. We also have regular community groups and non arts hirers including Te Mauri Tau and Raglan Sailing Club who make sure the Arts Centre is well used and provide a welcome addition to our income.

Our Arts Facilitator, Jacqueline Anderson assisted by Jenny Penfold keeps the office going well. Jacqueline played a key role in many projects including the Raglan Arts Weekend. Lynn MacDonald kept the building clean during the year. A big thank you to this team and our tutors for keeping the Arts Centre humming. The Raglan Chronicle and Raglan Community Radio support us with wide coverage of the arts in Whaingaroa. Members, businesses and individuals from our community all contribute. Without all of this support we could not operate.

I would like to thank Angela Williams as secretary, Ken Soanes for his work on the building especially the theatre room project and the other members of our committee for their work and support during the year. Wendy Coxhead does the essential job every week of washing our linen. For another year, Virginia Gallagher has put in a great effort as internal auditor and accountant. We are reporting for the first time under the new requirements for charities. Lynne Wilkins provides vital backup support when needed on any complex accounting issues. The security callout list gets special thanks for turning out in the middle of the night if the alarm goes. The Waikato District Council provides good support through our main contacts: Clint Baddeley, Gavin Benseman, and Cindy Norris.

The Arts Council and the Old School Arts Centre continue to prosper.



Rodger Gallagher Chairperson, 7 July 2016

**PUBLIC BENEFIT ENTITY SIMPLE FORMAT REPORTING – ACCRUAL (NOT-FOR-PROFIT)****STEP ONE - BASIC INFORMATION**

Please complete the following information for your entity, this will then flow into the Performance Report.

Full name of organisation

Raglan Community Arts Council

For the year ended

31 March 2016

*This workbook contains a number of formulae and other features designed to make it's completion as easy as possible. To avoid inadvertent overwriting of this functionality, the workbooks have been password protected. The password is noted below, so that entities that wish to modify the workbook can do so. However, it is recommended that extreme care be taken if any modification is undertaken.*

**PASSWORD : xrb (Note password is case-sensitive)**

**Raglan Community Arts Council**  
**Performance Report**  
**For the year ended**  
**31 March 2016**

**Contents**

	Page
<b>Non-Financial Information:</b>	
Entity Information	1
Statement of Service Performance	4
<b>Financial Information:</b>	
Statement of Financial Performance	5
Statement of Financial Position	6
Statement of Cash Flows	7
Statement of Accounting Policies	8
Notes to the Performance Report	9

*[If the entity has an Independent Auditors Report or Independent Review Report - add this to your contents and attach to the Performance Report]*

## Raglan Community Arts Council

### Entity Information

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

For the year ended

31 March 2016

Legal Name of Entity:

Raglan Community Arts Council

Other Name of Entity (if any):

Raglan Old School Arts Centre

Type of Entity and Legal Basis (if any): \*

Community Arts Council operating under the Arts Council of NZ Act

Registration Number:

CC24379

Entity's Purpose or Mission:

Our aim is to nurture and encourage development of the arts in Whaingaroa. Operating the Raglan Old School Arts Centre, Providing a financial umbrella for arts projects, Fund raising for operations & projects, Supporting & prompting arts activities & events, Encouraging & promoting resident artists.

Entity Structure: †

RCAC has a management committee with a Chairperson, Deputy Chairperson, Secretary and Treasurer. The committee meets monthly. All payments are approved by two members of the committee who have been authorised by a committee meeting.

**Raglan Community Arts Council****Entity Information****"Who are we?", "Why do we exist?"****For the year ended****31 March 2016****Main Sources of the Entity's Cash and Resources:**

Main funding sources are self funding, grants and donations from community funders, government agencies, individuals and businesses.

**Main Methods Used by the Entity to Raise Funds:**

RCAC holds a monthly creative market to raise funds. It also raises funds from facility and equipment hire.

**Entity's Reliance on Volunteers and Donated Goods or Services:**

Volunteers run most activities including movie screenings, event coordination and management.

## Raglan Community Arts Council

### Entity Information

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

For the year ended  
31 March 2016

Additional Information:

#### Contact details

Physical Address:	5 Stewart St, Raglan 3225
Postal Address:	5 Stewart St, Raglan 3225
Phone/Fax:	07 825 0023
Email/Website:	<a href="mailto:info@raglanartscentre.co.nz">info@raglanartscentre.co.nz</a>
	<a href="https://www.facebook.com/raglanoldschoolartscentre/">https://www.facebook.com/raglanoldschoolartscentre/</a>



**Raglan Community Arts Council**  
**Statement of Service Performance**  
 "What did we do?", When did we do it?"  
 For the year ended  
 31 March 2016

Description of the Entity's Outcomes:

RCAC aims to achieve a high level of community involvement and participation in the wider arts and culture at the Old School Arts Centre.

Description and Quantification (to the extent practicable) of the Entity's Outputs:	Actual*	Budget	Actual*
	This Year	This Year	Last Year
<b>OSCAR</b>			
Children's School Holiday Sessions - people	70		
Monthly Movies			
16 movie weekends	763		
<b>Film Festival</b>			
12 sessions - people attending	153		
Red Carpet Awards Evening - people attending	50		
<b>Concerts</b>			
7 music or drama events - people attending	174		
Raglan Arts Weekend - people attending and Little Food Festival - people attending over 3 days in January	4000		
Raglan Creative Market			
Over year - people attending Held Monthly	12,000		
Kid's After School Clay			
2 to 3 per term - people attending	70		

Additional Output Measures:

What's On newsletter published each month with 200 print and 450 electronic copies.

Additional Information:

Clayshed members' nights held throughout the year along with other groups such as children's ballet, children's drama and Karioi Quilting. Arts Centre used by a large number of community groups throughout the year.

**Raglan Community Arts Council**  
**Statement of Financial Performance**  
 "How was it funded?" and "What did it cost?"  
 For the year ended  
 31 March 2016

	Note	Actual* This Year \$	Budget This Year \$	Actual* Last Year \$
<b>Revenue</b>				
Rents received and income from equipment hire		33,594		22,099
Classes, participation fees, stallholders fees, ticket sales		39,542		40,607
Subscriptions		622		457
Items sold on behalf of Artists		19,014		23,590
Interest		1,592		1,255
Sponsorship and advertising		3,690		-
Grants, donations and subsidies		64,236		57,796
Other revenue		19,423		26,804
<b>Total Revenue*</b>		<b>181,713</b>	-	<b>172,608</b>
<b>Expenses</b>				
Workshops and Events		24,565		36,875
Volunteer and employee related costs*		52,522		49,536
Overheads and consumables		27,565		29,405
Payments to Artists for items sold		19,014		23,590
Repairs and maintenance		26,825		7,721
Other expenses		16,870		11,896
Depreciation expense		3,646		2,120
<b>Total Expenses*</b>		<b>171,007</b>	-	<b>161,143</b>
<b>Surplus/(Deficit) for the Year*</b>		<b>10,706</b>	-	<b>11,465</b>

## Raglan Community Arts Council

## Statement of Financial Position

"What the entity owns?" and "What the entity owes?"

As at  
31 March 2016

	Note	Actual* This Year \$	Budget This Year \$	Actual* Last Year \$
<b>Assets</b>				
<b>Current Assets</b>				
Bank accounts and cash*		43,162		37,961
GST Accrued		146		
Inventory*				
Other current assets				
<b>Total Current Assets</b>		<b>43,308</b>	<b>-</b>	<b>37,961</b>
<b>Non-Current Assets</b>				
Property, plant and equipment**		220,579		216,479
Investments*				
Term deposit				
<b>Total Non-Current Assets</b>		<b>220,579</b>	<b>-</b>	<b>216,479</b>
<b>Total Assets*</b>		<b>263,887</b>	<b>-</b>	<b>254,440</b>
<b>Liabilities</b>				
<b>Current Liabilities</b>				
Refundable Clay Shed key deposit		590		450
Creditors and accrued expenses*				2,983
GST owing				11
Unused donations and grants with conditions*		14,355		12,760
Other current liabilities				
<b>Total Current Liabilities</b>		<b>14,945</b>	<b>-</b>	<b>16,204</b>
<b>Non-Current Liabilities</b>				
Loans*				
Other non-current liabilities				
<b>Total Non-Current liabilities</b>		<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Liabilities*</b>		<b>14,945</b>	<b>-</b>	<b>16,204</b>
<b>Total Assets less Total Liabilities (Net Assets)*</b>		<b>248,942</b>	<b>-</b>	<b>238,236</b>
<b>Accumulated Funds</b>				
Capital contributed by owners or members**		226,771		226,771
Accumulated surpluses or (deficits)**		8,671		465
Reserves*		13,500		11,000
<b>Total Accumulated Funds*</b>		<b>248,942</b>	<b>-</b>	<b>238,236</b>

## Raglan Community Arts Council

### Statement of Cash Flows

"How the entity has received and used cash"

For the year ended  
31 March 2016

	Actual* This Year \$	Budget This Year \$	Actual* Last Year \$
<b>Cash Flows from Operating Activities*</b>			
<b>Cash was received from:</b>			
Donations, fundraising and other similar receipts*	70,201		54,512
Fees, subscriptions and other receipts from members*	753		614
Receipts from providing goods or services*	91,140		93,645
Interest, dividends and other investment receipts*	1,592		1,255
Net GST	(149)		13
<b>Cash was applied to:</b>			
Payments to suppliers and employees*	149,720		132,321
Donations or grants paid*	870		6,880
Payments to acquire property plant and equipment	7,746		7,805
<b>Net Cash Flows from Operating Activities*</b>	<b>5,201</b>	-	<b>3,033</b>
<b>Cash flows from Investing and Financing Activities*</b>			
<b>Cash was received from:</b>			
Receipts from the sale of property, plant and equipment*			
Receipts from the sale of investments*			
Proceeds from loans borrowed from other parties*			
Capital contributed from owners or members*			
<b>Cash was applied to:</b>			
Payments to acquire property, plant and equipment			
Payments to purchase investments*			
Repayments of loans borrowed from other parties*			
Capital repaid to owners or members*			
<b>Net Cash Flows from Investing and Financing Activities*</b>	-	-	-
<b>Net Increase / (Decrease) in Cash*</b>	<b>5,201</b>	-	<b>3,033</b>
Opening Cash*	37,961		34,928
Closing Cash*	43,162		37,961
<b>This is represented by:</b>			
Bank Accounts and Cash*	43,162		37,961

## Raglan Community Arts Council

### Statement of Accounting Policies

"How did we do our accounting?"

For the year ended

31 March 2016

#### Basis of Preparation\*

Raglan Community Arts Council 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.

#### Goods and Services Tax (GST)\*

All amounts are recorded exclusive of GST, except for Debtors and Creditors which are stated inclusive of GST.

#### Income Tax

Raglan Community Arts Council is wholly exempt from New Zealand income tax having fully complied with all statutory conditions for these exemptions.

#### Bank Accounts and Cash

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

#### [Name of Specific Accounting Policy]\*

RCAC Financial Procedures 25th July 2010.

#### Changes in Accounting Policies\*

There have been no changes in accounting policies during the financial year (last year - nil). A meeting was held with our accountant to review cash handling procedures. Resulting from this a cash drawer has been purchased for use at events and a cash handling system is being investigated.

**Raglan Community Arts Council**  
**Notes to the Performance Report**  
For the year ended  
31 March 2016

**Note 1 : Analysis of Revenue**

Revenue Item	Analysis	This Year \$	Last Year \$
Rents received and income from equipment hire	Old School	18,696	16,146
	St Lazarus Kitchen	13,954	4,708
	Movie equipment hire	944	1,245
	<b>Total</b>	<b>33,594</b>	<b>22,099</b>
Classes and course fees, participation fees, ticket sales and entry fees, Market stallholders fees	Classes and course fees	10,480	15,149
	Participation fees	5,561	
	Ticket sales and entry fees	11,340	11,168
	Market Stallholders fees	12,161	14,290
	<b>Total</b>	<b>39,542</b>	<b>40,607</b>
Fees, subscriptions and other revenue from members	Subscriptions received	622	457
	<b>Total</b>	<b>622</b>	<b>457</b>
Items sold on behalf of customers	RCAC events	16,279	14,867
	Non RCAC events	2,735	8,723
	<b>Total</b>	<b>19,014</b>	<b>23,590</b>
Interest, dividends and other investment revenue	Interest	1,592	1,255
	<b>Total</b>	<b>1,592</b>	<b>1,255</b>
Sponsorship and Advertising		3,690	
	<b>Total</b>	<b>3,690</b>	<b>-</b>
Grants, donations and subsidies		64,236	57,796
	<b>Total</b>	<b>64,236</b>	<b>57,796</b>
Other revenue	Sundry income	10,271	21,180
	Koha and donations received	4,480	2,425
	Refreshment sales	2,298	2,298
	Commission on Artists' sales	2,374	901
	<b>Total</b>	<b>19,423</b>	<b>26,804</b>

**Raglan Community Arts Council**  
**Notes to the Performance Report**  
For the year ended  
**31 March 2016**

**Note 1a : Detailed Analysis of Revenue for Grants, Donations and Subsidies**

Revenue Item	Analysis	This Year \$	Last Year \$
Grants, Donations and Subsidies - Details of Note 1	Unspent grants forward from last year	12760	18372
	MSD OSCAR Grants	4825	6000
	Creative Communities NZ - Waikato	12730	10536
	Waikato District Council	2000	2000
	Raglan Community Board	0	3000
	Raglan Town Hall Committee	6667	1728
	COGS	9000	10000
	Trust Waikato	8000	8000
	NZ Lottery Grants Board	12200	0
	Meridian Energy	4638	0
	Sky City Hamilton Community Trust	0	3000
	Raglan Lions Club	1771	850
	WEL Energy Trust	4000	3000
	Xtreme Zero Waste	0	500
	eCoast	0	200
	Public Place Recycling	0	2500
	L J Hooker	0	870
	Less Unspent grants forward to next year	-14355	-12760
	<b>Total</b>	<b>64,236</b>	<b>57,796</b>

**Raglan Community Arts Council**  
**Notes to the Performance Report**  
For the year ended  
31 March 2016

**Note 2 : Analysis of Expenses**

Expense Item	Analysis	This Year \$	Last Year \$
Workshop and events		24,565	36,875
	<b>Total</b>	<b>24,565</b>	<b>36,875</b>
Expense Item	Analysis	This Year \$	Last Year \$
Volunteer and employee related costs	Wages and salaries	49,253	46,906
	Kiwi Saver - employer contribution	1,106	1,082
	ACC Premiums	264	380
	Social events, gifts	1,108	567
	Staff training and expenses	791	601
	<b>Total</b>	<b>52,522</b>	<b>49,536</b>
Expense Item	Analysis	This Year \$	Last Year \$
Overheads and consumables	Venue hire	8,623	10,797
	Power	3,004	2,430
	Rent and rates	1,315	10
	Telephone and internet	2,434	2,568
	Printing and stationery	7,015	6,957
	Freight and postage	848	486
	Bank fees	161	185
	Charities Services	44	44
	Accounting and audit fees	2,470	2,759
	Insurance	1,651	3,169
	<b>Total</b>	<b>27,565</b>	<b>29,405</b>
Expense Item	Analysis	This Year \$	Last Year \$
Payment to Artists for items sold	RCAC events	16,279	14,867
	Non RCAC events	2,735	8,723
	<b>Total</b>	<b>19,014</b>	<b>23,590</b>
Expense Item	Analysis	This Year \$	Last Year \$
Repairs and maintenance	Equipment repairs and Maintenance	2,206	1,552
	Buildings Repairs and Maintenance	18,031	2,972
	Grounds Repairs and Maintenance	10	101
	Cleaning	3,965	1,802
	Replacements	2,613	1,294
	<b>Total</b>	<b>26,825</b>	<b>7,721</b>
Expense Item	Analysis	This Year \$	Last Year \$
Other expenses	Advertising and Marketing	8,738	5,312
	Refreshment purchases	1,375	1,585
	Contractors	1,465	432
	General expenses	137	120
	Koha/Donations paid	900	1,897
	Subscriptions paid	90	90
	Kitchen expenses	3,465	1,415
	Equipment lease and hire	700	1,045
	<b>Total</b>	<b>16,870</b>	<b>11,896</b>
Expense Item	Analysis	This Year \$	Last Year \$
Depreciation expenses		3,646	2,120
	<b>Total</b>	<b>3,646</b>	<b>2,120</b>

**Raglan Community Arts Council**  
**Notes to the Performance Report**  
For the year ended  
31 March 2016

**Note 3 : Analysis of Assets and Liabilities**

Asset Item	Analysis	This Year \$	Last Year \$
Bank accounts and cash	Cheque account	7,108	6,210
	Youth Art Trust Account	587	449
	Online Bonus Saver	22,792	19,459
	Petty Cash	250	250
	GST refund due	146	
	<b>Total</b>		<b>30,883</b>
<b>Asset Item</b>	<b>Analysis</b>	<b>This Year \$</b>	<b>Last Year \$</b>
Debtors and prepayments			
	<b>Total</b>		
<b>Asset Item</b>	<b>Analysis</b>	<b>This Year \$</b>	<b>Last Year \$</b>
Inventory			
	<b>Total</b>		
<b>Asset Item</b>	<b>Analysis</b>	<b>This Year \$</b>	<b>Last Year \$</b>
Other current assets			
	<b>Total</b>		
<b>Asset Item</b>	<b>Analysis</b>	<b>This Year \$</b>	<b>Last Year \$</b>
Investments			
	<b>Total</b>		
<b>Asset Item</b>	<b>Analysis</b>	<b>This Year \$</b>	<b>Last Year \$</b>
Other non current assets	Term Deposit	12,425	11,593
	<b>Total</b>	<b>12,425</b>	<b>11,593</b>
<b>Liability Item</b>	<b>Analysis</b>	<b>This Year \$</b>	<b>Last Year \$</b>
Creditors and accrued expenses	Refundable Clay Shed key deposit	590	450
	Income received in advance		2,983
	GST Liability		11
	<b>Total</b>	<b>590</b>	<b>3,444</b>
<b>Liability Item</b>	<b>Analysis</b>	<b>This Year \$</b>	<b>Last Year \$</b>
Employee costs payable			
	<b>Total</b>		
<b>Liability Item</b>	<b>Analysis</b>	<b>This Year \$</b>	<b>Last Year \$</b>
Unused donations and grants with		14,355	12,760
	<b>Total</b>	<b>14,355</b>	<b>12,760</b>
<b>Liability Item</b>	<b>Analysis</b>	<b>This Year \$</b>	<b>Last Year \$</b>
Other current liabilities			
	<b>Total</b>		
<b>Liability Item</b>	<b>Analysis</b>	<b>This Year \$</b>	<b>Last Year \$</b>
Loans			
	<b>Total</b>		
<b>Liability Item</b>	<b>Analysis</b>	<b>This Year \$</b>	<b>Last Year \$</b>
Other non-current liabilities			
	<b>Total</b>		





**Raglan Community Arts Council**  
**Notes to the Performance Report**  
For the year ended  
31 March 2016

**Note 6 : Commitments and Contingencies**

**Commitments**

There are no commitments as at balance date (Last Year - nil )

**Contingent Liabilities and Guarantees**

There are no contingent liabilities or guarantees as at balance date (Last Year - nil )

**Notes 7-7**

**INDEPENDENT AUDITOR'S REPORT**

To the Trustees of Raglan Community Arts Council

**Report on the Financial Statements**

I have audited the financial statements of Raglan Community Arts Council on pages 5 to 16, which comprise the balance sheet as at 31 March 2016, the income statement, and statement of changes in equity for the year then ended, and a summary of significant accounting policies and other explanatory information.

**Trustees' Responsibility for the Financial Statements**

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

**Auditor's Responsibility**

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

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

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

**Opinion**

In my opinion, the financial statements on pages 3 to 10 comply with generally accepted accounting practice in New Zealand; give a true and fair view of the financial position of Raglan Community Arts Council as at 31 March 2016 and its financial performance for the year ended on that date.

Richard Thomson  
31 July 2016


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Old School Arts Centre

03 September 2016

Charlotte  
Raglan Ballet

Dear Charlotte

Raglan Community Arts Council is asking you for your support.

We are in the consulting process for a new Creative Space Building we want to add to the Old School Arts Centre.

The new building will replace the old Clay Shed and Lions Club Shed and create an additional multi-functional space. The upstairs room of about 100 square metres can cater for meetings, drama, theatre, music, and physical art forms like ballet and tai chi. The ground level will house the clay shed with separate kiln room and a sorting and storage space for the Lions Club. In the new Creative Space Building, we envisage many community enhancing activities which can be accommodated, with use, by a wide range of community groups.

To be involved in this project please get in touch with the Old School Arts Centre [info@raglanartscentre.co.nz](mailto:info@raglanartscentre.co.nz). To look at the plans just pop in to the Library's quiet room which are on display there or call into the Arts Centre Office during office hours Monday to Friday 10am – 2pm.

Thank you for your support

Yours sincerely

**Rodger Gallagher**  
**Chair Raglan Community Arts Council**

Please express your support either by e-mail or postage mail

We, Raglan ballet (Charlotte) fully support the Raglan Community Arts Council in their building project.

Our organisation may use the new facility in the future (Tick if YES).....

*CCEC 29/11*



Raglan Community Arts Council  
Old School Arts Centre :: 5 Stewart St, Raglan 3265, New Zealand :: Phone 07 825 0023  
email: [info@raglanartscentre.co.nz](mailto:info@raglanartscentre.co.nz) :: [www.raglanartscentre.co.nz](http://www.raglanartscentre.co.nz)

OUR SUPPORTERS THANK YOU





Old School Arts Centre

03 September 2016

Raglan Surfside Church

Dear Raglan Surfside Church

Raglan Community Arts Council is asking you for your support.

We are in the consulting process for a new Creative Space Building we want to add to the Old School Arts Centre.

The new building will replace the old Clay Shed and Lions Club Shed and create an additional multi-functional space. The upstairs room of about 100 square metres can cater for meetings, drama, theatre, music, and physical art forms like ballet and tai chi. The ground level will house the clay shed with separate kiln room and a sorting and storage space for the Lions Club. In the new Creative Space Building, we envisage many community enhancing activities which can be accommodated, with use, by a wide range of community groups.

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Thank you for your support

Yours sincerely

**Rodger Gallagher**  
**Chair Raglan Community Arts Council**

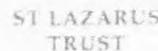
Please express your support either by e-mail or postage mail

We... *Surfside Church* ..... fully support the Raglan Community Arts Council in their building project.

Our organisation may use the new facility in the future (Tick if YES).....



Raglan Community Arts Council  
Old School Arts Centre :: 5 Stewart St, Raglan 3205, New Zealand : Phone 07 825 0023  
email: [info@raglanartscentre.co.nz](mailto:info@raglanartscentre.co.nz) : [www.raglanartscentre.co.nz](http://www.raglanartscentre.co.nz)



UNIVERSITY OF THE SOUTH ISLAND

DRINK TALK / DRINKERS TRUST / LOCAL CANNERY / SWEET / FISH TRUST  
RAGLAN CLUB / RAGLAN GOLF / RAGLAN HOCKEY / RAGLAN TENNIS / RAGLAN YACHTING



Old School Arts Centre

03 September 2016

Greg Taylor  
Mighty Mighty Music

Dear Greg

Raglan Community Arts Council is asking you for your support.

We are in the consulting process for a new Creative Space Building we want to add to the Old School Arts Centre.

The new building will replace the old Clay Shed and Lions Club Shed and create an additional multi-functional space. The upstairs room of about 100 square metres can cater for meetings, drama, theatre, music, and physical art forms like ballet and tai chi. The ground level will house the clay shed with separate kiln room and a sorting and storage space for the Lions Club. In the new Creative Space Building, we envisage many community enhancing activities which can be accommodated, with use, by a wide range of community groups.

To be involved in this project please get in touch with the Old School Arts Centre [info@raglanartcentre.co.nz](mailto:info@raglanartcentre.co.nz). To look at the plans just pop in to the Library's quiet room which are on display there or call into the Arts Centre Office during office hours Monday to Friday 10am – 2pm.

Thank you for your support

Yours sincerely

**Rodger Gallagher**  
**Chair Raglan Community Arts Council**

Please express your support either by e-mail or postage mail

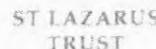
We... *Mighty Mighty Music* ... fully support the Raglan Community Arts Council in their building project.

Our organisation may use the new facility in the future (Tick if YES).....



Raglan Community Arts Council  
Old School Arts Centre : 5 Stewart St, Raglan 3200, New Zealand : Phone 07 825 0023  
email: [info@raglanartcentre.co.nz](mailto:info@raglanartcentre.co.nz) : [www.raglanartcentre.co.nz](http://www.raglanartcentre.co.nz)

OUR SUPPORTERS THANK YOU





Old School Arts Centre

03 September 2016

Susan Flight  
Mountain Dreaming Workshop

Dear Susan

Raglan Community Arts Council is asking you for your support.

We are in the consulting process for a new Creative Space Building we want to add to the Old School Arts Centre.

The new building will replace the old Clay Shed and Lions Club Shed and create an additional multi-functional space. The upstairs room of about 100 square metres can cater for meetings, drama, theatre, music, and physical art forms like ballet and tai chi. The ground level will house the clay shed with separate kiln room and a sorting and storage space for the Lions Club. In the new Creative Space Building, we envisage many community enhancing activities which can be accommodated, with use, by a wide range of community groups.

To be involved in this project please get in touch with the Old School Arts Centre [info@raglanartcentre.co.nz](mailto:info@raglanartcentre.co.nz). To look at the plans just pop in to the Library's quiet room which are on display there or call into the Arts Centre Office during office hours Monday to Friday 10am - 2pm.

Thank you for your support

Yours sincerely

**Rodger Gallagher**  
Chair Raglan Community Arts Council

Please express your support either by e-mail or postage mail

We... *at Mt. Dreaming*... fully support the Raglan Community Arts Council in their building project. *arts workshop*

Our organisation may use the new facility in the future (Tick if YES).... *YES* ✓



Raglan Community Arts Council  
Old School Arts Centre : 5 Stewart St, Raglan 3205, New Zealand : Phone 07 825 0023  
email: [info@raglanartcentre.co.nz](mailto:info@raglanartcentre.co.nz) : [www.raglanartcentre.co.nz](http://www.raglanartcentre.co.nz)

OUR SUPPORTERS THANK YOU



DONNY TRUST - CRAWFORDS TRUST - SOGAN CAMPBELL - STAFF - PACE - RUS -  
RAGLAN CLUB - RAGLAN JUDO - FRANK WHITEY - BETTY - FIONA - IAN - TIGER - KATHLEEN - KYLE





Old School Arts Centre

03 September 2016

Ahoy Studios

Dear Ahoy

Raglan Community Arts Council is asking you for your support.

We are in the consulting process for a new Creative Space Building we want to add to the Old School Arts Centre.

The new building will replace the old Clay Shed and Lions Club Shed and create an additional multi-functional space. The upstairs room of about 100 square metres can cater for meetings, drama, theatre, music, and physical art forms like ballet and tai chi. The ground level will house the clay shed with separate kiln room and a sorting and storage space for the Lions Club. In the new Creative Space Building, we envisage many community enhancing activities which can be accommodated, with use, by a wide range of community groups.

To be involved in this project please get in touch with the Old School Arts Centre [info@raglanartscentre.co.nz](mailto:info@raglanartscentre.co.nz). To look at the plans just pop in to the Library's quiet room which are on display there or call into the Arts Centre Office during office hours Monday to Friday 10am – 2pm.

Thank you for your support

Yours sincerely

**Rodger Gallagher**  
Chair Raglan Community Arts Council

Please express your support either by e-mail or postage mail

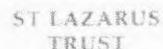
We... *Ahoy - creative crew* ..... fully support the Raglan Community Arts Council in their building project. *gallery/studios* *fadpuz*

Our organisation may use the new facility in the future (Tick if YES)  .....



Raglan Community Arts Council  
Old School Arts Centre : 5 Stewart St, Raglan (265), New Zealand : Phone 07 826 0023  
email: [info@raglanartscentre.co.nz](mailto:info@raglanartscentre.co.nz) : [www.raglanartscentre.co.nz](http://www.raglanartscentre.co.nz)

OUR SUPPORTERS THANK YOU



DOMINI TRUST : GRASSMERE TRUST : DEAN CAMPBELL RETIREMENT FUND : RAGLAN CLUB : RAGLAN LEONE : RAY BARTON SKY CLUB : RIBBON : RUI : THE RAGLAN WASTE





Old School Arts Centre

03 September 2016

June Penn  
Whaingaroa Environment Centre

Dear June

Raglan Community Arts Council is asking you for your support.

We are in the consulting process for a new Creative Space Building we want to add to the Old School Arts Centre.

The new building will replace the old Clay Shed and Lions Club Shed and create an additional multi-functional space. The upstairs room of about 100 square metres can cater for meetings, drama, theatre, music, and physical art forms like ballet and tai chi. The ground level will house the clay shed with separate kiln room and a sorting and storage space for the Lions Club. In the new Creative Space Building, we envisage many community enhancing activities which can be accommodated, with use, by a wide range of community groups.

To be involved in this project please get in touch with the Old School Arts Centre [info@raglanartscentre.co.nz](mailto:info@raglanartscentre.co.nz). To look at the plans just pop in to the Library's quiet room which are on display there or call into the Arts Centre Office during office hours Monday to Friday 10am – 2pm.

Thank you for your support

Yours sincerely

**Rodger Gallagher**  
Chair Raglan Community Arts Council

Please express your support either by e-mail or postage mail

We, Whaingaroa Environment Centre, fully support the Raglan Community Arts Council in their building project.

Our organisation may use the new facility in the future (Tick if YES).....



Raglan Community Arts Council

Old School Arts Centre - 5 Stewart St, Raglan - 3265, New Zealand - Phone 07 825 0023  
Email: [info@raglanartscentre.co.nz](mailto:info@raglanartscentre.co.nz) - [www.raglanartscentre.co.nz](http://www.raglanartscentre.co.nz)

OUR SUPPORTERS THANK YOU!





Old School Arts Centre

03 September 2016

Mike Rarere  
Raglan Community House

Dear Mike

Raglan Community Arts Council is asking you for your support.

We are in the consulting process for a new Creative Space Building we want to add to the Old School Arts Centre.

The new building will replace the old Clay Shed and Lions Club Shed and create an additional multi-functional space. The upstairs room of about 100 square metres can cater for meetings, drama, theatre, music, and physical art forms like ballet and tai chi. The ground level will house the clay shed with separate kiln room and a sorting and storage space for the Lions Club. In the new Creative Space Building, we envisage many community enhancing activities which can be accommodated, with use, by a wide range of community groups.

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Thank you for your support

Yours sincerely

**Rodger Gallagher**  
Chair Raglan Community Arts Council

Please express your support either by e-mail or postage mail

We, Raglan Community House..... fully support the Raglan Community Arts Council in their building project.

Our organisation may use the new facility in the future (Tick if YES).....



Raglan Community Arts Council  
Old School Arts Centre, 3 Stewart St, Raglan 3205, New Zealand : Phone 07 825 6025  
email: [info@raglanartscentre.co.nz](mailto:info@raglanartscentre.co.nz) : [www.raglanartscentre.co.nz](http://www.raglanartscentre.co.nz)

OUR SUPPORTERS THANK YOU





Old School Arts Centre

03 September 2016

Raglan Sailing Club  
Jillian Lankshear

Dear Raglan Sailing Club

Raglan Community Arts Council is asking you for your support.

We are in the consulting process for a new Creative Space Building we want to add to the Old School Arts Centre.

The new building will replace the old Clay Shed and Lions Club Shed and create an additional multi-functional space. The upstairs room of about 100 square metres can cater for meetings, drama, theatre, music, and physical art forms like ballet and tai chi. The ground level will house the clay shed with separate kiln room and a sorting and storage space for the Lions Club. In the new Creative Space Building, we envisage many community enhancing activities which can be accommodated, with use, by a wide range of community groups.

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Thank you for your support

Yours sincerely

**Rodger Gallagher**  
Chair Raglan Community Arts Council

Please express your support either by e-mail or postage mail

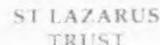
We RAGLAN SAILING CLUB..... fully support the Raglan Community Arts Council in their building project.

Our organisation may use the new facility in the future (Tick if YES)..........



Raglan Community Arts Council  
Old School Arts Centre : 5 Stewart St, Raglan 3265, New Zealand : Phone 07 825 0023  
email: [info@raglanartscentre.co.nz](mailto:info@raglanartscentre.co.nz) : [www.raglanartscentre.co.nz](http://www.raglanartscentre.co.nz)

OUR SUPPORTERS THANK YOU



DONNY TRUST - CARRIBROOKS TRUST - JUDITH CAMPBELL CRYSTAL TRUST  
RAGLAN CLUB - KALGAN (RQNT) - KAWAIA TRUST - KAWAIA TRUST - KAWAIA TRUST - KAWAIA TRUST





Old School Arts Centre

03 September 2016

Hayley and Karla  
The Monster Co.

Dear Hayley and Karla

Raglan Community Arts Council is asking you for your support.

We are in the consulting process for a new Creative Space Building we want to add to the Old School Arts Centre.

The new building will replace the old Clay Shed and Lions Club Shed and create an additional multi-functional space. The upstairs room of about 100 square metres can cater for meetings, drama, theatre, music, and physical art forms like ballet and tai chi. The ground level will house the clay shed with separate kiln room and a sorting and storage space for the Lions Club. In the new Creative Space Building, we envisage many community enhancing activities which can be accommodated, with use, by a wide range of community groups.

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Thank you for your support

Yours sincerely

**Rodger Gallagher**  
Chair Raglan Community Arts Council

Kjs Karla

Please express your support either by e-mail or postage mail

We the monster company fully support the Raglan Community Arts Council in their building project.

Our organisation may use the new facility in the future (Tick if YES)..........



Raglan Community Arts Council  
Old School Arts Centre, 5 Seaward St, Raglan, 3105, New Zealand Phone 07 825 002  
email [info@raglanartscentre.co.nz](mailto:info@raglanartscentre.co.nz) www [raglanartscentre.co.nz](http://raglanartscentre.co.nz)



DONOR TRUST: LAZARUS TRUST - LEAN FERRELL - ELIZABETH PRATT TRUST  
RAGLAN CLUB - RAGLAN LODGE - RAY WINDLEY TRUST - LAMBTON TRUST - KRAMER WASTE

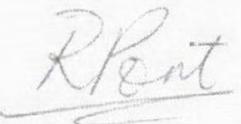
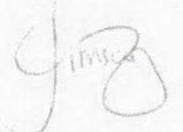




## Raglan Community Arts Council plans to build a Creative Space for Education, Culture &amp; Arts (Clayshed Plus)

Signature	Print Name	Contact Details	I support the Creative Space Tick Here	Comments
	Stuarts	Margaret & Selwyn Stuart (Todd Dr.)	<input checked="" type="checkbox"/>	
	Clint Baddley	Councillor		
	Irma Schute	Raglan Chronicle		
	Virginia Gallagher			
	Ex Old School Pupils			Painted \$20
	Wendy Coxhead	Raglan - Lions		
	BYRON DELVES	021554703		

### Raglan Community Arts Council plans to build a Creative Space for Education, Culture & Arts (Clayshed Plus)

Signature	Print Name	Contact Details	I support the Creative Space Tick Here	Comments
	Juliana Miranda	021 644 122	<input checked="" type="checkbox"/>	—
	RUTH PORT	8257267	<input checked="" type="checkbox"/>	Will add so much to arts in Whaingaroa
	Charlotte James	0221619712	<input checked="" type="checkbox"/>	
	Vin Alyn	825 0235	<input checked="" type="checkbox"/>	This will be good for people in Raglan.
	<del>XXXXXXXXXX</del>			



## Raglan Community Arts Council plans to build a Creative Space for Education, Culture & Arts (Clayshed Plus)

Signature	Print Name	Contact Details	I support the Creative Space Tick Here	Comments
	RUSSEY THORNEY	021 2983321	<input checked="" type="checkbox"/>	Looks wonderful - thank you
	NICOLE MASTERS	0274523900	<input checked="" type="checkbox"/>	AWESOME IDEA
	Richard Keremeta	(022) 525 7592	<input checked="" type="checkbox"/>	Fantastic
	Tani Gella Keremeta	"	<input checked="" type="checkbox"/>	Amazing
	Robert Forster	022 631 2088	<input checked="" type="checkbox"/>	Yes!
	GOSI SARANGA	022 621 7570	<input checked="" type="checkbox"/>	Best place!! So many creative people in Raglan needing space
	KATIE HAMILTON	0273630900	<input checked="" type="checkbox"/>	
	GOSI S	022 " "	<input checked="" type="checkbox"/>	love this place!!! space like this is why I love Raglan
	Amy Whittington	0277059771	<input checked="" type="checkbox"/>	



## Barbara Kuriger

Member of Parliament for Taranaki-King Country

Raglan Community Arts Council  
Raglan

Dear Council Members

I have always been very impressed when I have attended functions and activities hosted at the Old School Arts Centre.

Your current proposal to build an up-graded 'Creative Spaces – Clay Shed' shows tremendous vision to expand this successful community work to provide a wider range of arts, drama and craft activities reaching an even greater number of participants than has been previously possible.

A huge amount of time and careful effort has been put into this feasibility study by members of the trust and I fully understand the need to see this project completed. This new venture shows your dedication and commitment to upholding the immense value of the creative arts in Raglan.

I fully support this proposal and believe that it will greatly improve the facilities available to the community at the Raglan Old School Arts Centre. It will also strengthen interest in the Raglan arts scene increasing visitors both nationally and internationally to the district.

Barbara Kuriger  
**MP TARANAKI-KING COUNTRY**

Authorised by Barbara Kuriger MP, Parliament Buildings, Wellington



Parliament Buildings, Wellington - 6160  
P: + 64 4 817 9281  
E: Barbara.Kuriger@parliament.govt.nz

25 Roche Street, Te Awamutu - 3500  
P: + 64 7 870 1005  
E: Kuriger.Teawamutu@parliament.govt.nz

80 Rata Street, Inglewood - 4330  
P: + 64 6 756 6032  
E: Kuriger.Inglewood@parliament.govt.nz

20 May

Raglan Community Clay Shed  
Raglan Old School Arts Centre

15 August 2015

Rodger Gallagher  
Chairperson  
Raglan Community Arts Council

I am writing to you and the Raglan Community Arts Council management committee on behalf of the Raglan Community Clay Shed.

The clay shed, housed in a metal weatherboard garage, has been operating at the Old School Arts Centre for about 15 years. It is well used by its members and we run many children and adult workshops.

Over the years it has become increasingly difficult to meet our needs for drying, storage and to house the increasing numbers of children and adults enjoying pottery in our small shed behind the old school building. In other words we are at full capacity! Now, this is a good thing, however, we believe that even more people could take advantage of enjoying pottery and ceramic work if we had a larger facility.

Raglan Community Clay Shed requests the management committee of Raglan Community Arts Council to proceed with the planning for the new Clay Shed Plus to replace the existing small shed. Raglan Community Clay Shed is fully supportive of the plan by Raglan Community Arts Council to expand the pottery and has been fund raising so that this can happen.

We believe we will be able to expand our activities with a wider range of members of the Raglan community such as having sessions for pre-schoolers, more school aged classes, and adult workshops. We are keen to see a more diverse range of "Raglanites" use our facility in comfort. Disabled and older persons are particular groups we hope to see use our new facility.

*[Handwritten signatures]*

Raglan Community Clay Shed Members



Raglan Community Arts Council  
Old School Arts Centre, 5 Stewart St, Raglan 3265, New Zealand : Phone 07 825 0023  
email: info@raglanartcentre.co.nz : www.raglanartcentre.co.nz



*[Handwritten signatures]*

To whom it may concern,

This letter is in support of Raglan Community Arts Council and the Raglan Old School Arts Centre.

The Old School Arts centre is used for a range of community activity. One of these are the Drama Trix classes that I run from this facility.

Drama Trix currently uses the space for children's drama classes. I find that the space is not quite adequate although the Old School Arts centre itself has such potential. My major concerns with the current space is that it is too small for my ever growing classes and that the space is not conducive for performances.

I have found that there is a massive shortage of this type of space in Raglan.

I therefore fully support their application for funding this investigation for a larger and more useful space.

If you require further information, please don't hesitate to contact me directly.

Ruth Hare

Raglan

Drama Trix

02102365605

# RAGLAN LIONS CLUB

4 Tidd Drive  
Raglan  
3225  
Phone: 07 825 8008



## Raglan Lions Club Support for an application for funds

22<sup>nd</sup> March 2013

Old School Arts Centre.

The Lions Club has supported Old School Arts Centre for many years and recently accepted a request for more equipment in the film centre. At present Raglan Lions Club is a participating member of the Old School Arts Centre as a partner in the Lions Shed within the complex. This is the backbone of our operations for supplying and storing cloths for our Opportunity Shop that operated seven days a week in serving the Raglan Community with good quality cloths. From this project we are able to serve the community in a number of activities including Youth support and foodbank support and our annual New Year's Parade.

A number of local organisations that use the Old School Arts Centre have received funding grants and support from the Raglan Lions Club, therefore we as a Board support the application for grant to complete a feasibility study for the new building at Old School Arts Centre and that we are thrilled to be included in this project.

Yours sincerely

Bob MacLeod

Raglan Lions President

2011/2014



To whom it may concern,

This letter is in support of Raglan Community Arts Council and the Raglan Old School Arts Centre.

The Old School Arts centre is used for a range of community activity. One of these are the Drama Trix classes that I run from this facility.

Drama Trix currently uses the space for children's drama classes. I find that the space is not quite adequate although the Old School Arts centre itself has such potential. My major concerns with the current space is that it is too small for my ever growing classes and that the space is not conducive for performances.

I have found that there is a massive shortage of this type of space in Raglan.

I therefore fully support their application for funding this investigation for a larger and more useful space.

If you require further information, please don't hesitate to contact me directly.

Ruth Hare

Raglan

Drama Trix

02102365605

<b>Applicant Name:</b> Opuatia Community Centre		<b>Project Name:</b> To upgrade to the exterior of the building	
<b>Total Cost of Project:</b> \$57,500.00	<b>Wellbeing Trust Funding Sought:</b>	<b>Other Funding Sought:</b> \$7,500.00	
<b>In Hand</b> \$20,000.00	\$30,000.00		
<b>Project Background:</b>			
<p>The Opuatia Community Centre (“the Centre”) wants to restore and repaint the exterior of the 100 year old hall building. The work involved includes the repairs to all windows, doors, walls and roof to remove the rotting material and worn paint. For this project the scaffolding equipment required is donated. A qualified tradesperson will undertake the project to completely undercoat, make partial repairs to the roof and repaint the entire building.</p> <p>The Centre consists of 7-15 volunteers who will assist where needed.</p>			
<b>The group /community provided supporting letters from:</b>			
Further information has been requested i.e. User groups, supporting letters and documentation.			
<b>Project Justification:</b> The Opuatia Hall provides a meeting and venue space for anyone within their rural area.			
<b>Staff Comments:</b> The site identified is on Council land. Staff have advised the Opuatia Community Centre of the need to contact Council regarding any consenting required			
Opuatia Centre receives annual targeted rates of \$2848.00.			
The committee rely heavily on funds received from hireage of the hall and in a small community this can be a challenge for them.			



### DISCRETIONARY FUNDING APPLICATION FORM

**Important notes for applicant:**

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

Waikato District Community Wellbeing Trust Fund  Project

**Section 1 - Your details**

Name of organisation

OPUATIA COMMUNITY CENTRE

What is your organisation's purpose?

TO MAINTAIN & PROVIDE A SAFE COMMUNITY CENTRE FOR OUR PUBLIC / PRIVATE GATHERINGS

Address: (Postal)

21 OPUITI RD RDI TUAKAU 2696

Address: (Physical if different from above)

Contact name, phone number/s and email address

STEWART 021 151 22 88

Charities Commission Number: (If you have one)

Are you GST registered? No  Yes  GST Number 1 1

Bank account details 0210468100156111000

Bank BWZ Branch PUKEKOHU

The following documentation is required in support of your application:

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

### Section 2 – Community wellbeing and outcomes

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

Accessible  Safe  Sustainable  Thriving  Vibrant

#### Waikato District Community Outcomes

**Accessible Waikato** - A district where the community's access to transport infrastructure and technology meets its needs.

**Sustainable Waikato** - A district where growth is managed effectively and natural resources are protected and developed for future generations.

**Thriving Waikato** - A district that prides itself on economic excellence, where heritage and culture are protected and celebrated.

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

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

### Section 3 – Your event/project

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

Our project is to restore/repaint the exterior of this 100 year old building. The date which we would like to do this is 15 2017

How many volunteers are involved? Who is involved in your project?

Between 7-15 VOLUNTEERS

How will the wider community benefit from this project?

The wider community will benefit from this project by the longevity of the hall as a facility & local point of our community

Describe any donated material / resources provided for the event/project:  
 SCAFFOLDING WILL BE DONATED  
 PAINT & MATERIAL TO BE SOURCED COMPETITIVELY

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

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

What Board/ Committee	Type of Project/Event	Date recieved	Amount
OTCB	INTERIOR PAINT	20/12/16	5500

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

I confirm that an accountability statement has been completed and returned

Signed: [Signature] Name: STEWART FOOTE

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

SANDRA \* Signature: [Signature] CHAIRMAN Date: 31/3/17

Position in organisation (tick which applies) Chairman  Secretary  Treasurer

CARL \* Signature: [Signature] Date: 31/3/17

Position in organisation (tick which applies) Chairman  Secretary  Treasurer

**Section 4 - Funding requirements**

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

All fields must be completed in the following sections	<b>GST Inclusive Costs</b>
<b>Total cost of the project/event</b>	\$ 57,500.00

<b>Existing funds available for the project</b>	<b>Total A</b>
	\$ 20,000.00

<b>Funding being sought from Waikato District Council Project Breakdown (itemised costs of funding being sought)</b>	
<i>If there is insufficient space below please provide a breakdown of costs on an additional sheet.</i>	
carpentry REPAIRS & Rot Removal	\$ 14,500.00
glazing reputty windows	\$ 3,500.00
FLAT ROOF REPLACEMENT	\$ 10,000.00
PAINTING	\$ 30,000.00
<b>Total B</b>	\$ 30,000.00

<b>Funding been sought from other funders?</b>	
a) working with Teakau Library to find suitable funding thru "GIVUS"	\$ 7,500.00
b)	\$
c)	\$
d)	\$
<b>Total C</b>	\$ 7,500.00

<b>Total Funding Applied for</b> (Add totals A, B & C together to make Total D)	<b>Total D</b>
	\$ 57,500.00
<i>Note : This total should equal the Total Cost of the Project</i>	

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

SCAFFOLDING WILL BE DONATED  
PAINT & MATERIAL TO BE SOURCED COMPETITIVELY

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

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

What Board/ Committee	Type of Project/Event	Date received	Amount
OTCB	INTERIOR PAINT	20/12/16	5500

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

I confirm that an accountability statement has been completed and returned

Signed: [Signature] Name: STEWART FOOTE

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

SANDRA \* Signature: [Signature] CHARMAN Date: 31/3/17

Position in organisation (tick which applies) Chairman  Secretary  Treasurer

CARL \* Signature: [Signature] Date: 31/3/17

Position in organisation (tick which applies) Chairman  Secretary  Treasurer

Quote for Opuatia Hall; Stewart Foote 0211512288

Scaffold: counties scaffold to quote .

Waterblasting where needed.

Sand/Fill/undercoat where needed/paint with a low sheen lumbersider.

All windows to be stripped back to bare wood and undercoated with an Alkyd  
Turps based paint. Top coat with an Alkyd Gloss turps base paint to help with  
the life span of the old windows.

*This is an estimated quote only and maybe a lot less, Due to the state of the  
building and the way it was painted last time I have to allow for any  
unsuspected surprises.*

*Estimated Quote; \$45,000 /\$58,000*

*Estimated Quote For Paint; \$2,500/\$3,500?*

*Estimated Time for Job 12 to 16 weeks Depending on weather*

This Quote includes all gear to be used on the job.

A progress payment to be paid at the end of every week.

Hellz Painting

Helen Atkinson

0274856549

## **CABIN FEVER**

3 Otuiti Road  
 Opuatia  
 RD 1 Tuakau  
 Franklin 2696  
 021 151 2288

GST: 87 901 513  
 Date : 20/03/2017  
 QUOTE # ; 756800

*Quote To; Opuatia Community Centre  
 Restore Exterior of building*

*Work to be completed :*

*Supply material and labour to complete list below*

*Erect safety fencing and scaffolding, follow h&s procedures(HAZARDCO*

*Remove all hardware from doors and windows and clean up, reinstall*

*Check all 11 double hung sliding sash windows for rot and*

*Check all 7 bifold sash windows in kitchen area for rot and ease*

*Check all 11 pivoting windows (hi) and ease*

*Check all doors 8 panels of bifold s, 6 hinged , ease*

*Repair of 1 bifold and replace broken hinge*

*Free up all louvre windows in toilet block*

*Repair and replace all decayed and rotten timber around flat roof area*

*Preparation for flat roof area*

*Repair pillar posts , split in foot , decay in post.*

*Numerous wboards, needing replacing*

*Window facings needing replacing*

*Man hole doors need refixing*

Total incl gst      \$ 14,000.00

## Quote Opuatia Hall

Wayne Bragg <[theglassguynz@gmail.com](mailto:theglassguynz@gmail.com)>

Sun 6/11/2016 4:51 p.m.

To: [sfoote2003@hotmail.com](mailto:sfoote2003@hotmail.com) <[sfoote2003@hotmail.com](mailto:sfoote2003@hotmail.com)>;

Option 1:

Reputty windows

Quick flick out of loose old putty & reputty, 2 x reglaze broken windows

\$750.00

Option 2:

Remove all glass, prime rebate only, glaze all with new putty, 2 reglaze broken windows

\$3500.00

*All putty must be painted at approximately 3 weeks*

Thanks  
Wayne  
The Glass Guy  
0211572910

<b>Applicant Name:</b> Holy Trinity Church		<b>Project Name:</b> To replace the front facing Hall window in Jesmond Street, Ngaruawahia.	
<b>Total Cost of Project:</b> \$11,516.85	<b>Wellbeing Trust Funding Sought:</b>	<b>Other Funding Sought:</b> \$	
<b>In Hand</b> \$1,500.00	\$10,016.85		
<b>Project Background:</b>			
<p>The Ngaruawahia Anglican hall is not only used by the church but consistently used by Community groups. All groups that use the hall are all volunteers mostly being the elderly, local hui's and Health &amp; Welfare.</p> <p>The hall needs repairs and the Church wants to replace the large window looking onto Jesmond Street. The window has rotted which means it leaks and is very dangerous and could cause further problems to the building. The window has been looked at to be repaired but the Church has been advised that it's beyond repair and needs replacing.</p> <p>The Church recognises that the hall is under high demand from local Community groups and supplying a safe and dry venue is now an urgent need.</p>			
<b>The group /community provided supporting letters from:</b>			
<ul style="list-style-type: none"> <li>- Perter Wiggins – Ngaruawahia Police Youth Aid Officer</li> <li>- Anne Patterson – Ngaruawahia Senior Citizens &amp; Friendship Club</li> <li>- Rosemary J Higgins – Secretary of The Care and Craft Centre of New Zealand Trust</li> </ul>			
<b>Project Justification:</b> The window has rotted which means it leaks and is very dangerous and could cause further problems to the building.			
<b>Staff Comments:</b> The site identified is on private land. Staff have advised the Holy Trinity Church of the need to contact Council regarding any consenting required.			



# DISCRETIONARY FUNDING APPLICATION FORM

**Important notes for applicant:**

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

Waikato District Community Wellbeing Trust Fund  Project

**Section I – Your details**

Name of organisation

Holy Trinity Church Ngaruawahia Hall

What is your organisation's purpose?

The Hall is used by many local organizations and in particular the elderly & shut in people, Huias & Maori meeting, Health & Welfare

Address: (Postal)

41- B.D Wills. 499 Hakarimata Rd.  
R.D1 Huntly 3771

Address: (Physical if different from above)

Jesmond St.,  
Ngaruawahia

Contact name, phone number/s and email address

Bev Wills 07 8246781 m. 027 2215840  
bev.wills@tra.co.nz

Charities Commission Number: (If you have one) CC21363

Are you GST registered? No  Yes  GST Number 11112191389

Bank account details 031157100261531000

Bank Wpac Branch Ngaruawahia (Hamilton)

The following documentation is required in support of your application:

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

## Section 2 – Community wellbeing and outcomes

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

Accessible  Safe  Sustainable  Thriving  Vibrant

### Waikato District Community Outcomes

**Accessible Waikato** - A district where the community's access to transport infrastructure and technology meets its needs.

**Sustainable Waikato** - A district where growth is managed effectively and natural resources are protected and developed for future generations.

**Thriving Waikato** - A district that prides itself on economic excellence, where heritage and culture are protected and celebrated.

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

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

## Section 3 – Your event/project

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

The big window looking onto Tasmond St has rotted out and needs replacing it leaks and is dangerous It has been looked at to repair but is past being repaired.

Anglican Church Hall Ngaruawahia.

Covering letter Supplied with application

How many volunteers are involved? Who is involved in your project?

All organization that use hall are run by Volunteers.

How will the wider community benefit from this project?

By having a safe & dry building to work in

### Section 4 – Funding requirements

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

All fields must be completed in the following sections	<b>GST Inclusive Costs</b>
<b>Total cost of the project/event</b>	\$ 11,516 - 85

<b>Existing funds available for the project</b> <b>Total A</b>	\$ 1,500 = 00.
--	----------------

<b>Funding being sought from Waikato District Council Project Breakdown</b> (itemised costs of funding being sought) <i>If there is insufficient space below please provide a breakdown of costs on an additional sheet.</i>	10,016 85
To put new window in Hall	\$ 2232 - 00
Window	\$ 5898 = 00
Scaffolding	\$ 180 - 00
Frosting	\$ 540 - 00
Part Dump Fees	\$ 16 - 85.
G.S.T.	\$ 1150 - 00
<b>Total B</b>	\$ 10,016 - 85

<b>Funding been sought from other funders?</b>	
a)	\$ _____
b)      NIL	\$ _____
c)	\$ _____
d)	\$ _____
<b>Total C</b>	\$ _____

<b>Total Funding Applied for</b> (Add totals A, B & C together to make Total D) <b>Total D</b>	\$ 11,516 - 85
<i>Note : This total should equal the Total Cost of the Project</i>	

Describe any donated material / resources provided for the project:

*Parish not giving and a donation which came from Norm McIntosh donated from some special funds.*

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

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

Name of fund and project description	Amount received	Date
<i>Nil</i>		

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

I confirm that an accountability statement has been completed and returned

Signed: \_\_\_\_\_ Name: \_\_\_\_\_

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

Signature: *B. D. Willis* Date: \_\_\_\_\_

Position in organisation (tick which applies) Chairman  Secretary  Treasurer

Signature: *[Signature]* Date: *16<sup>th</sup> March 2017*

Position in organisation (tick which applies) Chairman  Secretary  Treasurer

# QUOTATION

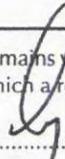
Date 10 / 03 / 2017<sup>215</sup>

822394

From Ainslea Builders Ltd  
51 Callum Brae Drive  
ROTORUA, HAMILTON.

For the Attention of Ben Wills  
FOR NGARAWAHIA HALL

Thank you for your enquiry for which we have pleasure in submitting the following quotation for your approval.

<u>Quote to supply and install a new aluminium window to replace old wooden one on Jesmond St, Ngāruawāhia.</u>		
LABOUR	2232	00
materials	269	88
painting	690	00
SCAFFOLD	180	00
Fosting.	540	00
Dump Fees + van	204	00
Window	5898	77
This quote remains valid for <u>60</u> Days from the date of Issue after which a revised quote may be necessary		
Signed 		TOTAL EXCLUSIVE GST \$
		PLUS % GST \$
		TOTAL INCLUSIVE GST \$
	10014	65
	1502	20
	11516	85

COLLINS 108 DL QUOTATION



Quote No. -80496- Ver 3

**CUSTOMER COPY**

Job No.

Quote Date: 06-Mar-17

Quote Valid Until: 05-Apr-17

Last Modify Date: 08-Mar-17

[nzwindows.co.nz](http://nzwindows.co.nz)

Customer Details		Company Details	
Ainslea Builders Ltd 151 Hakarimata Road RD1 Ngaruawahia		Phone: 07 578 5010 Fax: 07 578 5527	
Phone: 07 850 5606 Fax: 07 850 5808 Mobile : Contact : Title: Ngaruawahia Hall RQ2 Delivery Address Jasmine Street Ngaruawahia		Colour: ARCTIC WHITE Quote Comments:	
		Item Units: 1	
Item 1: W1 - AWNING WINDOW FRAMES		Quantity	Level
		1	
Trim Size: 4293 x 4815 Finish: ARCTIC WHITE Reveal: FJ H3 PINE 19mm Quote Option: ARIA HARDWARE Wind Loading: VERY HIGH Flashing: 01096 (75mm) WANZ WIZ: N (None)		<b>Special Comments</b> Restrictor stays fitted. 4mm Etchlite to bottom panels only.	
Weight: 256.215 kg Glass: 4mm Clear Etchlite Tgh 4mm Float 5mm Float 5mm Float Tgh Hardware: ARIA WEDGELESS H/P FF LH BLACK, ARIA WEDGELESS H/P FF RH BLACK, RESTRICTOR R130 ST STEEL			
2	Delivery		1

**Statement of Financial Performance**

FOR THE PERIOD ENDED 31/12/2016  
 Branch: Consolidated for all Branches  
 Department: Consolidated for all Departments  
 Budget: 0000 - Unspecified

Account Name	Period Balance	Year Balance	Year To Date Budget	Year to Date Budget Variance
<b>Income</b>				
Total Income	\$6,060	\$44,433	-	\$44,433
<b>Expenses</b>				
Total Expenses	\$5,996	\$57,529	-	(\$57,529)
<b>Net Surplus / (Deficit)</b>	\$64	(\$13,095)	-	(\$13,095)
<b>Profit &amp; Loss Appropriation</b>				
Net Profit	\$64	(\$13,095)	-	(\$13,095)
Profit/Loss Brought Forward	\$91,949	\$105,108	\$105,108	-
<b>Retained Earnings</b>	\$92,013	\$92,013	\$105,108	(\$13,095)

**Statement of Financial Performance**

FOR THE PERIOD ENDED 31/12/2016

Branch: ADMN - Admin

Department: ADMN - Admin

Budget: 0000 - Unspecified

Account Name	Period Balance	Year Balance	Year To Date Budget	Year to Date Budget Variance	Last Year Year to Date Balance
Offerings - Envelopes	\$2,975.00	\$20,926.20	-	\$20,926.20	\$17,966.40
Offerings - Cash	\$461.60	\$2,159.10	-	\$2,159.10	\$2,196.00
Offerings - Direct Credits	\$100.00	\$3,084.99	-	\$3,084.99	\$2,906.66
<b>Total Offerings</b>	<b>\$3,536.60</b>	<b>\$26,170.29</b>	<b>-</b>	<b>\$26,170.29</b>	<b>\$23,069.06</b>
Rental - Hall	\$193.47	\$4,458.91	-	\$4,458.91	\$3,400.87
Property Leases	\$1,413.04	\$8,821.55	-	\$8,821.55	-
<b>Total Rentals Income</b>	<b>\$1,606.51</b>	<b>\$13,280.46</b>	<b>-</b>	<b>\$13,280.46</b>	<b>\$3,400.87</b>
Donations	-	\$190.00	-	\$190.00	\$1,080.00
Weddings	\$608.70	\$608.70	-	\$608.70	\$608.69
Funerals	\$260.87	\$1,260.86	-	\$1,260.86	\$293.48
Baptisms	-	\$130.43	-	\$130.43	\$173.92
Interest - Bank	\$47.09	\$243.35	-	\$243.35	\$316.83
Interest - IRD	-	\$0.16	-	\$0.16	\$6.85
Sundry Income	-	\$10.82	-	\$10.82	-
Special Appeals (Organ, Windows etc) - R	-	\$300.00	-	\$300.00	-
<b>Total Other Income</b>	<b>\$916.66</b>	<b>\$2,744.32</b>	<b>-</b>	<b>\$2,744.32</b>	<b>\$2,479.77</b>
Opportunity Shop Income	-	\$2,444.40	-	\$2,444.40	\$3,482.00
Opportunity Shop Expense	-	(\$219.50)	-	(\$219.50)	-
<b>Opportunity Shop - Profit / Loss</b>	<b>-</b>	<b>\$2,224.90</b>	<b>-</b>	<b>\$2,224.90</b>	<b>\$3,482.00</b>
<b>Total Trading Activities Profit / Loss</b>	<b>-</b>	<b>\$2,224.90</b>	<b>-</b>	<b>\$2,224.90</b>	<b>\$3,482.00</b>
<b>Total Assessable Income</b>	<b>\$6,059.77</b>	<b>\$44,419.97</b>	<b>-</b>	<b>\$44,419.97</b>	<b>\$32,431.70</b>
<b>Total Income</b>	<b>\$6,059.77</b>	<b>\$44,419.97</b>	<b>-</b>	<b>\$44,419.97</b>	<b>\$32,431.70</b>
Hospitality - Clergy	\$50.00	\$600.00	-	(\$600.00)	\$600.00
Housing Allowance	\$840.00	\$10,080.00	-	(\$10,080.00)	\$10,080.00
Parish Discretionary Account	\$75.00	\$900.00	-	(\$900.00)	\$900.00
Relieving Clergy	-	\$450.00	-	(\$450.00)	\$200.00
Stipends	\$2,055.49	\$24,596.60	-	(\$24,596.60)	\$24,300.22
<b>Total Stipends/Ministry Costs</b>	<b>\$3,020.49</b>	<b>\$36,626.60</b>	<b>-</b>	<b>(\$36,626.60)</b>	<b>\$36,080.22</b>
Accounting	\$45.00	\$540.00	-	(\$540.00)	\$540.00
Advertising	-	\$258.26	-	(\$258.26)	-
Bank Charges	-	\$10.01	-	(\$10.01)	-
Cleaning Costs	\$163.46	\$2,301.05	-	(\$2,301.05)	\$1,805.79
Communion and Altar Supplies	\$313.04	\$313.04	-	(\$313.04)	\$448.16
Conferences / Synod	-	\$156.52	-	(\$156.52)	\$127.83
Equipment Purchases	-	-	-	-	\$1,159.76
Hospitality	-	\$16.97	-	(\$16.97)	-
Interest Expense	-	\$10.00	-	(\$10.00)	-
Printing and Photocopying	-	-	-	-	\$18.78
Stationery & Postage	-	\$108.32	-	(\$108.32)	\$321.34
Sundry Expenses	-	-	-	-	\$50.00
Telephone, Tolls and Internet	-	\$359.75	-	(\$359.75)	\$737.92
<b>Total Parish Running Costs</b>	<b>\$521.50</b>	<b>\$4,073.92</b>	<b>-</b>	<b>(\$4,073.92)</b>	<b>\$5,209.58</b>
Assessment	\$414.78	\$4,977.36	-	(\$4,977.36)	\$3,940.46
Assessment - Ministry Support Fund	\$31.30	\$375.60	-	(\$375.60)	\$322.75
NZ Anglican Board of Missions	\$121.00	\$1,452.00	-	(\$1,452.00)	\$1,452.00
<b>Total Assessments/Levies</b>	<b>\$567.08</b>	<b>\$6,804.96</b>	<b>-</b>	<b>(\$6,804.96)</b>	<b>\$5,715.21</b>
Electricity / Gas	\$298.11	\$4,183.63	-	(\$4,183.63)	\$3,912.16
Ground Maintenance	\$120.00	\$1,174.00	-	(\$1,174.00)	\$1,175.66
Insurance	-	\$1,337.36	-	(\$1,337.36)	\$1,510.24
R & M - Church Buildings	-	\$156.08	-	(\$156.08)	\$1,060.00
R & M - Equipment	-	\$206.25	-	(\$206.25)	\$444.50
R & M - Fixtures and Fittings	-	-	-	-	\$836.30
R & M - Hall	-	\$59.48	-	(\$59.48)	\$3,233.75
Rates - Church Buildings	\$1,468.86	\$2,906.35	-	(\$2,906.35)	\$2,249.40
<b>Total Property Expenses</b>	<b>\$1,886.97</b>	<b>\$10,023.15</b>	<b>-</b>	<b>(\$10,023.15)</b>	<b>\$14,422.01</b>
<b>Total Expenses</b>	<b>\$5,996.04</b>	<b>\$57,528.63</b>	<b>-</b>	<b>(\$57,528.63)</b>	<b>\$61,427.02</b>

**Statement of Financial Performance**

FOR THE PERIOD ENDED 31/12/2016

Branch: ADMN - Admin

Department: ADMN - Admin

Budget: 0000 - Unspecified

Account Name	Period Balance	Year Balance	Year To Date Budget	Year to Date Budget Variance	Last Year Year to Date Balance
<b>Net Surplus / (Deficit)</b>	\$63.73	(\$13,108.66)	-	(\$13,108.66)	(\$28,995.32)

**Statement of Financial Performance**

FOR THE PERIOD ENDED 31/12/2016

Branch: CEME - Cemetery Account

Department: ADMN - Admin

Budget: 0000 - Unspecified

Account Name	Period Balance	Year Balance	Year To Date Budget	Year to Date Budget Variance	Last Year Year to Date Balance
Interest - Bank	-	\$13.23	-	\$13.23	\$6.60
<b>Total Other Income</b>	-	\$13.23	-	\$13.23	\$6.60
<b>Total Assessable Income</b>	-	\$13.23	-	\$13.23	\$6.60
<b>Total Income</b>	-	\$13.23	-	\$13.23	\$6.60
<b>Net Surplus / (Deficit)</b>	-	\$13.23	-	\$13.23	\$6.60

**Statement of Financial Position**

FOR THE PERIOD ENDED 31/12/2016  
 Branch: Consolidated for all Branches  
 Department: Consolidated for all Departments  
 Budget: Default

Last Year Full Balance	Account Name	Year Balance
	<b>Current Assets</b>	
(\$95,823)	BNZ Parish Accounting Sweep	(\$116,108)
\$3,472	Parish Imprest Account	\$8,271
\$2,994	Westpac Sprinkler Account	\$3,138
\$5,292	BNZ Te Akau Cemetery Endowment	\$5,305
(\$84,064)	<b>Total Cash at Bank</b>	(\$99,393)
\$4	Sundry Debtors	-
\$788	GST Refund Due	-
(\$83,272)	<b>Total Current Assets</b>	(\$99,393)
	<b>Fixed Assets</b>	
\$147,555	Furniture & Fittings	\$147,555
\$147,555	<b>Total Fixed Assets</b>	\$147,555
	<b>Investments</b>	
\$48,702	Waikato Diocesan Trust Board	\$48,702
\$5,000	TSB - Term Deposit	\$5,000
\$53,702	<b>Total Investments</b>	\$53,702
\$117,985	<b>Total Assets</b>	\$101,864
	<b>Current Liabilities</b>	
\$4,534	Accounts Payable	\$2,237
-	GST Accrued	\$55
\$500	Donation - Painting Waingaro Church	\$5,500
\$5,784	Year End Creditors	-
\$10,818	<b>Total Current Liabilities</b>	\$7,792
	<b>Term Liabilities</b>	
-	<b>Total Term Liabilities</b>	-
\$10,818	<b>Total Liabilities</b>	\$7,792
\$107,167	<b>Excess Assets/Liabilities</b>	\$94,072
	<b>Equity</b>	
\$105,108	<b>Retained Earnings</b>	\$92,013
\$2,059	Revaluation Reserve - Investments	\$2,059
-	<b>Ledger Variance</b>	-

499 Hakarimata Road  
 R.D.1  
 Huntly  
 20.03.2017

Secretary  
 Waikato Wellbeing Trust

Dear Sir or Madam,

I am writing on behalf of the Holy Trinity Anglican church to seek help from the council to replace the very large window in our hall that faces Jesmond street. Recently when we had a quote to paint it and reseal the windows it was discovered that the window surrounds were rotten and need replacing. Enclosed please find the new quotes to replace this window and clean and paint toilet.

This is a community hall used by many people in the community, the regular users are

Care and Craft

Friendship Club (senior Citizens)

Childrens dancing

Zumba

Health Boards for Huis

Police Emergencies                      Police use this hall for all sorts of emergencies

Also all the programes they run Holiday programes ect

Maori Family and Farm meetings

Weddings

Funerals

And many social gatherings

This hall covers a large area in our Parish and helps many people

We do not have a lot of funds but have had some donations towards the window.

Also one of the toilets on the stage has very bad mould and needs cleaning and painting also so it may be used again.

If you require any further information please phone me on 078246781 or 0272215840

Yours sincerely

Bev Wills



Treasurer Holy Trinity Anglican Church



Ngaruawahia Police Station  
PO Box 10  
Ngaruawahia

20<sup>th</sup> March 2017

Dear Waikato District Council Well Being Trust,

I am writing this letter in support of the Ngaruawahia Anglican Church funding application.

The Ngaruawahia Anglican Church supports the Ngaruawahia community in many different ways including providing its facilities for various different community groups to run their programmes.

As Chairman for North Waikato Blue Light, Vice-Chairman for the Ngaruawahia Community Youth holiday Programme and Waaka Trust Driver Licencing and a member of the Ngaruawahia Police I am very grateful for the support of the Ngaruawahia Anglican Church.

We have run countless community programmes out of the Anglican Church Hall including the holiday programme, youth events, driver licencing programme, functions, major police emergencies and investigations.

I again endorse any funding application submitted by the Ngaruawahia Anglican Church for upgrades to their community facilities.

Kind Regards

Peter Wiggins

Ngaruawahia Youth Aid Officer  
North Waikato Blue Light  
Ngaruawahia Community Youth Holiday Programme  
Waaka Trust Driver Licencing



# The CARE & CRAFT CENTRES OF NEW ZEALAND TRUST

Founder: Mrs Rewa Henderson Q.S.M.

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16 Ngaio Place  
Pukete  
Hamilton 3200  
14<sup>th</sup> March 2017

Anglican Church Committee  
Ngaruawahia.

Att. Mrs B. Wills

Dear Madam

As you are aware our Care and Craft Group has had the use of your Hall for many years.

We are experiencing trouble with the windows in the main hall. Due to the wood rotting and distorting we are having great trouble opening and closing the windows. With the weather we have had recently we feel that it is necessary to attempt to open them. As you know most of our guests are elderly and so there are very few people who can attempt this feat.

Hoping that you can find a way to help us with this matter.

Yours faithfully

Rosemary Higgins  
Secretary

**Your account details**

Date: 13 March 2017

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**A: Account number**      03-1571-0026153-000      Non Profit Org

---

**B: Account name**      Ngaruawahia Central Vestry  
Trading as

---

**C: Account address**      Ngaruawahia Central Vestry  
C/- Bev Wills  
499 Hakariamata Road  
RD 1  
Huntly 3771



<b>Applicant Name:</b> Ngaruawahia RSA Memorial Club Inc.		<b>Project Name:</b> To upgrade the building roof	
<b>Total Cost of Project:</b> \$56,668.55	<b>Wellbeing Trust Funding Sought:</b>	<b>Other Funding Sought:</b> \$	
<b>In Hand \$</b>	\$56,668.55		
<b>Project Background:</b>			
<p>Ngaruawahia RSA (“the RSA”) would like to partially replace their roof. They have had repairs done in 2014 in the hall and restaurant area and it was maintained regularly but now this requires replacement.</p> <p>The work requires professional tradesman to undertake the project in order to meet the RSA Health &amp; Safety legal requirements.</p> <p>The RSA have 6 volunteer members that help with the maintenance where needed and have helped trying to upkeep (painting and small leaks) the existing roof.</p> <p>The Ngaruawahia RSA hosts a variety of events and social evenings for the community of Ngaruawahia. There are variety of groups such as the card, eight ball &amp; darts clubs and the local history group that meet at the club on a regular basis.</p> <p>There are 460 members registered with the Ngaruawahia RSA Memorial Club Inc.</p> <p>Further information has been requested for the RSA regarding seeking other funding towards the project and letters of support.</p>			
<b>The group /community provided supporting letters from:</b>			
Requested (as above)			
<b>Project Justification</b> Ngaruawahia RSA want to ensure that the memorabilia inside is protected and that they can continue on with supplying a community facility that is safe and dry. The Ngaruawahia RSA feel that by maintaining the facility it is giving the community a building that it can be proud of and that it also attracts more visitors to the town.			
<b>Staff Comments:</b> The site identified is on private land. Staff have advised the RSA of the need to contact Council regarding any consenting required.			
<b>Update from the RSA received 24 May 2017</b>			
<p>Ngaruawahia RSA Eight Ball and Darts - they have a monthly meeting and two Thursday night tournaments. They also invite other groups (Huntly, Pukemiro, Edgecumbe, Tokoroa, etc.) in for competitions.</p> <p>Ngaruawahia History Group - meet weekly at RSA on Tuesday from 1pm – about 10-12 members.</p> <p>Ngaruawahia Euchre Club - meet weekly on Wednesday from 1pm – 10-12 members. They are also hosting a tournament here in July.</p> <p>Wine Club – meet one Thursday per month to discuss wines etc. 20 in group.</p> <p>Ngaruawahia RSA Indoor Bowls – meet weekly on Thursday’s from 10am.</p> <p>Village Church – every Sunday use our conference room for Sunday School.</p> <p>These are the groups that regularly meet and there is no charge for them to use it.</p> <p>The RSA also hosts groups from around the region for training and management meetings:</p>			

- Waikato Regional Council
- Waikato District Council
- Turangawaewae regatta committee
- Z Waikato training
- Blue light (Police)
- Tribal Nation – AGM

We also host birthdays, weddings, funerals and reunions for the community, given there are not many facilities available.

We also offer our quiz night – once a month on Thursday for community groups to use as a fundraiser – so far we have had: Nga Com House, Cancer Support Group, Community Care and Crisis, Twin Rivers Art Centre.

Ngaruawahia Senior Citizens group use our restaurant facility during the year for functions, as does the Ngaruawahia Knitting group.

We also have the meals on wheels contract and are currently doing up to 16 meals per day – Monday to Friday.

We also host fundraisers throughout the year – Mother's Day this year was used to raise funds for Cancer Support Group – about 76 people attended a pink breakfast. We also host a Matariki banquet annually amongst many others. All of these events are open to the public to attend.

If we don't get the full funding we may be able to break the roof repair down into two large stages, repairing the most urgent first. We may also be able to source funding from elsewhere. As a last resort we will have to extend our mortgage and this is not the most favoured option.





## Section 2 – Community wellbeing and outcomes

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

Accessible  Safe  Sustainable  Thriving  Vibrant

### **Waikato District Community Outcomes**

**Accessible Waikato** - A district where the community's access to transport infrastructure and technology meets its needs.

**Sustainable Waikato** - A district where growth is managed effectively and natural resources are protected and developed for future generations.

**Thriving Waikato** - A district that prides itself on economic excellence, where heritage and culture are protected and celebrated.

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

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

## Section 3 – Your event/project

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

The RSA requires a partial roof replacement. In 2014 the RSA paid for major repairs to the roof in the hall and the restaurant area however the original roof has been painted regularly but now requires replacement.

**How many volunteers are involved? Who is involved in your project?**

The actual replacement will not involve volunteers but we do have a group of six volunteers who regularly paint and fix the roof leaks.

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

The new roof will ensure the RSA interior does not continue to be damaged through water leaks. Therefore we will be able to continue to provide a facility that is safe for the whole community to use.

#### Section 4 – Funding requirements

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

All fields must be completed in the following sections	<b>GST Inclusive Costs</b>
<b>Total cost of the project/event</b>	\$ 56,668.55

<b>Existing funds available for the project</b>	<b>Total A</b>	\$ NIL
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<b>Funding being sought from Waikato District Council Project Breakdown</b> (itemised costs of funding being sought) If there is insufficient space below please provide a breakdown of costs on an additional sheet.	
Roof replacement	\$ 56,668.55
	\$
	\$
	\$
	\$
	\$
<b>Total B</b>	\$ 56,668.55

<b>Funding been sought from other funders?</b>	
a)	\$ _____
b)	\$ _____
c)	\$ _____
d)	\$ _____
<b>Total C</b>	\$ _____

<b>Total Funding Applied for</b> (Add totals A, B & C together to make Total D)	<b>Total D</b>	\$ 56,668.55
Note : This total should equal the Total Cost of the Project		

Describe any donated material / resources provided for the project:

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

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

Name of fund and project description	Amount received	Date
Nga Community Board	\$1416	Jul 16
WDC Event Fund.	\$1500	Feb 16

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

I confirm that an accountability statement has been completed and returned

Signed: [Signature] Name: Wendy Diamond

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

Signature: [Signature] Date: 23/3/2017

Position in organisation (tick which applies) Chairman  Secretary  Treasurer

Signature: [Signature] Date: 23/3/2017

Position in organisation (tick which applies) Chairman  Secretary  Treasurer

Steel Building Products ( Central) Limited  
trading as



25 Sheffield Street, Te Rapa  
PO Box 10113, Te Rapa, Hamilton 3241  
Phone: (07) 849 3807  
Fax: (07) 849 6889  
Freephone: 0508 493 807  
www.metalcraftroofing.co.nz

13/12/16

REF: 16899DR

Wendy Diamond  
c/o Ngaruawahia RSA  
4 Market Street  
Ngaruawahia

PROPOSED RE-ROOFING  
AS PER SITE MEASURE  
MARKET STREET  
NGARUAWAHIA SITE

Phone: 07 824 8905 / 0274 936 392

Email: [ngaruawahia@rsa.co.nz](mailto:ngaruawahia@rsa.co.nz)

**IMPORTANT:** This estimate will be under the "CONSTRUCTION CONTRACTS ACT" 2002.  
This estimation shall be valid for 30 days from the date of issue.

**PREVIEW:** The estimation below will allow for the removal of existing metal roofing and dispose of same, ready for long-run steel roofing.

Should there be any rotted 75 x 50 purlins to re-place, a cost of \$11.00 per L.M. (plus G.S.T) will incur, to supply and fit. TV aerials will be re- appointed, but no responsibility will be taken for malfunction or "tuning in" of same.

**NOTE:** A builder may be required to assist with the removal of old flashings. The property owner will be responsible for engaging the tradesman of choice and incur costs for same, should it be deemed necessary.

It is advisable for the owner to notify their insurance company before any work is undertaken, should there be any unexpected damage to property.

**RAINWATER SYSTEMS:** Internal gutter flashings

**ROOFING MATERIALS:** MC 770 x .55g Colorsteel Endura

**SUNDRIES INCLUDED:** Ridging and apron flashings, Barge flashings, Side flashings, Verge flashings, Parapet cap flashings, Back Tray flashings, Gutter apron flashings, Netting, Fixings, Covertex 407 underlay.

Delivered to site, as per above details.

**Estimated cost to supply and install.** Excluding G.S.T. \$49,277.60  
(Excludes scaffolding required, excludes disconnecting/reconnecting of A/C and fan units)  
(Excludes skylight replacement)

Customer Acceptance: \_\_\_\_\_

**For further reference, contact your representative: Beau Davies – 0274 716 800**

TERMS OF PAYMENT: The above estimate is to be regarded as a "CASH SALE", unless a "Trade account" is current, or otherwise contact your representative to arrange a "deposit and balance of payment" agreement.



## 1. DEFINITIONS

- 1.1 "Metalcraft" shall mean Steel Building Products (Central) Limited, trading as Metalcraft Roofing, or any agents or employees thereof.
- 1.2 "Customer" shall mean the Customer, any person acting on behalf of and with the authority of the Customer, or any person purchasing products and services from Metalcraft.
- 1.3 "Products" or "Products & Services" shall mean:  
all or any of products, goods, services and advice provided by Metalcraft to the customer and shall include without limitation the provision of design, consultation & fixing or installation services; the supply of all roofing, purlins & flashings products; all associated products and services; all charges for labour, hire charges, insurance charges, or any fee or charge associated with the supply of Products and Services by Metalcraft to the Customer, including all of the Customer's present and after-acquired Products that Metalcraft has performed work on or to or in which Products or materials supplied or financed by Metalcraft have been attached or incorporated.
- 1.4 "Price" shall mean the cost of the Products and Services as agreed between Metalcraft and the Customer and includes all disbursements eg charges Metalcraft pay to others on the Customer's behalf subject to clause 5 of this contract.

## 2. ACCEPTANCE

Any instructions received by Metalcraft from the Customer for the supply of Products and Services shall constitute a binding contract and acceptance of the terms and conditions contained herein.

## 3. COLLECTION AND USE OF INFORMATION

- 3.1 The Customer and each of the person signing this application authorises Metalcraft to collect, retain and use any information about the Customer / Owner / Partner / Director / Guarantor / person(s) who have signed this application form, for the purpose of assessing the Customer's / Guarantor(s)'s credit worthiness, enforcing any rights under this contract, or marketing any Products and Services provided by Metalcraft to any other party. The collection of information may be done either by Metalcraft directly or through one of its group companies.
- 3.2 The Customer authorises Metalcraft to disclose any information obtained to any person for the purposes set out in clause 3.1 including but not limited to any credit or debt collection agency.
- 3.3 Where the Customer is a natural person the authorities under clauses 3.1 and 3.2 are authorities or consents for the purposes of the Privacy Act 1993 or any amendment or new Privacy Act that may come hereafter. Such authorities or consents will be standing ones for use from time to time until all the dues under this application are paid off in full.

## 4. CREDIT FACILITY / REFUSAL OF CREDIT

Metalcraft is not obligated to grant credit on receipt of this application. Even where Metalcraft has given a credit facility, Metalcraft can refuse to make fresh supplies under that facility whether there is sufficient room to accommodate such supplies or not, with or without assigning any reason for such refusal.

## 5. PRICE

- 5.1 Where no price is stated in writing or agreed to orally the Products and Services shall be deemed to be sold at the current amount as such Products and Services are sold by Metalcraft at the time of the contract.
- 5.2 The price may be increased by the amount of any reasonable increase in the cost of supply of the Products and Services that is beyond the control of Metalcraft between the date of the contract and delivery of the Products and Services.

## 6. PAYMENT, PAYMENT ALLOCATION & CHARGING OF INTEREST

- 6.1 Payment for Products and Services shall be made in full without deduction for any reason whatever (except prior agreed Retentions, if any) on or before the 20<sup>th</sup> day of the month following the date of the invoice / "payment claim" under Construction Contracts Act ("the due date").
- 6.2 Interest may be charged on any amount owing after the due date at the rate of 2% per month or part month.
- 6.3 Any expenses, disbursements and legal costs incurred by Metalcraft in the enforcement of any rights contained in this contract shall be paid by the Customer, including any reasonable solicitor's fees or debt collection agency fees.
- 6.4 Receipt of a cheque, bill of exchange, or other negotiable instrument shall not constitute payment until such negotiable instrument is paid/realised in full.
- 6.5 A deposit may be required.
- 6.6 Any provision for a "pay when paid" clause or a "pay if paid" clause shall not apply to Metalcraft when Products and Services are provided by it.
- 6.7 Metalcraft may in its discretion allocate any payment received from the Customer towards any invoice that Metalcraft determines and may do so at the time of receipt or at any time afterwards and on default by the Customer may reallocate any payments previously received and allocated. In the absence of any payment allocation by Metalcraft, payment shall be deemed to be allocated in such manner as preserves the maximum value of Metalcraft's purchase money security interest in the Products and Services.

## 7. QUOTATION

- 7.1 Where a quotation is given by Metalcraft for Products and Services:
  - 7.1.1 Unless otherwise agreed the quotation shall be valid for thirty (30) days from the date of issue; and
  - 7.1.2 The quotation shall be exclusive of goods and services tax unless specifically stated to the contrary;
  - 7.1.3 Metalcraft reserve the right to alter the quotation because of circumstances beyond its control.
- 7.2 Where Products and Services are required in addition to the quotation the Customer agrees to pay for the additional cost of such Products and Services.

## 8. EXTRAS, VARIATIONS & RETENTIONS:

- 8.1 Where Products & Services are required either as a variation or as an extra to quotation / existing supply arrangement / contract, the Customer agrees to pay for the additional cost at either the price as agreed for such extra or variation and where a specific price has not been agreed, at the current price of Metalcraft. If Metalcraft has already manufactured or fabricated the supply as per original drawings / orders supplied by the Customer before receiving any variation request in writing, the Customer will be liable to pay for such materials including labour and related expenses, over and above payments for such variations and extras.
- 8.2 Metalcraft may insist on a written site instruction / order no. / variation or extra to contract request from the Customer before commencing additional or varied supply and if there is any delay on the part of the Customer in providing such written instructions, then Metalcraft will not be liable in any manner whatsoever, for any temporary or final delay for the completion of the job.
- 8.3 Retentions where specifically agreed by Metalcraft may be withheld from payments due to Metalcraft. 50% of such retentions become payable on practical completion of supply by Metalcraft and 50% of such retentions become payable 90 days after that date. If retention moneys are not paid when due, then the Customer will be liable for interest calculated at 2% per month or part of month, for the period of delay in payment and for the cost of any recovery action by Metalcraft.

## 9. RISK AND DELIVERY

- 9.1 The Products and Services remain at Metalcraft risk until delivery to the Customer.
- 9.2 Delivery of Products and Services shall be deemed complete when Metalcraft, or an agent including a manufacturer, gives possession of the Products and Services directly to the Customer or possession of the Products and Services is given to a carrier, courier, or other bailee for purposes of transmission to the Customer.
- 9.3 The time agreed for delivery shall not be an essential term of this contract unless the Customer gives written notice to Metalcraft making time of the essence.
- 9.4 Where Metalcraft delivers Products and Services to the Customer by instalments and Metalcraft fails to deliver or supply one or more instalments the Customer shall not have the right to cancel the contract but shall have the right to claim compensation as a severable breach.
- 9.5 The Customer will ensure that Metalcraft is provided with reasonable access to the delivery address together with adequate room for unloading. The Customer indemnifies Metalcraft against all costs and liabilities Metalcraft incurs with or arising out of the delivery or in unloading.

## 10. AGENCY

- 10.1 The Customer authorises Metalcraft to contract either as principal or agent for the provision of Products and Services that are the matter of this contract.
- 10.2 Where Metalcraft enters into a contract of the type referred to in clause 10.1 it shall be read with and form part of this agreement and the Customer agrees to pay any amounts due under that contract.

## 11. TITLE AND SECURITY (PERSONAL PROPERTY SECURITIES ACT ("PPSA"))

- 11.1 The Customer grants to Metalcraft a purchase money security interest ("PMSI") as defined in PPSA in the Products and agrees that the PMSI has attached to all goods supplied now or in the future to the Customer and that the attachment of the PMSI has in no way been deferred or postponed from the date recorded herein.
- 11.2 Title in any Products and Services supplied by Metalcraft passes to the Customer only when the Customer has made payment in full for all Products and Services provided by Metalcraft and of all other sums due to Metalcraft by the Customer on any account whatsoever. Until all sums due to Metalcraft by the Customer have been paid in full, Metalcraft has a security interest in all Products and Services.
- 11.3 If the Products and Services are attached, fixed, or incorporated into any property of the Customer, by way of any manufacturing or assembly process by the Customer or any third party, title in the Products and Services shall remain with Metalcraft until the Customer has made payment for all Products and Services, and where those Products and Services are mixed with other property so as to be part of or a constituent of any new Products and Services, title to these new Products and Services shall be deemed to be assigned to Metalcraft as security for the full satisfaction by the Customer of the full amount owing between Metalcraft and Customer.
- 11.4 The Customer gives irrevocable authority to Metalcraft to enter any premises occupied by the Customer or on which Products and Services are situated at any reasonable time after default by the Customer or before default if Metalcraft believes a default is likely and to remove and repossess any Products and Services and any other property to which Products and Services are attached or in which Products and Services are incorporated. Metalcraft shall not be liable for any costs, damages, expenses or losses incurred by the Customer or any third party as a result of this action, nor liable in contract or in tort or otherwise in any way whatsoever unless by statute such liability cannot be excluded. Metalcraft may either resell any repossessed Products and Services and credit the Customer's account with the net proceeds of sale (after deduction of all repossession, storage, selling and other costs) or may retain any repossessed Products and Services and credit the Customer's account with the invoice value thereof less such sum as Metalcraft reasonably determines on account of wear and tear, depreciation, obsolescence, loss or profit and costs.
- 11.5 The following shall constitute defaults by the Customer:
  - 11.5.1 Non payment of any sum by the due date.
  - 11.5.2 The Customer intimates that it will not pay any sum by the due date.
  - 11.5.3 Any Products and Services are seized by any other creditor of the Customer or any other creditor intimates that it intends to seize Products and Services.
  - 11.5.4 Any Products and Services in the possession of the Customer are materially damaged while any sum due from the Customer to Metalcraft remains unpaid.
  - 11.5.5 The Customer is bankrupt or put into liquidation or a receiver is appointed to any of the Customer's assets or a landlord distains against any of the Customer's assets.
  - 11.5.6 A Court judgment is entered against the Customer and remains unsatisfied for seven (7) days.
  - 11.5.7 Any material adverse change in the financial position of the Customer.
- 11.6 In the event of a default Metalcraft is entitled to enforce all the rights available to it under these terms and conditions of trade, at the cost, risk and responsibility of the Customer.
- 11.7 Where Products and Services are retained by Metalcraft pursuant to clause 11.4 the Customer waives the right to receive notice under s.120 of the Personal Property Securities Act 1999 ("PPSA") and to object under s.121 of the PPSA.

- 11.8 If the Credit Repossession Act applies to any transaction between the Customer and Metalcraft, the Customer has the rights provided in that Act despite anything contained in these terms and conditions of trade.
- 11.9 The Customer waives his/its rights :
- 11.9.1 To receive a copy of any verification statement;
- 11.9.2 To receive a copy of any financing charge statement;
- 11.9.3 To receive any notice that Metalcraft intends to sell the Product or to retain the Products on enforcement of the security interest (as defined in PPSA) granted to Metalcraft under these terms;
- 11.9.4 To object to Metalcraft proposal to retain the Products in satisfaction of any obligation owed by the Customer to Metalcraft;
- 11.9.5 To receive a statement of account on sale of the Products;
- 11.9.6 To redeem the Products; and
- 11.9.7 Where any Product becomes an accession, as defined in the PPSA, to not have any Products damaged when Metalcraft removes the accession, to receive notice of removal of the accession and to apply to the court for an order concerning the removal of the accession, under the PPSA.
- 12. SECURITY INTEREST FOR SERVICE PROVIDERS**
- The Customer gives Metalcraft a security interest in all of the Customer's present and after-acquired property that Metalcraft has performed services on or to or in which Products or materials supplied or financed by Metalcraft have been attached or incorporated.
- 13. LIABILITY & CONSUMER GUARANTEES ACT**
- 13.1 The Consumer Guarantees Act 1993, the Fair Trading Act 1986 and other statutes may imply warranties or conditions or impose obligations upon Metalcraft which cannot by law (or which can only to a limited extent by law) be excluded or modified. In respect of any such implied warranties, conditions or terms imposed on Metalcraft, Metalcraft's liability shall, where it is allowed, be excluded or if not able to be excluded only apply to the minimum extent required by the relevant statute.
- 13.2 Except as otherwise provided by clause 13.1 Metalcraft shall not be liable for:
- 13.2.1 Any loss or damage of any kind whatsoever including loss of profits consequential loss whether suffered or incurred by the Customer or another person and whether in contract or tort (including negligence) or otherwise and irrespective of whether such loss or damage arises directly or indirectly from Products and Services provided by Metalcraft to the Customer; and
- 13.2.2 The Customer shall indemnify Metalcraft against all claims and loss of any kind whatsoever however caused or arising and without limiting the generality of the foregoing of this clause whether caused or arising as a result of the negligence of Metalcraft or otherwise, whether or not brought by any person in connection with any matter, act, omission, or error by Metalcraft its agents or employees in connection with the Products and Services.
- 13.3 Subject to clause 13.4 the guarantees contained in the Consumer Guarantees Act 1993 are excluded where the Customer acquires Products and Services from Metalcraft for the purposes of a business in terms of section 2 and 43 of that Act.
- 13.4 Should Metalcraft breach any of its obligations to a Customer, then Metalcraft's liability to that Customer shall be limited to the greater of either:
- 13.4.1 The costs of replacing the Products in respect of which the obligation has been breached with product or equivalent specification;
- 13.4.2 The price for those Products paid by the Customer.
- 13.5 Metalcraft shall have no liability for discrepancies between estimates that may have prepared for quantities based on plans or other information given by or on behalf of the Customer and quantities actually required. The Customer warrants it has verified and in any event accepts responsibility for the accuracy of quantities ordered as being in accordance with its requirements.
- 14. WARRANTY**
- 14.1 Manufacturer's warranty applies where applicable.
- 14.2 Any written warranty that Metalcraft provide to the Customer will also form part of these terms and conditions of trade.
- 14.3 No representation, condition, warranty or premise expressed or implied by law or otherwise applies to the Products and Services except where Products are supplied or services provided pursuant to the Consumer Guarantees Act 1993 or except where expressly stated in this contract.
- 14.4 Metalcraft does not provide any warranty that the Products are fit and suitable for the purposes for which they are required by the Customer and shall not be liable if they are not.
- 15. COPYRIGHT AND INTELLECTUAL PROPERTY**
- Metalcraft, owns and has copyright in all work, software, systems, solutions, drawings, designs, specifications, electronic data and documents produced by Metalcraft in connection with the Products and Services provided pursuant to this contract and the client may use the Products and Services only if paid for in full and for the purpose for which they were intended and supplied by Metalcraft.
- 16. CONSUMER GUARANTEES ACT**
- 16.1 Subject to clause 15.2 the guarantees contained in the Consumer Guarantees Act 1993 are excluded where the Customer acquires Products and Services from Metalcraft for the purposes of a business in terms of section 2 and 43 of that Act.
- 16.2 Should Metalcraft breach any of its obligations to a Customer, then Metalcraft's liability to that Customer shall be limited to the greater of either:
- 16.2.1 The costs of replacing the Products in respect of which the obligation has been breached with product or equivalent specification;
- 16.2.2 The price for those Products paid by the Customer.
- 17. PERSONAL GUARANTEE OF COMPANY DIRECTORS OR TRUSTEES OR OTHER GUARANTORS.**
- If the Customer is a company or trust, the director(s) or trustee(s) and guarantor(s) signing this contract, in consideration for Metalcraft agreeing to supply Products and Services and grant credit to the Customer at their request, also sign this contract in their personal capacity and jointly and severally personally undertake as principal debtors to Metalcraft the payment of any and all monies now or hereafter owed by the Customer to Metalcraft and indemnify Metalcraft against non-payment by the Customer. Any personal liability of a signatory hereto shall not exclude the Customer in any way whatsoever from the liabilities and obligations contained in this contract. The signatories and Customer shall be jointly and severally liable under the terms and conditions of this contract and for payment of all sums due hereunder.
- 18. CLAIMS AND RETURN OF PRODUCTS**
- 18.1 The Customer shall be deemed to have accepted the Products and Services provided unless the Customer notifies Metalcraft otherwise within 5 days of delivery of the Products and Services to the Customer.
- 18.2 Products will only be accepted for return with prior consent of Metalcraft. A 15% restocking fee applies. Returned Products must be accompanied by original invoice, in unused and undamaged condition and still in original packaging where applicable. The Customer is liable for all costs associated with the return. There will be no returns on customised orders.
- 18.3 In the event of damage in transit the Customer is required to send to Metalcraft a written request for replacement together with the delivery docket and evidence that this was endorsed at the time of receipt of Products that the Products were damaged prior to unloading.
- 19. CANCELLATION**
- 19.1 Once an order has been accepted by Metalcraft, it can only be cancelled, varied or suspended (whether in whole or in part) upon the following terms and conditions:
- 19.1.1 No cancellation, variation or suspension will be effective or recognised unless, and only to the extent that Metalcraft agrees in writing to such cancellation, variation or suspension;
- 19.1.2 The Customer agrees to accept delivery of all Products held by Metalcraft in respect of such order and all Products in transit to or subsequently delivered to Metalcraft for such order;
- 19.1.3 The Customer agrees to pay all costs, expenses and liabilities incurred by Metalcraft in consequence of the cancellation, variation or suspension of the order.
- 20. CAVEAT**
- The Customer / Guarantor(s) charge(s) in favour of Metalcraft as security for the Customer's obligations to Metalcraft, all rights, title and interest (including beneficial interest in any Trust) in any property held now by the Customer / Guarantor(s) either alone or jointly with anyone or acquired by the Customer / Guarantor(s) at any time hereafter, also as a trustee. If the Customer / Guarantor(s) default(s) in payment of any amount owed to Metalcraft, the Customer / Guarantor(s) specifically authorise(s) Metalcraft to lodge a caveat against any such property and appoint(s) Metalcraft to be the Customer / Guarantor(s)'s Attorney for this purpose – provided that – this authority is to be taken as authority to create a mortgage charge on property if a caveat is not possible or if a mortgage charge is necessitated to protect Metalcraft's interests, at Metalcraft's discretion.
- 21. ASSIGNMENT**
- In consideration of the goods supplied to the Customer by Metalcraft the Customer assigns to Metalcraft absolutely all the Customer's right title and interest in any debt which is due to the Customer by any third party the Customer has on sold to Products supplied by Metalcraft whether or not the amount of that debt due to the Customer by the third party comprises only a part of the amount of the debt for Products supplied by Metalcraft to the Customer.
- 22. MISCELLANEOUS**
- 22.1 Metalcraft shall not be liable for delay or failure to perform its obligations if the cause of the delay or failure is beyond its control.
- 22.2 Failure by Metalcraft to enforce any of the terms and conditions contained in this contract shall not be deemed to be a waiver of any of the rights or obligations Metalcraft has under this contract.
- 22.3 If any provision of this contract shall be invalid, void or illegal or unenforceable the validity existence, legality and enforceability of the remaining provisions shall not be affected, prejudiced or impaired.
- 22.4 The Customer shall not assign all or any of its rights or obligations under this contract without the written consent of Metalcraft.
- 22.5 Where these terms and conditions of trade are at variance with the order or instructions from the Customer these terms and conditions of trade shall prevail.
- 22.6 If required by Metalcraft the Customer will store Products and Services supplied by Metalcraft in a way that enables them to be identified as having been supplied by Metalcraft.
- 23. FORCE MAJEURE:**
- Metalcraft shall not be liable for any failure or delay in supply or delivery of the Products and Services where such failure or delay is wholly or partly due to any cause or circumstance whatsoever outside the reasonable control of Metalcraft including, but not limited to, war, strikes, lockouts, industrial disputes/unrest, transport delays, government restrictions or intervention, fire, acts of God, breakdown of Plant, shortage of supplies or labour, storm or tempest, theft, vandalism, riots, civil commotion, terrorist acts or accidents of any kind.
- 24. GOVERNING LAW & JURISDICTION:**
- This application will be construed and governed by the Laws of New Zealand and the courts in New Zealand will have jurisdiction on any action or claim that may be brought about.



PO Box 5497  
Frankton  
Hamilton 3242



141 Ellis Street  
Frankton  
Hamilton

(07) 846 6364  
quotes@leeroofing.co.nz  
www.leeroofing.co.nz

This quotation is subject to Lee Roofing Ltd's Terms of Sale

To Ngaruawahia RSA  
4 Market Street  
Ngaruawahia  
  
Phone 07 824 8905

Date 15-Feb-17  
Quotation No 10532  
Owner Ngaruawahia RSA  
Site Address 4 Market Street  
Ngaruawahia

We have the pleasure in quoting as follows:

To supply and fix Roofing and/or Fascia and/or Spouting at the above address - including tiles, battens, underlay and standard accessories according to NZS 4217

Code	Particulars	Sub Total	GST	Total
trim	55 Colorsteel Trimform (price does not include purlins)	65,550.49	9,832.57	75,383.06
	<i>Covertex 407 Roofing Underlay</i>			
	<i>1.2mm Aluminium Internal Gutters</i>			
	<i>Remove and Replace Colorsteel Parapet Capping</i>			
	<i>Re-flash Skylights, Roof Fans, &amp; AC Unit</i>			
	<i>Remove existing Timbr Wall Cladding and replace with Colorsteel Trimklad</i>			
	<i>Remove existing 125 Box Gutter and replace with new</i>			
	<i>Scaffolding for Health &amp; Safety Compliance</i>			

**PLEASE CONTACT US IF YOU REQUIRE AN EDGEFALL PRICE**

We require Fall Protection as detailed in Roofing Assn. of N.Z. (RANZ) Guidelines.

**NOTE**

- Protection of roofing, fascia and spouting from damage by other trades will be the responsibility of the main contractor.
- Supply and fitting of downpipes not included unless specified in our quotation.
- No allowance for cutting or flashing roof penetrations, unless specified.
- This quotation is made in accordance with the Construction Contracts Act 2002.
- Quotation valid for thirty (30) days.
- Unless otherwise specified or requested at the time of placing an order, all ridges, barges and flashings will be colour matched to the main roofing product.
- Prices are based on colours from our standard range.
- Orders received via email will be deemed to be an acceptance of all terms and conditions.

This quote is based on the copy of:

Plan No. **Site Measured**  
Date

and subject to amendment if varied.

Pitch **20.0 °**  
Main Rafter Length **13.619**  
Main Rafter Spacing **0.900**

**CREDIT TERMS**

**A deposit of half is required on acceptance of this quote. The balance is due 7 days following invoice.**

# 238 TERMS OF SALE

## QUOTATION

- The placing of an order in response to a quotation does not give rise to a binding contract. A binding contract only arises at the time when an order in writing placed by the Buyer is accepted by the Seller.
- A quotation may be withdrawn at any time before acceptance of an order based on the quotation, and will lapse upon the expiration of 30 days from the date of quotation.
- The Buyer cannot cancel a contract after the order has been accepted by the Seller, and is bound to pay the agreed price. There is no obligation on the Seller to inquire as to the authority of any person placing an order on behalf of the Buyer.
- The Seller shall be entitled to rely on the accuracy of any plans, specifications and other information provided by the Buyer.
- If the giving of a quotation involves the Seller estimating measurements and quantities, it shall be the responsibility of the Buyer to verify the accuracy of the Seller's estimated measurements and quantities before the Buyer places an order in response to such quotation.
- **Any time stated for installation is an estimate only. The Seller is not liable for any delay in installation or for any direct or consequential loss arising from such delay. processes allow, they should not be relied on.**
- Should the Buyer require any changes to the Seller's estimated measurements and quantities, the Buyer shall request such changes in writing before placing an order in response to the quotation. Where a Buyer requests changes to be made to estimated quantities or measurements after the Seller has accepted the Buyer's order in writing, the price shall be appropriately adjusted and any estimated delivery date rescheduled.

## PRICE

- The price shall be increased by the amount of any GST and other taxes and duties which may be applicable, except to the extent that such taxes are expressly included in any quotation given by the Seller.
- An extra charge may be made where additional work results from lack of precision in the Buyer's specifications or the Buyer alters the specifications after the date that a quotation is issued. Alterations to any price list shall be effective from the date specified by the Seller at the time of giving notice to the Buyer.

## PAYMENT

- **Payment is due in accordance with the terms set out in the quotation.**
- **The Buyer may not withhold payment or make any deductions from any Amount Owing, whether by way of counterclaim, set off or otherwise, without the Seller's prior written consent.**
- **If, at any time after the quotation is issued (including after an order has been accepted), the Seller considers the Buyer's credit worthiness to be unsatisfactory, the Seller may:**
  - alter the payment terms;
  - require security for payment;
  - require pre-payment; and/or
  - withhold goods or services until the provision of sufficient security or payment. All costs and expenses of or incurred by the Seller as a result shall be payable by the Buyer upon demand.

## DELIVERY

- Delivery is to be made at the place specified in the quotation, and the Seller shall deliver, or arrange delivery of, the goods to the place specified and pay any transportation costs incurred as a result.
- Any time stated for delivery is an estimate only. The Seller is not liable for any delay in delivery.

## RISK AND OWNERSHIP

- Risk of any loss, damage or deterioration of or to the goods passes to the Buyer on delivery, including in particular the risk of any loss, damage or deterioration arising out of work carried out at the Buyer's premises by persons other than the Seller, its servants, agents or contractors.
- Ownership of the goods remains with the Seller and does not pass to the Buyer until the Buyer pays the Amount Owing and any other moneys owing by the Buyer to the Seller from time to time, whether in relation to this contract or any other contract or on any other account (whatever ("Buyer's Indebtedness").
- The Seller may enter the premises where the goods are stored and remove them. The Seller shall not be responsible for any damage caused in entering and removing the goods. The Seller may resell any of the goods and apply the proceeds of sale in reduction of the Buyer's Indebtedness.

## PERSONAL PROPERTY SECURITIES ACT 1999 ("PPSA")

- Upon assenting to these terms and conditions in writing the Client acknowledges and agrees that: These terms and conditions constitute a security agreement for the purposes of the PPSA; and a security interest is taken in all Goods previously supplied by Lee Roofing to the client (if any) and all Goods that will be supplied in the future by Lee Roofing to the Client. The Client undertakes to:

sign any further documents and/or provide any further information (such information to be complete, accurate and up-to-date in all respects) which Lee Roofing may reasonably require to register a financing statement or financing change statement on the Personal Properties Securities Register;

- indemnify, and upon demand reimburse, Lee Roofing for all expenses incurred in registering a financing statement or financing change statement on the Personal Properties Securities Register or releasing any Goods charged thereby;

not register a financing change statement or a change demand without the prior written consent of Lee Roofing; and

immediately advise Lee Roofing of any material change in its business practices of selling the Goods which would result in a change in the nature of proceeds derived from such sales.

Lee Roofing and the Client agree that nothing in sections 114(1)(a), 133 and 134 of the PPSA shall apply to these terms and conditions. The Client waives its rights as a debtor under sections 116, 120(2), 121, 125, 126, 127, 129, 131 and 132 of the PPSA. Unless otherwise agreed to in writing by Lee Roofing, the Client waives its right to receive a verification statement in accordance with section 148 of the PPSA. The Client shall unconditionally ratify any actions taken by Lee Roofing under clauses 7.1 to 7.5.

## GUARANTEES

- Where the Consumer Guarantees Act 1993 applies to this contract:
  - If the goods or services are acquired by the Buyer for business purposes, the Buyer agrees that the Consumer Guarantees Act 1993 does not apply.
  - The Seller will not be liable for damages for foreseeable or consequential loss except to the extent that such liability is imposed under the Consumer Guarantees Act 1993. For the Buyer's information, the durability requirement of 15 years contained in the Building Act 1991 may be taken as a guide to the period of durability required under the Consumer Guarantees Act 1993.
- The following terms apply wherever the Consumer Guarantees Act 1993 does not apply to this contract, or where the following terms are not inconsistent with the Consumer Guarantees Act 1993:
  - Defective goods and services or goods and services which do not comply with the contract shall at the Seller's discretion be repaired or replaced, or the price refunded.
  - Any right which the Buyer may have to reject non-conforming or defective goods or services shall only be effective if:

the Buyer notifies the Seller in writing within fourteen days following the date of invoice; and  
- the Seller is given the opportunity to inspect the goods or the work completed in the course of services provided to the Buyer, whichever is applicable.

- No goods shall be returned unless the Seller has agreed in advance.
- The Seller may, at its discretion, delay the repair or replacement of, or the refund of the price of, any goods or services for so long as the Buyer is in default in relation to the Amount Owing.
- The Seller accepts no liability for any Claim by the Buyer or any other person, including without limitation any Claim relating to or arising from:
  - any conditions, warranties, descriptions, representations, conditions as to fitness or suitability for any purpose, tolerance to any conditions, merchantability or otherwise, whether express or implied by law, trade custom or otherwise; or any representations, warranties, conditions or agreement made by any agent or representative, which are not expressly confirmed by the Seller in writing, and the Buyer agrees to indemnify the Seller against any such Claim.

- In any event, the Seller's liability under any Claim shall not exceed the price of the goods and services.
- Nothing in these terms is intended to have the effect of contracting out of the provisions of the Consumer Guarantees Act 1993 except to the extent permitted by that Act, and these terms are to be modified to the extent necessary to give effect to that intention.

## COLOUR AND FINISH

- **The Buyer should check the actual colour on a current sample of goods before ordering as: written descriptions of any particular colour are of a general nature only; and while colour charts and brochures are as close to actual colours as normal printing processes allow, they should not be relied on.**
- **The Seller cannot guarantee that the colour of each batch of production will be identical. Some goods may contain natural imperfections in colour, finish or texture, to the extent that this is inherent in the nature of the goods.**

## DEFAULT

- If an Event of Default occurs, the Seller may suspend or terminate this contract.
- If the Buyer does not pay the price by due date, the Seller may charge a default penalty at a rate per annum equal to 4% above the retail lending base rate of the ANZ Banking Group (New Zealand) Limited as varied from time to time and calculated on a daily basis on the unpaid portion of the price from due date until payment in full, plus GST.
- If an Event of Default occurs, the Amount Owing shall immediately become due and payable notwithstanding that the due date has not arisen.
- The Seller is entitled to recover from the Buyer all legal and other costs incurred by the Seller arising from the collection of the Amount Owing.

## LIABILITY EXCUSSED

- The Seller shall not be liable for any delay or failure in complying with any obligation imposed on it under these terms or for any loss or damage (including indirect or consequential loss or damage) if the failure or delay arises from a cause unforeseeable or beyond its control.

## USE OF INFORMATION

- The Buyer acknowledges that it has authorised the Seller to:
  - collect information about the Buyer from any other person;
  - use any information it holds about the Buyer; and
  - disclose information about the Buyer to any person, in the course of the Seller's business, including credit assessment, debt collection and direct marketing activities.
- If the Buyer is an individual, ie: a natural person, the Buyer has rights under the Privacy Act 1993 to access and request the correction of any personal information which the Seller holds about the Buyer.

## OTHER AGREEMENTS

- If there is any inconsistency between these terms and any order submitted by the Buyer (whether in writing, verbally or by Electronic Data Interchange (EDI)) or any other arrangement between the parties, these terms prevail unless otherwise agreed in writing by the parties.

## DISPUTES

- **Without limiting any rights of the Buyer under the Consumer Guarantees Act:**
  - **Either party may require any dispute arising which has not been resolved within 14 days to be referred for a decision by:**
    - **a suitably qualified person appointed by the Building Research Association of New Zealand;**
    - **or**
    - **any other suitably qualified person whose appointment is approved by both parties.**
  - **Such appointee shall, in reaching a decision, act as an expert and not as an arbitrator and the decision of the appointee shall be final and binding on the parties.**
  - **The cost of the appointee shall be borne by the unsuccessful party, unless otherwise determined by the appointee.**

## WAIVER

- If the Seller exercises or fails to exercise any right or remedy available to it, this shall not prejudice the Seller's rights in exercising that or any other right or remedy.

## WORDS USED IN THIS CONTRACT

- "Amount Owing" means the price charged by the Seller for the goods, and any other sums which the Seller is entitled to charge under this contract.
- "Buyer" means the person purchasing the goods from the Seller pursuant to this contract, including that person's successors and assigns.
- "Claim" includes any claim:
  - for loss of profits; or
  - for any consequential, indirect or special loss, damage or injury of any kind suffered by any person arising directly or indirectly from:
  - any breach of the Seller's obligations under this contract; or
  - any cancellation of this contract; or
  - any negligence, misrepresentation or other act or omission by the Seller or its employees, agents or contractors; or
  - for compensation, demand, remedy, liability or action.
- an "Event of Default" means an event where:
  - the Buyer fails to comply with the terms of this contract or any other contract with the Seller;
- **or**
- the Buyer commits an act of bankruptcy; or
- the Buyer enters into any composition or arrangement with its creditors; or
- if the Buyer is a company:
  - the Buyer does anything which would make it liable to be put into liquidation; or
  - a resolution is passed or an application is made for the liquidation of the Buyer; or
  - a receiver or statutory or official manager is appointed over all or any of the Buyer's assets.
- "goods" means goods ordered by the Buyer from time to time under this contract.
- "price" means the purchase price of the goods and any costs payable by the Buyer under this contract relating to installation or other services, transportation, storage and insurance.
- "Seller" means AHI Roofing Limited, its successors and assigns.
- "services" means all services provided by the Seller relating to the installation of the goods.

**NGARUAWAHIA RSA MEMORIAL CLUB INCORPORATED**

4 Market Street, PO Box 74, Ngaruawahia 3742

Phone: 07 824 8905

Email: ngaruawahiaarsa@gmail.com

22 March 2017

Wellbeing Trust  
Waikato District Council  
Private Bag 544  
Ngaruawahia

Dear Committee

The Ngaruawahia RSA Memorial Club is submitting an application for a partial roof replacement. The existing roof has never been replaced and leaks quite severely throughout winter and most recently when we had a heavy downpour. This is causing major water damage to internal fittings in the RSA.

Like most RSA's and Clubs we struggle financially to meet our regular commitments. We are fortunate that we have a strong membership who supports the RSA and we have continued to stay solvent.

At the RSA we provide room for indoor bowls, history group, euchre club, senior citizens groups, meals on wheels to list a few. We also host weddings, birthdays, quiz nights and celebrations in general. We do not charge for the use of the space, as we see it as a community facility.

In 2016 we also had an employee theft of \$38,000. This is noted on page 6 of our audited accounts with an accompanying note. The person responsible has been charged and pleaded guilty to the sum of \$5000. The RSA firmly believe she was responsible for the entire amount.

This loss of money put a huge financial strain on the RSA and it has taken us a further 16 months to repay outstanding debts and stay in business. It is likely to be a further 12 months of trading before we get back on our feet.

We appreciate the opportunity to present our application to the Wellbeing Trust.

Yours sincerely

Wendy Diamond  
Manager



## CERTIFICATE OF INCORPORATION

### THE NGARUAWAHIA R.S.A MEMORIAL CLUB INCORPORATED 213716

This is to certify that NGARUAWAHIA RETURNED SERVICES ASSOCIATION CLUB INCORPORATED was incorporated under the Incorporated Societies Act 1908 on the 7th day of February 1962 and changed its name to THE NGARUAWAHIA R.S.A MEMORIAL CLUB INCORPORATED on the 26th day of August 1991.

*Mandy McDonald*

Registrar of Incorporated Societies  
25th day of November 2013



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

Certificate printed 25 Nov 2013 10:16:27 NZT

10 June 2016

The Chairperson  
Ngaruawahia RSA Memorial Club Inc  
PO Box 74  
Ngaruawahia 3742

Dear Sir

**Audit Management Letter for the Year Ended 31 March 2016**

**1. Introduction**

We have completed the audit of Ngaruawahia RSA Memorial Club Inc for the year ended 31 March 2016 and enclose the financial statements with the audit report attached.

This letter provides a summary of:

- the audit scope
- the audit opinion
- the issues arising from the audit

You will appreciate that while our audit is carried out in accordance with generally accepted auditing standards, it cannot, and should not, be relied upon to detect every instance of misstatement, fraud, irregularity or inefficiency.

The responsibility for the implementation and monitoring of internal and management controls rests with management and the Committee.

**2. Audit Scope**

The audit aimed to:

- provide an audit opinion on whether the financial statements fairly reflect the Club's reported financial results and financial position.
- assess and report on aspects of the Club's financial management and controls.

**3. Audit Opinion**

We have issued a modified audit opinion on the financial statements for the year ended 31 March 2016, which is normal for organisations where raffles, donations and fees are received.

**4. Issues arising from the audit:**

**Going Concern**

We have included an emphasis of mater paragraph in the audit report covering the issue of the going concern uncertainty.

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Telephone 07 839 1235  
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enquiries@owenmcleod.co.nz  
www.owenmcleod.co.nz



**Financial Situation**

The Club achieved a small surplus before depreciation similar to the previous year, after expensing the cash discrepancy of \$38,752.

The working capital situation (current assets less current liabilities) is still negative. The Club will need to continue closely monitoring cash flows to ensure that the budgeted surplus for the 2017 year is achieved.

**Cash Discrepancy**

The cash shortage identified this year, as noted in the financial statements, is considerable and has had a major impact on the club's finances. We reported a shortage of \$11,126 in last years management letter.

We understand that as a result of the special review of the cash register systems by Retail Services a number of changes have been made to strengthen controls in this area.

**5. Conclusion**

We wish to acknowledge the friendly assistance provided by your staff during the audit. If there is any further information you require, please do not hesitate to contact me.

Yours faithfully  
OWEN McLEOD & CO



**Richard Owen**

Encls

INDEPENDENT AUDITOR'S REPORT  
To the Members of Ngaruawahia RSA Memorial Club Inc

We have audited the special purpose financial statements of Ngaruawahia RSA Memorial Club Inc on pages 3 to 14, which comprise the statement of financial position as at 31 March 2016 and the statements of financial performance and statement of movements in equity for the year then ended, and a summary of significant accounting policies and other explanatory information. The special purpose financial statements have been prepared based on the stated accounting policies

*Executive Committee's Responsibility for the Financial Statements*

The Executive Committee is responsible for the preparation of these special purpose financial statements, in accordance with the stated accounting policies, for determining the acceptability of the basis of accounting policies, and for such internal control as the Executive Committee determines is necessary to enable the preparation of special purpose financial statements that are free from material misstatement whether due to fraud or error.

*Auditor's Responsibility*

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

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates, as well as evaluating the overall presentation of the special purpose financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Other than in our capacity as auditors, we have no relationship with or interests in the Ngaruawahia RSA Memorial Club Inc.

*Basis for Qualified Opinion*

In common with other non-profit organisations, our work was limited as control over donations, fundraising and fees, before being recorded, is limited and there are no practical audit procedures to determine the effect of this limited control.

*Qualified Opinion*

In our opinion, except for the possible effects of the matter described in the Basis for Qualified Opinion paragraph, the special purpose financial statements of the Ngaruawahia RSA Memorial Club Inc on pages 3 to 14 for the year ended 31 March 2016 are prepared, in all material respects, in accordance with the stated accounting policies.

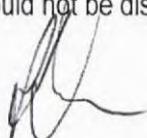
*Going Concern*

In forming our opinion, we have considered the adequacy of the disclosures made in the financial statements regarding the use of the going concern assumption.

The financial statements have been prepared on a going concern basis, the validity of which depends on future cash flows meeting budgeted levels. The financial report does not include any adjustments that would result from a failure to achieve budgeted income. Details of the circumstances relating to this matter are described in Note 10.

*Basis of accounting and restriction on distribution and use*

Without modifying our opinion, we draw attention to Note 1 to the special purpose financial statements, which describes the basis of accounting. The special purpose financial statements are prepared for Ngaruawahia RSA Memorial Club Inc. As a result, the special purpose financial statements may not be suitable for another purpose. Our report is intended solely for Ngaruawahia RSA Memorial Club Inc and should not be distributed to or used by any other parties.



Owen McLeod & Co  
10 June 2016  
Hamilton

**Ngaruawahia RSA Memorial Club Inc**  
**Special Purpose Financial Statements**  
**For the Year Ended 31st March 2016**

**Ngaruawahia RSA Memorial Club Inc**  
**Special Purpose Financial Reports**  
**For the Year Ended 31st March 2016**

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**Ngaruawahia RSA Memorial Club Inc**  
**Bar Trading Account**  
**For the Year Ended 31st March 2016**

	2016 \$	2015 \$
<b>REVENUE</b>		
Bar Sales	321,835	332,309
Total Sales	<u>321,835</u>	<u>332,309</u>
<b>LESS COST OF SALES</b>		
Opening Stock	6,165	7,734
Purchases	141,304	159,913
Closing Stock	(6,078)	(6,165)
<b>Total</b>	<u>141,391</u>	<u>161,482</u>
<b>DIRECT COSTS</b>		
Till Amendments - Bar	-	457
<b>Total</b>	<u>141,391</u>	<u>161,940</u>
<b>GROSS SURPLUS FROM BAR TRADING</b>	<u>\$180,444</u>	<u>\$170,369</u>
<b>Gross Profit % (excluding direct costs)</b>	<b>56%</b>	<b>51%</b>



*This statement is to be read in conjunction with the Auditors Report and the Notes to the Financial Statements.*

**Ngaruawahia RSA Memorial Club Inc**  
**Gaming Trading Account**  
**For the Year Ended 31st March 2016**

	<i>2016</i>	<i>2015</i>
	\$	\$
<b>REVENUE</b>		
Gaming Machine	91,642	130,246
Interest Received	-	15
Total Sales	<u>91,642</u>	<u>130,261</u>
<b>DIRECT COSTS</b>		
IRD Duty	20,968	29,957
Licence Fees	4,868	9,228
Problem Gaming Levy	2,026	1,962
Electronic Monitoring Services	3,824	-
<b>Total</b>	<u>31,686</u>	<u>41,147</u>
<b>GROSS SURPLUS FROM GAMING TRADING</b>	<u><u>\$59,956</u></u>	<u><u>\$89,114</u></u>



*This statement is to be read in conjunction with the Auditors Report and the Notes to the Financial Statements.*

**Ngaruawahia RSA Memorial Club Inc**  
**Fundraising Trading Account**  
**For the Year Ended 31st March 2016**

	2016 \$	2015 \$
<b>REVENUE</b>		
Battens Up & Raffle Sales	86,201	81,595
Housie Sales	7,314	3,538
Merchandise	5,098	3,113
Special Events Income	1,800	11,397
Sundry Income	-	261
Total Sales	<u>100,413</u>	<u>99,903</u>
<b>DIRECT COSTS</b>		
Battens Up & Raffle Expenses	53,708	43,457
Housie Expenses	920	1,008
Merchandise Expenses	3,730	4,622
Special Events Expenses	1,888	16,352
Sundry Fundraising	-	188
<b>Total</b>	<u>60,246</u>	<u>65,627</u>
<b>GROSS SURPLUS FROM FUNDRAISING TRADING</b>	<u><u>\$40,167</u></u>	<u><u>\$34,276</u></u>



*This statement is to be read in conjunction with the Auditors Report and the Notes to the Financial Statements.*

**Ngaruawahia RSA Memorial Club Inc**  
**Statement of Financial Performance**  
**For the Year Ended 31st March 2016**

	2016 \$	2015 \$
<b>Surplus from Trading</b>	280,567	293,761
<b>SUNDRY INCOME</b>		
Donations - Courtesy Van	7,854	6,684
Donations - General	21,355	4,353
Grants Received - RSA Association	-	5,073
Grants Received - WDC	2,500	3,815
Grants Received - WEL Energy	3,000	2,000
Grants Received - NZ Lottery	3,666	-
Grants Received - Department of Corrections	652	-
Other Income	3,877	3,219
Rent Received	33,584	37,605
Subscriptions	19,249	14,310
<b>Total Income</b>	<u>376,304</u>	<u>370,820</u>
<b>Less Expenses</b>		
Accident Compensation Levy	909	1,440
Accountancy Fees	5,934	5,200
Advertising	1,051	3,358
Audit Fees (2 years)	5,200	3,000
Bank Charges	1,384	657
Birthday Club	38	-
Capitations	5,362	5,387
Cleaning & Laundry	6,380	10,903
Club Hospitality	1,263	1,950
Club Levy	1,613	2,114
Computer Expenses	2,500	-
Donations	338	470
Entertainment	6,808	4,838
EFTPOS & Till Expenses	1,983	2,466
General Expenses	9,048	239
Insurance	10,686	10,373
Interest - BNZ	32,673	38,716
Interest - Hire Purchase	8,613	4,910
IRD Penalties	1,028	374
Legal Expenses	1,418	-
Licences & Registrations	1,054	5,150
Light Power & Heating	16,380	20,310
Membership Cards	998	1,095
Membership Draw	4,019	1,950
Motor Vehicle Expenses	4,400	5,703
Other Expenses (Note 9)	38,752	11,126
Printing, Stamps & Stationery	1,712	1,619
Professional Development	1,085	3,340
Rates	6,488	6,356
Repairs & Maintenance	11,164	22,938
Rubbish	1,910	2,659

*This statement is to be read in conjunction with the Auditors Report and the Notes to the Financial Statements.*



**Ngaruawahia RSA Memorial Club Inc**  
**Statement of Financial Performance**  
**For the Year Ended 31st March 2016**

	2016	2015
	\$	\$
Security	1,432	1,216
Sky TV	9,320	8,478
Staff Uniforms	63	839
Telephone, Tolls & Internet	1,653	2,705
Wages - Administration	50,000	50,000
Wages & Salaries	94,584	106,938
<b>Total Expenses</b>	<u>349,243</u>	<u>348,817</u>
Net Surplus Before Depreciation	<u>27,061</u>	<u>22,003</u>
<b>Less Depreciation</b>		
Depreciation as per Schedule	28,064	17,316
Depreciation - Loss on Sale	4,578	-
Depreciation Recovered	(896)	(562)
Net Depreciation Adjustment	<u>31,746</u>	<u>16,754</u>
<b>Deficit Before Exceptional Items</b>	<u>(4,685)</u>	<u>5,249</u>
<b>Exceptional Items</b>		
Debt Forgiven – RSA Welfare	20,000	-
Debt Forgiven – RSA Inc	90,450	-
<b>NET SURPLUS/(DEFICIT)</b>	<u><u>\$105,765</u></u>	<u><u>\$5,249</u></u>

*This statement is to be read in conjunction with the Auditors Report and the Notes to the Financial Statements.*



**Ngaruawahia RSA Memorial Club Inc**  
**Statement of Movements in Equity**  
**For the Year Ended 31st March 2016**

	<i>Note</i>	<b>2016</b> \$	<b>2015</b> \$
<b>EQUITY AT START OF YEAR</b>		250,108	244,859
<b>REVENUE</b>			
Net Surplus for the Year		105,765	5,249
<b>Total Recognised Revenues and Expenses for the Year</b>		<u>105,765</u>	<u>5,249</u>
<b>EQUITY AT END OF YEAR</b>		<u><u>\$355,873</u></u>	<u><u>\$250,108</u></u>

*This statement is to be read in conjunction with the Auditors Report and the Notes to the Financial Statements.*



**Ngaruawahia RSA Memorial Club Inc**  
**Statement of Financial Position**  
**As at 31st March 2016**

	<i>Note</i>	<i>2016</i> \$	<i>2015</i> \$
<b>CURRENT ASSETS</b>			
BNZ Gaming Machine Account		1,647	1,912
BNZ Project Account		515	4,463
Float Bar Till		1,851	3,800
Float Safe		128	1,797
Float Gaming Hoppers		1,254	1,442
Float ATM Machine		760	1,140
Float Gaming		1,254	-
Rouse the Rascal COH		400	-
ANZ		4,237	-
Taxation		5	-
Accounts Receivable		8,651	237
Stock on Hand		6,078	6,165
<b>Total Current Assets</b>		<u>26,780</u>	<u>20,954</u>
<b>NON-CURRENT ASSETS</b>			
Fixed Assets as per Schedule	13	924,115	882,661
<b>TOTAL ASSETS</b>		<u>950,895</u>	<u>903,615</u>
<b>CURRENT LIABILITIES</b>			
BNZ Club Account		1,830	11,086
BNZ Credit Card		477	-
GST Due for payment		7,771	4,423
Accounts Payable		76,169	61,596
Subscriptions in Advance		8,317	4,613
RSA Welfare		-	20,000
Birthday Club In Advance		748	-
Bonds Held		1,000	-
Grants In Advance		4,578	-
Jackpots and Clubs		2,957	-
Members Cards		2,573	-
Term loans - current portion		30,000	5,000
Finance leases - current portion		34,000	13,412
<b>Total Current Liabilities</b>		<u>170,420</u>	<u>120,130</u>
<b>NON-CURRENT LIABILITIES</b>			
BNZ Loan		387,502	433,303
RSA Inc		-	90,450
Finance Now		-	2,434
UDC Finance		3,276	7,189
Equipment Finance		33,824	-
<b>Total Non-Current Liabilities</b>		<u>424,601</u>	<u>533,377</u>
<b>TOTAL LIABILITIES</b>		<u>595,021</u>	<u>653,507</u>

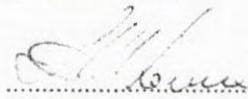
*This statement is to be read in conjunction with the Auditors Report and the Notes to the Financial Statements.*



**Ngaruawahia RSA Memorial Club Inc**  
**Statement of Financial Position**  
**As at 31st March 2016**

	<i>Note</i>	<i>2016</i>	<i>2015</i>
		<u>\$</u>	<u>\$</u>
<b>NET ASSETS</b>		<u>\$355,873</u>	<u>\$250,108</u>
Represented by;			
<b>EQUITY</b>			
Retained Earnings		<u>355,873</u>	<u>250,108</u>
<b>TOTAL EQUITY</b>		<u>\$355,873</u>	<u>\$250,108</u>

For and on behalf of the Club:

  
 .....

Chairperson  
 31.3.2016

*This statement is to be read in conjunction with the Auditors Report and the Notes to the Financial Statements.*



# Ngaruawahia RSA Memorial Club Inc

## Notes to the Financial Statements

### For the Year Ended 31st March 2016

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#### 1. STATEMENT OF ACCOUNTING POLICIES

##### Reporting Entity

Ngaruawahia RSA Memorial Club Inc is a members Club incorporated under the Incorporated Societies Act 1908.

The Club aims to provide a safe, nurturing, supportive place for not only returned and servicemen but for the whole community where they can meet, socialize, grieve, celebrate, compete or connect with each other.

##### Statement of Compliance and Basis of Preparation

The Special Purpose financial statements of Ngaruawahia RSA Memorial Club Inc have been prepared in accordance with the stated accounting policies.

The accounting principles recognised as appropriate for the measurement and reporting of earnings and financial position on an historical cost and accrual basis have been applied.

##### 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) Property, Plant & Equipment

The entity has the following classes of Property, Plant & Equipment;

Buildings	0 - 10%	DV
Motor Vehicles	20%	DV
Furniture & Fittings	10 - 40%	DV
Plant & Equipment	10 - 40%	DV

All property, plant & equipment except for land is stated at cost less depreciation.

Leased assets are depreciated over the unexpired term of the lease or over the estimated useful life, whichever is shorter.

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 accounts receivable and accounts payable which are shown inclusive of GST.



**Ngaruawahia RSA Memorial Club Inc**  
**Notes to the Financial Statements**  
**For the Year Ended 31st March 2016**

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**(c) Taxation**

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

**(d) Inventories**

Inventories are stated at the lower of cost and net realisable value. Cost is determined using the first-in, first-out (FIFO) method.

**(e) Leased Assets**

Some plant and equipment is leased by Ngaruawahia RSA Memorial Club Inc.

**Finance Leases**

Assets purchased under finance leases which effectively transfer to the lessee substantially all the risks and benefits incidental to ownership of the property are included as non-current assets in the Statement of Financial Position. Finance Leases will be capitalised at the present value of the minimum lease payments. A corresponding liability is also disclosed with lease payments being apportioned between the liability and interest payments.

The depreciation policy for depreciable assets, that are the subject of a finance lease, will be consistent with that for assets that are owned, unless there is no certainty that the lessee will take ownership by the end of the lease term, in which case the assets will be depreciated over the shorter of the estimated useful life of the asset or the lease term.

**(f) Revenue**

Sales of goods are recognised when they have been delivered and accepted by the customer.

**(g) 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 been subject to audit, please refer to Auditor's Report.

**3. CONTINGENT LIABILITIES**

At balance date there are no known contingent liabilities (2015:\$0). Ngaruawahia RSA Memorial Club Inc has not granted any securities in respect of liabilities payable by any other party whatsoever.

**4. RELATED PARTIES**

There were no transactions with related parties requiring disclosure. (2015:NIL)



**Ngaruawahia RSA Memorial Club Inc**  
**Notes to the Financial Statements**  
**For the Year Ended 31st March 2016**

**5. INVENTORY COMMITMENTS**

No inventories whatsoever are specifically and separately pledged as security for liabilities. Inventories are generally subject to retention of title clauses.

	<i>2016</i>	<i>2015</i>
<b>6. TOTAL REVENUE</b>	720,077	640,094

**7. SUBSEQUENT EVENTS**

There have been no significant subsequent events (2015:NIL)

**8. BNZ LOANS**

Bank of New Zealand loans are secured over Land and Buildings.

**9. OTHER EXPENSES**

Other expenses represents cash shortages identified during the year.

**10. GOING CONCERN**

The financial statements have been prepared on a going concern basis, the validity of which depends on the ability of the Club to meet its budgeted cash flow targets.

The committee has reached this conclusion having regard to circumstances that they consider likely to affect the Club during the ensuing year and which may affect the validity of the going concern assumption.

**11. AMALGAMATION**

The Ngaruawahia RSA Inc is in the process of amalgamating with this club.

**12. GAMING INFORMATION FOR GAMING LICENCE PURPOSES**

Gaming Proceeds	91,642
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Gaming Costs

Accounting Fees	593
Audit Fees	300
Depreciation on Gaming Machines	11,518
Electricity	1,638
Gaming Licence Fees	4,868
Gaming Machine Duty	20,968
Problem Gambling Levy	2,026
Electronic Monitoring	3,824
Insurance	1,068
Till Software	250
Eftpos	198
Rates	648
Security	143
Rubbish Disposal	191
Salaries & Wages	7,229
Interest	<u>4,181</u>
Total Costs of Gaming	59,643

Net Proceeds from Gaming	<u>\$31,999</u>
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**Ngaruawahia RSA Memorial Club Inc**  
**Notes to the Financial Statements**  
**For the Year Ended 31st March 2016**

**13. PROPERTY, PLANT & EQUIPMENT**

	<i>2016</i>	<i>2015</i>
	\$	\$
<b>Buildings</b>		
At cost	1,506,053	1,506,053
Less accumulated depreciation	<u>(739,185)</u>	<u>(736,765)</u>
	<u>766,868</u>	<u>769,288</u>
Current year depreciation	<u>2,420</u>	<u>1,199</u>
	<u>2,420</u>	<u>1,199</u>
<b>Motor Vehicles</b>		
At cost	23,055	23,055
Less accumulated depreciation	<u>(7,377)</u>	<u>(3,458)</u>
	<u>15,678</u>	<u>19,597</u>
Current year depreciation	<u>3,919</u>	<u>3,458</u>
	<u>3,919</u>	<u>3,458</u>
<b>Furniture &amp; Fittings</b>		
At cost	179,098	186,590
Less accumulated depreciation	<u>(159,480)</u>	<u>(164,157)</u>
	<u>19,618</u>	<u>22,433</u>
Current year depreciation	<u>2,507</u>	<u>2,557</u>
	<u>2,507</u>	<u>2,557</u>
<b>Plant &amp; Equipment</b>		
At cost	433,734	417,329
Less accumulated depreciation	<u>(311,784)</u>	<u>(345,985)</u>
	<u>121,950</u>	<u>71,344</u>
Current year depreciation	<u>19,218</u>	<u>10,102</u>
	<u>19,218</u>	<u>10,102</u>
<b>Total Property, Plant &amp; Equipment</b>	<u>\$924,115</u>	<u>\$882,661</u>
<b>Total Depreciation for the year</b>	<u>\$28,064</u>	<u>\$17,316</u>



<b>Applicant Name:</b> Waikato District Council Parks and Facilities Department		<b>Project Name:</b> Conservation Management Plan for the Former Flour Mill	
<b>Total Cost of Project:</b> \$9,600 + GST <b>In Hand \$</b>	<b>Wellbeing Trust Funding Sought :</b> \$9,600 + GST	<b>Other Funding Sought: \$</b>	
<p><b>Project Background:</b></p> <p>The consultants (Dr Ann McEwan, Heritage Consultancy Services) will prepare a Conservation Management Plan (CMP) for the former Lamb's Mill granary &amp; store following the template established by the Raglan Pillboxes CMP (March 2017). The Conservation Management Plan will adhere to best practice, professional standards and conform to the ICOMOS New Zealand Charter (2010). Research and investigation undertaken for the CMP will include ground penetrating radar (GPR) scans to determine the level of reinforcing present in the perimeter walls of the structure. Consideration will then be given in the CMP to identify necessary remedial works and future work to improve seismic resilience.</p> <p>Staff have already requested and received a proposal from Heritage Consultancy Services for a Conservation Management Plan for the Former Flour Mill.</p>			
<p><b>The group /community has been advised and provide the following feedback:</b></p> <p>Restoring and repurposing the Old Flour Mill is a Ngaruawahia Community Board priority project.</p>			
<p><b>Project Justification</b></p> <p>A Conservation Management Plan is sought to provide an account of the history and heritage significance of the Flour Mill, to assess the current condition, and to make recommendations for the ongoing conservation of this historic structure.</p>			
<p><b>Staff Comments:</b></p> <p>A Conservation Management Plan has recently been completed for the Pillboxes in Raglan by the same Consultant. The same template will be used for consistency. Staff have already requested and received a proposal from Heritage Consultancy Services for a Conservation Management Plan for the Former Flour Mill.</p>			







HERITAGE  
CONSULTANCY  
SERVICES

IN ASSOCIATION WITH

**EQSTRUC**

# Conservation Management Plan for former Lamb's Mill granary & store, Ngaruawahia

## Offer of Service

Prepared for: Elton Parata, Waikato District Council

Prepared by: Dr Ann McEwan, Heritage Consultancy Services

30 March 2017



Heritage Consultancy Services

## Project Outline

The consultants will prepare a Conservation Management Plan (CMP) for the former Lamb's Mill granary & store following the template established by the Raglan Pillboxes CMP (March 2017). The Conservation Management Plan will adhere to best practice, professional standards and conform to the ICOMOS New Zealand Charter (2010). Research and investigation undertaken for the CMP will include ground penetrating radar (GPR) scans to determine the level of reinforcing present in the perimeter walls of the structure. Consideration will then be given in the CMP to identifying necessary remedial works and future work to improve seismic resilience.

## Project Personnel

Dr Ann McEwan, Principal of Heritage Consultancy Services

Heritage Consultancy Services sub-contracts historic research and specialist professional inputs on an 'as required' basis. Dr McEwan is a member of ICOMOS New Zealand and was a foundation member of both the Auckland Council and Hamilton City Council's Heritage Advisory Panels.

For this project EQ Struc Group of Auckland (Peter Liu, Technical Director) will provide an independent investigation of the building structure, undertake GPR scans to check for reinforcing in the perimeter walls and provide best practice advice on short-term remedial actions and ongoing earthquake resilience requirements. EQ Struc Group is nationally recognised for its expertise in seismic assessment and the retrofitting of earthquake-prone buildings.

## Timetable

18 April to 31 May 2017 - subject to any variation agreed upon by both the client and the consultants

## Project Budget

\$9,600 + GST - inclusive of all professional fees and disbursements

## Ownership and use of project findings

Intellectual property pertaining to the project will be jointly vested with the client and the consultant.

## Insurance

The consultant holds both professional indemnity and public liability insurance.

<b>Applicant Name:</b> St Andrews Presbyterian Church, Te Kauwhata Youth Centre		<b>Project Name:</b> Project 1 – Stage II Youth Centre Ramp Project 2 – Stage II Youth Centre Roof Replacement and Electrical Work	
<b>Total Cost of Project:</b> Project I \$14,937.64 Project II \$77,306.1 <b>In Hand \$2,500.00</b>	<b>Wellbeing Trust Funding Sought :</b> \$12,450.00	<b>Other Funding Sought:</b> \$77,294.15	
<b>Project Background:</b>			
<p>The Youth Centre, which is situated behind St Andrews Presbyterian Church in Scott Road, was opened and dedicated to the Youth of Te Kauwhata and District on 3 August 1957. The Centre will be 60 years old this August and now requires new wheel chair access and replacement of the roof.</p> <p>Stage I of the Youth Centre upgrade was the remodelling of the kitchen at a cost of \$14,390.00 plus GST which was funded by a \$5,000.00 grant from The Trusts Community Foundation, \$1,000.00 from the Church Shop, \$6,000.00 from a term deposit and the balance from general funds.</p> <p>Stage II will be the upgrading of the disability access to the hall. This will involve a new (wider) doorway, a ramp to meet the 12:1 grading standard, a weatherproof cover over the ramp and extending to the carpark area, handrail and drainage work necessary to prevent flooding.</p> <p>Stage III of this project has come about due to the age of the building and construction materials used. The current iron roofing has deteriorated to such an extent that rain is causing leakage into the Michelangelo ceiling tiles. There is also concern about the possibility of water getting into the electrical work. The Church intend to fix the ceiling temporarily to keep the premises safe for the community while raising funds to complete the project.</p> <p>Insulation will be included as part of the upgrade as currently the hall is very cold during winter months and the new lowered ceiling panels will allow for insulation to be installed. Currently the ceiling panels follow the roofline. The upgrading and installing new lighting is included in the replacement. The new lighting will be more energy efficient than the current fluorescent tubing.</p>			
<b>The group /community has been advised and provide the following feedback:</b>			
<p>The Youth Centre is used by a number of community organisations, some weekly and others only once or twice a year.</p> <p>Letters of support for the application are from the following: Jan Sedgwick (Whangamarino Ward Councillor); Te Kauwhata Primary School, The Coffee Group, and the Card Making Group.</p> <p>Other users of the Centre include (but are not limited to) Indoor Bowls, Martial Arts, Growing Swag Dance Group, NZ Police (for Blue Light Disco), A &amp; P Show, Community Meet and Greet (various clubs and services in our community), fundraising events e.g. Discos.</p> <p>Church run programmes include The Youth Group, Annual Light Party, Waitangi Day Family Evening, Gold Club (get together for the over 65s), Sunday School, World Day of Prayer, Men's Group.</p> <p>The Centre is also used for funerals when required. It has been used by community groups when their normal facility is not available.</p>			
<b>Project Justification</b> This upgrade work will ensure the Youth Centre is available for future use by the community.			
<b>Staff Comments:</b> The site identified is on private/Council land? Staff have advised the St Andrews Presbyterian Church, Te Kauwhata Youth Centre of the need to contact Council regarding any consenting required.			

## DISCRETIONARY FUNDING APPLICATION FORM

### Important notes for applicant:

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

Waikato District Community Wellbeing Trust Fund   
Project

### Section I – Your details

#### Name of organisation

St Andrews Presbyterian Church, Te Kauwhata – Youth Centre Project

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

Making Jesus known through serving the community and believing in the future. To provide a Youth Centre complex to be used by the wider community.

#### Address: (Postal)

P O Box 50  
Te Kauwhata 3741

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

11 Scott Road  
Te Kauwhata 3710

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

Jillian Stone Ph 07 826 3426 027 366 4579  
Email: statkyouthcentre@gmail.com

#### Charities Commission Number: (If you have one)

CC 51923

Are you GST registered? No  Yes  GST Number 10 / 974 / 070

Bank account details 03 / 1574 / 0005817 / 00

Bank Westpac Branch Huntly

The following documentation is required in support of your application:

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

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

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

Accessible  Safe  Sustainable  Thriving  Vibrant

### **Waikato District Community Outcomes**

**Accessible Waikato** - A district where the community's access to transport infrastructure and technology meets its needs.

**Sustainable Waikato** - A district where growth is managed effectively and natural resources are protected and developed for future generations.

**Thriving Waikato** - A district that prides itself on economic excellence, where heritage and culture are protected and celebrated.

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

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

## **Section 3 – Your event/project**

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

Both projects are on the Youth Centre complex situated behind St Andrews Presbyterian Church, 11 Scott Road, Te Kauwhata

**Project I** (Stage II of our Youth Centre upgrade) – within six months (subject to funding).

To provide a new doorway (replacing an existing exit door with a wider doorframe and door) into the foyer of the Youth Centre to allow easy mobility access for community members with pushchairs, walkers or wheelchairs. To provide ramp access to this doorway to meet safety requirements of 1:12 grading standards, a weatherproof cover over the ramp area and out to the carpark, handrails and drainage work necessary to prevent flooding.

**Project II** (Stage III of Youth Centre Upgrade) – within twelve months (subject to funding)

This project has come about due to the age of the building and construction materials used. The current iron on the roofing has deteriorated to such an extent that rain is causing leakage into the Michelangelo ceiling tiles. There is also concern about the possibility of water getting into the electrical work. We have attended to fixing the ceiling and roof temporarily to keep the premises safe for the community while we are raising funds to complete the project.

We will be renewing the roofing iron, putting in a new hung ceiling which will allow for insulation to be placed between the ceiling and roof, installing new lighting (which will be more energy efficient) and rewiring where necessary.

We feel it is necessary to provide these upgrades to ensure that continued health and safety requirements for users is met.

This upgrade will ensure that the Youth Centre is available for future use by our growing community.

### **How many volunteers are involved? Who is involved in your project?**

We have a sub-committee of four who are tasked with organising the project and finance. These four are part of two groups who govern and manage the Church and its buildings.

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

Currently the Youth Centre is used by a number of groups both those directly connected to the Church and community groups such as the Te Kauwhata Primary School, Indoor Bowls, Martial Arts, Coffee Group and Card Workshops.

We want to provide for the continued use of the Centre because it is the only hall facility of its type and size in our Community.

Usage of the Centre will be maintained or increased. There is evidence that growth of our community has exceeded expectations in recent months and we anticipate greater use of the Youth Centre.

#### Section 4 – Funding requirements

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

All fields must be completed in the following sections	<b>GST Inclusive Costs</b>
<b>Total cost of the project/event</b>	
Project I \$14,937.63	<b>\$ 14,950.00</b>
Project II \$77,306.51	

<b>Existing funds available for the project</b>	<b>Total A</b>	<b>\$ 2,500.00</b>
---	----------------	--------------------

<b>Funding being sought from Waikato District Council Project Breakdown</b> (itemised costs of funding being sought) <i>If there is insufficient space below please provide a breakdown of costs on an additional sheet.</i>	
Thorburn builders (Project I)	\$ 12,450.00
<b>Total B</b>	<b>\$ 12,450.00</b>

<b>Funding been sought from other funders?</b>	
a) Other funders will be used for Project II	\$ _____
b)	\$ _____
c)	\$ _____
d)	\$ _____
<b>Total C</b>	<b>\$ Nil</b>

<b>Total Funding Applied for</b> (Add totals A, B & C together to make Total D) <b>Total D</b>	<b>\$ 14,950.00</b>
<i>Note : This total should equal the Total Cost of the Project</i>	

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

Nothing at this stage

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

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

Name of fund and project description	Amount received	Date
No funding received		

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

I confirm that an accountability statement has been completed and returned

Signed: \_\_\_\_\_ Name: \_\_\_\_\_

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

Signature: *ndean* Date: 29.5.17

Position in organisation (tick which applies) Chairman  Secretary  Treasurer

Signature: *Jillie McBane* Date: 29 May 2017

Position in organisation (tick which applies) Chairman  Secretary  Treasurer



# Presbyterian Church of Aotearoa New Zealand

## PARISH FINANCIAL REVIEW CERTIFICATE

Church name: St Andrews Te Kauwhata Ref: P01 9352

Forms Completed By: Hazel Boldero

Of (if applicable): .....

Address: Te Kauwhata

Phone: 078263847 Email: tkobs@xtra.co.nz

I/We Te Kauwhata Accounting & Business Services Ltd

have undertaken a review of the financial accounts of the  
St Andrews Presbyterian Church. As a result of this review I  
am/we are satisfied that the financial reports which have been presented  
to the Parish meeting fairly set out the Receipts and Payments for the  
year ended 30 June 2016

Signed: H.B. Boldero

Signed: .....

Date: 1.8.16

Date: .....

### NOTES:

- (1) The review of the Parish Accounts is important to safeguard the Church treasurer and council by ensuring that adequate financial records and financial reporting have been maintained. The Presbyterian Church of Aotearoa New Zealand requires all Parishes to have this form completed by the person who undertakes the review of the Parish financial records.
- (2) It is acknowledged that completion of this form does not guarantee the accuracy of the finance reports, but offered limited assurance of adequacy of reporting processes.
- (3) If the person who reviews the Parish financial records prefers to prepare their own financial review certificate, rather than sign this certificate, then please attach a copy of that certificate to this form.

ST ANDREWS PRESBYTERIAN CHURCH STATEMENT OF FINANCIAL PERFORMANCE FOR YEAR ENDING 30 JUNE 2016

EXPENSES	2016	2015
Ministry expenses	\$ 850.27	\$ 489.40
Travelling Expenses	\$ 1,733.90	\$ 1,106.40
Stipend	\$ 29,688.01	\$ 28,801.69
ACC	\$ 124.60	\$ 123.12
Hall cleaner/expenses	\$ 409.66	\$ 1,605.60
Secretary	\$ 105.74	
Seminars/Conference/Training	\$ 313.04	\$ 513.04
Grounds	\$ 1,476.66	\$ 1,389.83
Insurance	\$ 2,950.89	\$ 2,269.82
Minor Capital Expenditure		\$ 14,390.00
Power	\$ 1,327.22	\$ 1,154.01
Rates	\$ 3,566.49	\$ 3,321.94
Rates (water) church	\$ 57.48	\$ 81.64
Repairs and Maintenance	\$ 9,960.59	\$ 8,175.73
Manse rental management costs	\$ 1,786.60	\$ 1,530.61
Bank charges		\$ 2.57
Church Equipment		\$ 169.01
Copyright licences	\$ 332.17	\$ 332.17
Office expenses	\$ 399.66	\$ 342.54
Stationery	\$ 39.78	\$ 36.87
Photocopying	\$ 1,141.98	\$ 668.65
Postage/PO Box rental	\$ 147.83	\$ 153.92
Telephone	\$ 1,034.33	\$ 1,045.52
Assembly Assessment	\$ 4,481.40	\$ 4,685.76
Presbytery Levy	\$ 687.03	\$ 524.40
Mission	\$ 341.30	\$ 559.53
Child Sponsorship	\$ 847.19	\$ 684.05
Spanz/Grapevine/Word for Today	\$ 540.00	\$ 540.00
Bibles	\$ 310.43	
Light Party	\$ 259.87	\$ 128.69
Waitangi Day	\$ 33.43	
Holiday Program	\$ 130.25	\$ 122.77
Pastoral care/morning tea/ service exp	\$ 365.37	\$ 775.72
Sunday School/Childrens Education	\$ 302.21	\$ 143.77
Bible in Schools		\$ 276.30
Transfer to cheque #2 a/c	\$ 1,500.00	\$ 6,000.00
GST on payments	\$ 3,042.96	\$ 5,201.33
<b>NETT SURPLUS</b>		<b>\$ 4,142.57</b>
<b>TOTAL EXPENSES</b>	<b>\$ 70,288.34</b>	<b>\$ 91,488.97</b>

INCOME	2016	2015
Offering - auto payments	\$ 4,585.00	\$ 5,395.00
Offering - cash	\$ 4,384.50	\$ 3,515.90
Offering - envelopes	\$ 26,480.00	\$ 27,477.00
Mission	\$ 451.50	\$ 59.00
Grants		\$ 5,000.00
Rent	\$ 14,928.58	\$ 15,600.00
Interest	\$ 57.08	\$ 37.78
Child sponsorship	\$ 960.80	\$ 946.50
Donations - misc	\$ 1,100.00	\$ 500.00
Donations - specific	\$ 2,000.00	\$ 1,624.00
Donations - funerals		\$ 750.00
Donations - marriages		\$ 250.00
Car Boot Sale		\$ 250.00
St Andrews Shop	\$ 6,741.79	\$ 7,206.72
Hall use donation	\$ 120.00	\$ 100.00
Indoor Bowls	\$ 580.00	\$ 580.00
After school care		\$ 840.00
Matial Arts	\$ 800.00	\$ 800.00
Plunket	\$ 20.00	
Dance School	\$ 80.00	
Bible in Schools donations		\$ 40.00
Holiday Program donations	\$ 318.80	\$ 186.60
Light Party donations	\$ 124.90	\$ 210.00
general assembly		\$ 300.00
Transfer from #2 cheque a/c	\$ 1,900.00	\$ 14,390.00
GST Refund	\$ 3,038.24	\$ 5,190.67
Rates (water) Manse		\$ 239.80
<b>NETT LOSS</b>	<b>\$ 1,617.15</b>	
<b>TOTAL INCOME</b>	<b>\$ 70,288.34</b>	<b>\$ 91,488.97</b>

**Bank Account Balances 30 June 2016**

Westpac Cheque Account (1)	\$8,943.90
Westpac Cheque Account (2)	\$1,781.22
Westpac Bonus Saver	\$3,514.82
Westpac Term Deposit	\$13,653.04
Westpac Term Deposit	\$12,477.54

**Westpac Cheque Account (1)**

Opening Balance 1 July 2015	\$10,561.05
Plus Income Added	\$66,884.59
	<u>\$77,445.64</u>
Minus Experiences	\$68,501.74
	<u>\$8,943.90</u>
Plus Unpresented Cheques	\$0.00
Minus Outstanding Deposits	\$0.00
Balance 30 June 2016	<u>\$8,943.90</u>

**Westpac Cheque Account (2)**

Opening Balance 1 July 2015	\$608.44
Plus Income Added	\$9,714.58
	<u>\$10,323.02</u>
Minus Experiences	\$8,541.80
	<u>\$1,781.22</u>
Plus Unpresented Cheques	\$0.00
Minus Outstanding Deposits	\$0.00
Balance 30 June 2016	<u>\$1,781.22</u>

**Westpac Bonus Saver**

Opening Balance 1 July 2015	\$3,509.78
Plus Interest Added	\$5.04
	<u>\$3,514.82</u>
Less transfers out	\$0.00
Balance 30 June 2016	\$3,514.82

**Westpac Term Deposit**

Opening Balance 1 July 2015	\$13,166.53
Plus Interest Added	\$486.51
	<u>\$13,653.04</u>
Less transfers out	\$0.00
Balance 30 June 2016	<u>\$13,653.04</u>

**Westpac Term Deposit**

Opening Balance 1 July 2015	\$12,036.79
Plus Interest Added	\$440.75
	<u>\$12,477.54</u>
Less transfers out	\$0.00
Balance 30 June 2016	<u>\$12,477.54</u>





## Annual Return Summary

Generated on:  
**4 January 2017**

**Registration Number:** CC51923  
**Charity Name:** Saint Andrews Presbyterian Church  
**Annual Return Reference:** AR002  
**For Year Ending:** 30 June 2016

## Charity Details

**Legal Name:** Saint Andrews Presbyterian Church  
**Trading Name:**  
**IRD Number:** 10974070  
**Charity's Postal Address:** PO Box 50  
 Te Kauwhata 3741  
**Charity's Street Address:** 11 Scott Road  
 Te Kauwhata 3710  
 Te Kauwhata 3710  
**Phone:** 07 8263131  
**Fax:**  
**Email:** statk@xtra.co.nz  
**Website:**  
**Facebook:**  
**Twitter:**  
**Social Network Name:**

### **Primary Contact**

**First Name:** Martin Plant  
**Email:** plants.place@xtra.co.nz  
**Daytime Phone:** 07 8263606  
**Other Phone:** 021 444664  
**Fax:**

## Officer Details

---

### Current Officers

<b>Name</b>	<b>Officer Type</b>	<b>Position</b>	<b>Position Appointment Date</b>
Frederik Theodoor Siraa	Individual	Elder	05/06/2014
Esther Pilbrow	Individual	Elder	03/03/2013
Wayne Vincent Beaver	Individual	Elder	06/06/2005
Linda Mary Plant	Individual	Lay Minister/Elder	08/03/2003
Deborah Jane Tonks	Individual	Session Clerk/Elder	20/10/2001

## Purpose & Structure

---

### Purpose

Charitable Purpose:

To make Jesus known through serving the community and believing in the future

### Structure:

Entity Structure:

The church is one of 273 churches affiliated to the Presbyterian Church of Aotearoa New Zealand (PCANZ). It is guided by the provisions of the PCANZ Book of Order, however the church is autonomous and governance is the responsibility of a the church session and a board of managers, which is elected by members.

### Activity, Sector and Beneficiary

Main Activity:	Provides religious services / activities
Main Sector:	Religious Activities
Main Beneficiary:	Religious groups

## Statement of Receipts and payments

---

### **Operating Receipts**

Donations, fundraising and other similar receipts:*	40,447
Fees, subscriptions and other receipts (including donations) from members:*	0
Receipts from providing goods or services:*	9,800
Interest, dividends and other investment receipts:*	1,005
Other receipts:*	16,829
Total receipts:	68,081

### **Operating Payments**

Payments related to public fundraising:*	700
Volunteer and employee related expenses:*	30,775
Payments related to providing goods and services:*	32,818
Grants and donations paid:*	1,728
Other operating payments:*	1,500
Total operating payments:	67,521

### **Operating Surplus/Deficit**

Operating surplus/deficit:	560
----------------------------	-----

### **Capital Receipts**

Receipts from the sale of resources:*	0
Receipts from borrowings:*	0

### **Capital payments**

Purchase of resources:*	0
Repayments of borrowings:*	0

## Statement of Resources and Commitments

---

### **Resources**

Bank accounts and cash:*	40,371
Money held on behalf of others:*	0
Money owed to the entity by third parties:*	0
Other resources:*	789,000

### **Commitments**

Money payable by the entity:*	0
Other commitments:*	0
Guarantees:*	0

## Supporting Information

---

### **Certification**

Certifying Officer: Martin Plant

### **Withhold Annual Return**

Withhold annual return: No

# THORBURN

## BUILDERS | EST. 1974

PO BOX 156 HUNTLY 3740

Email: admin@thorburnbuilders.co.nz • PH: 07 8288685

15<sup>th</sup> May 2017

Presbyterian Church  
Scott Street  
Te Kauwhata

Attention: Gaylene Wheeler

We have pleasure in submitting our quote for the alterations and renovations at the above property as per our discussions and site visit with you.

- |   |                          |
|---|--------------------------|
| 1: Install new aluminium fire egress door at proposed new ramp.   | <b>\$1,250.00 + GST</b>  |
| 2: Construct new 6m x 1200m ramp at side entry to comply with standards including handrails and move storm water sump to side of ramp and connect downpipe from church buildings to sump. Repair cracked concrete ± 4m <sup>2</sup> . | <b>\$4,850.00 + GST</b>  |
| 3: Construct new roof over ramp with colour steel roofing iron, 6m x 3m wide and infill between ramp roof and existing building.  | <b>\$4,375.00 + GST</b>  |
| 4: Concrete at end of ramp (garden area).   | <b>\$820.00 + GST</b>    |
| <b>Total price for the above</b>  | <b>\$11,295.00 + GST</b> |

If you have any queries, please do not hesitate to contact me.

Regards

Andre Creighton  
**Thorburn Builders Limited**





279  
 Earthcare Systems Limited  
 Orchard Rd  
 RD 2  
 Te Kauwhata

Quote

GST Invoice No.: 00002444  
 Date: 5/16/2017  
 Page: 1

GST Reg. Number: 50 327 353

Your Order:

No statement will be issued  
 unless requested

Terms: Net 7

Bill To:

Youth Hall  
 Scott Road  
 Te Kauwhata

DESCRIPTION	QTY.	PRICE	UNIT	EXTENDED
To construct a concrete ramp at the entrance the hall and reinstate.	1	\$5,500.00		\$5,500.00
All goods remain the property of Earthcare Systems Ltd until full payment is received.				
<b>Please pay direct into: BNZ Huntly Acct: 020328 0062264-00</b>  Please pay on invoice within 7 days. Interest will accrue on overdue accounts at the current bank overdraft rate.			Sale Amount	\$5,500.00
			Freight	\$0.00
			GST	\$825.00
			Total Amount	\$6,325.00
			Paid Today	\$0.00
			<b>Balance Due</b>	<b>\$6,325.00</b>

# THORBURN

## BUILDERS | EST. 1974

PO BOX 156 HUNTLY 3740

Email: admin@thorburnbuilders.co.nz • PH: 07 8288685

19<sup>th</sup> April 2017

Presbyterian Church  
Scott Street  
Te Kauwhata

Attention: Gaylene Wheeler

We have pleasure in submitting our quote for the alterations and renovations at the above property as per our discussions and site visit with you.

- 1: Supply & install R3.2 Earthwool insulation to ceiling void. (To be installed from the outside while new roof is being laid). **\$2,750.00 + GST**
- 2: Remove existing roof over church hall, supply & install new colour steel roofing iron. **\$42,502.90 + GST**
- 3: Supply & install suspended ceilings to main hall and stage. **\$11,970.00 + GST**
- 4: Remove and dump existing Michelangelo ceiling tiles. **\$2,200.00 + GST**

**Total price for the above** **\$59,422.90 + GST**

**No allowance for: Rotten timber and any seismic design**

If you have any queries, please do not hesitate to contact me.

Regards

Andre Creighton  
**Thorburn Builders Limited**



4 Blunt Road  
Te Kauwhata  
H: 07 826 4116  
M: 0274 355 601  
E: rogerwongroofing@xtra.co.nz

**Colorsteel Re Roof St Andrews Presbyterian  
Church Scott Road Te Kauwhata**

**Quotation**

For St Andrews Presbyterian Church  
C/- Chris Plant  
4 Kowhai Street  
Te Kauwhata

Date 01-Apr-2017  
Quote No QU00458  
Quote By Roger Wong  
Quote For

Description	Quantity	Units	Sell Price	Price
Price To Supply and Fix Colorsteel "ENDURA" .40 Corrugated Longrun Roofing including Thermacraft 215 self supporting roof underlay,flashguard ridging,barge flashings,soft edge aprons,side aprons,screw fixings,associated fixings,60lm roof purlin,delivery of materials to site and labour.	1		25,500.00	25,500.00

NO ALLOWANCE has been made for any scaffold that WILL be required by Worksafe NZ.

A Builder will be required to work in to remove cladding in order to put in appropriate flashings.

(A price increase involving most materials is due 15th June 2017)

Total Before GST	25,500.00
GST	3,825.00
<b>TOTAL</b>	<b>\$29,325.00</b>

**Fwd: FW: Work at St Andrews Church. Te Kauwhata.****Martin & Linda Plant**10:40 **To:** John Wheeler, Jillian Stone, Chris Plant, Gordon and Debbie Tonks, Valerie Baverstock

----- Forwarded message -----

**From:** St Andrews Presbyterian Church <[statk@xtra.co.nz](mailto:statk@xtra.co.nz)>**Date:** 12 May 2017 at 10:17**Subject:** FW: Work at St Andrews Church. Te Kauwhata.**To:** Martin and Linda Plant <[plants.place@xtra.co.nz](mailto:plants.place@xtra.co.nz)>**From:** Carol Davidson [mailto:[davidco2012@gmail.com](mailto:davidco2012@gmail.com)]**Sent:** Tuesday, 9 May 2017 7:49 p.m.**To:** [statk@xtra.co.nz](mailto:statk@xtra.co.nz)**Subject:** Work at St Andrews Church. Te Kauwhata.

Attention Martin Plant, I have prepared an estimate for the work discussed at the St Andrews Church Hall.

To replace ceiling in Church Hall with Noise Line Gibboard using the existing battens.

Fit and supply Batt insulation to ceiling only.

Allowance has been made for three coats of paint to ceiling only.

A P>C> sum of \$2000.00 allowed for electrical services.

Estimate amount \$42,506-00 including GST

Additional \$5000.00 contingency sum to be allowed.

TOTAL \$47,506.00 including GST.

This estimate is valid for 30 days, subject to material price increases only.

Price does not cover any unforeseen construction.

Regards Donald Davidson (Certified Builder) Ph 078266715 Mob 0274839722

Mr & Mrs M. Plant  
3 Te Kauwhata Rd  
**TE KAUWHATA**

19<sup>th</sup> April 2017

Dear Martin & Linda

**RE: PRICE FOR ELECTRICAL UPGRADE @  
CHURCH BUILDING, SCOTT RD, TE KAUWHATA**

We are pleased to submit to you our prices to:

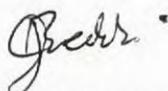
1. Supply & install LED Troffers in main hall area (lowered ceiling) x10:  
**\$3,150.00 +GST**
  2. Supply & install LED button type fittings on stage & passageway x5:  
**\$ 350.00 +GST**
  3. Supply & install LED fluorescent type fittings in lounge area &  
rewire circuits x2: **\$ 852.70 +GST**
  4. Upgrade existing switchboards (x2) with modern pans & circuit breakers to  
replace existing: **\$1,655.00 +GST**
- TOTAL: \$6,007.70 +GST**

Please do not hesitate to contact me should you have any further queries.

This price is valid for 30 days only from the above date.

All work is covered by the ECANZ Master Electrician and Safe Power Guarantee.

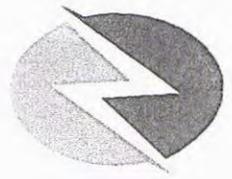
Yours Sincerely



**JONATHAN D. BEDDIS**

Registered Electrical Inspector/Director

*Beddis Electrical Limited T/A* **RIVERTOWN ELECTRICAL**



7 April 2017

**TeKauwahata Presbyterian Church**

Atten Andre

Please find below pricing for electrical works at the above address

**New Lighting**

Price includes

- Disconnection of old lighting and disposal
- Running new circuits from existing fittings in ceiling
- Supply and install of 23 x LED troffer light fittings
- Electrical certification

Our price \$6,908.00 plus G.S.T

**New Power points**

Price includes

- Running new circuits from switchboard to new locations
- Supply and install of 5 x double power points
- Electrical certification

Our price \$1,396.83 plus G.S.T

**Replacement of Switchboard for Hall**

Price includes

- Disconnection and disposal of old fuses and main switch
- Supply and install of new 30-way distribution board
- Supply and wiring of RDBs and MCBs for existing circuits

Ambient Electrical Ltd  
PO Box 12242  
Chartwell 3248  
0800 855 566

Your Electrical One Stop Shop

Heat Pumps/Air Conditioning/Home Ventilation/Electrical/Data/Audio/Visual/Security

- New MEN and earth electrode
- Electrical inspection and certification

Our price \$1,642.23plus G.S.T

**Replacement of Switchboard for stage**

Price includes

- Disconnection and disposal of old fuses and main switch
- Supply and install of new 20-way distribution board
- Supply and wiring of RDDs and MCBs for existing circuits
- Supply and install of 2 x double power points next to switchboard
- Electrical certification

Our price \$678.06 plus G.S.T

**Replacement of rubber circuits in kitchen**

Price includes

- Disconnection and disposal of old rubber circuits
- Replace old power points with new ones
- Wiring back to switchboard and connection
- Electrical certification

Our price \$1,256.06 plus G.S.T

**Please note-we have not allowed to replace any other rubber cables if found during the works.**

Price is valid for 30 days

Thank you for the opportunity to quote on the above project. If you have any questions, please don't hesitate to make contact with me.

Ambient Electrical Ltd  
PO Box 12242  
Chartwell 3248  
0800 855 566

Your Electrical One Stop Shop  
Heat Pumps/Air Conditioning/Home Ventilation/Electrical/Data/Audio/Visual/Security

Kind regards,

Darren Hennessy

Ambient Electrical LTD

0274595730

Ambient Electrical Ltd  
PO Box 12242  
Chartwell 3248  
0800 855 566

Your Electrical One Stop Shop  
Heat Pumps/Air Conditioning/Home Ventilation/Electrical/Data/Audio/Visual/Security

<b>Applicant Name:</b> Tuakau Youth Sport Trust		<b>Project Name:</b> to build a new Tuakau Skate Park	
<b>Total Cost of Project:</b> \$330,000 <b>In Hand \$1000</b>	<b>Wellbeing Trust Funding Sought :</b> \$29,555	<b>Other Funding Sought:</b> Stage I -Onewhero – Tuakau Community Board	
<p><b>Project Background:</b> The Tuakau Community would like a skatepark situated in the Dr John Lightbody reserve. It has been discussed for over 10 years but has not come to fruition The Tuakau Youth Sport Trust (“the Trust”) has been established to assist in the funding and installation of the facility.</p> <p>We have consulted with youth through the Tuakau Youth Centre and also through the Facebook page “Skatepark in Tuakau” and have immense support.</p> <p>The project will be completed in a minimum of two stages.</p> <p>First stage: Design /Consultation \$29,555 We are applying to the Onewhero Tuakau Community Board for 10k to assist with this.</p> <p>Second stage: Construction \$300,000+gst. We have had discussions with Department of Internal Affairs and anticipate them being a major funder.</p>			
<p><b>The group /community has been advised and provide the following feedback:</b></p> <p>We have letters of support from the Tuakau Soccer club and the Waikato District Council Parks and Reserves Manager.</p> <p>We have had verbal support from the Tuakau Police and the Tuakau Lions.</p>			
<p><b>Project Justification</b></p> <p>As a relatively low decile area it is essential that youth have access to low cost sport. Not all children can afford to pay club fees or have the means to be taken to district wide sport each week</p> <p>We believe that having a Skate/scooter /BMX park will go a long way to fill this need. It will also enable Youth services to have a location to engage with Youth for positive outcomes.</p>			
<p><b>Staff Comments:</b> Below is an extract from the WDC Sports Park Recreational Reserves Management Plan for Dr John Lightbody Reserve:</p> <p>Permit expansion of the existing skate park facilities as demands and resources permit.</p> <p>The placing of the skate park needs to be in a high visible area. Work with WDC parks staff as to the placement and finish for ease of parks operations/maintenance on completion.</p> <p>The Playground Strategy (review 2017) has a proposed budget of \$350k for a skatepark in 2019/20 year, which will be going to the community boards and committees for comment and then through the Long Term Plan process.</p>			

## DISCRETIONARY FUNDING APPLICATION FORM

### Important notes for applicant:

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

Waikato District Community Wellbeing Trust Fund  Project

### Section I – Your details

#### Name of organisation

Tuakau Youth Sport Trust

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

Tuakau Youth Sport Trust has been established to provide safe and secure environment for the youth of the district to be able to engage in positive sport providing physical + mental challenges

#### Address: (Postal)

Po Box 856  
Pukekohe 2340

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

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

Sharon Jackson 021-733059  
Ani Taura 021-1262378 tute-taura05@hotmail.com

Charities Commission Number: (If you have one)

Are you GST registered? No  Yes  GST Number 11914441845

Bank account details 061046910101570100

Bank ANZ Branch Tuakau

The following documentation is required in support of your application:

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

## Section 2 – Community wellbeing and outcomes

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

Accessible  Safe  Sustainable  Thriving  Vibrant

### Waikato District Community Outcomes

**Accessible Waikato** - A district where the community's access to transport infrastructure and technology meets its needs.

**Sustainable Waikato** - A district where growth is managed effectively and natural resources are protected and developed for future generations.

**Thriving Waikato** - A district that prides itself on economic excellence, where heritage and culture are protected and celebrated.

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

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

## Section 3 – Your event/project

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

To obtain building consent through professional design and consultation to establish a skate/scooter park in Dr John Lightbody reserve in Tuakau

How many volunteers are involved? Who is involved in your project?

Outside of the TYST we have worked with Tuakau Youth Centre, Tuakau Combined Sports Trust, Tuakau Soccer Club, Waikato District Council, Rich Landscapes

How will the wider community benefit from this project?

The positive effects of having a youth facility like this will be far reaching. It will not only provide a great physical activity for the people of the district but will also provide a great opportunity for social services to engage with youth. We also believe there is economic benefit in having additional facilities in town. When people look to move to an area they look to see what facilities are available

#### Section 4 – Funding requirements

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

All fields must be completed in the following sections	<b>GST Inclusive Costs</b>
<b>Total cost of the project/event</b>	\$ 25,700 +gst

<b>Existing funds available for the project</b>	<b>Total A</b>	\$ 1000
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<b>Funding being sought from Waikato District Council Project Breakdown</b> (itemised costs of funding being sought) <i>If there is insufficient space below please provide a breakdown of costs on an additional sheet.</i>	
Conceptualisation phase	\$ 5400 +gst
Developed design	\$ 3600 +
Detail design	\$ 12,200
Project observation	\$ 4500
(Please read Rich Landscapes quote for detailed info)	\$
<b>Total B</b>	\$ 25,700 +gst

<b>Funding been sought from other funders?</b>	
a)	\$ _____
b)	\$ _____
c)	\$ _____
d)	\$ _____
<b>Total C</b>	\$ _____

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

Describe any donated material / resources provided for the project:

Nil

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

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

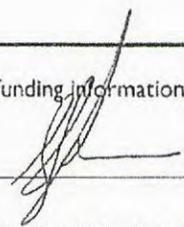
Name of fund and project description	Amount received	Date

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

I confirm that an accountability statement has been completed and returned

Signed: \_\_\_\_\_ Name: \_\_\_\_\_

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

Signature:  \_\_\_\_\_ Date: 02/Aug/2017

Position in organisation (tick which applies) Chairman  Secretary  Treasurer

Signature:  \_\_\_\_\_ Date: 14/8/17

Position in organisation (tick which applies) Chairman  Secretary  Treasurer





## Charity Summary

**Registration Number:** CC53399  
**Registration Date:** 27/04/2016  
**Charity Name:** Tuakau Youth Sport Trust

## Charity Details

Trading Name

### Registration Details

**Registration Status:** Registered  
**Balance Date:** June 30  
**IRD Number:** Restricted

### Address for Service:

**Charity's Postal Address:** PO Box 856  
 Pukekohe 2340

**Charity's Street Address:** 139 Dominion Road  
 Tuakau 2121  
 Tuakau 2121

### Charity's other details

**Phone:** 021 733 059  
**Fax:**  
**Email:** shaun@jpgroup.co.nz  
**Website:**  
**Facebook:**  
**Twitter:**  
**Social Network Name:**

## Areas of Operation

**New Zealand:** Waikato  
**Percentage spent overseas:** 0

## Purpose & Structure

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### Purpose Purpose

Tuakau Youth Sport Trust has been established to provide safe and secure environments for the youth of the district to be able to engage in positive sport providing physical and mental challenges. Initially we are looking to establish a Skate Park

### Entity Structure

Trust

### Activities

Main Activity: Provides buildings / facilities / open space

Activities: Provides buildings / facilities / open space

### Sectors

Main Sector: Sport / recreation

Sectors: Community development, Sport / recreation

### Beneficiaries

Main Beneficiary: Children / young people

Beneficiaries: Children / young people

## Annual Returns

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Date Submitted	For Year Ended	Total Income	Total Expenditure	Reference
	30/06/2017			
25/11/2016	30/06/2016			AR001

## Officer Details

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### Current Officers

Name	Officer Type	Position
Aimee Pivott	Individual	Officer
Ani Taua	Individual	Trustee
Shaun Jackson	Individual	Trustee

Office of the  
CHIEF EXECUTIVE

Your Ref

In reply please quote

If calling, please ask for  
Amanda Hampton



19 July 2017

Shaun Jackson  
PO Box 856  
Pukekohe

**Ngaruawahia Office**  
(Head Office)  
15 Galileo Street, Ngaruawahia, 3720  
Ph: 07 824 8633  
Fax: 07 824 8091

**Area Offices**  
Huntly Ph: 07 828 7551  
Raglan Ph: 07 825 81 29  
Tuakau Ph: 0800 492 452

**Postal Address**  
Private Bag 544, Ngaruawahia, 3742  
New Zealand

0800 492 452  
[www.waikatodistrict.govt.nz](http://www.waikatodistrict.govt.nz)

Dear Shaun

### PROPOSED TUAKAU SKATEPARK

I am writing to confirm from Council for the proposed skatepark at Dr John Lightbody Reserve in Tuakau. This is a project which will be hugely positive for the youth of the town. It provides another facility which will channel the positive energy of our youth into sport and recreation.

The Council has included this project on our external funding list as one that we endorse and would advocate for support from other funders. If applicable, any costs relating to infrastructure relocation such as power lines resulting from the project will need to be factored in to your fundraising.

Please ensure the Parks and Facilities Team remain informed as the project progresses, and are consulted in regards to the detailed design of the skatepark.  
I wish you the best for your fundraising.

Yours sincerely

  
Gavin Ion  
CHIEF EXECUTIVE

del. 35  
1. 0. 15

## Rich Landscapes Fee Structure

## Design and Detail Drawings

Project : Tuakau Skatepark development

Date: 30/06/16



Item	Phase Description	Amount	% Claims to Date	% Claims for Current Invoice	Amount Invoiced	Comments
<b>1 Conceptualisation Phase</b>						
1.1	Conduct workshop with local user group, council and other stakeholders to generate design brief for the facility. Conceptualise a 3D Model Proposal for overall design with a \$300,000 build budget. Present skatepark plan and image document for review. Liaison with the local user group, council and other stakeholders and receive initial feedback from proposal concept for development of the design.	\$ 5,400.00			\$ -	1x Workshop Meeting
<b>Sub total Phase 1</b>		<u>\$ 5,400.00</u>			<u>\$ -</u>	
<b>2 Developed Design Phase</b>						
2.1	Develop overall concept design and revise skatepark plan and image document for final review. Prepare Prelim Cost Estimate and Schedule. Engage with the local user group, council and other stakeholders through use of Plan, 3D image design document and VR environment. Accumulate feedback to finalise design and proceed with detail documentation.	\$ 3,600.00			\$ -	1x Workshop Meeting
<b>Sub total Phase 2</b>		<u>\$ 3,600.00</u>			<u>\$ -</u>	
<b>3 Detail Design Phase</b>						
3.1	Develop necessary construction documentation for Building Consent Application and Construction of Elements. Provide to council for review during process as deemed appropriate.	\$ 9,000.00			\$ -	
3.2	Finalise Schedule of Quantities and Detailed Cost Estimate. Engage Structural Engineering Consultant to review drawings and deliver signed drawings, PS1, CDW and Calculations for commencement of construction.	\$ 3,200.00			\$ -	Provisional Sum
<b>Sub total Phase 3</b>		<u>\$ 12,200.00</u>			<u>\$ -</u>	
<b>4 Project Observation Phase</b>						
4.1	Project Monitoring. Be the primary point of contact for contractor and client regarding construction issues and reporting on progress of skatepark development. Contractor to supply photos of project for comment as requested.	\$ 2,100.00			\$ -	
4.2	Conduct Pre commencement, 2x intermediate and final site observations during construction phase and provide any relevant quality information to the client.	\$ 2,400.00			\$ -	Number of site inspections allowed for = 4
<b>Sub total Phase 4</b>		<u>\$ 4,500.00</u>			<u>\$ -</u>	
<b>GRAND TOTAL</b>		<b>\$ 25,700.00</b>	<b>(EXCLUD GST)</b>	<b>(EXCLUD GST)</b>	<b>\$ -</b>	



30/6/16

**Shaun Jackson**  
Jackson Property Group  
PO Box 856  
Pukekohe

To Shaun,

**RE: PROPOSAL FOR DESIGN SERVICES – TUAKAU SKATEPARK, AUCKLAND**

Thank you very much for approaching RICH Landscapes to submit a fee proposal for the Tuakau Skatepark Development. This skatepark is unique and I look forward to creating a design that meets the needs of the users for years to come.

**SCOPE**

From meeting and correspondence with you a skatepark that maximises play and skate value is essential. A budget of \$300,000 has been provisioned for the construction of a diverse environment to cater for a variety of users. A few areas will be addressed in this skate proposal as listed below:

- The facility must cater for all users and skill levels
- Develop a diverse range of elements with unique features
- Connect with the existing amenities at the park in an appropriate manner
- Connection with the sense of place
- Use of alternative materials beyond concrete and steel

**PROGRAMME**

The development of the conceptual design will follow a general skatepark development programme. Outlined below are the steps to be taken:

### 1. Conceptualisation Phase

Conduct workshop with local user group, council and other stakeholders to generate design brief for the facility.

Conceptualise a 3D Model Proposal for overall design with a \$300,000 build budget. Present skatepark plan and image document for review.

Liaison with the local user group, council and other stakeholders and receive initial feedback from proposal concept for development of the design.

### 2. Developed Design Phase

Develop overall concept design and revise skatepark plan and image document for final review. Prepare Prelim Cost Estimate and Schedule.

Engage with the local user group, council and other stakeholders through use of Plan, 3D image design document and VR environment. Accumulate feedback to finalise design and proceed with detail documentation.

### 3. Detail Design Phase

Develop necessary construction documentation for Building Consent Application and Construction of Elements. Provide to council for review during process as deemed appropriate.

Finalise Schedule of Quantities and Detailed Cost Estimate

Engage Structural Engineering Consultant to review drawings and deliver signed drawings, PS1, CDW and Calculations for commencement of construction.

### 4. Project Observation Phase

Project Monitoring: Be the primary point of contact for contractor and client regarding construction issues and reporting on progress of skatepark development. Contractor to supply photos of project for comment as requested.

Conduct Pre commencement, 2x intermediate and final site observations during construction phase and provide any relevant quality information to the client.

### FEE

The price is \$25,700.00 and is subject to the additional fee notes below.

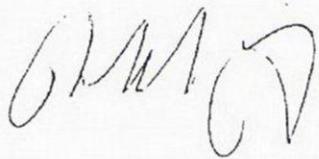
### ADDITIONAL FEE NOTES

- A provisional sum has been indicated for structural engineers input if required.
- Design process allows for 2 workshop meetings and 2 phases of feedback. Additional consultation phases and deviations from the developed design brief will incur variations at our hourly rates shown below.

- The number of site visits are shown in the fee structure. Additional site visits outside of what is proposed will be a variation.
- Printing of documents has not been including. Printing costs to be discussed if needed.
- Field testing (Geotechnical Report) in the vicinity of any proposed features needs to be conducted to determine stability of land. This has not been included for in this fee proposal.
- Fees are based on the assumption that we would be provided with electronic base information (CAD survey .dwg, .dxf or other file compatible with Trimble Sketchup) from which to develop the design concept to detail designs. The survey should be supplied first to reduce any discrepancies in the design development. If the survey is received after the start of the concept design stage variations at an hourly rate will apply to merge the design with the CAD survey file.
- Fee does not include application and process for Resource/ Building Consent if required.
- Additional work beyond this scope including meetings required to progress the project will be discussed and agreed. Hourly rates as follows:
  - Landscape Architect/ Skatepark Specialist \$ 120/hr
  - Draughtsman \$80/hr
- Invoices based on progress will be provided at the start of each month with payment required on the 20<sup>th</sup> of that month.
- All fees are exclusive of GST.

We appreciate the opportunity of being involved with this project and I thank you again for considering using our services. I look forward to hearing your reply.

Kind Regards

A handwritten signature in black ink, appearing to read 'R. Smith', written in a cursive style.

Richard Smith

Director  
BLA

WEB [www.richlandscapes.co.nz](http://www.richlandscapes.co.nz)  
EMAIL [rich@richlandscapes.co.nz](mailto:rich@richlandscapes.co.nz)  
MOB (021) 101 4988

**Applicant Name:** Pokeno Community Committee

**Project Name:** Footpaths/Road Crossing

**Total Cost of stage one of Project:** \$25,000

**Wellbeing Trust Funding Sought:** \$25,000

**Other Funding Sought:** \$Nil

**In Hand** \$Nil

**Project Background:** The Pokeno Community Committee has recently undertaken a review of their community aspirations and developed a refreshed list of priorities for their focus. Among other initiatives a key priority based on concerns within the community is ensuring children and other members of the community are safe as they travel (walking/biking) around the community. As the community is growing quicker than was first imagined the connectivity between the new and old parts of Pokeno have become disjointed, particularly the safe connection to the school. The community are asking Council to support this rapid growth by being more flexible with regard to the timing of provision of infrastructure (particularly footpaths). The community have identified five areas where footpaths are required but three keys areas are a priority based on safety concerns (please see attached maps for the relevant footpath locations). These are:

1. Helenslee road from “McRobbie’s shed” to Hillpark Drive. This side of the road then needs connection to the school via a ‘crossing’ or other practical and safe means for the children.
2. The corner of Helenslee Road adjacent to the Cemetery which connects two developer built footpaths on that road. This will provide connection for residents/children walking to school, exercising, etc.
3. Helenslee Road from Gatehead Road to 170 Helenslee Road. This piece could simply be providing an even walking surface in the interim.

These are the three priority footpaths out of the five identified. The other areas identified include existing streets in the ‘old’ Pokeno and connectivity to the dog park in Pokeno East.

It is also noted that the current speed restriction on Helenslee Road is 70 km/hr.

**The group /community has been advised and provide the following feedback:**

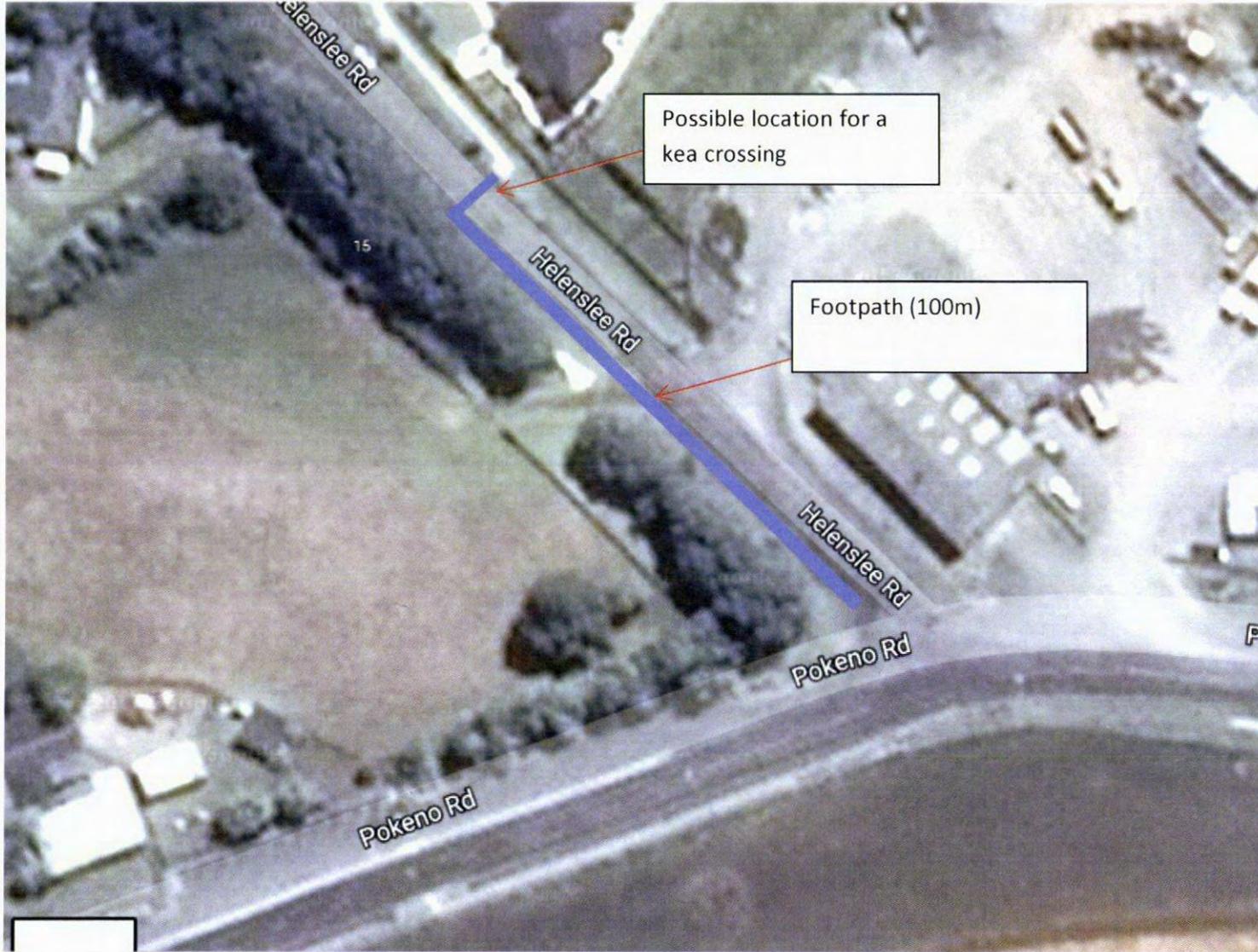
The above safety concerns and disconnect between the ‘old’ and ‘new’ Pokeno has been the subject of discussion at a number of Community Committee and Community Workshop sessions culminating with the development of the Pokeno Community Plan.

**Project Justification:** The Committee understand that there is constant pressure on Council’s footpath budget and hence this application is made in an attempt to deliver practical amenity to a significantly growing community which has identified a key safety risk re residents and children.

The Committee has not completed any analysis of cost so have put \$15,000 in this application which would need to be refined by Council staff.

**Staff Comments:** It is acknowledged that the above footpath priorities identified by the Pokeno Community Committee are real amenity and safety issues.

The footpath budget is always challenged by competing priorities across the district. There is no specific budget for this work.

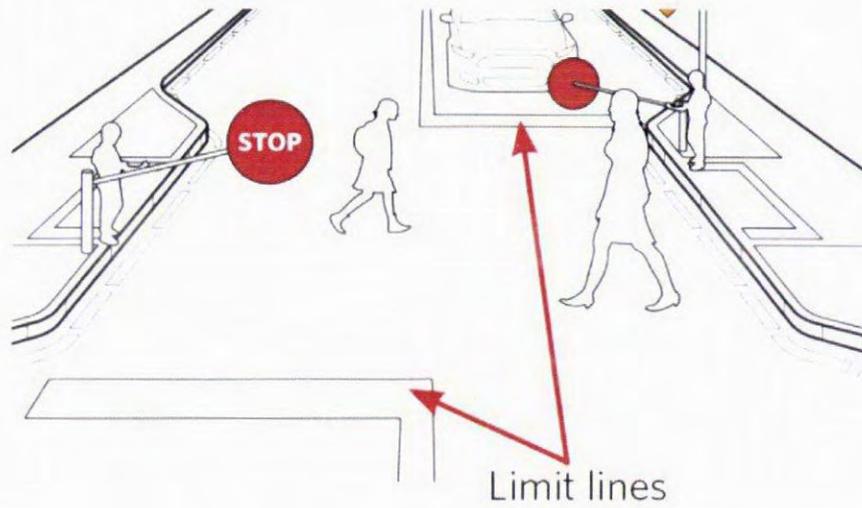


## Kea Crossing

### School patrol STOP sign

When the school patrol finishes operating, the fluorescent orange crossing point flag signs and red school patrol STOP signs are removed. The crossing site then becomes an ordinary section of road.

Kea crossings have a 'limit' line marked across each approach, to guide drivers stopping at the crossing.



**Applicant Name:** Waikato District Crime Prevention Trust

**Project Name:** To upgrade the Huntly township existing CCTV cameras and equipment.

**Total Cost of Project:** \$67,403.87  
**In Hand \$**

**Wellbeing Trust Funding Sought :**  
**\$30,000.00**

**Other Funding Sought:** Funding will be sought through other funding agencies.

**Project Background:**

A review of all the current CCTV cameras and monitoring equipment in Huntly has recently been assessed by an independent CCTV advisory company. This review was undertaken at the request of the New Zealand Police Area Commander, Nilah Hassan. The results of the assessment have shown that the current equipment is not performing up to standard and needs a full upgrade.

The full costing and map identifying the locations for the upgrade are attached to this report.

The new equipment will be vested and insured under Council once completed.

A new Waikato District Crime Prevention Trust (“the Trust”) has been established to encompass all areas of the Waikato district boundaries. The Trust is set to hold its first meeting early August 2017.

The Trust will undertake a review of all the current camera CCTV equipment and monitoring systems in the following towns:

Huntly CBD and township

Ngaruawahia CBD and township

Raglan CBD and beach areas

Te Kauwhata CBD

Tuakau CBD and township

**The group /community has been advised and provide following the following feedback:**

**Project Justification:**

The results of the assessment have shown that the current equipment is not performing up to standard and needs a full upgrade.

**Staff Comments:**



Huntly  
Enhanced CCTV Project  
High Level Ball Park Costings  
v1.5

*Types*  
*Monitoring (Return)*

BOM - Cameras (*Special Pricing)				
Camera Type & Model No.	Atlas Gentech SKU	Unit Cost	Quantity	Total
Type 5 Fixed Bullet External DS-2CD4A26FWD-IZ with 2.8-12 lens	74098-2MP		15	
Type 7 PTZ DS-2DF6223-AEL	74086DFNIR		4	
Mounting Brackets & Misc	Various		19	
Handling Fee (10% of camera costs)				
Total CCTV Camera hardware - excluding installation cost:				\$24,187.00

BOM - Wireless Network (*New Hardware - Special Pricing)				
Type & Model No.		Unit Cost	Quantity	Total
Powerbeam 400-ISO		\$214.20	14	\$2,998.80
Nanobeam NBE-AC-19		\$155.40	2	\$310.80
Netonix 6 Port Managed PoE Switch (WS-6-MINI)		\$231.88	2	\$463.76
Netonix 8 Port Managed PoE Switch (WS-8-250-AC)		\$323.13	6	\$1,968.78
Netonix 12 Port Managed PoE Switch (WS-12-250-AC)		\$415.63	1	\$415.63
Mikrotik Router (RB-750-GR3)		\$88.20	1	\$88.20
Ubiquiti airFiber 50V POE (AF-24-POE)		\$32.76	2	\$65.52
Small enclosure for PoE adaptor (Installer Supplied)		\$60.00	1	\$60.00
CSLI Montrose Box on pole		\$350.00	7	\$2,450.00
Tycon POE Switch Outdoor Enclosure (ENC-SW-8x5)		\$65.63	1	\$65.63
Handling Fee (10% of Wireless Network Costs)				\$888.71
Total Wireless hardware - excluding installation cost:				\$9,775.83

Installation & Traffic Management - Cameras & Network installation	
High level estimate (without talking to installer / integrator) - 8 poles @\$2k / pole = \$13,000.00	\$13,000.00
Total Estimated installation cost	\$16,000.00

BOM & Installation - VMS System				
	Unit Cost	Quantity	Total	
VMS - Milestone M20 upgraded storage 2 x 4TB	\$5,000.00	1	\$5,000.00	
PC Client - enables NZ Police to look at cameras	\$1,000.00	1	\$1,000.00	
System setup and preparation	\$960.00	1	\$960.00	
Site install and configuration	\$1,440.00	1	\$1,440.00	
Travel/Transportation	\$1,000.00	1	\$1,000.00	
Total VMS System:				\$9,400.00

Project Management & SaferCity Grid				
	Unit Cost	Quantity	Total	
Project Management (24) & SaferCity Certification (4)	Hourly	\$150.00	28	\$4,200.00
SaferCity Grid Connect - Special Discount Price (Usually \$2500+)		\$1,877.00	1	\$1,877.00
SaferCity Grid Monthly Fee	Monthly	\$91.67	Annually	\$1,100.04
SaferCity Network Management (\$6/month/node x 9 nodes)	Monthly	\$72.00	Annually	\$864.00
Total Project Management & SaferCity Grid:				\$8,041.04

**Total \$67,403.87**

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### **Open Meeting**

<b>To</b>	Waikato District Community Wellbeing Trust
<b>From</b>	Alison Diaz Finance Manager
<b>Date</b>	16 August 2017
<b>Chief Executive Approved</b>	Y
<b>Reference #</b>	CVN0102
<b>Report Title</b>	Proposed meeting framework

## **I. EXECUTIVE SUMMARY**

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The purpose of this report is to present a proposed framework for the Trust meetings in 2017/18.

The proposed timings are designed to fit with the council-controlled organisations requirements of Part 5 and schedule 8 of the Local Government Act 2002, and in those months where reports are for information purposes only, will allow for meetings to be conducted via conference call if the Trust prefers.

Dates will be finalised once the council's meeting calendars for 2018 are released, and availability of Trustees is confirmed.

## **2. RECOMMENDATION**

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**THAT the report from the Finance Manager be received.**

## **3. ATTACHMENTS**

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Proposed Trust meetings for 2017/18

WAIKATO DISTRICT COMMUNITY WELLBEING TRUST  
Trust meetings 2017/18

Date	Key meeting topic
25 August 2017	<ul style="list-style-type: none"> <li>▪ Agree grant distribution for 2017/18</li> <li>▪ Quarterly compliance</li> <li>▪ Quarterly fund performance</li> </ul>
25 September 2017 (needs to meet October Council timeframes)	<ul style="list-style-type: none"> <li>▪ Ratify Annual Report for 2016/17</li> <li>▪ Receive Audit Management Letter (subject to timings being confirmed)</li> <li>▪ Review of grant distribution formula</li> </ul>
November 2017 (suitable date to be agreed by Trust)	<ul style="list-style-type: none"> <li>▪ Grant update</li> <li>▪ Quarterly compliance</li> <li>▪ Quarterly fund performance</li> </ul>
February 2018 (same day as council meeting to meet February Strategy & Finance Committee timeframes)	<ul style="list-style-type: none"> <li>▪ Draft Statement of Intent for 2018/19</li> <li>▪ Review of Investment Portfolio and Distribution Policy</li> <li>▪ Six monthly accounts</li> <li>▪ Quarterly compliance</li> <li>▪ Quarterly fund performance</li> </ul>
March 2018 (suitable date to be agreed by Trust)	<ul style="list-style-type: none"> <li>▪ Site visits</li> </ul>
May 2018 (needs to tie in with Council LTP hearings to receive recommendations for funding)	<ul style="list-style-type: none"> <li>▪ Final Statement of Intent</li> <li>▪ Grant update</li> <li>▪ Agree grant distribution for 2018/19</li> <li>▪ Quarterly compliance</li> <li>▪ Quarterly fund performance</li> </ul>