

# Community Funding Committee Agenda

**Date:** Wednesday, 11 April, 2018

**Time:** 9:00 am

**Location:** Council Chamber  
Forum North, Rust Avenue  
Whangarei

**Elected Members:** Cr Crichton Christie (Chairperson)  
Her Worship the Mayor Sheryl Mai  
Cr Tricia Cutforth  
Cr Sue Glen  
Cr Greg Innes  
Cr Greg Martin  
Cr Gavin Benney

For any queries regarding this meeting please contact  
the Whangarei District Council on (09) 430-4200.

<b>1. Declarations of Interest</b>	
<b>2. Apologies</b>	
<b>3. Confirmation of Minutes of Previous Community Funding Committee Meeting</b>	
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<b>4. Decision Reports</b>	
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<b>6. Closure of Meeting</b>	

## Community Funding Committee – Terms of Reference

### Membership

<b>Chairperson:</b>	Councillor Crichton Christie
<b>Members:</b>	Her Worship the Mayor Sheryl Mai Councillors Tricia Cutforth, Sue Glen, Greg Innes and Greg Martin
<b>Meetings:</b>	As required.
<b>Quorum:</b>	<b>4</b>

### Purpose

To disburse funds as determined by the Whangarei District Council Grants, Concessions and Loans Policy.

### Key responsibilities include:

- To carry out the funding process in accordance with the Whangarei District Council Grants, Concessions and Loans Policy in an objective, fair and transparent way.
- To make recommendations on grants, concessions and loans over \$15,000 to Council.

### Delegations

- Financial delegation to approve the payment of grants, concessions and loans to the value of \$15,000 or less.



## Community Funding Committee Meeting Minutes

**Date:** Wednesday, 14 February, 2018  
**Time:** 9:00 a.m.  
**Location:** Council Chamber  
Forum North, Rust Avenue  
Whangarei

<b>In Attendance</b>	<b>Cr Crichton Christie (Chairperson)</b> <b>Her Worship the Mayor Sheryl Mai</b> <b>Cr Tricia Cutforth</b> <b>Cr Sue Glen</b> <b>Cr Greg Innes</b> <b>Cr Greg Martin</b>
<b>Also Present</b>	<b>Cr Gavin Benney</b> <b>Cr Stuart Bell</b> <b>Cr Sharon Morgan</b>
<b>Scribe</b>	<b>Carolyne Brindle</b>

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### 1. Declarations of Interest

### 2. Apologies

There were no apologies.

### 3. Confirmation of Minutes of Previous Community Funding Committee Meeting

#### 3.1 Minutes Community Funding Committee 8 November 2017

**Moved By** Her Worship the Mayor Sheryl Mai

**Seconded By** Cr Greg Innes

That the minutes of the Community Funding Committee meeting held on Wednesday, 8 November 2017, having been circulated, be taken as read and now confirmed and adopted as a true and correct record of proceedings of that meeting.

**Carried**

## 4. Decision Reports

### 4.1 Allocation of the 2017-18 Community Halls Fund

**Moved By** Cr Sue Glen

**Seconded By** Cr Greg Innes

That the Community Funding Committee;

1. Approves grants from the 2017-2018 Community Halls Fund to be made to the hall committees as follows:

i.	Glenbervie Hall and Recreation Society	\$5,000
ii.	Kara Kokopu Public Hall Society	\$5,000
iii.	Mangapai Hall Society	\$3,990
iv.	Mata Public Hall Society	\$5,000
v.	Matapouri Hall Society	\$5,000
vi.	Maungakaramaea Recreation Society (Maungakaramaea Hall)	\$3,676
vii.	Whangarei Heads Citizens Association (McLeod's Bay Hall)	\$1,854
viii.	Oakura Beach Reserve Board (Oakura Hall)	\$5,000
ix.	Opuawhanga Community Hall Trust	\$4,630
x.	Ruatangata Public Hall Society	\$5,000
xi.	Springfield Domain Board (Springfield Hall)	\$2,850
xii.	Waiotira Public Hall Society (conditional)	\$5,000
xiii.	Waipu Public Hall and Library Association	\$3,500
xiv.	Whakapara Hall Incorporated	\$4,500

2. Declines grants from the 2017-2018 Community Halls Fund to the following:

- i. Marua Public Hall Association
- ii. Maungatapere Community Centre
- iii. Otaika Public Hall Society
- iv. Pakotai Teoruoru Community Sports and Recreation Society
- v. Parahaki Marae Committee
- vi. Purua Hall Association
- vii. Whananaki Beach Residents and Ratepayers Association  
(Whananaki Hall).

**Carried**

*Cr Bell joined the meeting at 9.05am during Item 4.1*

*Cr Cutforth joined the meeting at 9.06am during Item 4.1*

*Cr Morgan joined the meeting at 9.09am during Item 4.1*

#### **4.2 Allocation of the 2017-18 Resident and Ratepayer Administration Fund**

**Moved By** Cr Greg Innes

**Seconded By** Cr Sue Glen

That the Community Funding Committee;

a) Approves grants of \$700 each from the 2017-2018 Resident and Ratepayer Administration Fund to the following:

- i. Brooks Area Community Group Incorporated
- ii. Hikurangi Friendship House Charitable Trust
- iii. Kamo Community Incorporated
- iv. The Lang Cove Residents Association
- v. Maungakarama Recreation Society
- vi. Onerahi Community Association
- vii. Pataua Area Ratepayers and Residents Association
- viii. Portland Residents and Ratepayers Association
- ix. Ruakaka Parish Residents and Ratepayers Association
- x. Ruatangata Public Hall Society
- xi. Teal Bay Ratepayers and Residents Association
- xii. Tikipunga Community Trust
- xiii. Tutukaka Coast Ratepayers and Residents Association
- xiv. Urquharts Bay Association
- xv. Waipu Riding Residents and Ratepayers Association
- xvi. Whananaki Beach Residents and Ratepayers Association
- xvii. Whangarei Heads Citizens Association
- xviii. Whangaruru North Residents and Ratepayers Association
- xix. Whangaruru South Residents and Ratepayers Association.

and

b) Declines grants from the 2017-2018 Resident and Ratepayer Administration Fund to the following based on ineligibility:

- I. Northland Indian Association
- II. Whakapara Hall Society Incorporated
- III. Whangaruru Coastal Community and Sports Association.

Amendment:

**Moved By** Cr Greg Martin

**Seconded By** Her Worship the Mayor Sheryl Mai

That the Whangaruru Coastal Community Sports Association be approved a grant of \$700.

*On the amendment being put Cr Martin called for a division:*

<b>Recorded</b>	<b>For</b>	<b>Against</b>	<b>Abstain</b>
Cr Crichton Christie		X	
Her Worship the Mayor		X	
Cr Tricia Cutforth		X	
Cr Sue Glen		X	
Cr Greg Innes		X	
Cr Greg Martin	X		
<b>Results</b>	<b>1</b>	<b>5</b>	<b>0</b>

**The amendment was Lost (1 to 5)  
The motion was carried.**

*Cr Martin requested his vote against the motion be recorded.*

## **5. Public Excluded Business**

There was no business conducted in Public Excluded.

## **6. Closure of Meeting**

Meeting concluded at 9:43am.

Confirmed this 11<sup>th</sup> day of April 2018

Councillor Crichton Christie (Chairperson)

## 4.1 Allocation of the 2018-19 Annual Operating Fund

**Meeting:** Community Funding Committee  
**Date of meeting:** 11 April 2018  
**Reporting officer:** Cindy Velthuisen (Community Funding Officer)

### 1 Purpose

To determine the allocation of grants from the Annual Operating Fund for 2018-19.

### 2 Recommendations

That the Community Funding Committee:

1. Recommends to Council the allocation of grants from the 2018-19 Annual Operating Fund as follows:
  - a. Whangarei Youth Space Trust \$15,000
  - b. Shiloah Christian Ministries Inc. \$10,000
  - c. Tai Tokerau Emergency Housing Trust \$8,000
  - d. SeniorNet Bream Bay \$1,215
  - e. Volunteering Northland \$17,500
  - f. Anawhata Museum Trust \$7,080
  - g. Hikurangi Historical Museum Trust \$6,000
  - h. Jack Morgan Museum Inc. \$4,000
  - i. Northland Society of Arts \$10,470
  - j. Te Kowhai Print Trust \$7,080
  - k. Whangarei District Brass Inc. \$800
  - l. Sistema Whangarei \$17,695
  - m. Northland Youth Theatre Trust \$13,505
  - n. Waipu Centennial Trust Board \$75,000
  - o. Citizens Advice Bureau Whangarei \$55,000
  - p. Northland Craft Trust \$50,045

- q. Whangarei Quarry Gardens Trust \$38,205
  - r. Mangakahia Sports Ground Society Inc. \$22,955
  - s. Ruakaka Recreation Centre Inc. \$34,860
  - t. Creative Northland \$133,000
  - u. Whangarei Art Museum Trust \$390,000
  - v. Whangarei Museum and Heritage Trust \$424,450
2. Approves a one-off grant of \$10,000 to Ruakaka Recreation Centre Inc. for facility upgrades, to be matched from the Society's own funds.
  3. Endorses Council to commission a review of Whangarei Museum and Heritage Trust.

### 3 Background

The purpose of the Annual Operating fund is to give a rolling year over year funding cycle designed to provide ongoing operational support to selected organisations providing valued services to the district. The Fund is non-contestable.

Prior to 2017, there were 13 organisations in this Fund. In 2017, 18 organisations transferred from the Transition Fund to the Annual Operating Fund, making it a total of 31 applicants in last year's round.

This year, the 9 organisations supported for events have been separated out into the Annual Events Fund. This will be considered in May.

Twenty-two applications are presented in this report for the 2018-19 Annual Operating Fund (AOF).

New reporting requirements were introduced last year based on the level of funding granted. This report is presented in three groups based on those levels of funding:

- Level 1 – receiving up to \$20,000 per annum from the AOF
- Level 2 – receiving between \$20,000 and \$100,000 per annum from the AOF
- Level 3 – receiving over \$100,000 per annum from the AOF.

### 4 Discussion

#### 4.1 Financial/budget considerations

In addition to considering the annual allocation of grants, indicative figures are provided for the following year for budgeting purposes. These are generally existing funding levels plus CPI adjustment. These indicative figures are the starting point for grant considerations.

In budget planning for the Long Term Plan, staff requested a growth fund of 3% specifically for the Annual Operating Fund. This was to create budget for new applicants to join the Fund

and to allow for modest potential increases for existing applicants. It is expected that this component is compounding – that it will grow as the Fund grows. It is also expected that some recipients will exit the Fund to allow for others to enter.

<b>18-19 AOF Budget</b>	<b>\$</b>
Indicative figures total for 2018-19 (excludes annual events allocation, includes CPI adjustment)	\$1,361,510
Budgeted growth of 3% of indicative figure total	\$40,845
<b>Total AOF budget for 2018-19</b>	<b>\$1,402,355</b>

The proposed allocation is **\$1,341,860**.

This is under budget by \$60,495. This should be kept in reserve for those organisations where a decrease is proposed, on the assumption that some may return to existing funding levels. However, one-off grants from this underspend can be allocated in this funding round should Councillors wish. This would be by amendment to the recommendations made.

## 4.2 Policy and planning implications

The current Grants, Concessions, and Loans Policy and the criteria for this Fund were applied in the assessment of these applications.

## 4.3 Risks

There are risks to budget and to Council's ability to support the community going forward.

### Risk – future Fund budget

Looking ahead to 2019-20, the budget is expected to be:

<b>19-20 AOF indicative budget</b>	<b>\$</b>
Indicative figures total for 2019-20 if kept the same as indicatives for 2018-19 (excludes annual events allocation)	\$1,402,355
CPI adjustment of 2% on indicative figure total	\$28,049
Budgeted growth of 3% of indicative figure total	\$42,071
<b>Possible AOF budget for 2019-20</b>	<b>\$1,472,475</b>

### Risk – Growth

Council needs to be aware of the risk for exponential growth of the Fund over time. The compounding effect of CPI and budget growth – if funding continues the current modest trajectory – the AOF budget would potentially exceed \$2.1m in 10 years. It would mean a total LTP budget of \$17.6m for this Fund.

### Risk – Limited Support

The budgeted growth is however limiting for the number of organisations this Fund supports and their needs. This year, an additional \$233,070 was requested above the indicative figures given. There are some good cases for increased funding, which our current budget is not able to meet. These organisations state that the compounded effect year after year of little to no increases in funding is having a detrimental effect on their viability. While Council funding isn't the sole solution for many of these organisations, for some it is perceived to be.

Council needs to be aware of these risks and should consider its funding priorities for these organisations in the future.

### Risk – Management of Poor Performance

One applicant is cited for poor performance and options for reducing funding are proposed.

If Council reduces funding significantly for this organisation, it will likely have a detrimental effect on their ability to operate. It will also impact on some of Council's own deliverables that it relies on this organisation for.

If Council decides to stay with planned/indicative funding levels for this organisation, it may impact on Council's reputation and its ability to manage any potentially poor performance in the future.

#### **4.4 Methodology**

Several factors were used in the assessment and resulting recommendations, including:

- performance
- need (that of the applicant and of the community)
- available budget.

Given the available budget and risks highlighted above, a conservative approach was applied. Five organisations are recommended for an increase, twelve are recommended for no change to funding.

Five are recommended for a decrease in funding. Two of these demonstrate a decreased reliance on Council funding. Two represent poor reporting, and one represents poor performance. This last one will be a challenge for Council and will require some robust discussion. Supporting documentation is attached in relation to this.

All recommendations are fully discussed in the attachments. The 22 applications in full form are provided under separate cover for reference.

## **5 Significance and engagement**

The decisions or matters of this Agenda do not trigger the significance criteria outlined in Council's Significance and Engagement Policy, and the public will be informed via agenda publication on the website.

## **6 Attachments**

1. Annual Operating Fund budget and recommendation summary
2. Annual Operating Fund application summaries
3. Supporting documentation

#### **Under separate cover:**

1. 2018-19 AOF applications – level 1
2. 2018-19 AOF applications – level 2
3. 2018-19 AOF applications – level 3

## 2018-19 Annual Operating Fund

### Budget and recommendation summary

The Annual Operating Fund budget proposed in the LTP is set to indicative figures given in 2017 plus 3% per year allowed for growth (on top of CPI inflation adjustments). This growth is to enable new groups to enter the Fund and/or to provide increases to organisations that need it.

Growth is proposed to increase with the value of the Fund. It is also expected over time that some organisations will step out of the Fund, meaning funds could be diverted to other organisations.

<b>\$1,361,510</b>	Total indicative figure for 2018-19. Excludes Annual Events allocation of \$51,400. Includes CPI adjustment.
<b>\$40,845</b>	Budgeted growth of 3% for Year 1 of the LTP.
<b>\$1,402,355</b>	Total AOF budget for 2018-19.
<b>\$1,341,860</b>	<i>Recommended allocation for 2018-19</i> <i>\$60,495 under budget</i>

### Recommendations alongside 1819 AOF

Organisation	Recommendation	Source
Ruakaka Recreation Centre Inc.	\$10,000 one-off grant for bathroom upgrade and/or carpet replacement, to be matched by funding from the Society's own funds.	From 2018-19 AOF budget OR invite to apply to 2018-19 Community Fund or equivalent (policy exception)
Whangarei Museum and Heritage Trust (Kiwi North)	That Council commissions a review of services and value for money, similar to reviews undertaken of Creative Northland and Whangarei Art Museum. This is estimated to cost \$30,000 and is budgeted for within Department overheads (subject to LTP confirmation).	Group/Department overheads

## Recommendations

Level	Applicant	Indicative figures for 2018-19	Recommended change	Recommended Amount 2018-19
1	Whangarei Youth Space Trust	\$12,135	An <b>increase</b> of \$2,865	\$15,000
1	Shiloah Christian Ministries Inc – Tornado Youth	\$10,000	No change to indicative figure	\$10,000
1	Tai Tokerau Emergency Housing Trust	\$6,000	An <b>increase</b> of \$2,000	\$8,000
1	SeniorNet Bream Bay	\$1,215	No change to indicative figure	\$1,215
1	Volunteering Northland	\$15,170	An <b>increase</b> of \$2,330	\$17,500
1	Anawhata Museum Trust – Packard Museum	\$7,080	No change to indicative figure	\$7,080
1	Hikurangi Historical Museum Society	\$6,000	No change to indicative figure	\$6,000
1	Jack Morgan Museum Inc.	\$5,060	A <b>decrease</b> of \$1,060	\$4,000
1	Northland Society of Arts – Reyburn House	\$10,470	No change to indicative figure	\$10,470
1	Te Kowhai Print Trust	\$7,080	No change to indicative figure	\$7,080
1	Whangarei District Brass Inc.	\$1,015	A <b>decrease</b> of \$215	\$800
1	Sistema Whangarei	\$17,695	No change to indicative figure	\$17,695
1	Northland Youth Theatre Trust	\$13,505	No change to indicative figure	\$13,505
2	Waipu Centennial Trust Board (Waipu Museum)	\$80,000	A <b>decrease</b> of \$5,000	\$75,000
2	Citizens Advice Bureau Whangarei	\$55,000	No change to indicative figure	\$55,000
2	Northland Craft Trust (Quarry Arts Centre)	\$50,045	No change to indicative figure	\$50,045
2	Whangarei Quarry Gardens Trust	\$38,205	No change to indicative figure	\$38,205
2	Mangakahia Sports Ground Society Inc.	\$27,955	A <b>decrease</b> of \$5,000	\$22,955
2	Ruakaka Recreation Centre Inc.	\$34,860	No change to indicative figure	\$34,860
3	Creative Northland	\$193,570	A <b>decrease</b> of \$60,570	\$133,000
3	Whangarei Art Museum	\$365,000	An <b>increase</b> of \$25,000	\$390,000
3	Whangarei Museum and Heritage Trust (Kiwi North)	\$404,450	An <b>increase</b> of \$20,000	\$424,450
	<b>Totals</b>	<b>\$1,361,510</b>	<b>Net <b>decrease</b> of \$19,650</b>	<b>\$1,341,860</b> \$60,495 unallocated

### 2019-20 indicative figures

It is proposed to not provide indicative figures for 2019-20 while the community funding model is reviewed.

## 2018-19 Annual Operating Fund

### Application Summaries – Level 1

Level 1 applicants are those receiving less than \$20,000 per year from the Annual Operating Fund.

These applicants are required to report on how the grant was spent, community benefit, and what they are doing to reduce their reliance on council funding. They are required to provide their financial accounts and ensure they are up to date with Charities Services and/or Incorporated Societies' reporting requirements.

Overall, these groups are mostly in a steady position. However, they need to put more effort into articulating their value and the impact of the funding they receive.

Applicant	Recommended change to indicative figures	Recommended amount
Whangarei Youth Space Trust	An <b>increase</b> of \$2,865	\$15,000
Shiloah Christian Ministries Inc – Tornado Youth	No change to indicative figure	\$10,000
Tai Tokerau Emergency Housing Trust	An <b>increase</b> of \$2,000	\$8,000
SeniorNet Bream Bay	No change to indicative figure	\$1,215
Volunteering Northland	An <b>increase</b> of \$2,330	\$17,500
Anawhata Museum Trust – Packard Museum	No change to indicative figure	\$7,080
Hikurangi Historical Museum Society	No change to indicative figure	\$6,000
Jack Morgan Museum Inc.	A <b>decrease</b> of \$1,060	\$4,000
Northland Society of Arts – Reyburn House	No change to indicative figure	\$10,470
Te Kowhai Print Trust	No change to indicative figure	\$7,080
Whangarei District Brass Inc.	A <b>decrease</b> of \$215	\$800
Sistema Whangarei	No change to indicative figure	\$17,695
Northland Youth Theatre Trust	No change to indicative figure	\$13,505
<b>Totals for this group</b>	<b>Net <b>increase</b> of \$5,920</b>	<b>\$118,345</b>

## Whangarei Youth Space Trust





### Recommendation

- **\$15,000 (an increase of \$2,865 on indicative figure)**

This increase addresses the Trust's future funding uncertainty while acknowledging the strong financial position the Trust is currently in. It also reflects the level of service WYS provides and Council's commitment to youth development for the District.

### The request

WYS are seeking an increase of \$7,000 to their annual operating grant, in response to some significant multi-year funding ceasing this year. They are working hard to secure further central government support.

Whangarei Youth Space Trust	2015-16	2016-17	2017-18	2018-19 request	2019-20 request	Change
Annual Operating Grant			\$ 12,000	\$ 19,000	\$ 19,000	
Contestable/Transition Grants	\$ 10,000	\$ 10,000				
Rent Concession	\$ 31,000	\$ 31,000	\$ 31,000	\$ 31,000	\$ 31,000	
<b>Total</b>	<b>\$ 41,000</b>	<b>\$ 41,000</b>	<b>\$ 43,000</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	

### The report

The Trust presented an excellent report.

WYS is a "fully integrated free youth development and youth health service for 12-24 year olds in Whangarei". Their services include a drop in centre, health services, activity programmes with targeted outcomes, mentoring and coaching, skill and behavioural development.

WYS plan to implement 'Youth Space @ Your Place' in 2018, bringing their services and programmes to outlying areas in the District.

They estimate to have had over 5,000 interactions with young people in the last year. Trained youth workers are an essential element of the work WYS does and this is reflected in their survey results.

### The finances

The Trust has had surpluses in the last two years and has accumulated funds of \$598,000 of which \$103,000 is noted as reserves for financial stability.

For year ended 30 June (figures are rounded)	2017	2016
Income	\$1,006,000	\$1,128,000
Expenditure	\$852,000	\$1,010,000
Profit/loss	\$154,000	\$118,000
Current assets	\$514,000	
Current liabilities	\$97,000	
Accumulated funds	\$598,000	

### The people

Based on the Trust's total expenditure, it cost \$168 per person to run WYS. Council's contribution to this was \$2 per person.

	2017
Staff	11 (8.38 FTE)
Volunteers	11
Volunteer hours/week	52
Youth participation/patronage	5,077

## Shiloah Christian Ministries Inc – Tornado Youth

Tornado Youth Community Trust is now deregistered and has merged with Shiloah Christian Ministries Incorporated. For transparency purposes, both entity names may be used going forward. For auditing and public reporting purposes, Shiloah is the named recipient.

### Recommendation




- **\$10,000 (no change to indicative figure)**

### The request

This application is for Shiloah Christian Ministries Incorporated's 'Tornado Youth' arm.

The Society is requesting an increase in funding from \$10,000 to \$25,000 for 2018-19, and a further increase to \$28,000 in 2019-20. This is to meet their budget shortfall and for increasing demand. Council pays grants for services to Tornado Youth in addition to this grant.

They also receive \$5,000 in Ministry of Social Development funding for holiday programmes.

<b>Tornado Youth - Shiloah Christian Ministries Inc.</b>	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19 request</b>	<b>2019-20 request</b>	<b>Change</b>
Annual Operating Grant	\$ 19,835	\$ 20,321	\$ 10,000	\$ 25,000	\$ 28,000	
WDC Grant for cleaning services	\$ 7,650	\$ 7,029	\$ 8,000	\$ 15,000	\$ 15,000	
<b>Total</b>	<b>\$ 27,485</b>	<b>\$ 27,350</b>	<b>\$ 18,000</b>	<b>\$ 40,000</b>	<b>\$ 43,000</b>	

### The report

The Society has not filed returns with the Incorporated Societies register since 2008. This is a specified requirement of this Fund. Staff have reminded them of this at the time of preparing this report. Their Charities register is up to date for accounts but not for current officers.

The Society continues to struggle with meeting minimum reporting requirements for this Fund, in particular quantifying their reach and impact. Higher levels of funding would only increase the level of detail required (Level 2 reporting commences from \$20,000).

### The entity

There continues to be confusion and clear division between what the church provides and what Tornado Youth provides, especially now that the Tornado Youth Trust no longer exists.

According to the chair and manager, the Society's Tornado Youth arm provides support and development programmes for youth, families and individuals of Hikurangi. Programmes include community meals, youth nights, camps, holiday programmes, community service, mentoring and support, and transport. The Society runs a childcare centre and its church activities.

According to their audited accounts, the entity statement on page 3 suggests that Tornado Youth's activities are only the Friday Night youth group and the camps, with the rest of the activities falling under the Church.

**Description of the Entity's Outcomes\*:**

The Shiloah Christian Trust works within the Hikurangi Community to provide support and guidance for all community members. The focus of the Trust is three-fold, firstly it is a community based, non-denominational church, offering counseling services, budgeting, food parcels for needy families, as well as holding two church services each Sunday.

The youth initiative provides for a youth group each Friday evening which includes teaching, fun and relationship building. Additional activities are organized every few weekends for the youth as well as two camps during the year for the youth and their families, so they can experience quality family time and participate together in new experiences, such as the luge in Rotorua etc. Also when possible we offer a week each holidays, of a low cost holiday programme for children 5 - 12 years

The Childcare Centre is the third initiative controlled by the Trust. The Childcare is currently licensed for 25 children, with 31 children currently enrolled. The average attendance over the last month is 22-24 children per day. This is a fees free center enabling children from the community to access childcare, where if we charged fees, the children would not be attending quality childcare. We are operating at the moment on 100% qualified teachers which has been indicated to us from the Early Childhood Council, where the new Labour Government will be taking childcare this year with a new funding band. Our current 12-month plan is to increase the center numbers to 30, over 2 year olds and establish a baby center for 10, under 2 year olds. We are investigating avenues of funding to get this established and applying for resource consent for 40 children.

The audited accounts show no separation of Tornado Youth's income and expenditure.

### The finances

The Society provided a profit and loss statement for the Tornado Youth part of their activities, however this is not for a full year (only 1 July 2017 to 9 February 2018). The audited accounts provided for year ended 31 March 2017 cover all of the Society's activities and does not separate out Tornado Youth.

The audited accounts also give some participation numbers, which the Society has not been able to provide us in reports.

### The people

	2017	2016*
Staff	3 (2.5 FTE)	9 (? FTE)
Volunteers	30+	80
Volunteer hours/week	60+	200
Number of youth reached	Unknown (223 as per audited accounts)	
Number of activities	Variable/unknown	

\* From 2016-17 AOF application

## Tai Tokerau Emergency Housing Trust

### Recommendation

- **\$8,000 (an increase of \$2,000)**

This recommendation is in acknowledgement of rising community need, the level of service the Trust provides, and Council's commitment to emergency housing for the District, while also reflecting the strong financial position the Trust is in.

### The request

Tai Tokerau Emergency Housing Trust is seeking an increase from \$6,000 to \$12,000 for increased lease costs. They have experienced substantial demand increases, so have moved to large premises and have doubled their staff.

Tai Tokerau Emergency Housing Trust	2015-16	2016-17	2017-18	2018-19 request	2019-20 request	Change
Annual Operating Grant			\$ 6,000	\$ 12,000	\$ 12,000	
Contestable/Transition Grants	\$ 3,000	\$ 6,000				
<b>Total</b>	<b>\$ 3,000</b>	<b>\$ 6,000</b>	<b>\$ 6,000</b>	<b>\$ 12,000</b>	<b>\$ 12,000</b>	

They are funded by central government contracts, grants and rental income (a contract requirement, based on a percentage of the tenant's income). Their efforts in diversifying their income is good.

### The report

The Trust's report is excellent, providing detailed commentary and data on their services. Of particular note, the number of assessments has increased 40%, and the number of returning clients has reduced from 30% to 5% (over 3 years).

They expect the demand for their services to continue to grow, and plan to open another men's home soon.

### The financials

The Trust is in good financial position, with significant surpluses and accumulated funds.

For year ended 30 June (figures are rounded)	2017	2016
Income	\$569,017	\$295,806
Expenditure	\$437,058	\$237,739
Profit/loss	\$131,959	\$58,067
Current assets	\$184,455	
Current liabilities	\$65,131	
Accumulated funds	\$216,643	

### The people

The Trust's paid staff are professional social workers.

	July-Dec 2017	2016-17	2015-16
Staff		12 (8.2 FTE)	10 (5.5 FTE)
Volunteers		8 (0.1 FTE)	6
Volunteer hours/week		4	10
Number of enquiries	182	513	398
Face to face assessments	131	289	172
Households in emergency home	38	91	73

## SeniorNet Bream Bay Incorporated




### Recommendation

- **\$1,215 (no change to indicative figure)**

### The request

SeniorNet Bream Bay provide training in digital literacy for adults and seniors.

They have requested a continuation of current funding levels (with CPI adjustments shown). They receive approximately \$22,000 in other funding from donations, fundraising, course fees and other grants.

SeniorNet Bream Bay	2015-16	2016-17	2017-18	2018-19 request	2019-20 request	Change
Annual Operating Grant			\$ 1,200	\$ 1,215	\$ 1,215	
Contestable/Transition Grants	\$ 500	\$ 1,000				
<b>Total</b>	<b>\$ 500</b>	<b>\$ 1,000</b>	<b>\$ 1,200</b>	<b>\$ 1,215</b>	<b>\$ 1,215</b>	

### The report

The report was satisfactory.

### The financials

The Trust is run modestly and keeps within its own budget. It has modest accumulated funds of \$32,000 of which \$22,000 is held in reserve.

For year ended 31 Dec (figures are rounded)	2017	2016
Income	\$23,000	\$27,000
Expenditure	\$21,000	\$20,000
Profit/loss	\$2,000	\$8,000
Current assets	\$28,000	
Current liabilities	\$0	
Accumulated funds	\$32,000	

### The people

SeniorNet is 100% volunteer-run. Based on expenditure, it cost \$52 per enrolment to deliver SeniorNet's services. Council contributed 6% against expenditure.

	2017	2016
Staff	0	0
Volunteers	10	12
Volunteer hours/week	48	42
Courses/workshops	86	58
Enrolments	403	285
Learner hours	1,350	1,210

## Volunteering Northland

### Recommendation

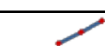


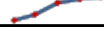
- **\$17,500 (an increase of \$2,330 on indicative figure)**

This increase is in response to the changing nature of volunteerism and the direct impact this has on the district's non-profit sector. It reflects Volunteering Northland's service offering, their financial position and vulnerability to funding, and their standard of reporting.

### The request

Volunteering Northland (VN) are requesting a modest stepped increase to better reflect the population distribution of the region, and in anticipation of Foundation North funding ceasing. VN states that any increase in funding will increase "support offered to the non-profit sector and the volunteer community, building capacity and resilience, therefore a better community."

Along with other Old Municipal Building tenants, VN are now receiving a 100% rent concession.

Volunteering Northland	2015-16	2016-17	2017-18	2018-19 request	2019-20 request	Change
Annual Operating Grant			\$ 15,000	\$ 17,500	\$ 20,000	
Contestable/Transition Grants	\$ 5,000	\$ 10,000				
Rent Concession			\$ 5,217	\$ 5,217	\$ 5,217	
<b>Total</b>	<b>\$ 5,000</b>	<b>\$ 10,000</b>	<b>\$ 20,217</b>	<b>\$ 22,717</b>	<b>\$ 25,217</b>	

### The report

VN's report is detailed and sound.

In addition to connecting volunteers with non-profit organisations, VN provides professional development training and capacity building within the sector. This is a valued service for the district, especially given the aging of volunteers and traditional volunteering roles no longer being as appealing. There is a need to rethink how volunteering can work with current and future generations, and VN is best placed to address this growing concern.

VN relies mostly on grants (87% of total income), and tries to diversify its income with a good funding strategy, annual fees for registering organisations, interest earned on cash reserves and in-kind support from the business sector. They have also commenced an endowment fund administered by the Northland Foundation.

### The financials

Volunteering Northland has made modest surpluses to build up their cash reserves for business continuity.

For year ended 31 July (figures are rounded)	2017	2016
Income	\$124,000	\$95,000
Expenditure	\$114,000	\$70,000
Profit/loss	\$10,000	\$25,000
Current assets	\$134,000	
Current liabilities	\$84,000	
Accumulated funds	\$54,000	

## The people

VN states that volunteering opportunities advertised often include multiple positions for each role so the actual number is significantly higher. The number of referrals also does not include self-referrals.

	<b>2017</b>	<b>2016</b>
Staff	3 (1.3 FTE)	2 (1.0 FTE)
Volunteers	14 (0.6 FTE)	12 (0.5 FTE)
Volunteer hours/week	23	22
Opportunities advertised	372	329
Volunteer referrals	1,248	750

## Anawhata Museum Trust – Packard Museum

### Recommendation

- **\$7,080 (no change to indicative figure given)**

This level of funding is consistent with other similar sized, private-collection museums in the district that Council supports.

### The request

Anawhata Museum Trust is requesting an increase of 114% to open 6 days a week over the summer period and hire another tour guide. The museum is currently open 4 days a week for guided tours only. These tours typically take 2-3 hours and cost \$20 per adult and \$10 per child.

In addition to grant income, the Trust generates its own income of approximately \$75,000.

Anawhata Museum Trust	2015-16	2016-17	2017-18	2018-19 request	2019-20 request	Change
Annual Operating Grant			\$ 7,000	\$ 15,000	\$ 15,000	
Contestable/Transition Grants	\$ 2,500	\$ 5,000				
<b>Total</b>	<b>\$ 2,500</b>	<b>\$ 5,000</b>	<b>\$ 7,000</b>	<b>\$ 15,000</b>	<b>\$ 15,000</b>	

### The report

The Trust's report was satisfactory.

### The financials

The Trust broke even in 2017, due to employee related costs doubling. However, there is no change to the number of staff noted.

For year ended 30 June (figures are rounded)	2017	2016
Income	\$148,000	\$118,000
Expenditure	\$148,000	\$91,000
Profit/loss	\$0	\$27,000
Current assets	\$5,000	\$6,000
Current liabilities	\$49,000	\$47,000
Accumulated funds	\$1,053,000	\$1,052,000

### The people

Staff and volunteer numbers are steady. Visitor numbers have increased following approaches to schools and other changes to marketing. Based on total expenditure, it cost \$65 per visitor in 2017. Council's contribution was \$3.

	2017	2016
Staff	2.5 FTE	2.5 FTE
Volunteers	2.3 FTE	2 FTE
Volunteer hours/week	90	80
Visitor numbers	2,273	1,705

## Hikurangi Historical Museum Society

### Recommendation

- **\$6,000 (no change to indicative figure)**

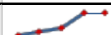
This level of funding meets the Society's expectations and is consistent with other similar sized museums in the district that Council supports.

Staff recommend that the Society considers changing from audited accounts to reviewed accounts, using a volunteer reviewer, to save \$1,700 per year.

### The request

Hikurangi Historical Museum Society preserves the history of the Hikurangi area including several historic buildings. Entry to the museum is by donation.

The Society has requested no change to their indicative figure of \$6,000.

Hikurangi Historical Museum	2015-16	2016-17	2017-18	2018-19 request	2019-20 request	Change
Annual Operating Grant	\$ 5,316	\$ 5,447	\$ 5,550	\$ 6,000	\$ 6,000	

In addition, the Society receives a 100% lease concession (value not available at time of writing).

### The report

The Society's report was basic but satisfactory.

### The financials

The Society operates on a very small budget that they manage well. A decline in visitor numbers and therefore donations, along with ongoing maintenance costs is affecting their financial viability.

For year ended 30 June (figures are rounded)	2017	2016
Income	\$6,697	\$7,576
Expenditure	\$8,436	\$7,593
Profit/loss	-\$1,739	-\$17
Current assets	\$22,860	
Current liabilities	\$1,881	
Accumulated funds	\$211,472	

The Society paid audit fees of \$1,663, which is not a requirement for an organisation of this size.

### The people

The Museum is 100% volunteer-run. The struggle to maintain volunteer numbers is a challenge for them.

Based on total expenditure, it cost \$28 per visitor last year. Council's contribution was \$18.

	2017	2016
Staff	0	0
Volunteers	13	11
Volunteer hours/week	10	10
Visitors	300	463

## Jack Morgan Museum Inc.




### Recommendation

- **\$4,000 (a decrease of \$1,060 on indicative figure)**

Jack Morgan Museum struggles to meet minimum reporting and application requirements, in particular with providing visitor numbers from year to year and demonstrating benefit to the District. This recommendation reflects the need to improve in this area. Their financial position indicates this will not have an adverse effect on their operations.

### The request

Jack Morgan Museum did not provide an application form despite repeat requests, but they did submit a report and an invoice for the current funding level, so it is assumed no change was requested.

Jack Morgan Museum Inc.	2015-16	2016-17	2017-18	2018-19 request	2019-20 request	Change
Annual Operating Grant			\$ 5,000	\$ 5,000	\$ 5,000	
Contestable/Transition Grants	\$ 2,500	\$ 5,000				
<b>Total</b>	<b>\$ 2,500</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>	

### The report

The report lacks detail, despite being simplified on previous reporting requirements.

### The financials

The Society operates within its budget and usually makes a small surplus.

For year ended 31 March (figures are rounded)	2017	2016
Income	\$20,000	\$14,000
Expenditure	\$12,000	\$12,000
Profit/loss	\$8,000	\$2,000
Current assets	\$64,000	
Current liabilities	\$0	
Accumulated funds	\$218,000	

The Society state in their financial statements that for the year ended 31 March 2017 they received a "WDC Operational Grant (toilets)" of \$8,145. To clarify, due to timing, this includes the 2015-16 Transition Fund grant and the 2016-17 Annual Operating grant. They are also reimbursed for cleaning materials, which is around \$600 per year.

### The people

The Museum is 100% volunteer-run. The Society continues to not track visitor numbers, making it difficult to ascertain value to the district.

	2017	2016
Staff	0	0
Volunteers	20	39
Volunteer hours/week	80	50-60
Visitor numbers	Not provided	

## Northland Society of Arts – Reyburn House

### Recommendation

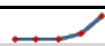
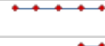

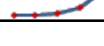
- **\$10,470 (no change to indicative figure)**

A continuation of current funding levels reflects the addition of the mowing in-kind support, and the total funding 'package' is consistent with Council's support of other similar organisations.

### The request

Northland Society of Arts (NSA) are requesting a significant increase in funding. This is to replace volunteer support with paid employees, in particular, an office manager from 2019-20.

Recently, NSA requested support with the mowing of the lawns at Reyburn House. The heritage gardens continue to be looked after by NSA, although they now pay for this to be done. Council's Parks and Recreation team have agreed to cover the cost of mowing as part of the Hatea Loop maintenance contract.

Northland Society of Arts	2015-16	2016-17	2017-18	2018-19 request	2019-20 request	Change
Annual Operating Grant	\$ 9,917	\$ 10,160	\$ 10,353	\$ 20,000	\$ 50,000	
Rent Concession	\$ 42,000	\$ 42,000	\$ 42,000	\$ 42,000	\$ 42,000	
Mowing In-Kind Support			\$ 1,500	\$ 4,000	\$ 4,000	
<b>Total</b>	<b>\$ 51,917</b>	<b>\$ 52,160</b>	<b>\$ 53,853</b>	<b>\$ 66,000</b>	<b>\$ 96,000</b>	

NSA generate approximately \$40,000 of their income.

### The report

NSA's report was satisfactory.

### The financials

The 2017 financial performance report is not available yet. NSA operates within its budget.

For year ended 31 Dec (figures are rounded)	2016	2015
Income	\$63,000	\$52,000
Expenditure	\$60,000	\$52,000
Profit/loss	\$3,000	\$0
Current assets	\$86,000	
Current liabilities	\$23,000	
Accumulated funds	\$391,000	

### The people

The Society is currently 100% volunteer-run. Based on 2016 figures, it cost \$5 per visitor to run the House, and Council's operating grant contributed 17% against expenditure (total Council contribution was 87%).

	2017	2016
Staff	0	0
Volunteers	30	30
Volunteer hours/week	250	140
	<i>Part year*:</i>	<i>Full year:</i>
Exhibitions	10	14
Visitor numbers	7,102	12,248
Studio users	128	Unknown

\* Data provided is for July 2017 – February 2018

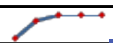
## Te Kowhai Print Trust

### Recommendation

- **\$7,080 (no change to indicative figure)**

### The request

Te Kowhai Print Trust are requesting a continuation of current funding levels.

Te Kowhai Print Trust	2015-16	2016-17	2017-18	2018-19 <i>request</i>	2019-20 <i>request</i>	Change
Annual Operating Grant	\$ 3,000	\$ 6,000	\$ 7,000	\$ 7,080	\$ 7,080	

### The report

The Trust's report is detailed and sound.

The Trust is funded 75% by grants. It receives approximately \$45,000 in other grant income, and generates the remainder from class fees, donations, studio hire and sales. They are investigating other funding streams including artist residencies to commence in 2018.

This operating grant has supported the provision of a dedicated community print studio, delivery of 19 workshops and classes, a youth scholarship programme, exhibitions and events. A Print Archive is being collated for appropriate long term storage.

### The financials

The Trust operates within its budget with modest surpluses.

For year ended 31 March (figures are rounded)	2017	2016
Income	\$72,000	\$63,000
Expenditure	\$70,000	\$58,000
Profit/loss	\$3,000	\$5,000
Current assets	\$41,000	
Current liabilities	\$8,000	
Accumulated funds	\$162,000	

### The people

Based on total expenditure, it cost \$180 per participant to deliver the Trust's services. Council's contribution was \$18.

	2017	2016
Staff	1 (0.7 FTE)	1
Volunteers	16 (0.25 FTE)	16
Volunteer hours/week	10	10
Workshops/classes	19	25
Events/other	7	8
Participants	388	Unknown

## Whangarei District Brass Inc.

### Recommendation

- **\$800 (a decrease of \$215 on indicative figures)**

Whangarei District Brass struggles to meet minimum reporting and application requirements, in particular with providing engagement and audience numbers from year to year and demonstrating benefit to the District. This recommendation reflects the need to improve in this area. Their financial position indicates this will not have an adverse effect on their operations.

### The request

Whangarei District Brass are requesting existing funding levels for 2018-19, and an increase of \$500 in 2019-20.

Whangarei District Brass	2015-16	2016-17	2017-18	2018-19 request	2019-20 request	Change
Annual Operating Grant			\$ 1,000	\$ 1,015	\$ 1,500	
Contestable/Transition Grants	\$ 500	\$ 1,000				
<b>Total</b>	<b>\$ 500</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>	<b>\$ 1,015</b>	<b>\$ 1,500</b>	

### The report

The Society has not provided data on performance and audience numbers, making it difficult to ascertain value to the district. The report lacks detail.

The Society generates about \$3,000 in hall hire income, and about \$2,200 from performance fees/fundraising. Grants and donations make up 66% of their income.

### The financials

The Society generally keeps within its modest budget.

For year ended 30 June (figures are rounded)	2017	2016
Income	\$19,000	\$11,000
Expenditure	\$14,000	\$13,000
Profit/loss	\$5,000	-\$2,000
Current assets	\$38,000	
Current liabilities	\$0	
Accumulated funds	\$38,000	

### The people

The Society states that they have no paid staff, however the musical director receives \$2,000 per annum as his fee.

	2017	2016
Staff	0	0
Volunteers	33	9
Volunteer hours/week	100	14
Performance and audience data	Unknown	

## Sistema Whangarei

### Recommendation

- **\$17,695 (no change to indicative)**

Sistema Whangarei is already well supported by Council at 22% of expenditure, and this is comparable to similar organisations that we fund.

### The request

Sistema Whangarei are seeking an increase of \$1,000 in 2018-19 for increased office costs, and a further \$515 in 2019-20 for increased transportation and tutor hours.

Sistema Whangarei	2015-16	2016-17	2017-18	2018-19 request	2019-20 request	Change
Annual Operating Grant			\$ 17,500	\$ 18,695	\$ 19,210	
Contestable/Transition Grants	\$ 7,500	\$ 15,000				
<b>Total</b>	<b>\$ 7,500</b>	<b>\$ 15,000</b>	<b>\$ 17,500</b>	<b>\$ 18,695</b>	<b>\$ 19,210</b>	

### The report

Sistema's report is satisfactory. It shows good collaboration with the community, with their Sistema NZ network, and with national and international visiting artists.

Sistema continues to offer orchestral music training to youth, which naturally includes life skills such as leadership, expression, and collaboration. Of particular note, the Trust has 18 teenagers gaining experience as teachers and mentors.

The Trust regularly applies for other grant funding, and has been successful with grants totalling \$30,000. They have set up a fundraising group from amongst the parents.

Their afterschool programme runs 3 times per week. They also run in-school programmes of approximately 8 times per week during terms, and a whole class orchestra of 7 times per year. Some of this is funded by the schools. Sistema works with 6 schools, mostly decile 1 and 2.

Parental survey results show good improvements in concentration, self-esteem, behaviour and mood of the children involved in Sistema.

### The financials

Sistema is wholly dependent on grants and donations, with only 3% earned by other means. This is their first financial report as their own charitable trust (in 2016 Sistema was under the umbrella of Whangarei Youth Music).

For year ended 31 Dec (figures are rounded)	2017	2016
Income	\$104,000	\$62,000
Expenditure	\$81,000	\$69,000
Profit/loss	\$23,000	-\$7,000
Current assets	\$36,000	
Current liabilities	\$16,000	
Accumulated funds	\$66,000	

### The people

Based on total expenditure, it cost \$770 per core programme student for the year. Council's contribution was \$167.

	2017	2016
Staff	7 (1.6 FTE)	5 (1.5 FTE)
Volunteers	20 (1.5 FTE)	28 (2.1 FTE)
Students in core programme	105	94
Students in school programme only	56	29


## Northland Youth Theatre Trust

### Recommendation

- **\$13,505 (no change to indicative)**

### The request

Northland Youth Theatre Trust (NYT) are requesting a continuation of current funding levels.

Northland Youth Theatre Trust	2015-16	2016-17	2017-18	2018-19 request	2019-20 request	Change
Annual Operating Grant	\$ 9,917	\$ 10,160	\$ 13,353	\$ 13,505	\$ 13,505	

### The report

NYT's report is good, but more detailed than it needs to be for this level of funding.

NYT continue to seek other sources of income and have had some success with grant funding. They have increased their venue hire and are implementing snack sales at performances. They run weekly drama classes for various age groups, along with script writing and improvisation, and specialist workshops.

Performances for the year were Te Waioira, Shots Fired, Fright NYTe, as well as two class performances for cast family members, and roving performers at the Christmas in the Park. NYT also collaborated with NZ Police and Civil Defence & Emergency Management on a Civil Defence film project 'Expect the Unexpected'.

### The financials

NYT are 76% funded by grants. They generate about \$15,000 from classes, \$9,000 from performances and \$10,000 from other sources.

For year ended 31 March (figures are rounded)	2017	2016
Income	\$140,000	\$102,000
Expenditure	\$141,000	\$92,000
Profit/loss	-\$1,000	\$10,000
Current assets	\$63,000	
Current liabilities	\$0	
Accumulated funds	\$100,000	

### The people

Based on total expenditure, it cost approximately \$562 per youth involved in classes and shows. Council's contribution was \$53.

	2017	2016
Staff	2 (1.0 FTE)	2 (1.0 FTE)
Volunteers	Variable	Variable
Class attendance	128	
Show performers	123	
Audiences	1,165	

## 2018-19 Annual Operating Fund

### Application Summaries – Level 2

Level 2 applicants are those receiving between \$20,000 and \$100,000 from the Annual Operating Fund.

They have a higher level of reporting than Level 1 applicants and are expected to have strategic business plans, annual reports and budgets, suitable for their organisation.

**Overall, these applicants demonstrate less need for Council funding.**

Five of the six applicants made surpluses in the last two years, and some have significant accumulated funds. The sixth, Citizens Advice Bureau made a small loss, likely to be recouped with the 100% rent concession granted last year.

Applicant	Recommendation Change	Recommended Amount
Waipu Centennial Trust Board (Waipu Museum)	A <b>decrease</b> of \$5,000 Merging of two grants	\$75,000
Citizens Advice Bureau Whangarei	No change to indicative figure	\$55,000
Northland Craft Trust (Quarry Arts Centre)	No change to indicative figure	\$50,045
Whangarei Quarry Gardens Trust	No change to indicative figure	\$38,205
Mangakahia Sports Ground Society Inc.	A <b>decrease</b> of \$5,000	\$22,955
Ruakaka Recreation Centre Inc.	No change to indicative figure \$10,000 <b>one-off</b> grant	\$34,860 TBD
<b>Totals for this group</b>	<b>Net decrease of \$10,000</b> <b>Or nil impact if including one-off grant from this Fund.</b>	<b>\$276,065</b>

## Waipu Centennial Trust – Waipu Museum

### Recommendation

- **\$75,000 (a decrease of \$5,000 on indicative figure)**

The Trust makes a profit year to year and has accumulated funds of \$1.13m. As such, staff recommend a reduction in their operating grant for 2018. The Trust's financial performance and position indicate that this will have no adverse effect on their ability to operate.




- **That grants for the museum and Art'n'Tartan should merge, and the total funding package is considered when the Annual Events Fund is before Committee in May.**

Waipu Centennial Trust receives an operating grant for Waipu Museum and a separate annual grant for the event Art'n'Tartan. It is recommended that these no longer be considered separately.

Both sets of grants are represented in the below table for clarity.

### The request

Waipu Centennial Trust Board was approved a stepped increase in operating funding last year to engage a Collections Manager. They have requested no change to the figure indicated for 2018-19 (\$80,000), but another increase for 2019-20. They have received good increases in funding over recent years for both operations and event.

Entity	2015-16	2016-17	2017-18	2018-19 request	2019-20 request	Change
Museum	\$57,459	\$63,867	\$75,080	\$ 80,000	\$ 90,000	
Art'n'Tartan	\$10,000	\$10,000	\$15,000	\$ 15,170	\$ 15,170	
<b>Total</b>	<b>\$67,459</b>	<b>\$73,867</b>	<b>\$90,080</b>	<b>\$ 95,170</b>	<b>\$ 105,170</b>	

### The report

The Trust's report is satisfactory.

In addition to museum admission fees and services, the Trust generates income from shop sales and profits made from their fundraising events.

They have implemented a more targeted marketing approach, which has resulted in an increase in museum visitors from 5,000 to 7,000.

The Trust has significant development plans for the Museum and Heritage Precinct, estimated at \$2.8m. It is not stated how this development will be funded, nor what impact it will have on ongoing operating expenses and museum income.

### Art'n'Tartan

The Trust receives an annual Council grant for their fundraising event Art'n'Tartan. As discussed last year, this is in conflict with Council's Grants, Concessions and Loans Policy, which states we generally only fund an organisation once per year and that we do not fund for fundraising purposes.

It will be proposed, therefore, to cease separate funding for Art'n'Tartan, absorbing it into the operating grant for the Museum. Art'n'Tartan is set for consideration by the Committee in May for the Annual Events Fund round, and this recommendation will be put forward then.

### The finances

The following relates to all the Trust's activities. The annual Art'n'Tartan and the biennial show are fundraisers for the museum.

For year ended 31 March (figures are rounded)	2017	2016
Income	\$403,000	\$427,000
Expenditure	\$367,000	\$378,000

Profit/loss	\$36,000	\$49,000
Current assets	\$600,000	
Current liabilities	\$116,000	
Accumulated funds	\$1,126,000	

### The people

Based on the Trust's total expenditure, it costs \$51 per person to visit the museum. Council's contribution to this was \$12 per person.

	<b>2017</b>	<b>2016</b>
Staff	5 (2.8 FTE)	4 (2.6 FTE)
Volunteers	109 (8.8 FTE)	105 (8.5 FTE)
Volunteer hours/week	325	319
Visitor numbers – museum	7,239	5,208
Visitor numbers – general	36,052	33,422

The museum's shop receives over 5 times as many visitors as the museum itself. These are mostly seeking visitor information. Council may wish to consider if a contract for services or a full service i-Site is a more suitable approach.

## Citizens Advice Bureau Whangarei Inc

### Recommendation

- **\$55,000 (no change to indicative figure given)**




In recognition of the increased rent concession, the previously advised indicative figure is recommended. It is still an increase of \$5,000 on the 2017-18 funding level.

### The request

Citizens Advice Bureau Whangarei deliver on community well-being, providing free, impartial advice and advocacy to over 6,000 residents and potential migrants to the district.

CAB are requesting \$60,000 for 2018-19 (indicative figure was \$55,000) and a further increase for the following year. This is to meet current budget deficit and resourcing demand.

In addition to the operating grant, CAB moved to a 100% rent concession this year (was approximately 15%) as part of the Old Municipal Building community hub concessions. This is worth \$15,700.

Entity	2015-16	2016-17	2017-18	2018-19 request	2019-20 request	Change
CAB	\$45,190	\$46,297	\$50,000	\$ 60,000	\$ 65,000	
Rent concession	\$ 1,500	\$ 1,500	\$15,700	\$ 15,700	\$ 15,700	
<b>Total</b>	<b>\$46,690</b>	<b>\$47,797</b>	<b>\$65,700</b>	<b>\$ 75,700</b>	<b>\$ 80,700</b>	

### The report

CAB's report is good.

In addition to government contracts and grants, CAB received approximately \$8,000 in other funding. They are cultivating relationships with Foundation North and Southern Trust as potential new sources of funding.

CAB acknowledge that, due to the type of work they do and their need to be impartial, grant funding is their only real means of income.

### The finances

CAB have operated at a loss the last two years.

For year ended 30 June (figures are rounded)	2017	2016
Income	\$78,075	\$80,339
Expenditure	\$89,392	\$83,194
Profit/loss	-\$11,317	-\$2,854
Current assets	\$49,000	
Current liabilities	\$14,000	
Accumulated funds	\$49,000	

### The people

CAB note in their annual report that their enquiry numbers are continuing a slow downward trend, due to "a more digitally able generation [that] is taking advantage of our website".

Based on the Trust's total expenditure and number of enquiries, it cost \$13 per person to access CAB's services last year. Council's contribution to this was \$9 per person.

	2017	2016
Staff	3 (1.3 FTE)	2 (1.1 FTE)
Volunteers	43 (5.3 FTE)	40 (3 FTE)
Enquiry numbers	6,635	6,834
Workshops held	37	35

## Northland Craft Trust – Quarry Arts Centre

Northland Craft Trust delivers arts and culture for the district, offering a range of classes, services, events and exhibitions in a unique bohemian setting.

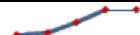
### Recommendation

- **\$50,045 (no change to indicative figure)**

Northland Craft Trust has made a profit the last two years, and were granted a 22% increase in funding last year to recruit a workshop coordinator.

### The request

The Trust request an additional \$10,000 (indicative figure was \$50,045) to enable them to bring their workshop coordinator up to full-time.

Entity	2015-16	2016-17	2017-18	2018-19 request	2019-20 request	Change
Quarry Arts	\$37,829	\$38,756	\$49,492	\$ 60,045	\$ 60,945	

### The report

The Trust presented an excellent report.

Quarry Arts Centre generates most of their own income (76%) from workshop fees, sales and studio hire. They have taken steps to diversify their income further, by converting underutilised space for an additional gallery, selling merchandised bags, and – most significantly – becoming the sole New Zealand distributor for a range of ceramics glazes and tools and selling these by mail-order.

The Trust has some significant development planned including a new building by 2021, 'bunker' and kitchen upgrades, and driveway, lighting, gardens and wetlands development. It is unclear how this development is to be funded, and what impact it may have on their operating budget.

### The finances

The Trust has made a profit in the last two years, and has reserves tagged for the facility development.

For year ended 30 June (figures are rounded)	2017	2016
Income	\$298,000	\$311,000
Expenditure	\$263,000	\$290,000
Profit/loss	\$34,000	\$21,000
Current assets	\$178,000	
Current liabilities	\$20,000	
Accumulated funds	\$720,000	

### The people

The number of enrolments has increased significantly.

Based on the Trust's total expenditure, it cost \$306 per enrolment to access the Centre's workshops and activities. Council's contribution to this was \$58 per enrolment.

	2017	2016
Staff	5 (3.5 FTE)	3 (2.5 FTE)
Volunteers	10 (2.3 FTE)	6 (1.5 FTE)
Enrolments	859	529
Workshop days	5,135	4,174
One-off events	21	24

## Whangarei Quarry Gardens Trust

### Recommendation





- **\$38,205 (no change to indicative figure)**

Whangarei Quarry Gardens Trust are in a strong position, with good levels of reserves and profits made. As such, a continuation of current funding levels is recommended.

### The request

The Trust is requesting an increase of \$7,215 to \$45,000 and a further increase in 2019. This is for increased maintenance costs (for the new visitors centre and the impact of higher visitor numbers on the gardens themselves) and to employ a youth landscaping apprentice.

In addition to the annual operating grant, the Trust receives a grant for services to district parks and reserves, and a contribution to their audit fees.

Whangarei Quarry Gardens Trust	2015-16	2016-17	2017-18	2018-19 request	2019-20 request	Change
Annual Operating Grant	\$ 36,193	\$ 37,080	\$ 37,785	\$ 45,000	\$ 55,000	
WDC services grant for parks and reserves	\$ 57,000	\$ 57,000	\$ 58,000	\$ 58,000	\$ 58,000	
Other - audit fees contribution		\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	
<b>Total</b>	<b>\$ 93,193</b>	<b>\$ 100,080</b>	<b>\$ 101,785</b>	<b>\$ 109,000</b>	<b>\$ 119,000</b>	

### The report

The Trust's report is excellent.

To diversify their income streams, the Trust has made improvements to fundraising events, increased coverage of reception, and promoted guided and golf cart tours. They have also been more active on social media and continue to make strong connections with industry and community groups.

The Trust's business plan is well thought out with some good goals. However, the draft budget for 2018-19 shows no change in income or expenditure from 2017-18, despite expected increases in visitor numbers, and planned projects. The budget forecasts a surplus of \$19,000.

### The finances

The Trust has made significant profit in the last two years, and has significant accumulated funds of \$1.58m.

For year ended 30 June (figures are rounded)	2017	2016
Income	\$242,000	\$485,000
Expenditure	\$186,000	\$140,000
Profit/loss	\$55,000	\$345,000
Current assets	\$126,000	
Current liabilities	\$11,000	
Accumulated funds	\$1,580,000	

### The people

Based on total expenditure and visitor numbers, it cost \$4 per visitor to run the Gardens. Council's operating grant contributed 20% against expenditure (total contribution was 55%).

	2017	2016
Staff	2 (1.4 FTE)	2 (1.25 FTE)
Volunteers	30 (6.2 FTE)	35 (3.5 FTE)
Visitors*	50,000	40,000
Events	34	27

\* Note that last year's report indicated 19,000 visitors for 2016. The Trust is looking to install a digital counter for accuracy. An explanatory note is attached to their application.

## Mangakahia Sports Ground Society Inc

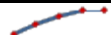


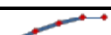
### Recommendation

- **\$22,955 (a decrease of \$5,000 on indicative funding level)**

Mangakahia Sports Ground Society is in a strong position, has excellent governance and planning, and continues to become more self-sufficient. Their reliance on council funding is decreasing. As such, the recommendation reflects the profits made and expected growth in income. This would reduce Council's contribution from 29% to 24% of expenditure (excluding Parks' contributions).

### The request

The Society is not seeking an increase in funding, and have been happy with the status quo for many years. They also receive a mowing grant and have a Parks' ground lease of \$1 per year. The value of the concession is currently \$500 per year.

Mangakahia Sports Ground Society	2015-16	2016-17	2017-18	2018-19 request	2019-20 request	Change
Annual Operating Grant	\$ 26,480	\$ 27,129	\$ 27,644	\$ 27,955	\$ 27,955	
Parks Lease Concession*	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	
Parks Mowing Grant	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	
<b>Total</b>	<b>\$ 32,980</b>	<b>\$ 33,629</b>	<b>\$ 34,144</b>	<b>\$ 34,455</b>	<b>\$ 34,455</b>	

### The report

The Society presented a good report.

The Society does very well in generating its own income from club levies, facility users and fundraising. Improvements made last year to their livestock fundraising scheme and the marketing of the venue has resulted in a significant increase in profit.

They plan on more revenue generation improvements, facility upgrade projects and the installation of a playground. They received a Pub Charity grant for the upgrade of their bar lounge.

### The finances

The Society's financial statements show surpluses are made each year and they have significant accumulated funds of \$1.4m. Their plans for further income generation improvements will likely continue this trend.

For year ended 30 June (figures are rounded)	2017	2016
Income	\$167,000	\$114,000
Expenditure	\$96,000	\$97,000
Profit/loss	\$71,000	\$16,000
Current assets	\$61,000	
Current liabilities	\$4,000	
Accumulated funds	\$1,396,000	

### The people

Based on total expenditure, it cost \$10 per facility user to run the centre. Council's annual operating grant contributed \$3.

	2017	2016
Staff	3 (0.4 FTE)	3 (0.4 FTE)
Volunteers	48 (6.5 FTE)	48 (6.5 FTE)
Facility users	9,860	8,250
Regular events	510	422
One off events	8	5

## Ruakaka Recreation Centre Inc.

### Recommendations




- **\$34,860 (no change to indicative figure)**

Council contributed 33% against the Society's expenditure, more than similar organisations Council supports.

- **\$10,000 one-off grant for bathroom upgrade and/or carpet replacement (with condition set)**

The Committee could approve a one-off grant from the Annual Operating Fund to support the Society's upgrade needs. It reflects that the Society has not had a significant increase for some time, and is an important hub for the Ruakaka community. It also reflects the need for the Society to generate more income themselves and to invest more of its own funding into repairs and maintenance. This grant should be given on the condition that the Society match this grant from their cash assets.

### The request

Ruakaka Recreation Centre	2015-16	2016-17	2017-18	2018-19 request	2019-20 request	Change
Annual Operating Grant	\$ 33,024	\$ 33,833	\$ 34,476	\$ 60,000	\$ 65,000	
Parks Lease Concession*	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	
<b>Total</b>	<b>\$ 33,524</b>	<b>\$ 34,333</b>	<b>\$ 34,976</b>	<b>\$ 60,500</b>	<b>\$ 65,500</b>	

### The report

The Society's report is satisfactory.

Ruakaka Recreation Centre provides a low-cost community facility for sport and recreation. They continually strive for additional financial support for upgrades and maintenance.

The Centre and its surrounding facilities are an important asset for the Ruakaka and wider Bream Bay community, and the facility needs attention to remain viable as well as healthy and safe for its users.

Council's operating grant and funding guidelines do not specify the level of building maintenance and upgrades that it may support.

The Society has taken some steps to help themselves by seeking alternative funding for some maintenance and development work, including receiving \$71,000 from Foundation North for a new roof. They have held some fundraising events, introduced a gym loyalty programme and increased their advertising. They do not appear to have sought ongoing income streams for operating expenses.

Their gym rates are very low at \$2 per day casual. Despite quoting that usage has doubled\* from 2016, gym income is noted as having decreased.

The Society's committee is small and may benefit from having some additional business expertise introduced.

### The finances

The Society's income and expenditure levels are very steady, and they continue to make a profit. They have reserves of almost \$1m.

No funds are allocated in their budget to building repairs and maintenance, and general R&M is reduced from \$24,000 to \$8,000.

For year ended 31 March (figures are rounded)	2017	2016
Income	\$127,000	\$127,000
Expenditure	\$106,000	\$104,000

Profit/loss	\$21,000	\$23,000
Current assets	\$77,000	
Current liabilities	\$47,000	
Accumulated funds	\$999,000	

### The people

Based on total expenditure and facility users, it cost \$2 per user to run the facility.

	<b>2017</b>	<b>2016</b>
Staff	2 (1.0 FTE)	2 (1.0 FTE)
Volunteers	9 (3.0 FTE)	6 (2.0 FTE)
Facility users*	44,440	22,017
Regular events	39	18
One off events	10	6



## 2018-19 Annual Operating Fund

### Application Summaries – Level 3

Level 3 applicants are those receiving over \$100,000 per year from the Annual Operating Fund.

These applicants are required to report at a higher level. For Creative Northland, KPIs were introduced for 2017-18 in response to the Martin Jenkins report outcomes.

**Overall, this group shows strong reliance on Council for funding and for guidance.**

Council may need to consider forms of support other than funding, including sector development and building capability.

It highlights the need for Council to consider its relationships with these organisations, and the need for a robust arts, culture and heritage sector strategy. Such strategies should lead into and be reflected in Council's Long Term Planning cycles, and be aligned with regional strategies and objectives.

Applicant	Recommended change to indicative figures	Recommended Amount
Creative Northland	A <b>decrease</b> of \$60,570	\$133,000
Whangarei Art Museum	An <b>increase</b> of \$25,000	\$390,000
Whangarei Museum and Heritage Trust (Kiwi North)	An <b>increase</b> of \$20,000	\$424,450
<b>Totals for this group</b>	<b>Net decrease of \$15,570</b>	<b>\$947,450</b>

## Creative Northland

### Recommendation

- **\$133,000 (a decrease of \$60,570)**

Creative Northland has not achieved many of the performance measures and expectations that Council had set for 2017-18. Of the 16 measures for July-December 2017 and January-June 2018, staff have assessed these as:

- 4 completed, 2 likely to complete
- 4 marginally complete, needing improvement
- 4 not complete and 3 not likely to complete

Some of these have more weighting and importance than others. It was made clear that failure to meet these expectations would result in an impact on funding. A decrease in funding is therefore recommended.

However, determining what this should be is difficult and will likely impact on what Creative Northland can deliver going forward.


It is proposed to reduce funding by approximately a third in reflection of the level of performance.

Council needs to be clear on what success looks like for Creative Northland and therefore how it can return to the current level of funding.

It is also advised that Council makes time to discuss what arts and culture sector support is required and how best it can be achieved.

### The request

Creative Northland (CN) request a continuation of current funding levels.

Creative Northland	2015-16	2016-17	2017-18	2018-19 request	2019-20 request	Change
Annual Operating Grant	\$ 188,940	\$ 193,570	\$ 193,570	\$193,570	\$ 193,570	

### The report

CN are also funded by grants from NRC and Foundation North, along with project-specific grants for the annual Youth Summit. They also receive income from artist and stallholder fees, sponsorship of events and commission on sale of art works.

CN is not fully up to date with their Charities and Incorporated Societies registers. This is a specified requirement of this Fund.

On considering the AOF grant in April 2016, Council requested a review of Creative Northland's service offering and value for money. This review was conducted by Martin Jenkins consulting firm and the report was presented to Council in April 2017. The report made several recommendations, which included developing a Service Level Agreement between WDC and CN, and developing performance measures for CN for the 2017-18 funding year. These were put in place and it was made clear to CN that failure to meet these performance measures will impact their levels of funding.

A key outcome for Council was the delivery of the ten-year arts, culture and heritage strategy. By agreement with the General Manager of Community, an extension was given to 30 June for the draft strategy to be presented.

Attached is:

- CN's report against their performance measures, along with supporting documentation
- Staff's assessment of CN's performance against those measures
- Supporting documentation:
  - SLA
  - Progress report against Martin Jenkins report recommendations
  - Feedback notes on quarterly reporting

## The finances

CN's 2017 audited accounts were not completed in time for this report, so 2016 is provided.

<b>For year ended 30 June (figures are rounded)</b>	<b>2016</b>	<b>2015</b>
Income	\$356,000	\$581,000
Expenditure	\$633,755	\$489,000
Profit/loss	<b>-\$278,000</b>	\$92,000
Current assets	\$225,000	
Current liabilities	\$62,000	
Accumulated funds	\$185,000	

## The people

CN have 6 staff, totalling 4.4 FTE, and 1 volunteer for 2 hours per week (0.05 FTE).

There is no data or evidence presented to show impact.

## Whangarei Art Museum

### Recommendation

- **\$390,000 (an increase of \$25,000)**

Whangarei Art Museum present a good case for an increase in funding, backed up the Martin Jenkins review last year. The amount recommended is within the budget of the Annual Operating Fund, without impacting on other organisations in the Fund in current and future years.

A one-off grant could be given based on the overall movement in the Fund budget.

Addressing the lack of visibility and building limitations through other Council means is another tangible way Council could support WAM.

### The request

Whangarei Art Museum (WAM) were given an indicative figure for 2018-19 of \$337,000 plus an additional \$28,000 subject to matching this from other funding sources, totalling \$365,000.

WAM request a significant increase to \$457,000 for 2018-19 and inflation adjustment in 2019-20.

Whangarei Art Museum	2015-16	2016-17	2017-18	2018-19 request	2019-20 request	Change
Annual Operating Grant	\$ 277,684	\$ 310,000	\$ 337,000	\$457,000	\$ 466,000	
Rent Concession	\$ 171,175	\$ 171,175	\$ 176,175	\$176,175	\$ 176,175	
<b>Total</b>	<b>\$ 448,859</b>	<b>\$ 481,175</b>	<b>\$ 513,175</b>	<b>\$ 633,175</b>	<b>\$ 642,175</b>	

### The report

WAM's report is excellent. They have prepared a sound business case to support their request.

The funding increase of \$120,000 on current levels seeks to add 1 FTE, provide additional exhibitions, some overheads, and governance and board support.

### The finances

Much of WAM's income and resulting surpluses are related to the Hundertwasser Wairau Maori Arts Centre (HWMAC) (refer page 3 of financial statements).

For year ended 30 June (figures are rounded)	2017	2016
Income	\$867,000	\$827,000
Expenditure	\$513,000	\$519,000
Profit/loss – WAM + HWMAC	\$354,000	\$308,000
Profit/loss – WAM only	-\$1,000	-\$43,000
Current assets	\$1,541,800	
Current liabilities	\$1,463,000	
Accumulated funds	\$1,281,000	

### The people

Entry to the museum is free. Based on total expenditure, it cost \$34 per visitor to run the museum (HWMAC impact unknown). The annual operating grant contributed \$22 per visitor. Council's total contribution was 100% of expenditure last year.

	2017	2016
Staff	3.0 FTE	2.5 FTE
Volunteers	0.8 FTE	1.4 FTE
Visitors	15,016	12,891
Exhibitions	44	48
Education sessions	5	9

## Whangarei Museum and Heritage Trust (Kiwi North)

### Recommendation

- **\$424,450 (an increase of \$20,000 on indicative figure)**

The amount recommended is within budget of the Annual Operating Fund, without impacting on other organisations in the Fund in current and future years.

- **Council to arrange a review of Whangarei Museum and Heritage Trust (estimated at \$30,000).**

Martin Jenkins consultants conducted reviews of Creative Northland and Whangarei Art Museum. As the Fund's only other recipient of over \$100,000, it would be fair and consistent to conduct a similar review of the Trust. This will help guide Council's future funding decisions for Kiwi North, and guide Kiwi North in areas that may need addressing. Initial discussions with Kiwi North have indicated they are receptive to having a review done. This can be funded from departmental overheads.


A one-off grant could be given based on the overall movement in the Fund budget.

Kiwi North have an existing loan with Council (current balance approximately \$45,000). There may be an opportunity here as another tangible way Council could support the Trust. Council could also investigate low cost support mechanisms, such as a district (or regional) museums visitor pass.

### The request

Whangarei Museum and Heritage Trust incorporates the museum, Mim Ringer Gallery, kiwi and tuatara viewing, the heritage park, and several heritage buildings including Clarke Homestead and Oruaiti Chapel. They also have a number of tenant clubs that the Trust looks after.

The Trust requests increases of \$50,000 for 2018-19 and again in 2019-20. The indicative figure given was \$404,500.

Whangarei Museum and Heritage Trust	2015-16	2016-17	2017-18	2018-19 request	2019-20 request	Change
Annual Operating Grant	\$ 361,930	\$ 370,797	\$ 400,000	\$450,000	\$ 500,000	

The request is for extra resourcing as also noted last year. Last year's increase enabled Kiwi North to hire an exhibitions curator for 0.6 FTE. This year's request is to increase this role to 1.0 FTE and to hire a marketing resource for 0.5 FTE. The further increase in year 2 is to recruit a Collection Manager at 0.8 FTE.

### The report

Kiwi North's report is detailed and of good quality. They demonstrate good efforts in generating and diversifying their income, and increasing visitor numbers. They have achieved a 13% increase in paying visitors in the last year, predominately through connections made with tour operators and good relationship management. Kiwi North collaborates well with other Whangarei organisations for mutual benefit, and continue to seek out new opportunities.

### The finances

The Trust receives operating support from Foundation North of \$50,000, and various capital and project specific grants of around \$60,000. They receive \$65,000 for the LEOTC education programme (Ministry of Education contract), and generate their own income of \$174,000 from admissions and \$57,000 from other sources.

They have reserves of \$2.8m for capital development.

For year ended 30 June (figures are rounded)	2017	2016
Income	\$864,000	\$1,281,492
Expenditure	\$817,000	\$792,000
Profit/loss	\$47,000	\$489,000

Current assets	\$136,000	
Current liabilities	\$121,000	
Accumulated funds	\$4,292,000	

Council's operating grant was 49% of expenditure.

While Council contributes a significant amount to Kiwi North, it is worth remembering the range of facilities that this funding goes to, and the obligations they have in regards to heritage status, museum practice, husbandry, and visitor hosting.

### The people

Kiwi North acknowledge the loss of a key member of their volunteer team and that rebuilding their pool of volunteers will take time. They have additional volunteers for event days.

	2017	2016
Staff	7.8 FTE	7.0 FTE
Volunteers	0.9 FTE	2.1 FTE
POS visitors *	15,213	12,967
Other visitors**	8,264	8,167
<i>Total visitor numbers</i>	<i>23,477</i>	<i>21,134</i>

\* POS visitors are through the point of sale, including ticketed and complimentary (e.g. Friends of Kiwi North).

\*\* Other visitors are those coming into the museum on event days, exhibition openings, hosted evenings, public programmes and venue hire. It does not include numbers that the tenant clubs host.

Based on total expenditure and total visitor numbers, it cost \$35 per visitor to run the entire facility. Council contributed \$17 per person to this.

## **Supporting documentation**

### **2018-19 Annual Operating Fund**

The attached documents relate to the assessment of Creative Northland's Annual Operating Fund application for 2018-19.

It includes:

1 – Staff assessment of Creative Northland's performance against performance measures

2 – Council feedback notes from quarterly report presented November 2017. This was verbally discussed by Cindy Velthuisen with Hinurewa Te Hau and Karen Sidney at a two-hour meeting on 16 November.

3 – Copy of previous agenda 'Reassessment of Annual Operating grant for Creative Northland' dated 29 June 2017. It includes the attachments:

- Progress against Martin Jenkins report findings
- Performance measures 2017-18
- Service level agreement (draft)

**OBJECTIVE 1: To empower and enable Whangarei's creative sector to grow**

Output	Measures	Complete / In Progress / Not Complete
Deliver at least four workshops to upskill the sector in subjects as agreed with the creative sector.	Due: <ul style="list-style-type: none"> <li>2x workshops and evaluation reports by 31 Dec 2017</li> <li>2x consultation reports by 31 Dec 2017</li> </ul>	1 out 4 complete
<i>The sector is supported through practical, hands on workshops to build capability within creative organisations that engage with the public.</i>	To come: <ul style="list-style-type: none"> <li>2x workshops and evaluation reports by 30 June 2018</li> <li>2x consultation reports by 30 June 2018</li> </ul>	Unlikely to complete
<b>Staff comment:</b> One workshop type delivered that meets this measure: Social Media. No evaluation report provided. Others included in report are either not relevant to the objective or are run/belong to another entity. Film Workshop proposed, but no date given. No other suitable workshops proposed for the remainder of the year to 30 June.		

Output	Measures	Complete / In Progress / Not Complete
Work with Northland Inc on the redevelopment of the Twin Coast Discovery project	<ul style="list-style-type: none"> <li>Provide two examples of how creative arts have been incorporated into the project – due 30 June 2018</li> </ul>	Marginal
<b>Comment:</b> CN provided Northland Inc with access to their contacts database for this project. CN included the TCD route in their Northland Arts Guide to map art organisations onto the route. It is not clear how CN has supported Northland Inc and influenced this project. The focus seems to be one-way.		

Output	Measures	Complete / In Progress / Not Complete
Support 6 creative events that are publicly visible and offer opportunities for the public to engage in.	Due: <ul style="list-style-type: none"> <li>3x events by 31 Dec 2017</li> </ul>	Completed okay
<i>The sector is supported to grow and its profile increased through public engagement.</i>	To come: <ul style="list-style-type: none"> <li>3x events by 30 June 2018</li> </ul>	On track to complete
<b>Comment:</b> 1. Matariki Whanau Day – helped WDC with delivery of this 2. Sculpture Northland @ Quarry Gardens – sponsored People's Choice Award		

### 3. Northland Chamber of Commerce Business Awards – sponsored and co-judged Creative Sector Award.

Jan-June 2018:

1. Artbeat 2018 – event delivery
2. Sculpture Symposium 2018 – event delivery
3. Toi Nga Puhi exhibition – sponsored video production of exhibition

Others included in report are either not relevant to the objective or are run/belong to another entity.

## OBJECTIVE 2: To build, maintain and sustain key relationships

Output	Measures	Complete / In Progress / Not Complete
Implementation of a relationship management strategy (RMS) <i>Stakeholders and partners feel engaged, connected, informed and supported</i>	<p>Due:</p> <ul style="list-style-type: none"> <li>• RMS completed by 30 Dec 2017</li> <li>• Examples of improved relationships with key stakeholders and partners</li> </ul>	Not complete
<b>Comment:</b>	<p>CN has developed a customer response methodology on a project-based approach. It is not a relationship management strategy. Staff have discussed this at length with CN, as a key observation in the Martin Jenkins report and instrumental to improving CN's relationships and standing within the sector.</p> <p>The other examples cited are not relevant to this objective.</p>	

Output	Measures	Complete / In Progress / Not Complete
Conduct an annual customer feedback survey <i>Customer feedback is captured and acted upon to improve services</i>	<p>Due:</p> <ul style="list-style-type: none"> <li>• Provide evidence of survey and summary results by 30 October 2017</li> </ul>	Not complete
<b>Comment:</b>	<p>CN conducted four surveys, however these were on specific topics not relevant to this objective, and the sample sizes were insufficient to be of any use:</p> <p>Art Guide survey – 27 respondents. Questions are confusing, unhelpful or leading in their answers.</p> <p>Mentor demand survey – 3 respondents.</p> <p>Website survey – 4 respondents.</p> <p>Social Media survey – 10 respondents.</p>	

<p>No survey was conducted on CN's identity and services.</p> <p>The regional consultation survey cited was given to those attending the consultation meetings. These are people already aware of Creative Northland, not a broad sample, and the questions did not delve into useful customer feedback.</p>			
Output	Measures	Complete / In Progress / Not Complete	
<p>Deliver 2 promotional events for sector and CN's role within the Whangarei district</p> <p><i>Purpose and vision of CN is well recognised and understood</i></p>	<p><b>Due:</b></p> <ul style="list-style-type: none"> <li>1x event and evaluation report by 31 December 2017</li> </ul> <p><b>To come:</b></p> <ul style="list-style-type: none"> <li>1x event and evaluation report by 30 June 2018</li> </ul> <p><b>Comment:</b> The focus here was on promoting the sector and CN's role. The examples cited do not meet this objective.</p>	<p>Complete</p> <p>Not complete</p>	
Output	Measures	Complete / In Progress / Not Complete	
<p>Report quarterly as agreed with staff, face-to-face meetings held six-monthly with council management, and present annually to Council.</p> <p><i>Council is informed of CN's activities and progress against objectives</i></p>	<p><b>To come:</b></p> <ul style="list-style-type: none"> <li>Quarterly reports</li> <li>November and May meetings with management</li> </ul> <p><b>Comment:</b> Quarterly reports have been provided and meetings held. However, feedback from the Community Funding Committee in November 2017 was that reporting needed to be at a more strategic rather than operational level, and were not showing progress against these performance measures. Staff worked with CN to help improve their reporting and to ensure they were on track for their presentation to council, and on track for their performance measures. Deadlines and criteria were often not met.</p>	<p>Complete</p> <p>Complete (but needs improvement)</p> <p>Complete (but needs improvement)</p>	

### OBJECTIVE 3: Provide leadership and advocacy for the creative sector in the Whangarei district

Output	Measures	Complete / In Progress / Not Complete
Actively promote Whangarei's creative sector across Northland, NZ and beyond. <i>Improve awareness of Whangarei's creative sector</i>	<p>Due:</p> <ul style="list-style-type: none"> <li>1x promotional event targeted outside of the district by 31 Dec 2017 (with evaluation report)</li> </ul> <p>To come:</p> <ul style="list-style-type: none"> <li>1x promotional event targeted outside of the district by 30 June 2018 (with evaluation report)</li> </ul> <p><b>Comment:</b> While not an event, CN's Northland Arts Guide does promote the sector across Northland and New Zealand. Other examples included in report are not relevant to the objective. For the remainder of the year to 30 June, CN cite working on 'Film Northland'. This has some potential but it is unclear exactly what it entails. It is unlikely to result in a promotional event by 30 June.</p>	<p>Marginal</p> <p>Unlikely to complete</p>
Develop a ten-year arts, culture and heritage strategy for Whangarei district with stakeholders <i>There is a clear vision and direction for the sector in Whangarei</i>	<p>Measures</p> <ul style="list-style-type: none"> <li>Strategy drafted by <del>31 March 2018</del> 30 June 2018 and a month provided for public consultation. Final strategy to be presented to Council by <del>30 June 2018</del> December 2018.</li> </ul> <p><b>Comment:</b> The delivery deadlines were extended by the General Manager, Community. Workshops with the sector commenced at the end of February.</p>	<p>Complete / In Progress / Not Complete</p> <p>In progress</p>

Output	Measures	Complete / In Progress / Not Complete
Deliver key events including Art Beat and the Sculpture Symposium and increase estimated audiences by 10% on 2016-17 figures <i>The sector is showcased and the district is vibrant with arts activity</i>	To come: <ul style="list-style-type: none"> <li>• Deliver Art Beat</li> <li>• Deliver Sculpture Symposium</li> <li>• Provide evaluation reports for each</li> </ul>	On track to complete
<b>Comment:</b> 2018 Art Beat and Sculpture Symposium have been delivered and the evaluation reports are expected to be received by end June.		

Output	Measures	Complete / In Progress / Not Complete
Support Council with the review of the Arts, Culture and Heritage Policy <i>Council's position in the Arts, Culture and Heritage sectors is well considered and articulated.</i>	<b>Deferred to end 2018, after delivery of 10-year strategy.</b>	Deferred.

#### OBJECTIVE 4: Grow capacity of the sector

Output	Measures	Complete / In Progress / Not Complete
Support key projects that enable participation <i>The sector grows in capability and projects are delivered to a high standard.</i>	Due: <ul style="list-style-type: none"> <li>• Briefly discuss one key project identified this year and the support being provided.</li> </ul>	Completed okay
<b>Comment:</b> CN supported the Camera Obscura project with business plan advice, paying for promotions activity, and being an umbrella organisation for their funding applications.		

Output	Measures	Complete / In Progress / Not Complete
Support local creative organisations/artists in the development of their projects including assisting with networking, advice on funding strategies, marketing and project management. <i>The sector grows in capability and projects are delivered to a high standard.</i>	<p><b>Due:</b></p> <ul style="list-style-type: none"> <li>List 3 - 4 examples of projects/artists supported, what support was given, and the difference this has made.</li> </ul> <p><b>Comment:</b> CN cite giving general advice, marketing support, and funding support (in the form of being the umbrella group or providing endorsement letters). CN cite some examples of projects supported but do not state what difference this made.</p>	Completed okay

END OF REPORT

### Council feedback on report on performances measures – November 2017

Would like to see collaboration between CN, WAM and Kiwi North to support each other and help each other grow. Show this in your presentation to council.

Be careful about 'owning' projects that aren't yours, e.g. that you are simply supporting.

Main issue is that the reporting on your KPIs is below standard.

- Need to step up out of operational / BAU into strategic focus
- Need to be working towards achieving the objectives on the left side of the table – the reporting on the right is not meeting the objective
- Remember what the Martin Jenkins' report highlighted as issues – the KPIs are intended to help this.
- Remember your mandate – it's about **growing** the sector, not delivering events and providing marketing support.

Your next quarterly report is due in January, and it must be up to standard. It will be your last quarterly report before your annual operating grant is considered.

Your annual operating grant application (due in Feb) should include a full year report against the performance measures.

If Council feels you did not meet your performances measures, your funding will be affected.

*Provided verbally to Hina and Karen at meeting on 16 November.*

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## 9 Reassessment of Annual Operating grant for Creative Northland

**Reporting officer:** Owen Thomas (Community Services Manager)

**Date of meeting:** 29 June 2017

### 1 Purpose

To determine the allocation of an annual operating grant to Creative Northland, following a reassessment of their application as requested by Council.

### 2 Recommendations

That Whangarei District Council;

- a) Grants \$193,569 to Creative Northland, from the Annual Operating Fund for 2017-2018 subject to the implementation of the attached Service Level Agreement with Key Performance Indicators.
- b) Approves the figure of \$193,570 as an indicative amount to Creative Northland, for considering a possible application to the Annual Operating Fund for the 2018-2019 year, subject to all deliverables being achieved in the 2017-2018 year.
- c) Authorise the Chief Executive to make any minor amendments, including typographical/ formatting/ editing changes if required.

### 3 Changes following reassessment

The reassessment of Council's contribution to Creative Northland has not changed the recommended grant amount. The reassessment has supported the development of a Service Level Agreement (SLA) for the provision of a grant to Creative Northland. The key points of this SLA are:

- The focus is to ensure Creative Northland supports creative organisations and events that are publicly visible and offer opportunities for the public to engage.
- Deliverables are required in both the first and second half of the new financial year.
- The agreement is explicit, that if all deliverables are not achieved this will effect Creative Northland's future funding levels from WDC's Annual Operating Fund.
- Creative Northland are required to develop a relationship management strategy, an Economic Measures Framework and a 10-year plan/strategy within the 2017-2018 year.

## 4 Background

At their April 2017 meeting, Council received the report by consultants Martin Jenkins which reviewed the operations and effectiveness of Creative Northland. It was determined at this meeting that:

*"The Council notes the report on the review of the Creative Northland and in light of its findings, staff re-assess Council's funding contribution and report back to Council by June 2017".*

This report addresses that request.

## 5 Discussion

### 5.1 Previous assessment

The assessment and recommendation of Creative Northland's annual operating grant was made in consideration of the findings and recommendations of the Martin Jenkins report.

The Annual Operating Fund was considered at the 8 March 2017 meeting of the Community Funding Committee. The Committee then recommended the allocation of \$193,569 to Council for granting.

Council agreed at their 30 March 2017 meeting to grant Creative Northland \$193,569 for the 2017-2018 year, and \$193,570 for the 2018-2019 year (figures were rounded). This is no change to their current, 2016-2017 level of funding.

The Martin Jenkins report on Creative Northland unfortunately could not be formally presented to Council prior to the Annual Operating Fund decisions. Staff assessed Creative Northland's Annual Operating grant against the findings of the report, and presented a summary of the findings alongside their recommendation in the 8 March report to the Community Funding Committee (refer paragraph 4.1 on page 12 of the agenda report of 8 March 2017).

The Martin Jenkins report recommends the development of a service level agreement (SLA) with specific performance measures. The review also noted that there was an absolute benefit to the district from the organisation's operations.

### 5.2 Current assessment

Following the release of the report in April, Creative Northland has taken steps to address the areas of improvement noted in the report (see attachment 1).

Council staff have worked with Creative Northland on the development of new performance measures to form the basis of a service level agreement (see attachment 2) for the 2017-2018 year.

Following this reassessment, steps taken by Creative Northland in-light of the report's findings and recommendations and the drafting of a Service Level Agreement to support the deliverables expected from the grant, it is recommended that no change should be made to Creative Northland's annual operating grant for 2017-2018 or the indicative figure for 2018-2019. Staff will be clear with Creative Northland that any failure to meet the performance measures for the 2017-2018 year will impact on their level of funding for 2018-2019.

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Staff will implement the performance measures and SLA (attachment 3) for the 2017-2018 year, and will continue to work with Creative Northland on addressing the recommendations in the report.

## **6 Significance and engagement**

The decisions or matters of this report do not trigger the significance criteria outlined in Council's Significance and Engagement Policy, and the public will be informed via report publication on the website.

## **7 Attachments**

1. Progress against Martin Jenkins report findings
2. Performance measures 2017-2018
3. Service level agreement

## Creative Northland

**Commentary on progress following Martin Jenkins' report**

Martin Jenkins consultants released their completed report on Creative Northland in March 2017. This was presented to Council and the board of Creative Northland in April. In the two months following the release of the report, the following progress has been made against the report's recommendations.

**Recommendation 1** - That Creative Northland leads a conversation and planning exercise with creative organisations and funders in Whangarei and the Northland region as a first order priority, through the first half of 2017.

Creative Northland has held one-to-one meetings with individuals and key organisations within the sector. These initial meetings helped build rapport ahead of future planning exercises, which will review the Tapapa Toi Arts and Culture 10-year strategy.

We have included the development of the 10-year strategy as a key deliverable for 2017-2018.

**Recommendation 2** – That the board of Creative Northland is intimately involved in this exercise.

Creative Northland management states that the board has approved the review of Tapapa Toi and will be intimately involved.

**Recommendation 3** – That the engagement and planning should seek to:

- test and validate the core mandate, purpose, activities and services of Creative Northland;
- establish relationship management systems and structures;
- identify how Creative Northland will clearly communicate what it does;
- involve key funders WDC, Northland Regional Council, Foundation North, and ideally Creative New Zealand. The outcome should be a refreshed business plan for Creative Northland, which it can implement from July 2017.

The review of the Tapapa Toi strategy will involve key stakeholders and funders of Creative Northland and will help them to validate their purpose and activities. Creative New Zealand is providing research support to help refine Creative Northland's strategy. The review of the strategy will feed into the review of Creative Northland's 3-year business plan for 2018-2021.

Creative Northland has a communication strategy in place which includes various marketing methods and regular communication with members and stakeholders. A relationship management structure is being developed.

**Recommendation 4** – Note that a significant proportion of Creative Northland's funding comes from sources whose funding is tied to regional, rather than district level, activities and outcomes, and that this enables CN to invest in broader and more specialized capabilities and capacity than it would otherwise be able to achieve if it relied only on Whangarei-based funding.

To note only. This was considered as part of the annual operating fund grant assessment.

**Recommendation 5** – That CN should retain its region-wide mandate in order to secure alternative/non-WDC sources of funding, which can be invested to Whangarei's benefit.

This was considered as part of the annual operating fund grant assessment.

**Recommendation 6 – That WDC**

a) in consultation with Creative Northland develop an SLA for 2017/18 that articulates:

- the outcomes that WDC is seeking from its funding interests in Creative Northland
- the specific services or activities that Creative Northland is purchasing
- the performance standards the provider is obligated to meet
- a process for any variations in service levels, including any additional services and how they will be funded
- any expectations that WDC has of sector engagement to be undertaken by Creative Northland
- the level and frequency of funding from WDC for the services purchased
- reporting requirements
- relationship management and dispute resolution mechanisms.

The SLA should follow from and reflect the agreed outcomes of the sector-wide planning and engagement exercise outlined in recommendations 1-3.

Staff have developed key performance measures which clearly articulate the outcomes and activities Council is seeking from Creative Northland, and the reporting requirements. These have been developed to align with CN's other objectives from Northland Regional Council and Foundation North. These performance measures will be reviewed each year to ensure they remain appropriate.

The Annual Operating Fund application process, now with strengthened performance measures, provides the required agreement between Council and Creative Northland. In line with this, staff will develop organization-specific performance measures for all Annual Operating Fund recipients of over \$100,000, being Whangarei Art Museum and Kiwi North.

**Recommendation 6 – That WDC**

b) moves to higher quality reporting with Creative Northland on a quarterly basis. This should be a requirement of the recommended SLA. Reporting frequency can be temporarily increased, and/or additional reporting information requested, if WDC has reasonable grounds to be concerned with performance.

Staff have discussed with CN the need for higher quality reporting. We have removed the need for monthly reporting as this was of an operational nature and no longer relevant. Quarterly reporting is changing from a template format looking at operational activities and statistics, to a more strategic focused report. Staff are working with CN on developing 'themes' for each quarter's report, which will reduce the repetitive nature of the reports, enable them to delve further into a particular area of strategic priority, and enable a greater level of shared understanding. Staff have also initiated quarterly face-to-face meetings to discuss the report before it is presented to Council.

**Recommendation 6 – That WDC**

c) establishes regular, structured discussions between the Mayor and Chief Executive of WDC, and the Chair and General Manager of Creative Northland.

This has been established with the first catch up held in May.

**Recommendation 6 – That WDC**

d) invites the Chair and General Manager of Creative Northland at least annually to discuss the performance of Creative Northland and the state of the creative sector in Whangarei with elected members. This should be seen as an opportunity to review the year's performance and make any adjustment required to the SLA in the year ahead.

Staff support this recommendation and would like to see it in place for all three 'over-\$100,000' grant recipients. Staff may bring this to a workshop for discussion.

This has been included as an annual requirement of the SLA with Creative Northland.

**Recommendation 6 – That WDC**

e) considers whether the recommended changes to WDC's planning and reporting arrangements for Creative Northland should be applied to any other organisations in which the council has significant funding, ownership and/or reputational interests.

Staff support this recommendation. The changes to monthly and quarterly reporting have been implemented for Kiwi North and Whangarei Art Museum. Revised performance measures are also being developed for the 2017-2018 year.

For consistency, a similar review of Kiwi North is also recommended, prior to any further changes being implemented.

**Recommendation 7 – That the board of Creative Northland, in consultation with its funders and key stakeholders, considers whether the balance of its board and its engagement with the sector would be enhanced by including up to two sector representatives on the board.**

Creative Northland appointed three new board members in February this year. Tania McInnes (deputy mayor for Far North District Council) provides regional representation, Sheryl Bainbridge from Te Ahu Centre provides a venue and show tour perspective, and Dr Benjamin Pitman represents the Maori creative sector and visual arts in general.

A further two members will be appointed in July to replace outgoing members. The board is following up leads representing the music sector, dance and performing arts, and accountancy.

**Recommendation 8 – That Creative Northland and WDC consider adopting and adapting the economic measurement framework outlined in this report. Where Creative Northland's activities are expected to have a direct impact on one or more of the three outcome measures expected, information should be collected to demonstrate and measure the impact. Where the relationship is more indirect in nature, case studies should be undertaken to estimate the likely impact. This should be agreed as part of the recommended SLA between WDC and Creative Northland.**

This has been included as a requirement of the SLA.

## Creative Northland – Key Performance Indicators for 2017/18

**Mission** – To create a vibrant, thriving arts, culture and heritage sector in the Whangarei District.

Objective	Output	Measures	Timeframes	Results
To empower and enable Whangarei's creative sector to grow	Deliver at least four workshops to upskill the sector in subjects as agreed with the Creative Sector.	Four workshops held and evaluation reports provided Consultation reports provided to show identified need from sector.	2 x workshops and evaluation reports by Dec 2017 2 x workshops and evaluation reports by June 2018 2 x consultation reports in 2017 2 x consultation reports in 2018	The sector is supported through practical hands-on workshops to build capability within creative organisations that engage with the public
	Work with Northland Inc on the redevelopment of the Twin Coast Discovery project	Provide at least two examples of how creative arts have been incorporated into the Twin Coast Discovery project	Completed by 30 June 2018	Incorporation of creative arts into the redevelopment of the Twin Coast Discovery project
	Support 6 creative events that are publicly visible and offer opportunities for the public to engage in.	Six events occur and reported on through quarterly reporting with WDC staff (including attendee numbers)	3 x events in 2017 3 x events in 2018	The sector is supported to grow and its profile increased the public engagement.
To build, maintain and sustain key relationships	Implementation of a relationship management strategy	Provide examples of regular communication. Development of relationship management strategy (RMS) Via customer feedback survey	Examples provided by quarterly reporting RMS completed by 30 Dec 2017	Stakeholders and partners feel engaged, connected, informed and supported
	Conduct an annual customer feedback survey	Provide evidence of customer survey and summary results	Completed by 30 October 2017	Customer feedback is captured and acted upon to improve services
	Deliver 2 promotional events for sector and CN's role within the Whangarei District	Monitored and reported on through quarterly reporting with WDC staff	1 x event by Dec 2017 1 x event by June 2018	Purpose and vision of CN is well recognized and understood

		Evaluation reports included for each event (including attendee numbers)		
	Report quarterly as agreed with staff. Face to face meetings are held six-monthly with council management, and annually with councillors.	Quarterly reports with Community Funding Staff Six monthly meetings with management Annual presentation to Council	Quarterly Oct 2017, Jan 2018, April 2018, July 2018. 30 Nov & 30 May for 6-monthly meetings with management 30 March for presentation to Council	Council is informed of CN's activities and progress against objectives
Provide leadership and advocacy for the creative sector in the Whangarei district	Actively promote Whangarei's creative sector across Northland, New Zealand and beyond	At least two promotional activities targeted outside the district Evaluation reports included for each event (including attendee numbers)	1 x event by Dec 2017 1 x event by June 2018	Improved awareness of Whangarei's creative sector
	Develop a ten-year arts, culture and heritage strategy for Whangarei District with stakeholders	Provision of the ten-year strategy	10-year strategy drafted by 31 March 2018 and a month provided for public consultation. 30 June 2018 final strategy presented to Council	There is a clear vision and direction for the sector in Whangarei
	Deliver key events including Art Beat and the Sculpture Symposium and increase estimated audience attendance by 10% on 16-17 figures	Evaluation reports included for each event (including attendee numbers)	Art-Beat (dates tbc) Sculpture symposium (dates tbc)	The sector is showcased and the district is vibrant with arts activity
	Support Council with the review of the Arts, Culture and Heritage Policy	Pending	Pending	Council's position in the Arts, Culture and Heritage Sectors is well considered and articulated.
Grow capacity of the sector	Support key projects that enable participation	At least one key project per annum	One key project identified by 30 September 2017	The sector grows in capability and projects are delivered to a high standard.

	opportunities; for example, the Camera Obscura			
	Support local creative organisations/artists in the development of their projects including assisting with networking, and advice on funding strategies, marketing and project management.	Provide examples of projects/organisations/artists supported, identify contributions made and the difference made from these contributions made	Identify in quarterly reporting	The sector grows in capability and projects are delivered to a high standard.

#### Timeframes summarised

Time frame	Output	Measure
Quarterly	Development of a relationship management strategy	Examples of regular communications identified and included in quarterly reporting
	Support local creative organisations/artists	Examples of projects/organisations/artists supported and included in quarterly reporting
	Report quarterly as agreed with staff.	Quarterly reports with Community Funding Staff
30 September 2017	Support key projects that enable participation opportunities	At least one key project per annum
30 October 2017	Conduct an annual customer feedback survey	Provide evidence of customer survey and summary results
30 November	Face to face meetings are held six-monthly with Council management	Six-monthly meetings with management are held
31 December 2017	Deliver at least two workshops to upskill the sector in subjects as agreed with the Creative Sector.	Two workshops held and evaluation reports provided Consultation reports provided to show identified need from sector.
	Support 3 creative events that are publicly visible and offer opportunities for the public to engage in.	Three events occur and reported on through quarterly reporting with WDC staff (including attendee numbers)
	Deliver 1 promotional event for sector and CN's role within the Whangarei District	One event occurs and reported on through quarterly reporting with WDC staff (including attendee numbers). Evaluation reports included.
	Actively promote Whangarei's creative sector across Northland, New Zealand and beyond	One promotional activity targeted outside the district Evaluation reports included for each event (including attendee numbers)
31 March 2018	Report annually to Elected Members	Annual presentation to Council

	Develop a ten-year arts, culture and heritage strategy for Whangarei District with stakeholders	Ten-year strategy drafted for public consultation
31 May 2018	Face to face meetings are held six-monthly with Council management	Six-monthly meetings with management are held
30 June 2018	Deliver at least two workshops to upskill the sector in subjects as agreed with the Creative Sector.	Two workshops held and evaluation reports provided Consultation reports provided to show identified need from sector.
	Support 3 creative events that are publicly visible and offer opportunities for the public to engage in.	Three events occur and reported on through quarterly reporting with WDC staff (including attendee numbers)
	Deliver 1 promotional event for sector and CN's role within the Whangarei District	One event occurs and reported on through quarterly reporting with WDC staff (including attendee numbers). Evaluation reports included.
	Work with Northland Inc on the redevelopment of the Twin Coast Discovery project	Provide at least two examples of how creative arts have been incorporated into the Twin Coast Discovery project
	Implementation of a relationship management strategy	Relationship management strategy (RMS) developed via customer feedback survey and adopted by Creative Northland
	Actively promote Whangarei's creative sector across Northland, New Zealand and beyond	One promotional activity targeted outside the district Evaluation reports included for each event (including attendee numbers)
	Develop a ten-year arts, culture and heritage strategy for Whangarei District with stakeholders	Ten-year strategy
Tbc	Deliver key events including Art Beat and the Sculpture Symposium and increase estimated audience attendance by 10% on 16-17 figures	Evaluation reports included for each event (including attendee numbers)
	Support Council with the review of the Arts, Culture and Heritage Policy	Pending



**WHANGAREI**  
DISTRICT COUNCIL

## **Service Level Agreement**

**Whangarei District Council and  
Creative Northland**

# Service Level Agreement

*Between*

**Whangarei District Council – referred to as "Council"**

*and*

**Creative Northland**

This Service Level Agreement (SLA) supersedes any such similar agreement that exists between the two parties.

## 1. Introduction

Creative Northland evolved from previous entities including the Culture, Heritage and Arts Resource Trust (CHART), which was established in 2010, and prior to that from the Arts Promotion Trust (APT). It is now a regionally focused charitable trust, with the purpose of supporting art funders, art advocates and art organisations.

Creative Northland provides advice and assistance with funding applications, governance, management support, relationships, development and community liaison within the sectors.

Creative Northland is a specialist resource available to Council as an advisory body and to inform on behalf of the cultural, heritage and creative industries within Whangarei District.

The purpose of this Service Level Agreement is to ensure the financial contribution of Council is going toward activities of Creative Northland that support creative organisations and events that are publicly visible and offer opportunities for the public to engage.

## 2. Scope of the Service Level Agreement

The geographical scope of Creative Northland as stated in the Trust Deed extends to all of Northland. The scope of this SLA is confined to Creative Northland's activities within the Whangarei District.

## 3. Commitments

### Whangarei District Council (WDC)

In recognition of the relationship that Council has with the Trust, Council agrees to financially support Creative Northland's activities through:

- Providing an Annual Operation Grant, through Council's Annual Operating Fund, on meeting the agreed performance measures and reporting requirements, and in compliance with the conditions of the fund.
- Promoting the work of Creative Northland where appropriate in marketing material prepared by Council.

### Creative Northland

In accordance with its deed, and to recognise Creative Northland's significance in enhancing the Whangarei District as an arts, culture and heritage destination, Creative Northland agrees to:

- Deliver on the agreed annual performance measures and other requirements of the Annual Operating Fund.
- Maximise opportunities that grow the creative sector in Whangarei District.

- Work with the creative sector to identify these opportunities and other needs for the creative sector
- To be responsive to these needs where possible
- Develop an economic measurement framework.
- Deliver the Whangarei Sculpture Symposium, Art Beat and other district events.
- Support new and existing cultural, heritage and arts events and organisations.
- Seek external funding opportunities to leverage Whangarei District's creative capital.
- Be available to Council staff to assist with specialist advice on arts, cultural and heritage matters.
- Report quarterly to Council staff, meet six-monthly with Council management, and annually present to Council.

#### **4. Term**

This agreement will take effect upon execution by both parties and will remain in effect for a period of two years, and will be reviewed by both parties annually, or until superseded by agreement between the parties, or cancelled by one party advising the other in writing.

#### **5. Liaison**

To ensure coordinated liaison on operational matters; the Chief Executive (WDC) will appoint a staff member to be the contact person for Creative Northland activities.

This person will also attend Trust meetings, in conjunction with the nominated councilor, as and when required, but has no voting rights. This will allow Council officers to keep up to date with delivery of the Business Plan outputs and ensure a "no surprises" relationship.

#### **6. Variations to agreement**

Any change to this Agreement is called a Variation. A Variation must be agreed by both Parties and recorded in writing and signed by both parties, or through an exchange of emails where the authors have delegated authority to approve the Variation.

#### **7. Dispute resolution**

The parties agree to use their best endeavours to resolve any dispute or difference that may arise. If the dispute cannot be resolved, a single mediator will be appointed upon mutual agreement. If a mediator cannot be agreed upon then one will be appointed by the President of the New Zealand Law Society.

Signed by:

<i>Signature</i>	<i>Name/Designation</i>	<i>Date</i>
	Rob Forlong CE, Whangarei District Council	
	Hinurewa Te Hau General Manager, Creative Northland	



## 4.2 2017-18 Residents and Ratepayers Administration Fund Re-assessment of Whangaruru Coastal Community and Sports Association

**Meeting:** Community Funding Committee  
**Date of meeting:** 11 April 2018  
**Reporting officer:** Cindy Velthuizen Community Funding Officer

### 1 Purpose

To reassess Whangaruru Coastal Community and Sports Association's application for a Resident and Ratepayer Administration Fund grant.

### 2 Recommendation

That the Community Funding Committee:

- a) Approve a grant of \$700 from the 2017-18 Resident and Ratepayer Administration Fund to Whangaruru Coastal Community and Sports Association or
- b) Decline a grant of \$700 from the 2017-18 Resident and Ratepayer Administration Fund to Whangaruru Coastal Community and Sports Association.

### 3 Background

The Resident and Ratepayer Administration Fund exists to support resident and ratepayer groups in the Whangarei District that advocate for the residents of their local communities.

The \$700 administration grant recognises a group's contribution to their community and to Council.

The grant is available to all resident and ratepayer groups within the Whangarei District that have a not-for-profit legal status and are currently active in their community.

### 4 Discussion

The 2017-18 Resident and Ratepayer Fund allocations were determined by the Community Funding Committee at its meeting on 14 February 2018.

Whangaruru Coastal Community and Sports Association (WCCSA) were declined a grant due to insufficient evidence of meeting the purpose of this Fund. Following internal discussions, they were invited to resubmit their application.

WCCSA's resubmitted application is now presented for the Committee to assess and consider.

There is budget in this Fund to allocate \$700.

## **5 Significance and engagement**

The decisions or matters of this Agenda do not trigger the significance criteria outlined in Council's Significance and Engagement Policy, and the public will be informed via Agenda publication on the website.

## **6 Attachment**

Whangaruru Coastal Community and Sports Association – Resubmitted application



## WHANGARURU COASTAL COMMUNITY & SPORTS ASSOCIATION Inc.

C/- G. Haydon  
P O Box 10155  
Te Mai  
**WHANGAREI 0143**

Email: [g.haydon@xtra.co.nz](mailto:g.haydon@xtra.co.nz)

12 March 2018

Chief Executive Officer  
Whangarei District Council  
Private Bag 9023  
**WHANGAREI**



Dear Sir

**Attention:** Cindy Velthuisen: WDC Community Funding Officer

**Re:** 2017/2018 Resident and Ratepayer Administration Grant Fund.

Thank you for the opportunity to resubmit for the 2017/2018 Resident and Ratepayer Administration Fund. The WCC&SA is very grateful for allowing us this opportunity.

The WCC&SA group implements the aims and objectives to help the people residing, owning property and/or having affiliations with one or more of the Marae in the Whangaruru area.

Should you require further information please don't hesitate to get in touch.

Yours faithfully

Graeme Haydon

Secretary

Whangaruru Coastal Community & Sports Association Inc.

Chairperson: Peter Gubb  
Vice Chairperson: Henry Murphy  
Secretary: Graeme Haydon  
Treasurer: Deb Glasgow

Address: Whangaruru Coastal Community & Sports Assn. Inc.  
C/- G. Haydon  
P.O. Box 10155 Te Mai, Whangarei 0143  
e-mail: [g.haydon@xtra.co.nz](mailto:g.haydon@xtra.co.nz)



## **Resident and Ratepayer Administration Grant**

### **Application and Guidelines**

#### **Purpose of the Resident and Ratepayer Administration Fund**

This Fund assists resident and ratepayer groups in the Whangarei District that advocate for residents in their local communities.

The \$700 administration grant recognises the group's contribution to their community and to Council.

#### **Who can apply?**

The grant is available to all resident and ratepayer groups within the Whangarei District that have a not-for-profit legal status and are currently active in their community. Known resident and ratepayer groups are invited to apply directly by council staff. New groups should contact council's Community Funding Officer before applying.

#### **Required Information**

Resident and ratepayer groups applying for the grant are required to provide the following information:

- The contact details of the current office holders, committee member names, and the number of members in the group
- Details of the group's activities over the past six months
- Details of the group's planned activities for the next six months
- A copy of the group's latest AGM Minutes (including Chairperson's Report)
- A copy of the group's most recent set of financial accounts
- If new/changed – a verified copy of the group's bank account details
- If new/changed – proof of not-for-profit legal status
  - e.g. Charities Services registration number, a copy of the group's Certificate of Incorporation or Trust Deed

The application form should be completed by the Chairperson, Secretary or Treasurer of the group.

#### **Submitting your application**

Email your application to [mailroom@wdc.govt.nz](mailto:mailroom@wdc.govt.nz)

Or post to:

Community Funding Officer  
Whangarei District Council  
Private Bag 9023  
Whangarei 0148

For assistance, contact the Community Funding Officer on 09 430 4200. The outcomes of this Fund will be advised in February.



## Resident and Ratepayer Administration Grant

### Application Form

#### Section 1: Applicant Details

Please add any missing information, and cross out and replace any information that has changed.

Full name of group	Whangarei Coastal Community & Sports Association Inc.
Postal address (please include your post code)	P.O. Box 10155 Te Mairi Whangarei 0143
Email	g.haydon@xtra.co.nz
Daytime phone number(s)	09 4387121

Who is your group's main contact for all communication?

Contact name	Graeme Haydon
Position in group	Secretary
Email	g.haydon@xtra.co.nz
Daytime phone number(s)	09 4387121

#### Section 2: Eligibility

You need to be an incorporated society or charitable trust, and be up to date with your filing on the relevant register.

Society or Trust registration number	CC 46981 - Char. Reg Commission number 956300 - Incorporation Number
If your details on the register are not up to date, please state why and when this will be resolved.	

### Section 3: Governance and Membership Details

List your committee members. Provide contact details for your chair and secretary.

Peter Gubb - Chairperson pmgubb@xtra.co.nz  
 Graeme Hayden - Secretary g.hayden@xtra.co.nz  
 Henry Murphy - Deputy Chairperson  
 Bob Glasgow - Treasurer  
 Mervyn Henley  
 Hepi Haka  
 Diane Hughes  
 Pam Walters  
 Colin Holwell  
 Jude Thompson

Date of last AGM	14.11.2017
GST number	79-840-846
Number of members	

### Section 4: Group Activities

Tell us about your group's activities over the last 12 months and looking ahead.

List any community events you have run in the last year.

See Separate Sheet

List any issues you have liaised with Council over on behalf of the community.

Does your group deliver any of these?

- ☐ Community newsletter or noticeboard
- ☐ Civil Defence, first aid, and other emergency initiatives
- ☐ Community safety patrols or CCTV
- ☒ Environmental or revegetation projects
- ☐ Other, please state:

List key activities that your group has planned for the next 12 months.

See Separate Sheet.

Do you have any other comments about your group's representation of the community?

## Section 5: Declaration

I undertake that I have obtained the consent of the group to provide these details.

I declare that the information supplied here is correct.

I consent to the Whangarei District Council recording the personal contact details provided in this application, retaining and using this information to send us relevant Council information.

I understand that my name and/or the name of my group and brief details about the group's projects/events may be released to the media or appear in publicity material.

I am aware that I have the right to have access to this information held by Council. This consent is given under the Privacy Act 1993.

Name

Graeme Haydon

Signature or 'Signed by Email'

*[Handwritten Signature]*

Position in Group

Secretary

Date

12.03.2018

## Section 6: Final Check

**Make sure** you have:

- ☒ Attached latest AGM Minutes (including chairperson's report if applicable)
- ☒ Attached your recent set of financial accounts
- ☐ Advised if you have registered or deregistered for GST since the last payment from Council
- ☐ If new or changed: attached a copy of your group's Certificate of Incorporation or Trust Deed
- ☐ If new or changed: attached your group's bank account details.

## Feedback Form

Fund: Resident and Ratepayer 2017-2018

Did you find this application form easy to understand and complete?

- ☒ YES
- ☐ NO

If NO, what could we change or do better?





## **WHANGARURU COASTAL COMMUNITY & SPORTS ASSOCIATION Inc.**

The WCC&SA have been involved with all members of the community. Having such a community organisation has helped in bringing community members together and understanding the needs of a diverse community. This has helped in moving the community forward.

In the past we have submitted to the WDC, on behalf of the community, on many occasions:

- Emergency Services. Submissions to the WDC coupled with meetings at Oakura have resulted in an emergency landing pad for helicopters at Oakura
- Transportation and the upgrading of the Russell Road has been an ongoing priority. The WCC&AS submitted on several occasions that having access at all time was important to any community, especially an isolated one such as Whangaruru. When the big slip in 2007 closed the road for some months it brought home to the community the importance of all-weather access. During the road closure the community was kept fully informed of progress in reopening the road. We also submitted the importance of having the road open by asking Council to continually maintain water tables, drains etc. Council has maintained these and the road has remained opened. The only problem now being flooding at the Punaruku Bridge.
- Monitoring the water supplies. Having clean unpolluted water ways is very important to any community. We were asked by community members to check that water in the streams was "safe". The WSS&SA arranged with Council to analyse the water if they arranged to collect it. This was done and water from 5 streams, Teal Bay, Mokau, Oakura, Punaruku and Tutaematai, was collected and analysed by the WDC. All streams were found to be of very good quality with *Kura* living in the Tutaematai stream.
- Cattle wandering on the road especially at Mokau and Punaruku has been an ongoing problem and arrangements were made by Council to deal with the issue. However this is an ongoing problem and one which will be taken up again.

In Addition:

- All our decisions have been communicated to the community. Minutes are sent to Nga Marae O Whangaruru and the rate payer groups. An annual communication is made to the community through articles written in the local magazine / newsletter the *Pothole*.
- A planting programme has been carried out on the hill behind the sports field.

- At the present time the Whangaruru School are investigating building a swimming pool at the school. We fully support them in this endeavour. They also see the need for Community facilities which the WCC&SA are in the process of developing.
- For the few years the WCC&SA has focused on the building of community facilities at Oakura. The WCC&SA was approached by Marae and sports clubs to progress improvements at the Whangaruru Sports grounds. This resulted in 2 public meetings where community members present asked for and gave the WCC&SA a mandate for this to occur. Our focus recently has been on fulfilling this request.

To enable this project to progress during 2017 during the past year:

- The WCC&SA has developed a good working rapport with the WDC, especially Parks and Reserves, and this had helped to progress the plans for providing facilities in the area re plans / consents etc.
- In addition to the WDC seeding monies and the Foundation North Grant, we applied to The Department of Internal Affairs for a grant to help with the build.. They notified us, 09 June, that they had allocated a grant of \$500,000.00, which with the Foundation North grant, would enable us to complete the build.
- Employed Cook | Costello Engineers.
- Developed the concept plans to an advanced stage.
- Produced a Fire report based on the plans
- Done ground testing and produced a Geotect report.
- Up graded the electricity supply.
- Had the area checked for flooding and Cook|Costello have produced a Flood Assessment for the area.
- We have employed Quattro Engineering, Mark Shaw, to act as Project manager who will coordinate the process. .
- A time line. It is hoped to have the project completed by the end of 2018.
- A project risk register is being developed.

**In the next twelve months it is planned to:**

- Move the focus from the concept stage to the building stage.
- Quotes were sent out to Construction Firms and it is envisaged that one will be engaged in the near future and the build completed by the years end.
- Continue to progress and improve infrastructure facilities in the Whangaruru area by listening to the community and forwarding their concerns to the appropriate body.
- Continue to work with the community by publicising the progress of the recreational facilities and get community input particularly in carrying out community funding events. It is planned that once building starts regular updated in the *Pothole* will be made. This is in addition to the minutes being forwarded to the Marae and ratepayer groups.
- Working with and providing support and any help for any community member or organisation in the area..
- Continue to work at bringing unity and cohesiveness to the Whangaruru area.

- Working with the WDC to endeavour to solve the flooding issue at Punaruku. This is an important issue for both the local school, people living north of the Punaruku Bridge and visitors to the district..
- Supporting the school to progress their endeavours to build a swimming pool.

**ANNUAL GENERAL MEETING / HUI A TAU**  
**14 November 2017**  
**Held at the Ngatiwai Trust Board Rooms**

Meeting opened 4.03pm with Peter Gubb in the chair.

**Opening Karakia:** Henry Murphy

Peter Gubb welcomed those present and acknowledged the quorum present.

**Present:**

Cr. Greg Martin, Cr. Anna Murphy, Peter Gubb, Graeme Haydon, Henry Murphy, Hepi Haika, Deb Glasgow, Merepeka Henley,

**Apologies:**

Gary Reti

**Moved:** P. Gubb

**Seconded:** H. Murphy

*'That apologies be accepted'*

**CARRIED**

**Confirmation of the AGM Minutes for the Whangaruru Coastal Community & Sports Association Inc. held 11<sup>th</sup> October 2016.**

Peter read the 2016 minutes to those present.

**Moved:** H. Murphy

**Seconded:** P. Gubb

*'That the Minutes of the Whangaruru Coastal Community & Sports Assn. Inc. held 11 October 2016 were a true and accurate record.'*

**CARRIED**

**Financial Report:**

The Treasurer, Deb presented the Audited Financial Report for the Whangaruru Coastal Community & Sports Association Inc. for the year ending 31<sup>st</sup> March 2017.

The Treasurer spoke to the report. She thanked Alan Martin of Martin & O'Halloran Limited for auditing the financial statements.

**Moved:** M. Henley

**Seconded:** P. Gubb

*'That the Audited Financial statements for the Whangaruru Coastal Community & Sports Association Inc. accounts be adopted subject to the audited report being attached''.*

**CARRIED**

**Appointment of Auditor:**

With Ala of, Martin & O'Halloran Limited, our present Auditor, moving to Palmerston North a subcommittee of Chair, Secretary, Treasurer and one other member to be formed to find a new auditor.

**Moved** D. Glasgow

**Seconded** H. Haika.

*That a subcommittee be set up to appoint an auditor*

**CARRIED**

**Chairman's Report:**

Chairperson, Peter Gubb, gave a verbal report. His report are be attached to the minutes, Items mentioned were:

Thank you to:

- The Committee for all the hard work put in, much of it behind the scenes, particularly Merepeka and Henry. Without their contributions the project would have floundered.
- The WDC, elected members, Crs Greg Martin and Anna Murphy, and, employed staff, particularly, Aubrey Gifford and Robin Rawson and, others in the WDC for their help and expertise.
- He also expressed a wish to step down as Chair but remain on the committee as he is now registered with the Lotto organisation. There was considerable regret at that decision, however it was also pointed out that his family life is important and the decision has to be his. Peter will make a final decision at the next committee meeting.

**Moved:** P. Gubb

**Seconded:** H. Murphy

*"That the Chairpersons Report be accepted."*

**CARRIED**

**Reports**

As the state of progress had been discussed at the previous meeting and due to the fact that those present were also at that meeting it was felt that another discussion was not needed. However it should be noted that the facilities and the area where they are being built at the *Community & Sports Hub - Te Whare Hakinakina O Whangaruru* are now at a stage of being close to starting

**Election to Administrative Executive:**

Two nominations had been received for Community representation. Peter Gubb and Graeme Haydon. As two is the required number they were duly elected to the executive committee

**Moved:** M. Henley

**Seconded:** H. Murphy

*"That Peter Gubb and Graeme Haydon, be elected to the executive committee"*

**CARRIED**

**General Business**

The makeup of the Whangaruru Coastal Community & Sports Assn Inc is made up of 4 representatives of Nga Marae O Whangaruru, 4 representatives of the ratepayer groups (Teal Bay, Oakura, Bland Bay), 2 community elected representatives and the WDC Ward Councillors. It was proposed that a letter outlining our progress to date and asking for new representatives from the local groups be sent to Nga marae and the ratepayer groups.

There being no further business the meeting closed 4.58pm

**Closing Karakia:** Merepeka Henley

## AUDIT REPORT

To the Readers of the financial report of Whangaruru Coastal Community & Sports Association Incorporated. I have audited the financial report. The financial report provides information about the past financial performance of the Association and its financial position as at 31 March 2017. This information is stated in accordance with the accounting policies.

### **Management Committee's Responsibilities**

The Management Committee is responsible for the preparation of the financial report which gives a true and fair view of the financial position of the Association as at 31 March 2017 and the results of operations and cash flows for the year ended 31 March 2017.

### **Auditor's Responsibilities**

It is my responsibility to express an independent opinion on the financial report presented by the Management Committee and report my opinion to you.

### **Basis of Opinion**

An audit includes examining on a test basis, evidence relevant to the amounts and disclosures in the financial report. It also includes assessing:

- \* the significant estimates and judgements made by the Management Committee in the preparation of the financial report, and
- \* whether the accounting policies are appropriate to the Association's circumstances, consistently applied and adequately disclosed.

I conducted my audit in accordance with generally accepted auditing standards in New Zealand. I planned and performed my audit so as to obtain all the information and explanations which I considered necessary in order to provide me with sufficient evidence to give reasonable assurance that the financial report is free from material misstatements, whether caused by fraud or error. In forming my opinion I also evaluated the overall adequacy of the presentation of information in the financial report.

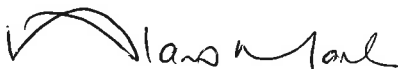
### **Unqualified Opinion**

I have obtained all the information I have required.

In my opinion:

- \* proper accounting records have been kept by the Management Committee as so far as appears from examination of those records; and
- \* the financial report;
  - complies with generally accepted accounting practices;
  - gives a true and fair view of the financial view of the Association as at 31 March 2017 and the results of its operations and cash flows for the year ended at that date.

My audit was completed on 18th June 2017 and my unqualified opinion is expressed as at that date.



Alan D Martin BBM

Retired Member of the Accountants & Tax Agents Institute of N.Z. Inc.

Excel/FinRep/WhgCommunity&Sports

# Whangaruru Coastal Community and Sports Asscn Inc.

## Annual Report for the Year Ended 31 March 2017

### Principal Activities:

The principal activity of the Association is to develop and maintain the leisure and recreational facilities at Oakura while encouraging and supporting the community and sporting pursuits and fostering a lifetime use of these facilities for the good of the people of the Whangaruru area. The nature of the Association's activity has not changed during the reporting period.

### Financial Performance:

	2017	2016
Nett surplus (Deficit) of the Association	5,458	(966) ,
Association's Funds as at 1 April 2016	19,258	20,224 ^
Movements in Reserves		
Association's Funds as at 31 March 2017	<u>24,716</u> ✓	<u>19,258</u> ^

### Financial Position:

The Officers are of the opinion that the state of the affairs of the Association are satisfactory.

The state of the Asscns affairs as at 31.3.17 was	25,157	19,288 ^
Liabilities of the Association	<u>445</u>	<u>30</u> ^
Financed by the Association's Capital and Income	<u>24,712</u> ✓	<u>19,258</u> ^

### Auditors:

No audit expenditure was incurred as no auditor was appointed, nor was any audit work undertaken for the period under review.

### Officers' Disclosures:

There were no notices from Officers or other Committee Members wishing to use the Association's information received in their capacity which would have ordinarily been available. There were no transactions entered into with Officers or other Committee Members of the Association. No Officer received remuneration during the year, other than in their capacity as professional advisors to the Association.

### Donations:

No donations were made by the Association during the reporting period.

For and on behalf of the Association:

Chairperson

Dated this 8th day of August 2017

**WHANGARURU COASTAL COMMUNITY & SPORTS ASSOCIATION INC.****Committee Directory**

<b>Postal Address:</b>	PO Box 10155 Te Mai WHANGAREI 0143										
<b>Email Address:</b>	<a href="mailto:glasgow@ihug.co.nz">glasgow@ihug.co.nz</a> <a href="mailto:g.haydon@xtra.conz">g.haydon@xtra.conz</a>										
<b>Date of Incorporation:</b>	12 April 1999										
<b>Change of Name:</b>	20 December 2013										
<b>Incorporation Number:</b>	956300										
<b>Charities Commission Registration No:</b>	CC46981 Registered on 18 Nov 2011										
<b>Management Committee:</b>	<table> <tr> <td>Chairperson</td><td>Peter Gubb</td></tr> <tr> <td>Deputy Chr</td><td>Henry Murphy</td></tr> <tr> <td>Secretary</td><td>Graeme Haydon</td></tr> <tr> <td>Treasurer</td><td>Deb Glasgow</td></tr> <tr> <td>Members</td><td>Clive Stone Hepi Haika Colin Holwell Jan Walters Diane Hughes Cr Greg Martin Cr Anna Murphy</td></tr> </table>	Chairperson	Peter Gubb	Deputy Chr	Henry Murphy	Secretary	Graeme Haydon	Treasurer	Deb Glasgow	Members	Clive Stone Hepi Haika Colin Holwell Jan Walters Diane Hughes Cr Greg Martin Cr Anna Murphy
Chairperson	Peter Gubb										
Deputy Chr	Henry Murphy										
Secretary	Graeme Haydon										
Treasurer	Deb Glasgow										
Members	Clive Stone Hepi Haika Colin Holwell Jan Walters Diane Hughes Cr Greg Martin Cr Anna Murphy										
	Non Committee WDC Representative    Aubrey Gifford										
<b>Auditor</b>	Martin & O'Halloran Ltd Alan Martin										
<b>Bankers</b>	ASB Bank Walton Street Branch Whangarei										
<b>GST Registration Number:</b>	79 840 246										

**Nature of Activity:** To develop and maintain the leisure and recreational facilities at Oakura while encouraging and supporting the community and sporting pursuits and fostering a lifetime use of these facilities for the good of the people in the Whangaruru area.

**WHANGARURU COASTAL COMMUNITY & SPORTS ASSOCIATION INCORPORATED****Statement of Movements in Equity****For the Year Ended 31 March 2017**

	<b>Note</b>	<b>2017</b>	<b>2016</b>
<b>EQUITY AT 1 APRIL 2016</b>		19,258	20,224
<b>SURPLUS &amp; REVALUATIONS</b>			
Net (Deficit)/Surplus		5,458	966
<b>Total Recognised Revenues and Expenses</b>		5,458	966
<b>EQUITY AT 31 March 2017</b>		24,716	19,258

**WHANGARURU COASTAL COMMUNITY & SPORTS ASSOCIATION INCORPORATED**
**Statement of Financial Performance**
**For the Year Ended 31 March 2017**

	2017	2016
<b>INCOME</b>		
Interest Received	3 ^	7 ^
Donations	500 ^	
Cook Costello	2,428 ^	
Whangarei District Council	10,048 ^	1,453 ^
<b>TOTAL INCOME</b>	12,979 ✓	1,460 ^
<b>LESS EXPENSES</b>		
Electricity	499 ^	317 ^
Advertising	416 ^	
Insurance		360 ^
Meeting Expenses		149 ^
Project - Power	5,904 ^	844 ^
<b>TOTAL EXPENSES</b>	6,819 ✓	1,670 ^
<b>NET (DEFECIT)/SURPLUS BEFORE DEPRECIATION</b>	6,160 ✓	- 210 ^
<b>Less Depreciation Adjustments</b>		
Depreciation as per Schedule	702 (712)	756 ^
<b>NET (DEFICIT)/SURPLUS</b>	5,458 ✓	- 966 ^
	5458	

# WHANGARURU COASTAL COMMUNITY & SPORTS ASSOCIATION INCORPORATED

## Statement of Financial Position

As at 31 March 2017

	Note	2017	2016
<b>CURRENT ASSETS</b>			
ASB - Cheque Account		9,559 ✓	2,982 ✓
ASB - Accelerator Account		1,742 ✓	1,738 ✓
<b>Total Current Assets</b>		11,301 ✓	4,720 ✓
<b>NON-CURRENT ASSETS</b>			
Property, Plant and Equipment	712	13,856 ✓	14,568 ✓
<b>TOTAL ASSETS</b>		25,157 ✓	19,288 ✓
<b>CURRENT LIABILITIES</b>			
GST Due for Payment		445 ✓	30 ✓
Accounts Payable			
<b>TOTAL LIABILITIES</b>		445	30
<b>NET ASSETS</b>		24,712 ✓	19,258 ✓
<b>MEMBERS FUNDS</b>			
Retained Earnings		24,712	19,258
<b>TOTAL SURPLUS IN MEMBERS FUNDS</b>		24,712 ✓	19,258 ✓

For and on behalf of the Association

Peter Gubb, Chairperson

Dated this      day of      2017

**WHANGARURU COASTAL COMMUNITY & SPORTS ASSOCIATION INCORPORATED**
**Notes to the Financial Statements**
**For the Year Ended 31 March 2017**

	2017	2016
<b>FIXED ASSETS</b>		
<b>Buildings</b>		
At Cost	12,834	12,834
Accumulated Depreciation	<u>3,866</u>	<u>3,609</u>
<b>Total Buildings</b>	<u>8,968</u>	<u>9,225</u>
<b>Plant and Equipment</b>		
At Cost	230	230
Accumulated Depreciation	<u>196</u>	<u>188</u>
<b>Total Plant and Equipment</b>	<u>34</u>	<u>42</u>
<b>Building Improvements</b>		
At Cost	10,500	10,500
Accumulated Depreciation	<u>6,376</u>	<u>6,010</u>
<b>Total Building Improvements</b>	<u>4,124</u>	<u>4,490</u>
<b>Leasehold Land Improvements</b>		
At Cost	1,272	1,272
Accumulated Depreciation	<u>542</u>	<u>461</u>
<b>Total Leasehold Land Improvements</b>	<u>730</u>	<u>811</u>
<b>Total Fixed Assets</b>	<u>13,856</u>	<u>14,568</u>
<b>Total Depreciation for the Year</b>	<u>712</u>	<u>756</u>

# WHANGARURU COASTAL COMMUNITY & SPORTS ASSOCIATION INCORPORATED

## Fixed Assets and Depreciation Schedule

For the Year Ended 31 March 2017

Asset	Cost Price	BV 1.4.16	Addns/Disp	Months	Depn Rate	Depn	Accum Depn	BV 31.3.17
<b>Buildings</b>								
Portacom Ablution Block	10,000	7108		12	2 % SL	200	3092	6,908
Portacom Toilet Block	2,834	2117		12	2 % SL	57	774	2,060
<b>Total Buildings</b>	<b>12,834</b>	<b>9,225</b>				<b>257</b>	<b>3,866</b>	<b>8,968</b>
<b>Plant and Equipment</b>								
Banner	230	42		12	20% DV	8	196	34
<b>Building Improvements</b>								
Power Supply	800	380		12	8 % DV	30	450	350
Builders Pole	200	94		12	8 % DV	8	114	86
Steel Light Standards	3,000	1,423		12	8 % DV	114	1,691	1,309
Phillips Flood Lights (7)	3,500	1,373		12	6.7 % DV	92	2,219	1,281
Staging Unit	1,300	528		12	10 % DV	53	825	475
Wooden Poles	1,700	692		12	10 % DV	69	1,077	623
<b>Total Building Improvements</b>	<b>10,500</b>	<b>4,490</b>				<b>366</b>	<b>6,376</b>	<b>4,124</b>
<b>Leasehold Land Improvements</b>								
Culvert	727	457		12	10 % DV	46	316	411
Fencing	545	354		12	10 % DV	35	226	319
<b>Total Leasehold Land Improvements</b>	<b>1,272</b>	<b>811</b>				<b>81</b>	<b>542</b>	<b>730</b>
<b>TOTAL</b>	<b>24,836</b>	<b>14,568</b>				<b>712</b>	<b>10,980</b>	<b>13,856</b>

(702)

2



**RESOLUTION TO EXCLUDE THE PUBLIC**

That the public be excluded from the following parts of proceedings of this meeting.

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under Section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

1.	The making available of information would be likely to unreasonably prejudice the commercial position of persons who are the subject of the information. {Section 7(2)(c)}
2.	To enable the council (the committee) to carry on without prejudice or disadvantage commercial negotiations. {(Section 7(2)(i))}.
3.	To protect the privacy of natural persons. {Section 7(2)(a)}.
4.	Publicity prior to successful prosecution of the individuals named would be contrary to the laws of natural justice and may constitute contempt of court. {Section 48(1)(b)}.
5.	To protect information which is the subject to an obligation of confidence, the publication of such information would be likely to prejudice the supply of information from the same source and it is in the public interest that such information should continue to be supplied. {Section 7(2)(c)(i)}.
6.	In order to maintain legal professional privilege. {Section 2(g)}.
7.	To enable the council to carry on without prejudice or disadvantage, negotiations {Section 7(2)(i)}.

**Resolution to allow members of the public to remain**

If the council/committee wishes members of the public to remain during discussion of confidential items the following additional recommendation will need to be passed:

**Move/Second**

"That \_\_\_\_\_ be permitted to remain at this meeting, after the public has been excluded, because of his/her/their knowledge of Item \_\_\_\_\_.

This knowledge, which will be of assistance in relation to the matter to be discussed, is relevant to that matter because \_\_\_\_\_.

*Note:*

*Every resolution to exclude the public shall be put at a time when the meeting is open to the public.*