

Agenda for a meeting of the Raglan Community Board to be held in the Town Hall, Supper Room, Bow Street, Raglan on **WEDNESDAY, 5 AUGUST 2020** commencing at **1.30pm**.

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

**1. APOLOGIES AND LEAVE OF ABSENCE**

**2. CONFIRMATION OF STATUS OF AGENDA**

**3. DISCLOSURES OF INTEREST**

**4. CONFIRMATION OF MINUTES**

Meeting held on Tuesday, 23 June 2020.

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**5. PUBLIC FORUM**

**6. GUEST SPEAKERS**

6.1 Raglan Ward Hall Committees

**7. REPORTS**

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7.10 Board Members' Reports

*Verbal*

GJ Ion  
**CHIEF EXECUTIVE**

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**Open Meeting**

<b>To</b>	Raglan Community Board
<b>From</b>	GJ Ion Chief Executive
<b>Date</b>	20 July 2020
<b>Prepared by</b>	Grace Brady Democracy Advisor
<b>Chief Executive Approved</b>	Y
<b>Reference #</b>	GOV0507
<b>Report Title</b>	Confirmation of Minutes

**1. EXECUTIVE SUMMARY**

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The minutes for a meeting of the Raglan Community Board held on Tuesday 23 June 2020 are submitted for confirmation.

**2. RECOMMENDATION**

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**THAT the minutes of a meeting of the Raglan Community Board held on Tuesday 23 June 2020 be confirmed.**

**3. ATTACHMENTS**

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RCB Minutes – Tuesday 23 June 2020

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**MINUTES** of a meeting of the Raglan Community Board held in the Supper Room, Town Hall, Bow Street, Raglan on **TUESDAY 23 JUNE 2020** commencing at **1.30pm**.

**Present:**

Mrs G Parson (Chairperson)  
Mr B MacLeod (Deputy Chair)  
Mr S Bains  
Mr D Amoore  
Mr T Oosten  
Mr C Rayner  
Cr LR Thomson [*until 4.16pm*]

**Attending:**

Members of the public

Mr N Johnston (Funding and Partnership Manager)  
Mr M Bennyworth (Parking Officer)  
Ms C Walker (Monitoring Officer)  
Ms G Brady (Democracy Advisor)

**APOLOGIES AND LEAVE OF ABSENCE**

All members were present.

## **CONFIRMATION OF STATUS OF AGENDA ITEMS**

**Resolved: (Cr Thomson/Mr S Bains)**

**THAT the agenda for a meeting of the Raglan Community Board held on Wednesday 19 February 2020 be confirmed and all items therein be considered in open meeting;**

**AND THAT all reports be received;**

**AND FURTHER THAT the Board resolves that the following item(s) be added to the agenda as a late report as advised by the Chairperson, to follow item 6.12**

- **6.13 LATE REPORT - Proposed Road Name for Precinct B, Rangitahi Peninsula Subdivision at Raglan;**

**AND FURTHER THAT the Board resolves that the following items be withdrawn from the agenda:**

- **6.1 Representation Review;**

**AND FURTHER THAT in accordance with Standing Order 9.4 the order of business be changed with Agenda Item 6.6 *Long Term Plan* being considered as the first item in reports, following the Public Forum.**

**AND FURTHER THAT the Board resolves that the following item be added to the agenda, to follow Agenda Item 6.6 - *Long Term Plan*:**

- **External Speaker Presentation.**

**CARRIED**

**RCB2006/01**

## **DISCLOSURES OF INTEREST**

Cr Thomson and Mr B MacLeod advised Board members that they had an interest in Whaingaroa Raglan Affordable Housing Project, Agenda Item 6.8.

## **CONFIRMATION OF MINUTES**

**Resolved: (Mr S Bains/Mr D Amooore)**

**THAT the minutes of a meeting of the Raglan Community Board held on Wednesday 19 February 2020 be confirmed as a true and correct record of that meeting.**

**CARRIED**

**RCB2006/02**

## **PUBLIC FORUM**

The following issues were discussed during the Public Forum:

- Raglan Football Club – (Aaron Mooar) Concern expressed about expected completion of drainage works on the soccer pitches and campground, as well as The Draft Reserve Management Plan's suggestion that the club move to a smaller site during these works.

**ACTION:** Cr Thomson confirmed she would report back on this issue.

**ACTION:** The Board to work with the Club on submissions on the Reserve Management Plan.

- Upcoming activities at the Raglan Community House.
- Freedom Camping – The Raglan Bowling Club president (Bob Carter) distributed photos to Board members of freedom camping outside the club house and reiterated his concerns as were noted at the February meeting:
  - Number of vehicles camped outside the club each night with associated noise and pollution.
  - Club members were forced to park elsewhere.
  - Temporary signage did not stop freedom camping as penalties were unenforceable.

Members of the public felt unsafe in some areas where freedom camping occurred.

Freedom camping was also an issue at Manu Bay carpark. A suggested solution was to create a space for day parking on the lawns for freedom campers.

**ACTION:** Staff to address the freedom camping issue and identify possible solutions beyond temporary signage at James Street and Manu Bay, and report back to the Board.

- Raglan Community Patrol – (Narina Hearst) New members were required. Better quality security cameras were required at Bridle Vail falls. Two members who had given 25 years of service were celebrated.
- Parking Concerns at Raglan Area School – (Peter Hearst) Parking on Norrie Avenue and outside the school gates was causing traffic issues. 'No Parking' signs were in place but a lack of sufficient staff parking was an issue. Cr Thomson noted that Raglan Area School Board had future planning in place to address this issue.
- Manu bay toilet facilities – (Phil McCabe) Concern about toilets and that the existing Wastewater system was not capable of dealing with the current level of use. Malfunctioned several times during the summer period. The Chair recommended that the public report the issues via Council's service request process.

**ACTION:** Staff to address toilet facilities at Manu bay and report back to the Board.

- Manu Bay Hillside Planting – (Malibu Hamilton) Planting was supported in principle, but opposed planting where it would impact the views. The planting list should be amended to ensure the views were preserved. Point Boardriders and Surfbreak Protection Society were working together and sought the Board’s support in this matter.

## **REPORTS**

### Long Term Plan 2021-31

#### Agenda Item 6.6

Staff were unable to attend. Staff would speak to the report at the Raglan Blueprint workshop on Monday 29 June.

## **EXTERNAL SPEAKER PRESENTATION**

### Xtreme Zero Waste

Mr Rick Thorpe and Mr Dallas Butler spoke in relation to Xtreme Zero Waste and discussed the following points:

- Soundsplash was profitable for the first time.
- New litter bins had been put in place around Raglan town.
- Covid-19 experience had given a base line of what Raglan residents produced in terms of waste. 42% of normal waste figures for the same time of year were produced during lockdown, which highlighted how much waste was produced by visitors and retail. Food waste increased significantly during lockdown.
- Container Deposit legislation could be introduced nationally within 18-24 months. Xtreme Zero Waste was preparing for this scheme now in anticipation of a national rollout.
- \$98,000 costs were required for running the Xtreme Zero Waste centre annually. Xtreme was in ongoing discussions with the Council, particularly in relation to food waste. Currently Council had not allocated any funding for a food waste service.
- Solid Waste review would feed into the Councils’ LTP. Landfill waste levies (currently \$10 per tonne) were expected to increase to between \$20-\$40 per tonne. Xtreme Zero Waste’s centre would significantly reduce these costs through diversion from landfill.

### Representation Review

#### Agenda Item 6.1

The agenda item was withdrawn [ref RBC2006/01]

Discretionary Fund Report to 9 June 2020  
Agenda Item 6.2

The report was received [*RCB2006/01 refers*] and the following points were discussed:

- Next funding round closed 3 July 2020; application would be presented at the August Board meeting.
- The Chair proposed the Board create a Raglan Community Board website where the community could be updated and access information. The Chair provided a quotation for a website, which would include training for Board members.

**ACTION:** Staff advised that the Board would need to link in with the Communications team if reproducing Council material online.

**Resolved: (Mr S Bains/Mr C Rayner)**

**THAT the Raglan Community Board approves payment of up to \$1000 (incl. GST) to Maki Nishiyama for the creation of a Raglan Community Board website to include set up, board training, and two year domain hosting.**

**CARRIED**

**RCB2006/03**

Raglan Works & Issues Report  
Agenda Item 6.3

The report was received [*RCB2006/01 refers*] and the following points were discussed:

- Tabled Item: Footpath plan map.
- Entry for cyclists via the new path into the Ngarunui Bush Park domain was difficult and potentially dangerous.

**ACTION:** Chair to discuss cycle path concern in relation to the Ngarunui Bush Park domain with Service Delivery.

Soundsplash:

The Monitoring Officer spoke to the Soundsplash section of the report.

- Two reports related to the event.
  - Soundsplash's report to Council
  - Council's debrief report from the Monitoring Team.

The Monitoring Officer did not have information about what other councils had done to stage similar events.

- Staff recommended that Council contribute staff time to the event as support.
- There were issues with parking within the yellow lines near the event. It was suggested that a field be opened the week before the event to control parking overflow.

**ACTION:** Staff to provide information to the Board on benchmarking for prices that other councils charge for similar events.

Other issues:

- The WRC rally had been cancelled. Council's Road closure and rally policy would be reviewed.
- A Council decision on the Many Bay Breakwater would be required.

**ACTION:** Cr Thomson to update the Board on Council's review of the Rally Policy at the next Board meeting.

**ACTION:** Staff to remove the i-Site matter from the Issues Register.

**ACTION:** Staff to provide the Board with a report on Manu Bay Breakwater report findings and what decision will be made moving forward, to include staff's rationale for recommendation. Both Council and stakeholder views would be required for this report. Report should contain indication of date when Council's decision will be made and if the Tomkin Taylor report will be considered in the decision alongside the eCoast report.

**ACTION:** Staff to determine date on roading works for Gilmour Street and update the Board.

**ACTION:** References to "Kopua Holiday Park" in the report should be update to read 'Raglan Holiday Park Papahua'

Freedom Camping review, summer 2019/2020

Agenda Item 6.4

The report was received [*RCB2006/01 refers*] and the following points were discussed:

- The Parking Officer and his team were commended on the monitoring of freedom camping.
- Members of the public were bound by Council's Freedom Camping By-law and the Freedom Camping Act. The bylaw would be due for review in 2021.
- Board discussed the option of zoning the rugby ground area to accommodate freedom camping.

- A longer term approach to reviewing the Council's bylaw would be more beneficial in finding a solution to Freedom Camping issues than considering ad-hoc changes to the bylaw.
- Proactive engagement with campers on services and suitable parking spots was required. Use of Apps and engagement with rental van companies to assist in an education campaign would reduce freedom camping issues.

**ACTION:** Staff to update the Board on the process for the Freedom Camping Bylaw review.

**ACTION:** The Board to discuss solutions to freedom camping issue during the Board's next 90-day planning workshop, to include discussion on a possible designated zone.

#### Manu Bay Hillside Planting Proposal Agenda Item 6.5

The report was received [*RCB2006/01 refers*] and the following points were discussed:

- The Board supported planting subject to certainty that heights did not affect the view in cooperation with hapuu, the Point Boardriders and Surfbreak Protection society. Planting list should be amended if heights interfered with the view.

**ACTION:** Staff to amend planting list to ensure plant heights would not affect the view at Manu bay.

#### Consultation on the draft Raglan (Whaingaroa) Coastal Reserve Management Plan Agenda Item 6.7

The report was received [*RCB2006/01 refers*]. The Board agreed to work with staff on the consultation development within this report.

#### Whaingaroa Raglan Affordable Housing Project Agenda Item 6.8

The report was received [*RCB2006/01 refers*]. Cr Thomson spoke to the report, with emphasis on the Housing Strategy.

#### Chairperson's Report Agenda Item 6.9

The report was received [*RCB2006/01 refers*] and the following points were discussed:

- Issues with freedom camping at Calvert Road near Whale Bay had been reduced due to working with Council staff and putting 'no parking' signs in place.
- Recommended that residents put through a service request to Council on immediate parking issues.
- I-SITE - Raglan Business Chamber had agreed to run the centre for a six month period. No retail component or cash would exist within the proposed short term business. No bookings for groups or accommodation would be taken. Bookings would be done through referral only.
- Wharf Funding. - Chair met with Council staff. A Project Manager would need to be appointed. A workshop with all stakeholder working groups would be conducted with experts invited. Mr Amoore, Cr Thomson and Mr Traynor were Board representatives on the project to engage the community on consultation and updates.
- Workshop in July suggested for Representation Review information and 90 day planning to include engagement planning.

#### Raglan Naturally Report Agenda Item 6.10

The Chairperson provided a verbal update and the following points were discussed:

- Partnering agreement with DAA was underway.
- A Draft Trust deed was due to be presented for legal review.

#### Councillor's Report Agenda Item 6.11

The report was received [*RCB2006/01 refers*] and the following points were discussed:

- Innovating Street Fund application had been approved; details would be provided shortly. The community had signalled a desire for a town with less motor vehicles and one that was more community orientated.
- Both Provincial Growth Fund funding and DAI funding had been approved for .....
- Matariki project update – an opportunity to gather as a community in conjunction with Raglan Area School to celebrate Matariki. Due to Covid19 and a new principal, it was suggested that an event be postponed until 2021.
- Digital poverty was raised as a barrier to learning during lockdown. Raglan Area School requested the Board consider funding technology access for local tamariki.



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**Open Meeting**

<b>To</b>	Raglan Community Board
<b>From</b>	Tony Whittaker Chief Operating Officer
<b>Date</b>	30 June 2020
<b>Prepared by</b>	Jean de Abreu Support Accountant
<b>Chief Executive Approved</b>	Y
<b>Reference/Doc Set #</b>	GOV0507
<b>Report Title</b>	Discretionary Fund Report to 30 June 2020

**1. EXECUTIVE SUMMARY**

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To update the Board on the Discretionary Fund Report to 30 June 2020.

**2. RECOMMENDATION**

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**THAT** the report from the Chief Operating Officer be received.

**3. ATTACHMENTS**

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Discretionary Fund Report to 30 June 2020

<b>RAGLAN COMMUNITY BOARD DISCRETIONARY FUND 2019/2020 (July 2019 - June 2020)</b>
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<b>As at Date: 30-Jun-2020</b>
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		<b>1,206,170.4</b>
<b>2019/20 Annual Plan</b>		14,271.00
<b>Carry forward from 2018/19</b>		2,840.00
<b>Total Funding</b>		<u><u>17,111.00</u></u>
<b>Income</b>		
<b>Total Income</b>		<u><u>-</u></u>
<b>Expenditure</b>		
30-Aug-2019 Waikato Junior Boardriders - towards the cost of National Scholastic Surfing Championships	RCBI908/06	1,109.00
04-Sep-2019 In support of Xtreme Zero Waste Fundraising Food waste collection	RCBI908/04	4,000.00
22-Sep-2020 Surfside Christian Life Centre - towards the cost of Christmas in the Park	RCBI908/05	4,000.00
<b>Total Expenditure</b>		<u><u>9,109.00</u></u>
<b>Net Funding Remaining (Before commitments)</b>		<u><u>8,002.00</u></u>
<b>Commitments</b>		
Raglan Community Board approves payment of up to \$1000 (incl. GST) to Maki Nishiyama for the creation of a Raglan Community Board website to include set up, 23-Jun-2020 board training, and two year domain hosting	RCB2006/03	1,000.00
<b>Total Commitments</b>		<u><u>(1,000.00)</u></u>
<b>Net Funding Remaining (Including commitments)</b>		<u><u>7,002.00</u></u>

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### **Open Meeting**

<b>To</b>	Raglan Community Board
<b>From</b>	Alison Diaz Chief Financial Officer
<b>Date</b>	24 July 2020
<b>Prepared by</b>	Sharlene Jenkins Executive Assistant
<b>Chief Executive Approved</b>	Y
<b>DWS Document Set #</b>	GOV0507/ 2663135
<b>Report Title</b>	Raglan Works, Actions & Issues Report: Status of Items August 2020

## **1. EXECUTIVE SUMMARY**

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The purpose of this report is to update the Raglan Community Board on actions and issues arising from the previous meeting and works underway in Raglan.

## **2. RECOMMENDATION**

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**THAT the report from the Chief Financial Officer be received.**

## **3. ATTACHMENTS**

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1. Raglan Community Board Actions & Issues Register – August 2020
2. Raglan Works as at 23 July 2020
3. Example Charges for Councils to hold Events in Public Reserves

## RAGLAN COMMUNITY BOARD ACTIONS & ISSUES REGISTER – August 2020

ISSUE	Area	Action	Comments
Footpath Plan	Service Delivery, Rooding	<p>Staff to attend February 2020 meeting to discuss Footpath Plan for Raglan.</p> <p>FEBRUARY 2020: Staff to report back to the Board on:</p> <ul style="list-style-type: none"> <li>- A list of footpath works to identify what has been completed and what is to be completed before the end of the current LTP.</li> <li>- Further information on the Papahua pathway work to be undertaken, including budget.</li> <li>- A drop-in session/open day to be held for the community to understand, and provide feedback on, the Council's footpath and roading programme of works.</li> </ul>	<p>FEBRUARY 2020: Council's Senior Transportation Engineer will be in attendance.</p> <p>MARCH 2020: A list of footpath works has been circulated to the Chair and Cr Thomson.</p> <p>The plan has been provided to the Raglan Coastal Reserves Committee. The budget estimate is \$325,000.</p> <p>Due to COVID-19 there will be no drop-in session/open day. All information will be available on Waikato District Council's facebook page (@WaikatoDistrictCouncil).</p>
Soundsplash 2020	Service Delivery, Community Venue & Events	<p>FEBRUARY 2020: Staff to present a debrief report on Soundsplash 2020 to the April 2020 Board meeting to review the report's recommendations for holding such events in the future. Information to be presented to the Board on benchmarking how other councils fund/charge for similar-sized events.</p> <p>JUNE 2020: Staff to provide information to the Board on benchmarking for prices that other Councils charge for similar events.</p>	<p>MARCH 2020: <a href="#">Here is the link</a> to Soundsplash's presentation. Council's Monitoring Officers will be in attendance at the April 2020 meeting to speak to this item.</p> <p>JUNE 2020: As the April Community Board meeting was cancelled, Council's Monitoring Officer will now be in attendance at the June 2020 Community Board meeting.</p> <p>AUGUST 2020: Charges applied by Tauranga City Council, Thames Coromandel District Council and Nelson City Council to hold Events in Public Reserves are attached for information. Charges for Events will be included when the Community Venues &amp; Events Team develop an WDC Events Strategy and Policy in 2020/21. The Venues &amp; Events team will work with the Community, Councillors and staff to determine what these charges may look like for future events across the district.</p>

ISSUE	Area	Action	Comments
Harbour Board Lease Funds	Service Delivery, Strategic Property	MARCH 2020: Staff to provide the Community Board with a financial breakdown of Harbour Board leases (income and expenditure per lease, and balance remaining).	<p>JUNE 2020: A meeting is being arranged between the Chair and Council's Strategic Property Manager to discuss. The information requested will be provided to the next Community Board meeting (August 2020).</p> <p>AUGUST 2020: The Strategic Property Manager has briefed the Community Board Chair on matters relating to the Raglan Harbour Reserve. The current balance of the Raglan Harbour Reserve (as at 30 June 2020) is \$223,275.61. \$20,643.09 is allocated to pay for the operational expenses of the Harbour assets and \$202,632.52 is allocated to pay the cost of replacement and renewal of the Harbour assets.</p> <p>In addition, there is \$2.5M from the Provincial Growth Fund for upgrade works at the Raglan Wharf and an additional WDC contribution of \$630,000 to be funded from the Raglan Harbour Reserve.</p> <p>A separate report on Raglan Harbour matters will be presented at the 16 September 2020 meeting.</p>
Freedom Camping	<p>Community Board</p> <p>Customer Support – Community Safety, Monitoring</p> <p>Community Board</p>	<p>FEBRUARY 2020: Community Board to review Freedom Camping and consider issue at its next meeting</p> <p>JUNE 2020: Staff to address the Freedom Camping issue and look for solutions beyond temporary signage at James St. and Manu Bay.</p> <p>JUNE 2020: Staff to update the Board on the process for the Freedom Camping Bylaw review.</p> <p>JUNE 2020: The Board to discuss solutions to freedom camping issue during the Board's next 90-day planning workshop, to include discussion on a possible designated zone.</p>	<p>MARCH 2020: To be included in the Chairperson's Report.</p> <p>AUGUST 2020: A verbal update will be given at the meeting.</p> <p>AUGUST 2020: The Freedom Camping Bylaw review is not actively being worked on at this time. At this stage the work is tentatively booked to be undertaken in the first half of 2021 with consultation from July 2021 at the earliest. Start to finish, the review will take a minimum of six months.</p> <p>The Community Board will be invited to take part in the drafting process for the bylaw, as well as being able to provide feedback when the draft is made available for submissions. To move the bylaw review earlier would require Council re-prioritisation.</p>
Rally and Roads	Cr Thomson	Cr Thomson to update the Board at the April 2020 meeting on the process for approving rally events and whether	MARCH 2020: To be included in Councillors Report.

ISSUE	Area	Action	Comments
		Council had received an application for the proposed rally. JUNE 2020: Cr Thomson to update the Board on Council's review of the Rally Policy at the next Board meeting.	AUGUST 2020: To Be included in Councillors Report.
Raglan Football Club – Drainage works completion date	Cr Thomson	JUNE 2020: Concern expressed about expected completion of drainage works on the soccer pitches and campground, as well as The Draft Reserve Management Plan's suggestion that the club move to a smaller site during these works. Cr Thomson to report back on this issue.	AUGUST 2020: To be included in Councillors Report.
Raglan Football Club – Reserve Management Plan	Community Board	JUNE 2020: The Community Board to work with the Raglan Football Club on submissions on the Reserve Management Plan.	AUGUST 2020: The draft Reserve Management Plan's next public consultation period is intended to run from the 9th October to 9th December. During this time additional submissions can be made, with the document intended to be further refined at a hearings panel in late February 2021.
Manu Bay Toilet Facilities	Service Delivery	JUNE 2020: Staff to address toilet facilities at Manu bay and report back to the Board.	AUGUST 2020: Watercare have checked the infrastructure which includes the submersible pump and chamber and all is okay. Pumped out tank of all solid waste and the system appears to be working okay at present. Staff are monitoring odour issues.
Community Board Website	Community Board	JUNE 2020: Community Board to link in with the Communications team if reproducing Council material online.	
Manu Bay Breakwater	Service Delivery, Community Projects	JUNE 2020: Staff to provide the Board with a report on Manu Bay Breakwater report findings and what decision will be made moving forward, to include staff's rationale for recommendation. Both Council and stakeholder views would be required for this report. Report should contain indication of date when Council's decision will be made and if the Tonkin Taylor report will be considered in the decision alongside the eCoast report.	AUGUST 2020: A report is appended ** to provide an update on the additional consultation being carried out with the Stakeholder Forum, and the resulting actions proposed. ** To be circulated to the Community Board under separate cover on 31 July 2020.
Gilmore Street, Raglan – Urban Upgrade	Service Delivery, Community Projects	JUNE 2020: Staff to determine date on roading works for Gilmour Street and update the Board.	AUGUST 2020: A specific date has not been set for construction; however, it is planned to be undertaken this summer. Staff are cognisant that summer is a busy season for Raglan, and the project will need to strike a balance between fair weather conditions (to keep costs to a minimum) and disruption to visitors and residents.
Raglan Holiday Park Papahua	ALL	JUNE 2020: References to "Kopua Holiday Park" in the report should be updated to read 'Raglan Holiday Park Papahua'	AUGUST 2020: An all staff blog reminding staff of Raglan Holiday Park Papahua's correct name and the story of why the name was changed is scheduled.

ISSUE	Area	Action	Comments
Manu Bay Hillside Planting Proposal	Service Delivery, Open Spaces	JUNE 2020: Staff to amend planting list to ensure plant heights would not affect the view at Manu bay.	<p>AUGUST 2020: The purpose of the project to re-vegetate the section of Manu Bay below the pump station on Wainui Road is to link two existing forest restorations and create a self-sustaining native coastal forest. The species required to do this will eventually (10-50 years' time) compromise the views from the lookout on Wainui Road. Staff can make some species selections to avoid blocking the views, however, this would be a short-term fix and may affect the wider re-vegetation project outcomes.</p> <p>Board to re-confirm their support considering this information.</p> <p>It is suggested that a Community Board representative be selected to work with staff to determine the best approach.</p>
Community Board planning document requests		<p>Coastal Reserves Committee update (minutes of last mtg)</p> <p>WDC Climate Action Planning</p> <p>COVID-19 Analytics Report – May 2020 (report to June Strategy &amp; Finance Committee)</p> <p>Holiday Park Papahua update</p> <p>Change of delegation to the Raglan Campground Papahua Board</p>	<p>AUGUST 2020: Staff representative for the Coastal Reserves Committee confirmed that this committee was dissolved in December 2019. No minutes for 2020 are available as a result of an absence of meetings.</p> <p>Staff to give a verbal update on the Climate Action Planning.</p> <p><a href="#">Here is the link</a> for the Covid 19 Analytics report</p> <p>Verbal update from Community Board representative to the committee on the latest Papahua Board meeting</p> <p>As per agenda report</p>

## **RAGLAN WORKS – as at 23 July 2020**

### Manu Bay Breakwater

Meetings with key stakeholders which were underway prior to the Covid-19 event are being completed at the time of writing and a report on the results of the meetings and any future actions will be provided to the Stakeholder Forum by the end of July, and will be circulated to the Raglan Community Board on 31 July 2020.

## **ROADING WORKS**

### Gilmour Street, Raglan – Urban Upgrade

Beca have supplied the stormwater parameters and design for inclusion within the overall project, this requires final verification that the stormwater features fit within the site constraints. Once this has been determined, Beca will produce the final stormwater details and drawings for inclusion with the construction drawings. Once the overall design has been sufficiently progressed, discussions will be had with the stormwater liaison group, following this a final set of drawings will be shared with the residents. A date has not been set for construction; however, it is planned to be undertaken this summer. Staff are cognisant that summer is a busy season for Raglan, and the project will need to strike a balance between fair weather conditions (to keep costs to a minimum) and disruption to visitors and residents.

## **WALKWAYS**

### Raglan Holiday Park, Papahua - Access Road & Entranceway Upgrades, Raglan

Stage two alignment discussions will continue to refine the proposed alignment.

### Wainui Road Footbridge Upgrade

Community Projects are reviewing the consenting and preparing to procure a contractor for construction.

## **JETTY/WHARF**

### Cliff St Jetty Repair

The replacement brackets being designed by Frame Group Ltd were not forthcoming due to post-Covid demands, and an alternative design is being developed with PipeScape, to be manufactured by Taupiri Engineering.

## Example Charges for Councils to hold Events in Public Reserves

### Tauranga City Council Charges

#### Parks and recreation fees

Council / Forms, fees and payments / Fees and charges / Parks and recreation fees

Forms

Fees and charges

Airport fees

Animal service fees

Asset Protection Bond and  
Service Connection Fees

Baycourt fees

Mount Beachside Holiday Park  
fees

Building service fees

Cemetery parks and crematorium  
fees

as 1 July 2019

Sports fields	Charges
Sports fields user charges	No charge
Use of storage facilities	\$67.00 per annum
Events on Parks - Commercial, Ticket price less than \$50 - 1 day set up and 1 day pack down free	\$230 per day
Events on Parks - Commercial, Ticket price more than \$50 - 1 day set up and 1 day pack down free	\$3,022.00 lump sum

# Schedule of Fees and Charges : Parks and Reserves - District

▶ After Hours Service

▶ Airfields

▶ Animals and Insects

▶ Apply for it

▶ Boat Ramps, Harbours and Wharfs

▶ Building Consents

▶ Cemeteries

▶ Contracting to Council

▶ Do's and Don'ts - the Services we offer

▶ Event Planning on the Coromandel

**Fees and Charges**

▶ Find It

▶ Forms

▶ Graffiti

▶ Halls and Venues

▶ Libraries

▶ Licences, Permits and Concessions

▶ Noise control

▶ Online Services

▶ Parks, Playgrounds, Reserves, Sport Fields and Venues

▶ Rates Information

All fees and charges are inclusive of GST.

Parks and Reserves - District	Units	2020/2021
<b>Events</b>		
Non Commercial - Event and application Fee for less than 500 people	Per application	\$60.00
Non Commercial - Event Application Fee for more than 500 people (daily charge may apply)	Per event	\$440.00
Commercial - Minor Event (less than 500 people) Application Fee	Per application	\$60.00
Commercial - Large Event (500 - 1000 people) Application Fee	Per application	\$100.00
Commercial - Major Event (more than 1000 people) Application Fee	Per application	\$200.00
Commercial - Minor Event (less than 500 people) Event Fee (daily charge may apply)	Per event	\$420.00
Commercial - Large Event (500 - 1000 people) Event Fee	Per event	\$600.00
Commercial - Major Event (more than 1000 people) Event Fee (daily charge may apply)	Per event	\$1200.00
<b>Commercial Operators</b>		
Commercial Operator - operate during the summer period and holiday weekends	Per operator/per annum	\$360.00
Commercial Operator - operate all year and in one location	Per operator/per annum	\$520.00
Commercial Operator - operate all year and in 2-4 locations	Per operator/per annum	\$775.00
Commercial Operator - operate all year and in 4+ locations	Per operator/per annum	\$1000.00
<b>Street Flags</b>		
Street Flags - Commercial Booking fee	Per booking	\$100.00
Street Flags - Not for profit booking fee	Per booking	\$50.00
<b>Amusement Devices</b>		
Amusement Device application fee	Per event	\$15.00
Amusement Device - each additional device	Per event	\$5.00
Non-commercial reserve fees may be waived by Community Facilities Manager if evidence of community benefit is provided		
A bond may be required for any event at the discretion of the Council.		

## Nelson City Charges

Hire	from 1 July 2019
<p><b>General Sports Fields and Parks</b></p> <p>(Commercial charge)</p> <p>Commercial means that the public pay to enter or the intention of the event is to sell products &amp; services</p>	<p>\$1,072 per event day</p> <p>Venue hire will be negotiated based on the scale of the event, set up and pack down days etc.</p>
<p><b>General Sports Fields and Parks</b></p> <p>(community charge)</p> <p>Community means that it is free for the public to attend or spectate or all the proceeds go to charity.</p>	<p>\$240 per senior field (markings and posts extra if not already in place)</p> <p>\$49 per booking if area hired is not on a sports surface.</p>
<p><b>General Sports fields</b></p> <p>(Allocation charge)</p> <p>This is used for regular users that require fields over a seasonal period</p>	<p>10% of the programmed maintenance costs</p>
<p><b>Commercial Races/Events</b> (e.g. Mountain bike races) Entry level activity promotion events excluded from charges (defined as non-competitive sporting/ recreational activities to encourage physical activity)</p>	<p>\$3 per competitor</p>
<p><b>Circus and other similar events</b> that need to stay on site overnight</p>	<p>\$1,072 per event day</p> <p>or</p> <p>Venue hire will be negotiated based on the scale of the event, set up and pack down days etc</p>
<p>Reserve Booking including workshops with and without power supply</p>	<p>\$49 per booking</p>

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**Open Meeting**

<b>To</b>	Raglan Community Board
<b>From</b>	Tony Whittaker Chief Operating Officer
<b>Date</b>	08 July 2020
<b>Prepared by</b>	Sharlene Jenkins Executive Assistant
<b>Chief Executive Approved</b>	Y
<b>Reference/Doc Set #</b>	GOV0507
<b>Report Title</b>	Year to Date Service Request Report

**1. EXECUTIVE SUMMARY**

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To update the Board on the Year to Date Service Request Report to 30 June 2020.

**2. RECOMMENDATION**

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**THAT** the report from the Chief Operating Officer be received.

**3. ATTACHMENTS**

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Year to Date Service Request Report for Raglan Community Board

# Service Request Time Frames By Ward for <sup>25</sup>

RAGLAN

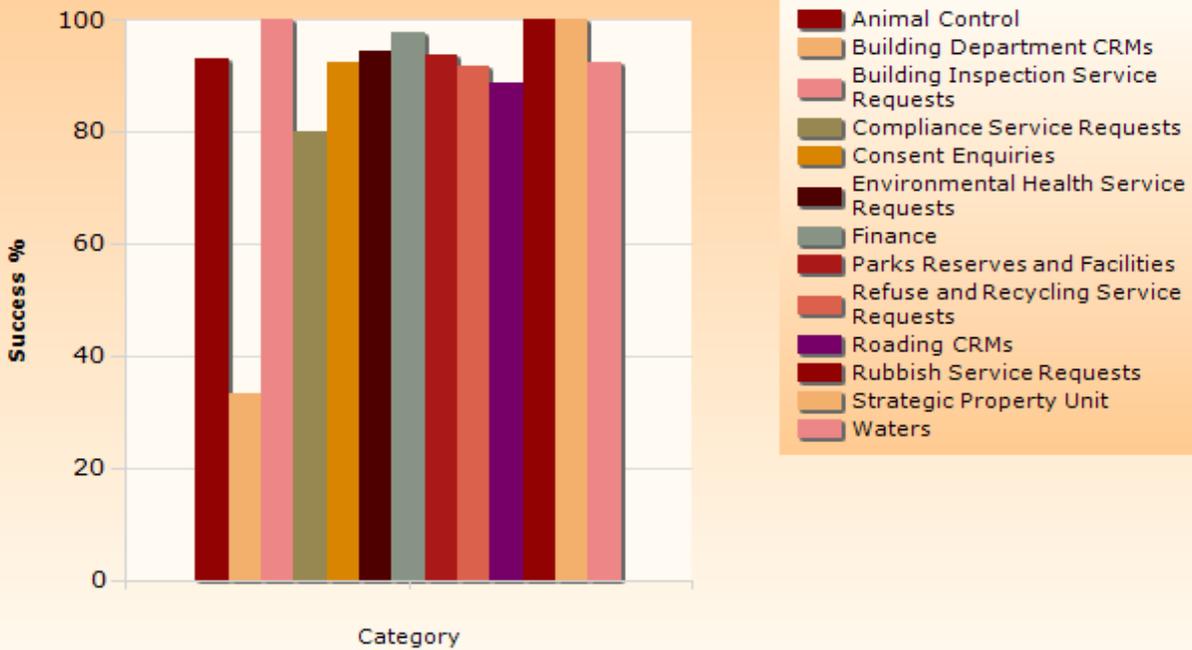


Date Range: 01/04/2020 to 30/06/2020

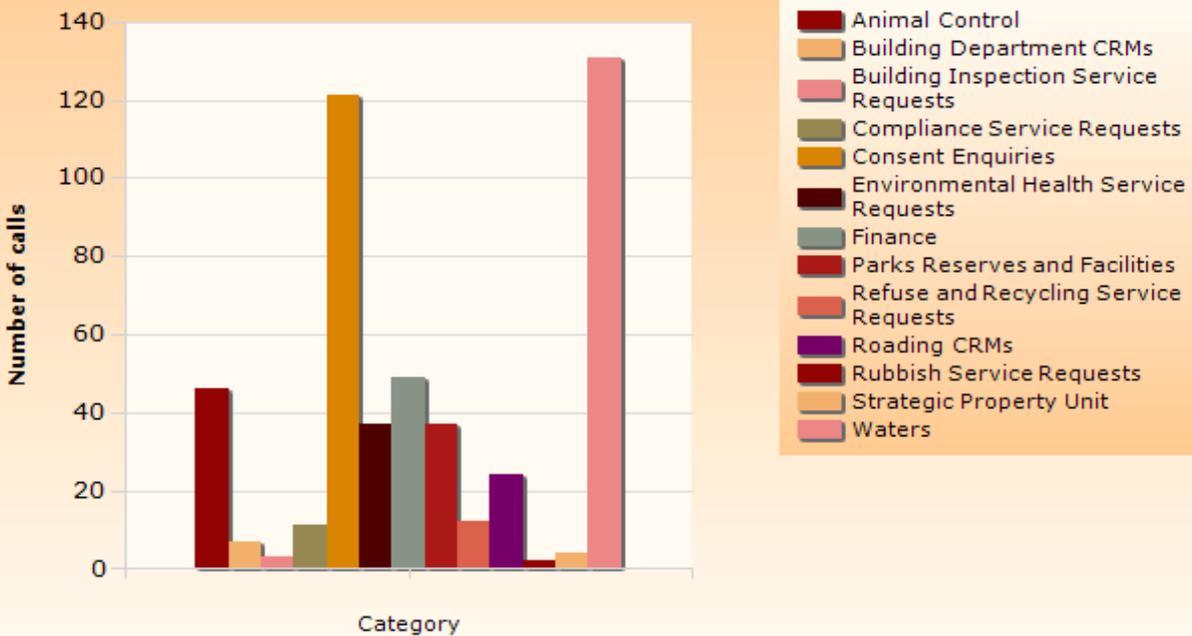
The success rate excludes Open Calls as outcome is not yet known.

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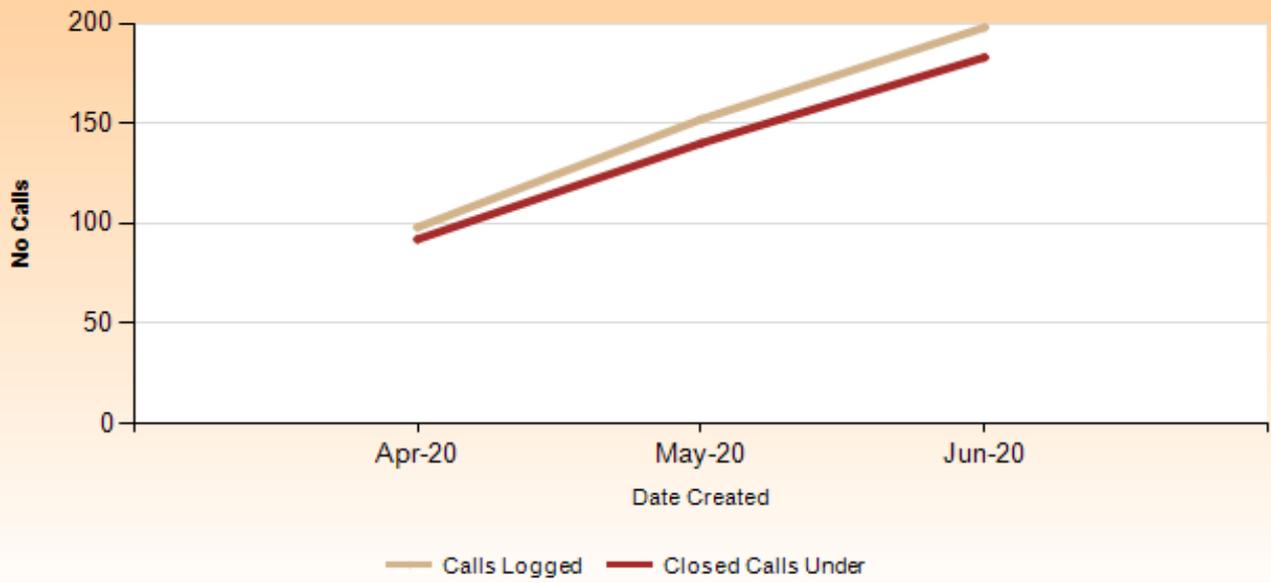
## Call Completion % Success by Type



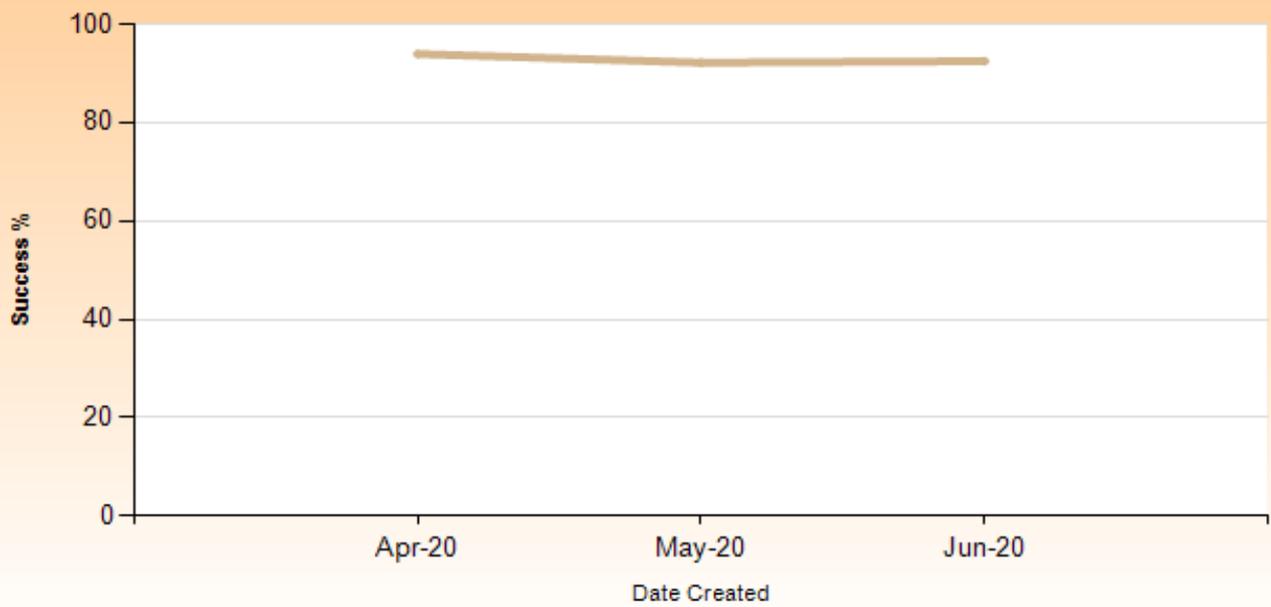
## Number of Calls logged by Type



### Volume of Calls Closed vs Calls Closed in Time



### Completion Success per month



			Open		Closed		
<b>Closed Calls</b> are those calls logged during the time period that are now closed.	<b>Open Calls</b> are all the calls open for the ward and may have been logged at any time.	<b>Number of Calls</b>	<b>Open Calls Over</b>	<b>Open Calls Under</b>	<b>Closed Calls Over</b>	<b>Closed Calls Under</b>	<b>Success Rate</b>
<b>Animal Control</b>							
	<b>Summary</b>	<b>46</b>		<b>3</b>	<b>3</b>	<b>40</b>	<b>93.02%</b>
	Animal Charges	4				4	100.00%
	Dog Property Visit	8				8	100.00%
	Dog Straying - Current	6			1	5	83.33%
	Dog Straying - Historic	6			1	5	83.33%
	Dog Welfare - Not immediate threat to life	3				3	100.00%
	Dog/Animal Missing	4				4	100.00%
	Dogs Aggression - Current	2			1	1	50.00%
	Dogs Aggression - Historic	5		2		3	100.00%
	Dogs Barking Nuisance	4		1		3	100.00%
	Livestock Trespassing - Current	3				3	100.00%
	Livestock Trespassing - Historic	1				1	100.00%
<b>Building Department CRMs</b>							
	<b>Summary</b>	<b>7</b>	<b>1</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>33.33%</b>
	Building near any Pipe/Infrastructure may req CCTV	1		1			NaN
	PEO General Enquiry	6	1	2	2	1	33.33%
<b>Building Inspection Service Requests</b>							
	<b>Summary</b>	<b>3</b>	<b>1</b>			<b>2</b>	<b>100.00%</b>
	Building Inspection Service Requests	3	1			2	100.00%
<b>Compliance Service Requests</b>							
	<b>Summary</b>	<b>11</b>	<b>1</b>		<b>2</b>	<b>8</b>	<b>80.00%</b>
	Compliance - Animal By Law	1				1	100.00%
	Compliance - Unauthorised Activity	4				4	100.00%
	Illegal parking	6	1		2	3	60.00%
<b>Consent Enquiries</b>							
	<b>Summary</b>	<b>121</b>		<b>4</b>	<b>9</b>	<b>108</b>	<b>92.31%</b>
	Planning Process	4				4	100.00%
	Property Information Request	41		1	4	36	90.00%
	Rural Rapid Number assignment & purchase of plates	1				1	100.00%
	Zoning and District Plan Enquiries	75		3	5	67	93.06%
<b>Environmental Health Service Requests</b>							
	<b>Summary</b>	<b>37</b>			<b>2</b>	<b>35</b>	<b>94.59%</b>
	Environmental Health Complaint	8			1	7	87.50%
	Noise Complaint - Environmental Health	2				2	100.00%
	Noise complaints straight to contractor	27			1	26	96.30%
<b>Finance</b>							
	<b>Summary</b>	<b>49</b>		<b>1</b>	<b>1</b>	<b>47</b>	<b>97.92%</b>
	Rates query	49		1	1	47	97.92%

<b>Parks Reserves and Facilities</b>	<b>Summary</b>	<b>37</b>		<b>4</b>	<b>2</b>	<b>31</b>	<b>93.94%</b>
	Parks & Reserves - Aerodrome Issues	1				1	100.00%
	Parks & Reserves - Beach Issues	2				2	100.00%
	Parks & Reserves - Buildings	5				5	100.00%
	Parks & Reserves - Graffiti	1		1			NaN
	Parks & Reserves - Non-urgent Public Toilet Issues	2				2	100.00%
	Parks & Reserves - Reserve Issues	24		3		21	100.00%
	Parks & Reserves - Urgent Public Toilet Issues	2			2		0.00%
<b>Refuse and Recycling Service Requests</b>	<b>Summary</b>	<b>12</b>			<b>1</b>	<b>11</b>	<b>91.67%</b>
	New collections	1				1	100.00%
	Recycling Not Collected	3				3	100.00%
	Refuse - Non-Collection	4				4	100.00%
	Refuse & Recycling Enquiries	4			1	3	75.00%
<b>Roading CRMs</b>	<b>Summary</b>	<b>24</b>	<b>2</b>	<b>4</b>	<b>2</b>	<b>16</b>	<b>88.89%</b>
	Footpath Maintenance - Non_Urgent	1				1	100.00%
	New Vehicle Entrance Request	2				2	100.00%
	Request 4 new street light path sign etc	1				1	100.00%
	Road Culvert Maintenance	2		1		1	100.00%
	Road Safety Issue Enquiries	2				2	100.00%
	Roading Work Assessment Required - OnSite 5WD	7	1	2	1	3	75.00%
	Routine Roding Work Direct to Contractor 5WD Comp	2				2	100.00%
	Street Light Maintenance	3		1	1	1	50.00%
	Urgent Roding Work 4Hr Response	2	1			1	100.00%
	Vegetation Maintenance	2				2	100.00%
<b>Rubbish Service Requests</b>	<b>Summary</b>	<b>2</b>				<b>2</b>	<b>100.00%</b>
	Abandoned Vehicle	1				1	100.00%
	Illegal Rubbish Dumping	1				1	100.00%
<b>Strategic Property Unit</b>	<b>Summary</b>	<b>4</b>				<b>4</b>	<b>100.00%</b>
	Council owned land CRMs	1				1	100.00%
	Lease and Licence Enquiry (Existing Lease/Licence)	1				1	100.00%
	New Lease/Licence Enquiry	1				1	100.00%
	Paper Roads Enquiries CRM	1				1	100.00%

<b>Waters</b>							
<b>Summary</b>	<b>131</b>	<b>2</b>	<b>10</b>	<b>9</b>	<b>110</b>	<b>92.44%</b>	
3 Waters Enquiry	20	2		4	14	77.78%	
3 Waters Safety Complaint - Non Urgent	2				2	100.00%	
3 Waters Safety Complaint - Urgent	1				1	100.00%	
Drinking water billing	9		1		8	100.00%	
Drinking Water Final Meter Read	25		6		19	100.00%	
Drinking Water Major Leak	11			1	10	90.91%	
Drinking Water minor leak	25		1	1	23	95.83%	
Drinking Water quality	1			1		0.00%	
Fix Water Toby	5		1		4	100.00%	
New Drinking Storm Waste water connections	1				1	100.00%	
Stormwater Blocked pipe	3		1		2	100.00%	
Stormwater Property Flooding	3				3	100.00%	
Wastewater Odour	3				3	100.00%	
Wastewater Overflow or Blocked Pipe	6				6	100.00%	
Wastewater Pump Alarm	16			2	14	87.50%	
<b>Total</b>	<b>484</b>	<b>7</b>	<b>29</b>	<b>33</b>	<b>415</b>	<b>92.63%</b>	

### **Open Meeting**

<b>To</b>	Raglan Community Board
<b>From</b>	Clive Morgan General Manager Community Growth
<b>Date</b>	15 July 2020
<b>Prepared by</b>	Lianne van den Bemd Community Development Advisor
<b>Chief Executive Approved</b>	Y
<b>Reference #</b>	GOV0514 / 2662661
<b>Report Title</b>	The Institute of Awesome - Automated External Defibrillators

## **I. EXECUTIVE SUMMARY**

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The purpose of this report is to present an application for funding from the Institute of Awesome (formerly the Karioi Lodge), who are part of the Pam Ferguson Charitable Trust. They seek financial support to purchase two automated defibrillators, one for onsite and one to be used for offsite events and activities.

The Institute of Awesome (Institute) is an outdoor education centre situated on 100 acres of native bush in the coastal area of Raglan.

## **2. RECOMMENDATION**

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**THAT the report from the General Manager Community Growth be received;**

**AND THAT an allocation of \$..... is made to the Institute of Awesome towards the cost of two automated defibrillators;**

**OR**

**AND THAT the request from the Institute of Awesome towards the cost of two automated defibrillators is declined / deferred until ..... for the following reasons:**

### 3. BACKGROUND

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The Institute of Awesome is an outdoor education centre situated on 100 acres of native bush in the coastal area of Raglan. The overall purpose is to advance education technology learnings and potential career opportunities for young people.

The Institute provides the following services:

- Design and deliver programmes for schools, children and young people.
- Provide scholarships to facilitate young people to attend educational programmes.
- Facilitate events, projects and activities that promote technological learning, through technology and society achievements.
- Work with local and central government agencies and other interested bodies to develop policies and programmes.
- Provide mentoring, training, equipment and other appropriate assistance.

They currently have six volunteers and five staff onsite. Over the last 6 months, they have had approximately 36 volunteers and 2240 children, parents and guests who have stayed at the Lodge.

The two automated defibrillators will enable the Institute with the ability to provide lifesaving emergency equipment to people in their time of need.

The defibrillator units will be available for use by all of the Raglan community and surrounding areas.

### 4. OPTIONS CONSIDERED

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- 4.1 That the application is approved and an allocation of partial or full funding requested by made.
- 4.2 That the application is declined.
- 4.3 That the application is deferred.

### 5. FINANCIAL

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Funding is available to allocate for the year.

The project is noted to cost \$4,542.00 (excluding GST). The Institute of Awesome is seeking funding of \$4,542.00 towards the cost of purchasing two automated defibrillators.

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

## **6. POLICY**

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

For grants above \$5,000.00, a funding cap of 75 percent of the total project cost applies and other funding needs to be sought.

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

## **7. CONCLUSION**

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Consideration by the Raglan Community Board is required with regards to this funding request.

## **8. ATTACHMENT**

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The Institute of Awesome – Purchase two new Automated External Defibrillators

## DISCRETIONARY FUNDING APPLICATION FORM

### Important notes for applicant:

- Prior to submitting your application, please contact the Waikato District Council's community development advisor, on 0800 492 452 Ext 5732, to discuss your application requirements and confirm that your application meets the eligibility criteria.
- Have you discussed your application with the Waikato District Council community development advisor  
Yes  No
- Application form must be completed in full and emailed to Funding [funding@waidc.govt.nz](mailto:funding@waidc.govt.nz)
- Please ensure you have read the **Guidelines** on [Waikato District Council Discretionary Grants Fund](#) prior to completing the application form (these are updated from time to time).
- I have read and understood the guidelines for funding application form  
Yes  No
- All parts of the application need to be completed and all supporting information supplied.

**PLEASE NOTE: Incomplete applications WILL NOT be considered and will be returned.**

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

**Which of the 2 funds are you applying for:** (please tick **one** appropriate box.)

1. Discretionary and Funding Committee

Project Fund (Rural Ward Areas)

Event Fund

OR

2. Community Board / Committee Discretionary Fund for local Town / Village, Projects / Events

Raglan

Taupiri

Onewhero-Tuakau

Ngaruawahia

Huntly

Te Kauwhata

Meremere

### Section I – Your details

**1. Name of your organisation and contact person**

The Institute of Awesome - 56 Whaanga Rd, Raglan - Zoe Timbrell

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

Please see supporting document. Q.2.

## 3. Phone number/s

Zoe: 027 497 1234

Shannon: 021 911 361

## 4. Email / Address

Zoe@pamfergusson.org.nz

shannon@pamfergusson.org.nz

## 5. If you are a Registered Charity (we require your registration number &amp; confirmation that your organization registration is current)

CC51326-

**Section 2 – Your event / project**

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

See Supporting doc.

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

See Supporting doc.

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

See Supporting doc.

Are you GST registered? No  Yes  GST Number

116 137 1054

**PLEASE NOTE: The following documentation MUST be supplied with your application:**

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

**Section 3 – Funding requirements**1. **NOTE: Please provide full details for the following:**

- How much your event/project will cost,
- How much you are seeking from the Waikato District Council,
- How much you are seeking from other providers,
- Details of other funding and donated materials/resources being sourced, and
- Current funds in hand to cover the costs of the event/project.

**IMPORTANT:** Please ensure all quotes supplied are clearly itemised and match the "Project Breakdown" (Total B)

Please complete all of the following sections	GST Inclusive Costs (use this column if you are NOT GST registered)	GST Exclusive Costs (use this column if you are GST registered)
What is the <u>total</u> cost of your project/event	\$	\$ 4452-00
Existing funds available for the project. Include any projected income i.e. ticket sales, merchandise etc.		0
<b>Total A</b>	\$	\$ 4452-00

2. Only include the Funding being sought from Waikato District Council below:

Project Breakdown (itemised costs of funding being sought)	GST Inclusive Costs (use this column if you are NOT GST registered)	GST Exclusive Costs (use this column if you are GST registered)
Raglan Community Board	\$	\$ 4452-00
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
<b>Total Funds being sought from WDC</b>	<b>Total B</b>	\$
	\$	\$ 4452-00

3. Has / will funding been sought from other funders? Yes  No

If 'Yes', please list the funding organisation(s) and the amount of funding sought

a)	\$	\$
b)	\$	\$
c)	\$	\$
d)	\$	\$
<b>Total of other funds being sought</b>	<b>Total C</b>	\$
	\$	\$ 0

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

See attached information

**Section 4 – Community wellbeing and outcomes**

**1. Which community wellbeing will your project contribute to?**

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

Social

Economic

Cultural

Environmental

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

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

Accessible

Safe

Sustainable

Healthy

Vibrant

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

**1. 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
N/A			

**2. Please confirm that a 'Funding Project Accountability' form has been completed and returned to Waikato District Council for the funds listed above.**

**NOTE: This will be checked and confirmed by council staff.**

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

Name: N/A Date: \_\_\_\_\_

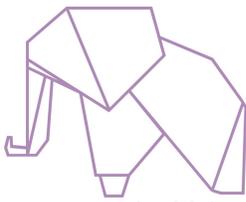
I certify that the funding information provided in this application is correct.

Name: Shannon Clarke Date: 3/7/2020

Position in organisation (tick which applies) Chairman  Secretary  Treasurer

Signature:  Date: 3/7/2020

*\*Incomplete applications will not be accepted and will be returned*



37

14 Watene Road  
Mt Wellington  
Auckland 1060  
Aotearoa New Zealand



team@pamfergusson.org.nz



PamFergusson.org.nz



<https://www.linkedin.com/company/omgtech>

## Waikato District Council Discretionary Funding Application Supporting Documentation

**Have you discussed your application with the Waikato District Council  
community development advisor** Yes

I have read and understood the guidelines for funding application form **Yes**

**Which of the 2 funds are you applying for: (please tick one appropriate box.)**

**2. Community Board / Committee Discretionary Fund for local Town / Village,  
Projects / Events** Raglan

### Section 1 – Your details

#### 1. Name of your organisation and contact person

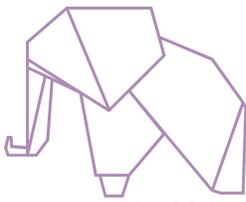
The Institute of Awesome (also known as In Awe) - Contact Person Zoe Timbrell, Founder and Managing Director. In Awe is part of the Pam Fergusson Charitable Trust.

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



The Institute of Awesomes is an outdoor education centre situated on 100 acres of native bush in coastal Raglan. Since January 2019 we have re-imagined outdoor education with a technology learning angle, to create a dynamic enviro-tech camp, where kids and adults can learn about the natural world, and how

technology could be used to care for the environment and the greater world.



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team@pamfergusson.org.nz



PamFergusson.org.nz



<https://www.linkedin.com/company/omgtech>



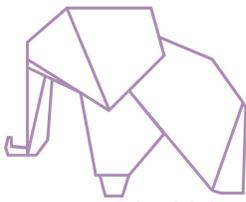
Our unique enviro-tech education centre brings kids, educators and industry together to solve problems. We teach technology skills within an environmental framework through group workshops. We work on "Secret Projects" that solve problems and give back to the community. "Secret projects" could be monitoring the waterways for pollutants, tracking pests in the bush, measuring CO<sub>2</sub> in

the air or growing organic food to feed everyone.

Each project is provided by various communities, designed by industry experts and then built and run by groups visiting the camp. If you have a project or mystery you need solved let us know and we might make it one of our next Secret Projects for kids, educators and communities to build. For more information, see <https://inawe.nz>.

The Institute of Awesome is one of our physical spaces in which it's parent Trust, The Pam Fergusson Charitable Trust, carries out its purpose. Our overall purpose is to advance education in the application of technology to all aspects of society; to raise awareness, interest, & encourage people in the pursuit of learning & careers utilising technology. We do this by:

- designing & delivering programmes for schools, children, and young people;
- providing scholarships to facilitate young people's attendance at educational programmes;
- facilitating events, projects & activities that promote technology, technological learning, technology and society & achievements;
- working with local & central government agencies & other interested bodies to develop policies & programmes;
- providing mentoring, training, equipment, & other appropriate assistance.



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team@pamfergusson.org.nz



PamFergusson.org.nz



<https://www.linkedin.com/company/omgtech>

### 3. Phone number/s

Zoe Timbrell - 027 4971234 Shannon Clarke - Ph 021 911 361

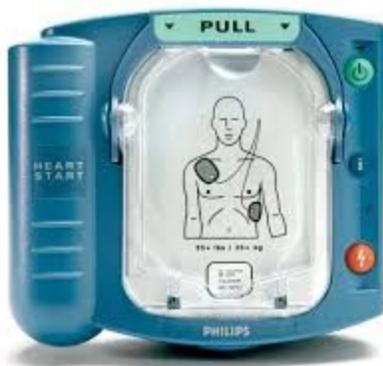
### 4. Email / Address [zoe@pamfergusson.org.nz](mailto:zoe@pamfergusson.org.nz), [shannon@pamfergusson.org.nz](mailto:shannon@pamfergusson.org.nz)

5b Whaanga Road, Raglan, Waikato. Our Auckland office for Pam Fergusson Charitable Trust is 14 Watene Road, Auckland.

### 5. If you are a Registered Charity (we require your registration number & confirmation that your organization registration is current) CC51326

## Section 2 – Your event / project

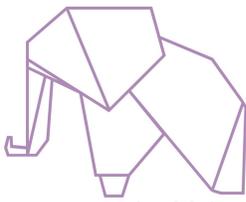
### 1. What is your event / project, including date and location? *(please describe in full the project details)*



The Institute of Awesome (formerly the Karioi Lodge) are seeking financial support to purchase an onsite defibrillator and a travel defibrillator to be available for a vast number of community activities and events on site and in proximity to the Institute.

The Institute of Awesome is located at 5b Whaanga Road, Raglan, on Karioi Maunga, and we have a number of walkers, trampers, visitors and members of the public making full use of the walking tracks on site and the surrounding property associated with the Institute of Awesome. We are in an isolated but

supportive community, and we would like to contribute to the wellbeing of our community by having 24/7 access to a defibrillator for our whanau onsite and wider community.



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[PamFergusson.org.nz](http://PamFergusson.org.nz)



<https://www.linkedin.com/company/omgtech>

We recognise that 1 in 3 people in NZ die of cardiovascular disease, and that one in 23 people experience heart problems. With an average population of approximately 3,500 people in Raglan (stats NZ), the thousands of visitors to Raglan and the surrounding areas, especially Whale Bay and Manu Bay, and the number of public members using our tracks onsite, mean that we need to purchase a defibrillator with some urgency.

In an emergency situation, with many of our participants walking far into the bush, at Whale Bay, or even further rural, we are not adequately prepared to provide emergency defibrillation should a member of the public or a guest of the camp require it. We want to ensure that our health and safety services are as relevant and up to date as possible and we would like to offer that option to the many people in our community who require it.

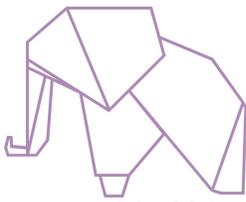
The closest defibrillator to the site is 1.8 km away at Camp Raglan - 578 Wainui Road, Raglan 3297. The defibrillator site does not indicate whether the defibrillator is publicly accessible, and in an emergency situation, we would like to be as prepared as possible at all times to help those who are experiencing cardiac issues.



For this reason, we are also requesting support to purchase a travel defibrillator, so that we may be able to take it to the large number of events that we run in the Waikato District, and make it always available for anyone in our isolated communities. We often facilitate and run tech related events at Marae, community halls, in parks, at schools, and in public and community spaces. In the past two years we have held events in the following places:

Raglan Area School, Institute of Awesome, Raglan Wharf, Lorenzen Bay, Marine Parade - Raglan,

Papa-o Rotu Marae - Whatawhata



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14 Watene Road  
Mt Wellington  
Auckland 1060  
Aotearoa New Zealand



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Ngaruawahia High School, Ngaruawahia Community Hall - Ngaruawahia.

Huntly Friendship Community House, Waahi Paa, Huntly West Hub,  
Rakaumangamanga Kura Kaupapa, Huntly College, Huntly Library - Huntly

For health and safety reasons, we would be grateful for the Raglan Community Board and Waikato District Council support to help us purchase a defibrillator that we can take to all of our Waikato events and be available for emergency situations in and around our isolated community.

## **2. How many volunteers and who else is involved in the project?**

We currently have six volunteers and five staff on site at the Institute of Awesome. We have had approximately 36 volunteers and 2240 children, parents and guests staying at the Lodge in the last six months (2020 alone). This number is drastically reduced as a result of COVID-19.

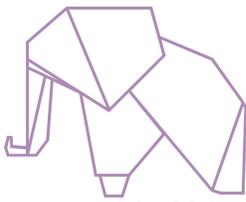
We recognise that with summer approaching, our forecast of guests and camps will increase by at least 50% by the end of the year, with the forecast of another 50 - 70% increase in visitors, families and young people in and around our area over the next two years. Our projected figures over the next twelve months look to be more than 6000 visitors.

We intend to train our key event team and our In Awe and PFCT staff and volunteers to use the defibrillators, so that these may be available and accessible.

## **3. How will the wider community benefit from this event/project?**

By having an onsite defibrillator at the Institute of Awesome, our staff and volunteers will be able to ensure that all of our 3000+ guests and visiting public will have access to this life saving device every year, immediately.

Having a defibrillator on site and accessible for travel and emergencies means that we have the potential to save the lives of:



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- the 3000+ guests and visitors who come to the Institute of Awesome
- the thousands of tourists and domestic visitors coming to Whale Bay, Manu Bay and surrounding areas -
- The multitude of surfers and swimmers at the surrounding bays, who are at risk of drowning, stroke and heart attack
- All Waikato District communities where we run events and activities

As stipulated, we intend to make this defibrillator available for all of our community in and around our surrounding areas.

**Are you GST registered?** No  Yes  GST Number

116-137-054

**PLEASE NOTE: The following documentation MUST be supplied with your application:**

**A copy of the last reviewed or audited accounts (whichever applies) for your organisation/group/club** PDF Attachment named: PFCT Financial Accounts Charities Services 2019

**A copy of any documentation verifying your organisation's legal status**  
PDF Attachment named: PFCT Rules

**Include copies of written quotes (these must match the Funding Requirements in section 4.)**

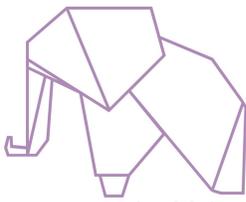
PDF Attachment named: Institute of Awesome Defib Quote - St John

## Section 3 – Funding requirements

1. NOTE: Please provide full details for the following:

**How much your event/project will cost** \$4542.00 exc. gst

**How much you are seeking from the Waikato District Council,** \$4542.00 exc gst



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Auckland 1060  
Aotearoa New Zealand

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### **How much you are seeking from other providers, \$0.**

We have approached other funders in Waikato to support us with events, programmes and operational expenses, and have prioritised to seek financial support from Raglan Community Board or Discretionary Fund for defibrillators in order to spread the financial capacity evenly.

### **Details of other funding and donated materials/resources being sourced**

PFCT and In Awe are covering the costs of defibrillation training all volunteers, staff and event staff in In Awe and PFCT. We are also covering the costs of sending the defib out with a member of staff if it is needed in and around our community.

### **Current funds in hand to cover the costs of the event/project. \$0**

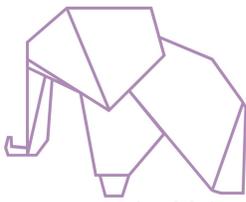
Available on application form

### **3. Has / will funding been sought from other funders? No**

We have approached other funders in Waikato to support us with events, programmes, other projects and operational expenses for Institute of Awesome and Pam Fergusson Charitable Trust, and have prioritised to seek financial support from Raglan Community Board or Discretionary Fund for defibrillators in order to spread the financial capacity evenly.

### **4. Describe any donated material / resources provided for the event/project:**

We will be paying for the costs of training for all of our In Awe staff, volunteers and event staff to learn how to use the defibrillators and to support our community should they require the use of them.



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## Section 4 – Community wellbeing and outcomes

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

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

**Economic:** Having a defibrillator on site at inawe contributes to the use of land, infrastructure, regulation of activities, tourism. We believe that by having a defibrillator on site, and one that we can travel with in our region for our events, we will be supporting those visitors who are here in a tourist capacity as well as those who live in our community.

**Cultural:** By having a defibrillator on site and one that we can take to events, we will be supporting communities and individuals to participate safely in recreation, creative and cultural activities, arts, history, heritage and traditions with the knowledge that we can restart their heart if they have a heart attack.

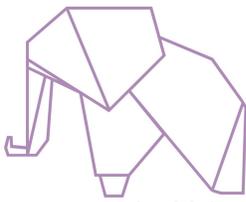
**Environmental:** Having an accessible defibrillator gives our communities the safety and security to create the outcomes they want to achieve, but with the knowledge that if they experience heart issues, access is available to them and how they prioritise the actions to achieve them.

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

**Accessible:** Helping us purchase a defibrillator gives our community and opportunity to access technology that could save their lives

**Safe :**A defibrillator on site will help our visitors, tourists and communities feel safe and supported.

**Healthy:** We believe that having a defibrillator on site and able to travel will give us



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the confidence to have the right emergency equipment available to support healthy services and activities for our community. We have full confidence that if people engage in healthy activities in and around our community and require a defibrillator, we can assist at any time.

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

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

Not applicable. We have not applied yet to Waikato District Council for any funds.

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

**Name:** Not applicable

**Date:** Not applicable

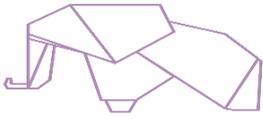
**I certify that the funding information provided in this application is correct.**

**Name:** Shannon Clarke **Date:** 3/7/2020

**Position in organisation:** Community Lead; approved Funding Lead for PFCT

**Signature:** Shannon Clarke

**Date:** 3/7/2020



Shannon Clarke <shannon@pamfergusson.org.nz>

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## OK to sign the WDC funding application

1 message

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**zoe@pamfergusson.org.nz** <zoe@pamfergusson.org.nz>  
To: Shannon Clarke <shannon@pamfergusson.org.nz>

3 July 2020 at 15:26

Hi Shannon,

Please take this as my approval for you to sign the Waikato District Council Funding application on my behalf.

Nga Mihi,

**Zoe Timbrell** | Co-Founder

Mob: +64 27 497 1234 | Email: zoe@omgtech.co.nz

LinkedIn: ztimbrell

Twitter: @ztimbrell

*Ta te tamariki tana mahi wawahi tahā* - It is the job of the children to smash the calabash

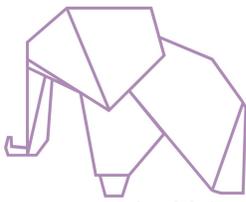


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 **OK to sign the WDC funding application .pdf**  
350K



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Chair: Gabrielle Parsons  
Raglan Community Board  
Waikato District Council  
Raglan

Friday 3rd July 2020

### **Re: Request for defibrillator support from Discretionary Funding**

Kia ora Gabrielle,

My name is Shannon Clarke and I am the Community & Funding Lead for Pam Fergusson Charitable Trust. Please find attached our application for financial support for emergency defibrillators to be located at our Eco-Tech Camp, The Institute of Awesome, at 5b Whaanga Road, Raglan.

The Institute of Awesome has been rebooted and operational since August 2019, and since then we have been honoured to participate and contribute to the wellbeing of Whaingaroa and the surrounding areas. We are employers of local families, and were honoured to be sponsors of the 2019 Raglan Film Festival. We love making our spaces at the Institute of Awesome available for whanau, hapu and iwi, and our local community via our walking tracks, Inspiration Point access and other cool stuff we have going on at the Camp. We are deeply committed to be a part of the fabric of our community in Whaingaroa and we see that having lifesaving emergency equipment can contribute to that vision of wellbeing set out by Raglan Naturally and the Raglan Community Board.

We are happy to be available if you have any questions or concerns, and we look forward to hearing from you.

Our warmest regards,

Shannon Clarke  
Project & Funding lady/ Unicorn Herder



# St John AED Quote

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24 June, 2020

Pam Ferguson Charitable Trust  
14 Watene Road  
Mount Wellington  
Auckland  
1060  
Company Phone:  
Contact Phone:

Quote Number: 00005305

**1 AED for inside and one robust AED for camps**

Expiration Date: 24 July, 2020

Dear Zoe

Thank you for your enquiry regarding Automated External Defibrillators (**AED's**).

Phillips Heartstart AED's are specifically designed for use by people who have no prior medical knowledge with voice prompts to guide you. Our defibrillators come 'ready to go' with a battery and pads included. Heartstart AED's perform daily self-tests to help ensure its readiness for use and comes with an 8 year factory warranty.

I have prepared the following quote for you for your consideration.

Product	Product Code	List Price	Sales Price	Quantity	Total Price
HeartStart HS1	M5066AABU	\$2,495.00	\$1,996.00	1.00	\$1,996.00
Wall mount bracket for HS1 or FRx	989803170891	\$150.00	\$150.00	1.00	\$150.00
Heartstart FRx Defibrillator	861304BU	\$2,995.00	\$2,396.00	1.00	\$2,396.00
				Subtotal	\$4,542.00
				GST	\$681.30
				Grand Total	\$5,223.30

**Please note: all AED purchases include a complimentary carry case and learn CPR kit.**

Thank you for the opportunity to provide this quotation. I will be in touch soon to clarify any questions you may have. When you purchase an AED and accessories from St John not only are you purchasing a piece of life saving equipment, you are also helping to support our ambulance and other essential community services.

Yours sincerely

Laura Risbrook

Business Development Manager

St John

T 09 526 0527 extn: | M 0278 385 779

[laura.risbrook@stjohn.org.nz](mailto:laura.risbrook@stjohn.org.nz)

**Privacy**

We will supply your credit information to credit reporting agencies on a monthly basis. This information may be held by the credit reporting agency for up to two years. This is part of the changes to the credit reporting privacy code, which came into effect 1 April 2012.

The information we share with credit reporting agencies includes information to ensure that those agencies are able to accurately identify individuals, information about an individual's credit accounts (such as type of accounts and amount of credit), information relating to the circumstances of any credit default and information about credit non-compliance action.

**Non payment**

We will try to help you in making payment arrangements with us, but if you do not pay amounts due to us, you may incur additional fees for debt collection. If circumstances arise, or are likely to arise, that mean you may incur a fee for debt collection, we will provide reasonable notice to you that such a fee will be payable.

Any costs incurred in collecting money owing to us by you, including bank fees, credit agency fees and legal and court costs, are payable by you.

**Important:**

- quoted prices are in NZD excluding GST.
- quoted process are only current until the indicated expiry date.
- returns will only be accepted if product packaging has not been opened and the item is returned within 30 days from the date of order.
- goods will be delivered to the specified delivery address.
- payment shall be made in accordance with the agreed upon payment terms.



# Annual Return Summary

Generated on:  
**1 July 2020**

<b>Registration Number:</b>	CC51326
<b>Charity Name:</b>	Pam Fergusson Charitable Trust
<b>Annual Return Reference:</b>	AR005
<b>For Year Ending:</b>	31 March 2019

## Charity Details

Legal Name: Pam Fergusson Charitable Trust  
 Trading Name: OMGTech!  
 NZBN Number: 9429043268269

Charity's Postal Address: 14 Watene Road  
 Mount Wellington  
 Auckland 1060

Charity's Street Address: 14 Watene Road  
 Mount Wellington  
 Auckland 1060

Phone: 0274971234  
 Fax:  
 Email: team@omgtech.co.nz  
 Website: pamfergusson.org.nz  
 Facebook: facebook.com/OMGTechRangers  
 Twitter: twitter.com/OMGTechRangers  
 Social Network Name:

# Purpose & Structure

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## Purpose

Charitable Purpose:

To advance education in the application of technology; to raise awareness, interest, & encourage young people in the pursuit of learning & careers in technology by:

- Designing & delivering programmes for schools;
- Providing scholarships to facilitate young people's attendance at educational programmes;
- Facilitating events, projects & activities that promote technology, technological learning & achievements;
- Working with local & central government agencies & other interested bodies to develop policies & programmes;
- Providing mentoring, training, counselling, equipment, & other appropriate assistance.

## Structure:

Entity Structure:

The trust currently has 3 trustees whom are appointed by our trust Settlor.

The Trust employs one full time General Manager for 35 hours a week. The trust employs other staff and contracts to contractors on a project's basis. The trust also has an Advisory group consisting of our industry specialists & volunteer representatives.

## Activity, Sector and Beneficiary

Main Activity:	Provides services (e.g. care / counselling)
Main Sector:	Education / training / research
Main Beneficiary:	Children / young people

# People

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## Paid work (average week)

People employed full time:	8
People employed part time:	5
Average paid hours per week:	429

## Volunteer work (average month)

Total volunteers:	20
Volunteer hours:	160

# Your Organisation

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## Reporting Tier

Tier 3 (Can be used if annual expenses are under \$2 million and charity has no Public Accountability.)

## Provision of financial services

Does your charity, in its ordinary course of business, lend money (to or on behalf of others), or manage money or funds on behalf of others? No

## Income Spent on charitable purposes overseas

Over the last financial year, did your charity provide any goods or services overseas? No

Over the last financial year did your Charity use any business income (e.g. sale of goods or services) for Charitable purpose overseas? No

Over the last financial year, did your charity receive donations and use any of its funds for charitable purposes overseas? No

## Audit & Review

Is it a requirement of your charity's rules to have your performance report reviewed or audited? No

What was your total operating expenditure for your current financial year? Less than \$500,000

## Related party transactions

Does your charity's performance report disclose any related party transactions? Yes

## Statement of Financial Performance

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### **Revenue**

Donations, fundraising and other similar revenue:*	217,695
Fees, subscriptions and other revenue (including donations) from members:*	0
Revenue from providing goods or services:*	254,768
Interest, dividends and other investment revenue:*	0
Other revenue:	0
Total revenue:	472,463

### **Expenses**

Expenses related to public fundraising:*	2,374
Volunteer and employee related payments:*	389,732
Expenses related to providing goods and services:*	60,104
Grants and donations made:*	0
Other expenses:*	10,160
Total expenses:	462,370

### **Surplus/deficit**

Surplus/deficit:	10,093
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## Statement of Financial Position

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### **Current Assets**

Bank accounts and cash:*	202,363
Debtors and prepayments:*	0
Inventory/inventories:*	0
Other current assets:*	47,504
Total current assets:	249,867

### **Non Current Assets**

Property, plant and equipment:*	0
Investments:*	0
Other non-current assets:*	0
Total non-current assets:	0
Total assets:	249,867

### **Liabilities**

Total current liabilities:*	97,628
Total non-current liabilities:*	0
Total liabilities:	97,628

### **Assets less liabilities**

Total assets less total liabilities:	152,239
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**Accumulated funds**

Capital contributed by owners or members:*	0
Accumulated surplus or deficits:*	10,093
Reserves:*	142,146
Total accumulated funds:	152,239

**Supporting Information**

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**Certification**

Certifying Officer: Zoe Timbrell

**Withhold Annual Return**

Withhold annual return: No

- 1 DEC 2014

Dated 4 November

2014

**PAM FERGUSSON CHARITABLE  
TRUST**

Settlor  
**Vaughan Rowsell**

Trustees  
**Those Persons Named in the Second Schedule as  
the Trustees together with all other Trustees from  
time to time appointed under this Deed**

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DATED 4 November 2014

**PARTIES**

- (1) Vaughan Rowsell of Auckland, Chief Executive Officer (the "Settlor")
- (2) The said Vaughan Rowsell, Jonathan Fergusson of Jimboomba, Queensland, IT Systems Engineer and Shawn Fergusson of Cleveland, Queensland, Acupuncturist and Chinese Medicine Practitioner (the "Trustees").

**BACKGROUND**

- A. The Settlor has paid an amount of \$100 to the Trustees of this Trust.
- B. On signing this deed the Settlor and the Trustees declare a trust on and subject to the terms of this deed in respect of \$100 held by the Trustees upon the trusts and with the powers set out in this deed.

**NOW THIS DEED RECORDS:**

**1. DEFINITIONS AND CONSTRUCTION**

**1.1 Defined terms:** In this deed, unless the context requires otherwise:

"Balance Date" means 31 March or any other date which the Trustees adopt by resolution as the date up to which accounts are to be made in each year;

"Designated Gift" means a gift which is subject to a trust for a specific purpose that comes within the purposes of the Trust Fund;

"Income Year" means any year or other accounting period ending on a Balance Date;

"Related Person" for the purposes of clause 9.3 and in relation to any business to which section CW 42 of the Income Tax Act 2007 refers, means a person specified in paragraphs (i) to (iv) of subsection (5)(b) of that section, the persons currently specified being:

- (a) a settlor or trustee of the trust by which the business is carried on; or
- (b) a shareholder or director of the company by which the business is carried on; or
- (c) a settlor or trustee of a trust that is a shareholder of the company by which the business is carried on; or
- (d) a person associated with a settlor, trustee, shareholder or director referred to in subparagraphs (a) to (c) above;

"Teleconference Meeting" for the purposes of rule 19 in the Second Schedule means a meeting where the participants are contemporaneously linked by telephone or some other means of instant audio or audio and visual communication;

"Trust" means the charitable trust created by this deed;

"Trust Deed" when appearing in the rules set out in the Second Schedule, means this deed;

"Trust Fund" means the sum of \$100 referred to in Background A of this deed and includes any money, investments or other property paid or given to or acquired or agreed to be acquired by the Trustees after this deed has been signed with the intention that it be held by the Trustees subject to the trusts and other provisions set out in this deed.

**1.2 Construction:** In the construction of this deed, unless the context requires otherwise:

- (a) a reference to "Trustees" is a reference to the trustees for the time being of the Trust Fund, whether original, additional or substituted;
- (b) a reference to a person includes a corporation sole and also a body of persons, whether corporate or unincorporate;
- (c) a reference to an enactment is a reference to that enactment as amended, or to any enactment that has been substituted for that enactment;
- (d) the schedules form part of this deed;
- (e) headings appear as a matter of convenience and shall not affect the construction of this deed;
- (f) if there is a conflict between the rules and the other provisions of this deed the other provisions of this deed shall prevail.

**2. CREATION OF THE TRUST**

**Declaration of trust**

- 2.1 The Trustees declare that they hold the Trust Fund upon the trusts and with the powers set out in this deed.

**Name of trusts**

- 2.2 The trusts created by this deed are to be known as the "Pam Fergusson Charitable Trust" or by such other name as the Trustees may determine by resolution from time to time.

**3. REGISTRATION**

**Incorporation under the Charitable Trusts Act 1957**

- 3.1 If they consider it appropriate the Trustees may apply under the Charitable Trusts Act 1957 for incorporation as a Board under the name Pam Fergusson Charitable Trust, or under such other name approved by the Registrar of Incorporated Societies.

**Registration under the Charities Act 2005**

- 3.2 If they consider it appropriate the Trustees or the Board (as the case may be) may apply to be registered as a charitable entity under the Charities Act 2005. If and while so registered, the Trustees or the Board (as the case may be) will comply with the requirements of that Act.

#### 4. PURPOSES

- 4.1 The Trust is established to advance education in the application of scientific knowledge for practical purposes ("technology") by:
- (a) designing and delivering programmes for schools to raise awareness and interest in the pursuit of learning and careers in technology;
  - (b) providing scholarships to facilitate young people's attendance at educational programmes to raise awareness and interest in the pursuit of learning and careers in technology;
  - (c) facilitating events, projects and activities that promote technology, technological learning and achievements;
  - (d) without limiting the scope of the forgoing, to provide mentoring, training, counselling, equipment, and use of facilities and other appropriate assistance to support the purposes detailed at (a) to (c) above;
  - (e) working with local and central government agencies and other interested bodies to develop policies and programmes to encourage young people in the pursuit of learning and careers in technology;
  - (f) any other means that the Trustees consider necessary and proper to further any of the Trust's charitable purposes; and
- 4.2 for any other purposes (whether relating to the relief of poverty, the advancement of education or religion or any other matter beneficial to the community) which are charitable according to the laws of New Zealand.

#### 5. INCOME TRUSTS

##### **Power to pay, apply or appropriate income**

- 5.1 The Trustees may pay, apply or appropriate, or decide to pay, apply or appropriate as much of the income arising from the Trust Fund in an Income Year as they think fit for or towards one or more of the purposes of the Trust. If the Trustees provide for more than one purpose they need not treat each purpose equally.

##### **Provisions relating to payments, applications and appropriations of income**

- 5.2 The Trustees, by written resolution, may appropriate any investments for one or more of the purposes of the Trust in anticipation of a payment or application under clause 5.1.
- 5.3 In any Income Year, the Trustees may appropriate all or part of the income derived or to be derived from the Trust Fund during that Income Year even though, at the time of appropriation, they have not received the income being appropriated.
- 5.4 If the Trustees appropriate any income for any purpose of the Trust the recipient of that income shall take an absolute and indefeasible interest in that income as from the date on which it is appropriated.

### **Power to retain income**

- 5.5 The Trustees need not distribute all of the income arising from the Trust Fund in an Income Year, but may retain or decide to retain all or part of that income to establish or augment any reserve fund, which may be used at any later time for any purpose for which income arising from the Trust Fund may be used.

## **6. CAPITAL TRUSTS**

At any time the Trustees may, or may decide to pay, apply or appropriate as much of the capital of the Trust Fund as they think fit for or towards one or more of the purposes of the Trust. If the Trustees so provide for more than one purpose they need not treat each purpose equally. Any payment, application or appropriation of capital may be made either in addition to or in place of any payment, application or appropriation of income.

## **7. RECEIPTS**

### **Receipt of gifts**

- 7.1 The Trustees may receive solicited and unsolicited gifts of any real or personal property for the purposes of the Trust or for any specific purpose that comes within the purposes of the Trust.

### **Separate specific trusts**

- 7.2 If the Trustees accept a Designated Gift they must keep that Designated Gift and any income derived from it separate from the general assets of the Trust Fund, and administer it as a separate specific trust in terms of the trust under which it was given.
- 7.3 The Trustees shall not use the assets of any separate specific trust to make good any deficit, loss, damage or breach of trust relating to any other separate specific trust. Similarly, the Trustees shall not use the general assets of the Trust Fund for such purposes.
- 7.4 Each separate specific trust shall bear its own administration expenses plus a fair proportion (determined by the Trustees) of the administration expenses applicable to the general purposes of the Trust.

### **Receipts for payments**

- 7.5 The receipt of the secretary, treasurer or other person or persons appearing to the Trustees to be authorised to give receipts on behalf of the recipient of any payment made under the terms of this deed, shall be a complete discharge to the Trustees for that payment.

## **8. INTERESTED TRUSTEES**

### **Disclosure of interests**

- 8.1 A Trustee will be interested in a transaction to which the Trust is a party if the Trustee:
- (a) is a party to, or will derive or may derive a material financial benefit from that transaction;
  - (b) has a material financial interest in another party to the transaction;

- (c) is a director, officer or trustee of another party to, or person who will or may derive a material financial benefit from the transaction, not being a party that is wholly owned by the Trust;
  - (d) is the parent, child or spouse, civil union partner, or de facto partner of another party to, or person who will or may, derive a material financial benefit from the transaction; or
  - (e) is otherwise directly or indirectly materially interested in the transaction.
- 8.2 As soon as a Trustee becomes aware of the fact that he or she is interested in a transaction or proposed transaction with the Trust, he or she must disclose to his or her co-trustees at a meeting of the Trustees:
- (a) if the monetary value of the Trustee's interest is able to be quantified, the nature and monetary value of that interest; or
  - (b) if the monetary value of the Trustee's interest cannot be quantified, the nature and extent of that interest.
- 8.3 A disclosure of interest by a Trustee must be recorded in the minute book of the Trust.

#### **Dealing with interested Trustees**

- 8.4 Subject to clause 8.1 and to rule 12 in the Second Schedule, each Trustee may act as a Trustee and still contract or otherwise deal with the Trustees in his or her personal capacity or in any other capacity as if he or she had not been appointed as a Trustee. This right to continue to act as a Trustee shall apply even though a Trustee's interest or duty in a particular matter may conflict with his or her duty to carry out the purposes of the Trust Fund, or his or her duty to the beneficiaries of the Trust Fund, as the case may be.

### **9. RESTRICTIONS ON PRIVATE PECUNIARY PROFIT**

#### **No private pecuniary profit of any individual and exceptions**

- 9.1 No private pecuniary profit shall be made by any person involved in this Trust, except that:
- (a) any Trustee or committee member appointed by the Trustees shall be entitled to be reimbursed out of the assets of the Trust for all expenses which he or she properly incurs in connection with the affairs of the Trust;
  - (b) the Trust may pay reasonable and proper remuneration to any Trustee, officer or servant of the Trust (whether a Trustee or not) in return for services actually rendered to the Trust;
  - (c) any Trustee is to be paid all usual professional, business or trade charges for services rendered, time expended and all acts done by that Trustee or by any firm or entity of which that Trustee is a member, employee or associate in connection with the affairs of the Trust;
  - (d) any Trustee may retain any remuneration properly payable to that Trustee by any company or undertaking with which the Trust may be in any way concerned or involved for which that Trustee has acted in any capacity whatever, notwithstanding that that Trustee's connection with that company or undertaking is in any way attributable to that Trustee's connection with the Trust.

- 9.2 The Trustees, in determining all reimbursements, remuneration and charges payable in terms of this clause, shall ensure that the restrictions imposed by clauses 8.2 and 9.3 of this deed are strictly observed.

**Prohibition of benefit or advantage in business activity**

- 9.3 In the carrying on of any business under this deed no benefit or advantage shall be given to, or received, by any Related Person where that Related Person, in his or her capacity as a Related Person, is able in any way (whether directly or indirectly) to determine, or to materially influence the determination of:

- (a) the nature or extent of a relevant benefit or advantage; or
- (b) the circumstances in which a relevant benefit or advantage is, or is to be, given or received.

- 9.4 For the avoidance of doubt, and without limiting clause 9.3 above, this clause applies to any other person with some control over the business, if that person is able to direct or divert, to their own benefit of advantage, an amount derived from the business.

- 9.5 A person who is in the course of and as part of the carrying on, of his or her business of a professional public practice, shall not, by reason only of him or her rendering professional services to the Trust or to any company or person by which any business of the Trust is carried on, be in breach of the terms of clause 9.3 above.

**10. TRUSTEES' POWERS**

**General power**

- 10.1 It is intended that in the exercise of their discretion the Trustees shall have the fullest possible powers in relation to the Trust Fund, and that they may do anything they think necessary, expedient or desirable even though it is something which they would not normally have power to do in the absence of an express power or an order of the Court. However:

- (a) this general power does not authorise the Trustees to do anything which may prejudice the charitable nature of the purposes of the Trust; and
- (b) all the Trustees' powers, authorities and discretions shall be subject to any direction to the contrary in any instrument evidencing or conferring a gift accepted by the Trustees, whether the gift is a Designated Gift or is generally for the purposes of the Trust Fund.

**Specific powers**

- 10.2 Without prejudice to the generality of clause 10.1 above, or to any of the Trustees' express or implied powers, the Trustees shall have the powers specified in the First Schedule and may exercise them either alone or with any other person(s).

**11. ADVICE OF COUNSEL**

- 11.1 If the Trustees are in doubt over any matter relating to the administration of the Trust Fund, or over the exercise of any power vested in them, they may obtain and act upon the opinion of a barrister of the High Court of New Zealand of at least 7 years' standing.

- 11.2 The Trustees may act upon the barrister's opinion without being liable to any person who may claim to be beneficially interested in respect of anything done in accordance with that opinion.
- 11.3 This right to obtain and act upon a barrister's opinion, however, will not restrict the Trustees' right to apply to the High Court of New Zealand for directions.

## 12. LIABILITY OF TRUSTEES

A Trustee shall be liable only for any loss attributable to his or her dishonesty or to his or her wilful commission or omission of an act which he or she knows to be a breach of trust. In particular, no Trustee shall be bound to take, or liable for failing to take, any proceedings against a co-Trustee for breach or alleged breach of trust.

## 13. INDEMNITY

A Trustee shall be entitled to exoneration and indemnity out of the assets of the Trust for any liability which that Trustee incurs in relation to the Trust and which is not attributable to that Trustee's dishonesty or to his or her wilful commission or omission of an act which he or she knows to be a breach of trust.

## 14. WINDING UP

- 14.1 The Trustees may wind up the Trust if:

- (a) in their opinion, it becomes impossible, impracticable or inexpedient to carry out the purposes of the Trust set out in clause 4.1; and
- (b) they decide not to exercise their power under clause 6 to pay, apply or appropriate the whole of the capital of the Trust Fund for the purposes set out in clause 4.2

- 14.2 On the winding up or dissolution of the Trust, the Trustees must give or transfer all surplus assets after the payment of costs, debts and liabilities:

- (a) to some other charitable organisation or body registered under the Charities Act 2005 having similar objects to the Trust; or
- (b) for some other charitable purpose or purposes.

## 15. RULES

The rules (with any valid alterations) set out in the Second Schedule which govern the appointment, retirement and proceedings of the Trustees subject to the provisions of this deed, will bind the Trustees both before and after their incorporation as a Board under the Charitable Trusts Act 1957.

## 16. ALTERATIONS TO DEED

- 16.1 This deed may be altered only by a resolution of at least 75 percent of the Trustees present and voting at a duly convened and conducted meeting of the Trustees.

16.2 The secretary of the Trust shall give each Trustee written notice of any proposed resolution for the alteration of this deed at least 21 days before the date of the meeting at which it is to be considered.

16.3 Before resolving to make any alteration to this deed, the trustees must be satisfied that the proposed alteration does not prejudice the charitable nature of the Trust, and in particular the efficacy of clauses 4, 8, 9, 14 and this clause 16 in meeting the requirements for any tax benefits or exemptions available to charities under the laws of New Zealand.

**17. COUNTERPARTS**

This deed may be executed in any number of counterparts. All counterparts together will be taken to constitute one instrument. This deed may be executed and delivered on the basis of an exchange of facsimile copies or copies sent by electronic transmission and execution and delivery of this deed by such means is to be a valid and sufficient execution.

EXECUTED as a DEED by  
VAUGHAN ROWSELL  
as Settlor in the presence of:

  
\_\_\_\_\_  
Witness signature

Angus Weir  
\_\_\_\_\_  
Full name

12 Tansley Ave, Epsom, Auckland 1023  
\_\_\_\_\_  
Address

CFO  
\_\_\_\_\_  
Occupation

  
\_\_\_\_\_  
Signature

Note: The signature must be witnessed by an independent person

EXECUTED as a DEED by  
VAUGHAN ROWSELL  
as Trustee in the presence of:

  
\_\_\_\_\_  
Witness signature

Angus Weir  
\_\_\_\_\_  
Full name

12 Tansley Ave, Epsom, Auckland 1023  
\_\_\_\_\_  
Address

CFO  
\_\_\_\_\_  
Occupation

  
\_\_\_\_\_  
Signature

Note: The signature must be witnessed by an independent person

EXECUTED as a DEED by )  
JONATHAN FERGUSSON )  
as Trustee in the presence of: )



Signature



Witness signature

CHANTAL NICOLE FILEN

Full name

17 EASTWOOD COURT, JIMBOOMBA

Address

COST CONTROLLER

Occupation

Note: The signature must be witnessed by an independent person

EXECUTED as a DEED by )  
SHAWN FERGUSSON )  
as Trustee in the presence of: )

Signature

Witness signature

Full name

Address

Occupation

Note: The signature must be witnessed by an independent person

EXECUTED as a DEED by )  
JONATHAN FERGUSSON )  
as Trustee in the presence of: )

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Witness signature

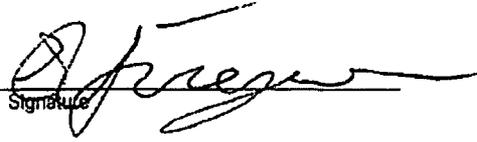
\_\_\_\_\_  
Full name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Occupation

Note: The signature must be witnessed by an independent person

EXECUTED as a DEED by )  
SHAWN FERGUSSON )  
as Trustee in the presence of: )

  
\_\_\_\_\_  
Signature

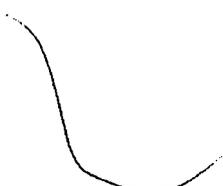
  
\_\_\_\_\_  
Witness signature

TRACEY JEFFERY  
\_\_\_\_\_  
Full name

16 OCEAN ST CLEVELAND QLD 4163.  
\_\_\_\_\_  
Address

DISABILITY SUPPORT WORKER  
\_\_\_\_\_  
Occupation

Note: The signature must be witnessed by an independent person



**FIRST SCHEDULE  
TRUSTEES' SPECIFIC POWERS**

The Trustees have the following powers which may only be exercised to further the charitable purposes of the Trust or to further purposes which are incidental or ancillary to the charitable purposes of the Trust:

**1. To raise funds**

To raise money for any of the purposes of the Trust by all lawful means, including the conduct of fundraising campaigns.

**2. To invest**

To invest the Trust Fund and the income from it in any form of investment, and to vary any such investment from time to time. Where, for the time being, there is more than one person acting as a trustee of the Trust Fund, and one or more, but not all, of them is or are engaged in a profession, employment or business which is or includes acting as a trustee or investing money on behalf of others, then in exercising any power of investment, that trustee or those trustees (as the case may be) shall not be required to exercise the care, diligence and skill that a prudent person engaged in that profession, employment or business would exercise in managing the affairs of others. Rather, that trustee or those trustees (as the case may be) shall be required only to exercise the care, diligence and skill that a prudent person of business would exercise in managing the affairs of others.

**3. To retain investments**

To retain any investments coming into the Trustees' hands as part of the Trust Fund for as long as the Trustees think proper, even if they are not investments which could be properly made by a trustee.

**4. To sell**

To sell any real or personal property forming part of the Trust Fund in the manner and on the terms and conditions the Trustees think fit, including (without limitation) power to allow such part of the purchase price as the Trustees think fit to remain on loan with or without security or to be payable by instalments.

**5. To postpone sale**

To postpone the sale of any real or personal property forming part of the Trust Fund for as long as the Trustees think fit without being liable for any resultant loss to the Trust Fund.

**6. To let**

To let any real and personal property at such rent and on such terms and conditions (including an option to purchase) as the Trustees think fit and to accept surrenders of any leases and tenancies.

**7. To borrow**

To borrow any money at whatever rate of interest and upon whatever other terms and conditions the Trustees may think fit. For this purpose the Trustees may give security for repayment over the entire Trust Fund or any part of it, whether or not any part over which the security is given benefits from the borrowing.

**8. To carry on business**

8.1 To carry on any business anywhere in the world, whether in partnership or otherwise, for as long as the Trustees think fit. The Trustees may use any part of the Trust Fund as capital in the business, and may also employ in the business such managers, agents, employees and other persons (including any Trustee other than a person who for the time being is the sole Trustee of the Trust Fund) as they think fit.

8.2 The Trustees shall be absolutely indemnified out of the Trust Fund for any losses which they may sustain in so carrying on any such business.

8.3 Subject to the terms and conditions on which any business is carried on by the Trustees, the net annual profits from any business shall, at the Trustees' discretion, be distributable as income in the Trustees' hands without having to be first applied in making good any earlier business losses. Any business losses for any year, unless the Trustees decide otherwise, shall be borne by the capital of the Trust Fund and not recouped out of later profits.

**9. To accept payment in company securities**

In the sale of any business to a company, to accept payment for all or part of the purchase price in ordinary deferred or preference shares (whether fully paid or partly contributory) or debentures or debenture stock of such company. In exercising this power the Trustees shall not be taken to be exercising a power of investment.

**10. To promote a company**

To promote a company or companies for the purpose of acquiring any business or the assets of any business.

**11. To act in relation to certain companies**

In respect of any company in which the Trust Fund holds or is the beneficial owner of shares, notes, stock or debentures:

- (a) to act as a director of the company and to receive and retain fees or other remuneration for so acting without having to account to the Trust Fund unless the Trustees otherwise require;
- (b) to provide out of the Trust Fund on such terms as the Trustees think fit further capital for the company either by way of advances, loans, deposits or otherwise (with or without security) or by taking further shares in the company, but only insofar as the Trustees are satisfied on

reasonable grounds that the provision of such further capital will contribute to the ability of the Trustees to fulfil the charitable purposes specified in clause 4;

- (c) to concur in the winding up, reconstruction or amalgamation of the company or in the modification of its regulations, on whatever terms the Trustees think fit; and
- (d) generally to act in relation to the company in whatever manner the Trustees consider to be in the best interests of the Trust Fund.

**12. To subdivide**

To subdivide any real property forming part of the Trust Fund and to meet the costs of subdivision out of the Trust Fund.

**13. To maintain property**

To maintain, manage and improve property which, or any interest in which, forms part of the Trust Fund, in whatever manner the Trustees think fit. For those purposes, the Trustees may pay and apply any of the capital and income of the Trust Fund as they think fit.

**14. To develop**

To spend any sums out of the capital or income of the Trust Fund the Trustees think fit in developing any real property forming part of the Trust Fund, and to do all things which the Trustees consider necessary or desirable for the proper completion of the development.

**15. To purchase property**

To purchase as an asset of the Trust Fund any property or interest in property which the Trustees consider will benefit the Trust Fund. In exercising this power the Trustees shall not be taken to be exercising a power of investment.

**16. To grant and acquire options**

To grant, acquire, dispose of and exercise any option to purchase, lease or exchange any interest in real or personal property of any value, whether the option is incidental to, or independent of, any sale, lease, exchange or other disposition. An option may be granted acquired or disposed of on such terms and conditions as the Trustees think fit, and in respect of a grant, may be granted at a price determined at the time of the grant or at such later date as the Trustees think fit. The Trustees shall not be personally liable for any loss arising from their exercise of this power and shall be indemnified accordingly out of the Trust Fund.

**17. To make loans and advances**

To make any loans or advances (with or without security) for any of the purposes of the Trust Fund in such manner and on such terms and conditions as the Trustees think fit.

**18. Capital, income and blended funds**

To determine whether any money is to be considered as capital or income, and which expenses should be paid out of capital and out of income respectively, and also to apportion blended funds. Each determination or apportionment shall be final and binding on all persons beneficially interested in the Trust Fund.

**19. Depreciation or replacement funds**

To set up and maintain any depreciation or replacement funds for any purpose the Trustees may consider advisable, and in this regard to determine in their discretion:

- (a) the amount of income to be credited from time to time to any of those funds;
- (b) whether those funds are income or capital.

**20. Bank accounts**

To open any bank accounts in any name(s) either on the Trustees own behalf or jointly with some other person(s), and to overdraw any such account with or without giving security. The Trustees may also make arrangements with any bank for any one or more of the following persons to operate on any of the Trustees' accounts at that bank:

- (a) the Trustees; and
- (b) any delegate(s) named in writing by all the Trustees.

**21. To guarantee obligations**

To guarantee the liability of any person or corporation for the purposes of the Trust Fund and to give security in support of any such guarantee.

**22. To insure**

To insure any building or other insurable property to any amount up to its full insurable value, or at the Trustees' option, up to its full replacement value, against destruction or damage by fire, earthquake, fire following earthquake and such other risks as the Trustees think fit. The Trustees may pay the premiums out of income or capital as they think fit.

**23. To waive debts**

Without being liable for loss, to waive any debts due to the Trust Fund, either absolutely or on such terms as the Trustees think expedient.

**24. To deposit funds**

To deposit all or part of the Trust Fund in any currency in a savings or other interest or non-interest bearing account with any bank, trust, company or other financial or investment institution in any jurisdiction in the world. In making any deposit the Trustees shall not be liable for any loss due to devaluation or any foreign exchange or other governmental restriction.

**25. To hold the Trust Fund uninvested**

To hold any part of the Trust Fund uninvested and in any currency for as long as the Trustees think fit without being liable for any loss due to devaluation or any foreign exchange or other governmental restriction.

**26. To protect or enhance assets**

To enter into any type of contract whatever to protect, maintain or enhance the value of any assets acquired or held by the Trustees or which they have the right to acquire or hold.

**27. Do all other necessary or desirable things**

The Trustees may do all other lawful things that are necessary or desirable in their opinion for the carrying out of the purposes of the Trust.

**SECOND SCHEDULE**  
**RULES GOVERNING THE APPOINTMENT, RETIREMENT AND**  
**PROCEEDINGS OF THE TRUSTEES**

**1. The Trustees**

The first Trustees shall be:

Vaughan Rowsell of Auckland, Chief Executive Officer

Jonathan Fergusson of Jimboomba, Queensland, IT Systems Engineer

Shawn Fergusson of Cleveland, Queensland, Acupuncturist and Chinese Medicine Practitioner

**2. Number of Trustees**

There shall never be less than three (3), nor more than seven (7) Trustees.

**3. Appointment of new and additional Trustees**

3.1 Trustees shall be appointed by the Settlor or his successors whenever a Trustee ceases to hold office in accordance with clause 5 of the Second Schedule.

3.2 The Settlor shall also have power:

(a) to appoint any person at any time as an additional Trustee of all or any of the trusts; and

(b) to re-appoint any Trustee who is eligible for re-appointment,

provided that in making an appointment they do not exceed the maximum number of Trustees permitted under this deed.

3.3 The statutory power of appointment of new Trustees shall be vested in the Trustees in the event that the Settlor fails or is unable to appoint new Trustees, but if at any time there are no Trustees then it shall be vested in the President for the time being of the New Zealand Law Society.

**4. Quorum**

The quorum at meetings of the Trustees shall be one half of the Trustees then holding office or two Trustees, whichever is greater.

**5. Termination of office**

A Trustee shall cease to hold office if he or she:

(a) retires from office by giving written notice to the Trustees or the secretary of the Trust;

(b) completes his or her term of office;

(c) refuses to act;

(d) is absent without leave from 3 consecutive ordinary meetings of the Trustees;

- (e) becomes physically or mentally incapacitated to the extent that in the opinion of the other Trustees, expressed in a resolution, he or she is unable to perform the duties of a Trustee properly;
- (f) ceases to qualify as an officer of a charitable entity under section 16 of the Charities Act 2005; or
- (g) in the opinion of the other Trustees expressed in a resolution, is for any other reason unfit to carry out the duties of a Trustee.

## **6. Record of changes of Trustees**

Upon every appointment, retirement, re-appointment or termination of office of any Trustee the Trustees will ensure that an entry is made in the minute book of the Trust to that effect and that any statutory requirements as to the vesting of the Trust Fund in the Trustees and the notification of the appointment are satisfied.

## **7. Validity of Proceedings**

- 7.1 Where, for any reason, a Trustee is not properly appointed, re-appointed or is disqualified from holding office, anything done by that Trustee (or by a meeting at which that Trustee was present as a Trustee or committee member) before discovery of the irregularity, shall be as valid as if that Trustee had been duly appointed, re-appointed or had not been disqualified (as the case may be).
- 7.2 If at any time the Trustees number less than the minimum number of Trustees required by the Trust Deed, anything done by the continuing Trustees in accordance with the provisions of the Trust Deed pending the appointment of a new Trustee or Trustees shall be as valid as if the requirement for a minimum number of Trustees had been met during that period.

## **8. Appointment of secretary and others**

The Trustees may appoint a secretary and any other officers or employees that the affairs of the Trust may require on such terms and conditions as they think fit. The Trustees may also remove and replace any persons so appointed.

## **9. Ordinary meetings**

The Trustees shall meet as often as they consider desirable for the efficient and proper conduct of the affairs of the Trust, but in any event at least twice in each Income Year.

## **10. Special meetings**

A special meeting may be called at any time by two (2) or more Trustees.

## **11. Notice of meetings**

- 11.1 Subject to clause 16.2 of the Trust Deed, written notice of every ordinary or special meeting, shall be either hand-delivered, posted, sent by facsimile or email to each Trustee at least seven (7) days before the date of the meeting. The secretary or some other person acting under the direction of the Trustees or, in the case of a special meeting, acting under the direction of those Trustees calling

the meeting, shall give the notice of the meeting. No notice shall be required for adjourned meetings except to those Trustees who were not present when the meeting was adjourned.

- 11.2 Every notice of a meeting shall state the place, day and time of the meeting, and in the case of a notice of a special meeting, shall also state the subject-matter of the meeting.
- 11.3 The requirement for notice of a meeting may be waived if all of those Trustees who are for the time being in New Zealand give their written consent to such a waiver.

**12. Interested Trustee may not take part in deliberations or vote**

- 12.1 An interested Trustee may not take part in the deliberations or vote in relation to any transaction with the Trust where that Trustee is interested, and but may:
- (a) attend a meeting of the trustees and be counted as part of the quorum;
  - (b) sign a document relating to the transaction on behalf of the Trust; and
  - (c) do anything else as a Trustee in relation to the transaction, as if he or she were not interested in the transaction.
- 12.2 Where the majority of Trustees present at the meeting (excluding the interested trustee) consider that the nature or extent of the interest is sufficiently material such that the interested Trustee should not be present during the deliberations or voting on the transaction, the interested Trustee must temporarily leave the meeting while the transaction in which he or she is interested in discussed or voted on.

**13. Chairperson**

The Trustees shall elect a chairperson of their meetings and determine the term of his or her office as chairperson. The chairperson shall take the chair at all the meetings of the Trustees. If the chairperson cannot be present, or is not present within 10 minutes of the time appointed for any meeting, the Trustees present shall elect one of their number to be chairperson of the meeting. The chairperson shall have a deliberative vote only and not a casting vote.

**14. Adjournment**

If a quorum is not present within 30 minutes after the time appointed for any meeting the Trustee or Trustees present may adjourn the meeting. The chairperson may adjourn any meeting on the adoption of a resolution for its adjournment.

**15. Committees**

The Trustees may appoint sub-committees, ad hoc committees or executive committees as they may from time to time think expedient for carrying out the purposes of the Trust. Any such committee may co-opt any other person, whether a Trustee or not, to be a member of that committee. Subject to these rules and to any directions that the Trustees might give, each committee may regulate its own procedure.

## 16. Resolutions

- 16.1 Except where these rules or the Trust Deed provide otherwise, a resolution is validly made when it is passed by a simple majority of the Trustees present and voting at a duly convened and conducted meeting of the Trustees or of a committee (as the case may be).
- 16.2 A written resolution signed by all the Trustees of the Trust or by all the members of a committee (as the case may be) shall be as effective for all purposes as a resolution passed at a properly convened and conducted meeting of the Trustees or of that committee (as the case may be). Such a resolution may comprise several duplicated documents, each signed by one or more of the Trustees or members of the committee (as the case may be).

## 17. Minutes

- 17.1 The Trustees shall keep a proper record in a minute book of all decisions taken and business transacted at every meeting of the Trustees.
- 17.2 Any minute of the proceedings at a meeting which is purported to be signed by the chairperson of that meeting or by the chairperson of the next succeeding meeting shall be evidence of those proceedings.
- 17.3 Where minutes of the proceedings at a meeting of the Trustees have been made in accordance with the provisions of this rule then, until the contrary is proved, the meeting shall be deemed to have been properly convened and its proceedings to have been properly conducted.

## 18. Teleconference Meetings

For the purposes of these rules a Teleconference Meeting between a number of Trustees or committee members who constitute a quorum, together with the secretary or another person acting as a secretary, shall be deemed to constitute a meeting of the Trustees or the committee members (as the case may be). All the provisions in these rules relating to meetings shall apply to Teleconference Meetings so long as the following conditions are met:

- (a) all of the Trustees or committee members (as the case may be) for the time being entitled to receive notice of a meeting shall be entitled to notice of a Teleconference Meeting and to be linked for the purposes of such a meeting. Notice of a Teleconference Meeting may be given on the telephone;
- (b) throughout the Teleconference Meeting each participant and the secretary or person acting as a secretary must be able to hear each of the other participants taking part;
- (c) at the beginning of the Teleconference Meeting each participant must acknowledge his or her presence for the purpose of that meeting to all the others taking part;
- (d) a participant may not leave the Teleconference Meeting by disconnecting his or her telephone or other means of communication without first obtaining the chairperson's express consent. Accordingly, a participant shall be conclusively presumed to have been present and

to have formed part of the quorum at all times during the Teleconference Meeting unless he or she leaves the meeting with the chairperson's express consent;

- (e) a minute of the proceedings at the Teleconference Meeting shall be sufficient evidence of those proceedings, and of the observance of all necessary formalities, if certified as a correct minute by the chairperson of that meeting and by the secretary or person acting as a secretary.

**19. Annual report and financial statements**

At their first ordinary meeting in each Income Year (other than the first Income Year) the Trustees shall present a report dealing with the affairs of the Trust, supported by a statement of the Trust's income and expenditure during the previous Income Year and a statement of its assets and liabilities at the end of that Income Year.

**20. Audit**

If the Trustees at any time resolve to appoint an auditor then they will ensure that the financial statements of the Trust for each Income Year are audited by a chartered accountant in public practice within 4 months after the end of that Income Year or in time to be available for the first ordinary meeting of the Trust in each Income Year (other than the first Income Year). The person appointed as auditor must not be a Trustee.

**21. Control of funds**

All money received by or on behalf of the Trust shall be paid immediately to the credit of the Trust in an account or accounts with a Bank or Banks selected from time to time by the Trustees. All cheques and other negotiable instruments, withdrawal slips and receipts for money shall be signed, drawn, accepted, endorsed or otherwise executed (as the case may be) on behalf of the Trust in such manner as the Trustees decide from time to time.

**22. Custody and use of common seal**

If the Trustees become incorporated as a board under the Charitable Trusts Act 1957 they shall have custody of the common seal, and from time to time by resolution, they may adopt any seal they think fit. The common seal must not be affixed to any document unless the Trustees have already authorised its use on that document. When a document is to be sealed on the prior authority of the Trustees the seal must be affixed to the document in the presence of two Trustees who must sign the document.

### **Open Meeting**

<b>To</b>	Raglan Community Board
<b>From</b>	Clive Morgan General Manager Community Growth
<b>Date</b>	20 July 2020
<b>Prepared by</b>	Lianne van den Bemd Community Development Advisor
<b>Chief Executive Approved</b>	Y
<b>Reference #</b>	GOV0514 / 2640523
<b>Report Title</b>	Raglan Community Arts Council - Creative Space Building Renovations

## **1. EXECUTIVE SUMMARY**

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The purpose of this report is to present an application for funding from Raglan Community Arts Council, who is seeking funds towards the cost of the project to complete a community room on the first floor in the Creative Space building. Construction began mid-2018 following fund raising and obtaining grants.

## **2. RECOMMENDATION**

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**THAT** the report from the **General Manager Community Growth** be received;

**AND THAT** an allocation of \$..... is made to the **Raglan Community Arts Council** towards the cost of the project to complete the creative space building renovations;

**OR**

**AND THAT** the request from the **Raglan Community Arts Council** towards the cost of the project to complete the creative space building renovations is declined / deferred until ..... for the following reasons:

## **3. BACKGROUND**

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Raglan Community Arts Council nurture and encourage development of the arts in the Whaingaroa area. They operate and maintain the Raglan Old School Arts Centre, support and prompt arts based activities and events for the community.

The new Creative Space building will provide improved facilities and more capacity for Children and Adult Classes, provided as part of the Raglan Community Arts Council's Education Programme. This will be available for general hire for all of the Whaingaroa community.

This stage of the project has to be completed by a trade qualified plasterer. The room will then be painted and completed by a team of six volunteers.

#### **4. OPTIONS CONSIDERED**

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- 4.1 That the application is approved and an allocation of partial or full funding requested by made.
- 4.2 That the application is declined.
- 4.3 That the application is deferred.

#### **5. FINANCIAL**

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Funding is available to allocate for the year.

The project is noted to cost \$7,730.00. Raglan Community Arts Council is seeking funding of \$7,000.50 towards the cost of completing the Creative Space Building Renovations.

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

#### **6. POLICY**

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

For grants above \$5,000.00, a funding cap of 75 percent of the total project cost applies and other funding needs to be sought.

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

#### **7. CONCLUSION**

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Consideration by the Raglan Community Board is required with regards to this funding request.

## **8. ATTACHMENT**

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Raglan Community Arts Council – Creative Space Building Renovations

## DISCRETIONARY FUNDING APPLICATION FORM

### Important notes for applicant:

- Prior to submitting your application, please contact the Waikato District Council's community development advisor, on 0800 492 452 Ext 5732, to discuss your application requirements and confirm that your application meets the eligibility criteria.
- Have you discussed your application with the Waikato District Council community development advisor  
Yes  No
- Application form must be completed in full and emailed to Funding [funding@waidc.govt.nz](mailto:funding@waidc.govt.nz)
- Please ensure you have read the **Guidelines** on [Waikato District Council Discretionary Grants Fund](#) prior to completing the application form (these are updated from time to time).
- I have read and understood the guidelines for funding application form  
Yes  No
- All parts of the application need to be completed and all supporting information supplied.

**PLEASE NOTE: Incomplete applications WILL NOT be considered and will be returned.**

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

**Which of the 2 funds are you applying for:** (please tick **one** appropriate box.)

1. Discretionary and Funding Committee

Project Fund (Rural Ward Areas)

Event Fund

OR

2. Community Board / Committee Discretionary Fund for local Town / Village, Projects / Events

Raglan

Taupiri

Onewhero-Tuakau

Ngaruawahia

Huntly

Te Kauwhata

Meremere

### Section I – Your details

**1. Name of your organisation and contact person**

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

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3. **Phone number/s**

4. **Email / Address**

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

**Section 2 – Your event / project**

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

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

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

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

**PLEASE NOTE: The following documentation MUST be supplied with your application:**

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

**Section 3 – Funding requirements**

1. **NOTE: Please provide full details for the following:**

- How much your event/project will cost,
- How much you are seeking from the Waikato District Council,
- How much you are seeking from other providers,
- Details of other funding and donated materials/resources being sourced, and
- Current funds in hand to cover the costs of the event/project.

**IMPORTANT:** Please ensure all quotes supplied are clearly itemised and match the "Project Breakdown" (Total B)

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

2. Only include the Funding being sought from Waikato District Council below:

Project Breakdown (itemised costs of funding being sought)	GST Inclusive Costs (use this column if you are NOT GST registered)	GST Exclusive Costs (use this column if you are GST registered)
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
<b>Total Funds being sought from <u>WDC</u></b> <span style="float: right;"><b>Total B</b></span>	\$	\$

3. Has / will funding been sought from other funders? Yes  No

If 'Yes', please list the funding organisation(s) and the amount of funding sought

a)	\$	\$
b)	\$	\$
c)	\$	\$
d)	\$	\$
<b>Total of other funds being sought</b> <span style="float: right;"><b>Total C</b></span>	\$	\$

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

#### **Section 4 – Community wellbeing and outcomes**

##### **1. Which community wellbeing will your project contribute to?**

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

Social  Economic  Cultural  Environmental

##### **2. Which of the five community outcomes for the Waikato district does this project contribute to?**

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

Accessible  Safe  Sustainable  Healthy  Vibrant

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

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

<b>What Board / Committee</b>	<b>Type of Project / Event</b>	<b>Date received</b>	<b>Amount</b>

##### **2. Please confirm that a ‘Funding Project Accountability’ form has been completed and returned to Waikato District Council for the funds listed above.**

***NOTE: This will be checked and confirmed by council staff.***

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

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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

**Signature:** \_\_\_\_\_ *Rodger Gallagher* \_\_\_\_\_ **Date:** \_\_\_\_\_

***\*Incomplete applications will not be accepted and will be returned***

- 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.]

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

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*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.

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

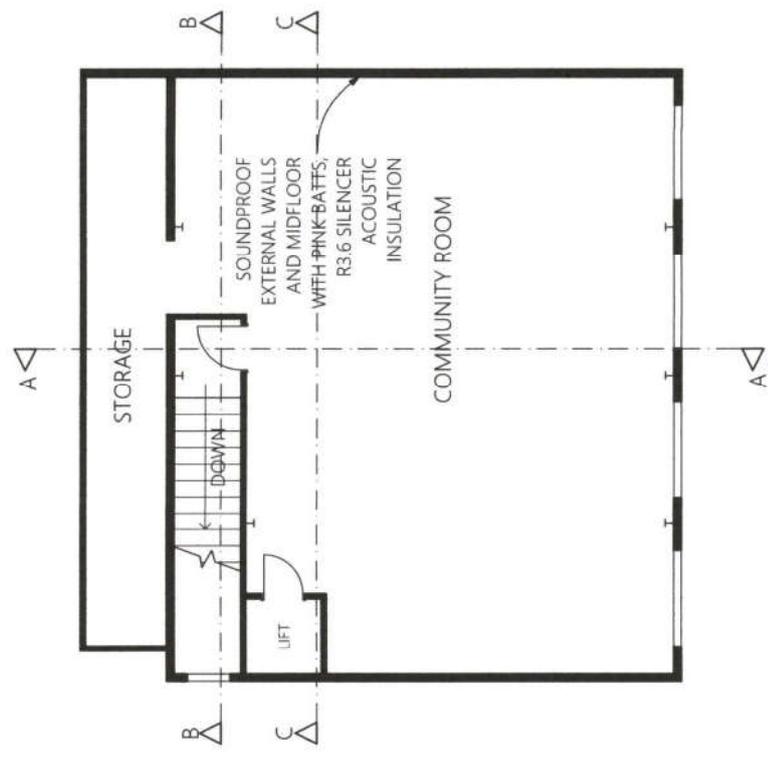
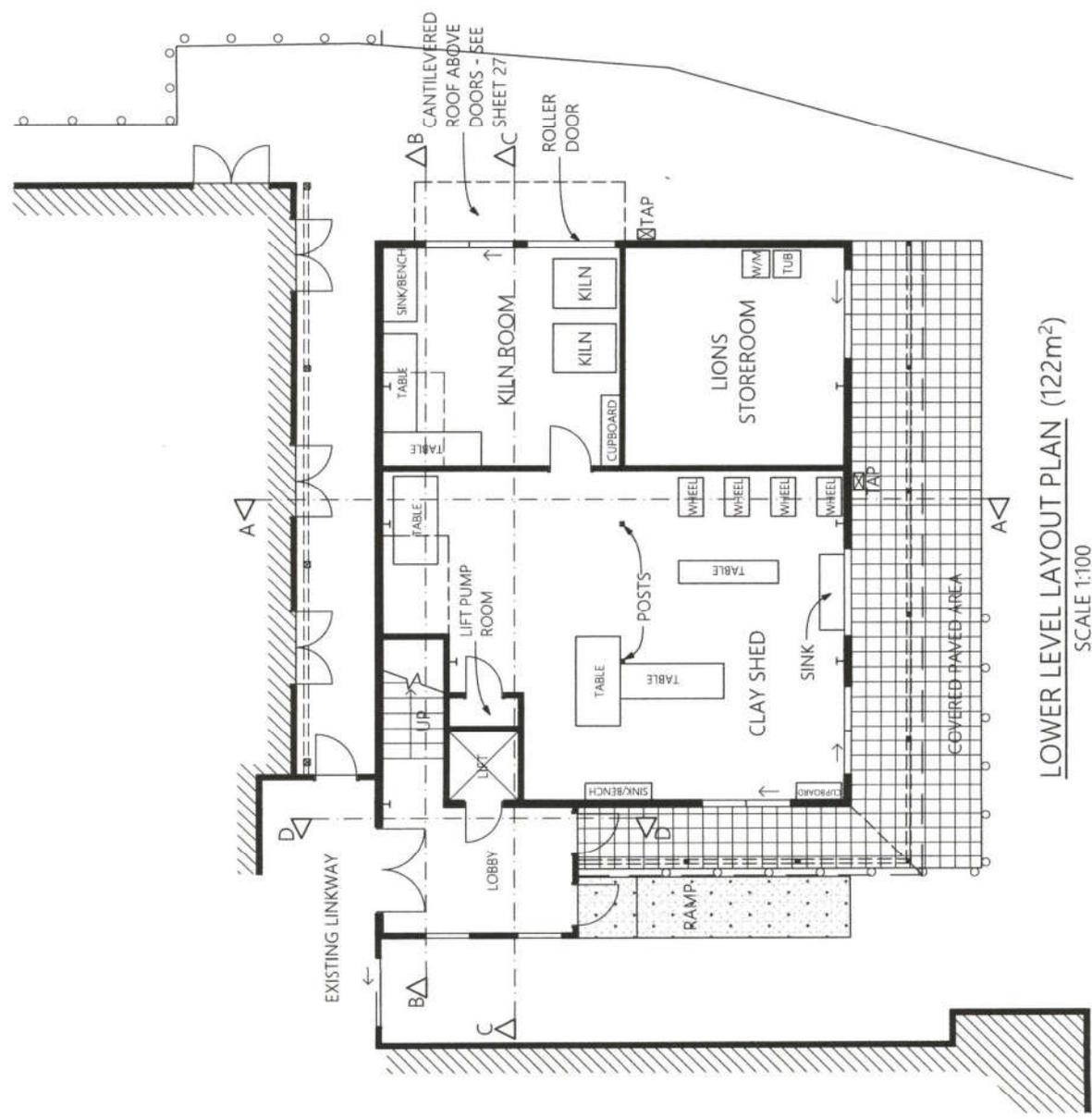
6

**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.

Waikato District Council  
Building Consent Number  
BLD0764718  
APPROVED



## 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

For the year ended

*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 2019

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*[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 2019

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 2019****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 2019

Additional Information:\*

#### Contact details

Physical Address:	5 Stewart St, Raglan 3225
Postal Address:	5 Stewart St, Raglan 3225
Phone/Fax:	07 825 0023
Email:	<a href="mailto:info@raglanartscentre.co.nz">info@raglanartscentre.co.nz</a>
Website:	<a href="https://raglanschoolartscentre.co.nz">https://raglanschoolartscentre.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 2019

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.

	Actual*	Budget	Actual*
Description and Quantification (to the extent practicable) of the Entity's Outputs:*	This Year	This Year	Last Year
Exhibitions	13		7
Monthly Movies 113 movie sessions - people attending	1300		1750
Film Festival 8 sessions - people attending	270		200
Red Carpet Awards Evening - people attending	114		50
Raglan Art to Wear 2018 - Biennial event Active participants	100		0
Audience	600		0
21 concerts, music or drama events, book launches - people attending	500		544
Raglan Arts Weekend - people attending studios over 3 days in January Raglan Arts Weekend - Preview exhibition - 8 weeks prior to Weekend This weekend has now been changed to Easter weekend, consequently there was no Arts Weekend in this financial year.			1286 1100
Raglan Creative Market - held monthly People attending over the year	10000		9,000
Kid's After School Clay 3 or 3 per term - people attending	110		90

Additional Output Measures:

What's On newsletter published each month with 250 print and 653 electronic copies.

Additional Information:

Clayshed members' nights and ClayShedPlus sessions held throughout the year along with other groups such as children's ballet, children's art based holiday programmes and Karioi Quilting. Arts Centre used by a large number of community groups throughout the year, including parenting sessions and Plunket messay play groups.

Raglan Community Arts Council  
Statement of Financial Performance  
"How was it funded?" and "What did it cost?"  
For the year ended  
31 March 2019

	Note	Actual* This Year \$	Budget This Year \$	Actual* Last Year \$
<b>Revenue</b>				
Rents received and income from equipment hire		34670		34,539
Classes, participation fees, stallholders fees, ticket sales		69196		47,530
Subscriptions		1887		1,579
Items sold on behalf of Artists		27181		27,035
Interest		3330		2,823
Sponsorship and advertising		9113		5,107
Grants, donations and subsidies		228490		46,127
Other revenue		66733		78,708
<b>Total Revenue*</b>		<b>440,600</b>	-	<b>243,448</b>
<b>Expenses</b>				
Workshops and Events		52094		27,468
Volunteer and employee related costs*		79925		76,261
Overheads and consumables		33137		31,999
Payments to Artists for items sold		27181		27,035
Repairs and maintenance		12285		13,830
Other expenses		29031		33,875
Depreciation expense		3467		3,886
<b>Total Expenses*</b>		<b>237,120</b>	-	<b>214,354</b>
<b>Surplus/(Deficit) for the Year*</b>		<b>203,480</b>	-	<b>29,094</b>

## Raglan Community Arts Council

### Statement of Financial Position

"What the entity owns?" and "What the entity owes?"

As at  
31 March 2019

	Note	Actual* This Year \$	Budget This Year \$	Actual* Last Year \$
<b>Assets</b>				
<b>Current Assets</b>				
Bank accounts and cash*		172,119		93,095
GST Accrued		5,768		
Inventory*				
Other current assets				149
<b>Total Current Assets</b>		<b>177,887</b>	-	<b>93,244</b>
<b>Non-Current Assets</b>				
Property, plant and equipment*		410,021		230,670
KiwiBank Notice Saver account		1,225		151,176
KiwiBank Term deposit				23,848
<b>Total Non-Current Assets</b>		<b>411,246</b>	-	<b>405,694</b>
<b>Total Assets*</b>		<b>589,133</b>	-	<b>498,938</b>
<b>Liabilities</b>				
<b>Current Liabilities</b>				
Refundable key deposits		908		740
Creditors and accrued expenses*		4,465		
GST owing				
Unused donations and grants with conditions*		112,842		207,260
Other current liabilities				
<b>Total Current Liabilities</b>		<b>118,215</b>	-	<b>208,000</b>
<b>Non-Current Liabilities</b>				
Loans*				
Other non-current liabilities		-		-
<b>Total Non-Current liabilities</b>		-	-	-
<b>Total Liabilities*</b>		<b>118,215</b>	-	<b>208,000</b>
<b>Total Assets less Total Liabilities (Net Assets)*</b>		<b>470,918</b>	-	<b>290,938</b>
<b>Accumulated Funds</b>				
Capital contributed by owners or members*		213,271		236,771
Accumulated surpluses or (deficits)*		257,647		30,667
Reserves*		-		23,500
<b>Total Accumulated Funds*</b>		<b>470,918</b>	-	<b>290,938</b>

## Raglan Community Arts Council

### Statement of Cash Flows

"How the entity has received and used cash"

For the year ended  
31 March 2019

	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*	228,490		140,689
Fees, subscriptions and other receipts from members*	1,887		1,787
Receipts from providing goods or services*	117,109		132,135
Interest, dividends and other investment receipts*	3,330		2,404
<b>Cash was applied to:</b>			
Payments to suppliers and employees*	233,293		191,584
Donations or grants paid*	360		600
Net GST	5,619		137
<b>Net Cash Flows from Operating Activities*</b>	<b>111,544</b>	-	<b>84,694</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*	150,298		
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*	182,818		14,728
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>(32,520)</b>	-	<b>(14,728)</b>
<b>Net Increase / (Decrease) in Cash*</b>	<b>79,024</b>	-	<b>69,966</b>
<b>Opening Cash*</b>	93,095		23,129
<b>Closing Cash*</b>	172,119	-	93,095
<b>This is represented by:</b>			
Bank Accounts and Cash*	172,119	-	93,095
	-		-

**Raglan Community Arts Council**  
**Statement of Accounting Policies**  
**"How did we do our accounting?"**  
For the year ended  
**31 March 2019**

**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 were reviewed on 14th November 2017. Petty Cash amounts were increased.

**Changes in Accounting Policies\***

There have been no changes in accounting policies during the financial year.

Raglan Community Arts Council  
Notes to the Performance Report  
For the year ended  
31 March 2019

Note 1 : Analysis of Revenue

Revenue Item	Analysis	This Year \$	Last Year \$
Rents received and income from equipment hire	Old School	21691	23,247
	St Lazarus Kitchen	11030	9,535
	Movie equipment hire	1949	1,757
	<b>Total</b>	<b>34,670</b>	<b>34,539</b>

Revenue Item	Analysis	This Year \$	Last Year \$
Classes and course fees, participation fees, ticket sales and entry fees, Market stallholders fees	Classes and course fees	7995	10,500
	Participation fees	4177	4,260
	Ticket sales and entry fees	33647	18,467
	Market Stallholders fees	23377	14,303
<b>Total</b>	<b>69,196</b>	<b>47,530</b>	

Revenue Item	Analysis	This Year \$	Last Year \$
Fees, subscriptions and other revenue from members	Subscriptions received	1,887	1,579
<b>Total</b>	<b>1,887</b>	<b>1,579</b>	

Revenue Item	Analysis	This Year \$	Last Year \$
Items sold on behalf of customers	RCAC events	22464	24,673
	Non RCAC events	4717	2,362
<b>Total</b>	<b>27,181</b>	<b>27,035</b>	

Revenue Item	Analysis	This Year \$	Last Year \$
Interest, dividends and other investment revenue	Interest		2,823
	<b>Total</b>	<b>3,330</b>	<b>2,823</b>

Revenue Item	Analysis	This Year \$	Last Year \$
Sponsorship and Advertising		9113	5,107
	<b>Total</b>	<b>9,113</b>	<b>5,107</b>

Revenue Item	Analysis	This Year \$	Last Year \$
Grants, donations and subsidies		228490	46,127
	<b>Total</b>	<b>228,490</b>	<b>46,127</b>

Revenue Item	Analysis	This Year \$	Last Year \$
Other revenue	Sundry income	15806	31,145
	Koha and donations received	40947	41,137
	Refreshment sales	5774	4,958
	Commission on Artists' sales	4206	1,468
<b>Total</b>	<b>66,733</b>	<b>78,708</b>	

**Raglan Community Arts Council**  
**Notes to the Performance Report**  
For the year ended  
31 March 2019

**Note 1a : Detailed Analysis of Revenue for Grants, Donations and Subsidies**

<b>Revenue Item</b>	<b>Analysis</b>	<b>This Year</b>	<b>Last Year</b>	
		\$	\$	
Grants, Donations and Subsidies - Details of Note 1	Unspent grants forward from last year	207260	6566	
	MSD OSCAR Grants	0	365	
	Creative Communities NZ - Waikato	4439	26171	
	Waikato District Council - Events fund	12079	0	
	Raglan Community Board	0	5000	
	Raglan Town Hall Committee	4054	2735	
	COGS	10000	9800	
	Trust Waikato	50000	8000	
	NZ Lottery Grants Board	0	150000	
	Southern Trust	10000	9750	
	Raglan Lions Club	8000	0	
	WEL Energy Trust	5000	35000	
	Sir John Logan Campbell Residuary Trust	20000		
	SuperValue Raglan	200		
	St Lazarus Trust	10000		
	Anonymous donor	300		
		Less Unspent grants forward to next year	-112842	<b>-207260</b>
		<b>Total</b>	<b>228,490</b>	<b>46,127</b>

**Raglan Community Arts Council**  
**Notes to the Performance Report**  
For the year ended  
31 March 2019

**Note 2 : Analysis of Expenses**

Expense Item	Analysis	This Year	Last Year
		\$	\$
Workshop and events	Workshops and Events	52,094	27,468
	<b>Total</b>	<b>52,094</b>	<b>27,468</b>

Expense Item	Analysis	This Year	Last Year
		\$	\$
Volunteer and employee related costs	Wages and salaries	75011	68,985
	Kiwi Saver - employer contribution	1494	1,510
	ACC Premiums	363	481
	Social events, gifts	127	699
	Staff training and expenses	2930	4,586
	<b>Total</b>	<b>79,925</b>	<b>76,261</b>

Expense Item	Analysis	This Year	Last Year
		\$	\$
Overheads and consumables	Venue hire	12203	7,605
	Power	2306	3,977
	Rent and rates	1404	2,485
	Telephone and internet	2660	2,491
	Printing and stationery	6825	7,375
	Freight and postage	668	878
	Bank fees	290	334
	Charities Services fee and Legal expenses	44	184
	Accounting and audit fees	2830	3,045
	Insurance	3907	3,625
	<b>Total</b>	<b>33,137</b>	<b>31,999</b>

Expense Item	Analysis	This Year	Last Year
		\$	\$
Payment to Artists for items sold	Customers reimbursed for items sold RCAC events	22464	24,673
	Customers reimbursed for items sold Non RCAC events	4717	2,362
	<b>Total</b>	<b>27,181</b>	<b>27,035</b>

Expense Item	Analysis	This Year	Last Year
		\$	\$
Repairs and maintenance	Equipment Repairs and Maintenance	2511	1,351
	Buildings Repairs and Maintenance	3888	3,255
	Grounds Repairs and Maintenance	1397	166
	Cleaning Buildings - Labour and Supplies	2278	5,759
	Replacements	2211	3,299
<b>Total</b>	<b>12,285</b>	<b>13,830</b>	

Expense Item	Analysis	This Year	Last Year
		\$	\$
Other expenses	Advertising and Marketing	6530	7,141
	Refreshment purchases	4057	4,172
	Xero Cloud Accounting Services	45	-
	General expenses	680	-
	Koha/Donations paid	360	600
	Subscriptions paid	81	25
	Kitchen expenses	5847	18,887
	Equipment lease and hire	1761	1,600
	Event Prizes - Art2Wear biennial event	9670	1,450
	Grants and Scholarships paid		0
	<b>Total</b>	<b>29,031</b>	<b>33,875</b>

Expense Item	Analysis	This Year	Last Year
		\$	\$
Depreciation expenses	Depreciation expense	3467	3,886
<b>Total</b>	<b>Total</b>	<b>3,467</b>	<b>3,886</b>

## Raglan Community Arts Council

## Notes to the Performance Report

For the year ended  
31 March 2019

## Note 3 : Analysis of Assets and Liabilities

Asset Item	Analysis	This Year \$	Last Year \$
Bank accounts and cash	Cheque account	7759	10,840
	Business On Call Account	163761	81,655
	Petty Cash	600	600
	Accounts receivable	5768	-
	<b>Total</b>	<b>177,888</b>	<b>93,095</b>
Asset Item	Analysis	This Year \$	Last Year \$
Debtors and prepayments			
	<b>Total</b>	<b>-</b>	<b>-</b>
Asset Item	Analysis	This Year \$	Last Year \$
Inventory			
	<b>Total</b>	<b>-</b>	<b>-</b>
Asset Item	Analysis	This Year \$	Last Year \$
Other current assets			
	<b>Total</b>	<b>-</b>	<b>-</b>
Asset Item	Analysis	This Year \$	Last Year \$
Investments	KiwiBank Term Deposit	0	23847
	KiwiBank Notice Saver account	1,226	151,176
	<b>Total</b>	<b>1,226</b>	<b>175,023</b>
Asset Item	Analysis	This Year \$	Last Year \$
Other non-current assets	Term Deposit		
	<b>Total</b>	<b>-</b>	<b>-</b>
Liability Item	Analysis	This Year \$	Last Year \$
Creditors and accrued expenses	Refundable key deposits	870	740
	Income received in advance	4305	-
	Accounts payable	160	-
	<b>Total</b>	<b>5,335</b>	<b>740</b>
Liability Item	Analysis	This Year \$	Last Year \$
Employee costs payable			
	<b>Total</b>	<b>-</b>	<b>-</b>
Liability Item	Analysis	This Year \$	Last Year \$
Unspent donations and grants with		112842	207,260
	<b>Total</b>	<b>112,842</b>	<b>207,260</b>
Liability Item	Analysis	This Year \$	Last Year \$
Other current liabilities			
	<b>Total</b>	<b>-</b>	<b>-</b>
Liability Item	Analysis	This Year \$	Last Year \$
Loans			
	<b>Total</b>	<b>-</b>	<b>-</b>
Liability Item	Analysis	This Year \$	Last Year \$
Other non-current liabilities	Kitchen Bench top	-	-
	<b>Total</b>	<b>-</b>	<b>-</b>

**Raglan Community Arts Council**  
**Notes to the Performance Report**  
For the year ended  
31 March 2019

**Note 4 : Property, Plant and Equipment**

This Year					
Asset Class*	Opening Carrying Amount*	Purchases	Sales/Disposals	Current Year Depreciation and Impairment*	Closing Carrying Amount*
Land*	-			-	-
Buildings*	216,954	177,385			394,339
Motor Vehicles*	-				-
Furniture and fixtures*	865			396	469
Kitchen Equipment	-	4,315		81	4,234
Computers (including software)*	1,395	1,118		571	1,942
Arts Equipment	11,456			2,419	9,037
Heritage assets	-				-
<b>Total</b>	<b>230,670</b>	<b>182,818</b>	<b>-</b>	<b>3,467</b>	<b>410,021</b>

PPE7 - PPE8	
Current Valuation*	Source and Date of Valuation*

Last Year					
Asset Class*	Opening Carrying Amount*	Purchases	Sales/Disposals	Current Year Depreciation and Impairment*	Closing Carrying Amount*
Land*				-	-
Buildings*	200,262	16,692			216,954
Motor Vehicles*					-
Furniture and fixtures*	9,938		8,387	686	865
Office equipment*	10,328		10,328		-
Computers (including software)*	51	1,665		321	1,395
Arts Equipment		14,335		2,879	11,456
Heritage assets					-
<b>Total</b>	<b>220,579</b>	<b>32,692</b>	<b>18,715</b>	<b>3,886</b>	<b>230,670</b>

Significant Donated Assets Recorded - Source and Date of Valuation*	

Significant Donated Assets - Not Recorded*	

**Raglan Community Arts Council**  
**Notes to the Performance Report**  
For the year ended  
31 March 2019

**Note 5: Accumulated Funds**

This Year				
Description*	Capital Contributed by Owners or Members*	Accumulated Surpluses or Deficits*	Reserves*	Total*
<b>Opening Balance</b>	236,771	30,667	23,500	290,938
Capital contributed by owners or members*				-
Capital returned to owners or members*	(23,500)			(23,500)
Surplus/(Deficit)*		203,480		203,480
Distributions paid to owners or members*		-		-
Transfer to Reserves*				
Transfer from Reserves*		23,500	(23,500)	
<b>Closing Balance</b>	<b>213,271</b>	<b>257,647</b>	<b>-</b>	<b>470,918</b>

Last Year				
Description*	Capital Contributed by Owners or Members*	Accumulated Surpluses or Deficits*	Reserves*	Total*
<b>Opening Balance</b>	226,771	11,573	13,500	251,844
Capital contributed by owners or members*	10,000			10,000
Capital returned to owners or members*				-
Surplus/(Deficit)*		29,094		29,094
Distributions paid to owners or members*		-		-
Transfer to Reserves*		(10,000)	10,000	
Transfer from Reserves*		-	-	
<b>Closing Balance</b>	<b>236,771</b>	<b>30,667</b>	<b>23,500</b>	<b>290,938</b>

Breakdown of Reserves		Actual*	Actual*
Name*	Nature and Purpose*	This Year	Last Year
		\$	\$
Creative Space/ Clay Shed Plus	New building	-	23,500
	<b>Total</b>	-	23,500

**Raglan Community Arts Council**  
**Notes to the Performance Report**  
For the year ended  
31 March 2019

**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 2019, 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 5 to 16 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 2019 and its financial performance for the year ended on that date.

Richard Thomson  
19 July 2019

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# Quote

07<sup>th</sup> March 2020

Quote for  
Rodger Gallagher  
Raglan Community Arts Council

Description	Balance
Provide gibstopping to a level 4 Paint Finish three coats to upstairs. Square stopping to raking ceiling, two storage rooms.	\$7100
Supply internal sheetrock	Included
Travel 150 km return x 7 ( but will charge 90km a day)	\$630

Total Exclusive GST \$7730  
Plus GST \$1159.50  
**Total Inclusive GST \$8889.50**

Payment Due in 7 days unless prior discussed  
Bank Account  
ANZ 06-0301-0099120-01  
GST 051046218

## **Creative Space building at the Raglan Old School Arts Centre**

Construction of the new Creative Space building began in 2018 with funds from community donations, fund raising and grants from the Lottery Grants Board, Trust Waikato, WEL Energy Trust, Logan Campbell Residuary Estate, St Lazarus Trust, Waikato District Wellbeing Trust, Norah Howell Trust, BlueSky Trust and the Southern Trust. Raglan Community Board donated \$7,500 for the building in 2017. This money was used to pay for the structural design of the building and for the electrical prewire.

Construction is being carried out in stages as funds allow. Construction commenced with a budget shortfall of \$100,000. We have worked to close this gap with continual fund raising and managing the project ourselves. The ground floor Clay Shed, Kiln Room and Lions Club sorting room was opened in March 2020. It is now in use by Clay Shed members and for the children's workshops.

Since late 2019 work has been underway on the lobby, stairwell and community room. Plasterboard has been fitted to ceilings and walls in these areas. The lobby and stairwell has been plastered and painted. Electrical switches, power points and lights have been installed. Work was stopped during the Level 4 Covid-19 emergency. We restarted work as soon as allowed.

The next stage is plastering the 129 square metre community room, painting it and installing the electrics. We have the paint, the volunteers and funding for the electrics. We applied to a community funder in March for a grant for the plastering. However due to the Covid-19 emergency, this funder cancelled its funding rounds.

Therefore, we are asking Raglan Community Board to assist with an investment for the plastering so work can continue on completing this community asset.

Other stages and costs still to be funded and completed are fire doors in the lobby, emergency lights, power main upgrade, heat pumps, scaffolding for painting of first floor exterior, pavers around the building and an accessible car park.

Our engraved paving brick donation scheme is continuing to raise money. We will continue to apply to community funders for the remaining stages. Community workers are doing the paving work under our project management and supervision. We have applied to the Waikato District Wellbeing Trust for help with the fire doors and the power main upgrade.



Creative Space building: Mid-June 2020



Community Room in Creative Space building with plasterboard up ready for plastering



Entry/ Exit door, storage room and green room

### **Open Meeting**

<b>To</b>	Raglan Community Board
<b>From</b>	Gavin Ion Chief Executive
<b>Prepared by</b>	Brendan Stringer Democracy Manager
<b>Date</b>	27 July 2020
<b>Reference #</b>	GOV0507
<b>Report Title</b>	Raglan Community Board Appointment to the Raglan Campground Papahua Committee

## **I. EXECUTIVE SUMMARY**

---

The purpose of this report is to update the Board in relation to a change to the Raglan Holiday Park Papahua Board Charter and Procedures for Selection and Appointment of Members.

The Raglan Holiday Park Papahua Board Charter stated that the Raglan Community Board Chairperson was automatically a member of the Holiday Park Board. The current Community Board Chairperson requested that another Community Board member take on this role; the Deputy Chairperson – Bob MacLeod – agreed to fulfil this responsibility for the remainder of the current triennium.

At its meeting on 29 June 2020, the Council resolved to amend the Holiday Park Board Charter, and Procedures for Selection and Appointment of Members, to enable either:

- the Raglan Community Board Chairperson; or
- another elected member of the Community Board as nominated by the Community Board Chairperson,

to be the Community Board’s representative on the Holiday Park Board.

The Council report, together with attached amendments to the Holiday Park Board Charter and Procedures for Selection and Appointment of Members, can be found on page 77 of the [Council Agenda – 29 June 2020](#).

The Raglan Holiday Park Papahua Board has been informed of the change to the Charter and Mr MacLeod has commenced his representative role on the Holiday Park Board.

## **2. RECOMMENDATION**

---

**THAT the report from Chief Executive be received.**

### **3. ATTACHMENTS**

---

NIL

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### **Open Meeting**

<b>To</b>	Raglan Community Board
<b>From</b>	Gabrielle Parson Raglan Community Board
<b>Date</b>	23 July 2020
<b>Prepared by</b>	Grace Brady Democracy Advisor
<b>DWS Document Set #</b>	GOV0507
<b>Report Title</b>	Chairperson's Report

## **1. EXECUTIVE SUMMARY**

---

The Chairperson's report is attached for the Board's information.

## **2. RECOMMENDATION**

---

**THAT the report from the Chairperson be received.**

## **3. ATTACHMENTS**

---

Chairperson's report – 5 August 2020

## **Raglan Community Board**

### **Chairperson's Report**

24<sup>th</sup> July 2020

#### Raglan Wharf Project Update

Exciting news, WDC have appointed a project manager for this Wharf Project, Tom Snaith from BECA. The Community Board members on the Steering Group have met with Tom and are confident he brings the skills and experience required for this diverse project.

So now that Tom is on board, we have set two dates for Working Group workshops to look into the floating pontoon and the walkway/access. Tom will be there at these workshops. Here are the dates:

Monday 3rd August, 1:30-3:30 for the Pontoon Working Group.

Wednesday 12th August, 9-12 for the Walkway/Access/Safety Improvements Working Group.

A general update will go out to the wider community. This will include an invitation to join these workshops (as part of the working groups). If you would like to join one of these workshops please contact myself or Dennis.

Please keep in contact with myself, Dennis or Chris if you have any queries or concerns. We can then be aware of those and work with the team to address them.

#### Places for People – He Tangata He Tangata

Draft Project Charter attached

#### Raglan Information Centre Update

The Info Centre Transition Team are working closely with the Raglan Museum and the Waikato District Council to:

- Keep the Info Centre open, with volunteers for now
- Looking into setting up the Whaingaroa Raglan Destination Management Organisation to be the community organisation that will manage this space and work with the community on a sustainable model for our Raglan Information Centre.

The Raglan Community Board met for an internal planning session in July which was really productive. We created our next 90 Day Plan and went through our Engagement Plan. These are some of our projects that we are focusing on over the next 90 days:

- Raglan Wharf Project
- Places for People – He Whenua He Tangata Project
- Wasterwater Consent Renewal
- Raglan Information Centre
- Freedom Camping Review
- Reserves Management Plan Review and Submission
- LTP Planning
- Creating a RCB Website – coming soon!
- Connecting with the Hall Committees
- Connecting with the Marae Committees
- Regular updates to community in the Raglan Chronicle

If you would like to know more about any of the above please contact me at [gparsonraglancommunityboard@gmail.com](mailto:gparsonraglancommunityboard@gmail.com)

## Draft Project Charter

### Places for People - He Whenua He Tangata

Project Name Date	<b>Places for People - He Whenua He Tangata</b> as part of the NZTA 'Innovating Streets' Programme 24 <sup>th</sup> July 2020
Project purpose and benefit/outcomes to the community	<ul style="list-style-type: none"> <li>● Purpose: The vision of the Innovating Streets programme is to make it easier to create safer, healthier and more people friendly towns and cities The Innovating Streets pilot fund supports quick, low-cost interim improvements that create more people friendly spaces in our neighbourhoods</li> </ul> <p>Benefit/Outcomes:</p> <ul style="list-style-type: none"> <li>● Low cost experimental opportunity to create a people friendly space</li> <li>● Community lead development</li> <li>● Experimental low-cost, scalable project that help to create more vibrant, people-friendly spaces in our neighbourhoods. This could be through pilots, pop-ups or interim treatments that can inform future permanent upgrades</li> <li>● The project is an opportunity to test a new approach to co-designing and trialling interventions with the community, to get local insight and feedback in real time. For communities, it is a chance to be involved in co-creating street design changes</li> <li>● Show businesses and communities how they can interact with proposed street changes in real life in a low-stakes context that can be adapted</li> <li>● The Innovating Streets fund will help kickstart projects in Raglan and raise the capability of our people to deliver these types of projects</li> <li>● The Innovating Streets project is focused on revitalising the main street to be more people-friendly, which will attract people to spend more time and money there</li> <li>● The Innovating Streets programme is agile and focused on learning through doing.</li> </ul> <p>Benefits:</p> <p>Safer environment for the general public, that encourages people to come into the town centre.</p> <p>More pedestrian friendly areas</p> <p>A pop-up town square area</p> <p>Additional seating and outdoor space for public amenities</p> <p>Slower traffic volumes and speeds in main street</p> <p>Learning experience - experimental</p> <p>Low risk</p> <p>Modular build so can be moved</p> <p>Government funded</p>

Project Detail	<p>The project will consist of several phases with key to get the community to partake in creating a more people friendly space in the main street</p> <ol style="list-style-type: none"> <li>1. Consultation to explain the concept</li> <li>2. Workshops with the community, community groups and the youth of Raglan and surrounding areas.</li> <li>3. Design phase</li> <li>4. Further community workshop to gather feedback on the design</li> <li>5. Communication of the final design to community</li> <li>6. Gathering of volunteers, volunteer groups to assist in the installation</li> <li>7. Procurement</li> <li>8. Planning of components of the design</li> <li>9. Delivery</li> <li>10. Installation</li> </ol>
Where did project originate?	<p>The project originated from the Government's Innovation Streets for People Fund. The Government has made available \$7million to Waka Kotahi NZTA to be managed through councils.</p> <p>Waka Kotahi has invited councils to apply for funding for projects aligned to the conditions of the fund and Waikato District Council has been successfully granted \$270k to spend on this project.</p>
How it relates to current plans	<p>Innovating Streets project is a bonus to the community as it was not planned, however the project is aligned to some of the proposed initiatives identified in the Raglan Naturally Community Plan 2020 where it identifies the need for more pedestrian friendly areas and spaces.</p> <p>The potential project can contribute to the following focus areas as outlined in the plan:</p> <p>Destination and Visitor Management:</p> <ul style="list-style-type: none"> <li>▪ Creating and supporting visitor experiences</li> <li>▪ Encourage shoulder season activities that help support businesses through the winter months</li> <li>▪ Create a more connected experience where visitors and locals alike can easily walk or ride between community destinations.</li> <li>▪ Maintain the character of the town, keep the Raglan vibe alive.</li> </ul> <p>Arts</p> <ul style="list-style-type: none"> <li>▪ Future planning for spaces</li> <li>▪ Increase visibility of the arts</li> <li>▪ Support and design a designated indoor/outdoor space in the village for buskers, live music street performance, theatre and dance performance.</li> <li>▪ Identify, create and design spaces in the village for public art, sculptures, cultural art, murals, installations and creative innovative art projects.</li> </ul> <p>Local Government and Planning:</p> <ul style="list-style-type: none"> <li>- More localised consultation / planning / decision making and implementation</li> </ul>

	<p>Infrastructure</p> <ul style="list-style-type: none"> <li>▪ aspiration: we aspire to a standard of excellence for all of Raglan’s public assets and spaces. We are proud of our town and its facilities; we work closely with WDC and take an active part in the care of it, through maintenance and beautification.</li> </ul> <p>Transport</p> <ul style="list-style-type: none"> <li>▪ Encourage cycling and walking by providing safe, convenient routes</li> <li>▪ create a town square and/or make the CBD more pedestrian friendly, including Cliff Street</li> </ul> <p>Active Recreation</p> <ul style="list-style-type: none"> <li>▪ Walking and cycling are supported; they provide transport solutions, have a low impact on the environment and encourage exercise to improve health. They also attract tourists in a manner which minimises their adverse impacts on the area.</li> </ul> <p>Community Wellbeing</p> <ul style="list-style-type: none"> <li>▪ Raglan has a strong identity as a safe and caring, age-friendly community.</li> <li>▪ We have regular community celebrations and activities that foster respect, caring, kindness and connection such as pot luck dinners, street barbecues and low cost family friendly events.</li> </ul>
Funding	<p>The project is being funded by the Government through Waka Kotahi NZ Transport Agency.</p> <p>Covid-19 is having a significant impact on our transport systems and services. The Innovating Streets programme provides Waikato District Council with an opportunity to adapt their streets of Raglan to better support active and safe transport needs, while following official advice about people movement.</p> <p>The pilot fund provides WDC with a 90% funding assistance rate (FAR). WDC have been granted \$270k by Waka Kotahi</p>
Key Stakeholders/partners	<p>Raglan residents  Visitors to the town  Raglan Businesses and Raglan Business Chamber  Local hapu representatives  Central Government  Waikato District Council  Raglan Community Board  Raglan Naturally  Waikato University Tourism  Raglan Area School</p>
Project Team (mix of WDC, RCB and community)	<p>The residents of Raglan will drive the project facilitated by Waikato District Council and the Raglan Community Board working in close consultation with the local businesses and in collaboration with Raglan Naturally. The project team is:</p> <p>Adrian Morton (Urban Designer and Landscape Architect), Sam McGlennon (Raglan resident), Dennis Amoore (RCB), Chris Rayner (RCB), Lisa Thomson (Raglan Ward Councillor), Taruke Thomson (Ngati Mahanga/Raglan Naturally), Charlie Young (Raglan Business Chamber), Karamea Puriri (Raglan</p>

	Naturally), Janette Underwood (WDC Traffic and Road Safety Engineer)
RCB's role in this project	<p>Members part of project team</p> <p>Involve the community and businesses</p> <p>Organise community workshops - in collaboration with the project team</p> <p>Regular reporting and updates to the community</p> <p>Project oversight and monitor project progress</p>
Raglan Naturally's Role	<p>work closely with RCB to support the project</p> <p>RN representative/s on the project team</p> <p>Support Comms work</p> <p>Participate in the community open days</p> <p>Support with references to RN Community Plan 2020 and responses from RN community engagement</p>
Community's role	<p>Be involved in the project from the start providing ideas and innovative ideas.</p> <p>Input, offer support/skills/knowledge/raise challenges and assist in the installation</p> <p>Identify/short list local business and groups with expertise to assist in the works.</p>
WDC's role	<p>Provide project manager to support the community</p> <p>Provide 10% of the funding</p> <p>Provide staff time/expertise to support the project (eg. Comms, Legal, Roading, Planning financial, procurement)</p>
Timeline & Next Steps for Engagement with Wider Community	<p>Co funding contract signed July</p> <p>Kick off meeting held</p> <p>Notice of consultation/workshop in Chronicle 23 July</p> <p>draft Project Charter into RCB Agenda</p> <p>First community Drop in Session 1<sup>st</sup> and 2<sup>nd</sup> August, Supper Room, Town Hall, Raglan</p> <p>Workshop to follow around end of August (community will be informed)</p> <p>Project Complete Mid November 2020</p>

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### **Open Meeting**

<b>To</b>	Raglan Community Board
<b>From</b>	Gabrielle Parsons Raglan Naturally Co-Ordinator
<b>Date</b>	24 July 2020
<b>Reference #</b>	GOV0507
<b>Report Title</b>	Raglan Naturally Update

## **1. EXECUTIVE SUMMARY**

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

## **2. RECOMMENDATION**

---

**THAT the report from Raglan Naturally be received.**

## **3. ATTACHMENTS**

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- I. Raglan Naturally Report – update from Project Coordinator

# Raglan Naturally

## Update from Gabrielle Parson, Project Coordinator 24 July 2020

### **Raglan Naturally Trust and Co-Governance Organisation**

Raglan Naturally is in the process of setting up a Charitable Trust and our next steps are:

- To finalise our draft Trust Deed
- To inform the community of the process for appointing trustees and invite them to put forward nominations.
- Hold an information session for the community to learn more about the Trust and direction of RN.
- Work with the Community Board on the appointment of a Community Board Trustee.

### **The objectives of the Trust are:**

#### **1. OBJECTIVES**

##### **1.1.** The purpose statement of Raglan Naturally is:

“Raglan Naturally is a way for our community to plan for the future, in ways that strengthen relationships and build partnerships, so that we can take action to ensure all of life in Whaingaroa thrives.”

##### **1.2.** The objectives of the Organisation are to carry out the following charitable purposes within New Zealand:

- To oversee and support the implementation of the aspirations and projects documented in the Raglan Naturally Community Plan.
- To work in partnership with iwi and hapu, recognising the intent of Te Tiriti o Waitangi as the founding document of the partnership.
- To ensure all people in the Raglan area have ongoing opportunities to be engaged, have input and be informed about the aspirations and projects of Raglan Naturally.
- To work collaboratively and strengthen partnerships with relevant organisations and statutory bodies.
- To create opportunities for Raglan’s communities and organisations to connect and learn from each other.
- To grow community capability by supporting the development of leadership, organisational capacity and skills, through training and provision of resources.
- To support, promote and uphold the mana and values of “Raglan Naturally”.
- To seek funding, policies and resources which promote and support Raglan Naturally to deliver its aspirations and projects.
- To document and share Raglan Naturally values, objectives, processes and achievements, to learn from and /or assist other communities.
- To periodically review and refresh the plan and to evaluate the achievements of Raglan Naturally.
- The objectives of the Organisation are intended to be charitable in accordance with New Zealand law and are deemed not to include or extend to any matter or thing which is not charitable and the powers of the Board are restricted accordingly.
- To do anything to achieve any other purpose within New Zealand which is charitable according to New Zealand law

## The Board of Trustees – Governance and Administration

### 2. THE BOARD OF TRUSTEES

#### CO-GOVERNANCE

The Governance Board for Raglan Naturally will, in accordance with the principles of Te Tiriti o Waitangi, comprise representation from Whaingaroa hapū and others in a co-governance model. The hapu of Ngāti Māhanga/Hourua, Tainui o Tainui, Ngāti Tamainupō will determine their hapu representation.

#### 2.1. ADMINISTRATION

The affairs and business of the Organisation shall be administered by a Board of Trustees of no less than seven (8) and no more than nine (9) members, to be made up of no fewer than three (3) hapu members and no more than (4) hapu members, one (1) Raglan Community Board member and no less than three (3) Others.

#### 2.2. APPOINTMENT

Appointment of a Board member must be by unanimous agreement of existing members. It is recorded that the principles of appointment of members are to ensure that collectively the Board can provide skills and other resources to the Organisation in the following areas:

- Legal
- Financial
- Governance
- Community-led Development
- Relationship building
- Broad Whaingaroa community connections
- Strategic (planning and thinking)
- Communications,
- Social Policy
- Research
- Understanding and commitment to Te Tiriti o Waitangi
- Understanding Whaingaroa, people and place

and such other areas as the Board may deem appropriate from time to time.

In the appointment of Trustees, consideration and priority will be given to equity in gender, ethnicity, diversity, as well as representation of local and regional community demographics.

#### Raglan Naturally ask that the Raglan Community Board:

- Consider the appointment of a board member as RN trustee
- Consider the relationship between RCB and RN and whether a Memorandum of Understanding would be the best way to set out the detail of this relationship.

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### **Open Meeting**

<b>To</b>	Raglan Community Board
<b>From</b>	Cr Lisa Thomson Raglan Ward Councillor
<b>Prepared by</b>	Grace Brady Democracy Advisor
<b>Date</b>	23 July 2020
<b>Reference #</b>	GOV0507
<b>Report Title</b>	Councillor's Report

### **1. EXECUTIVE SUMMARY**

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Attached is the report from the Ward Councillor, Cr Thomson for the information of the members for the meeting of Wednesday 5 August 2020.

### **2. RECOMMENDATION**

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**THAT the report from Cr Thomson, Raglan Ward Councillor, be received.**

### **3. ATTACHMENTS**

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Councillor's Report – 5 August 2020

# Raglan Community Board – Councillor’s Report

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## **Council Meetings:**

- Extraordinary Council
- Council
- Strategy and Finance
- Policy and Regulatory

## **Council workshops/sub committee:**

- Solid Waste
- Long Term Plan - Capital works methodology and ongoing discussions on LTP
- Walking Access NZ Strategic Plan - Tracks and Trails
- Significant and Engagement Policy Review
- Financial Policies Review

## **Community:**

- Wharf Steering Group, including the appointment of the Project Manager.
- Places for People - Innovating Streets; connected Sam with Raglan Area School, Simon Te Wheoro and graphic designer Miguel from Mafia Design with the project group.
- Raglan Naturally.
- Transition Team - museum/information centre.
- Destination Management Organisation discussion.
- Raglan Camp Papahua governance board - discussed charter and supporting community.
- Volunteer shift at the museum/information centre ongoing Tuesdays.
- Meet with community members and WDC staff re dog issues.
- Mayor Allan, CE Gavin Ion and I meet with Raglan horse representatives.
- Set up meeting for staff to attend Poihakena marae committee meeting re Wainui Road footpath.
- Site visit to Te Mata School with staff and Xtreme Zero Waste about the recycling container. Options to support good community behaviour and use of the container to minimise impact on the school; pest control (organising a visit to Raglan Area School for BoT members to see how Raglan does pest control), Te Mata students designing messages to go on the container.
- Attended dawn karakia at Xtreme Zero Waste to celebrate 20 years of operation.
- Raglan Business Chamber board meeting.
- Raglan Radio fortnightly interview with Aaron Mooar

- Community Response Plan
- Raglan Blueprint drop in session
- Informal Raglan Community Board hui

**Lisa Thomson**  
**Raglan Ward Councillor**  
**Waikato District Council**  
**Mobile: 0211 798 256**