

## Community Funding Committee Agenda

**Date:** Wednesday, 12 December, 2018

**Time:** 10:30 am

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

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

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> |     |
| 3.1 Minutes Community Funding Committee 10 October 2018                           | 3   |
| <b>4. Decision Reports</b>  |     |
| 4.1 Allocation of the 2018-19 Community Halls Fund                                | 9   |
| 4.2 Allocation of the 2018-19 Resident and Ratepayer Administration Fund          | 21  |
| 4.3 Partnership Fund - Kiwi North Heritage Buildings Project                      | 285 |
| <b>5. Information Reports</b>   |     |
| 5.1 Rent concessions annual report 2017-18  | 341 |
| <b>6. Public Excluded Business</b>  |     |
| <b>7. 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<br>Councillors Gavin Benney, Tricia Cutforth, Sue Glen, Greg Innes<br>and Greg Martin |
| <b>Meetings:</b>    | As required.   |
| <b>Quorum:</b>      | 4  |

### 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.



**Item 3.1****Community Funding Committee Meeting Minutes**

**Date:** Wednesday, 10 October, 2018  
**Time:** 9:00 a.m.  
**Location:** Council Chamber  
Forum North, Rust Avenue  
Whangarei

**In Attendance** Cr Crichton Christie (Chairperson)  
Her Worship the Mayor Sheryl Mai  
Cr Gavin Benney  
Cr Sue Glen  
Cr Greg Martin

**Not in Attendance** Cr Tricia Cutforth  
Cr Greg Innes

**Also present** Cr Cherry Hermon  
Cr Sharon Morgan

**Scribe** C Brindle (Senior Democracy Adviser)

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**1. Declarations of Interest**

There were no declarations of interest declared.

**2. Apologies**

Cr Tricia Cutforth (leave of absence) and Cr Greg Innes (absent)

**Moved By** Cr Greg Martin

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

That the apologies be sustained.

**Carried**

**3. Confirmation of Minutes of Previous Community Funding Committee Meeting****3.1 Minutes of the Community Funding Committee meeting 11 September 2018**

**Moved By** Cr Sue Glen

**Seconded By** Cr Greg Martin

That the minutes of the Community Funding Committee meeting held on Tuesday 11 September 2018, 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 2018-19 Community Fund Round 1**

**Moved By** Cr Crichton Christie (Chairperson)

**Seconded By** Cr Gavin Benney

That the Committee

1. Approves grant allocations from Round 1 of the 2018-19 Community Fund, as follows:

| <b>Theme</b>                          | <b>Organisation</b>                         | <b>Project</b>                            | <b>Grant</b> |
|---------------------------------------|---|---|--------------|
| Arts and Culture                      | Pushing Arts in NZ Trust                    | Street Prints Manaia                      | \$5,000      |
| Arts and Culture                      | Whangarei Repertory Society                 | Seismic and fire safety checks and report | \$4,300      |
| Arts and Culture                      | Whangarei Youth Music Inc                   | Clarinet and saxophone tuition programme  | \$4,000      |
| Arts and Culture                      | Collaborationz Trust                        | Collaborationz 2019                       | \$2,500      |
| Community Connectedness and Wellbeing | Waipu Business and Community Inc            | Waipu Community Coordinator               | \$5,000      |
| Community Connectedness and Wellbeing | Hikurangi Friendship House Charitable Trust | Hikurangi Library building                | \$9,976      |
| Community Connectedness and Wellbeing | YWCA Whangarei                              | Be Your Best programme                    | \$4,200      |
| Community Connectedness and Wellbeing | Mata Public Hall Society Inc                | AED defibrillator                         | \$4,018      |
| Community Connectedness and Wellbeing | Northland Chinese Association               | Chinese New Year Spring Festival          | \$3,000      |

|                                       |   |  |         |
|---------------------------------------|---|--|---------|
| Community Connectedness and Wellbeing | Kainga Ora o Otangarei (under Te Hau Awhiowhio o Otangarei Trust) | Pedestrian safety bollards                     | \$2,890 |
| Community Connectedness and Wellbeing | Habitat for Humanity Northland                                    | Remakery set-up and launch                     | \$2,500 |
| Community Connectedness and Wellbeing | Te Takoha Mai Roopu Charitable Trust                              | Kia Tu Kaha youth programme                    | \$2,500 |
| Community Connectedness and Wellbeing | He Puna Marama Trust  | InnoNative Market                              | \$2,500 |
| Community Connectedness and Wellbeing | Tiaho Trust   | International Day of People with Disabilities  | \$2,500 |
| Community Connectedness and Wellbeing | Whangarei Parents Centre  | Teddy Bears Picnic 2018                        | \$2,500 |
| Community Connectedness and Wellbeing | Dress for Success Northland                                       | Renovations of client area                     | \$1,500 |
| Community Connectedness and Wellbeing | Age Concern Whangarei   | Dissemination of information requiring postage | \$1,500 |
| Community Connectedness and Wellbeing | Kaurihohore-Kamo Cooperating Parish                               | Monday Markets                                 | \$935   |
| Community Connectedness and Wellbeing | Mangapai Hall Society   | Tables purchase                                | \$864   |
| Heritage and Environment              | Taiharuru Marae Inc   | Contribution to building consent fees          | \$5,000 |
| Heritage and Environment              | Lions Club of Tutukaka Coast                                      | Book printing – True Tales of Tutukaka Coast   | \$4,000 |
| Heritage and Environment              | Parihaka Community Landcare (under Kiwi Coast Trust)              | Community led pest mammal control 2019         | \$2,000 |
| Heritage and Environment              | Ngunguru Sandspit Protection Society                              | Printing of historical sandspit scrapbooks     | \$900   |

|                      |   |   |          |
|----------------------|---|---|----------|
| Recreation and Sport | Tikipunga Community Trust                       | Swimming pool summer opening 2018-19    | \$10,000 |
| Recreation and Sport | Ngunguru Sports and Recreation Society          | Sealing of Carpark                      | \$5,000  |
| Recreation and Sport | Whangarei Rod and Custom Club                   | Rev Up Whangarei 2019                   | \$2,500  |
| Recreation and Sport | Whangarei Heads Volunteer Surf Life Saving Club | Essential equipment purchases           | \$1,500  |
| Recreation and Sport | Tutukaka Coast Youth Sailing Club               | Learn to sail programme                 | \$210    |
| Recreation and Sport | Mountains to Sea Conservation Trust             | Community Guided snorkel and Kayak Days | \$2,500  |

2. Declines grant allocations from Round 1 of the 2018-19 Community Fund to the following:

| Theme                                 | Organisation   | Project                                  |
|---------------------------------------|--|--|
| Arts and Culture                      | Te Reo o Te Tai Tokerau                                | Tokihi Ki Tua 2019                       |
| Community Connectedness and Wellbeing | Otaika Public Hall Society                             | Insurance renewal                        |
| Community Connectedness and Wellbeing | Parkinson's NZ Charitable Trust                        | Northland Parkinson's Community Educator |
| Community Connectedness and Wellbeing | Ngati Hau Health and Social Services                   | Kaupapa Maori GIS training programme     |
| Community Connectedness and Wellbeing | Parent to Parent Northland (under Parent to Parent NZ) | Renew Workshop                           |
| Community Connectedness and Wellbeing | Kara Kokopu Hall Committee                             | Hall insurance                           |
| Community Connectedness and Wellbeing | Kamo Parents Hub (under Kamo Baptist Church)           | Kamo Parent Hub                          |

|                                       |  |  |
|---------------------------------------|--|--|
| Community Connectedness and Wellbeing | Victim Support Whangarei (under NZ Council of Victim Support Groups)             | Volunteer training                     |
| Community Connectedness and Wellbeing | Whangarei Budgeting Service  | Stand at Pasifika Fusion Festival 2019 |
| Community Connectedness and Wellbeing | Nature Education Network   | The Natural Phenomena Conference       |
| Community Connectedness and Wellbeing | Ruatangata Public Hall Society   | Extra hall lighting                    |
| Community Connectedness and Wellbeing | Kamo Community Inc   | CCTV cameras for Kamo village          |
| Community Connectedness and Wellbeing | Tai Tokerau Emergency Housing Trust  | The Great Sleep Out                    |
| Community Connectedness and Wellbeing | Parua Bay and Districts Community Centre Society                                 | Insurance adjustment                   |
| Heritage and Environment              | Discover Whangarei Heads Tourism Group   | Parua Bay tourism signage              |
| Heritage and Environment              | Whangarei Native Bird Recovery Inc   | Operational costs                      |
| Heritage and Environment              | Tutukaka Coast Gardening Club (under Whangarei Quarry Gardens Trust)             | The Russell Fransham Project           |
| Recreation and Sport                  | Hikurangi Rugby Club Jubilee Committee (under Hikurangi Rugby Football Club Inc) | 125 <sup>th</sup> Jubilee              |
| Recreation and Sport                  | Blue Goose Flying Group (under Model Flying NZ)                                  | Relocation of Club                     |
| Recreation and Sport                  | Marsden Yacht and Boat Club  | Purchase of boats                      |
| Recreation and Sport                  | Whangarei Blue Light Ventures (under Blue Light Ventures NZ)                     | Youth disco/rage events                |

**Carried**

## 4.2 Allocation of Performing Arts Fund 2018-19

**Moved By** Her Worship the Mayor  
**Seconded By** Cr Crichton Christie

That the Committee

1. Approves grant allocations from the 2018-19 Performing Arts Fund as follows:

| <b>Applicant</b>  | <b>Project</b>   | <b>Grant</b> |
|---|--|--------------|
| Just Dance (under Northland Performing Arts Charitable Trust) | Dreams Do Come True                                      | \$3,300      |
| Northland Pacific Islands Charitable Trust                    | Pasifika Fusion Festival 2019                            | \$2,500      |
| Whangarei Music Society                                       | Chamber Music Concert Series 2019                        | \$4,227      |
| ONEONESIX Trust   | Increase performing arts content for Whangarei community | \$5,000      |
| NZ Dance Advancement Trust                                    | Matariki for Tamariki Northland Tour                     | \$5,000      |

2. Approves transfer of the unspent budget to the Creative Communities Scheme budget for grant making purposes.

**Carried**

## 5. Public Excluded Business

There was no business conducted in public excluded.

## 6. Closure of Meeting

The meeting concluded at 10.15am

Confirmed this 8<sup>th</sup> day of November 2018

Councillor Crichton Christie (Chairperson)



## 4.1 Allocation of the 2018-19 Community Halls Fund

**Meeting:** Community Funding Committee  
**Date of meeting:** 12 December 2018  
**Reporting officer:** Cindy Velthuisen, Community Funding Officer

### 1 Purpose

To determine the grant allocations from the 2018-19 Community Halls Fund.

### 2 Recommendation/s

That the Committee

1. Approves allocations from the 2018-19 Community Halls Fund to the hall committees as follows:

- a. Glenbervie Hall \$5,000
- b. Kara Kokopu Community Hall \$5,000
- c. Kaurihohore Public Hall \$3,815
- d. Mangapai Hall \$5,000
- e. Marua Public Hall \$5,000
- f. Mata Public Hall \$1,610
- g. Matapouri Hall \$3,000
- h. Maungakaramea Hall \$5,000
- i. Maungatapere Community Centre \$5,000
- j. Oakura Hall \$5,000
- k. Opuawhanga Community Hall \$5,000
- l. Pakotai Teoruoru Community Centre \$5,000
- m. Parakao Hall \$5,000
- n. Parua Bay Community Centre \$5,000
- o. Purua Hall \$4,945
- p. Riponui Hall \$5,000
- q. Ruatangata Public Hall \$5,000
- r. Springfield Domain Hall \$2,343
- s. Waiotira Public Hall \$5,000
- t. Waipu Coronation Hall \$5,000
- u. Whananaki Hall \$1,963
- v. Whareora Hall \$5,000

And

2. Approves additional allocations of \$5,000 each from the 2018-19 Community Halls Fund to support significant maintenance works for the hall committees as follows:
  - a. Marua Hall
  - b. Maungatapere Community Centre

- c. Oakura Hall
- d. Opuawhanga Hall
- e. Parakao Hall
- f. Parua Bay Community Centre
- g. Waiotira Hall
- h. Whareora Hall

And

3. Approves equal distribution of the remaining budget from the 2018-19 Community Halls Fund for insurance costs to all 30 eligible hall committees.

### 3 Background

The Community Halls Fund assists community hall committees in the district with facility maintenance. The Fund is available for community-operated halls that have been identified in Council's Community Halls Strategy.

### 4 Discussion

Applications were invited from all community halls in August, with reminders prior to closing in October. Twenty-two applications were received. Hall committees that did not apply were contacted and also provided the opportunity.

#### 4.1 Financial/budget considerations

The budget allocated for this year is \$150,000 (up from \$60,000 last year).

The total amount requested – based on the \$5,000 Fund maximum – is \$97,676.

Some hall committees have requested or indicated that they would like more than the \$5,000 maximum for the more costlier maintenance needs. This is discussed in 4.2.

#### 4.2 Policy on maximum grant

The maximum grant allowable under the Fund is \$5,000, although the Committee does have discretion to grant more.

Some applicants requested more than this maximum, and/or have significant work to do that is substantially more than this maximum grant allows. These are:

- Marua Hall – interior painting (approx. \$10k)
- Maungatapere Community Centre – ceiling and door replacement (approx. \$10k)
- Oakura Hall – replace roof; plus other significant works required
- Opuawhanga Hall – replace piles, gutter repairs and storm water redirection; plus other significant works required
- Parakao Hall – exterior painting (approx. \$25k)
- Parua Bay Community Centre – partial roof replacement (approx. \$10k).
- Waiotira Hall – replace roof (approx. \$16k); plus other significant works required
- Whareora Hall – exterior painting (approx. \$15k)

The Maintenance Schedule (attachment 2) lists the works required for all halls.

Using our funding principles of flexibility and effectiveness, Recommendation 2 provides an option to address these.

One applicant has requested a grant for work that is not facility maintenance: Matapouri Hall would like funding to upgrade the community noticeboard. This is outside of the Fund's criteria; however, it is included in the recommended allocations based on community benefit and available budget.

#### **4.3 Insurance costs**

At the previous Community Funding Committee meeting, councillors asked about options for supporting insurance costs for community halls. This issue has been raised multiple times previously and resulted in one-time additional payments of up to \$1,000 each in the 2013-14 funding year.

The Community Halls Fund budget for 2018-19 would allow for a similar payment to all hall committees, whether they have applied this year or not. Using our funding principles of equity and flexibility, Recommendation 3 provides for this.

While this is an option for 2018-19, it could create expectation in the community of ongoing financial support for insurance. There is already some confusion about what funding hall committees can apply for, and making one-off changes could add to that confusion.

#### **4.4 Options**

The variance between amount requested and budget available is \$52,324. Three recommendations are made to make use of the available budget.

##### **Recommendation 1 – Allocation of \$97,676**

This allocates funding as requested, within the maximum grant allowance of \$5,000 per applicant. No applications are recommended for decline.

##### **Recommendation 2 – Additional allocation of \$40,000 for significant maintenance**

Using our funding principles of flexibility and effectiveness, this allocates a further \$5,000 each to eight halls identified as having significant and high cost maintenance needs (Marua, Maungatapere, Oakura, Opuawhanga, Parakao, Parua Bay, Waiotira, Whareora).

##### **Recommendation 3 – Additional allocation of remaining budget (\$12,324) for insurance costs**

Using our funding principles of equity and flexibility, this recommendation aims to allocate an equal share of any remaining Fund budget to each of all 30 eligible halls for facility insurance costs. This works out at approximately \$410 per hall. Insurance costs vary, but the average is around \$800 per year.

The allocations from these three recommendations would utilise the full budget of \$150,000.

If any budget remains unallocated, this would be transferred to Round 2 of the Community Fund for allocation. This ensures funds are given to communities as intended, and not absorbed into other Council business.

## **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. Summary of applications
2. Maintenance schedule

Applications in full are available on request.

## 2018-19 COMMUNITY HALLS FUND

| Organisation   | \$ Amount Requested (to max of \$5k) | Project Details  | Meets maintenance schedule?     | Priority rating |
|--|--------------------------------------|--|---------------------------------|-----------------|
| Glenbervie Hall and Recreation Society Inc.                                  | \$ 5,000                             | 1) Paint exterior of hall (\$9k).  | No                              | Low             |
| Hukerenui District Memorial Hall   | Did not apply                        |  |                                 |                 |
| Kara Kokopu Community Hall   | \$ 5,000                             | 1) Repair rust on roof; 2) repair and paint ceiling; 3) base and bargeboards; 4) extend driveway and parking area.   | Jobs 1-3 yes (4 no)             | Medium          |
| Kaurihohore Public Hall Society  | \$ 3,815                             | 1) Repair, clean and paint weatherboards as required   | Yes                             | High            |
| Mangapai Hall Society Inc.   | \$ 5,000                             | 1) Gutter maintenance and preventative measures (\$4k); 2) Fencing paddocks (\$13k).<br>Guttering work includes installing gutter guard as a preventative measure as the guttering is difficult to access at that height. The fencing work is to reduce likelihood of wandering stock, and enable the creation of income from grazing. | Job 1 yes (2 no)                | Low             |
| Marua Public Hall Association Inc.   | \$ 5,000                             | 1) Disabled toilet (\$3k); 2) interior painting (\$5-15k).<br>Committee will purchase toilet fittings, this grant is for the building works. Also contribution to painting fund, which will likely need further funding next year.   | Job 2 yes (1 no)                | Low             |
| Mata Public Hall Society Inc.  | \$ 1,610                             | 1) Correct drainage issues to protect and improve usage of tennis courts, steps and grounds.<br>Not hall maintenance.  | No                              | Low             |
| Matapouri Hall Society   | \$ 3,000                             | 1) Community sign/noticeboard.<br>Not hall maintenance, but application demonstrates good community engagement and consultation, and that this will be a welcome asset to the area.  | No                              | Low             |
| Maungakaramaea Hall (Maungakaramaea Recreation Society Inc.)                 | \$ 5,000                             | 1) Repair and replaster landing and steps to hall; 2) Clean moss and mould off roof.<br>For safety/preventative measures.  | No, but accepted                | Medium          |
| Maungatapere Community Centre Hall Committee                                 | \$ 5,000                             | 1) Ceiling replacement; 2) exterior door replacement.<br>Contributing some funds, volunteer labour and donated ceiling tiles.  | Yes                             | Medium          |
| McLeod Bay Hall (Whangarei Heads Citizens Association Inc)                   | Did not apply                        |  |                                 |                 |
| Oakura Hall (Oakura Beach Reserve Board)                                     | \$ 5,000                             | 1) Replace roof<br>Contributing own funds, plus redirecting grant from last year.  | Yes                             | High            |
| Opuawhanga Community Hall Trust Committee                                    | \$ 5,000                             | 1) Replace piles under kitchen, 2) gutter repairs and redirection of flow  | Yes                             | High            |
| Otaika Valley Hall Committee   | Did not apply                        |  |                                 |                 |
| Pakotai Teoruoru Community Sports and Recreation Society Inc                 | \$ 5,000                             | 1) Men's toilets reple, and replace flooring, walls and fixtures; 2) paint storage container.<br>Providing labour for job 2.   | Yes                             | Medium          |
| Parakao Hall   | \$ 5,000                             | 1) Repaint exterior.<br>Contributing volunteer labour. This community has completed some work themselves already. Will need to seek additional funds elsewhere and/or carry over funds until sufficient available.   | Yes                             | Medium          |
| Parua Bay Community Centre   | \$ 5,000                             | 1) Replace iron sheets at front entrance vertical incline and around front half of the building due to rust.<br>* Note that grants from previous years have not been used and works not completed - the new committee is working to resolve this, refer letter in application.   | Yes                             | High            |
| Purua Hall Association Inc.  | \$ 4,945                             | 1) Reple women's toilets   | Yes                             | Medium          |
| Riponui Hall   | \$ 5,000                             | 1) Front entrance deck, stairs and ramp.<br>This hall has been neglected for many years and the reformed committee is motivated to restore the hall. The entrance way is described as rotten and unsafe. Contributing volunteer labour.  | No current assessment available | High            |
| Ruakaka Memorial Hall  | Did not apply                        |  |                                 |                 |
| Ruatangata Public Hall Society   | \$ 5,000                             | 1) Treat rust on interior steel portal frames and repaint.<br>* Note that the last two years' of grants were carried over for exterior roof repairs and painting - not yet done.   | Yes                             | High            |
| Springfield Domain Board   | \$ 2,343                             | 1) Door replacement; 2) fire hydrants.<br>Most of the cost is for the door replacement as this has rot in it (photos provided).  | No, but accepted                | Medium          |
| Taurikura Hall   | Did not apply                        |  |                                 |                 |
| Waikiekie Hall   | Did not apply                        |  |                                 |                 |
| Waiotira Public Hall Society   | \$ 5,000                             | 1) Replace roof (\$16k).<br>Seeking \$10k and confident of being able to fundraise the remainder.  | Yes                             | High            |
| Waipu Coronation Hall (Waipu Public Coronation Hall and Library Association) | \$ 5,000                             | 1) Replace roof over main hall area.<br>Contributing own funds and other grant funding to complete this \$30k project.   | Yes                             | High            |
| Whakapara Hall Society   | Did not apply                        |  |                                 |                 |
| Whananaki Hall (Whananaki Beach Residents and Ratepayers Association Inc.)   | \$ 1,963                             | 1) Upgrade of bathroom basins; 2) upgrade of kitchen cupboard doors; 3) finish interior painting.  | Yes                             | Low             |
| Whareora Hall  | \$ 5,000                             | 1) Paint exterior of hall.<br>Was unable to get a quote in time, but anticipated to be \$10-15k.   | Yes                             | Medium          |
| Whatitiri Hall   | Did not apply                        |  |                                 |                 |
|  | \$ 97,676                            | Requested  |                                 |                 |
|  | \$ 150,000                           | Budget   |                                 |                 |
|  | \$ 52,324                            | Remaining  |                                 |                 |



## Maintenance schedule

As at November 2018

This schedule is for the three-year maintenance period of 2016/17 to 2019/20. It lists the maintenance jobs identified in Council's triennial building assessments conducted by our building control officers. These jobs are listed with a priority rating, the years in which committees have applied for funding from Council, and whether these works are reported as complete.

Note: 'D' in applied year refers to applied but was declined.

| Hall              | Jobs identified   | Priority | Applied (year)    | Complete?  |
|-------------------|---|----------|-------------------|------------|
| Glenbervie        | Treat rust to roof lead head nails and sheet ends, and metal gutter at back of building                           | High     | 1718 – carry over | Carry over |
| Glenbervie        | ADDED 1819: Paint exterior  |          | 1819              |            |
| Glenbervie        | Treat minor rot to pole at front entrance   | Medium   |                   |            |
| Glenbervie        | Repair water damaged floor and wall in men's toilets  | Medium   |                   |            |
| Glenbervie        | Replace broken vanity and old tap fixtures in women's toilets   | Medium   |                   |            |
| Glenbervie        | Repair or replace swelling particle board floor in bar/kitchen area   | Low      |                   |            |
| Glenbervie        | Replace sagging ceiling   | Low      |                   |            |
| Glenbervie        | ADDED 12/17: Painting of interior   |          |                   |            |
| Hukerenui         | Repair or secure dangerous stairs from stage to subfloor  | High     | 1617              | YES        |
| Hukerenui         | Obtain engineer's assessment of roof (sag mid-span)   | High     | 1617              | YES        |
| Hukerenui         | Repaint window frames   | Medium   | 1617              |            |
| Hukerenui         | Upgrade old electrical switchboard  | Medium   | 1617              |            |
| Hukerenui         | Repair or replace fibrolite and cladding on north face and repaint  | Medium   |                   |            |
| Hukerenui         | Upgrade bathrooms including fixtures, wall and ceiling linings, and repaint                                       | Medium   |                   |            |
| Hukerenui         | Upgrade kitchen cabinetry   | Low      |                   |            |
| Hukerenui         | Repair ceiling where boards are loose   | Low      |                   |            |
| Kara Kokopu       | Repair or repile foundations  | High     | 1617              | YES        |
| Kara Kokopu       | Repair minor rot, wash and paint timber weatherboards   | High     | 1718              | YES        |
| Kara Kokopu       | Repair minor rot to west side windows and north facing barge board  | High     | 1819              |            |
| Kara Kokopu       | Repair rust around lead head nails on roof  | High     | 1819              |            |
| Kara Kokopu       | Repair and repaint ceiling and walls following repiling and settling  | Low      | 1819 (men's)      |            |
| Kara Kokopu       | Upgrade fixtures and vinyl floor in female toilets  | Medium   |                   |            |
| Kara Kokopu       | Repaint wall in female toilets  | Low      |                   | 1516?      |
| Kara Kokopu       | ADDED 1819: Driveway and parking extension  |          | 1819              |            |
| Kaurihohore Kauri | Repair north face weatherboard joints as required, and clean and paint all exterior                               | High     | 1819              |            |
| Kaurihohore Kauri | Treat minor rot in foundations  | Medium   |                   |            |
| McLeod Bay        | Refasten nails on roof  | High     | 1617              | YES        |
| McLeod Bay        | ADDED 12/17: painting of roof and replacement of sheets identified after roof renailing                           |          | 1718              | YES        |
| McLeod Bay        | Repair/replace and paint exterior cladding on north and west walls  | High     |                   |            |
| McLeod Bay        | Relevel floor as required as bearers show signs of sagging  | Medium   |                   |            |
| McLeod Bay        | Check for possible leak on underside of floor and repair as required (particle board flooring shows water damage) | Medium   |                   |            |
| McLeod Bay        | Replace kitchen cabinetry where doors are swelling  | Medium   |                   |            |
| McLeod Bay        | Repair or replace vinyl flooring in kitchen   | Medium   |                   |            |
| McLeod Bay        | Repair cracks in wall linings and repaint stage area  | Low      |                   |            |
| Mangapai          | Repair or replace weatherboards in poor condition   | High     | 1617              | YES        |
| Mangapai          | Repair or replace emergency exit door and ramp on RHS of building as too steep, rotten and dangerous              | High     | 1617              | YES        |
| Mangapai          | Repair front door (twisted and prone to break-ins)  | Medium   | 1718              | YES        |
| Mangapai          | Treat rust around lead nails and sheet laps on roof   | High     |                   |            |
| Mangapai          | Clear gutters of grass and channel storm water from down pipes away from the building                             | Medium   | 1819              |            |
| Mangapai          | Repaint exterior cladding and window frames   | Medium   |                   |            |
| Mangapai          | Repair hall ceiling   | Medium   |                   |            |
| Mangapai          | Repair or replace interior wall linings and repaint   | Low      |                   |            |
| Mangapai          | ADDED 1819: Fencing paddock   |          | 1819              |            |

| Hall         | Jobs identified  | Priority | Applied (year) | Complete?                               |
|--------------|--|----------|----------------|---|
| Marua        | Upgrade electrical connections and wiring  | Medium   | 1617           | DEFERRED                                |
| Marua        | ADDED 03/17 – install disability toilet  | Low      | 1718=D 1819    |   |
| Marua        | Repair rot to one weatherboard at rear fire exit   | Medium   | 1617           | YES                                     |
| Marua        | Reduce height of step at rear fire exit (too high at 300mm)  | Medium   |                |   |
| Marua        | Reseal floor in men's toilets  | Medium   |                |   |
| Marua        | Replace PVC downpipes from roof to tank with correct size (100mm)  | Low      |                |   |
| Marua        | Repaint kitchen and bathrooms  | Low      | 1819           |   |
| Marua        | Repair or replace wall linings and ceiling linings in main hall and repaint  | Low      |                |   |
| Marua        | Repair or replace damaged wall sheets in stage area  | Low      |                |   |
|              |  |          |                |   |
|              |  |          |                |   |
| Mata         | Repair cut floor joist to prevent floor from sagging   | High     |                |   |
| Mata         | Replace water tank and divert overflow away from hall foundations  | High     | 1718           | YES                                     |
| Mata         | Seal and varnish floor   | Low      |                |   |
| Mata         | ADDED 1819: Correct drainage issues  |          | 1819           |   |
|              |  |          |                |   |
| Matapouri    | ADDED 03/17: Install smoke alarms  | n/a      | 1617           | Self                                    |
| Matapouri    | ADDED 03/17: Upgrade electrical wiring and board (previously funded 1516)  | n/a      | 1617           | YES                                     |
| Matapouri    | ADDED 03/17: Repair lock and cracked window (previously funded 1516)   | n/a      | 1617           | Self                                    |
| Matapouri    | Repair exterior cladding and roof as required: Some damage to weatherboards on road end, east side. Some windows require head flashings and scribes. In need of a wash and paint and some nails on the roof require re-fixing. | Medium   | 1718           |   |
| Matapouri    | Repair or replace ceiling in storage area which has water damage   | Medium   |                |   |
| Matapouri    | Revarnish particle floor   | Low      |                |   |
| Matapouri    | ADDED 1819: Community noticeboard upgrade  |          | 1819           |   |
|              |  |          |                |   |
| Maungakamea  | Upgrade toilet fixtures  | High     | 1718           | YES                                     |
| Maungakamea  | Replace vinyl in kitchen   | High     | 1617           | YES                                     |
| Maungakamea  | ADDED 03/17: Install vinyl in men's toilets  |          | 1617           | YES                                     |
| Maungakamea  | Unblock stormwater drain on north west side (remove stones)  | High     | 1617           | YES                                     |
| Maungakamea  | Repaint kitchen walls and cabinetry  | Low      |                |   |
| Maungakamea  | Repaint toilets  | Low      |                |   |
| Maungakamea  | Repaint hall walls   | Low      |                |   |
| Maungakamea  | ADDED 1819:<br>Repair and replaster landing and steps<br>Clean moss and mould off roof   |          | 1819           |   |
|              |  |          |                |   |
| Maungatapere | Repair or replace old weatherboards as required  | High     | 1617           | YES                                     |
| Maungatapere | Repair incorrect connection to toilet waste pipe   | High     | 1617           | YES                                     |
| Maungatapere | ADDED 03/17: Repair broken door into hall, paint and carpet foyer  |          |                |   |
| Maungatapere | Treat for bora in floor joist at stage area and repair foundations as required   | Medium   |                |   |
| Maungatapere | Seal pipe work that penetrates block wall  | Medium   |                |   |
| Maungatapere | Replace ceiling due to water damage  | Medium   | 1718=D 1819    |   |
| Maungatapere | ADDED 1819: Replace exterior door and foyer door for security and noise  |          | 1819           |   |
| Maungatapere | Replace particle board wall lining that is swelling and repaint walls  | Medium   |                |   |
| Maungatapere | Replace ceiling in storage area  | Low      |                |   |
| Maungatapere | Replace stage stairs and include handrail  | Low      |                |   |
|              |  |          |                |   |
| Oakura       | The bathrooms are in poor condition (agreed carried over grant is for this)  | High     | 1617           | YES                                     |
| Oakura       | Repair or replace exterior cladding and paint  | High     |                |   |
| Oakura       | Repair or replace exit door including push bar   | High     |                |   |
| Oakura       | Repair all timber windows and repaint  | High     | 1718           | Could not complete – carryover for roof |
| Oakura       | Treat rust around cladding nails and repaint (medical rooms)   | High     |                |   |
| Oakura       | Repair or replace rusted head flashings  | High     |                |   |
| Oakura       | Paint plywood on south wall  | High     |                |   |
| Oakura       | Treat rust to ends of roofing sheets and nails, and treat rot to barge boards<br>AMENDED TO full roof replacement  | High     | 1819           | Plus carryover                          |
| Oakura       | Repair emergency exit door   | High     |                |   |
| Oakura       | Repair minor rot to some jacks in foundations  | Medium   |                |   |
| Oakura       | Repair or replace ceiling in main hall   | Medium   |                |   |
| Oakura       | Upgrade kitchen cabinetry, repair ceiling and revarnish floor  | Medium   |                |   |
|              |  |          |                |   |



| Hall       | Jobs identified  | Priority | Applied (year)   | Complete?  |
|------------|--|----------|------------------|------------|
| Opuawhanga | Repair piles that are decayed/damaged and relevel floor  | High     | 1819             |            |
| Opuawhanga | Repair west wall that is leaning out as per engineer's proposal  | High     | 1718             | Yes        |
| Opuawhanga | Repair roof flashings and repair possible source of leak   | High     |                  |            |
| Opuawhanga | Down pipes and guttering: <ul style="list-style-type: none"> <li>Secure entrance down pipe</li> <li>Fix down pipes so not discharging direct to ground by footings</li> <li>Install guttering to lean-to roof above toilets</li> <li>Fix water tank over-flow so not discharging to ground.</li> </ul> | High     | 1819             |            |
| Opuawhanga | Repair all broken/rotten weatherboards, facia and barge boards, including any loose scribes, then paint  | High     |                  |            |
| Opuawhanga | Repair or replace rear door as secondary emergency exit  | High     |                  |            |
| Opuawhanga | Fix ground at front and sides of hall so that water does not run under the building or too close to piles  | High     |                  |            |
| Opuawhanga | Repair men's urinal  | High     | 1718             | YES        |
| Opuawhanga | Repair/replace sill on front entry door  | Medium   |                  |            |
| Opuawhanga | Repair louver windows and window frames in toilet area   | Medium   |                  |            |
| Opuawhanga | Repair/replace ceiling where water damage has occurred   | Medium   |                  |            |
|            |  |          |                  |            |
| Otaika     | Redirect stormwater down pipes past the building line to the river (as potentially undermining foundations)  | High     | 1617             | YES        |
| Otaika     | Some rot on weatherboards – repair and repaint   | High     | 1617             | YES        |
| Otaika     | Make the meter box weather proof and apply scribes to trim next to it  | High     | 1617             | YES        |
| Otaika     | Major sag in rafters – obtain engineer's assessment [assessed as okay]   | High     |                  | YES        |
| Otaika     | Install head flashing on doors   | High     |                  |            |
| Otaika     | Fix rust to ends of roofing sheets and metal spouting<br>Wash and repaint required   | Medium   |                  |            |
| Otaika     | Repaint ceiling  | Low      |                  |            |
|            |  |          |                  |            |
| Pakotai    | Repile and relevel the foundations   | High     | 1617             | YES        |
| Pakotai    | ADDED 03/17: Tile and paint ladies toilets following relevelling   |          | 1617             | YES        |
| Pakotai    | ADDED 12/17: Relevel men's toilets   |          | 1819             |            |
| Pakotai    | Repair and refix PVC spouting  | Medium   |                  |            |
| Pakotai    | Upgrade bathrooms including linings, fixtures and flooring   | Medium   | 1819 (men's)     |            |
| Pakotai    | Treat rust and paint storage container   | Medium   | 1819             |            |
| Pakotai    | Repair or replace hall ceiling sheets that are sagging   | Low      |                  |            |
|            |  |          |                  |            |
| Parakao    | Repair and repaint exterior cladding on north-east wall (rot)  | High     | 1819             |            |
| Parakao    | Treat rust around roof nails and ridge flashing, replace rusted iron around chimney  | High     |                  |            |
| Parakao    | Treat for borer on a couple of foundation bearers  | Medium   |                  |            |
|            |  |          |                  |            |
| Parua Bay  | Treat surface rust and repaint exposed steel supporting main hall (*was funded in 1516 and not done)   | High     | 1617             |            |
| Parua Bay  | Renail exterior cladding where the nails have popped   | High     | 1617             |            |
| Parua Bay  | Replace iron sheets at front entrance vertical incline and around front half of the building due to rust   | High     | 1617 +1819       |            |
| Parua Bay  | Upgrade kitchen cabinetry  | Low      | 1617             |            |
| Parua Bay  | Revarnish timber in squash club room and main hall   | Low      | 1617             |            |
| Parua Bay  | Repaint ceilings in main hall and storage area, including replacement/repair of one sheet that is coming away  | Low      | 1617             |            |
| Parua Bay  | Upgrade toilet fixtures and replace tap washers  | Low      | 1617             |            |
|            |  |          |                  |            |
| Purua      | Relevel or repile foundations under men's and women's toilets  | High     | 1718 M<br>1819 F | Men's done |
| Purua      | Repair rot to some of the weatherboards and repaint all exterior cladding  | High     |                  |            |
| Purua      | Repair rot to wooden windows, seal and paint   | High     |                  |            |
| Purua      | Repair or replace exterior steps from women's toilets that are dangerous and unusable, and install handrail on stairs to men's toilets   | High     |                  |            |
| Purua      | Repair or replace steel spouting that is rusting and in poor condition   | High     |                  |            |
| Purua      | Repair broken waste pipe from kitchen and reseal hole in cladding  | High     |                  |            |
| Purua      | Clean and paint roof   | Low      |                  |            |
|            |  |          |                  |            |
| Riponui    | ADDED 03/17: Fit new locks, repair 10 broken windows, repair steps and deck, repair rot in door and window sashes  |          | 1617             |            |
| Riponui    | ADDED 1819: Front entrance deck, stairs and ramp   |          | 1819             |            |
|            |  |          |                  |            |
| Ruakaka    | Assessment not able to be completed  |          |                  |            |
|            |  |          |                  |            |

| Hall        | Jobs identified   | Priority | Applied (year) | Complete?    |
|-------------|---|----------|----------------|--------------|
| Ruatangata  | Treat rot to north barge board, and wash and paint exterior cladding, barge boards and fascia as required   | High     | 1617 + 1718    | Carried over |
| Ruatangata  | Paint roofing iron  | Medium   | 1617 + 1718    |              |
| Ruatangata  | Repair or replace damaged PVC spouting  | Medium   | 1617 + 1718    |              |
| Ruatangata  | Repair possible leak in roof area, and then clean ceiling in male toilets and repaint kitchen ceiling   | High     |                |              |
| Ruatangata  | Repair exit door from kitchen to make it easier to open   | Medium   |                |              |
| Ruatangata  | Treat surface rust to steel portal frames and repaint   | Medium   | 1819           |              |
| Ruatangata  | Repaint walls in men's toilets and ceiling in women's toilets   | Low      |                |              |
| Ruatangata  | Sand and varnish floor in women's toilets   | Low      |                |              |
|             |   |          |                |              |
| Springfield | Repair (sand and resurface) or replace particle board flooring in kitchen   | High     | 1617           | YES          |
| Springfield | ADDED 03/17: Replace rotten exterior door to kitchen and library  |          | 1819           |              |
| Springfield | Repair roof: <ul style="list-style-type: none"> <li>Re-nail as required</li> <li>Repair minor rot to the end of the fascia boards and window sills</li> </ul>   | High     |                |              |
| Springfield | ADDED 12/17: Replace urinal   | Medium   | 1718           |              |
| Springfield | Repaint hall exterior (within 5 years)  | Medium   |                |              |
| Springfield | Treat for bora in walls and repair as required  | Medium   |                |              |
| Springfield | Repaint walls and ceiling in kitchen and toilets  | Low      |                |              |
| Springfield | Update cabinetry and fixtures in kitchen and bathrooms  | Low      |                |              |
| Springfield | ADDED 1819: Fire hydrants   |          | 1819           |              |
|             |   |          |                |              |
| Taurikura   | Repaint south and west exterior walls   | High     |                |              |
| Taurikura   | Repair or replace roof on north face and renail as required   | High     |                |              |
| Taurikura   | Treat rust on head flashings  | Medium   |                |              |
| Taurikura   | Refix spouting and down pipes on the lean-to  | Medium   |                |              |
| Taurikura   | Repair or replace step into top area of hall which is currently too high  | Medium   |                |              |
| Taurikura   | Repair or replace steps to stage area   | Medium   | 1617           |              |
| Taurikura   | Repaint kitchen and bathrooms   | Low      | 1617           |              |
|             |   |          |                |              |
| Waikiekie   | Relevel floor where sagging   | High     |                |              |
| Waikiekie   | Repair leaking water tank and lack of water supply to building  | High     |                |              |
| Waikiekie   | Treat minor rust to steel window frames, and to lead head nails and sheet laps on roof  | Medium   |                |              |
| Waikiekie   | Replace ceiling in main hall due to sagging and repaint   | Medium   |                |              |
| Waikiekie   | Repair possible water leak and repair holes in floor  | Medium   |                |              |
| Waikiekie   | Treat for borer in timber near stage  | Medium   |                |              |
| Waikiekie   | Replace front door to a single, wide door with secure locks   | Low      |                |              |
| Waikiekie   | Replace steps to stage and ensure these are not too steep and/or have a hand rail   | Low      |                |              |
|             |   |          |                |              |
| Waiotira    | Remedy water ponding under the building   | High     | 1718           | Yes          |
| Waiotira    | Replace and/or reseal particle board floor and hard board wall linings in kitchen, toilets and storage area   | High     | 1718 (floor)   | Floor yes    |
| Waiotira    | Treat rust/rot, repair and paint as required <ul style="list-style-type: none"> <li>Rusty flashing at bottom of vertical iron</li> <li>Some rust to apron flashing</li> <li>Signs of rust around lead head nails on main roof</li> <li>Barge board in poor condition with some rot to ends</li> </ul> AMENDED 2018 – full replacement of roof recommended   | High     | 1819           |              |
| Waiotira    | Replace/upgrade fixtures in male toilets  | Medium   |                |              |
| Waiotira    | Repair leaking cracks in water tank   | Medium   |                |              |
| Waiotira    | Replace water damaged ceiling tiles   | Low      |                |              |
| Waiotira    | Repaint interior walls and ceiling in main hall, toilets, kitchen and storage area  | Low      |                |              |
|             |   |          |                |              |
| Waipu       | Repair lower roof sheeting  | High     | 1617           | YES          |
| Waipu       | Repair or replace toilet extraction vent, cowl and weather hat (rusting)  | High     | 1617           | YES          |
| Waipu       | ADDED July 2017 – “An independent inspection by a local carpenter in March 2016 identified one of our exterior walls as having "moisture transgressing through the blocks and creating damp inside the rooms. Ideally the wall should be water blasted and resealed with a recommended block sealer". This wall is adjacent to a building site and once that building is completed, there will be no access to the wall again.” | High     | 1718           | YES          |
| Waipu       | Install flashing on porch weatherboards   | High     | 1617           | YES          |
| Waipu       | Replace fibrolite to gable end of library   | High     |                |              |
| Waipu       | Re-roof main upper roof over hall <i>within 5 years</i>   | Medium   | 1819           |              |
| Waipu       | Repaint exterior timber weatherboards <i>within 5 years</i>   | Medium   |                |              |
| Waipu       | Install hand rails for steps to stage   | Medium   |                |              |
|             |   |          |                |              |

| Hall      | Jobs identified  | Priority       | Applied (year) | Complete? |
|-----------|--|----------------|----------------|-----------|
| Whakapara | Repair minor rust to ridge flashing, metal gutter and spouting, and storage area roof<br>ADDED Dec 2017 – “Advised that all of the gutters and spouting needs to be replaced as it is in poor condition... a priority for the Committee and needs to be carried out before next winter.” | High (revised) | 1718           |           |
| Whakapara | ADDED Dec 2017 – “Installation of 3 security lights for safety and security.”  |                | 1718           |           |
| Whakapara | Replace vinyl flooring in kitchen  | Medium         |                |           |
| Whakapara | Line storage area walls and paint  | Low            |                |           |
| Whakapara | Replace and seal particle board floor in storage area  | Low            |                |           |
| Whakapara | Revarnish hall floor   | Low            |                |           |
| Whakapara | Fix cracks in plasterboard at entrance and paint   | Low            |                |           |
| Whakapara | Paint interior walls   | Low            |                |           |
|           |  |                |                |           |
| Whananaki | CARRIED OVER: Paint hall roof  |                | 1617           | YES       |
| Whananaki | Repair possible water leak in main hall ceiling and replace water damaged ceiling sheet  | High           | 1617           | YES       |
| Whananaki | ADDED Dec 2017 – paint interior  | n/a            | 1718           | YES       |
| Whananaki | Reseal hard board flooring in kitchen  | High           |                | YES       |
| Whananaki | Upgrade kitchen cabinetry  | Low            | 1819           |           |
| Whananaki | Upgrade bathroom fixtures  | Low            | 1819           |           |
| Whananaki | Repaint men’s bathroom ceiling   | Low            | 1617           | YES       |
| Whananaki | Repair wall linings in storage area and repaint  | Low            |                |           |
|           |  |                |                |           |
| Whareora  | Remove lichen from roof and install down pipe to veranda roof  | High           |                |           |
| Whareora  | Install head flashings to windows on west side   | High           |                |           |
| Whareora  | Replace broken spouting rain water head  | Medium         |                |           |
| Whareora  | Replace broken sewer inspection point  | Medium         |                |           |
| Whareora  | Install handrail on stage steps  | Medium         |                |           |
| Whareora  | Repair push bar on stage exit door   | Medium         |                |           |
| Whareora  | Repaint exterior walls in full or partial to cover tagging   | Low            | 1617=D; 1819   |           |
|           |  |                |                |           |
| Whatitiri | Clean concrete ramp at back exit as slippery and dangerous   | Medium         |                |           |
| Whatitiri | Treat minor rot in exterior cladding, wash building, and repair  | Medium         |                |           |
| Whatitiri | Repair PVC downpipe to water tank  | Medium         |                |           |
|           |  |                |                |           |



## 4.2 Allocation of the 2018-19 Resident and Ratepayer Administration Fund

**Meeting:** Community Funding Committee  
**Date of meeting:** 12 December 2018  
**Reporting officer:** Cindy Velthuizen, Community Funding Officer

### 1 Purpose

To determine the allocations of the 2018-19 Resident and Ratepayer Administration Fund.

### 2 Recommendation/s

That the Committee

1. Approves grants from the 2018-19 Resident and Ratepayer Administration Fund of \$700 to each of the following organisations:
  - a. Brooks Area Community Group
  - b. Hikurangi Friendship House Charitable Trust
  - c. Kamo Community Inc
  - d. Lang Cove Residents Association
  - e. Maungakaramea Recreation Society
  - f. Onerahi Community Association
  - g. Pataua Area Ratepayers and Residents Association
  - h. Portland Residents and Ratepayers Association
  - i. Ruakaka Parish Residents and Ratepayers Association
  - j. Ruatangata Public Hall Society
  - k. Teal Bay Residents and Ratepayers Association
  - l. Tutukaka Coast Ratepayers and Residents Association Inc
  - m. Urquharts Bay Association
  - n. Waipu Riding Residents and Ratepayers Association
  - o. Whananaki Beach Residents and Ratepayers Association
  - p. Whangarei Heads Citizens Association
  - q. Whangaruru Coastal Community and Sports Association
  - r. Whangaruru North Residents and Ratepayers Association
  - s. Whangaruru South Residents and Ratepayers Association
2. Approves the grant to Ruatangata Public Hall Society be used to pay off their Community Loan as proposed.

### **3 Background**

The purpose of the Resident and Ratepayer Administration Fund is to assist resident and ratepayer groups that advocate for residents in their local communities. Grants are \$700 per organisation, and they are in recognition of the groups' contribution to their community and to Council.

### **4 Discussion**

Twenty applications were received and all are recommended for approval.

The proposed allocation of \$14,000 is within the Fund budget.

The criteria for this Fund is that applicants must:

- Meet the general Community Funding eligibility requirements, and
- Be a resident and ratepayer group within the Whangarei District, and
- Be currently active in their community.

#### **4.1 Grant for loan arrears**

Ruatangata Public Hall Society has an existing community loan for their tennis courts. They have an outstanding balance of \$1,125 remaining on this loan. Their last payment was nine years ago – they have requested this loan be written off due to financial hardship.

Staff propose to use any allocated Resident and Ratepayer Fund grant agreed by the Committee to enable them to pay off this loan over the next two years. The relevant correspondence is attached.

### **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. Summary of applications
2. Applications in full
3. Ruatangata Public Hall Society correspondence on community loan

| 2018-19 RESIDENT AND RATEPAYER ADMINISTRATION FUND      |  |
|---|--|
| Organisation  | Activities   |
| Brooks Area Community Group Inc                         | Road safety, pest management programme, tree planting, community newsletters, community event, LTP submission, NRC/WDC liaison.  |
| Hikurangi Friendship House Charitable Trust             | Community newsletters, looks after hall bookings and library, assists other community organisations.   |
| Kamo Community Inc                                      | Christmas parade, security cameras, community newsletter.  |
| Lang Cove Residents Assoc                               | Pest mammal and plant management programme, local amenity management (tennis courts, grounds, signage, seating, walking tracks).   |
| Maungakarama Recreation Society                         | Stated as for the running of the Hall. Neighbourhood support group established, regular events by the Rec Society.   |
| Onerahi Community Association                           | For the running of the Hall and Community House. Community news and events.  |
| Pataua Area Ratepayers and Residents Assoc              | Pest mammal and plant management programme, local amenity management (boat ramp and lookout).  |
| Portland Residents and Ratepayers Association           | Liaison with school, fire brigade and cement factory. Policing of area and liaison with Council (e.g. fly tipping). NZTA roading discussions. Managing local community issues. |
| Ruakaka Parish R&R Association                          | Promote, support and foster the welfare of Ruakaka residents. Liaison with Council, NRC etc. Consultation and resource consent submissions, public meetings.                   |
| Ruatangata Public Hall Society                          | Market day, potluck dinner, trivia night to fundraise for the hall. Facilitated purchase of AED defibrillator. Community newsletter.   |
| Teal Bay Residents and Ratepayers                       | Community newsletters, CCTV, ongoing conservation project and a developing wetland project, safety initiatives, liaison with Council.  |
| Tikipunga Community Trust                               | Summer Safe Carparks programme, Whanau at the Falls events, Tikipunga High School pool openings, Otuihau/Whangarei Falls Water Quality Partnership Project.                    |
| Tutukaka Coast Ratepayers and Residents Association Inc | Liaison with WDC, NRC and other agencies and the local community; working with community on issues; community news; local projects and events.                                 |
| Urquharts Bay Association                               | Community events; liaison with Marsden Point refinery, Council, DOC; local amenity improvements (seat on Busby Head walk, boat ramps etc).                                     |
| Waipu Riding Residents and Ratepayers Assoc             | Liaison between Councils and community; community events;  |
| Whananaki Beach R&R                                     | Events; community news; 'welcome pack' for new residents.  |
| Whangarei Heads Citizens Assoc                          | Liaison with Council; news; local amenity management and enhancements.   |
| Whangaruru Coastal Community and Sports Assoc           | Represents marae and residents; liaises with other R&R groups; liaises with council; community news.   |
| Whangaruru North Residents & Ratepayers Association     | Liaison with council; pest management; civil defence and first response; local amenity maintenance.  |
| Whangaruru South R&R                                    | Liaison with council; environment and amenity management;  |





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# Community Funding Application Form

If you need help to complete this application form or would like to discuss your application, please contact the Community Funding Officer well before the closing date of the round you are applying to. Call 09 430 4200 or email [funding@wdc.govt.nz](mailto:funding@wdc.govt.nz) to make an appointment.

Funding information and closing dates are at [www.wdc.govt.nz/funding](http://www.wdc.govt.nz/funding).

## Application summary

|                   |   |
|-------------------|---|
| Organisation name | Brooks Area Community Group Incorporated. |
| Amount requested  | \$ 700.00                                 |
| Project name      | Resident and Ratepayer Group.             |

## Section 1: Applicant Details

Tell us about your organization/group

|                              |  |           |
|------------------------------|--|-----------|
| Group's postal address       | c/o 50 Brooknew Heights                  |           |
|                              | RD2 Waipu                                |           |
| Postcode                     | 0582                                     | Whangarei |
| Group's bank account name:   | Brooks Area Community Group Incorporated |           |
| Group's bank account number: | 03-1538-0029694-00                       |           |
| Group's GST number           | N/A.                                     |           |

Describe your group's purpose (e.g. "to provide mobility aids for the disabled in Northland")

BACG has been established to work for the betterment of the communities, people and the environment in and around Brooks, Durham and Findlayson Brooks road and surrounds.

Who are your group's main contact(s) for this funding application?

|                         |                         |
|-------------------------|-------------------------|
| Primary contact's name  | Jann O'Reilly           |
| Position in group       | Secretary.              |
| Email                   | jann.oreilly@icloud.com |
| Daytime phone number(s) | 021 299 0581            |
| Second contact's name   | Jo Floyd.               |
| Position in group       | Chairperson             |
| Email                   | jo.floyd@xtra.co.nz.    |
| Daytime phone number(s) | 027 785 1761            |

## Section 2: Eligibility

Have you received funding from Whangarei District Council in the last three years?

☐ No

☒ Yes – if yes, ensure you have completed your grant reports and have met your grant obligations.

Does your group have a legal status?

☒ Yes – please provide:

- Your incorporated society or charitable trust registration number: **2683891**
- A copy of your latest statement of financial performance **Attached Minutes**
- Evidence of your bank account details. **Attached Account Balance print**

☐ No\* – you will need to either:

- Gain legal status (see <http://www.societies.govt.nz/cms/customer-support/faqs>), or
- Apply under the umbrella of a group that does (refer below).

### \*Umbrella Group Guarantee

Applicants that are not a registered charitable trust or incorporated society must apply under an umbrella group that is.

An umbrella group knows the applicant well and is willing to vouch for them and their project, and are prepared to accept legal liability and responsibility.

Grants are paid to the umbrella group for disbursement to the applicant in accordance with the grant agreement.

If the grant conditions are not met, Council may request the grant monies to be returned and/or may place restrictions on granting funds to the applicant and the umbrella organisation in future.

The following section is to be completed by an authorised officer of the umbrella group.

|   |  |
|---|--|
| Umbrella group name   |  |
| Society or trust number:  |  |
| Contact person  |  |
| Email   |  |
| Daytime phone number(s)   |  |
| GST number (or n/a)   |  |
| I confirm that our organisation is willing to guarantee and receive any monies granted to:                      |  |
| Applicant organisation: .....   |  |
| Project name: .....   |  |
| Signature   |  |
| Date  |  |
| Please provide evidence of umbrella group's bank account details and a copy of the latest financial statements. |  |

### Section 3: The Project

Tell us what you want to do – Who, What, When, Where, Why, How

Describe your project in terms of the following:

|                                       |   |
|---------------------------------------|---|
| Name of project                       | Resident and Ratepayer Group Administration   |
| Amount requested                      | \$ 700.00   |
| When will this take place?            | Ongoing - Full year.  |
| Where will this take place?           | "Brooks Area", Waipu  |
| Who and how many people will benefit? | Residents from Brooks, Durham, Fintless Brooks roads and surrounds.<br>[not only members] |

Ethnicities of likely beneficiaries of this project – tick as appropriate and include a percentage estimate for each that you think will benefit from this project: Don't know.

|  |                                      |
|--|--------------------------------------|
| <input type="checkbox"/> NZ European                           | Estimate %:                          |
| <input type="checkbox"/> Maori                                 | Estimate %:                          |
| <input type="checkbox"/> Pacific Peoples                       | Estimate %:                          |
| <input type="checkbox"/> Other European                        | Estimate %:                          |
| <input type="checkbox"/> Asian                                 | Estimate %:                          |
| <input type="checkbox"/> Middle Eastern/Latin American/African | Estimate %:                          |
| <input type="checkbox"/> Other ethnicity                       | Please specify: _____<br>Estimate %: |

#### Area of work

To help us understand where support is being requested, please select which of the following relate most closely to your project.

- ☐ **Arts and Culture** – Projects and activities that facilitate education and enjoyment of the arts and of culture for the people of our District.
- ☒ **Heritage and Environment** – Projects and activities that preserve and promote the heritage of our District and that protect and enhance the environment in which we live.
- ☐ **Recreation and Sport** – Projects and activities that enable participation and engagement in recreation and sport for people in our district of all abilities, ages and life stages.
- ☒ **Community Connectedness and Wellbeing** – Projects and activities that strengthen community cohesion and connectedness in ways that cultivate healthy, happy and positive relationships across our District.



**Tell us about your request in the following questions. Be succinct and clear.**

**The Idea** – Briefly explain what it is that you want to do:

BACG was set up for the betterment of the community and our environment.  
Our intension this year is to continue this work.

**The Need** – How do you know there is a need for your project, programme or service?

We will continue to work with NZTA with regard to the proposed Brynderwyn Bypass. (currently being re-evaluated)  
We will continue to work with NZTA and WDC to improve road safety.  
We have identified that there is strong interest in pest animal and plant management.  
We are working on a "Brand story" for our area. Members have expressed their desire to have a central place to share information so we can become a "co-operative community".

**The Impact** – What difference will your project make?

We hope to provide certainty for property owners and residents with regard to NZTA's Brynderwyn Bypass.  
We hope to achieve better outcomes for road safety, especially at the intersection of Brooks rd and Brooks rd itself.  
We have applied for assistance to NRC and will roll out a pest management programme for our area. The aim will be to protect what we have and enhance the biodiversity.  
Becoming a "Cooperative Community" will enhance our living experience by being able to support and share.

**Your Readiness** – What controls and checks do you have in place to manage the funding?

The funding will assist us in producing newsletters and other information needed for communication i.e. stationery, printing, etc.

**Your Readiness – How ready is your organisation to deliver the project, programme or service?**

N/A .

**Collaboration – Who will you work with to deliver your project, programme or service?**

We will work with NZTA, WDC , NRC .

We are also part of the Bynderwyn Hills SH17 Alliance formed to work with NZTA .

Most of the skillset we require for the community enhancement projects is sourced within our membership .

**Your Approach – How will you demonstrate value for money and the impact of your work?**

N/A .

**Your Approach – How does your project, programme or service meet best practice and is it evidence based?**

N/A .

## Section 4: Project Budget

N/A

Provide a full list of your project income, fundraising and expenses. If your budget is detailed, provide a summary below and attach your budget separately.

|  |                                     |  |
|--|-------------------------------------|--|
| Are you registered for GST?  | <input checked="" type="checkbox"/> | No – your budget figures must <u>include</u> GST where applicable  |
|  | <input type="checkbox"/>            | Yes – your budget figures must <u>exclude</u> GST where applicable |
| GST number   |                                     |  |
| <b>Project income</b> e.g. ticket sales 50 x \$10 = \$500.   | Amount                              |  |
|  | \$                                  |  |
|  | \$                                  |  |
|  | \$                                  |  |
|  | \$                                  |  |
| Total of other grants and donations  | \$                                  |  |
| Own contribution / fundraising   | \$                                  |  |
| <b>(A) Total income expected</b>   | \$                                  |  |
| <b>In-kind support – please list</b><br>e.g. volunteer numbers, estimated hours work, plus any donated materials, equipment  |                                     |  |
| <b>Volunteer Numbers:</b>  | <b>Estimated Hours Work:</b>        |  |
|  |                                     |  |
|  |                                     |  |
| <b>Total project costs</b><br>Include <u>all</u> your project costs. e.g. materials, venue hire, promotion, equipment hire, personnel costs. If you have quotes, please attach them. You may be requested to provide quotes as evidence of some costs. |                                     |  |
|  | \$                                  |  |
|  | \$                                  |  |
|  | \$                                  |  |
|  | \$                                  |  |
|  | \$                                  |  |
|  | \$                                  |  |
|  | \$                                  |  |
|  | \$                                  |  |
|  | \$                                  |  |
| <b>(B) Total expenses expected</b>   | \$                                  |  |
| <b>(C) Income less expenses</b>  | \$                                  |  |

## Section 5: Declaration

I undertake that I have obtained the consent of the group/organisation to make this application and provide these details.

I declare that the information supplied here is correct. If the application is successful, I/we agree to:

- provide a tax invoice to Whangarei District Council for the amount of the grant within one month of being advised of the grant for the event
- acknowledge Whangarei District Council in all publicity
- spend the grant on the purpose for which the application was made within 12 months of funding being approved
- return any unspent money to Whangarei District Council if the event is completed under budget
- meet any additional terms and conditions that may be set by the Community Funding Committee
- acknowledge that we will be liable to return any monies granted should any breach of the above conditions occur.

We will submit an Impact Report within two months of the completion of the project to Whangarei District Council attaching copies of all invoices and/or receipts accounting for the full amount of the grant. We understand that failure to do so will affect future funding applications.

We 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.

We understand that my name and/or the name of my group/organisation and brief details about the project/event may be released to the media or appear in publicity material.

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

|                   |   |
|-------------------|---|
| Name              | Jo Floyd  |
| Signature *       |  |
| Position in Group | Chairperson   |
| Date              | 13 Oct 2018   |

\* We prefer to receive applications by email (send to [funding@wdc.govt.nz](mailto:funding@wdc.govt.nz)). To include your signature, print and sign this page then attach a scan or photo of it to your application email. Alternatively, you can post or deliver the printed form to us or pop in to sign it.

Final check – make sure you have:

- ☐ Checked that the budget balances and have accounted for GST N/A
- ☐ Attached quotes where available N/A
- ☒ Attached your group's (or the umbrella group's) bank account details e.g. Bank Deposit Slip
- ☒ Attached your group's (and the umbrella group's) most recent set of financial accounts

Send your completed application with supporting documents to [funding@wdc.govt.nz](mailto:funding@wdc.govt.nz).





## Account Balances

This is a summary of accounts. Click any Account Name to see its transaction list.

Welcome Joanne  
Last login: 30/09/2018 19:37

### Brooks Area Community Group Incorporated

#### Accounts

| Account Name                            | Account Number      | Current Balance | Money Available | Limit     |
|---|---------------------|-----------------|-----------------|-----------|
| <a href="#">Non Profit Organisation</a> | 03-1538-0029694-000 | \$2,395.47 CR   | \$2,395.47 CR   | \$0.00 CR |



Not sure which account is which? Add your own [online nicknames](#) to help you tell them apart.

Other accounts not shown? [Click here](#) for more information.

Business Online Helpdesk 0800 337 522

## Brooks Area Community Group

Committee Meeting – Thursday 30 June 2018; 12:30 PM  
Venue –Durham Farms office

### Minutes

1) Present

Jo Floyd, Garth Houltham, Jann O'Reilly, Kerry Francis, Claudette Gray, Cath Stanaway, Paul Cogswell

2) Apologies

Nancy Chaves, Adrian Townsend, Craig James

3) Adoption of the previous minutes from 10 May 2018

Garth moved that the previous minutes are a true and correct record of the meeting.  
Kerry seconded.

4) Financial/ Membership

a) Treasurers report

In Craig's absence, Jo reported on the account:

Westpac account opening balance as of 10 May - \$4,352.70

Inputs were:

- New membership \$15.00
  - Donation (sausages) \$30.00
- Expenses were:
- Give-a-little \$2,000 (for plants for planting day)

Closing balance as of Friday 29 June - \$2,397.70

Cash on hand (to be banked):

Raffle tickets sold to 30 June - \$80.00

Donation (sausages) - \$30.00

b) Membership report

New members 350 Brooks Road.

We discussed that there had been no follow up with previous members to drive renewal of their membership and that for many, they would have simply forgotten to pay. We agreed that the committee will divide the expired membership contact details between us and contact people 101. It was felt that this would get a better response than emailing or Facebook alone. A membership reminder will also go on Facebook.

Jo will send out the contact details to committee members and also put the reminder on Facebook.

c) Bank signing authorities

Now that the previous minutes have been adopted, we can request Claudette is added as a new signing authority. It may require that Garth, Jo and Claudette meet at the bank. Jo will check.

d) Raffle

Jo said that she would like to sell enough tickets to at least cover the donation value before the raffle is drawn.

5) Correspondence

Jo said that we have had no response from Ida about the W2TH project or seen any progress on the double yellow lining outside Brooks Road. Jo will follow up on both.

6) Brooks Area "Brand" Story

Karla Drinnan was present at the meeting. She said she hoped to get into this in the next few weeks. A workshop will be arranged after that.

7) Trapping

Nancy was not present to talk about the trapping/ pest management programme.

8) Meeting close 2:00 PM

9) Next meeting: date to be confirmed

## Brooks Area Community Group AGM

Minutes for meeting held at Waipu RSA on Saturday 21 April 2018.

- Jo Floyd opened the meeting and welcomed everyone.
- Jo Floyd confirmed that the main business for the AGM was to elect a new Committee for the next year.
- Apologies received from Ian Lake, Terri Blackford, Craig James, Sue & Lindsay Barker, Derek & Robyn Tutill, Shane Samtani, John Paisley, Brian Cowley, Ann & Clark Whitwell.
- Minutes from last year's meeting were presented and Jo Floyd asked for these to be accepted as a true and correct record of that meeting.

**Moved** by Claudette Gray and seconded by Nancy Chaves

- A special thank you was proposed to Eddie Williams for organising and performing at the fund-raising dance and Steve Goldthorpe for putting the Viaduct option forward. Jo also thanked Adrian Townsend, Craig James for financing the work they did, along with their Consultant, to get the Viaduct option 'on the table' with NZTA.
- As a thank you for their efforts the Committee has agreed to donate \$2,000 for trees to be planted on Durham Farms. (Adrian and Craig's business.) A planting day, supported by BACG members, is to be organised.

Activities for the previous year

- Jo described some of the Committee's work completed in the last year. This included 19 Committee meetings and hours spent preparing submissions and meeting with NZTA, Councils and other organisations
- The Alliance met with NZTA on 1 February and presented the Viaduct option after it had been checked by Engineers and was accepted as a viable option. NZTA had presented a number of different options at the meeting, however the BACG still wanted the Viaduct option as it was short, direct and the least disruptive to our community and the environment.
- The BACG has been liaising with NZTA with regards to the intersection between Brooks Road and SH1. It has been agreed that double yellow lines will be added at to improve the safety for vehicles turning into Brooks Road from State Highway 1.
- Recent submissions had been made to the Whangarei District Council (WDC) LTP seeking clarity about the Brynderwyn Bypass and promoting the Viaduct option as a preferred alternative.
- A key focus for the Committee was also to seal Brooks Road. Jo had spoken to the Council on Friday 20 April to promote the sealing of the road and confirmed that the improved safety of the road was paramount and that the Community was prepared to look at contributing towards the cost.
- Nancy Chaves had made a submission to the Northland Regional Council (NRC) to concentrate on the waterways around Brooks Road. She advised that NRC has a fund to be used for fencing and tree planting on private property with waterways that need protecting from stock. Nancy submitted that the access to these funds needed to be advertised more widely to the community. She also noted that the WDC has a nursery with Willows and Poplars for the purpose of planting, to protect waterways, however it is only promoted to farmers. Nancy noted that she would like to see WDC supply free native trees to the Community instead of Willows and Poplars.

- Geoff Grover commented that from his experience farmers were only fencing the waterways and not planting the trees needed to help restore them to a healthy state.

#### Priorities for the year ahead

Jo suggested that priorities for the year were to:

- Promote the Brynderwyn Viaduct as the preferred option for a bypass. It was agreed that the Government needs to clarify what's going to happen with the plans that have now been shelved.
- Plant trees at Durham Farms in May or June. This event is to be organised by the new Committee.
- Improve safety at the intersection of Brooks Road and SH 1.
- The sealing of Brooks Road also remains a priority.
- The list of priorities for the next year were then put to the meeting to be accepted by the new Committee.

**Moved** by Garth Houltham and seconded by Jann O'Reilly that the list of priorities should be accepted by the new Committee.

- Garth proposed a vote of thanks to Jo and noted the many hours of work she had devoted to BACG during the year.

#### Other Planned Business

- Nancy Chaves described a pest control programme that has been promoted by WDC as a neighbourhood programme. WDC will provide traps and the community are required to maintain them. At this stage, 15 property owners in the Brooks Road area have agreed they want to become involved. Nancy provided details of the pests that are targeted. Geoff Grover mentioned that NRC's Community Pest Control Area (CPCA) funding is also available that provides a significant amount towards pest control and riparian planting.
- For next year Jo would like to have another event at some time to include family members.

#### Treasurer's report

- Revenue \$2058 and subs with expenses of \$200 for the hall hire. BACG applied for a grant and received \$700 from the WDC. Money raising for the BACG has included sausage sizzle, dance etc.

#### Appointment of an Auditor

- Jo raised the question of whether we need to appoint an auditor. Craig had recommended to Jo that an auditor was not necessary due to the small amount of transactions and low value of the account this year. Some discussion from the attendees determined appointment of an auditor was not necessary this year. The question was put to the meeting and agreed.

**Moved** by Jo Floyd that we don't appoint an Auditor and seconded by Kerry Francis

#### Subscription fees

- Subscription fees are presently \$10 per individual and \$15 per household for the current financial year that commenced on 1 April 2018.

**Moved** by Jo Floyd that the subscriptions remain at the existing level and seconded by Garth Houltham

#### Election of new Committee

- Claudette Gray confirmed how grateful we are to Jo for all her work as Chairperson of BACG and thanked her for her work as Chair of BACG.

**Nominated** by Claudette Gray that Jo Floyd be reappointed as Chairperson and seconded by Chris Townshend. Jo Floyd was elected unopposed.

Jo again addressed the meeting as the newly elected Chairperson.

- Jo announced that three other roles needed to be filled. She confirmed that Craig James had agreed to retain the role of Treasurer.

**Moved** by Jo Floyd that Craig James be re-appointed as Treasurer and Paul Cogswell seconded.

- The Secretary is to be decided by the new Committee when they meet
- Adrian Townsend, Nancy Chaves, Claudette Gray, Jann O'Reilly, Paul Cogswell, Craig James, and Garth Houltham have agreed to be on the BACG Committee.

**Moved** by Jo Floyd that the Committee members be accepted, and this was seconded by Kerry Francis

- The AGM was closed at this point and some general discussion followed.

RECEIVED  
CUSTOMER SERVICES

27 SEP 2018

WHANGAREI

DISTRICT COUNCIL



WHANGAREI  
DISTRICT COUNCIL

## Community Funding Application Form

If you need help to complete this application form or would like to discuss your application, please contact the Community Funding Officer well before the closing date of the round you are applying to. Call 09 430 4200 or email [funding@wdc.govt.nz](mailto:funding@wdc.govt.nz) to make an appointment.

Funding information and closing dates are at [www.wdc.govt.nz/funding](http://www.wdc.govt.nz/funding).

### Application summary

|                   |   |
|-------------------|---|
| Organisation name | Hikurangi Friendship House Charitable Trust |
| Amount requested  | \$700.00                                    |
| Project name      | Resident + Ratepayer Fund.                  |

### Section 1: Applicant Details

Tell us about your organization/group

|                              |                           |
|------------------------------|---------------------------|
| Group's postal address       | 10a King St               |
|                              | Hikurangi                 |
| Postcode                     | 0114                      |
| Group's bank account name:   | HFHC Trust - General Acc. |
| Group's bank account number: | 06 0996 - 0093533 - 01    |
| Group's GST number           | 52-009-766.               |

Describe your group's purpose (e.g. "to provide mobility aids for the disabled in Northland")

To provide Information and Services to Hikurangi and Rural Districts eg Bulletin, Copying, Computer

Who are your group's main contact(s) for this funding application?

|                         |                     |
|-------------------------|---------------------|
| Primary contact's name  | Lynn Bowater        |
| Position in group       | Treasurer           |
| Email                   | lynb@hotmail.co.nz  |
| Daytime phone number(s) | 027 281 5534        |
| Second contact's name   | Neil Crowther       |
| Position in group       | Chairperson         |
| Email                   | info@copygirl.co.nz |
| Daytime phone number(s) | 021 438 950         |



|   |            |
|---|------------|
| <b>Section 2: Eligibility</b>   |            |
| Have you received funding from Whangarei District Council in the last three years?  |            |
| <input type="checkbox"/> No<br><input checked="" type="checkbox"/> Yes – if yes, ensure you have completed your grant reports and have met your grant obligations.  |            |
| Does your group have a legal status?  |            |
| <input checked="" type="checkbox"/> Yes – please provide: <ul style="list-style-type: none"> <li>• Your incorporated society or charitable trust registration number:</li> <li>• A copy of your latest statement of financial performance</li> <li>• Evidence of your bank account details. <i>On Record.</i></li> </ul>  |            |
| <input type="checkbox"/> No* – you will need to either: <ul style="list-style-type: none"> <li>• Gain legal status (see <a href="http://www.societies.govt.nz/cms/customer-support/faqs">http://www.societies.govt.nz/cms/customer-support/faqs</a>), or</li> <li>• Apply under the umbrella of a group that does (refer below).</li> </ul>   |            |
| <b>*Umbrella Group Guarantee</b><br>Applicants that are not a registered charitable trust or incorporated society must apply under an umbrella group that is.<br>An umbrella group knows the applicant well and is willing to vouch for them and their project, and are prepared to accept legal liability and responsibility.<br>Grants are paid to the umbrella group for disbursement to the applicant in accordance with the grant agreement.<br>If the grant conditions are not met, Council may request the grant monies to be returned and/or may place restrictions on granting funds to the applicant and the umbrella organisation in future.<br>The following section is to be completed by an authorised officer of the umbrella group. |            |
| Umbrella group name   | <i>N/A</i> |
| Society or trust number:  | <i>N/A</i> |
| Contact person  |            |
| Email   |            |
| Daytime phone number(s)   |            |
| GST number (or n/a)   |            |
| I confirm that our organisation is willing to guarantee and receive any monies granted to:  |            |
| Applicant organisation: .....   |            |
| Project name: .....   |            |
| Signature   |            |
| Date  |            |
| Please provide evidence of umbrella group's bank account details and a copy of the latest financial statements.   |            |

### Section 3: The Project

*Tell us what you want to do – Who, What, When, Where, Why, How*

Describe your project in terms of the following:

|                                       |                      |
|---------------------------------------|----------------------|
| Name of project                       | Resident + Ratepayer |
| Amount requested                      | \$ 700.00            |
| When will this take place?            |                      |
| Where will this take place?           |                      |
| Who and how many people will benefit? | The Community        |

Ethnicities of likely beneficiaries of this project – tick as appropriate and include a percentage estimate for each that you think will benefit from this project:

|  |                                      |
|--|--------------------------------------|
| <input type="checkbox"/> NZ European                           | Estimate %: 45                       |
| <input type="checkbox"/> Maori                                 | Estimate %: 50                       |
| <input type="checkbox"/> Pacific Peoples                       | Estimate %: 5                        |
| <input type="checkbox"/> Other European                        | Estimate %:                          |
| <input type="checkbox"/> Asian                                 | Estimate %:                          |
| <input type="checkbox"/> Middle Eastern/Latin American/African | Estimate %:                          |
| <input type="checkbox"/> Other ethnicity                       | Please specify: _____<br>Estimate %: |

#### Area of work

To help us understand where support is being requested, please select which of the following relate most closely to your project.

- ☐ **Arts and Culture** – Projects and activities that facilitate education and enjoyment of the arts and of culture for the people of our District.
- ☐ **Heritage and Environment** – Projects and activities that preserve and promote the heritage of our District and that protect and enhance the environment in which we live.
- ☐ **Recreation and Sport** – Projects and activities that enable participation and engagement in recreation and sport for people in our district of all abilities, ages and life stages.
- ☒ **Community Connectedness and Wellbeing** – Projects and activities that strengthen community cohesion and connectedness in ways that cultivate healthy, happy and positive relationships across our District.



**Tell us about your request in the following questions. Be succinct and clear.**

**The Idea** – Briefly explain what it is that you want to do:

We help the Hikurangi Community to liaise with Whangarei District Council as we have a Councillor at most of our monthly meetings and we pass on information in our monthly Bulletin, that goes out to 1000 households in our area.

**The Need** – How do you know there is a need for your project, programme or service?

Sharing information to the Community is always needed, our Bulletin and Facebook page does this. Also our other services are well used.

**The Impact** – What difference will your project make?

We help the Hikurangi Community with Information and Services, as there is still not a public transport service to Whangarei.

Services we provide - Hall bookings, library, Email and Computer Work, Photocopying and we support other groups in this community.

**Your Readiness** – What controls and checks do you have in place to manage the funding?

We hold monthly meetings with the Trustees, with a written monthly financial report.  
Our Books are Audited each year.

**Your Readiness** – How ready is your organisation to deliver the project, programme or service?

We are already up and running, but the Grant helps with costs.

**Collaboration** – Who will you work with to deliver your project, programme or service?

Other Page

**Your Approach** – How will you demonstrate value for money and the impact of your work?

Other Page

**Your Approach** – How does your project, programme or service meet best practice and is it evidence based?

We are a local Trust that has been operating for nearly 30 years, providing our services to our community people and have received this Grant for many years.

Thank you!!!

## Section 4: Project Budget

Provide a full list of your project income, fundraising and expenses. If your budget is detailed, provide a summary below and attach your budget separately.

|  |                                     |  |
|--|-------------------------------------|--|
| Are you registered for GST?  | <input type="checkbox"/>            | No – your budget figures must <u>include</u> GST where applicable  |
|  | <input checked="" type="checkbox"/> | Yes – your budget figures must <u>exclude</u> GST where applicable |
| GST number   | 52 - 009 - 766.                     |  |
| <b>Project income</b> e.g. ticket sales 50 x \$10 = \$500.   | Amount                              |  |
|  | \$                                  |  |
| N/A  | \$                                  |  |
|  | \$                                  |  |
|  | \$                                  |  |
| Total of other grants and donations  | \$                                  |  |
| Own contribution / fundraising   | \$                                  |  |
| <b>(A) Total income expected</b>   | \$                                  |  |
| <b>In-kind support – please list</b><br>e.g. volunteer numbers, estimated hours work, plus any donated materials, equipment  |                                     |  |
| <b>Volunteer Numbers:</b>  | <b>Estimated Hours Work:</b>        |  |
|  |                                     |  |
|  |                                     |  |
| <b>Total project costs</b><br>Include <u>all</u> your project costs. e.g. materials, venue hire, promotion, equipment hire, personnel costs. If you have quotes, please attach them. You may be requested to provide quotes as evidence of some costs. |                                     |  |
|  | \$                                  |  |
|  | \$                                  |  |
|  | \$                                  |  |
|  | \$                                  |  |
|  | \$                                  |  |
|  | \$                                  |  |
|  | \$                                  |  |
|  | \$                                  |  |
|  | \$                                  |  |
| <b>(B) Total expenses expected</b>   | \$                                  |  |
| <b>(C) Income less expenses</b>  | \$                                  |  |

## Section 5: Declaration

I undertake that I have obtained the consent of the group/organisation to make this application and provide these details.

I declare that the information supplied here is correct. If the application is successful, I/we agree to:

- provide a tax invoice to Whangarei District Council for the amount of the grant within one month of being advised of the grant for the event
- acknowledge Whangarei District Council in all publicity
- spend the grant on the purpose for which the application was made within 12 months of funding being approved
- return any unspent money to Whangarei District Council if the event is completed under budget
- meet any additional terms and conditions that may be set by the Community Funding Committee
- acknowledge that we will be liable to return any monies granted should any breach of the above conditions occur.

We will submit an Impact Report within two months of the completion of the project to Whangarei District Council attaching copies of all invoices and/or receipts accounting for the full amount of the grant. We understand that failure to do so will affect future funding applications.

We 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.

We understand that my name and/or the name of my group/organisation and brief details about the project/event may be released to the media or appear in publicity material.

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

|                   |              |
|-------------------|--------------|
| Name              | Lynn Bowater |
| Signature *       | L. Bowater   |
| Position in Group | Treasurer    |
| Date              | 24/9/18      |

\* We prefer to receive applications by email (send to [funding@wdc.govt.nz](mailto:funding@wdc.govt.nz)). To include your signature, print and sign this page then attach a scan or photo of it to your application email. Alternatively, you can post or deliver the printed form to us or pop in to sign it.

**Final check – make sure you have:**

- ☐ Checked that the budget balances and have accounted for GST
- ☐ Attached quotes where available
- ☐ Attached your group's (or the umbrella group's) bank account details e.g. Bank Deposit Slip
- ☐ Attached your group's (and the umbrella group's) most recent set of financial accounts

Send your completed application with supporting documents to [funding@wdc.govt.nz](mailto:funding@wdc.govt.nz).

## Hikurangi Friendship House Charitable Trust

### Resident and Ratepayers Association Report 2018

#### Our activities over the last 6 months were:

1. Supported Waro Lake projects with the Lions and Healthy Hikurangi.
2. We helped locals with a drop-in centre.
3. Administer the Hikurangi War Memorial Hall for the Whangarei District Council.
4. Administer and run our Local Community Library with Volunteers and Councils help with a Library Grant.
5. Publish a local Monthly Newsletter. (1000 copies)
6. Our local Councillor attends most of our monthly meetings.
7. Helped Lions to celebrate Guy Fawkes Night with a Fireworks Display.
8. We liase with the Hikurangi Lions, Business Ass, RSA, Civil Defence and the Hikurangi Museum.
9. Held a Meet and Greet evening for all the Groups/Businesses in our Community.

#### Our proposed activities over the next 6 months are:

1. We will attend any Training Days for Civil Defence within our area.
2. Help with the Kuia Kaumatua / Older Persons Forum.
3. Assist the Hikurangi Lions Club to organise the Christmas Carnival / Parade.
4. Keep inviting our local Councillors to attend our monthly meetings.
5. Continuing to help and support Waro Lake and Healthy Hikurangi.
6. Continue to publish the Bulletin to keep our Community and Districts informed.
7. Help organise RSA with ANZAC and Poppy Days.
8. We will continue to help anywhere our Community needs us too.
9. We are raising funding for our local Hikurangi Library Building.

Thank you for the opportunity to apply for this  
Grant on behalf of our Community.

Lynn Bowater (Treasurer).




## **HIKURANGI FRIENDSHIP HOUSE CHARITABLE TRUST**

### **Minutes of Annual General Meeting Committee meeting held on June 26<sup>th</sup> 2018 @ 4.30pm this meeting was held in the Hikurangi Hall**

Present: Linda Vanstone, Betty Fyfe, Lynn Bowater, Irene Walding, Ani Hemara, Paulette Crowther, Neil Crowther, Mark Van Engelen, Shayn Rouse & Greg Martin.

Apologies: None

Minutes: From 2017 AGM were presented & passed. L.Bowater/ A.Hemara.

M/A From Mins: None.

Chairpersons Report: Neil presented his report to the committee, he then asked that this be accepted. This was then filed. N.Crowther/M. VanEngelen

M/A From Chairperson's Report:

Building Funding: Greg suggested we ask the Whangarei District Council Seed Funding. The best person to talk to would be Johnny Gritt. Lynn to do this.

Correspondence: None.

Finances: Audited statements were circulated to the committee from April 17 to March 18 in which our treasurer explained any queries. She then asked that they be accepted and approved. L.Bowater/A.Hemara.

M/A From Fins: It was suggested to Lynn that we should look into a rates rebate for the library. Lynn to deal with.

#### **Election of Officers:**

|                 |   |                                |          |
|-----------------|---|--------------------------------|----------|
| President:      | Neil Crowther.  | Lynn Bowater/Mark Van Engelen. | Carried  |
| Vice-President: | Betty Fyfe.   | Ani Hemara/Mark Van Engelen.   | Carried. |
| Secretary:      | Linda Vanstone.   | Neil Crowther/Irene Walding.   | Carried. |
| Treasurer:      | Lynn Bowater.   | Betty Fyfe/Ani Hemara.         | Carried. |
| WDC Rep:        | Greg Martin.  | Neil Crowther/Betty Fyfe.      | Carried. |
| Auditor:        | Alice Bowkett.  | Lynn Bowater/Irene Walding.    | Carried. |
| Trustees:       | Ani Hemara, Irene Walding, Mark Van Engelen, Shayn Rouse & Paulette Crowther, plus with the power to add during the year. |                                | Carried. |

General Business: None.  
Meeting closed at 4.55pm.

President.....Date.....



## Community Funding Application Form

If you need help to complete this application form or would like to discuss your application, please contact the Community Funding Officer well before the closing date of the round you are applying to. Call 09 430 4200 or email [funding@wdc.govt.nz](mailto:funding@wdc.govt.nz) to make an appointment.

Funding information and closing dates are at [www.wdc.govt.nz/funding](http://www.wdc.govt.nz/funding).

### Application summary

|                          |                               |
|--------------------------|-------------------------------|
| <b>Organisation name</b> | Kamo Community Inc            |
| <b>Amount requested</b>  | \$ 700.00                     |
| <b>Project name</b>      | Residents and Ratepayers Fund |

### Section 1: Applicant Details

*Tell us about your organization/group*

|                                     |                             |
|-------------------------------------|-----------------------------|
| <b>Group's postal address</b>       | P O Box 4234                |
|                                     | Kamo                        |
| <b>Postcode</b>                     | 0112                        |
| <b>Group's bank account name:</b>   | Kamo Community Incorporated |
| <b>Group's bank account number:</b> | 389012-0862370-00           |
| <b>Group's GST number</b>           | 083-352-647                 |

**Describe your group's purpose (e.g. "to provide mobility aids for the disabled in Northland")**

Being the voice of the Kamo community and the liaison point between the Kamo community and Council

**Who are your group's main contact(s) for this funding application?**

|                                |  |
|--------------------------------|--|
| <b>Primary contact's name</b>  | Lindsay Caley  |
| <b>Position in group</b>       | Chairperson  |
| <b>Email</b>                   | <a href="mailto:lindsaycaley@outlook.com">lindsaycaley@outlook.com</a> |
| <b>Daytime phone number(s)</b> | 021 02583737   |
| <b>Second contact's name</b>   | Rebecca Reynolds   |
| <b>Position in group</b>       | Treasurer  |
| <b>Email</b>                   | <a href="mailto:reb.reynolds@xtra.co.nz">reb.reynolds@xtra.co.nz</a>   |
| <b>Daytime phone number(s)</b> | 027 5135076  |

## Section 2: Eligibility

Have you received funding from Whangarei District Council in the last three years?

☐ No

☒ Yes – if yes, ensure you have completed your grant reports and have met your grant obligations.

Does your group have a legal status?

☒ Yes – please provide:

- Your incorporated society or charitable trust registration number: ✓
- A copy of your latest statement of financial performance ✓
- Evidence of your bank account details. ✓

☐ No\* – you will need to either:

- Gain legal status (see <http://www.societies.govt.nz/cms/customer-support/faqs>), or
- Apply under the umbrella of a group that does (refer below).

### \*Umbrella Group Guarantee

Applicants that are not a registered charitable trust or incorporated society must apply under an umbrella group that is.

An umbrella group knows the applicant well and is willing to vouch for them and their project, and are prepared to accept legal liability and responsibility.

Grants are paid to the umbrella group for disbursement to the applicant in accordance with the grant agreement.

If the grant conditions are not met, Council may request the grant monies to be returned and/or may place restrictions on granting funds to the applicant and the umbrella organisation in future.

The following section is to be completed by an authorised officer of the umbrella group.

|   |     |
|---|-----|
| Umbrella group name   | N/A |
| Society or trust number:  |     |
| Contact person  |     |
| Email   |     |
| Daytime phone number(s)   |     |
| GST number (or n/a)   |     |
| I confirm that our organisation is willing to guarantee and receive any monies granted to:                      |     |
| Applicant organisation: .....   |     |
| Project name: .....   |     |
| Signature   |     |
| Date  |     |
| Please provide evidence of umbrella group's bank account details and a copy of the latest financial statements. |     |



### Section 3: The Project

Tell us what you want to do – Who, What, When, Where, Why, How

Describe your project in terms of the following:

|                                       |                                 |
|---------------------------------------|---------------------------------|
| Name of project                       | Residents and Rate Payers Grant |
| Amount requested                      | \$700.00                        |
| When will this take place?            |                                 |
| Where will this take place?           |                                 |
| Who and how many people will benefit? |                                 |

Ethnicities of likely beneficiaries of this project – tick as appropriate and include a percentage estimate for each that you think will benefit from this project:

|  |                                      |
|--|--------------------------------------|
| <input type="checkbox"/> NZ European                           | Estimate %:                          |
| <input type="checkbox"/> Maori                                 | Estimate %:                          |
| <input type="checkbox"/> Pacific Peoples                       | Estimate %:                          |
| <input type="checkbox"/> Other European                        | Estimate %:                          |
| <input type="checkbox"/> Asian                                 | Estimate %:                          |
| <input type="checkbox"/> Middle Eastern/Latin American/African | Estimate %:                          |
| <input type="checkbox"/> Other ethnicity                       | Please specify: _____<br>Estimate %: |

#### Area of work

To help us understand where support is being requested, please select which of the following relate most closely to your project.

- ☒ **Arts and Culture** – Projects and activities that facilitate education and enjoyment of the arts and of culture for the people of our District.
- X **Heritage and Environment** – Projects and activities that preserve and promote the heritage of our District and that protect and enhance the environment in which we live.
- ☒ **Recreation and Sport** – Projects and activities that enable participation and engagement in recreation and sport for people in our district of all abilities, ages and life stages.
- X **Community Connectedness and Wellbeing** – Projects and activities that strengthen community cohesion and connectedness in ways that cultivate healthy, happy and positive relationships across our District.

**Tell us about your request in the following questions. Be succinct and clear.**

**The Idea** – Briefly explain what it is that you want to do:

Kamo Community Incorporated is a community support group – providing a voice to council from the people of Kamo – we provide the Kamo Christmas Parade and most recently are looking at providing security cameras in the Kamo Village.

**The Need** – How do you know there is a need for your project, programme or service?

**The Impact** – What difference will your project make?

Without Kamo Community Inc there would be no Kamo Christmas Parade. The biggest Christmas Parade in the Whangarei area.

**Your Readiness** – What controls and checks do you have in place to manage the funding?

There are two signatories on all transactions that go through the group – made up of the treasurer, chairperson and secretary

**Your Readiness – How ready is your organisation to deliver the project, programme or service?**  
 We are all volunteers and welcome any new members to join the group

**Collaboration – Who will you work with to deliver your project, programme or service?**

The community and people of KMA,  
 The Derby Councillors and wider council

**Your Approach – How will you demonstrate value for money and the impact of your work?**

**Your Approach – How does your project, programme or service meet best practice and is it evidence based?**



## Section 4: Project Budget

*Provide a full list of your project income, fundraising and expenses. If your budget is detailed, provide a summary below and attach your budget separately.*

|                             |   |
|-----------------------------|---|
| Are you registered for GST? | <input checked="" type="checkbox"/> No – your budget figures must <u>include</u> GST where applicable |
|                             | <input type="checkbox"/> Yes – your budget figures must <u>exclude</u> GST where applicable           |
| GST number                  | 083-352-647   |

| Project income e.g. ticket sales 50 x \$10 = \$500.  |                              | Amount |
|--|------------------------------|--------|
|  |                              | \$     |
|  |                              | \$     |
|  |                              | \$     |
|  |                              | \$     |
| Total of other grants and donations  |                              | \$     |
| Own contribution / fundraising   |                              | \$     |
| <b>(A) Total income expected</b>   |                              | \$     |
| <b>In-kind support – please list</b><br>e.g. volunteer numbers, estimated hours work, plus any donated materials, equipment  |                              |        |
| <b>Volunteer Numbers:</b>  | <b>Estimated Hours Work:</b> |        |
|  |                              |        |
|  |                              |        |
| <b>Total project costs</b><br>Include <u>all</u> your project costs. e.g. materials, venue hire, promotion, equipment hire, personnel costs. If you have quotes, please attach them. You may be requested to provide quotes as evidence of some costs. |                              |        |
|  |                              | \$     |
|  |                              | \$     |
|  |                              | \$     |
|  |                              | \$     |
|  |                              | \$     |
|  |                              | \$     |
|  |                              | \$     |
|  |                              | \$     |
|  |                              | \$     |
| <b>(B) Total expenses expected</b>   |                              | \$     |
| <b>(C) Income less expenses</b>  |                              | \$     |



## Section 5: Declaration

I undertake that I have obtained the consent of the group/organisation to make this application and provide these details.

I declare that the information supplied here is correct. If the application is successful, I/we agree to:

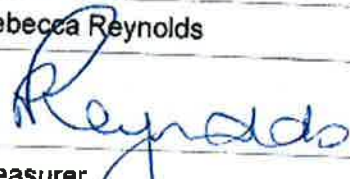
- provide a tax invoice to Whangarei District Council for the amount of the grant within one month of being advised of the grant for the event
- acknowledge Whangarei District Council in all publicity
- spend the grant on the purpose for which the application was made within 12 months of funding being approved
- return any unspent money to Whangarei District Council if the event is completed under budget
- meet any additional terms and conditions that may be set by the Community Funding Committee
- acknowledge that we will be liable to return any monies granted should any breach of the above conditions occur.

We will submit an Impact Report within two months of the completion of the project to Whangarei District Council attaching copies of all invoices and/or receipts accounting for the full amount of the grant. We understand that failure to do so will affect future funding applications.

We 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.

We understand that my name and/or the name of my group/organisation and brief details about the project/event may be released to the media or appear in publicity material.

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

|                   |   |
|-------------------|---|
| Name              | Rebecca Reynolds  |
| Signature *       |  |
| Position in Group | Treasurer   |
| Date              | 08/09/2018  |

\* We prefer to receive applications by email (send to [funding@wdc.govt.nz](mailto:funding@wdc.govt.nz)). To include your signature, print and sign this page then attach a scan or photo of it to your application email. Alternatively, you can post or deliver the printed form to us or pop in to sign it.

Final check – make sure you have:

- ☐ Checked that the budget balances and have accounted for GST
- ☐ Attached quotes where available
- ☒ Attached your group's (or the umbrella group's) bank account details e.g. Bank Deposit Slip
- ☒ Attached your group's (and the umbrella group's) most recent set of financial accounts

Send your completed application with supporting documents to [funding@wdc.govt.nz](mailto:funding@wdc.govt.nz).



# **Kamo Community Incorporated**

## **Financial Statements**

**For the Year Ended 28th February 2018**



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**EMAIL**

office@coastalaccounting.co.nz

**PHONE** 09 435 3426

**FAX** 09 435 7325

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**WEBSITE**

www.coastalaccounting.co.nz

**ADDRESS**

2a Grant Street, Kamo,  
Whangarei 0112

**Kamo Community Incorporated**  
**Financial Reports**  
**For the Year Ended 28th February 2018**

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**Kamo Community Incorporated**  
**Society Directory**  
**As at 28th February 2018**

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Registered Office      Coastal Accounting Limited  
 2a Grant Street  
 Kamo, Whangarei

Chairperson              Lindsay Caley

Secretary                Paulette Crowther

Treasurer                Rebecca Reynolds

○  
 Company Number        1237260

Accountants             Coastal Accounting Limited  
 2a Grant Street  
 Kamo  
 Whangarei

Bankers                  Kiwi Bank

Date of Formation        30th August 2002

○

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*The accompanying notes form part of these financial statements.  
 These financial statements should be read in conjunction with the attached Compilation Report.*

**Kamo Community Incorporated**  
**Trading Account**  
**For the Year Ended 28th February 2018**

|                                   | <b>2018</b>           | <b>2017</b>           |
|-----------------------------------|-----------------------|-----------------------|
|                                   | <b>\$</b>             | <b>\$</b>             |
| <b>REVENUE</b>                    |                       |                       |
| Advertising Sales                 | 8,460                 | 2,472                 |
| <b>LESS COST OF SALES</b>         |                       |                       |
| Printing & Design                 | 4,725                 | 945                   |
| <b>GROSS SURPLUS FROM TRADING</b> | <u><b>\$3,735</b></u> | <u><b>\$1,527</b></u> |
| <b>GROSS SURPLUS MARGIN</b>       | <b>44.1%</b>          | <b>61.8%</b>          |

*The accompanying notes form part of these financial statements.*  
*These financial statements should be read in conjunction with the attached Compilation Report.*

**Kamo Community Incorporated**  
**Statement of Financial Performance**  
**For the Year Ended 28th February 2018**

|                                      | <b>2018</b><br>\$     | <b>2017</b><br>\$     |
|--------------------------------------|-----------------------|-----------------------|
| <b>Gross Surplus from Trading</b>    | 3,735                 | 1,527                 |
| <b>SUNDRY INCOME</b>                 |                       |                       |
| Grant Income (excl)                  | 4,900                 | 6,200                 |
| Grant Income (incl)                  | 1,714                 | -                     |
| Interest Received                    | 216                   | 201                   |
| Fundraising Income                   | 2,150                 | 1,250                 |
| Subscription Income                  | 1,580                 | 1,496                 |
| <b>Total Income</b>                  | <u>14,294</u>         | <u>10,675</u>         |
| <b>Less Operating Expenses</b>       |                       |                       |
| AGM Meeting Expenses                 | -                     | 409                   |
| Advertising                          | 636                   | 1,541                 |
| Christmas Parade                     | 4,246                 | 4,181                 |
| Website Costs                        | 885                   | -                     |
| Heritage Trail Costs                 | 609                   | -                     |
| General Expenses                     | 87                    | 569                   |
| Insurance                            | 305                   | 295                   |
| Meeting Expenses - Kamo Connect      | 339                   | 177                   |
| Scholarship Expenses                 | 1,985                 | 500                   |
| <b>Total Operating Expenses</b>      | <u>9,092</u>          | <u>7,670</u>          |
| <b>Less Financial Expenses</b>       |                       |                       |
| Bank Charges                         | 0                     | -                     |
| <b>Less Administration Expenses</b>  |                       |                       |
| Administration Expenses              | 2,002                 | 556                   |
| Bad Debts                            | 276                   | 250                   |
| Postage                              | 152                   | 152                   |
| <b>Total Administration Expenses</b> | <u>2,430</u>          | <u>958</u>            |
| <b>Less Depreciation</b>             |                       |                       |
| Plant & Equipment                    | 22                    | 29                    |
| <b>Non-deductible Items</b>          |                       |                       |
| Non-deductible IRD Penalties         | 50                    | -                     |
| <b>Total Non-deductible Items</b>    | <u>50</u>             | <u>-</u>              |
| <b>NET SURPLUS/(DEFICIT)</b>         | <u><u>\$2,700</u></u> | <u><u>\$2,017</u></u> |

*The accompanying notes form part of these financial statements.  
These financial statements should be read in conjunction with the attached Compilation Report.*

**Kamo Community Incorporated**  
**Statement of Movements in Equity**  
**For the Year Ended 28th February 2018**

|   | <b>2018</b>            | <b>2017</b>            |
|---|------------------------|------------------------|
|   | <b>\$</b>              | <b>\$</b>              |
| <b>EQUITY AT START OF PERIOD</b>                | 21,104                 | 19,086                 |
| <b>SURPLUS/DEFICIT</b>                          |                        |                        |
| Net Surplus After Tax                           | <u>2,700</u>           | <u>2,017</u>           |
| <b>Total Recognised Revenues &amp; Expenses</b> | 2,700                  | 2,017                  |
| <b>OTHER MOVEMENTS</b>                          |                        |                        |
| <b>EQUITY AT END OF PERIOD</b>                  | <u><u>\$23,804</u></u> | <u><u>\$21,104</u></u> |



*The accompanying notes form part of these financial statements.  
 These financial statements should be read in conjunction with the attached Compilation Report.*

**Kamo Community Incorporated**  
**Statement of Financial Position**  
**As at 28th February 2018**


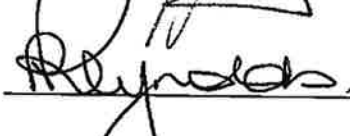
|                                 | <b>2018</b>     | <b>2017</b>     |
|---------------------------------|-----------------|-----------------|
|                                 | <b>\$</b>       | <b>\$</b>       |
| <b>CURRENT ASSETS</b>           |                 |                 |
| Kiwi Bank - Cheque Account      | 9,107           | 6,187           |
| Kiwi Bank - Online Call Account | 8,581           | 8,453           |
| Kiwi Bank - Project Account     | 5,947           | 5,859           |
| GST Refund Due                  | 168             | 444             |
| Accounts Receivable             | 971             | 23              |
| <b>Total Current Assets</b>     | <u>24,774</u>   | <u>20,965</u>   |
| <b>NON-CURRENT ASSETS</b>       |                 |                 |
| Fixed Assets as per Schedule    | 64              | 86              |
| <b>Intangibles</b>              |                 |                 |
| Preliminary Expenses            | 52              | 52              |
| <b>Total Non-Current Assets</b> | <u>116</u>      | <u>138</u>      |
| <b>TOTAL ASSETS</b>             | <u>24,890</u>   | <u>21,104</u>   |
| <b>CURRENT LIABILITIES</b>      |                 |                 |
| Accounts Payable                | 1,087           | -               |
| <b>TOTAL LIABILITIES</b>        | <u>1,087</u>    | <u>-</u>        |
| <b>NET ASSETS</b>               | <u>\$23,804</u> | <u>\$21,104</u> |
| Represented by;                 |                 |                 |
| <b>TOTAL EQUITY</b>             | <u>\$23,804</u> | <u>\$21,104</u> |

The Financial Statements have been audited. The accompanying notes form part of these Financial Statements and should be read in conjunction with the reports contained herein.  
 For and on behalf of the Society:

Chairperson

Treasurer

Date

  
  
 7/5/17

*The accompanying notes form part of these financial statements.  
 These financial statements should be read in conjunction with the attached Compilation Report.*

# Kamo Community Incorporated

## Notes to the Financial Statements

### For the Year Ended 28th February 2018

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#### 1. STATEMENT OF ACCOUNTING POLICIES

The financial statements presented here are for the entity Kamo Community Incorporated, a registered Society under the Incorporated Societies Act 1908. Kamo Community Incorporated was established by trust deed dated 30th August 2002. The principal activity of the trust is to promote the Kamo Community and surrounding areas.

These financial statements have been prepared in accordance with the Financial Reporting Act 1993 and the Financial Reporting Order 1994. Further, the society has provided additional information in accordance with the framework for Differential Reporting issued by the New Zealand Institute of Chartered Accountants.

The entity has taken advantage of all exemptions available to it with the exception that the statements have been prepared exclusive of GST.

#### Measurement Base

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

#### Changes in Accounting Policies

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

#### Specific Accounting Policies

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

##### (a) Goods & Services Tax

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

##### (b) Receivables

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

#### 2. AUDIT

These financial statements have been subject to audit, please refer to Auditor's Report.

#### 3. CONTINGENT LIABILITIES

At balance date there are no known contingent liabilities (2017:\$0). Kamo Community Incorporated has not granted any securities in respect of liabilities payable by any other party whatsoever.

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*The accompanying notes form part of these financial statements.  
These financial statements should be read in conjunction with the attached Compilation Report.*

**Kamo Community Incorporated**  
**Notes to the Financial Statements**  
**For the Year Ended 28th February 2018**

**4. OPERATING REVENUE**

|                         | <b>2018</b>   | <b>2017</b>   |
|-------------------------|---------------|---------------|
|                         | <b>\$</b>     | <b>\$</b>     |
| Sales                   | 8,460         | 2,472         |
| Grant Income (excl)     | 4,900         | 6,200         |
| Grant Income (incl)     | 1,714         | -             |
| Interest Received       | 216           | 201           |
| Fundraising Income      | 2,150         | 1,250         |
| Subscription Income     | 1,580         | 1,496         |
| Total Other Income      | <u>10,559</u> | <u>9,148</u>  |
| Total Operating Revenue | <u>19,019</u> | <u>11,620</u> |

**RELATED PARTIES**

There were no transactions with related parties requiring disclosure.

**6. SECURITIES AND GUARANTEES**

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

*The accompanying notes form part of these financial statements.  
These financial statements should be read in conjunction with the attached Compilation Report.*

**Kamo Community Incorporated**  
**Depreciation Schedule**  
**For the Year Ended 28th February 2018**

| Asset                        | Private Use | Cost Price   | Book Value 01-Mar-2017 | Additions Disposals | Gain/Loss on Disposal | Capital Profit | Mth | Rate | Depreciation \$ | Accum Deprec 28-Feb-2018 | Book Value 28-Feb-2018 |
|------------------------------|-------------|--------------|------------------------|---------------------|-----------------------|----------------|-----|------|-----------------|--------------------------|------------------------|
| <b>PLANT &amp; EQUIPMENT</b> |             |              |                        |                     |                       |                |     |      |                 |                          |                        |
| Camera - Car Park            |             | 1,528        | 86                     |                     |                       |                |     |      |                 |                          | 64                     |
| Sub-Total                    |             | 1,528        | 86                     |                     |                       |                |     | 12   | 25.0% DV        | 1,464                    | 64                     |
| <b>TOTAL</b>                 |             | <b>1,528</b> | <b>86</b>              |                     |                       |                |     |      |                 | <b>1,464</b>             | <b>64</b>              |

*The accompanying notes form part of these financial statements.  
These financial statements should be read in conjunction with the attached Compilation Report.*



# Kamo Community Incorporated

## Audit Report

### For the Year Ended 28 February 2018

#### **Auditors Report**

I report that I have reviewed the attached Statement of Financial Performance and Statement of Financial Position of Kamo Community Incorporated as at the 28th February 2018.

The Statements appear fairly stated on a basis consistent with the previous year.



Auditors Name: Michiel D. Bezuidenhout

Auditors Position: Independent. B Comm, LLB, MBA, CA (Retired)

30 / 4 / 2018

*The accompanying notes form part of these financial statements.  
These financial statements should be read in conjunction with the attached Compilation Report.*



**Kamo Community Inc AGM  
Monday 16<sup>th</sup> July 2018 2018 at 6.30pm  
Held at the Kamo Bowling Club**

Chair Lindsay welcomed everyone and called the meeting to order

**Present:** Lindsay, Paulette, Colin, Victor, Glen, Rebecca, Evon, Tricia

**Apologies:** Pauline Dinsdale, Lesley Eley, Sharon Morgan, David Templeton

**Moved:** Paulette Crowther      **Seconded:** Rebecca Reynolds      **Carried**

Minutes of the previous AGM June 2017 were taken as read

**Moved:** Colin Twyman      **Seconded:** Rebecca Reynolds

That the minutes be accepted as a true and correct record      **Carried**

**Matters Arising:** None

**Chair Report:**

Lindsay presented his report which included the following key points:

Thank you to the team who have worked so hard this year and many projects are now nearing completion.

- The Village Plan team have a heritage trail,
- 2 x pocket parks and some more murals,
- The Kamo Connect made a profit on every issue
- We now have a website
- Submissions presented to Council

One of the major projects has been to update the CCTV system with no Council funding so the constitution had to be changed in order to achieve this. We will publicly thank Jacqui & Innes from Coalies for their support regarding the Lion Foundation. Thanks also to the new team for the Christmas Carnival last year

**Moved:** Colin      **Seconded:** Rebecca

That the Chair report be accepted      **Carried**

**Financial Report:**

Treasurer presented her report and noted that the new auditor had charged a fee of \$150. Key Points:

- Kamo High Scholarships x 2 (towards their fees)
- Donation to the Netball team
- Thanks to Council for the resident & ratepayers grant on behalf of Kamo
- 30 paid up subscription members this year which is up a little from last year

**Moved:** Rebecca      **Seconded:** Colin      **Carried**

**Election of Officers:**

There being no written nominations received, Lindsay called for nominations from the floor

**Chair:** Lindsay Caley  
**Nominated:** Paulette Crowther **Seconded:** Colin Twyman **Carried**

**Deputy Chair:** Colin Twyman  
**Nominated:** Lindsay Caley **Seconded:** Evon Morgan **Carried**

**Treasurer:** Rebecca Reynolds  
**Nominated:** Lindsay Caley **Seconded:** Paulette Crowther **Carried**

**Secretary:** Glen Brooke-Anderson  
**Nominated:** Evon Morgan **Seconded:** Colin Twyman **Carried**

**Executive Committee:**

Paulette Crowther  
**Nominated:** Lindsay Caley **Seconded:** Rebecca Reynolds **Carried**

Victor Binkowski  
**Nominated:** Colin Twyman **Seconded:** Evon Morgan **Carried**

Evon Morgan  
**Nominated:** Paulette Crowther **Seconded:** Rebecca Reynolds **Carried**

David Templeton nominated in his absence but he is happy with nomination  
**Nominated:** Tricia Cutforth **Seconded:** Colin Twyman **Carried**

**Subscriptions:**

That the subscriptions for the year are set at \$55+GST for businesses and \$10 including GST for residents/families

**Moved:** Lindsay **Seconded:** Evon **Carried**

**Change of Signatories:**

The only change is that of Secretary:

**Chair** Lindsay Caley  
**Treasurer** Rebecca Reynolds  
**Secretary** Glen Brooke-Anderson

**General Business**

Lindsay thanked all those who agreed to be office bearers and once again thanked the previous committee for all the hard work done during the year, noting that the coming year was filled with promise.

Chairman thanked all for their attendance and closed the meeting at 7pm.

## Community Funding Application Form

If you need help to complete this application form or would like to discuss your application, please contact the Community Funding Officer well before the closing date of the round you are applying to. Call 09 430 4200 or email [funding@wdc.govt.nz](mailto:funding@wdc.govt.nz) to make an appointment.

Funding information and closing dates are at [www.wdc.govt.nz/funding](http://www.wdc.govt.nz/funding).

### Application summary

Organisation name

Maungakaramea Recreation Society Inc.

Amount requested

\$ 700 - 00

Project name

Maungakaramea Hall.

### Section 1: Applicant Details

Tell us about your organisation/ group

Group's postal address

P.O. Box 114  
Maungakaramea.  
0146.

Postcode

Group's bank account name:

Maungakaramea Recreation Society Incorporated.

Group's bank account number:

12 3099 0899215 00.

Group's GST number

41 598 314.

Describe your group's purpose (e.g. "to provide mobility aids for the disabled in Northland")

Who are your group's main contact(s) for this funding application?

Primary contact's name

Julie Mokaraka

Position in group

Secretary.

Email

andy.julie.moks@gmail.com.

Daytime phone number(s)

021 323513

Second contact's name

Elaine Babe

Position in group

Treasurer.

Email

elaine@gunsonmclean.co.nz

Daytime phone number(s)

021 029 09832.

## Section 2: Eligibility

Have you received funding from Whangarei District Council in the last three years?

☐ No

☒ Yes – if yes, ensure you have completed your grant reports and have met your grant obligations

Does your group have a legal status?

☒ Yes – please provide:

- Your incorporated society or charitable trust registration number: CC 35892
- A copy of your latest statement of financial performance
- Evidence of your bank account details.

☐ No\* – you will need to either:

- Gain legal status (see <http://www.societies.govt.nz/cms/customer-support/faqs>), or
- Apply under the umbrella of a group that does (refer below).

### \*Umbrella Group Guarantee

Applicants that are not a registered charitable trust or incorporated society must apply under an umbrella group that is.

An umbrella group knows the applicant well and is willing to vouch for them and their project, and are prepared to accept legal liability and responsibility.

Grants are paid to the umbrella group for disbursement to the applicant in accordance with the grant agreement.

If the grant conditions are not met, Council may request the grant monies to be returned and/or may place restrictions on granting funds to the applicant and the umbrella organisation in future.

Umbrella group name

Society or trust number:

Contact person

Email

Daytime phone number(s)

N/A.

Get number (if not)

I confirm that our organisation is willing to guarantee and receive any monies granted to:

Applicant organisation: .....

Project name: .....

Signature

Date

Please provide evidence of umbrella group's bank account details and a copy of the latest financial statements.

## Section 3: The Project

Tell us what you want to do – Who, What, When, Where, Why, How

Describe your project in terms of the following:

Name of project

Amount requested

When will this take place?

Where will this take place?

Maungakarama Hall – Running costs.

\*700 – 00. (Residents & Ratepayers Fund. Grant)

12 months.

Maungakarama Hall.

who and how many people will benefit?

**Ethnicities of likely beneficiaries of this project – tick as appropriate and include a percentage estimate for each that you think will benefit from this project:**

|  |                       |     |
|--|-----------------------|-----|
| <input type="checkbox"/> NZ European                           | Estimate %:           | 60  |
| <input type="checkbox"/> Maori                                 | Estimate %:           | 10  |
| <input type="checkbox"/> Pacific Peoples                       | Estimate %:           | 5   |
| <input type="checkbox"/> Other European                        | Estimate %:           | 10  |
| <input type="checkbox"/> Asian                                 | Estimate %:           | 5   |
| <input type="checkbox"/> Middle Eastern/Latin American/African | Estimate %:           | 10  |
| <input type="checkbox"/> Other ethnicity                       | Please specify: _____ |     |
|  | Estimate %:           | 100 |

#### Area of work

To help us understand where support is being requested, please select which of the following relate most closely to your project.

- ☐ **Arts and Culture** – Projects and activities that facilitate education and enjoyment of the arts and of culture for the people of our District.
- ☒ **Heritage and Environment** – Projects and activities that preserve and promote the heritage of our District and that protect and enhance the environment in which we live.
- ☒ **Recreation and Sport** – Projects and activities that enable participation and engagement in recreation and sport for people in our district of all abilities, ages and life stages.
- ☒ **Community Connectedness and Wellbeing** – Projects and activities that strengthen community cohesion and connectedness in ways that cultivate healthy, happy and positive relationships across our District.



**Tell us** about your request in the following questions. Be succinct and clear.

**The Idea** – Briefly explain what it is that you want to do:

Assistance with running of the hall. Power, water, cleaning, maintenance etc.

**The Need** – How do you know there is a need for your project, programme or service?

The hall generates little income at the moment although we are working at encouraging the use of the hall more by the community.

**The Impact** – What difference will your project make?

It will enable us to maintain our hall up to a standard required so that when it is used the community will be encouraged to use it more. Our hall is a wonderful asset to this community and very important to our heritage in the area.

**Your Readiness** – What controls and checks do you have in place to manage the funding?

All funding is controlled by the Treasurer who makes all documentation available at our monthly meeting of the Maungakaramea Recreation Society.

**Your Readiness** – How ready is your organisation to deliver the project, programme or service?

We have a dedicated committee

2018-19 Community funding application form Page 4 of 7 Which works

for the hall



**Collaboration – Who will you work with to deliver your project, programme or service?**

Community and Committee of Maungakarama Recreation Society.

**Your Approach – How will you demonstrate value for money and the impact of your work?**

The Hall will benefit from this grant and be kept in a good condition and well maintained for community use.

**Your Approach – How does your project, programme or service meet best practice and is it evidence based?**

N/A.



## Section 5: Declaration

I undertake that I have obtained the consent of the group/organisation to make this application and provide these details.

I declare that the information supplied here is correct. If the application is successful, I/we agree to:

- \* provide a tax invoice to Whangarei District Council for the amount of the grant within one month of being advised of the grant for the event
- \* acknowledge Whangarei District Council in all publicity
- \* spend the grant on the purpose for which the application was made within 12 months of funding being approved
- \* return any unspent money to Whangarei District Council if the event is completed under budget
- \* meet any additional terms and conditions that may be set by the Community Funding Committee
- \* acknowledge that we will be liable to return any monies granted should any breach of the above conditions occur.

We will submit an Impact Report within two months of the completion of the project to Whangarei District Council attaching copies of all invoices and/or receipts accounting for the full amount of the grant. We understand that failure to do so will affect future funding applications.

We 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.

We understand that my name and/or the name of my group/organisation and brief details about the project/event may be released to the media or appear in publicity material.

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

|                   |  |
|-------------------|--|
| Name              | Julie MOKARAKA   |
| Signature *       |  |
| Position in Group | Secretary  |
| Date              | 19/9/18.   |

We prefer to receive applications by email (email to [funding@wdc.govt.nz](mailto:funding@wdc.govt.nz)). To include your signature, print and sign this page then attach a scan or photo of it to your application email. Alternatively, you can post or deliver the printed form to us or pop in to sign it.

**Final check – make sure you have:**

- ☐ Checked that the budget balances and have accounted for GST
- ☐ Attached quotes where available
- ☐ Attached your group's (or the umbrella group's) bank account details e.g. Bank Deposit Slip
- ☐ Attached your group's (and the umbrella group's) most recent set of financial accounts

Send your completed application with supporting documents to [funding@wdc.govt.nz](mailto:funding@wdc.govt.nz).



# **Maungakaramea Recreation Society Inc.**

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**Financial statements  
For the year ended 31 March 2018**

## COMPILATION REPORT

Compilation report to the members of Maungakaramea Recreation Society Inc..

### Scope

On the basis of information you provided we have compiled, in accordance with Service Engagement Standard No. 2: Compilation of Financial Information, the financial statements of Maungakaramea Recreation Society Inc. for the year ended 31 March 2018. These have been prepared in accordance with the General Accepted Accounting Practice

### Responsibilities

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

The financial statements were prepared exclusively for your benefit. We do not accept responsibility to any other person for the contents of the financial statements.

### Audit or Review Engagement Undertaken

A compilation is limited primarily to the collection, classification, and summarisation of financial information supplied by our client. A compilation does not involve the verification of that information.

### Independence

We are independent of Maungakaramea Recreation Society Inc. because we do not participate in the decisions of management regarding the compiled financial information.

This review was completed on 15 May 2018



Senior Accounting Officer

15 May 2018

# Maungakaramea Recreation Society Incorporated

## Contents

|  |          |
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# Maungakaramea Recreation Society Incorporated

## Directory

As at 31 March 2018

|                            |  |
|----------------------------|--|
| <b>Nature of business:</b> | Operational management of Maungakaramea sports fields, recreational area, and Maungakaramea hall |
| <b>IRD number:</b>         | 41-598-314   |
| <b>Bankers:</b>            | ASB  |
| <b>Business address:</b>   | Maungakaramea & Tauraroa Roads<br>Maungakaramea  |



**Entity structure:**

Community members elect a management committee to manage the Maungakaramea recreational areas and hall

**Reliance on volunteers and donated goods or services:**

Maungakaramea Recreation Society Inc. relies on volunteers for their activities. The committee members volunteer their time to attend meetings, organise maintenance of the grounds and property, meet with Council, present submissions on Council policies, liaise with grounds tenants, apply for funding, and present reports. Members of the community have also donated goods and time in assisting with maintenance and improvements.

**Entity's outcome**

Repairs and maintenance are undertaken on a regular basis to ensure that the fields and hall are kept in good condition. Property maintenance includes mowing, spraying, tree trimming, hedge maintenance, garden maintenance and any other issue which may arise.

Hall maintenance is kept up to date on a regular basis. This year the mens toilets were upgraded and the kitchen flooring was also upgraded.

**Output measures**

Regular mowing and spraying

Specialist mowing for cricket club, rugby club and school

Garden maintenance

New fencing

Hall toilets upgraded

Hall flooring replaced

Regular hall maintenance

Liase with Council on various issues

Applying for funding

Bollards around hall

**Additional performance 01**

Funds held on behalf of others or for specific purposes:

|                  |         |
|------------------|---------|
| Archive funds    | \$15000 |
| Playground funds | \$822   |

# Maungakaramea Recreation Society Incorporated

## Statement of profit or loss

For the year ended 31 March 2018

|                                  | 2018<br>\$    | 2017<br>\$    |
|----------------------------------|---------------|---------------|
| <b>Income</b>                    |               |               |
| <b>Operating Receipts</b>        |               |               |
| WDC Grants                       | 15,098        | 11,546        |
| Hall Hire                        | 2,336         | 1,422         |
| Donations                        | 950           | 2,700         |
| Friends of the Hall              | 130           | -             |
| Fundraising                      | -             | 714           |
| Ground Rental & Parking          | 1,543         | 891           |
| Mowing Income                    | 348           | 348           |
| Market Sales                     | 128           | -             |
| Equipment Hire                   | 182           | 78            |
| Heaters                          | 47            | 43            |
|                                  | <b>20,762</b> | <b>17,743</b> |
|                                  | -             | -             |
| <b>Other income</b>              |               |               |
| Interest Received                | 658           | 781           |
| <b>Total income</b>              | <b>21,419</b> | <b>18,524</b> |
| <b>Expenses</b>                  |               |               |
| Fences                           | 2,974         | 1,502         |
| General Expenses                 | 358           | 449           |
| Insurance                        | 2,715         | 2,746         |
| Mowing Expenses                  | 3,627         | 3,510         |
| Power                            | 947           | 797           |
| Printing, Stationery, Post       | 152           | 152           |
| Rates                            | 381           | 285           |
| Repairs & Maintenance - Grounds  | 361           | 2,060         |
| Repairs & Maintenance - Property | 4,179         | 4,059         |
| Tractor Expenses                 | 1,313         | 903           |
| <b>Total expenses</b>            | <b>17,007</b> | <b>16,462</b> |
| <b>Net profit</b>                | <b>4,412</b>  | <b>2,062</b>  |

# Maungakaramaea Recreation Society Incorporated

## Statement of changes in equity

For the year ended 31 March 2018

|  | 2018<br>\$           | 2017<br>\$           |
|--|----------------------|----------------------|
| Equity as at 01 April 2017                 | 32,851               | 30,789               |
| Net profit for the period                  | 4,412                | 2,062                |
|  | <u>37,263</u>        | <u>32,851</u>        |
| <b>Closing balance as at 31 March 2018</b> | <b><u>37,263</u></b> | <b><u>32,851</u></b> |

# Maungakaramea Recreation Society Incorporated

## Balance sheet

As at 31 March 2018

|                             | Note | 2018<br>\$    | 2017<br>\$    |
|-----------------------------|------|---------------|---------------|
| <b>Current assets</b>       |      |               |               |
| Cash and cash equivalents   | 2    | 32,523        | 26,677        |
| GST refund due              |      | -             | 725           |
| Stock on Hand               |      | 5,448         | 5,448         |
| <b>Total current assets</b> |      | <b>37,971</b> | <b>32,851</b> |
| <b>Total assets</b>         |      | <b>37,971</b> | <b>32,851</b> |
| <b>Current liabilities</b>  |      |               |               |
| GST payable                 |      | 708           | -             |
| <b>Total liabilities</b>    |      | <b>708</b>    | <b>-</b>      |
| <b>Net assets</b>           |      | <b>37,263</b> | <b>32,851</b> |
| <b>Equity</b>               |      |               |               |
| Retained earnings           |      | 37,263        | 32,851        |
| <b>Total equity</b>         |      | <b>37,263</b> | <b>32,851</b> |

# Maungakaramaea Recreation Society Incorporated

## Notes to the financial statements

For the year ended 31 March 2018

### 1 Statement of accounting policies

These financial statements are for Maungakaramaea Recreation Society Inc.. Maungakaramaea Recreation Society Inc. is engaged in the business of Operational management of Maungakaramaea sports fields, recreational area, and Maungakaramaea hall.

These financial statements are of special purpose and have been prepared for taxation purposes on the principles contained in the Income Tax Act 2007, and for internal management purposes.. Accordingly, the financial statements should only be relied on for the expressly stated purpose.

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

#### Changes in accounting policies

There have been no changes in accounting policies and they have been applied on a consistent basis with those used in previous years.

#### Revenue and other income

##### *Interest income*

Interest revenue is recognised using the effective interest method, which for floating rate financial assets is the rate inherent in the instrument.

#### Cash and cash equivalents

Cash and cash equivalents include cash on hand and deposits held at call with banks.

#### Inventories

Inventories are measured at the lower of cost and net realisable value.

#### Goods and services tax

Maungakaramaea Recreation Society Inc. is registered for GST. All amounts are stated exclusive of GST. Accounts receivable and payable are not included as the accounts are reported on a Cash Basis under the Charities reporting requirements.

#### Income tax

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

# Maungakaramaea Recreation Society Incorporated

## Notes to the financial statements

For the year ended 31 March 2018

|                                    | Note | 2018<br>\$           | 2017<br>\$           |
|------------------------------------|------|----------------------|----------------------|
| <b>2 Cash and cash equivalents</b> |      |                      |                      |
| <b>Current assets</b>              |      |                      |                      |
| ASB Bank                           |      | 9,955                | 9,657                |
| Term Deposits                      |      | 21,746               | 16,199               |
| ASB Playground account             |      | 822                  | 822                  |
|                                    |      | <u>32,523</u>        | <u>26,677</u>        |
|                                    |      | <u><b>32,523</b></u> | <u><b>26,677</b></u> |

Grants are recorded in operating revenue. If particular conditions are attached to a grant that would require it to be repaid if the conditions are not met then the grant is recorded as a liability in the notes until the conditions have been satisfied.

WDC grant -Toilet and hall maintenance      \$3676

### 4 Related party

The following transactions with Elaine Babe occurred during the year:

| Related party name | Relationship | Type of transaction                             | This year<br>\$ | Last year<br>\$ |
|--------------------|--------------|---|-----------------|-----------------|
| Elaine Babe        | Treasurer    | Provided monthly and account accounting reports | -               | -               |

Provision of monthly accounts and annual accounts

### 5 Contingent liabilities

At balance date there are no known contingent liabilities. Maungakaramaea Recreation Society Inc. has not granted any securities in respect of liabilities payable by any other party whatsoever.





## Community Funding Application Form

If you need help to complete this application form or would like to discuss your application, please contact the Community Funding Officer well before the closing date of the round you are applying to. Call 09 430 4200 or email [funding@wdc.govt.nz](mailto:funding@wdc.govt.nz) to make an appointment.

Funding information and closing dates are at [www.wdc.govt.nz/funding](http://www.wdc.govt.nz/funding).

### Application summary

|                   |                                     |
|-------------------|-------------------------------------|
| Organisation name | Lang Cove Residents Association Inc |
| Amount requested  | \$ 700                              |
| Project name      | Community Amenity Improvements      |

### Section 1: Applicant Details

Tell us about your organization/group

|                              |                     |
|------------------------------|---------------------|
| Group's postal address       | PO Box 128143       |
|                              | Remuera Auckland    |
| Postcode                     | 1051                |
| Group's bank account name:   | Lang Cove Residents |
| Group's bank account number: | 12-3026-0209893-00  |
| Group's GST number           | Not Registered      |

Describe your group's purpose (e.g. "to provide mobility aids for the disabled in Northland")

TO PROMOTE & ASSIST WITH THE PRESERVATION OF LANG COVE, INCLUDING RESERVES, THE ENVIRONMENT & SAFETY IN THE AREA.

Who are your group's main contact(s) for this funding application?

|                         |                               |
|-------------------------|-------------------------------|
| Primary contact's name  | Noel Davies                   |
| Position in group       | Secretary/Treasurer           |
| Email                   | noel@daviesgroup.nz           |
| Daytime phone number(s) | +64 274 755626                |
| Second contact's name   | Christine Birss               |
| Position in group       | Chair                         |
| Email                   | Christine.birss@bayleys.co.nz |
| Daytime phone number(s) | +64 27 2354323                |

## Section 2: Eligibility

Have you received funding from Whangarei District Council in the last three years?

☐ No

☒ Yes – if yes, ensure you have completed your grant reports and have met your grant obligations.

Does your group have a legal status?

☒ Yes – please provide:

- Your incorporated society or charitable trust registration number: 941209
- A copy of your latest statement of financial performance
- Evidence of your bank account details.

☐ No\* – you will need to either:

- Gain legal status (see <http://www.societies.govt.nz/cms/customer-support/faqs>), or
- Apply under the umbrella of a group that does (refer below).

### \*Umbrella Group Guarantee

Applicants that are not a registered charitable trust or incorporated society must apply under an umbrella group that is.

An umbrella group knows the applicant well and is willing to vouch for them and their project, and are prepared to accept legal liability and responsibility.

Grants are paid to the umbrella group for disbursement to the applicant in accordance with the grant agreement.

If the grant conditions are not met, Council may request the grant monies to be returned and/or may place restrictions on granting funds to the applicant and the umbrella organisation in future.

The following section is to be completed by an authorised officer of the umbrella group.

|                          |                |
|--------------------------|----------------|
| Umbrella group name      | Not Applicable |
| Society or trust number: |                |
| Contact person           |                |
| Email                    |                |
| Daytime phone number(s)  |                |
| GST number (or n/a)      |                |

I confirm that our organisation is willing to guarantee and receive any monies granted to:

Applicant organisation: .....

Project name: .....

Signature

Date

Please provide evidence of umbrella group's bank account details and a copy of the latest financial statements.

### Section 3: The Project

*Tell us what you want to do – Who, What, When, Where, Why, How*

Describe your project in terms of the following:

|                                       |   |
|---------------------------------------|---|
| Name of project                       | Lang Cove Parks, Bush Tracks and Planting |
| Amount requested                      | \$700                                     |
| When will this take place?            | During the next 6 months                  |
| Where will this take place?           | Langs Cove                                |
| Who and how many people will benefit? | All of the residents plus visitors        |

Ethnicities of likely beneficiaries of this project – tick as appropriate and include a percentage estimate for each that you think will benefit from this project:

☐ NZ European Estimate %: 85

☐ Maori Estimate %: 10

☐ Pacific Peoples Estimate %: 2

☐ Other European Estimate %: 1

☐ Asian Estimate %: 2

☐ Middle Eastern/Latin American/African Estimate %:

☐ Other ethnicity Please specify: \_\_\_\_\_  
Estimate %:

#### Area of work

To help us understand where support is being requested, please select which of the following relate most closely to your project.

☐ **Arts and Culture** – Projects and activities that facilitate education and enjoyment of the arts and of culture for the people of our District.

☒ **Heritage and Environment** – Projects and activities that preserve and promote the heritage of our District and that protect and enhance the environment in which we live.

☒ **Recreation and Sport** – Projects and activities that enable participation and engagement in recreation and sport for people in our district of all abilities, ages and life stages.

☒ **Community Connectedness and Wellbeing** – Projects and activities that strengthen community cohesion and connectedness in ways that cultivate healthy, happy and positive relationships across our District.

**Tell us about your request in the following questions. Be succinct and clear.**

**The Idea – Briefly explain what it is that you want to do:**

The association is requesting funding to help improve the local bush walks, increase planting in the area, promote and support an active trapping programme that targets, Possums, Mustelids (Stoats/Weasels) and Rats. We also provide and support the maintenance of the Reserve which is there for the benefit of all.

There is an active spraying programme that targets noxious weeds particularly in the reserves. These include, gorse, ginger, wondering jew, asparagus plant etc.

Additionally, we maintain the tennis courts and the surrounding grounds, maintain signs that are geared towards safety of the public.

All of the work is undertaken by volunteers and the funding helps cover the purchase of raw materials, traps, sprays etc.

We have installed two park benches and seats and are looking at what is next on the list.

**The Need – How do you know there is a need for your project, programme or service?**

The maintenance of the walks and tracks is ongoing and will never be complete. They are popular and are well used.

We have undertaken significant planting in the area, sometimes with the assistance of WDC and it is starting to show benefits, but again there is still a lot to do.

The trapping programme has been quite successful with about 12 Possums and two dozen rats caught. Likewise the Mustelid trapping programme is proving to be successful and we believe the dotterel population which breeds on the beach now has a far greater chance of survival.

**The Impact – What difference will your project make?**

Our project will make the local area safer, prettier, greener and more useable by both residents and the public.

We will gradually rid the area of pests and noxious weeds.

We are improving the overall amenity of the area.

|  |
|--|
|  |
| <b>Your Readiness – What controls and checks do you have in place to manage the funding?</b>   |
| <p>We have sound governance with a board comprising professional, experienced business people, lawyers, dentists and the like.</p> <p>The board receives regular financial report and the annual reports are tabled at the associations AGM</p>  |
| <b>Your Readiness – How ready is your organisation to deliver the project, programme or service?</b>   |
| <p>The associations activities are ongoing but with a lot of work being undertaken during school holidays. As a consequence we are well prepared to continue our work.</p>   |
| <b>Collaboration – Who will you work with to deliver your project, programme or service?</b>   |
| <p>All residents are invited to join in with the working bees or help with specific projects. It is a resident driven organization.</p>  |
| <b>Your Approach – How will you demonstrate value for money and the impact of your work?</b>   |
| <p>Value will be demonstrated By:</p> <ul style="list-style-type: none"> <li>• having safe happy residents and visitors,</li> <li>• reducing the pest population and seeing the wildlife in the area increase,</li> <li>• having safe paths and bush walks</li> <li>• by reducing the areas dominated by noxious plants</li> </ul> |
| <b>Your Approach – How does your project, programme or service meet best practice and is it evidence based?</b>  |
| <p>Not sure if this applies, but it will be evident in the areas we target and available for all to see.</p>   |

## Section 4: Project Budget

Provide a full list of your project income, fundraising and expenses. If your budget is detailed, provide a summary below and attach your budget separately.

|  |   |
|--|---|
| Are you registered for GST?  | <input checked="" type="checkbox"/> No – your budget figures must <u>include</u> GST where applicable |
|  | <input type="checkbox"/> Yes – your budget figures must <u>exclude</u> GST where applicable           |
| GST number   |   |
| <b>Project income</b> e.g. ticket sales 50 x \$10 = \$500.   | <b>Amount</b>   |
| Beautification and Protection of the Amenity of Lang Cove  | \$ 700.00   |
|  | \$  |
|  | \$  |
|  | \$  |
| Total of other grants and donations (Donations are made regularly to support the activities of the association. For example the purchased of an AED, two Park Benches and Seats, the construction of a bridge etc.)                                    | \$  |
| Own contribution / fundraising (As required and as funds permit)   | \$  |
| <b>(A) Total income expected</b>   | <b>\$700.00</b>   |
| <b>In-kind support – please list</b><br>e.g. volunteer numbers, estimated hours work, plus any donated materials, equipment  |   |
| <b>Volunteer Numbers:</b>  | <b>Estimated Hours Work:</b>  |
| 10 to 20   | 200   |
|  |   |
| <b>Total project costs</b><br>Include <u>all</u> your project costs. e.g. materials, venue hire, promotion, equipment hire, personnel costs. If you have quotes, please attach them. You may be requested to provide quotes as evidence of some costs. |   |
|  | \$  |
|  | \$  |
|  | \$  |
|  | \$  |
|  | \$  |
|  | \$  |
|  | \$  |
|  | \$  |
|  | \$  |
| <b>(B) Total expenses expected</b>   | <b>\$700.00</b>   |



|                          |    |
|--------------------------|----|
| (C) Income less expenses | \$ |
|--------------------------|----|

## Section 5: Declaration

I undertake that I have obtained the consent of the group/organisation to make this application and provide these details.

I declare that the information supplied here is correct. If the application is successful, I/we agree to


- \* provide a tax invoice to Whangarei District Council for the amount of the grant within one month of being advised of the grant for the event
- \* acknowledge Whangarei District Council in all publicity
- \* spend the grant on the purpose for which the application was made within 12 months of funding being approved
- \* return any unspent money to Whangarei District Council if the event is completed under budget
- \* meet any additional terms and conditions that may be set by the Community Funding Committee
- \* acknowledge that we will be liable to return any monies granted should any breach of the above conditions occur

We will submit an Impact Report within two months of the completion of the project to Whangarei District Council attaching copies of all invoices and/or receipts accounting for the full amount of the grant. We understand that failure to do so will affect future funding applications.

We 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.

We understand that my name and/or the name of my group/organisation and brief details about the project/event may be released to the media or appear in publicity material.

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

|                   |  |
|-------------------|--|
| Name              | NOEL DANIELS   |
| Signature *       |  |
| Position in Group | SECRETARY/TREASURER  |
| Date              | 19 SEPTEMBER 2018  |

\* We prefer to receive applications by email (send to [funding@wdc.govt.nz](mailto:funding@wdc.govt.nz)). To include your signature, print and sign this page then attach a scan or photo of it to your application email. Alternatively, you can post or deliver the printed form to us or pop in to sign it.

**Final check – make sure you have:**

- ☐ Checked that the budget balances and have accounted for GST
- ☐ Attached quotes where available
- ☐ Attached your group's (or the umbrella group's) bank account details e.g. Bank Deposit Slip
- ☐ Attached your group's (and the umbrella group's) most recent set of financial accounts

## Langs Cove Residents Assn - Profit And Loss Report

This report shows reconciled transactions only.

Account: \*\*\* ALL \*\*\*

From : 1/01/2018

To : 30/09/2018

| Category                      | %   | Income            | Expense         | Balance           |
|-------------------------------|-----|-------------------|-----------------|-------------------|
| <b>Income</b>                 |     |                   |                 |                   |
| Donations                     | 13% | 104.63            |                 | 104.63            |
| Grants from WDC               | 87% | 700.00            |                 | 700.00            |
| <b>Income Total</b>           |     | <b>804.63</b>     |                 | <b>804.63</b>     |
| <b>Expense</b>                |     |                   |                 |                   |
| Legal Costs                   | 88% | 200.00            | 2,299.60        | (2,099.60)        |
| Possum and Rat Traps          | 12% | 762.00            | 1,046.00        | (284.00)          |
| <b>Expense Total</b>          |     | <b>962.00</b>     | <b>3,345.60</b> | <b>(2,383.60)</b> |
| <b>Grand Total:</b>           |     | <b>1,766.63</b>   | <b>3,345.60</b> | <b>(1,578.97)</b> |
| <b>CASH PROFIT / (LOSS) :</b> |     | <b>(1,578.97)</b> |                 |                   |





NEW ZEALAND  
COMPANIES OFFICE

## CERTIFICATE OF INCORPORATION

**THE LANG COVE RESIDENTS ASSOCIATION INCORPORATED**  
**941209**

This is to certify that THE LANG COVE RESIDENTS ASSOCIATION INCORPORATED was incorporated under the Incorporated Societies Act 1908 on the 6th day of January 1999.

Registrar of Incorporated Societies  
19th day of September 2018



For further details visit [www.societies.govt.nz](http://www.societies.govt.nz)

Certificate printed 19 Sep 2018 16:13:59 NZT

I OF I

**Society Cheque**

**Account Number:** 12-3026-0209893-00

**Account Holder:**

THE LANG COVE RESIDENTS ASSOCIATION INCORPORATED

**Account Type:** Society Cheque

| Lang Cove Residents Association                          |                    |
|--|--------------------|
| Statement of Financial Position as at 31st December 2017 |                    |
| <b>Opening Balances as at 30th December 2016</b>         |                    |
| Cheque Account   | \$ 403.58          |
| Savings Account  | \$ 5,647.11        |
| <b>Total Value of Assets</b>                             | <b>\$ 6,050.69</b> |
| <b>Current Assets</b>                                    |                    |
| Balance from The P&L                                     | \$ (104.63)        |
| Interest Received  | \$ 11.74           |
| <b>Total Income</b>                                      | <b>\$ (92.89)</b>  |
| <b>Less:</b>   |                    |
| Less Tax Paid  | \$ (1.87)          |
| Funds Transferred to Cheque Account                      | \$ -               |
| <b>Total</b>   | <b>\$ (1.87)</b>   |
| <b>Total Assets of the LCRA</b>                          | <b>\$ 5,959.67</b> |
| <b>Represented BY:</b>                                   |                    |
| ASB Cheque account                                       | \$ 298.95          |
| ASB Saver Account  | \$ 5,660.72        |
| <b>Total Assets</b>                                      | <b>\$ 5,959.67</b> |

| Lang Cove Residents Association   |    |                 |
|---|----|-----------------|
| Profit & Loss Account for Period 31 December 2016 to 31st December 2017 |    |                 |
| <b>Revenue</b>  |    |                 |
| <u>Donations:</u>   |    |                 |
| P&G Norling Defib & Seat  | \$ | 500.00          |
| J A Heise Donation  | \$ | 200.00          |
|   |    |                 |
| <b>Grants:</b>  |    |                 |
| Whangarei District Council Grant  | \$ | 700.00          |
|   |    |                 |
| <b>Total Revenue</b>  | \$ | <b>1,400.00</b> |
| Transferred from Saver Account  | \$ | -               |
| <b>Total Income</b>   | \$ | <b>1,400.00</b> |
| <b>Less Expenses</b>  |    |                 |
| FC02-0100-0563935-00 Goodnature Possum Traps 4 purchased                | \$ | 885.00          |
| FC12-3077-0401738-01 Placemakers Cement Inv1603458                      | \$ | 319.63          |
| BILL PAYMENT TO C Birss Reimbursement                                   | \$ | 300.00          |
| <b>Total Expenses</b>   | \$ | <b>1,504.63</b> |
| <b>Surplus/(Deficit) for the Year</b>                                   | \$ | <b>(104.63)</b> |

| Lang Cove Residents Association                          |                    |
|--|--------------------|
| Statement of Financial Position as at 31st December 2017 |                    |
| <b>Opening Balances as at 30th December 2016</b>         |                    |
| Cheque Account   | \$ 403.58          |
| Savings Account  | \$ 5,647.60        |
| <b>Total Value of Assets</b>                             | <b>\$ 6,051.18</b> |
| <b>Current Assets</b>                                    |                    |
| Balance from The P&L                                     | \$ (104.63)        |
| Interest Received  | \$ 5.63            |
| <b>Total Income</b>                                      | <b>\$ (99.00)</b>  |
| <b>Less:</b>   |                    |
| Less Tax Paid  | \$ 1.79            |
| Funds Transferred to Cheque Account                      | \$ -               |
| <b>Total</b>   | <b>\$ 1.79</b>     |
| <b>Total Assets of the LCRA</b>                          | <b>\$ 5,950.39</b> |
| <b>Represented BY:</b>                                   |                    |
| ASB Cheque account                                       | \$ 298.95          |
| ASB Saver Account  | \$ 5,651.44        |
| <b>Total Assets</b>                                      | <b>\$ 5,950.39</b> |



## Community Funding Application Form

If you need help to complete this application form or would like to discuss your application, please contact the Community Funding Officer well before the closing date of the round you are applying to. Call 09 430 4200 or email [funding@wdc.govt.nz](mailto:funding@wdc.govt.nz) to make an appointment.

Funding information and closing dates are at [www.wdc.govt.nz/funding](http://www.wdc.govt.nz/funding).

### Application summary

|                          |   |
|--------------------------|---|
| <b>Organisation name</b> | Onerahi Community Association Incorporated  |
| <b>Amount requested</b>  | \$700.00                                    |
| <b>Project name</b>      | Resident and Ratepayer Administration Grant |

### Section 1: Applicant Details

*Tell us about your organization/group*

|                              |  |
|------------------------------|--|
| Group's postal address       | PO Box 3031, Onerahi, Whangarei            |
| Postcode                     | 0142                                       |
| Group's bank account name:   | Onerahi Community Association Incorporated |
| Group's bank account number: | 389006-0730363-00                          |
| Group's GST number           | N/A  |

Describe your group's purpose (e.g. "to provide mobility aids for the disabled in Northland")

To foster, protect and promote the interests of the community of Onerahi. To assist residents and ratepayers of Onerahi. To own and administer facilities. To liaise with the WDC and other organisations in the interests of the suburb.

Who are your group's main contact(s) for this funding application?

|                               |                    |
|-------------------------------|--------------------|
| <b>Primary contact's name</b> | Rose Tantau        |
| Position in group             | Treasurer          |
| Email                         | rosetan@xtra.co.nz |
| Daytime phone number(s)       | 0211570980         |
| <b>Second contact's name</b>  | Leonie Robertson   |
| Position in group             | Secretary          |
| Email                         | russleo@xtra.co.nz |
| Daytime phone number(s)       | 4361196            |

## Section 2: Eligibility

Have you received funding from Whangarei District Council in the last three years?

☐ No

✓ Yes – if yes, ensure you have completed your grant reports and have met your grant obligations.

Does your group have a legal status?

✓ Yes – please provide:

- Your incorporated society or charitable trust registration number:
- A copy of your latest statement of financial performance
- Evidence of your bank account details.

☐ No\* – you will need to either:

- Gain legal status (see <http://www.societies.govt.nz/cms/customer-support/faqs>), or
- Apply under the umbrella of a group that does (refer below).

### \*Umbrella Group Guarantee

Applicants that are not a registered charitable trust or incorporated society must apply under an umbrella group that is.

An umbrella group knows the applicant well and is willing to vouch for them and their project, and are prepared to accept legal liability and responsibility.

Grants are paid to the umbrella group for disbursement to the applicant in accordance with the grant agreement.

If the grant conditions are not met, Council may request the grant monies to be returned and/or may place restrictions on granting funds to the applicant and the umbrella organisation in future.

The following section is to be completed by an authorised officer of the umbrella group.

|                          |     |
|--------------------------|-----|
| Umbrella group name      | N/A |
| Society or trust number: |     |
| Contact person           |     |
| Email                    |     |
| Daytime phone number(s)  |     |
| GST number (or n/a)      |     |

I confirm that our organisation is willing to guarantee and receive any monies granted to:

Applicant organisation: .....

Project name: .....

Signature

Date

Please provide evidence of umbrella group's bank account details and a copy of the latest financial statements.



### Section 3: The Project

*Tell us what you want to do – Who, What, When, Where, Why, How*

Describe your project in terms of the following:

|                                       |   |
|---------------------------------------|---|
| Name of project                       | Resident and Ratepayer Administration Grant |
| Amount requested                      | \$700.00                                    |
| When will this take place?            | NA  |
| Where will this take place?           | NA  |
| Who and how many people will benefit? | NA  |

Ethnicities of likely beneficiaries of this project – tick as appropriate and include a percentage estimate for each that you think will benefit from this project:

|  |                                      |
|--|--------------------------------------|
| <input checked="" type="checkbox"/> NZ European                | Estimate 80%:                        |
| <input checked="" type="checkbox"/> Maori                      | Estimate 30%:                        |
| <input type="checkbox"/> Pacific Peoples                       | Estimate %:                          |
| <input type="checkbox"/> Other European                        | Estimate %:                          |
| <input type="checkbox"/> Asian                                 | Estimate %:                          |
| <input type="checkbox"/> Middle Eastern/Latin American/African | Estimate %:                          |
| <input type="checkbox"/> Other ethnicity                       | Please specify: _____<br>Estimate %: |

#### Area of work

To help us understand where support is being requested, please select which of the following relate most closely to your project.

- ☐ **Arts and Culture** – Projects and activities that facilitate education and enjoyment of the arts and of culture for the people of our District.
- ☐ **Heritage and Environment** – Projects and activities that preserve and promote the heritage of our District and that protect and enhance the environment in which we live.
- ☐ **Recreation and Sport** – Projects and activities that enable participation and engagement in recreation and sport for people in our district of all abilities, ages and life stages.
- ☒ **Community Connectedness and Wellbeing** – Projects and activities that strengthen community cohesion and connectedness in ways that cultivate healthy, happy and positive relationships across our District.

**Tell us** about your request in the following questions. Be succinct and clear.

**The Idea** – Briefly explain what it is that you want to do:

Onerahi Community Association

OCA administers the Onerahi Community Hall and Onerahi Community House which are owned by WDC. Maintained high levels of occupancy and administered all expenses.

John Piacun does the cleaning and maintenance to a very high level.

Jacque Lowe is the Editor for the Onerahi Orbit a free magazine published for the Community of Onerahi.

**The Need** – How do you know there is a need for your project, programme or service?

It is needed to help with the work done by the Accounts person to hire out the hall, receive the income and pay the costs for the power, phone, security and cleaning products. This all gets reported at our monthly meetings. We also have a cleaner of the hall and house.

**The Impact** – What difference will your project make?

It will help with the Administration costs to run the Hall and House to hire out and receive the hire fees.

**Your Readiness** – What controls and checks do you have in place to manage the funding?

Rose Tantau keeps a spreadsheet detailing the Administration costs against the funding.

**Your Readiness – How ready is your organisation to deliver the project, programme or service?**

OCA Supports the Planning Group our Committee meetings with a Survey R Coates did on Onerahi. Waiting for council outcome to continue the work in Onerahi

An office administrator works in the Community House on Wednesdays.

**Onerahi Orbit**

The Orbit continues increasing its advertising and its coverage area to Parua Bay and Whangarei Heads. Jacque Lowe is editor. A loyal band of about 20 people deliver the paper door-to door in Onerahi. Published March, May, July, Sept, and November 18 with many local stories and local advertising. Going from strength to strength for the community. The administrator of OCA looks after the accounts. A front page of the latest Orbit is enclosed.

We held our **AGM meeting** in June 2018 and we gave out Onerahi Order of Merit awards.

**Onerahi Coast Line Action Group (OCLAG)**

Working on several reserves on the Onerahi Peninsula, weed busting, and replanting plants.

The group cleans up the Onerahi Beach, and maintains hard to get to areas.

**Onerahi Web Site**

OCA activities and news of the Onerahi community. [www.onerahi.org.nz](http://www.onerahi.org.nz)

The OCA has a face book pages. Administrators are Rose Tantau and Nick Connop.

**Onerahi Community Association face book page**

<https://www.facebook.com/onerahicomunityassociation/?fref=ts>

**Onerahi Santa parade face book page**

<https://www.facebook.com/onerahisantaparade/>

OCA wishes to upgrade the basketball court in Sherwood Park. Looking into funding.

The Community Hall Bookings for 2019 are now coming in. A new water heater was installed in June 2018. The Community House has been cleaned and new curtains hung in the lounge.

**Christmas Festival**

We will hold the Santa Parade in December 2018 which is the association's major public event.

It will be held on the Village Green one week later than other years with Ham raffles, stalls, bouncy castle, live music, carol-singing, floats and Santa Claus who will throw the lollies out. The business community supports the OCA with goods and services. The festival is funded by a grant from the Whangarei District Council and Pub Charity. Onerahi Volunteer Fire Brigade provided a fire truck for Santa

**Collaboration – Who will you work with to deliver your project, programme or service?**

Members of the Onerahi Community Association

**Your Approach – How will you demonstrate value for money and the impact of your work?**

Lots of voluntary hours by the treasurer and others goes towards meeting deadlines as well.

**Your Approach – How does your project, programme or service meet best practice and is it evidence based?**

Yes I keep spreadsheets for the hire debtors and the Onerahi Orbit debtors. Everyone gets a hire Agreement to hire the Hall and House. Accounts get approved in committee meetings.

## Section 4: Project Budget

Provide a full list of your project income, fundraising and expenses. If your budget is detailed, provide a summary below and attach your budget separately.

|  |                              |  |
|--|------------------------------|--|
| Are you registered for GST?  | <input type="checkbox"/>     | No – your budget figures must <u>include</u> GST where applicable  |
|  | <input type="checkbox"/>     | Yes – your budget figures must <u>exclude</u> GST where applicable |
| GST number   |                              |  |
| <b>Project income</b> e.g. ticket sales 50 x \$10 = \$500.   | Amount                       |  |
|  | \$                           |  |
|  | \$                           |  |
|  | \$                           |  |
|  | \$                           |  |
| Total of other grants and donations  | \$                           |  |
| Own contribution / fundraising   | \$                           |  |
| <b>(A) Total income expected</b>   | \$                           |  |
| <b>In-kind support – please list</b><br>e.g. volunteer numbers, estimated hours work, plus any donated materials, equipment  |                              |  |
| <b>Volunteer Numbers:</b>  | <b>Estimated Hours Work:</b> |  |
|  |                              |  |
|  |                              |  |
| <b>Total project costs</b><br>Include <u>all</u> your project costs. e.g. materials, venue hire, promotion, equipment hire, personnel costs. If you have quotes, please attach them. You may be requested to provide quotes as evidence of some costs. |                              |  |
|  | \$                           |  |
|  | \$                           |  |
|  | \$                           |  |
|  | \$                           |  |
|  | \$                           |  |
|  | \$                           |  |
|  | \$                           |  |
|  | \$                           |  |
|  | \$                           |  |
| <b>(B) Total expenses expected</b>   | \$                           |  |
| <b>(C) Income less expenses</b>  | \$                           |  |

## Section 5: Declaration

I undertake that I have obtained the consent of the group/organisation to make this application and provide these details.

I declare that the information supplied here is correct. If the application is successful, I/we agree to:


- provide a tax invoice to Whangarei District Council for the amount of the grant within one month of being advised of the grant for the event
- acknowledge Whangarei District Council in all publicity
- spend the grant on the purpose for which the application was made within 12 months of funding being approved
- return any unspent money to Whangarei District Council if the event is completed under budget
- meet any additional terms and conditions that may be set by the Community Funding Committee
- acknowledge that we will be liable to return any monies granted should any breach of the above conditions occur.

We will submit an Impact Report within two months of the completion of the project to Whangarei District Council attaching copies of all invoices and/or receipts accounting for the full amount of the grant. We understand that failure to do so will affect future funding applications.

We 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.

We understand that my name and/or the name of my group/organisation and brief details about the project/event may be released to the media or appear in publicity material.

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

|                   |   |
|-------------------|---|
| Name              | Rose Tantau   |
| Signature *       |  |
| Position in Group | Treasurer   |
| Date              | 11 <sup>th</sup> October 2018   |

\* We prefer to receive applications by email (send to [funding@wdc.govt.nz](mailto:funding@wdc.govt.nz)). To include your signature, print and sign this page then attach a scan or photo of it to your application email. Alternatively, you can post or deliver the printed form to us or pop in to sign it.

*Final check – make sure you have:*

- ☐ Checked that the budget balances and have accounted for GST
- ☐ Attached quotes where available
- ✓ Attached your group's (or the umbrella group's) bank account details e.g. Bank Deposit Slip
- ✓ Attached your group's (and the umbrella group's) most recent set of financial accounts

Send your completed application with supporting documents to [funding@wdc.govt.nz](mailto:funding@wdc.govt.nz).

# **ONERAHI COMMUNITY ASSOCIATION (INC.)**

PO Box 3031 Onerahi Whangarei 0142

Tel. (09) 436 3203

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Companies Office 224394, Charities Commission CC36679, IRD 27-910-092

11 October 2018

Community Funding  
Whangarei District Council  
Private Bag 9023  
Whangarei 0148

Dear Sirs

**Re: 2018-2019 Residents and Ratepayers Administration Fund**

Onerahi Community Association would like to thank you for sending us an application form to apply for the above grant.

It is pleasing to have a great team on board. Through effectiveness and efficiency we have been able to keep the request for operational costs at a level affordable.

Please find enclosed our completed application together with all other requested information for the Grant.

We look forward to receiving your favourable decision.

Yours faithfully

Rose Tantau  
Treasurer  
Onerahi Community Assn

## **Hall Rentals**

Friendship Club  
 Garden Groups  
 Hebron Church  
 Indoor Bowling Club  
 Nam Wah Pai  
 Northland Bujinkan (Dojo)  
 Onerahi Garden Group  
 Mel Crosado-Market Day  
 Whangarei Scottish Country Dance  
 Sturge Bob – Karate  
 Table Tennis  
 Variety Music Group  
 War Games  
 Royal NZ Plunket Society  
 M Bevis  
 E Riggat – Pilates fitness

## **House Rentals**

After School Care  
 Onerahi Play Group  
 Hebron Church  
 Breakfast Club  
 End of Life Care Group meetings  
 Man up Northland  
 Alzheimers Northland meetings

**Onerahi Community Association  
The Performance Report  
From 1st July to 18 August 2018**



**Onerahi Community Assoc Inc  
Financial Report 17/8/18**

Page 1

**O.C.A. Inc.**

Balance as at 30/6/18

**\$ 683.34****Expenses paid**

|                                |           |
|--------------------------------|-----------|
| R Tantau-Admin 25/6/18-20/7/18 | \$ 320.00 |
| R Tantau-Admin 23/7/18-10/8/18 | \$ 240.00 |
| Charities Com- Annual Return   | \$ 51.11  |

**Receipts**

|                                       |             |
|---------------------------------------|-------------|
| OCA Membership                        | \$ 3.00     |
| Facilities Rose Admin 29/6, 6,13,20/7 | \$ 320.00   |
| WDC - Grant for Xmas Parade           | \$ 3,540.00 |

**Total Payments \$ 611.11****Total Deposits \$ 3,863.00****Deposit to On call account \$ 3,540.00****Total in Kiwibank Cheque a/c to 17/8/18****\$ 395.23**

Current Balances of Bank accounts:

O.C.A.General account **\$ 395.23**O.C.A. On Call **\$ 3,540.00**Onerahi Orbit account **\$ 1,364.86**Onerahi Orbit On Call **\$ 3,039.99**O.C.A. Facilities Hall & House a/cs **\$ 1,648.20**O.C.A. Facilities On Call Hall **\$ 21,076.62**O.C.A. Facilities On Call House **\$ 11,812.15****Less Facilities Rent Paid in Advance -\$ 2,152.00****Less O.C.A. Xmas Parade -\$ 3,540.00****TOTAL FUNDS HELD \$ 37,185.05**

**Accounts for approval 21/8/18 meeting  
OCA Facilities Hall & House**

|                            |           |    |
|----------------------------|-----------|----|
| Rose Admin - 27/7/18, 10/8 | \$ 160.00 |    |
| Petty Cash 27/7/18         | \$ 74.10  | Pd |
| Petty Cash 21/8/18         | \$ 56.00  |    |

**Onerahi Community Assoc Inc (Hall & House)  
Financial Report 17/8/18**

Page 2

**O.C.A. Inc. Facilities**

Opening Balance as at 30 June 2018 for Community Hall

**\$ 2,054.45****Expenses paid for Community Hall**

|  |                    |
|--|--------------------|
| John- Cleaning 25/6/18-10/8/18         | \$ 350.00          |
| Meridian-Power July a/c                | \$ 190.99          |
| Spark-June a/c                         | \$ 60.15           |
| Wyvern Baker - Hot water heater-Asset  | \$ 1,587.00        |
| Postive Electrical Ltd - Sensor Lights | \$ 152.06          |
| Petty Cash                             | \$ 34.30           |
| Ascot Insurance                        | \$ 362.19          |
| Repaid bond - C Baker                  | \$ 50.00           |
| Repaid bond - Tattersall               | \$ 50.00           |
| Meridian-Power Aug a/c                 | \$ 181.30          |
| Spark-July a/c                         | \$ 60.15           |
| Northland Cleaning supplies            | \$ 142.60          |
| WDC - Water Rates                      | \$ 68.98           |
| Rose Admin 29/6, 6,13,20/7             | \$ 320.00          |
| <b>Total Payments</b>                  | <b>\$ 3,609.72</b> |

**Total in Kiwibank Cheque a/c to 17/8/18**

| <b><u>Receipts</u></b> |              |
|------------------------|--------------|
| Hall Hire              | Group Hirers |
|                        | Misc Hirers  |
|                        | Bonds        |
|                        | Colthurst    |
|                        | Manup NthInd |
|                        | \$ 1,053.00  |
|                        | \$ 344.00    |
|                        | \$ 100.00    |

**Total Deposits** **\$ 1,497.00****-\$ 58.27****Total in Kiwibank On Call a/c to 31/7/18****\$ 21,076.62****TOTAL BALANCE HELD****\$ 21,018.35**

Opening Balance as at 30 June 2018 for Community House

**\$ 919.36****Expenses paid for Community House**

|                          |                  |
|--------------------------|------------------|
| Meridian-Power July a/c  | \$ 112.58        |
| Spark -June a/c          | \$ 89.91         |
| Sutherland Security-July | \$ 43.13         |
| Petty Cash               | \$ 39.80         |
| Ascot Insurance          | \$ 282.59        |
| Meridian-Power Aug a/c   | \$ 97.05         |
| Spark -July a/c          | \$ 89.91         |
| WDC - Water Rates        | \$ 111.92        |
| <b>Total Payments</b>    | <b>\$ 866.89</b> |

**Total in Kiwibank Cheque a/c to 17/8/18****Receipts**

|                       |             |
|-----------------------|-------------|
| House Hire            | \$ 1,374.00 |
| House Hire to 31/3/18 | \$ 280.00   |

**Total Deposits** **\$ 1,654.00****\$ 1,706.47****Total in Kiwibank On Call a/c to 31/7/18****\$ 11,812.15****TOTAL BALANCE HELD****\$ 13,518.62****Debtors to 17/8/18**

|                           |             |             |
|---------------------------|-------------|-------------|
| Breakfast Club to 31/7/18 | \$ 84.00    | Paid Aug 18 |
| E Turner 2/6/18           | \$ 75.00    |             |
| WDSO To 31/7/18           | \$ 308.00   |             |
| Nam Wah Pai to 31/7/18    | \$ 409.90   |             |
| Aria Gallichan July 18    | \$ 21.00    |             |
| Ron Brewer June/July      | \$ 21.00    |             |
| <b>\$ 918.90</b>          | <b>\$ -</b> |             |

**Balance held in Cheque Account** **\$ 1,648.20**

**Onerahi Community Assoc Inc (Orbit Account)  
Financial Report 17/8/18**

Page 3

**O.C.A. Onerahi Orbit**

Balance as at 30/6/18

**\$ 681.06****Expenses**

|                                     |             |
|-------------------------------------|-------------|
| Sandi Adams - July Orbit            | \$ 40.00    |
| Jacque Lowe July Orbit              | \$ 2,000.00 |
| Jodi Bryant - July Orbit            | \$ 123.20   |
| MT Lavin - July Orbit               | \$ 385.00   |
| Jeff Oliver Print-July Orbit contra | \$ 150.00   |

|                       |                    |
|-----------------------|--------------------|
| <b>Total Payments</b> | <b>\$ 2,698.20</b> |
|-----------------------|--------------------|

**Total in Kiwibank Cheque a/c to 17/8/18****Total in Kiwibank On Call a/c to 31/7/18****TOTAL BALANCE HELD****Receipts**

|                        |             |
|------------------------|-------------|
| Advertisers payments   | \$ 4,358.00 |
| Advertisers to 31/3/18 | \$ 374.00   |
| JOP advert contra      | \$ 150.00   |

|                       |                    |
|-----------------------|--------------------|
| <b>Total Deposits</b> | <b>\$ 4,882.00</b> |
|-----------------------|--------------------|

|                                   |                    |
|-----------------------------------|--------------------|
| <b>Deposit to On call account</b> | <b>\$ 1,500.00</b> |
|-----------------------------------|--------------------|

**\$ 1,364.86****\$ 3,039.99****\$ 4,404.85****Orbit Debtors**

|   |             |
|---|-------------|
| Outstanding Advert payments due for May 18  | \$ 224.00   |
| Outstanding Advert payments due for July 18 | \$ 3,930.00 |

**\$ 4,154.00****Accounts for approval 21/8/18 meeting****Orbit Creditors**

|                                    |             |
|------------------------------------|-------------|
| Jacque Lowe May Orbit-Advertising  | \$ 220.00   |
| Jacque Lowe May Travel/Phone       |             |
| Jacque Lowe July Orbit-Advertising | \$ 220.00   |
| Jacque Lowe July Travel/Phone      |             |
| Jeff Oliver Print-July Orbit       | \$ 3,369.50 |
| Beca Contractors July Orbit        | \$ 141.45   |
| Rose - July home expenses          | \$ 45.00    |
| Rose Admin 3/8/18                  | \$ 80.00    |

|                           |                    |
|---------------------------|--------------------|
| <b>Total still to pay</b> | <b>\$ 4,075.95</b> |
|---------------------------|--------------------|

**Onerahi Community Association**  
**The Performance Report**  
**For the Year ended 31 March 2018**

## Onerahi Community Association

### Statement of Financial Performance

#### Onerahi Orbit Report

For the Year Ended 31 March 2018

|  | 2018           | 2017          |
|--|----------------|---------------|
|  | \$             | \$            |
| <b>REVENUE</b>                           |                |               |
| Advertising                              | 34,170         | 36,482        |
| Interest received                        | 55             | 42            |
| <b>Total Income</b>                      | <b>34,225</b>  | <b>36,524</b> |
| <br><b>Less Expenditure</b>              |                |               |
| OCA -Administration Expense              | 1,440          | 1,600         |
| Advertising in Orbit                     | 144            | 40            |
| Motor Vehicle Expenses                   | 543            | 672           |
| Printing                                 | 18,147         | 18,294        |
| Stationery and Postage                   | 70             | 301           |
| Editorial & Volunteer Expenses           | 15,963         | 15,146        |
| IRD - Withholding tax                    | -              | 2             |
| <b>Total</b>                             | <b>36,308</b>  | <b>36,053</b> |
| <br><b>Gross Expenditure over Income</b> | <b>- 2,083</b> | <b>\$ 470</b> |

## Onerahi Community Association

### Statement of Financial Performance

Onerahi Community Hall

For the Year Ended 31 March 2018

|   | 2018          | 2017            |
|---|---------------|-----------------|
|   | \$            | \$              |
| <b>REVENUE</b>                                    |               |                 |
| Group Hirers                                      | 12,831        | 12,459          |
| Sundry Hirers                                     | 2,825         | 1,906           |
| Interest Received                                 | 233           | 207             |
| Sundry  | 44            | 12              |
| <b>Total Income</b>                               | <b>15,933</b> | <b>14,584</b>   |
| <br><b>Less Expenditure</b>                       |               |                 |
| OCA -Administration Expenses                      | 1,780         | 2,020           |
| OCA - Support Expenses/Events                     | 853           | -               |
| Advertising in Orbit                              |               | -               |
| Cleaning Expenses                                 | 3,580         | 3,549           |
| Meeting expenses                                  |               | 139             |
| Insurance   | 356           | 356             |
| Miscellaneous Expenses-Web site and POBox         | 841           | 457             |
| Power   | 1,841         | 1,804           |
| Repairs and Maintenance                           | 423           | 835             |
| Stationery  | 67            | 2               |
| Telephone   | 703           | 701             |
| Water Rates                                       | 137           | 192             |
| IRD - RWT Charged                                 | -             | 7               |
| Donations - True Tales and Bike Stands Beach Road | -             | 1,716           |
| <b>Total Expenses</b>                             | <b>10,581</b> | <b>11,777</b>   |
| <br><b>Excess Income over Expenditure</b>         | <b>5,352</b>  | <b>\$ 2,807</b> |

## Onerahi Community Association

### Statement of Financial Performance

#### Onerahi Community House

For the Year Ended 31 March 2018

|   | 2018         | 2017              |
|---|--------------|-------------------|
|   | \$           | \$                |
| <b>REVENUE</b>                            |              |                   |
| Group Hire                                | 7,832        | 8,192             |
| Donation                                  | 0            | 200               |
| Interest received                         | 156          | 195               |
| ORC Reimbursements                        | 0            | 653               |
| <b>Total Income</b>                       | <b>7,988</b> | <b>9,239</b>      |
| <br><b>Less Expenditure</b>               |              |                   |
| Admin Expenses                            | 1,075        | \$ -              |
| OCA - Support Events                      | 606          | 662               |
| Cleaning Expenses                         | 168          | 128               |
| Insurance                                 | 283          | 283               |
| Power                                     | 1,098        | 1,184             |
| R & M Expense Carpet etc                  | 2,081        | 7,637             |
| Rates Water                               | 259          | 401               |
| Security Expense                          | 771          | 739               |
| Telephone                                 | 1,111        | 1,099             |
| IRD - RWT Charged                         | -            | 7                 |
| <b>Total Expenses</b>                     | <b>7,450</b> | <b>12,141</b>     |
| <br><b>Excess Income over Expenditure</b> | <b>537</b>   | <b>\$ (2,901)</b> |

## Onerahi Community Association

### Statement of Financial Performance

O C A Management

For the Year Ended 31 March 2018

|  | 2018          | 2017          |
|--|---------------|---------------|
|  | \$            | \$            |
| <b>REVENUE</b>                             |               |               |
| Pub Charity - Grant for Xmas Parade        | 2,440         | 2,253         |
| WDC -Grant for Xmas Parade                 | 3,500         | 3,500         |
| Donations/Support expenses from Facilities | 500           | 38            |
| Fundraising - Raffles & Hams               | 137           | 250           |
| OCA Facilities - Support Xmas Parade       | 353           | 409           |
| OCA Facilities - Support AGM               | 606           | 254           |
| Membership Subscriptions- AGM              | 100           | 76            |
| WDC Community Grant                        | 700           | 700           |
| WDC Community Planting Grant               | -             | 958           |
| Orbit and Facilites -Admin reimbursement   | 3,220         | 3,620         |
| Interest received                          | 12            | 13            |
| <b>Total Income</b>                        | <b>11,567</b> | <b>12,069</b> |
| <b>Less Expenses</b>                       |               |               |
| Adminstration Expense                      | 4,160         | 4,160         |
| Audit Fees                                 | -             | -             |
| Event Expenses                             | 6,288         | 6,235         |
| Fundraising Expense -Raffles & Hams        | 176           | 176           |
| Planting Grant                             | -             | 958           |
| General Expenses                           | 51            | 51            |
| Meetings Expenses                          | 706           | 333           |
| Office Expense                             | 156           | 120           |
| <b>Total Expenses</b>                      | <b>11,537</b> | <b>12,034</b> |
| <b>Gross Income over Expenditure</b>       | <b>30</b>     | <b>36</b>     |



## Onerahi Community Association

### Statement of Financial Performance For the Year Ended 31 March 2018

|                                       | 2018            | 2017           |
|---------------------------------------|-----------------|----------------|
|                                       | \$              | \$             |
| <b>Net Surplus from Orbit</b>         | - 2,083         | 470            |
| <b>Net Surplus from Hall</b>          | 5,352           | 2,807          |
| <b>Net Surplus from House</b>         | 537             | - 2,901        |
| <b>Net Surplus from Management</b>    | 30              | 36             |
| <br>Net Surplus Before Depreciation   | <br>\$ 3,837    | <br>\$ 412     |
| <b>Less Depreciation</b>              |                 |                |
| Depreciation as per Schedule          | 603             | 831            |
| <b>Excess Income over Expenditure</b> | <b>\$ 3,234</b> | <b>-\$ 419</b> |

## Onerahi Community Association

### Statement of Movements in Equity For the Year Ended 31 March 2018

|   | 2018             | 2017             |
|---|------------------|------------------|
|   | \$               | \$               |
| <b>EQUITY AT START OF PERIOD</b>                | <b>36,794</b>    | <b>37,213</b>    |
| <b>SURPLUS &amp; REVALUATIONS</b>               |                  |                  |
| Net surplus(Deficit) for the period             | 3,234            | \$(419)          |
| <b>Total recognised revenues &amp; expenses</b> | <b>\$ 40,028</b> | <b>36,794</b>    |
| <b>OTHER MOVEMENTS</b>                          |                  |                  |
| <b>EQUITY AT END OF PERIOD</b>                  | <b>\$ 40,028</b> | <b>\$ 36,794</b> |

## Onerahi Community Association

### Statement of Financial Position

For the Year Ended 31 March 2018

|                                       | 2018          | 2017          |
|---------------------------------------|---------------|---------------|
|                                       | \$            | \$            |
| <b>CURRENT ASSETS</b>                 |               |               |
| KiwiBank - OCA cheque Account         | 1,143         | 1,117         |
| KiwiBank - Orbit cheque Account       | 1,494         | 594           |
| KiwiBank - Orbit On Call Account      | 4,026         | 6,525         |
| KiwiBank - OCA On Call Account        |               |               |
| KiwiBank - Facilities cheque Account  | 4,332         | 1,066         |
| KiwiBank - Facilities On Call Account | 16,864        | 15,006        |
| Kiwibank - House On Call Account      | 11,753        | 11,005        |
| Petty cash Maintenance                | 70            | 70            |
| Petty cash Administration             | 100           | 100           |
| Accounts Receivable                   | 9,102         | 9,839         |
| <b>Total Current Assets</b>           | <b>48,885</b> | <b>45,322</b> |
| <b>NON-CURRENT ASSETS</b>             |               |               |
| Fixed Assets as per Schedule          | 1,748         | 2,351         |
| <b>TOTAL ASSETS</b>                   | <b>50,633</b> | <b>47,673</b> |
| <b>CURRENT LIABILITIES</b>            |               |               |
| Accounts Payable                      | 7,261         | 7,194         |
| Receipts in advance                   | 2,884         | 2,984         |
| Grants in Advance                     | 460           | 700           |
| <b>Total Current Liabilities</b>      | <b>10,605</b> | <b>10,878</b> |
| <b>TOTAL LIABILITIES</b>              | <b>10,605</b> | <b>10,878</b> |
| <b>NET ASSETS</b>                     | <b>40,028</b> | <b>36,794</b> |
| Represented by;                       |               |               |
| EQUITY as per Capital Account         | <b>40,028</b> | <b>36,794</b> |

# Onerahi Community Association

## Depreciation Schedule

For the Year Ended 31 March 2018

| Asset                        | Cost Price   | Book Value 01/04/2017 | Additions Disposals | Gain/Loss on Disposals | Capital Profit | Mth | Depreciation Rate | Deprec \$  | Accum Deprec 31/03/2018 | Book Value 31/3/2018 |
|------------------------------|--------------|-----------------------|---------------------|------------------------|----------------|-----|-------------------|------------|-------------------------|----------------------|
| <b>PLANT &amp; EQUIPMENT</b> |              |                       |                     |                        |                |     |                   |            |                         |                      |
| Security Alarm               | 1,365        | 163                   |                     |                        |                | 12  | 24.00%            | 39         | 1241                    | 124                  |
| Blinds                       | 1,430        | 184                   |                     |                        |                | 12  | 24.00%            | 44         | 1290                    | 140                  |
| House Fridge                 | 840          | 162                   |                     |                        |                | 12  | 25.00%            | 41         | 719                     | 122                  |
| Hall Fridge                  | -            | 0                     |                     |                        |                | 12  | 25.00%            | 0          | 0                       |                      |
| Hall Stove                   | 1,033        | 189                   |                     |                        |                | 12  | 25.00%            | 47         | 891                     | 142                  |
| Hall Fridge & Freezer        | 1,499        | 474                   |                     |                        |                | 12  | 25.00%            | 119        | 1144                    | 356                  |
| Computer                     | 945          | 106                   |                     |                        |                | 12  | 48.00%            | 51         | 890                     | 55                   |
| Storage cupboards            | 1,035        | 534                   |                     |                        |                | 12  | 25.00%            | 134        | 635                     | 401                  |
| Hall Curtains                | 810          | 539                   |                     |                        |                | 12  | 24.00%            | 129        | 400                     | 410                  |
| <b>Sub-Total</b>             | <b>8,957</b> | <b>2351</b>           | <b>0</b>            |                        |                |     |                   | <b>603</b> | <b>7209</b>             | <b>1748</b>          |
| <b>TOTAL</b>                 | <b>8,957</b> | <b>2351</b>           | <b>0</b>            |                        |                |     |                   | <b>603</b> | <b>7209</b>             | <b>1748</b>          |

## **ONERAHI COMMUNITY ASSOCIATION INDEPENDENT AUDITOR'S REPORT**

### **Report On Financial Statements.**

I have audited the accompanying financial statements of the Onerahi Community Association, comprising the Statement Of Financial Position at the year ended 31 March 2018, and the Statement Of Financial Performance and Changes In Equity for the year ended at that date, with the Statement Of Accounting Policies and other Explanatory Footnotes. I am of the opinion that the audit evidence provided and explanations obtained by request permit and are appropriate for the In my opinion, the accompanying financial statements provide a materially true and fair view of the financial position of the Onerahi Community Association as at 31 March 2018, and of its financial performance and transactions during the year ended at that date, and are in accordance with Generally Accepted Accounting Practice and the International Financial Reporting Standards as appropriate. This opinion is in accordance with the International Standards On Auditing (ISAs), adopted by the NZ Institute Of Chartered Accountants (now Chartered Accountants Of Australia & New Zealand, CAANZ) in 2009.

### **Areas Of Greatest Concern.**

As from 2017, an Amendment to the the International Standards On Auditing (ISAs) requires that Auditors' Reports include a statement as to what areas of an entity's accounts are "of greatest concern", meaning which aspects carry the greatest risk of errors or uncertainty or omissions, and to which therefore the greatest attention should be given by auditors. In the case of the Onerahi Community Association, these are the books of first entry, namely: the receipt-book carbon-copies and bank deposit slips showing monies received (particularly in cash) and paid into its bank account; and the cheque-book butts and resulting cheque-account statements showing payments made by cheque and automatic payment. Because these (including setting up automatic payments) are largely manual operations, with all other processes in the compilation of accounts being automated by accounting software, these books of first entry most need to be checked against subsequent bank statements.

### **Explanation of Committee Members' Responsibilities.**

The Committee members are responsible for appointing a suitably qualified Accountant for the fair preparation and presentation in accordance with Generally Accepted Accounting Practice and the International Financial Reporting Standards as appropriate. They are also responsible for such internal controls as are deemed necessary by the Committee to enable the preparation of financial statements that are free from material misstatement due to either human error or fraud.

### **Explanation Of Auditor's Responsibilities.**

My responsibility is to express an opinion on these financial statements based on the audit, which is undertaken in accordance with the International Standards On Auditing (ISAs), adopted by the NZ Institute Of Chartered Accountants (now Chartered Accountants Of Australia & New Zealand, CAANZ) in 2009. These standards require compliance with ethical requirements, and planning and execution of the audit to obtain reasonable assurance as to whether the financial statements are free from material misstatements.

In particular, by the ISAs, auditors must have no personal or business relationship with either the accounting entity concerned, or with the accountants responsible for the original compilation of the financial statements, other than as the duly appointed auditor. Other than in my capacity of auditor, I have no such relationship with the Onerahi Community Association or its Committee, or with the Accountant responsible for the compilation of the financial statements.

An audit entails performance of procedures aimed at obtaining audit evidence concerning the disclosures and the amounts of transactions and balances in the financial statements. These depend on the auditor's judgement in the light of the ISAs, including assessment of the risks of material misstatement in the financial statements due to either error or fraud. In these risk assessments, the auditor considers internal controls in an accounting entity relevant to the fair compilation and presentation of its financial statements, in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal controls.

An audit also includes evaluation of the propriety of the accounting policies used in the compilation of the financial statements, and evaluation of the overall presentation of the financial statements.

Date: .....19 June 2018.....

Signed: .....*John Wynniatt*

National Diploma In Accountancy;

Member 34882 of the Chartered Accountants Of Australia & New Zealand (CAANZ) (admitted 1995).



## Community Funding Application Form

If you need help to complete this application form or would like to discuss your application, please contact the Community Funding Officer well before the closing date of the round you are applying to. Call 09 430 4200 or email [funding@wdc.govt.nz](mailto:funding@wdc.govt.nz) to make an appointment.  
Funding information and closing dates are at [www.wdc.govt.nz/funding](http://www.wdc.govt.nz/funding).

### Application summary

|                          |   |
|--------------------------|---|
| <b>Organisation name</b> | Pataua Area Residents and Rate Payers Association Inc |
| <b>Amount requested</b>  | \$ 700  |
| <b>Project name</b>      | Resident and Ratepayer (R&R) Fund                     |

### Section 1: Applicant Details

*Tell us about your organization/group*

|   |   |  |
|---|---|--|
| Group's postal address  | 26 Kaye Rd  |  |
|   | RD5, Pataua North, Whangarei  |  |
| Postcode  | 0175  |  |
| Group's bank account name:  | Pataua Area Residents and Rate Payers Association Inc               |  |
| Group's bank account number:  | 12-3099-0432906-60 <span style="float: right;">ON<br/>Record</span> |  |
| Group's GST number  | Not Applicable  |  |
| Describe your group's purpose (e.g. "to provide mobility aids for the disabled in Northland") |   |  |
|   |   |  |
|   |   |  |
| Who are your group's main contact(s) for this funding application?                            |   |  |
| <b>Primary contact's name</b>   | Iain Watkins  |  |
| Position in group   | Treasurer   |  |
| Email   | Iain.watkins@xtra.co.nz   |  |
| Daytime phone number(s)   | 021772074   |  |
| <b>Second contact's name</b>  | Not Applicable  |  |
| Position in group   |   |  |
| Email   |   |  |
| Daytime phone number(s)   |   |  |



## Section 2: Eligibility

Have you received funding from Whangarei District Council in the last three years?

☐ No

☒ Yes – if yes, ensure you have completed your grant reports and have met your grant obligations.

Does your group have a legal status?

☒ Yes – please provide:

- Your incorporated society or charitable trust registration number:
- A copy of your latest statement of financial performance
- Evidence of your bank account details.

☐ No\* – you will need to either:

- Gain legal status (see <http://www.societies.govt.nz/cms/customer-support/faqs>), or
- Apply under the umbrella of a group that does (refer below).

### \*Umbrella Group Guarantee

Applicants that are not a registered charitable trust or incorporated society must apply under an umbrella group that is.

An umbrella group knows the applicant well and is willing to vouch for them and their project, and are prepared to accept legal liability and responsibility.

Grants are paid to the umbrella group for disbursement to the applicant in accordance with the grant agreement.

If the grant conditions are not met, Council may request the grant monies to be returned and/or may place restrictions on granting funds to the applicant and the umbrella organisation in future.

The following section is to be completed by an authorised officer of the umbrella group.

|  |                |
|--|----------------|
| Umbrella group name  | Not Applicable |
| Society or trust number:   |                |
| Contact person   |                |
| Email  |                |
| Daytime phone number(s)  |                |
| GST number (or n/a)  |                |
| I confirm that our organisation is willing to guarantee and receive any monies granted to:                             |                |
| Applicant organisation: .....  |                |
| Project name: .....  |                |
| Signature  |                |
| Date   |                |
| <u>Please provide</u> evidence of umbrella group's bank account details and a copy of the latest financial statements. |                |

### Section 3: The Project

*Tell us what you want to do – Who, What, When, Where, Why, How*

Describe your project in terms of the following:

|                                       |                |
|---------------------------------------|----------------|
| Name of project                       | Not Applicable |
| Amount requested                      | \$             |
| When will this take place?            |                |
| Where will this take place?           |                |
| Who and how many people will benefit? |                |

Ethnicities of likely beneficiaries of this project – tick as appropriate and include a percentage estimate for each that you think will benefit from this project:

|  |                                      |
|--|--------------------------------------|
| <input type="checkbox"/> NZ European                           | Estimate %:                          |
| <input type="checkbox"/> Maori                                 | Estimate %:                          |
| <input type="checkbox"/> Pacific Peoples                       | Estimate %:                          |
| <input type="checkbox"/> Other European                        | Estimate %:                          |
| <input type="checkbox"/> Asian                                 | Estimate %:                          |
| <input type="checkbox"/> Middle Eastern/Latin American/African | Estimate %:                          |
| <input type="checkbox"/> Other ethnicity                       | Please specify: _____<br>Estimate %: |

#### Area of work

To help us understand where support is being requested, please select which of the following relate most closely to your project.

|                          |   |
|--------------------------|---|
| <input type="checkbox"/> | <b>Arts and Culture</b> – Projects and activities that facilitate education and enjoyment of the arts and of culture for the people of our District.  |
| <input type="checkbox"/> | <b>Heritage and Environment</b> – Projects and activities that preserve and promote the heritage of our District and that protect and enhance the environment in which we live.                                   |
| <input type="checkbox"/> | <b>Recreation and Sport</b> – Projects and activities that enable participation and engagement in recreation and sport for people in our district of all abilities, ages and life stages.                         |
| <input type="checkbox"/> | <b>Community Connectedness and Wellbeing</b> – Projects and activities that strengthen community cohesion and connectedness in ways that cultivate healthy, happy and positive relationships across our District. |

|  |
|--|
| <b>Tell us about your request in the following questions. Be succinct and clear.</b>   |
| <b>The Idea</b> – Briefly explain what it is that you want to do:  |
| <p>These are some of the projects that will be carried out but PARRA-</p> <ul style="list-style-type: none"> <li>• Improve wheel chair access to the Te Whangai lookout point</li> <li>• Pest control – Rats</li> <li>• Boat ramp remediation work Pataua North</li> <li>• Mangrove management Pataua South</li> </ul> |
| <b>The Need</b> – How do you know there is a need for your project, programme or service?  |
| Identified by the community  |
| <b>The Impact</b> – What difference will your project make?  |
| Improved management of the environment and facilities in the community.  |
| <b>Your Readiness</b> – What controls and checks do you have in place to manage the funding?   |
| This funding is for the administration grant.  |
| <b>Your Readiness</b> – How ready is your organisation to deliver the project, programme or service?   |

|   |
|---|
|   |
| <b>Collaboration</b> – Who will you work with to deliver your project, programme or service?                    |
| The community   |
| <b>Your Approach</b> – How will you demonstrate value for money and the impact of your work?                    |
|   |
| <b>Your Approach</b> – How does your project, programme or service meet best practice and is it evidence based? |
|   |

## Section 4: Project Budget

Provide a full list of your project income, fundraising and expenses. If your budget is detailed, provide a summary below and attach your budget separately.

|  |                                     |  |
|--|-------------------------------------|--|
| Are you registered for GST?  | <input checked="" type="checkbox"/> | No – your budget figures must <u>include</u> GST where applicable  |
|  | <input type="checkbox"/>            | Yes – your budget figures must <u>exclude</u> GST where applicable |
| GST number   |                                     |  |
| <b>Project income</b> e.g. ticket sales 50 x \$10 = \$500.   | Amount                              |  |
|  | \$                                  |  |
|  | \$                                  |  |
|  | \$                                  |  |
|  | \$                                  |  |
| Total of other grants and donations  | \$                                  |  |
| Own contribution / fundraising   | \$                                  |  |
| <b>(A) Total income expected</b>   | \$                                  |  |
| <b>In-kind support – please list</b><br>e.g. volunteer numbers, estimated hours work, plus any donated materials, equipment  |                                     |  |
| <b>Volunteer Numbers:</b>  | <b>Estimated Hours Work:</b>        |  |
|  |                                     |  |
|  |                                     |  |
| <b>Total project costs</b><br>Include <u>all</u> your project costs. e.g. materials, venue hire, promotion, equipment hire, personnel costs. If you have quotes, please attach them. You may be requested to provide quotes as evidence of some costs. |                                     |  |
|  | \$                                  |  |
|  | \$                                  |  |
|  | \$                                  |  |
|  | \$                                  |  |
|  | \$                                  |  |
|  | \$                                  |  |
|  | \$                                  |  |
|  | \$                                  |  |
|  | \$                                  |  |
| <b>(B) Total expenses expected</b>   | \$                                  |  |
| <b>(C) Income less expenses</b>  | \$                                  |  |

## Section 5: Declaration

I undertake that I have obtained the consent of the group/organisation to make this application and provide these details.

I declare that the information supplied here is correct. If the application is successful, I/we agree to:


- provide a tax invoice to Whangarei District Council for the amount of the grant within one month of being advised of the grant for the event
- acknowledge Whangarei District Council in all publicity
- spend the grant on the purpose for which the application was made within 12 months of funding being approved
- return any unspent money to Whangarei District Council if the event is completed under budget
- meet any additional terms and conditions that may be set by the Community Funding Committee
- acknowledge that we will be liable to return any monies granted should any breach of the above conditions occur.

We will submit an Impact Report within two months of the completion of the project to Whangarei District Council attaching copies of all invoices and/or receipts accounting for the full amount of the grant. We understand that failure to do so will affect future funding applications.

We 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.

We understand that my name and/or the name of my group/organisation and brief details about the project/event may be released to the media or appear in publicity material.

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

|                   |   |
|-------------------|---|
| Name              | Iain Watkins  |
| Signature *       |  |
| Position in Group | Treasurer   |
| Date              | 11/10/2015  |

\* We prefer to receive applications by email (send to [funding@wdc.govt.nz](mailto:funding@wdc.govt.nz)). To include your signature, print and sign this page then attach a scan or photo of it to your application email. Alternatively, you can post or deliver the printed form to us or pop in to sign it.

*Final check – make sure you have:*

- ☐ Checked that the budget balances and have accounted for GST
- ☐ Attached quotes where available
- ☐ Attached your group's (or the umbrella group's) bank account details e.g. Bank Deposit Slip
- ☐ Attached your group's (and the umbrella group's) most recent set of financial accounts

Send your completed application with supporting documents to [funding@wdc.govt.nz](mailto:funding@wdc.govt.nz).



## Community Funding Application Form

If you need help to complete this application form or would like to discuss your application, please contact the Community Funding Officer well before the closing date of the round you are applying to. Call 09 430 4200 or email [funding@wdc.govt.nz](mailto:funding@wdc.govt.nz) to make an appointment.

Funding information and closing dates are at [www.wdc.govt.nz/funding](http://www.wdc.govt.nz/funding).

### Application summary

|                   |                                      |
|-------------------|--------------------------------------|
| Organisation name | Portland Residents & Ratepayers Inc. |
| Amount requested  | \$ N/A Administration Grant \$700.   |
| Project name      | N/A                                  |

### Section 1: Applicant Details

Tell us about your organization/group

|                              |   |
|------------------------------|---|
| Group's postal address       | 5 Onemana St Portland RD 8                  |
| Postcode                     | 0178 Whangarei                              |
| Group's bank account name:   | Portland Resident & Ratepayers Association. |
| Group's bank account number: | 12-3099-0720211-00                          |
| Group's GST number           | N/A.  |

Describe your group's purpose (e.g. "to provide mobility aids for the disabled in Northland")

To provide a voice for the local community of Portland and surrounding Districts.

Who are your group's main contact(s) for this funding application?

|                         |                             |
|-------------------------|-----------------------------|
| Primary contact's name  | Laurie Bradshaw             |
| Position in group       | Secretary.                  |
| Email                   | lauriebradshaw762@gmail.com |
| Daytime phone number(s) | 094322743 0272903819.       |
| Second contact's name   | Max Belcher.                |
| Position in group       | Chairman.                   |
| Email                   | max@belchers.nz.            |
| Daytime phone number(s) | 094322210                   |

## Section 2: Eligibility

Have you received funding from Whangarei District Council in the last three years?

☐ No

☒ Yes – if yes, ensure you have completed your grant reports and have met your grant obligations.

Does your group have a legal status?

☒ Yes – please provide:

- Your incorporated society or charitable trust registration number: *enclosed copy*
- A copy of your latest statement of financial performance *enclosed*
- Evidence of your bank account details. *Enclosed*

☐ No\* – you will need to either:

- Gain legal status (see <http://www.societies.govt.nz/cms/customer-support/faqs>), or
- Apply under the umbrella of a group that does (refer below).

### \*Umbrella Group Guarantee

Applicants that are not a registered charitable trust or incorporated society must apply under an umbrella group that is.

An umbrella group knows the applicant well and is willing to vouch for them and their project, and are prepared to accept legal liability and responsibility.

Grants are paid to the umbrella group for disbursement to the applicant in accordance with the grant agreement.

If the grant conditions are not met, Council may request the grant monies to be returned and/or may place restrictions on granting funds to the applicant and the umbrella organisation in future.

The following section is to be completed by an authorised officer of the umbrella group.

|                          |  |
|--------------------------|--|
| Umbrella group name      |  |
| Society or trust number: |  |
| Contact person           |  |
| Email                    |  |
| Daytime phone number(s)  |  |
| GST number (or n/a)      |  |

I confirm that our organisation is willing to guarantee and receive any monies granted to:

Applicant organisation: .....

Project name: .....

|           |  |
|-----------|--|
| Signature |  |
| Date      |  |

Please provide evidence of umbrella group's bank account details and a copy of the latest financial statements.



### Section 3: The Project

*Tell us what you want to do – Who, What, When, Where, Why, How*

Describe your project in terms of the following:

|                                       |     |
|---------------------------------------|-----|
| Name of project                       | N/A |
| Amount requested                      | \$  |
| When will this take place?            |     |
| Where will this take place?           |     |
| Who and how many people will benefit? |     |

Ethnicities of likely beneficiaries of this project – tick as appropriate and include a percentage estimate for each that you think will benefit from this project:

|  |                                      |
|--|--------------------------------------|
| <input type="checkbox"/> NZ European                           | Estimate %:                          |
| <input type="checkbox"/> Maori                                 | Estimate %:                          |
| <input type="checkbox"/> Pacific Peoples                       | Estimate %:                          |
| <input type="checkbox"/> Other European                        | Estimate %:                          |
| <input type="checkbox"/> Asian                                 | Estimate %:                          |
| <input type="checkbox"/> Middle Eastern/Latin American/African | Estimate %:                          |
| <input type="checkbox"/> Other ethnicity                       | Please specify: _____<br>Estimate %: |

#### Area of work

To help us understand where support is being requested, please select which of the following relate most closely to your project.

- ☐ **Arts and Culture** – Projects and activities that facilitate education and enjoyment of the arts and of culture for the people of our District.
- ☐ **Heritage and Environment** – Projects and activities that preserve and promote the heritage of our District and that protect and enhance the environment in which we live.
- ☒ **Recreation and Sport** – Projects and activities that enable participation and engagement in recreation and sport for people in our district of all abilities, ages and life stages.
- ☒ **Community Connectedness and Wellbeing** – Projects and activities that strengthen community cohesion and connectedness in ways that cultivate healthy, happy and positive relationships across our District.

**Tell us** about your request in the following questions. Be succinct and clear.

**The Idea** – Briefly explain what it is that you want to do:

N/A

- Bi-monthly meetings.
- Donations
- Liaison with school, fire brigade and cement factory.
- Policing of area and liaison with council by the tipis.

**The Need** – How do you know there is a need for your project, programme or service?

N/A.

- Built pathway to beach from Wharf Road ongoing maintenance
- Local community issues.
- NZTA roadwork discussions.

**The Impact** – What difference will your project make?

N/A

**Your Readiness** – What controls and checks do you have in place to manage the funding?

N/A

**Your Readiness – How ready is your organisation to deliver the project, programme or service?**

N/A

**Collaboration – Who will you work with to deliver your project, programme or service?**

N/A

**Your Approach – How will you demonstrate value for money and the impact of your work?**

N/A

**Your Approach – How does your project, programme or service meet best practice and is it evidence based?**

N/A

## Section 4: Project Budget

Provide a full list of your project income, fundraising and expenses. If your budget is detailed, provide a summary below and attach your budget separately.

|  |                                     |  |
|--|-------------------------------------|--|
| Are you registered for GST?  | <input checked="" type="checkbox"/> | No – your budget figures must <u>include</u> GST where applicable  |
|  | <input type="checkbox"/>            | Yes – your budget figures must <u>exclude</u> GST where applicable |
| GST number   |                                     |  |
| <b>Project income</b> e.g. ticket sales 50 x \$10 = \$500.   | Amount                              |  |
|  | \$                                  |  |
|  | \$                                  |  |
|  | \$                                  |  |
|  | \$                                  |  |
| Total of other grants and donations  | \$                                  |  |
| Own contribution / fundraising   | \$                                  |  |
| <b>(A) Total income expected</b>   |                                     | \$   |
| <b>In-kind support – please list</b><br>e.g. volunteer numbers, estimated hours work, plus any donated materials, equipment  |                                     |  |
| <b>Volunteer Numbers:</b>  | <b>Estimated Hours Work:</b>        |  |
|  |                                     |  |
| <b>Total project costs</b><br>Include <u>all</u> your project costs. e.g. materials, venue hire, promotion, equipment hire, personnel costs. If you have quotes, please attach them. You may be requested to provide quotes as evidence of some costs. |                                     |  |
|  | \$                                  |  |
|  | \$                                  |  |
|  | \$                                  |  |
|  | \$                                  |  |
|  | \$                                  |  |
|  | \$                                  |  |
|  | \$                                  |  |
|  | \$                                  |  |
|  | \$                                  |  |
| <b>(B) Total expenses expected</b>   |                                     | \$   |
| <b>(C) Income less expenses</b>  |                                     | \$   |

## Section 5: Declaration

I undertake that I have obtained the consent of the group/organisation to make this application and provide these details.

I declare that the information supplied here is correct. If the application is successful, I/we agree to:


- provide a tax invoice to Whangarei District Council for the amount of the grant within one month of being advised of the grant for the event
- acknowledge Whangarei District Council in all publicity
- spend the grant on the purpose for which the application was made within 12 months of funding being approved
- return any unspent money to Whangarei District Council if the event is completed under budget
- meet any additional terms and conditions that may be set by the Community Funding Committee
- acknowledge that we will be liable to return any monies granted should any breach of the above conditions occur.

We will submit an Impact Report within two months of the completion of the project to Whangarei District Council attaching copies of all invoices and/or receipts accounting for the full amount of the grant. We understand that failure to do so will affect future funding applications.

We 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.

We understand that my name and/or the name of my group/organisation and brief details about the project/event may be released to the media or appear in publicity material.

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

|                   |  |
|-------------------|--|
| Name              | Laurie Bradshaw  |
| Signature *       |  |
| Position in Group | Secretary  |
| Date              | 4/10/18  |

\* We prefer to receive applications by email (send to [funding@wdc.govt.nz](mailto:funding@wdc.govt.nz)). To include your signature, print and sign this page then attach a scan or photo of it to your application email. Alternatively, you can post or deliver the printed form to us or pop in to sign it.

**Final check – make sure you have:**

- ☐ Checked that the budget balances and have accounted for GST
- ☐ Attached quotes where available
- ☐ Attached your group's (or the umbrella group's) bank account details e.g. Bank Deposit Slip
- ☐ Attached your group's (and the umbrella group's) most recent set of financial accounts

Send your completed application with supporting documents to [funding@wdc.govt.nz](mailto:funding@wdc.govt.nz).



**PORTLAND RESIDENTS AND RATEPAYERS ASSOCIATION INCORPORATED AGM**

Held at the Portland Fire Station 13/11/2017 at 7pm

**MINUTES**

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**Present** Shelley Deeming, Harry Carter, Wendy Goodwin, Karl Hart, Max Belcher  
Shirley Belcher, Peter Van Sinten, Ken Hale, Rhonda Hale, Tony Golds,  
Liz Golds, Ross Mallet, Jenny Forbes and Laurie Bradshaw.

**Apologies** Kate Bradshaw, Carol Clunie and Beryl Johnson.

Moved Shelley Deeming seconded Laurie Bradshaw that Apologies be received.

**Chairmans Report** Moved Laurie Bradshaw seconded Shelley Deeming that the Chairmans Report be received as read. Laurie asked that a special thanks be recorded for a comprehensive report by Max.

**Financial Report** Moved Max seconded Shelley that the financial report be received as presented.

**Election of Officers**

**Chairman** Laurie Bradshaw took the chair for the vote  
Max Belcher was nominated by Laurie seconded by Harry Carter as their were no further nominations Max was elected for a further term

**Secretary** Nominated by Harry Carter seconded by Shelley Deeming that Laurie be .  
elected Secretary and Kate Bradshaw be elected Minute Secretary carried

**Treasurer** Rhonda Hale was nominated by Ross Mallet seconded Laurie Bradshaw  
Carried a big thanks to Wendy Goodwin for her past services as treasurer.

**Committee** Nominated Laurie Seconded Max that all persons present be voted on bloc  
Carried.

**General Business** A tabled letter from Carol Clunie notifying the PRRA that the Portland School will be holding their Centenary on 2 March 2018 and requested financial assistance for publication of Centennial Book it was moved Harry Carter seconded Laurie that \$500.00 be set aside for  
The book carried.

It was moved Max seconded Laurie that we donate \$500.00 to the Portland Fire Brigade for Smoke Alarms to be fitted by the brigade members to the homes of the elderly where

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required carried.

Max explained to the meeting that he had attended all meetings of the Purewa landfill Committee and that they had set aside a special area for containment of asbestos especially old school buildings.

Rhonda asked the meeting who was responsible for the grass cutting around the water tower as they were looking very untidy. Harry Carter said that the Cement Works contracted the lawn mowing around the whole Village and that he would look into the contract details and get it resolved

It was agreed that the Association will hold their meetings every second Monday of every second month.

Laurie suggested a working bee to paint the bus shelter at the lower Portland Road Harry said he would get the Fire Brigade to have their fire drill pressure water blast the shelter to get it ready for painting. Laurie would purchase the paint and set up a working bee date and notify members by email of the date. A request from Beryl Johnson via Jenny re the tree that had fallen across the river opposite her house. Could we request the Northland Regional Council to have it removed because it could cause flooding as that area is low lying. Laurie said he would email them.

The meeting was informed that the Marasumi Trust has been closed and that Ross Mallet would talk to Rhiana to see how the administration documents were drawn up as no one new how to apply for the grant'

The meeting closed at 7.50 pm

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**PORTLAND RESIDENTS & RATEPAYERS ASSOCIATION INCORPORATED****ANNUAL GENERAL MEETING FINANCIAL REPORT****5 DECEMBER 2016 ----- 13 NOVEMBER 2017****Opening Balance @ 13 November****\$1290.74****Expenditure****Receipts****16.2.17 Donation Street event \$200.00****17.2.17 Donation PVFB 100.00****12.7.17 Rubbish collection****Luncheon 130.00****10.10.17 Petty cash 100.00****11.10.17 AGM Advertising 129.76****WDC Annual Grant \$700.00****Total Expenditure \$659.76****Total \$1990.74****Less Expenditure 659.76****Balance at 13.11.17 \$1330.78****\$1330.78****PETTY CASH****Opening Balance \$121.00****Goods 108.50****Balance 12.50****Petty Cash Drawn 100.00****Donation 24.40****Balance at 13.11.17 \$136.90**





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# CERTIFICATE OF INCORPORATION

## PORTLAND RESIDENTS & RATEPAYER ASSOCIATION INCORPORATED

**2153681**

PORTLAND RESIDENTS & RATEPAYER ASSOCIATION INCORPORATED is incorporated under the Incorporated Societies Act 1908 this 14th day of July 2008.

Neville Harris

Registrar of Incorporated Societies



ASB

## Society Cheque account

Portland Residents &  
Ratepayers Association  
C/- Rhonda Hale  
1 Atkins Road  
RD 8  
Whangarei 0178

Account no 12-3099-0720211-00

Opening date 25 Aug 18

Statement no 231

Page no 1 of 1

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## Balance summary

|                   |            |
|-------------------|------------|
| Opening balance   | \$680.98   |
| Total withdrawals | \$0.00     |
| Total deposits    | \$700.00   |
| Closing balance   | \$1,380.98 |

## Transaction details

| Date   | Transaction                     | Debit/Withdrawal \$ | Deposit \$ | Balance \$ |
|--------|---------------------------------|---------------------|------------|------------|
| 25 Aug | Opening Balance                 |                     |            | 680.98     |
| 06 Sep | Whangarei DC WDC Admin GR 01052 |                     | 700.00     | 1,380.98   |
| 25 Sep | Closing Balance                 | \$0.00              | \$700.00   | 1,380.98   |



7787308 00869 01 01279

Donations to Portland School for  
 Their Centennial Celebrations  
 Portland Kindergarten for fund raiser  
 Roadside cleaning. twice a year  
 Meetings with NZTA re SH1-Portland Rd  
 intersection.

Donations to Portland school for  
 centennial celebrations:  
 Portland Kindergarten

# Community Funding Application Form

If you need help to complete this application form or would like to discuss your application, please contact the Community Funding Officer well before the closing date of the round you are applying to. Call 09 430 4200 or email [funding@wdc.govt.nz](mailto:funding@wdc.govt.nz) to make an appointment.

Funding information and closing dates are at [www.wdc.govt.nz/funding](http://www.wdc.govt.nz/funding).

## Application summary

|                   |   |
|-------------------|---|
| Organisation name | PARISH<br>RUAKAKA RESIDENT & RATEPAYERS ASSOCIATION INC |
| Amount requested  | \$ 700.00   |
| Project name      | ADMINISTRATION GRANT                                    |

## Section 1: Applicant Details

Tell us about your organization/group

|                              |  |
|------------------------------|--|
| Group's postal address       | P.O. Box 151   |
|                              | RUAKAKA  |
| Postcode                     | 0151   |
| Group's bank account name:   | RUAKAKA PARISH RESIDENTS AND RATEPAYERS ASSOCIATION INC. |
| Group's bank account number: | 03-0498-0129118-00                                       |
| Group's GST number           | N/A  |

Describe your group's purpose (e.g. "to provide mobility aids for the disabled in Northland")

To promote, sponsor & support the welfare of residents - ratepayers in Ruakaka  
Act on behalf of the residents & ratepayers in Ruakaka with Local & Central Government.

Who are your group's main contact(s) for this funding application?

|                         |                      |
|-------------------------|----------------------|
| Primary contact's name  | W. J. Daniel         |
| Position in group       | Secretary            |
| Email                   | wjdaniel39@gmail.com |
| Daytime phone number(s) | 4327268              |
| Second contact's name   | S. Tisdall           |
| Position in group       | Treasurer            |
| Email                   | tisdalls@gmail.com   |
| Daytime phone number(s) | 4328112              |

## Section 2: Eligibility

Have you received funding from Whangarei District Council in the last three years?

☐ No

☒ Yes – if yes, ensure you have completed your grant reports and have met your grant obligations.

Does your group have a legal status?

☒ Yes – please provide:

- Your incorporated society or ~~charitable trust~~ registration number: *No 223479*
- A copy of your latest statement of financial performance
- Evidence of your bank account details.

☐ No\* – you will need to either:

- Gain legal status (see <http://www.societies.govt.nz/cms/customer-support/faqs>), or
- Apply under the umbrella of a group that does (refer below).

### \*Umbrella Group Guarantee

Applicants that are not a registered charitable trust or incorporated society must apply under an umbrella group that is.

An umbrella group knows the applicant well and is willing to vouch for them and their project, and are prepared to accept legal liability and responsibility.

Grants are paid to the umbrella group for disbursement to the applicant in accordance with the grant agreement.

If the grant conditions are not met, Council may request the grant monies to be returned and/or may place restrictions on granting funds to the applicant and the umbrella organisation in future.

The following section is to be completed by an authorised officer of the umbrella group.

|  |  |
|--|--|
| Umbrella group name  |  |
| Society or trust number:   |  |
| Contact person   |  |
| Email  |  |
| Daytime phone number(s)  |  |
| GST number (or n/a)  |  |
| I confirm that our organisation is willing to guarantee and receive any monies granted to:                             |  |
| Applicant organisation: .....  |  |
| Project name: .....  |  |
| Signature  |  |
| Date   |  |
| <u>Please provide</u> evidence of umbrella group's bank account details and a copy of the latest financial statements. |  |

### Section 3: The Project

Tell us what you want to do – Who, What, When, Where, Why, How

Describe your project in terms of the following:

|                                       |   |
|---------------------------------------|---|
| Name of project                       | Kuakaka Parish Residents & Ratepayers Assoc. Inc. Administration          |
| Amount requested                      | \$ 700.00   |
| When will this take place?            | Year Round.   |
| Where will this take place?           | Based in Kuakaka.   |
| Who and how many people will benefit? | All residents and ratepayers in Parish of Kuakaka<br>Approx. 6000 people. |

Ethnicities of likely beneficiaries of this project – tick as appropriate and include a percentage estimate for each that you think will benefit from this project:

|   |                       |   |
|---|-----------------------|---|
| <input checked="" type="checkbox"/> NZ European                           | Estimate %:           | } as percentages of normal population status in NZ. |
| <input checked="" type="checkbox"/> Maori                                 | Estimate %:           |   |
| <input checked="" type="checkbox"/> Pacific Peoples                       | Estimate %:           |   |
| <input checked="" type="checkbox"/> Other European                        | Estimate %:           |   |
| <input checked="" type="checkbox"/> Asian                                 | Estimate %:           |   |
| <input checked="" type="checkbox"/> Middle Eastern/Latin American/African | Estimate %:           |   |
| <input type="checkbox"/> Other ethnicity                                  | Please specify: _____ |   |
|   | Estimate %:           |   |

#### Area of work

To help us understand where support is being requested, please select which of the following relate most closely to your project.

- ☒ **Arts and Culture** – Projects and activities that facilitate education and enjoyment of the arts and of culture for the people of our District.
- ☒ **Heritage and Environment** – Projects and activities that preserve and promote the heritage of our District and that protect and enhance the environment in which we live.
- ☒ **Recreation and Sport** – Projects and activities that enable participation and engagement in recreation and sport for people in our district of all abilities, ages and life stages.
- ☒ **Community Connectedness and Wellbeing** – Projects and activities that strengthen community cohesion and connectedness in ways that cultivate healthy, happy and positive relationships across our District.

**Tell us about your request in the following questions. Be succinct and clear.**

**The Idea** – Briefly explain what it is that you want to do:

Continue to foster aims of our association i.e.  
 promote, support & foster the welfare of Ruakaka residents & ratepayers  
 support, etc., any movements or actions pertaining to the development  
 & progress in our district & provision of civic, rural, cultural, recreational,  
 social, environmental amenities in Ruakaka  
 promote and ensure liaison between Ruakaka residents &  
 ratepayers with Whangarei District Council, Northland Regional Council,  
 Central Government and its agencies

**The Need** – How do you know there is a need for your project, programme or service?

Need has been, and is ongoing – since formation  
 of our association in 1964

**The Impact** – What difference will your project make?

Will ensure voice of Ruakaka residents & ratepayers  
 is made known to relevant authorities

**Your Readiness** – What controls and checks do you have in place to manage the funding?

Normal compilation of Annual Statement of Accounts  
 to public scrutiny at our Annual General Meeting

**Your Readiness – How ready is your organisation to deliver the project, programme or service?**

We have monthly meetings and our Committee quickly responds to local concerns and issues and brings them to the attention of the relevant authorities.

**Collaboration – Who will you work with to deliver your project, programme or service?**

District and Regional Council, also local social, cultural, recreational and other organisations.

**Your Approach – How will you demonstrate value for money and the impact of your work?**

Will continue to make representations to relevant Councils, etc. Continue to make submissions on Council Annual & Long Term Plans of both Councils. Also make submissions to Resource Consent Applications. Hold Public Meetings on Ruakaka District Matters. Hold "Meet the Candidate" Meetings (Public) for Local and Central Government Elections.

**Your Approach – How does your project, programme or service meet best practice and is it evidence based?**

We fill a vital need in our community to offer support to our residents & ratepayers and to make sure their concerns are brought to the attention of the right people.  
Also to act as a guardian within our district on community affairs.



## Section 4: Project Budget

Provide a full list of your project income, fundraising and expenses. If your budget is detailed, provide a summary below and attach your budget separately.

|  |   |
|--|---|
| Are you registered for GST?  | <input checked="" type="checkbox"/> No – your budget figures must <u>include</u> GST where applicable |
|  | <input type="checkbox"/> Yes – your budget figures must <u>exclude</u> GST where applicable           |
| GST number   |   |
| <b>Project income</b> e.g. ticket sales 50 x \$10 = \$500.   | Amount  |
| Administration Grant from Whangarei District Council   | \$ 700.00   |
| Subscriptions  | \$ 460.00   |
|  | \$  |
|  | \$  |
| Total of other grants and donations  | \$  |
| Own contribution / fundraising   | \$  |
| <b>(A) Total income expected</b>   | \$ <del>600.00</del> 1160.00  |
| <b>In-kind support – please list</b><br>e.g. volunteer numbers, estimated hours work, plus any donated materials, equipment  |   |
| <b>Volunteer Numbers:</b>  | <b>Estimated Hours Work:</b>  |
|  | 940   |
|  |   |
|  |   |
| <b>Total project costs</b><br>Include <u>all</u> your project costs. e.g. materials, venue hire, promotion, equipment hire, personnel costs. If you have quotes, please attach them. You may be requested to provide quotes as evidence of some costs. |   |
| Venue Hire Annual  | \$ 400.00   |
| Secretary's Honourarium  | \$ 400.00   |
| Advertising  | \$ 200.00   |
| P.O. Box Rental  | \$ 175.00   |
|  | \$  |
|  | \$  |
|  | \$  |
|  | \$  |
|  | \$  |
| <b>(B) Total expenses expected</b>   | \$ 1175   |
| <b>(C) Income less expenses</b>  | \$ 1160.  |

## Section 5: Declaration

I undertake that I have obtained the consent of the group/organisation to make this application and provide these details.

I declare that the information supplied here is correct. If the application is successful, I/we agree to:

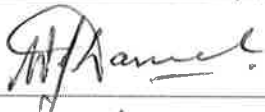
- provide a tax invoice to Whangarei District Council for the amount of the grant within one month of being advised of the grant for the event
- acknowledge Whangarei District Council in all publicity
- spend the grant on the purpose for which the application was made within 12 months of funding being approved
- return any unspent money to Whangarei District Council if the event is completed under budget
- meet any additional terms and conditions that may be set by the Community Funding Committee
- acknowledge that we will be liable to return any monies granted should any breach of the above conditions occur.

We will submit an Impact Report within two months of the completion of the project to Whangarei District Council attaching copies of all invoices and/or receipts accounting for the full amount of the grant. We understand that failure to do so will affect future funding applications.

We 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.

We understand that my name and/or the name of my group/organisation and brief details about the project/event may be released to the media or appear in publicity material.

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

|                   |   |
|-------------------|---|
| Name              | WARREN JAMES DANIEL   |
| Signature *       |  |
| Position in Group | Secretary   |
| Date              | 11 September 2018.  |

\* We prefer to receive applications by email (send to [funding@wdc.govt.nz](mailto:funding@wdc.govt.nz)). To include your signature, print and sign this page then attach a scan or photo of it to your application email. Alternatively, you can post or deliver the printed form to us or pop in to sign it.

*Final check – make sure you have:*

- ☒ Checked that the budget balances and have accounted for GST
- ☒ Attached quotes where available
- ☒ Attached your group's (or the umbrella group's) bank account details e.g. Bank Deposit Slip
- ☒ Attached your group's (and the umbrella group's) most recent set of financial accounts

Send your completed application with supporting documents to [funding@wdc.govt.nz](mailto:funding@wdc.govt.nz).

**Ruakaka Parish Residents & Ratepayers Association Incorporated**  
**Statement of Accounts & Balance Sheet April 2017-March 2018**

|                       | 2017-18         | 2016-17         | Expenses                  | 2017-18         | 2016-17         |
|-----------------------|-----------------|-----------------|---------------------------|-----------------|-----------------|
| <b>Income</b>         |                 |                 |                           |                 |                 |
| Interest              | \$9.33          | \$24.25         | PO Box Rental             | \$175.00        | \$175.00        |
| WDC Grant             | \$700.00        | \$700.00        | Secretarty Honorarium     | \$400.00        | \$400.00        |
| Subs                  | \$460.00        | \$500.00        | Meeting Advertising       | \$44.99         | \$200.38        |
| History Book Sales    | \$515.00        | \$395.00        | Rec. Centre room hire     | \$400.00        | \$400.33        |
| Donation              | \$1.65          | \$29.60         | Brown's meals & flowers   | \$0.00          | \$173.00        |
| Nth Reg Mangrove Work | \$4,356.00      | \$0.00          | Student remuneration      |                 |                 |
|                       |                 |                 | for mangrove control work | \$1,072.50      | \$0.00          |
|                       |                 |                 | Ruakaka library donation  | \$20.00         | \$0.00          |
|                       | <b>6,041.98</b> | <b>1,648.85</b> |                           | <b>2,112.49</b> | <b>1,348.71</b> |

**Reconciliation**

|                            | 2017-18            | 2016-17    |                            | 2017-18            | 2016-17            |
|----------------------------|--------------------|------------|----------------------------|--------------------|--------------------|
| <b>Opening Balances</b>    |                    |            | <b>Closing Balances</b>    |                    |                    |
| Westpac Savings            | \$9,759.53         | \$9,220.68 | Westpac Savings            | \$9,223.58         | \$9,759.53         |
| Westpac Cheque             | \$739.73           | \$708.44   | Westpac Cheque             | \$5,150.17         | \$739.73           |
| Cash on Hand               | \$0.00             | \$40.00    | Cash on Hand               | \$0.00             | \$0.00             |
|                            | <b>\$10,499.26</b> |            |                            | <b>\$14,373.75</b> | <b>\$10,499.26</b> |
| Less unrepresented cheques | \$230.00           |            | Less unrepresented cheques | \$175.00           | \$230.00           |
|                            | <b>\$10,269.26</b> |            |                            | <b>\$14,198.75</b> | <b>\$10,269.26</b> |
| Plus surplus income        | 3,929.49           |            |                            |                    |                    |
|                            | <b>\$14,198.75</b> |            |                            |                    |                    |
|                            |                    |            |                            | \$0.00             |                    |

The accumulated receipts from Ruakaka History Book Sales included in the above figures is \$8480.85

Sharon Booth Treasurer

I certify that the above statement of accounts has been submitted to and approved by the members of the Ruakaka Parish Residents and Ratepayers Association Inc at the Annual general Meeting held in Ruakaka

Signature Position held Date

## RCommunity Funding Application Form

If you need help to complete this application form or would like to discuss your application, please contact the Community Funding Officer well before the closing date of the round you are applying to. Call 09 430 4200 or email [funding@wdc.govt.nz](mailto:funding@wdc.govt.nz) to make an appointment.

Funding information and closing dates are at [www.wdc.govt.nz/funding](http://www.wdc.govt.nz/funding).

### Application summary

|                          |   |
|--------------------------|---|
| <b>Organisation name</b> | RUATANGATA PUBLIC HALL SOCIETY INCORPORATED |
| <b>Amount requested</b>  | \$ 700.00                                   |
| <b>Project name</b>      | RESIDENT AND RATEPAYERS GRANT               |

### Section 1: Applicant Details

Tell us about your organization/group

|                              |   |
|------------------------------|---|
| Group's postal address       | C/- P O BOX 4246<br>KAMO                    |
|                              | WHANGAREI                                   |
| Postcode                     | 0141  |
| Group's bank account name:   | RUATANGATA PUBLIC HALL SOCIETY INCORPORATED |
| Group's bank account number: | 123099 0502687 00                           |
| Group's GST number           | N/A   |

Describe your group's purpose (e.g. "to provide mobility aids for the disabled in Northland")

ADMINISTRATION AND OPERATING THE HALL

Who are your group's main contact(s) for this funding application?

|                               |                         |
|-------------------------------|-------------------------|
| <b>Primary contact's name</b> | PAM MORGAN              |
| Position in group             | TREASURER               |
| Email                         | pamzant@xtra.co.nz      |
| Daytime phone number(s)       | 09 4335 865             |
| <b>Second contact's name</b>  | BRIAN ATTWOOD           |
| Position in group             | CHAIRMAN                |
| Email                         | brianheather@xtra.co.nz |
| Daytime phone number(s)       | 09 4335 825             |

## Section 2: Eligibility

Have you received funding from Whangarei District Council in the last three years?

☐ No

YES ☐ Yes – if yes, ensure you have completed your grant reports and have met your grant obligations.

Does your group have a legal status?

☐ YES Yes – please provide:

- Your incorporated society or charitable trust registration number:
- A copy of your latest statement of financial performance
- Evidence of your bank account details.

☐ No\* – you will need to either:

- Gain legal status (see <http://www.societies.govt.nz/cms/customer-support/faqs>), or
- Apply under the umbrella of a group that does (refer below).

### \*Umbrella Group Guarantee

Applicants that are not a registered charitable trust or incorporated society must apply under an umbrella group that is.

An umbrella group knows the applicant well and is willing to vouch for them and their project, and are prepared to accept legal liability and responsibility.

Grants are paid to the umbrella group for disbursement to the applicant in accordance with the grant agreement.

If the grant conditions are not met, Council may request the grant monies to be returned and/or may place restrictions on granting funds to the applicant and the umbrella organisation in future.

The following section is to be completed by an authorised officer of the umbrella group.

|                          |  |
|--------------------------|--|
| Umbrella group name      |  |
| Society or trust number: |  |
| Contact person           |  |
| Email                    |  |
| Daytime phone number(s)  |  |
| GST number (or n/a)      |  |

I confirm that our organisation is willing to guarantee and receive any monies granted to:

Applicant organisation: .....

Project name: .....

Signature

Date

Please provide evidence of umbrella group's bank account details and a copy of the latest financial statements.

### Section 3: The Project

Tell us what you want to do – Who, What, When, Where, Why, How

Describe your project in terms of the following:

|                                       |                                    |
|---------------------------------------|------------------------------------|
| Name of project                       | N/A                                |
| Amount requested                      | \$700.00                           |
| When will this take place?            | FROM 13 <sup>TH</sup> OCTOBER      |
| Where will this take place?           | RUATANGATA HALL                    |
| Who and how many people will benefit? | MANY PEOPLE FROM ALL OVER THE AREA |

Ethnicities of likely beneficiaries of this project – tick as appropriate and include a percentage estimate for each that you think will benefit from this project:

|  |   |
|--|---|
| <input type="checkbox"/> NZ European                           | Estimate %: 95%   |
| <input type="checkbox"/> Maori                                 | Estimate %:   |
| <input type="checkbox"/> Pacific Peoples                       | Estimate %:   |
| <input type="checkbox"/> Other European                        | Estimate %:   |
| <input type="checkbox"/> Asian                                 | Estimate %:   |
| <input type="checkbox"/> Middle Eastern/Latin American/African | Estimate %:   |
| <input type="checkbox"/> Other ethnicity                       | Please specify: <u>THE HALL IS FOR EVERYONES USE</u><br>Estimate %: N/A |

#### Area of work

To help us understand where support is being requested, please select which of the following relate most closely to your project.

☐ **Arts and Culture** – Projects and activities that facilitate education and enjoyment of the arts and of culture for the people of our District.

☐ **Heritage and Environment** – Projects and activities that preserve and promote the heritage of our District and that protect and enhance the environment in which we live.

YES ☐ **Recreation and Sport** – Projects and activities that enable participation and engagement in recreation and sport for people in our district of all abilities, ages and life stages.

YES ☐ **Community Connectedness and Wellbeing** – Projects and activities that strengthen community cohesion and connectedness in ways that cultivate healthy, happy and positive relationships across our District.

**Tell us** about your request in the following questions. Be succinct and clear.

**The Idea** – Briefly explain what it is that you want to do:

WE HAVE PLANNED A MARKET DAY WITH STALL HOLDERS \$10.00 EACH TABLE HIRE GOING TO HALL

POTLUCK DINNER WITH \$10.00 PER FAMILY DONATED TO THE HALL

TRIVIA NIGHT – TEAMS OF 8 - \$80 PER TEAM. DONATED TO HALL.

PRIZES DONATED BY COMMUNITY AND BUSINESSES.

**The Need** – How do you know there is a need for your project, programme or service?

WE HAVE BEEN ASKED TO HOLD THESE EVENTS BY MEMBERS OF THE COMMUNITY.  
OUR AIM IS TO RAISE FUNDS FOR HALL MAINTENANCE, ADMINISTRATION AND INSURANCE.

**The Impact** – What difference will your project make?

WE HOPE THESE ACTIVITIES WILL HELP PROMOTE A FRIENDLY CARING COMMUNITY.  
WE ALSO HOPE IT WILL HELP CREATE PRIDE IN OUR BEAUTIFUL HALL AND LOCALITY.

**Your Readiness** – What controls and checks do you have in place to manage the funding?

WE MANAGE FUNDING BY LIAISING WITH COMMITTEE AND PRESENTING THE USUAL FINANCIAL STATEMENTS AND REVIEWS AT AN ANNUAL GENERAL MEETING, AND TO INCORPORATED SOCIETIES OFFICE AND WHG. DISTRICT COUNCIL..

**Your Readiness** – How ready is your organisation to deliver the project, programme or service?

WE HAVE ALL OUR PLANS IN PLACE AND ADVERTISED VIA NEWSLETTERS AND FLYERS. ALL HAVE BEEN WRITTEN AND DISTRIBUTED BY VOLUNTEERS FROM THE COMMUNITY, AND ARE READY TO GO ON THE DUE ADVERTISED DATES.  
PLEASE SEE ATTACHED NEWSLETTERS AND FLYER

**Collaboration** – Who will you work with to deliver your project, programme or service?

VOLUNTEERS FROM OUR COMMUNITY

LAST YEAR RUATANGATA HALL BOUGHT A DEFIBRILLATOR COSTING \$2768.06 WITH A \$1000 GRANT FROM OXFORD SPORTS TRUST AND THE BALANCE DONATED BY MEMBERS OF THE COMMUNITY. THIS IS NOW INSTALLED AT GAS RUATANGATA AS A CENTRAL LOCATION FOR ACCESS BY ALL, BUT WE WOULD LIKE TO BUY ANOTHER SO THE AREA IS BETTER COVERED IN CASE OF EMERGENCY.

**Your Approach** – How will you demonstrate value for money and the impact of your work?

WE WILL KNOW IF WE HAVE VALUE FOR MONEY BY HOW MANY ATTEND THESE FUNCTIONS AND HOW MUCH MONEY WE RAISE.



**Your Approach** – How does your project, programme or service meet best practice and is it evidence based?

I BELIEVE WE HAVE A GOOD TRACK RECORD OF OPERATING OUR HALL IN A BUSINESS LIKE MANNER, HOLDING ANUUAL GENERAL MEETINGS, AND DELIVERING REVIEWED FINANCIAL STATEMENTS AND DETAILS TO COUNCIL IN A TIMELY MANNER.

## Section 4: Project Budget

Provide a full list of your project income, fundraising and expenses. If your budget is detailed, provide a summary below and attach your budget separately.

|                             |                             |  |
|-----------------------------|-----------------------------|--|
| Are you registered for GST? | NO <input type="checkbox"/> | No – your budget figures must <u>include</u> GST where applicable  |
|                             | <input type="checkbox"/>    | Yes – your budget figures must <u>exclude</u> GST where applicable |
| GST number                  | N/A                         |  |

| Project income e.g. ticket sales 50 x \$10 = \$500.  | Amount    |
|--|-----------|
| MARKET DAY TABLE HIRE FOR STALL WILL GO TO THE HALL  | \$100.00? |
| FUNDS FROM DONATED GOODS SOLD WILL GO TO HALL  | \$100.00? |
| FUNDS RAISED FROM POT LUCK DINNER \$10.00 PER FAMILY   | \$200.00? |
| TRIVIA NIGHT \$80.00 PER TEAM DONATED TO HALL  | \$700.00? |
| Total of other grants and donations DONATED GOODS AND PRIZES                                       | \$        |
| Own contribution / fundraising WORK BY VOLUNTEERS & PRINTING OF NEWSLETTERS PAID FOR BY VOLUNTEERS | \$        |
| <b>(A) Total income expected</b>   | \$1100.00 |

|  |    |
|--|----|
| <b>In-kind support – please list</b><br><i>e.g. volunteer numbers, estimated hours work, plus any donated materials, equipment</i>   |    |
| <b>Volunteer Numbers: 10 - 12      Estimated Hours Work: MANY HRS</b>  |    |
| <b>WRITING OF NEWSLETTER, PRINTING AND DELIVERING</b>  |    |
| <b>WE HOPE THE WHOLE COMMUNITY WILL DONATE GOODS</b>   |    |
| <b>Total project costs</b><br>Include <u>all</u> your project costs. e.g. materials, venue hire, promotion, equipment hire, personnel costs. If you have quotes, please attach them. You may be requested to provide quotes as evidence of some costs. |    |
|  | \$ |
|  | \$ |
|  | \$ |
|  | \$ |
|  | \$ |
|  | \$ |
|  | \$ |
|  | \$ |
|  | \$ |
|  | \$ |
|  | \$ |
| <b>(B) Total expenses expected</b>   | \$ |
| <b>(C) Income less expenses</b>  | \$ |

## Section 5: Declaration

I undertake that I have obtained the consent of the group/organisation to make this application and provide these details.

I declare that the information supplied here is correct. If the application is successful, I/we agree to:

- provide a tax invoice to Whangarei District Council for the amount of the grant within one month of being advised of the grant for the event
- acknowledge Whangarei District Council in all publicity
- spend the grant on the purpose for which the application was made within 12 months of funding being approved
- return any unspent money to Whangarei District Council if the event is completed under budget
- meet any additional terms and conditions that may be set by the Community Funding Committee
- acknowledge that we will be liable to return any monies granted should any breach of the above conditions occur.

We will submit an Impact Report within two months of the completion of the project to Whangarei District Council attaching copies of all invoices and/or receipts accounting for the full amount of the grant. We understand that failure to do so will affect future funding applications.

We 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.

We understand that my name and/or the name of my group/organisation and brief details about the project/event may be released to the media or appear in publicity material.

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

|                   |                 |
|-------------------|-----------------|
| Name              | PAM MORGAN      |
| Signature *       |                 |
| Position in Group | TREASURER       |
| Date              | 02 OCTOBER 2018 |

\* We prefer to receive applications by email (send to [funding@wdc.govt.nz](mailto:funding@wdc.govt.nz)). To include your signature, print and sign this page then attach a scan or photo of it to your application email. Alternatively, you can post or deliver the printed form to us or pop in to sign it.

*Final check – make sure you have:*

- ☐ Checked that the budget balances and have accounted for GST
- ☐ Attached quotes where available
- ☐ Attached your group's (or the umbrella group's) bank account details e.g. Bank Deposit Slip
- ☐ Attached your group's (and the umbrella group's) most recent set of financial accounts

Send your completed application with supporting documents to [funding@wdc.govt.nz](mailto:funding@wdc.govt.nz).

ADVERTISE YOUR BUSINESS HERE

**We have  
our own  
email  
address**

E-mail: ruatangatahall@gmail.com

You can advertise your business here for only \$10 per issue or \$50 for 6 issues.

Advert size is similar to the black box to the left of this page.

Send us a picture of your business card that we can use or write your own copy for the advert.

Email us the details

**Advertising bill boards along side Pipiwai Road**  
**A good way to put your business before your customers**



Examples of existing Bill board advertising

## Bric-a-Brac

The Hall would like donations of good no longer needed bric-a-brac and second hand items in good condition for sale at the market. **Please no electronic devices TVs etc.**

## Traditional Healing

By Michelle Sime at the Pioneer Memorial Church on Pipiwai Road. Phone 021 731 831  
Ora Community Gathering 3-6 pm. 1st Sunday in the month, All welcome.

# Ruatangata Hall Newsletter

Email us to get a copy on line:  
ruatangatahall@gmail.com  
Editor at Large  
Roz Reidpath,  
021967412

Ruatangata Hall  
Newsletter Volume 1,  
Issue 1

Newsletter Date  
September 2018

CHAIRMAN  
Brian Atwood  
Ph 09 433 5825  
SECRETARY  
Elfreda Berryman  
Ph 09 433 5847  
TREASURER  
Pam Morgan  
Ph 09 433 5865

**AGM held in June 2018 was attended by a large number of people.**

Thank you to all those people that attended the annual general meeting and for turning out on a wintry night.

- what's happening at the hall,
- plans for events and
- keeping you informed on what is already happening in our neck of the woods.

It was good to see a great response.

Your committee is setting up a revival of the hall use and reviewing ways that we can improve the boundaries of :

- how to do more things,
- gain more information on people in the area,

We welcome suggestions that you would like to see us do for the kids as well as older persons in our area

We are now building a data base for email addresses so that we can send newsletters and notices more efficiently.

We have set up our own email address so that you can advise us your details.

## HALL HIRE CHARGES

For Locals: \$100 per night

\$50 half day

Non-Locals \$300 per night

\$100 half day

BOND REQUIRED

## HEART DEFIBRILLATOR

After seeking donations from the community to buy a heart defibrillator for the area we have raised sufficient to meet the cost. We have been granted \$1000 by the Oxford Sports Trust and we have received the balance in donations towards our target of \$2700. This is now situated at Gas Ruatangata.

We would like to place a second unit in the area and are looking for further funds please.

|                                 |   |
|---------------------------------|---|
| Inside this issue:              |   |
| Trivia Night                    | 2 |
| Pot Luck Dinner                 | 2 |
| Your story here                 | 2 |
| Clubs and Activities            | 3 |
| Advertisers and local trades    | 4 |
| <b>This is a 4 page edition</b> |   |
| <b>See next page</b>            |   |

## Latest events coming your way

### POT LUCK DINNER

At the Hall

On 27th October 6.30pm

Can we have an expression of interest for this event.

*Day light saving has begun for this event so it wont be entirely in the dark.*

Contact Pam 09 433 5865

Cost \$10.00 per family and a non perishable item (for market day)

### TRIVIA NIGHT

**7 P.M. SATURDAY 17TH NOVEMBER 2018**

TO RAISE FUNDS FOR THE HALL

TEAMS OF 8 PEOPLE

\$10 PER PERSON

Plus a non perishable item (for market day)

### GREAT PRIZES

CONTACT:

SHEILA 027 521 7759

PAM 09 433 5865

## Activities in the area

### INDOOR BOWLS

Wednesday nights @ 7.30pm

Contact Alan Agnew

Ph 435 0141

### PILATES

Wednesday and Friday

Contact Carla Bedford

Ph 021 023 57440



Anyone for cricket?

### BALLET (3-8yr Olds)

Wednesday 2.30pm

Contact Carla Bedford

Ph 021 023 57440

### QIGONG

Monday

Contact Carine Allan

Ph 021 163 4482

### SUMMER MARKET

2nd Saturday every month

9.00 am to 12.00 noon

13th Oct - April

Contact Pam 433 5865

Or Sheila 027 521 7759

### TENNIS COURTS

Available anytime by donation, honesty box on pole.

The Tennis courts are maintained voluntarily, and by applying to the Oxford Sports Trust for a grant annually, for Courts grooming to keep them in good order.



**Donation Page**  
**Every little helps and gratefully accepted**

RUATANGATA PUBLIC HALL SOCIETY INCORPORATED

c/- P.O.Box 4246 Kamo. 0141

Bank Account: 123099-0502687-00

Name: .....

Address: .....



# *Ruatangata* **MARKET**

**SATURDAY 13<sup>TH</sup> OCTOBER, 2018**  
**9 AM TO 12 PM - RUATANGATA HALL**

*Food Forest Plants, Organic Veg Seedlings, Local Art,  
Wood Products, Crafts, Childrens Books By  
Local Authors, Preserves, Donated Bric-A-Brac  
(no electronic devices) & More.*

**To Raise Funds For Hall**

**\$10.00 PER TABLE**

(Supplied by Hall – Table charge donated to Hall)

**THE HALL WILL BE OPEN FROM 8.30AM TO STALL HOLDERS**

We will have a table selling good 2nd hand items  
(hall opens for drop-offs 4:00-6:00pm Friday)  
which we hope locals will donate.

**TO BOOK A TABLE CONTACT:**

PAM MORGAN

09 4335 865

ELFREDA BERRYMAN

09 4335 847

SHEILA COLLINS

027 521 7759

**RUATANGA PUBLIC HALL SOCIETY INCORPORATED**  
**Profit and Loss Account for the Year Ended 31 March 2018**

|                          | 2018                | 2018                | 2017                |
|--------------------------|---------------------|---------------------|---------------------|
| <b>Income</b>            |                     |                     |                     |
| Hall Hire                |                     | \$ 2,304.00         | \$ 2,170.00         |
| Grants                   | WDC                 | \$ 9,725.00         | \$ 3,700.00         |
|                          | Oxford Sports Trust | \$ 1,500.00         | \$ 1,164.95         |
| Tennis Courts            |                     | \$ 591.70           | \$ 54.10            |
| Playcentre Lease         |                     | \$ 20.00            | \$ 20.00            |
| Donations                |                     | \$ 98.90            | \$ 146.20           |
| Interest                 |                     | \$ 1.07             | \$ 6.95             |
| Defibrillator            |                     | \$ 3,128.60         |                     |
|                          |                     | <u>\$ 17,369.27</u> | <u>\$ 7,262.20</u>  |
| <b>Expenses</b>          |                     |                     |                     |
| Electricity              | \$ 830.32           |                     | \$ 746.84           |
| Insurance                | \$ 2,524.91         |                     | \$ 1,906.70         |
| Sundry                   | \$ 101.53           |                     | \$ 375.44           |
| Maintenance              | Paint Storage Shed  |                     | \$ 1,200.00         |
|                          | Flooring            |                     | \$ 4,641.83         |
| Tennis Courts            | \$ 586.50           |                     | \$ 1,164.95         |
| Furniture and appliances |                     |                     | \$ 336.00           |
| Defibrillator            | \$ 2,768.06         |                     |                     |
|                          | <u>\$ 6,811.32</u>  |                     | <u>\$ 10,371.76</u> |
| Profit/(Loss)            | <u>\$ 10,557.95</u> |                     | <u>-\$ 3,109.56</u> |
|                          | <u>\$ 17,369.27</u> | <u>\$ 17,369.27</u> | <u>\$ 7,262.20</u>  |

|                            |                     |
|----------------------------|---------------------|
| Bank Balance 31 March 2017 | \$ 2,653.09         |
| Add Net Profit             | <u>\$ 10,557.95</u> |
|                            | \$ 13,211.04        |
| Bank Balance 31 March 2018 |                     |
| Cheque Account             | \$ 12,159.67        |
| Accelerator Account        | <u>\$ 1,051.46</u>  |
|                            | \$ 13,211.13        |

  
 Chairman

Disclaimer of Liability - I have reviewed the above profit and loss account and bank balances based on the information provided to me. The accounts are an accurate record of the financial situation of the Society. This is a review of the contents, no audit has been carried out. I do not accept responsibility to any person for the contents of the financial statements.

  
 M A Fillery

1-Jun-18

**RUATANGATA PUBLIC HALL BUDGET DETAILS OCTOBER 2018**

|                                    |           |
|------------------------------------|-----------|
| Tennis Courts maintenance          | \$586.00  |
| Defibrillator Fund Maintenance     | 360.00    |
| Purchased another 4 trestle tables |           |
| Still to be paid for               | 200.00    |
|                                    | -----     |
|                                    | \$1146.00 |

Note: The Hall is only insured for half it's value \$300,000 at present because the renewal cost of insurance was more than we could afford.

|                        |            |
|------------------------|------------|
| Total Bank Balance now | \$13522.44 |
| Less above costs       | 1146.00    |
|                        | -----      |
|                        | \$12376.44 |

We are allocating **\$10,000.00** towards building maintenance project, and just been successful in obtaining a grant of **\$15,468.00** from Lotteries Community Grant which should cover exterior building maintenance **\$25,468.00** quote, and hope there are no extra cost involved.



## Community Funding Application Form

If you need help to complete this application form or would like to discuss your application, please contact the Community Funding Officer well before the closing date of the round you are applying to. Call 09 430 4200 or email [funding@wdc.govt.nz](mailto:funding@wdc.govt.nz) to make an appointment.

Funding information and closing dates are at [www.wdc.govt.nz/funding](http://www.wdc.govt.nz/funding).

### Application summary

|                          |   |
|--------------------------|---|
| <b>Organisation name</b> | Teal Bay Ratepayers and Residents Association |
| <b>Amount requested</b>  | \$ 700.00                                     |
| <b>Project name</b>      | Resident and Ratepayer fund                   |

### Section 1: Applicant Details

Tell us about your organization/group

|                              |   |  |
|------------------------------|---|--|
| Group's postal address       | P O Box 8123, Kensington, Whangarei           |  |
| Postcode                     | 0145  |  |
| Group's bank account name:   | Teal Bay Ratepayers and Residents Association |  |
| Group's bank account number: | 12 3099 0528780 00                            |  |
| Group's GST number           | N/A   |  |

Describe your group's purpose (e.g. "to provide mobility aids for the disabled in Northland")

To support the community at Teal Bay

Who are your group's main contact(s) for this funding application?

|                               |                          |
|-------------------------------|--------------------------|
| <b>Primary contact's name</b> | Tony Nixon               |
| Position in group             | Tresurer                 |
| Email                         | Tnixon58@xtra.co.nz      |
| Daytime phone number(s)       | 027 2814818              |
| <b>Second contact's name</b>  | Carol Armitage           |
| Position in group             | President                |
| Email                         | carolaarmitage@gmail.com |
| Daytime phone number(s)       | 027 2203177              |

## Section 2: Eligibility

Have you received funding from Whangarei District Council in the last three years?

☐ No

☒ Yes – if yes, ensure you have completed your grant reports and have met your grant obligations.

Does your group have a legal status?

☒ Yes – please provide:

- Your incorporated society or charitable trust registration number:
- A copy of your latest statement of financial performance
- Evidence of your bank account details.

☐ No\* – you will need to either:

- Gain legal status (see <http://www.societies.govt.nz/cms/customer-support/faqs>), or
- Apply under the umbrella of a group that does (refer below).

### \*Umbrella Group Guarantee

Applicants that are not a registered charitable trust or incorporated society must apply under an umbrella group that is.

An umbrella group knows the applicant well and is willing to vouch for them and their project, and are prepared to accept legal liability and responsibility.

Grants are paid to the umbrella group for disbursement to the applicant in accordance with the grant agreement.

If the grant conditions are not met, Council may request the grant monies to be returned and/or may place restrictions on granting funds to the applicant and the umbrella organisation in future.

The following section is to be completed by an authorised officer of the umbrella group.

|   |  |
|---|--|
| Umbrella group name   |  |
| Society or trust number:  |  |
| Contact person  |  |
| Email   |  |
| Daytime phone number(s)   |  |
| GST number (or n/a)   |  |
| <p>I confirm that our organisation is willing to guarantee and receive any monies granted to:</p> <p>Applicant organisation: .....</p> <p>Project name: .....</p> |  |
| Signature   |  |
| Date  |  |
| <p><u>Please provide</u> evidence of umbrella group's bank account details and a copy of the latest financial statements.</p>                                     |  |

### Section 3: The Project

*Tell us what you want to do – Who, What, When, Where, Why, How*

Describe your project in terms of the following:

|                                       |   |
|---------------------------------------|---|
| Name of project                       | Resident and Ratepayer Fund                                     |
| Amount requested                      | \$700.00  |
| When will this take place?            | Throughout Year - 2019  |
| Where will this take place?           | Teal Bay  |
| Who and how many people will benefit? | The residents (64 families) and visitors to Teal Bay (numerous) |

Ethnicities of likely beneficiaries of this project – tick as appropriate and include a percentage estimate for each that you think will benefit from this project:

|  |                                      |
|--|--------------------------------------|
| <input checked="" type="checkbox"/> NZ European                | Estimate %: 74                       |
| <input checked="" type="checkbox"/> Maori                      | Estimate %: 15                       |
| <input checked="" type="checkbox"/> Pacific Peoples            | Estimate %: 5                        |
| <input checked="" type="checkbox"/> Other European             | Estimate %: 3                        |
| <input checked="" type="checkbox"/> Asian                      | Estimate %: 3                        |
| <input type="checkbox"/> Middle Eastern/Latin American/African | Estimate %:                          |
| <input type="checkbox"/> Other ethnicity                       | Please specify: _____<br>Estimate %: |

#### Area of work

To help us understand where support is being requested, please select which of the following relate most closely to your project.

- ☐ **Arts and Culture** – Projects and activities that facilitate education and enjoyment of the arts and of culture for the people of our District.
- ☒ **Heritage and Environment** – Projects and activities that preserve and promote the heritage of our District and that protect and enhance the environment in which we live.
- ☒ **Recreation and Sport** – Projects and activities that enable participation and engagement in recreation and sport for people in our district of all abilities, ages and life stages.
- ☒ **Community Connectedness and Wellbeing** – Projects and activities that strengthen community cohesion and connectedness in ways that cultivate healthy, happy and positive relationships across our District.

**Tell us** about your request in the following questions. Be succinct and clear.

**The Idea** – Briefly explain what it is that you want to do:

The Resident and Ratepayer Fund is vital in helping to support the activities of the Association at Teal Bay.

**The Need** – How do you know there is a need for your project, programme or service?

The Association is involved in a wide range of activities at Teal Bay.

These involve:

- Purchase and maintenance of a Defibrillator for community use. Arranging training sessions on the use of the defibrillator
- Deployment of a safety boat speed-limiting buoy at 200m from the beach.
- Maintenance of a fire safety trailer and arranging training sessions
- Arranging the AGM of the Association
- Conducting Committee meetings
- Writing and distributing the associations Newsletter.
- Management and maintenance of the community's security cameras on the roads into and out of Teal Bay. This has had a significant impact in reducing the criminal activities in the Bay.
- Maintenance of the beachfront vegetation in an attempt to reduce foreshore erosion.
- Negotiation with the Whangarei District Council to ensure that the storm water drainage system is fit for purpose and able to prevent flooding in the Bay.
- Development of a riverside property into a wetland area to help regenerate native flora and fauna – (early stage)

**The Impact** – What difference will your project make?

All of the above activities are vital to maintain the environment and protect the safety of the local community and visitors to the Bay

**Your Readiness** – What controls and checks do you have in place to manage the funding?

The Association has a vibrant experienced committee and president who have proven themselves to be very capable of performing the activities listed above. The committee has always functioned in a financially sound manner as indicated in the annual financial report. The committee and treasurer are very capable of managing the Fund and ensuring that it is utilised in a cost effective manner.

**Your Readiness** – How ready is your organisation to deliver the project, programme or service?

The Members of the Association and the committee have in previous years demonstrated their capability of performing many of the tasks and activities listed in the Need section above. They have demonstrated a degree of flexibility that means that they will be able to take on new projects and ensure that they are completed in a fashion that meets the need of the community and the environment.

**Collaboration** – Who will you work with to deliver your project, programme or service?

The president, committee and member's of the association will all work as a team to ensure that the projects are completed or at least progressed in a fashion that meets the needs of the community.

|   |
|---|
| <b>Your Approach</b> – How will you demonstrate value for money and the impact of your work?                    |
| The safety of the community and protection of the environment are the primary goals of the Association          |
| <b>Your Approach</b> – How does your project, programme or service meet best practice and is it evidence based? |
| N/A   |

## Section 4: Project Budget

Provide a full list of your project income, fundraising and expenses. If your budget is detailed, provide a summary below and attach your budget separately.

|  |                                     |  |
|--|-------------------------------------|--|
| Are you registered for GST?  | <input checked="" type="checkbox"/> | No – your budget figures must <u>include</u> GST where applicable  |
|  | <input type="checkbox"/>            | Yes – your budget figures must <u>exclude</u> GST where applicable |
| GST number   |                                     |  |
| <b>Project income</b> e.g. ticket sales 50 x \$10 = \$500.   | Amount                              |  |
| N/A  | \$                                  |  |
|  | \$                                  |  |
|  | \$                                  |  |
|  | \$                                  |  |
| Total of other grants and donations  | \$                                  |  |
| Own contribution / fundraising   | \$                                  |  |
| <b>(A) Total income expected</b>   |                                     | \$   |
| <b>In-kind support – please list</b><br>e.g. volunteer numbers, estimated hours work, plus any donated materials, equipment  |                                     |  |
| <b>Volunteer Numbers:</b>  | <b>Estimated Hours Work:</b>        |  |
| N/A  |                                     |  |
|  |                                     |  |
| <b>Total project costs</b><br>Include <u>all</u> your project costs. e.g. materials, venue hire, promotion, equipment hire, personnel costs. If you have quotes, please attach them. You may be requested to provide quotes as evidence of some costs. |                                     |  |
| N/A  | \$                                  |  |
|  | \$                                  |  |
|  | \$                                  |  |
|  | \$                                  |  |
|  | \$                                  |  |
|  | \$                                  |  |
|  | \$                                  |  |
|  | \$                                  |  |
|  | \$                                  |  |
| <b>(B) Total expenses expected</b>   |                                     | \$   |
| <b>(C) Income less expenses</b>  |                                     | \$   |



## Section 5: Declaration

I undertake that I have obtained the consent of the group/organisation to make this application and provide these details.

I declare that the information supplied here is correct. If the application is successful, I/we agree to:

- \* provide a tax invoice to Whangarei District Council for the amount of the grant within one month of being advised of the grant for the event
- \* acknowledge Whangarei District Council in all publicity
- \* spend the grant on the purpose for which the application was made within 12 months of funding being approved
- \* return any unspent money to Whangarei District Council if the event is completed under budget
- \* meet any additional terms and conditions that may be set by the Community Funding Committee
- \* acknowledge that we will be liable to return any monies granted should any breach of the above conditions occur.

We will submit an Impact Report within two months of the completion of the project to Whangarei District Council attaching copies of all invoices and/or receipts accounting for the full amount of the grant. We understand that failure to do so will affect future funding applications.

We 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.

We understand that my name and/or the name of my group/organisation and brief details about the project/event may be released to the media or appear in publicity material.

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

|                   |   |
|-------------------|---|
| Name              | Tony Nixon  |
| Signature *       |  |
| Position in Group | Treasurer   |
| Date              | 8 October 2018  |

\* We prefer to receive applications by email (send to [funding@wdc.govt.nz](mailto:funding@wdc.govt.nz)). To include your signature, print and sign this page then attach a scan or photo of it to your application email. Alternatively, you can post or deliver the printed form to us or pop in to sign it.

**Final check – make sure you have:**

- ☐ Checked that the budget balances and have accounted for GST
- ☐ Attached quotes where available
- ☐ Attached your group's (or the umbrella group's) bank account details e.g. Bank Deposit Slip
- ☐ Attached your group's (and the umbrella group's) most recent set of financial accounts

Send your completed application with supporting documents to [funding@wdc.govt.nz](mailto:funding@wdc.govt.nz).

Teal Bay Ratepayers & Residents Assn Inc  
PO Box 8123, Kensington, Whangarei

# Statement of Financial Position

As at 30 September 2017

|                                   |   | 2017               | 2016               | 2015               | Difference<br>2017-2016 |
|-----------------------------------|---|--------------------|--------------------|--------------------|-------------------------|
| <b>Members' Accumulated Funds</b> |   |                    |                    |                    |                         |
|                                   | Balance 1 October 2016                  | \$14,008.25        | \$12,633.09        | \$10,166.87        | \$1,375.16              |
|                                   | Current Year Surplus(Deficit)           | \$2,445.04         | \$1,375.16         | \$2,466.22         | \$1,069.88              |
|                                   | <b>Total Members' Accumulated Funds</b> | <b>\$16,453.29</b> | <b>\$14,008.25</b> | <b>\$12,633.09</b> | <b>\$2,445.04</b>       |
| Represented by:                   |   |                    |                    |                    |                         |
| <b>Assets</b>                     |   |                    |                    |                    |                         |
| <b>Current Assets</b>             |   |                    |                    |                    |                         |
|                                   | ASB Cheque Account                      | \$3,666.28         | \$1,551.08         | \$3,026.99         | \$2,115.20              |
|                                   | <b>Total Current Assets</b>             | <b>\$3,666.28</b>  | <b>\$1,551.08</b>  | <b>\$3,026.99</b>  | <b>\$2,115.20</b>       |
| <b>Fixed Assets</b>               |   |                    |                    |                    |                         |
|                                   | Security cameras                        | \$29,265.54        | \$29,265.54        | \$29,265.54        | \$0.00                  |
|                                   | less Accum. Depn @15%                   | (\$25,037.20)      | (\$20,647.37)      | (\$16,257.54)      | (\$4,389.83)            |
|                                   | <b>Fixed Assets at nil Book Value</b>   |                    |                    |                    |                         |
|                                   | Firetrailer                             | \$1,944.42         | \$0.00             | \$0.00             | \$0.00                  |
|                                   | Teal Bay Signs                          | \$1,370.80         | \$0.00             | \$0.00             | \$0.00                  |
|                                   | Resuscitator                            | \$1,134.86         | \$0.00             | \$0.00             | \$0.00                  |
|                                   | Marker Buoy                             | \$350.00           | \$0.00             | \$0.00             | \$0.00                  |
|                                   | <b>Total Fixed Assets</b>               | <b>\$4,228.34</b>  | <b>\$8,618.17</b>  | <b>\$13,008.00</b> | <b>(\$4,389.83)</b>     |
| <b>Investments</b>                |   |                    |                    |                    |                         |
|                                   | ASB Deposit                             | \$12,787.01        | \$12,457.17        | \$9,606.10         | \$329.84                |
|                                   | <b>Total Investments</b>                | <b>\$12,787.01</b> | <b>\$12,457.17</b> | <b>\$9,606.10</b>  | <b>\$329.84</b>         |
|                                   | <b>Total Assets</b>                     | <b>\$20,681.63</b> | <b>\$22,626.42</b> | <b>\$22,614.10</b> | <b>(\$1,944.79)</b>     |
| <b>Liabilities</b>                |   |                    |                    |                    |                         |
|                                   | Accounts Payable                        | \$552.38           | \$399.69           | \$0.00             | \$0.00                  |
|                                   | <b>Total Liabilities</b>                | <b>\$552.38</b>    | <b>\$399.69</b>    | <b>\$0.00</b>      | <b>\$0.00</b>           |
|                                   | <b>Net Assets</b>                       | <b>\$20,129.25</b> | <b>\$22,226.73</b> | <b>\$22,614.10</b> | <b>(\$1,944.79)</b>     |



## Teal Bay Ratepayers & Residents Assn Inc

Treasurer - T Nixon  
PO Box 8123, Kensington, Whangarei

|                 |                                  | Statement of Financial Performance   |                   |                         |
|-----------------|----------------------------------|--------------------------------------|-------------------|-------------------------|
|                 |                                  | for the year ended 30 September 2017 |                   |                         |
|                 |                                  | 2017                                 | 2016              | Difference<br>2016-2017 |
| <b>Income</b>   |                                  |                                      |                   |                         |
|                 | Subscriptions 16/17              | \$2,220.00                           | \$1,140.00        | \$1,080.00              |
|                 | Subscriptions previous years     | \$330.00                             | \$0.00            | \$330.00                |
|                 | Subscriptions in advance         | \$150.00                             | \$0.00            | \$150.00                |
|                 | Sports Events & Fund Raising     | \$55.00                              | \$165.00          | (\$110.00)              |
|                 | Council Grants                   | \$700.00                             | \$700.00          | \$0.00                  |
|                 | Interest Received                | \$329.84                             | \$351.07          | (\$21.23)               |
|                 | Donations Received               | \$160.00                             | \$100.00          | \$60.00                 |
|                 | <b>Total Income</b>              | <b>\$3,944.84</b>                    | <b>\$2,456.07</b> | <b>\$1,488.77</b>       |
| <b>Expenses</b> |                                  |                                      |                   |                         |
|                 | Costs of Sports Events           | \$1,100.11                           | \$229.05          | (\$871.06)              |
|                 | Depreciation Expense             | \$0.00                               | \$0.00            | \$0.00                  |
|                 | Flowers & Tributes               | \$0.00                               | \$0.00            | \$0.00                  |
|                 | Registration                     | \$0.00                               | \$0.00            | \$0.00                  |
|                 | Fire Trailer Expenses            | \$0.00                               | \$0.00            | \$0.00                  |
|                 | Power - TV Translator            | \$0.00                               | \$0.00            | \$0.00                  |
|                 | Stationery                       | \$0.00                               | \$0.00            | \$0.00                  |
|                 | Security Cameras                 | \$0.00                               | \$0.00            | \$0.00                  |
|                 | Security Cameras - running costs | \$399.69                             | \$851.86          | \$452.17                |
|                 | Accountancy fees                 | \$0.00                               | \$0.00            | \$0.00                  |
|                 | Bank fees                        | \$0.00                               | \$0.00            | \$0.00                  |
|                 | Miscellaneous                    | \$0.00                               | \$0.00            | \$0.00                  |
|                 | <b>Total Expenses</b>            | <b>\$1,499.80</b>                    | <b>\$1,080.91</b> | <b>(\$418.89)</b>       |
|                 | <b>Surplus/(Deficit)</b>         | <b>\$2,445.04</b>                    | <b>\$1,375.16</b> | <b>\$1,069.88</b>       |

## Community Funding Application Form

If you need help to complete this application form or would like to discuss your application, please contact the Community Funding Officer well before the closing date of the round you are applying to. Call 09 430 4200 or email [funding@wdc.govt.nz](mailto:funding@wdc.govt.nz) to make an appointment.

Funding information and closing dates are at [www.wdc.govt.nz/funding](http://www.wdc.govt.nz/funding).

### Application summary

|                          |                                       |
|--------------------------|---------------------------------------|
| <b>Organisation name</b> | Tikipunga Community trust (TikiPride) |
| <b>Amount requested</b>  | \$ 700.00                             |
| <b>Project name</b>      | Residence and Ratepayer               |

### Section 1: Applicant Details

Tell us about your organization/group

|                              |                                   |
|------------------------------|-----------------------------------|
| Group's postal address       | 35 Otuhiwai Crescent<br>Tikipunga |
|                              | Whangarei                         |
| Postcode                     | 0112                              |
| Group's bank account name:   | Tikipunga Community Trust         |
| Group's bank account number: | 12 3093 0270977 00                |
| Group's GST number           | N/A                               |

Describe your group's purpose (e.g. "to provide mobility aids for the disabled in Northland")

To promote and support the development of a sense of pride, community and wellness and promote a sense of belonging in the community of Tikipunga,

Who are your group's main contact(s) for this funding application?

|                               |                          |
|-------------------------------|--------------------------|
| <b>Primary contact's name</b> | John McGregor            |
| Position in group             | Chairman                 |
| Email                         | heljo@themcgregors.net   |
| Daytime phone number(s)       | 09 4373656 021 022 22759 |
| <b>Second contact's name</b>  | Helen McGregor           |
| Position in group             | Treasurer                |
| Email                         | heljo@themcgregors.net   |
| Daytime phone number(s)       | 09 4373656 027 437 3016  |

## Section 2: Eligibility

Have you received funding from Whangarei District Council in the last three years?

☐ No

✓ Yes – if yes, ensure you have completed your grant reports and have met your grant obligations.

Does your group have a legal status?

✓ Yes – please provide:

- Your incorporated society or charitable trust registration number: 2477130
- A copy of your latest statement of financial performance
- Evidence of your bank account details.

☐ No\* – you will need to either:

- Gain legal status (see <http://www.societies.govt.nz/cms/customer-support/faqs>), or
- Apply under the umbrella of a group that does (refer below).

### \*Umbrella Group Guarantee

Applicants that are not a registered charitable trust or incorporated society must apply under an umbrella group that is.

An umbrella group knows the applicant well and is willing to vouch for them and their project, and are prepared to accept legal liability and responsibility.

Grants are paid to the umbrella group for disbursement to the applicant in accordance with the grant agreement.

If the grant conditions are not met, Council may request the grant monies to be returned and/or may place restrictions on granting funds to the applicant and the umbrella organisation in future.

The following section is to be completed by an authorised officer of the umbrella group.

|                          |  |
|--------------------------|--|
| Umbrella group name      |  |
| Society or trust number: |  |
| Contact person           |  |
| Email                    |  |
| Daytime phone number(s)  |  |
| GST number (or n/a)      |  |

I confirm that our organisation is willing to guarantee and receive any monies granted to:

Applicant organisation: .....

Project name: .....

|           |  |
|-----------|--|
| Signature |  |
| Date      |  |

Please provide evidence of umbrella group's bank account details and a copy of the latest financial statements.

### Section 3: The Project

*Tell us what you want to do – Who, What, When, Where, Why, How*

Describe your project in terms of the following:

|                                       |   |
|---------------------------------------|---|
| Name of project                       | Supporting the community f Tikipunga                        |
| Amount requested                      | \$700.00  |
| When will this take place?            | Throughout the year   |
| Where will this take place?           | In the Tikipunga community                                  |
| Who and how many people will benefit? | Local residents and visitors from New Zealand and overseas. |

Ethnicities of likely beneficiaries of this project – *tick as appropriate and include a percentage estimate for each that you think will benefit from this project:*

|  |   |
|--|---|
| <input type="checkbox"/> NZ European                           | Estimate %:                                 |
| <input type="checkbox"/> Maori                                 | Estimate %:                                 |
| <input type="checkbox"/> Pacific Peoples                       | Estimate %:                                 |
| <input type="checkbox"/> Other European                        | Estimate %:                                 |
| <input type="checkbox"/> Asian                                 | Estimate %:                                 |
| <input type="checkbox"/> Middle Eastern/Latin American/African | Estimate %:                                 |
| <input type="checkbox"/> Other ethnicity                       | <i>Please specify:</i> _____<br>Estimate %: |

#### Area of work

To help us understand where support is being requested, please select which of the following relate most closely to your project.

- ☐ **Arts and Culture** – Projects and activities that facilitate education and enjoyment of the arts and of culture for the people of our District.
- ☐ **Heritage and Environment** – Projects and activities that preserve and promote the heritage of our District and that protect and enhance the environment in which we live.
- ☐ **Recreation and Sport** – Projects and activities that enable participation and engagement in recreation and sport for people in our district of all abilities, ages and life stages.
- ☒ **Community Connectedness and Wellbeing** – Projects and activities that strengthen community cohesion and connectedness in ways that cultivate healthy, happy and positive relationships across our District.

**Tell us** about your request in the following questions. Be succinct and clear.

**The Idea** – Briefly explain what it is that you want to do:

Co-ordinate the Summer Safe programme at the Whangarei Falls.

Supported and participated in the Otuihau Community Project Whanau at the Falls.

Involved with the Tikipunga High School in opening the Tikipunga High School swimming pool over the Christmas school holiday period.

A partner with the Otuihau/Whangarei Falls Water Quality Partnership Project .

**The Need** – How do you know there is a need for your project, programme or service?

Have been involved with these community projects for several years

**The Impact** – What difference will your project make?

The Summer Safe project at the Whangarei Falls creates a safe environment for all visitors.

The Whanau at the Falls brings the community together.

The swimming pool provides a great place during the summer for children and whanau to gather.

Otuihau/Whangarei Falls Water Quality Partnership Project .- imagine being able to swim in clear water!

**Your Readiness** – What controls and checks do you have in place to manage the funding?

A motivated team

**Your Readiness** – How ready is your organisation to deliver the project, programme or service?

Ready to go

**Collaboration** – Who will you work with to deliver your project, programme or service?

Summer Safe programme work with David Palmer, WDC Community Safety Officer.  
Swimming Pool work with Tikipunga High School and CLM who are contracted to WDC

**Your Approach** – How will you demonstrate value for money and the impact of your work?

By getting good results and positive feedback

**Your Approach** – How does your project, programme or service meet best practice and is it evidence based?

Evidence based



## Section 4: Project Budget

Provide a full list of your project income, fundraising and expenses. If your budget is detailed, provide a summary below and attach your budget separately.

|  |                              |  |
|--|------------------------------|--|
| Are you registered for GST?  | <input type="checkbox"/>     | No – your budget figures must <u>include</u> GST where applicable  |
|  | <input type="checkbox"/>     | Yes – your budget figures must <u>exclude</u> GST where applicable |
| GST number   |                              |  |
| <b>Project income</b> e.g. ticket sales 50 x \$10 = \$500.   | Amount                       |  |
|  | \$                           |  |
|  | \$                           |  |
|  | \$                           |  |
|  | \$                           |  |
| Total of other grants and donations  | \$                           |  |
| Own contribution / fundraising   | \$                           |  |
| <b>(A) Total income expected</b>   | \$                           |  |
| <b>In-kind support – please list</b><br>e.g. volunteer numbers, estimated hours work, plus any donated materials, equipment  |                              |  |
| <b>Volunteer Numbers:</b>  | <b>Estimated Hours Work:</b> |  |
|  |                              |  |
| <b>Total project costs</b><br>Include <u>all</u> your project costs. e.g. materials, venue hire, promotion, equipment hire, personnel costs. If you have quotes, please attach them. You may be requested to provide quotes as evidence of some costs. |                              |  |
|  | \$                           |  |
|  | \$                           |  |
|  | \$                           |  |
|  | \$                           |  |
|  | \$                           |  |
|  | \$                           |  |
|  | \$                           |  |
|  | \$                           |  |
|  | \$                           |  |
| <b>(B) Total expenses expected</b>   | \$                           |  |
| <b>(C) Income less expenses</b>  | \$                           |  |

## Section 5: Declaration

I undertake that I have obtained the consent of the group/organisation to make this application and provide these details.

I declare that the information supplied here is correct. If the application is successful, I/we agree to:

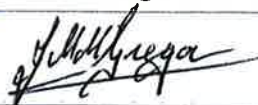
- provide a tax invoice to Whangarei District Council for the amount of the grant within one month of being advised of the grant for the event
- acknowledge Whangarei District Council in all publicity
- spend the grant on the purpose for which the application was made within 12 months of funding being approved
- return any unspent money to Whangarei District Council if the event is completed under budget
- meet any additional terms and conditions that may be set by the Community Funding Committee
- acknowledge that we will be liable to return any monies granted should any breach of the above conditions occur.

We will submit an Impact Report within two months of the completion of the project to Whangarei District Council attaching copies of all invoices and/or receipts accounting for the full amount of the grant. We understand that failure to do so will affect future funding applications.

We 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.

We understand that my name and/or the name of my group/organisation and brief details about the project/event may be released to the media or appear in publicity material.

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

|                   |   |
|-------------------|---|
| Name              | John McGregor   |
| Signature *       |  |
| Position in Group | Chairman  |
| Date              | 13.10.2018  |

\* We prefer to receive applications by email (send to [funding@wdc.govt.nz](mailto:funding@wdc.govt.nz)). To include your signature, print and sign this page then attach a scan or photo of it to your application email. Alternatively, you can post or deliver the printed form to us or pop in to sign it.

**Final check – make sure you have:**

- ☐ Checked that the budget balances and have accounted for GST
- ☐ Attached quotes where available
- ☒ Attached your group's (or the umbrella group's) bank account details e.g. Bank Deposit Slip
- ☒ Attached your group's (and the umbrella group's) most recent set of financial accounts

Send your completed application with supporting documents to [funding@wdc.govt.nz](mailto:funding@wdc.govt.nz).



**TIKIPUNGA COMMUNITY TRUST  
OPERATING AS TIKI PRIDE**

**BALANCE AS AT 10TH SEPTEMBER 2018**

|         |                               |                    |
|---------|-------------------------------|--------------------|
| Balance | 30.06.18                      | 1217.25            |
| Plus    | trans from savings            | <u>500.00</u>      |
|         |                               | 1717.25            |
| less    | Arc security CCTV             | 401.34             |
|         | Kathryn Admin                 | <u>567.00</u>      |
|         |                               | 978.34             |
|         | Balance as per Bank Statement | <u>\$748.91</u>    |
|         | Balance of Savings Account    | <u>\$19,574.19</u> |

**ASB**

ASB BANK LIMITED  
KAMO

Depositor's name

Reference

☐ ☐ ☐ ☐ ☐ ☐

Credit account of

TIKIPUNGA COMMUNITY TRUST

Funds included in this deposit cannot be drawn against until proceeds have been cleared.

**Deposit**

Date

| Notes              | No. | Amount |
|--------------------|-----|--------|
| \$100              |     |        |
| \$50               |     |        |
| \$20               |     |        |
| \$10               |     |        |
| \$5                |     |        |
| Coin               |     |        |
| Cheques (per back) |     |        |

\$

⑈ 123093⑈ 0270977⑈00 ⑈ 50

TIKIPUNGA COMMUNITY TRUST  
 OPERATING AS TIKI PRIDE  
 ANALYSIS OF ACCOUNTS AS AT 30TH JUNE 2018

**Cheque Account**

|                         |                  |  |
|-------------------------|------------------|--|
| Balance as at 1.07.2017 | 20841.22         |  |
| Plus Income             | 96261.90         |  |
|                         | <u>117103.12</u> |  |

|               |                  |  |
|---------------|------------------|--|
| Less Expenses | <u>112011.02</u> |  |
|---------------|------------------|--|

|   |            |                          |
|---|------------|--------------------------|
| Balance as per Accounts and Cheque Book | 30.06.2018 | <u><b>\$5,092.10</b></u> |
|---|------------|--------------------------|

**Savings Plus Account**

|                                  |               |                 |
|----------------------------------|---------------|-----------------|
| Balance as at 1.07.2017          |               | 2832.86         |
| Plus Transfers ex Cheque Account | 17000.00      |                 |
| Interest                         | <u>351.62</u> | <u>17351.62</u> |

|              |  |                           |
|--------------|--|---------------------------|
|              |  | 20,184.48                 |
| Less IRD Tax |  | <u>115.98</u>             |
|              |  | <u><b>\$20,068.50</b></u> |

**Pool Account**

|          |              |               |                          |
|----------|--------------|---------------|--------------------------|
| Income   | WDC 16/17    | 10000.00      |                          |
|          | Lotteries    | 18000.00      |                          |
|          | Oxford trust | 12000.00      |                          |
|          | Rotary       | 1400.00       |                          |
|          | AK Franks    | <u>600.00</u> | <u>42000.00</u>          |
|          | Pool Takings |               | <u>3103.30</u>           |
|          |              |               | <u>45103.30</u>          |
| Expenses | CLM          | 43320.50      |                          |
|          | other        | <u>354.00</u> | <u>43674.50</u>          |
|          | Balance      |               | <u><b>\$1,428.80</b></u> |

**Whanau at the Falls**

|          |                         |  |
|----------|-------------------------|--|
| Income   | 3100.00                 |  |
| Expenses | <u>3948.79</u>          |  |
|          | <u><b>-\$848.79</b></u> |  |

**Admin Grant**

|        |                         |                |                          |
|--------|-------------------------|----------------|--------------------------|
| Income | Foundation North        | 20000.00       |                          |
| Less   | Administration payments | 8559.60        |                          |
|        | Newsletter              | 3931.88        |                          |
|        | Gift Cards              | <u>1600.00</u> | <u>14091.48</u>          |
|        |                         |                | <u><b>\$5,908.52</b></u> |

# TIKIPUNGA COMMUNITY TRUST

## Minutes of Annual General Meeting held at Trinity Church 7.00pm 13<sup>th</sup> August 2018

**Present.** John McGregor, Helen McGregor, Lenore Jellick, Tricia Cutforth,  
Gavin Benny, Moira Thompson,

**Apologies** Alec Solomon, Lynn Trass, Tui Riesterer

**Minutes** The minutes of the 2017 AGM, 13<sup>th</sup> March 2017 were received

**Matters Arising** Nil

Lenore Jellick /Moira Thompson

**Chairman's Report** as tabled , received

John McGregor/Moira Thompson

**Swimming Pool Report** a comprehensive report was prepared and tabled by  
Kathryn McKenzie

**Whanau at the Falls Report** a full report of the successful day was prepared and tabled by  
Kathryn McKenzie

Both of these reports were received

Kathryn McKenzie/ Lenore Jellick

Helen McGregor thanked Kathryn for all the hard work organizing these events.  
Kathryn gathers the funding for the events as well as gathering the personal.  
Whanau at the Falls is now an event that the local Community look forward to each  
year.

**Finance** Annual Balance sheet 30<sup>th</sup> June 2017 presented by Helen McGregor

**Cheque** Account \$5092.10

**Savings** Account \$20,068.50 received

Helen McGregor/Kathryn McKenzie

### **Election of Officers**

Trustees- no change namely John McGregor  
Kathryn McKenzie  
Moira Thompson  
Lenore Jellick  
Helen McGregor

Secretary – Kathryn McKenzie until a replacement is found

Treasurer - Helen McGregor

### **General Business**

The Whangarei District Council Community Development – Claire Wilson met with  
some of us during the week to give us some idea as to what will happen in Tikipunga.  
The development usually has a 4yr time frame and the local community is encouraged  
to get involved as the Council do not run the programme. \$100,000 is available for use  
in Tikipunga.

The Otuihau Whangarei Falls stage 2 development has been given to Robinsons.  
John McGregor presented the plans that had been sent out during the week.

On viewing the plans we noticed some parts to be reviewed.

(a) Leave the two seats that stand alone, the seats are used by many folk as a resting  
place.

(b) Leave the BBQ stand even though it does not go as many people use it to put their  
own BBQ's on. Also repair the lamp stand.

(c) The controlled entrance into the overflow parking area is not listed.

The CCTV cameras at the Denby Shops are now up and running but the monitor is not  
located in a good position.

**Councilors Corner**

Potter Park is the name of the new playground to be built on the corner of Corks Road and Vinegar Hill Road.

Keep NZ Clean is September 10<sup>th</sup> – 16<sup>th</sup>.

Te Ora Hau Lou Davis was not available to speak at this meeting but he has been invited to present the development plans and his aspirations for the proposed complex in Corks road at the September meeting, 10<sup>th</sup>

Meeting closed at 815pm followed with supper

## Community Funding Application Form

If you need help to complete this application form or would like to discuss your application, please contact the Community Funding Officer well before the closing date of the round you are applying to. Call 09 430 4200 or email [funding@wdc.govt.nz](mailto:funding@wdc.govt.nz) to make an appointment.

Funding information and closing dates are at [www.wdc.govt.nz/funding](http://www.wdc.govt.nz/funding).

### Application summary

|                          |   |
|--------------------------|---|
| <b>Organisation name</b> | The Tutukaka Coast Ratepayers and Residents Association Inc |
| <b>Amount requested</b>  | \$ 700.00   |
| <b>Project name</b>      | Administration Grant  |

### Section 1: Applicant Details

Tell us about your organization/group

|   |  |  |
|---|--|--|
| Group's postal address  | P O Box 403016<br>Ngunguru<br>WHANGAREI 0154                       |  |
| Postcode  | 0154   |  |
| Group's bank account name:  | Tutukaka Coast Ratepayers and Residents Association Inc            |  |
| Group's bank account number:  | 01-0495-0028354-00.  |  |
| Group's GST number  |  |  |
| Describe your group's purpose (e.g. "to provide mobility aids for the disabled in Northland")   |  |  |
| <p>The purpose of TCR&amp;R is to promote and support the improvement of services and amenities and the preservation and restoration of the natural environment on the Tutukaka Coast.</p> <p>It provides a mechanism for contributing a responsible and informed community voice to authorities and a mechanism for informing the community of matters of relevance to them.</p> |  |  |
| Who are your group's main contact(s) for this funding application?  |  |  |
| Primary contact's name  | Lesley Armstrong-Jennings  |  |
| Position in group   | Chairperson  |  |
| Email   | <a href="mailto:info@tutukakacoast.com">info@tutukakacoast.com</a> |  |



|                              |  |
|------------------------------|--|
| Daytime phone number(s)      | 027 5915 631   |
| <b>Second contact's name</b> | Ann Martin   |
| Position in group            | Interim Secretary and Fundraiser                                   |
| Email                        | <a href="mailto:Ann.martinnz@gmail.com">Ann.martinnz@gmail.com</a> |
| Daytime phone number(s)      | 021 537947   |

## Section 2: Eligibility

Have you received funding from Whangarei District Council in the last three years?

☐ No

✓Yes – if yes, ensure you have completed your grant reports and have met your grant obligations.

Does your group have a legal status?

✓Yes – please provide:

- Your incorporated society or charitable trust registration number:
- A copy of your latest statement of financial performance
- Evidence of your bank account details.

☐ No\* – you will need to either:

- Gain legal status (see <http://www.societies.govt.nz/cms/customer-support/faqs>), or
- Apply under the umbrella of a group that does (refer below).

### \*Umbrella Group Guarantee

Applicants that are not a registered charitable trust or incorporated society must apply under an umbrella group that is.

An umbrella group knows the applicant well and is willing to vouch for them and their project, and are prepared to accept legal liability and responsibility.

Grants are paid to the umbrella group for disbursement to the applicant in accordance with the grant agreement.

If the grant conditions are not met, Council may request the grant monies to be returned and/or may place restrictions on granting funds to the applicant and the umbrella organisation in future.

The following section is to be completed by an authorised officer of the umbrella group.

|                          |  |
|--------------------------|--|
| Umbrella group name      |  |
| Society or trust number: |  |
| Contact person           |  |
| Email                    |  |
| Daytime phone number(s)  |  |
| GST number (or n/a)      |  |

I confirm that our organisation is willing to guarantee and receive any monies granted to:

Applicant organisation: .....

Project name: .....

Signature

Date

Please provide evidence of umbrella group's bank account details and a copy of the latest financial statements.

### Section 3: The Project

*Tell us what you want to do – Who, What, When, Where, Why, How*

Describe your project in terms of the following:

|                                       |   |
|---------------------------------------|---|
| Name of project                       | Administration Grant                                  |
| Amount requested                      | \$700.  |
| When will this take place?            | From 1 January 2019 30 September 2019                 |
| Where will this take place?           | Tutukaka Coast  |
| Who and how many people will benefit? | Ratepayers and Residents on the Tutukaka Coast – 2500 |

Ethnicities of likely beneficiaries of this project – tick as appropriate and include a percentage estimate for each that you think will benefit from this project:

|   |                                      |
|---|--------------------------------------|
| <input checked="" type="checkbox"/> NZ European                           | Estimate %:                          |
| <input checked="" type="checkbox"/> Maori                                 | Estimate %:                          |
| <input checked="" type="checkbox"/> Pacific Peoples                       | Estimate %:                          |
| <input checked="" type="checkbox"/> Other European                        | Estimate %:                          |
| <input checked="" type="checkbox"/> Asian                                 | Estimate %:                          |
| <input checked="" type="checkbox"/> Middle Eastern/Latin American/African | Estimate %:                          |
| <input type="checkbox"/> Other ethnicity                                  | Please specify: _____<br>Estimate %: |

#### Area of work

To help us understand where support is being requested, please select which of the following relate most closely to your project.

- ☒ **Arts and Culture** – Projects and activities that facilitate education and enjoyment of the arts and of culture for the people of our District.
- ☒ **Heritage and Environment** – Projects and activities that preserve and promote the heritage of our District and that protect and enhance the environment in which we live.
- ☒ **Recreation and Sport** – Projects and activities that enable participation and engagement in recreation and sport for people in our district of all abilities, ages and life stages.
- ☒ **Community Connectedness and Wellbeing** – Projects and activities that strengthen community cohesion and connectedness in ways that cultivate healthy, happy and positive relationships across our District.



**Tell us about your request in the following questions. Be succinct and clear.**

**The Idea** – Briefly explain what it is that you want to do:

TCR&R plans to:

- provide an effective avenue for ratepayers and residents on the Tutukaka Coast to direct matters of concern and interest
- consider community concerns at monthly meetings and where appropriate, convey to relevant authorities
- apprise Local Government, NRC and WDC officials on matters of relevance to local people
- receive briefing from WDC and NRC on relevant matters to coastal residents and their environment
- progress local issues with the local NRC, WDC representatives, and provide councillors with opportunities to brief us about WDC, NRC responses to matters eg Mermaid Pools, cycleway, dogs on beaches, feral goats, road speed, pathways, disability access to beaches, Te Maika reserve, road slumps and pot holes, invasive pests and weeds, Ngunguru Foreshore, rubbish and refuse
- make representations and written submissions to WDC, NRC on local government plan changes.
- keep ratepayers and residents on the Tutukaka Coast informed on matters of interest concerning: the environment, resource management, planning, community services and amenity improvements, and also informed about matters of importance consulted on
- support key community projects in various ways eg information, advice
- network and support selected community groups and projects: iwi, Cycleway, River Catchment, Ngunguru Sandspit Protection Society, Civil Defence, Matapouri community groups, Tutukaka Marina Trust.

**The Need**- How do you know there is a need for your project, programme or service ?

Individuals and communities on the Tutukaka Coast have issues and views concerning service and amenities development and environmental protection. TCR&R provides them with a local organisation to convey these, receive advice, information and followup. TCR&R is currently working on a number of issues which have been brought to it which are still to be resolved.

Need for TCR&R is evident through the community support, connection and participation in TCR&R information, consultation activities and events.

A range of groups and organisations as well as Local Government need information and views concerning their plans and services. Eg WDC and NRC consult TCR&R on their local Government plans and services. TCR&R provides WDC and NRC and other local groups with an effective avenue for local consultation and information promulgation.

**The Impact** – What difference will your project make?

Over the next 12 months ratepayers and residents on the Tutukaka Coast will have an effective avenue for directing individual and group matters of concern and interest through TCR&R.

Community concerns will be considered by the TCR&R at monthly meetings and where appropriate, conveyed to relevant authorities.

TCR&R will continue to progress local issues with the local WDC, NRC representatives and also provide councillors with opportunities to brief and respond to matters concerning: Mermaid Pools, cycleway, dogs on beaches, feral goats, road speed, pathways, disability access to beaches, Te Maika reserve, road slumps and pot holes, invasive pests and weeds, Ngunguru Foreshore,

rubbish and refuse.

Further representations and written submissions will be made to WDC and NRC on local plan changes.

Local Government NRC and WDC officials will be apprised of matters of relevance to local people and in turn will provide TCR&R with briefing on relevant matters from WDC and NRC.

Ratepayers and residents on the Tutukaka Coast will be kept informed of matters of interest concerning: the environment, resource management, planning, community services and amenity improvements via : 12 issues of Focus, website, meeting discussion with WDC and NRC reps, community meetings.

Ratepayers and residents on the Tutukaka Coast will be consulted on matters of importance to the community (within resources ) via : Focus, website, meeting discussion, letterbox drop, polls.

Liaison and support will continue to be provided to selected community groups and projects: Iwi, Cycleway, River Catchment, Ngunguru Sandspit Protection Society, Civil Defence, Tutukaka Marina Trust, Matapouri (Hall) group.

**Your Readiness – What controls and checks do you have in place to manage the funding?**

TCR&R has a dedicated Treasurer who reports to the committee each month. An annual report is provided to the community via the AGM. The annual accounts are reviewed.

We also provide annual programme and financial reports to Charities Services.

**Your Readiness – How ready is your organisation to deliver the project, programme or service?**

TCR&R is a registered Incorporated Society and a registered Charity with Charities Services.

As such, we have a Constitution and operate in accordance with this and the requirements of the Charities Services.

**Collaboration – Who will you work with to deliver your project, programme or service?**

TCR&R will continue to work with Tutukaka Coast ratepayers and residents, local iwi, local, regional and national organisations and authorities which provide services/amenities and environmental protection to the coast.

**Your Approach – How will you demonstrate value for money and the impact of your work?**

New issues, concerning services and amenities, will be raised by ratepayers and residents and explored. Existing issues will be progressed and reported on to the community via the mechanism of TCR&R.

TCR&R membership will increase.

Community information sharing and consultation avenues : Focus, website, polls, letterbox drops, noticeboard announcements, the network of community groups and projects, marae will continue to be used and strengthened which will result in Tutukaka Coast ratepayers and residents, WDC, NRC and service authorities being kept informed on matters of relevance.

**Your Approach – How does your project, programme or service meet best practice and is it evidence based?**

**Best practice**

TCR&R operates in accordance with and is monitored by: Incorporated Societies, Charities Services regulations. Grants provided to TCR&R will be included in the Annual Financial Review of accounts and programme performance.

Membership of TCR&R will increase by 5% (Dec 18-October 19)

Collaboration, consultation, information exchanges **will be evident** through: publication of 12 issues of Focus, 12 meeting minutes, the number of issues raised by the community, number of groups and projects networking with TCR&R, letters, written submissions, reports signed off on, AGM attendance.

Businesses and events advertising in "Focus" will increase as the publication is more widely read and circulated.

## Section 4: Project Budget

Provide a full list of your project income, fundraising and expenses. If your budget is detailed, provide a summary below and attach your budget separately.

|  |                                     |  |
|--|-------------------------------------|--|
| Are you registered for GST?  | <input checked="" type="checkbox"/> | No – your budget figures must <u>include</u> GST where applicable  |
|  | <input type="checkbox"/>            | Yes – your budget figures must <u>exclude</u> GST where applicable |
| GST number   |                                     |  |
| <b>Project income</b> e.g. ticket sales 50 x \$10 = \$500.   | Amount                              |  |
|  |                                     |  |
|  | \$                                  |  |
| Total of other grants and donations  | \$                                  |  |
| Own contribution / fundraising   | \$                                  |  |
| <b>(A) Total income expected</b>   | \$                                  |  |
| <b>In-kind support – please list</b>   |                                     |  |
| e.g. volunteer numbers, estimated hours work, plus any donated materials, equipment  |                                     |  |
| <b>Volunteer Numbers:</b>  | <b>Estimated Hours Work:</b>        |  |
|  |                                     |  |
|  |                                     |  |
| <b>Total project costs</b>   |                                     |  |
| Include <u>all</u> your project costs. e.g. materials, venue hire, promotion, equipment hire, personnel costs. If you have quotes, please attach them. You may be requested to provide quotes as evidence of some costs. |                                     |  |
|  | \$                                  |  |
|  | \$                                  |  |
|  | \$                                  |  |
|  | \$                                  |  |
|  | \$                                  |  |
|  | \$                                  |  |
|  | \$                                  |  |
|  | \$                                  |  |
|  | \$                                  |  |
|  | \$                                  |  |
| <b>(B) Total expenses expected</b>   | \$                                  |  |
| <b>(C) Income less expenses</b>  | \$                                  |  |

## Section 5: Declaration

I undertake that I have obtained the consent of the group/organisation to make this application and provide these details.

I declare that the information supplied here is correct. If the application is successful, I/we agree to:


- provide a tax invoice to Whangarei District Council for the amount of the grant within one month of being advised of the grant for the event
- acknowledge Whangarei District Council in all publicity
- spend the grant on the purpose for which the application was made within 12 months of funding being approved
- return any unspent money to Whangarei District Council if the event is completed under budget
- meet any additional terms and conditions that may be set by the Community Funding Committee
- acknowledge that we will be liable to return any monies granted should any breach of the above conditions occur.

We will submit an Impact Report within two months of the completion of the project to Whangarei District Council attaching copies of all invoices and/or receipts accounting for the full amount of the grant. We understand that failure to do so will affect future funding applications.

We 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.

We understand that my name and/or the name of my group/organisation and brief details about the project/event may be released to the media or appear in publicity material.

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

|                   |   |
|-------------------|---|
| Name              | Ann Martin  |
| Signature *       |  |
| Position in Group | Interim Secretary and Fundraiser  |
| Date              | 8 October 2018  |

\* We prefer to receive applications by email (send to [funding@wdc.govt.nz](mailto:funding@wdc.govt.nz)). To include your signature, print and sign this page then attach a scan or photo of it to your application email. Alternatively, you can post or deliver the printed form to us or pop in to sign it.

**Final check – make sure you have:**

- ☐ Checked that the budget balances and have accounted for GST
- ☐ Attached quotes where available
- ☒ Attached your group's (or the umbrella group's) bank account details e.g. Bank Deposit Slip
- ☒ Attached your group's (and the umbrella group's) most recent set of financial accounts

Send your completed application with supporting documents to [funding@wdc.govt.nz](mailto:funding@wdc.govt.nz).

**Deposit Account : Tutukaka Coast Ratepayers and Residents  
Association Inc**

TCR and R Association - Non Profit Organisation Current Account number  
is 01-0495-0028354-00.

**Tutukaka Coast Ratepayers and Residents Association**  
**Financial Report for the period 01/09/2018 to 30/09/2018**

| <b>Income Received</b>           | <b>Year to Date</b> |                   |
|----------------------------------|---------------------|-------------------|
| Interest                         | \$37.90             | \$116.54          |
| Transfer from Focus account      | \$20.00             | \$60.00           |
| Subscriptions                    | \$428.00            | \$2,301.00        |
| Sundry creditors                 | \$0.00              | \$0.00            |
| Other                            | \$0.00              | \$0.00            |
| Other                            | \$0.00              | \$0.00            |
| Other                            | \$0.00              | \$0.00            |
| <b>Total Income</b>              | <b>\$485.90</b>     | <b>\$2,477.54</b> |
| <b>Less Expenses (see below)</b> | <b>\$229.85</b>     | <b>\$229.85</b>   |
| <b>Net Deficit/Surplus</b>       | <b>\$256.05</b>     | <b>\$2,247.69</b> |

|                       |                    |            |
|-----------------------|--------------------|------------|
| <b>Opening Equity</b> | <b>\$23,611.28</b> |            |
| Cycleway Subcommittee |                    | \$1,655.00 |

|                        |                    |
|------------------------|--------------------|
| <b>Deficit/Surplus</b> | <b>\$256.05</b>    |
|                        | <b>\$23,867.33</b> |

**This is represented by:**

**Current Assets**

|                |                    |
|----------------|--------------------|
| Cheque account | \$2,859.63         |
| Savings        | \$21,007.70        |
|                | <b>\$23,867.33</b> |

**Fixed Assets**

\$0.00

|                     |                    |
|---------------------|--------------------|
| <b>Total assets</b> | <b>\$23,867.33</b> |
|---------------------|--------------------|

**Current Liabilities**

|                     |        |
|---------------------|--------|
| Cheques not cleared | \$0.00 |
|---------------------|--------|

|                          |               |
|--------------------------|---------------|
| <b>Total Liabilities</b> | <b>\$0.00</b> |
|--------------------------|---------------|

**\$23,867.33**

**Accounts to be passed for payment**

|                                    |      |                 |
|------------------------------------|------|-----------------|
| Efor Sale Ltd for website software | AP   | \$44.85         |
| NZ Post for PO Box rental          | 1549 | \$185.00        |
|                                    |      | \$0.00          |
|                                    |      | \$0.00          |
|                                    |      | \$0.00          |
|                                    |      | <b>\$229.85</b> |

Signature

Chairperson - Lesley Armstrong-Jennings 8/10/2018

Signature

Treasurer - Sue Young 8/10/2018

**FOCUS Tutukaka Rate Payers and Residents Association**  
**Financial Report for the period 01/09/2018 to 30/09/2018**

| <b>Income Received</b>                                   | <b>This Month</b> | <b>Year to Date</b> |
|--|-------------------|---------------------|
| Interest   | \$18.28           | \$55.84             |
| Advertising  | \$2,080.00        | \$14,830.00         |
| Focus - Shop sales                                       | \$303.00          | \$941.00            |
| Transfer from Savings                                    | \$20.00           | \$60.00             |
| Subs   | \$0.00            | \$0.00              |
| Credit entry for unrepresented cheque - V. Graham 100204 | \$50.00           | \$50.00             |
| Other  | \$0.00            | \$0.00              |
| <b>Total Income</b>                                      | <b>\$2,471.28</b> | <b>\$15,936.84</b>  |

|                                    |                    |                   |
|------------------------------------|--------------------|-------------------|
| <b>Less Expenses</b>               |                    |                   |
| Transfer to TCRR & Focus - Savings | \$40.00            | \$120.00          |
| Expenses - see below               | \$3,637.81         | \$7,235.97        |
| Bank Fee                           | \$5.00             | \$5.00            |
| Interest                           | \$0.00             | \$0.00            |
| <b>Total Expenses</b>              | <b>\$3,682.81</b>  | <b>\$7,360.97</b> |
| <b>Cash Surplus/Deficit</b>        | <b>-\$1,211.53</b> |                   |

|                                  |                    |
|----------------------------------|--------------------|
| <b>Balance Brought Forward</b>   | <b>\$21,929.28</b> |
| Add net deficit/surplus as above | <b>-\$1,211.53</b> |

|                       |                    |
|-----------------------|--------------------|
| <b>Closing Equity</b> | <b>\$20,717.75</b> |
|-----------------------|--------------------|

**Represented by:**

**Current Assets**

|                |                    |
|----------------|--------------------|
| Cheque Account | \$10,581.02        |
| Savings        | \$10,136.73        |
|                | <b>\$20,717.75</b> |

**Cheques not cleared**

|                    |
|--------------------|
| \$0.00             |
| <b>\$20,717.75</b> |

**Expenses to be passed:**

|  | <b>Cheque No.</b> |                   |
|--|-------------------|-------------------|
| Threaded Media for September Focus           | 100212            | \$690.00          |
| Tass Print for September Focus               | 100214            | \$922.01          |
| Pillay Hansen Ltd for advertising commission | 100215            | \$1,985.80        |
| Vicki Graham for sign writing                | 100216            | \$40.00           |
|  |                   | <b>\$3,637.81</b> |

Signed

Chairperson - Lesley Armstrong-Jennings

8/10/2018

Signed

Treasurer - Sue Young

8/10/2018



## Community Funding Application Form

If you need help to complete this application form or would like to discuss your application, please contact the Community Funding Officer well before the closing date of the round you are applying to. Call 09 430 4200 or email [funding@wdc.govt.nz](mailto:funding@wdc.govt.nz) to make an appointment.

Funding information and closing dates are at [www.wdc.govt.nz/funding](http://www.wdc.govt.nz/funding).

### Application summary

|                          |  |
|--------------------------|--|
| <b>Organisation name</b> | Urquharts Bay Association Incorporated |
| <b>Amount requested</b>  | \$ 700                                 |
| <b>Project name</b>      |  |

### Section 1: Applicant Details

*Tell us about your organization/group*

|                              |  |
|------------------------------|--|
| Group's postal address       | c/- Kate Alexander                         |
|                              | 2565 Whangarei Heads Road, RD 4, Whangarei |
| Postcode                     | 0174                                       |
| Group's bank account name:   | Urquhart's Bay Association Inc             |
| Group's bank account number: | 115000 0918228 11 50                       |
| Group's GST number           | NA   |

Describe your group's purpose (e.g. "to provide mobility aids for the disabled in Northland")

To represent and connect the residents of Urquhart's Bay

Who are your group's main contact(s) for this funding application?

|                               |                      |
|-------------------------------|----------------------|
| <b>Primary contact's name</b> | Kate Alexander       |
| Position in group             | Secretary            |
| Email                         | pipibank@xtra.co.nz  |
| Daytime phone number(s)       | 0272692816           |
| <b>Second contact's name</b>  | Chris Wade           |
| Position in group             | Chairman             |
| Email                         | cwadewills@gmail.com |
| Daytime phone number(s)       | 0210671354           |

## Section 2: Eligibility

Have you received funding from Whangarei District Council in the last three years?

☐ No

☒ Yes – if yes, ensure you have completed your grant reports and have met your grant obligations.

Does your group have a legal status?

☒ Yes – please provide:

- Your incorporated society or charitable trust registration number: 963532
- A copy of your latest statement of financial performance
- Evidence of your bank account details.

☐ No\* – you will need to either:

- Gain legal status (see <http://www.societies.govt.nz/cms/customer-support/faqs>), or
- Apply under the umbrella of a group that does (refer below).

### \*Umbrella Group Guarantee

Applicants that are not a registered charitable trust or incorporated society must apply under an umbrella group that is.

An umbrella group knows the applicant well and is willing to vouch for them and their project, and are prepared to accept legal liability and responsibility.

Grants are paid to the umbrella group for disbursement to the applicant in accordance with the grant agreement.

If the grant conditions are not met, Council may request the grant monies to be returned and/or may place restrictions on granting funds to the applicant and the umbrella organisation in future.

The following section is to be completed by an authorised officer of the umbrella group.

|                          |  |
|--------------------------|--|
| Umbrella group name      |  |
| Society or trust number: |  |
| Contact person           |  |
| Email                    |  |
| Daytime phone number(s)  |  |
| GST number (or n/a)      |  |

I confirm that our organisation is willing to guarantee and receive any monies granted to:

Applicant organisation: .....

Project name: .....

Signature

Date

Please provide evidence of umbrella group's bank account details and a copy of the latest financial statements.

### Section 3: The Project

*Tell us what you want to do – Who, What, When, Where, Why, How*

Describe your project in terms of the following:

|                                       |  |
|---------------------------------------|--|
| Name of project                       | Representing and connecting Urquhart's Bay residents and rate payers |
| Amount requested                      | \$700  |
| When will this take place?            | 2019   |
| Where will this take place?           | Urquhart's Bay   |
| Who and how many people will benefit? | All residents and ratepayers of Urquhart's bay                       |

Ethnicities of likely beneficiaries of this project – *tick as appropriate and include a percentage estimate for each that you think will benefit from this project:*

|  |                                      |
|--|--------------------------------------|
| <input type="checkbox"/> NZ European                           | Estimate %:                          |
| <input type="checkbox"/> Maori                                 | Estimate %:                          |
| <input type="checkbox"/> Pacific Peoples                       | Estimate %:                          |
| <input type="checkbox"/> Other European                        | Estimate %:                          |
| <input type="checkbox"/> Asian                                 | Estimate %:                          |
| <input type="checkbox"/> Middle Eastern/Latin American/African | Estimate %:                          |
| <input type="checkbox"/> Other ethnicity                       | Please specify: _____<br>Estimate %: |

#### Area of work

To help us understand where support is being requested, please select which of the following relate most closely to your project.

- ☐ **Arts and Culture** – Projects and activities that facilitate education and enjoyment of the arts and of culture for the people of our District.
- ☐ **Heritage and Environment** – Projects and activities that preserve and promote the heritage of our District and that protect and enhance the environment in which we live.
- ☐ **Recreation and Sport** – Projects and activities that enable participation and engagement in recreation and sport for people in our district of all abilities, ages and life stages.
- ☐ **Community Connectedness and Wellbeing** – Projects and activities that strengthen community cohesion and connectedness in ways that cultivate healthy, happy and positive relationships across our District.

**Tell us** about your request in the following questions. Be succinct and clear.

**The Idea** – Briefly explain what it is that you want to do:

We organise two events annually in Urquhart's Bay to connect the people. In June we have our mid winter swim where approximately 40 people attend this year (numbers always depend on the weather!). We provide refreshments for attendees – Barbeque with hot and cold drinks and certificates for those who swim.

In January we have Bubbles on the beach where around 50 attend – this is a good networking event for those who only holiday in the bay where people get to meet their neighbours. Attendees are asked to dress formally and it is timed so the tide comes in early therefore people go home or on to other social occasions.

The Urquhart's Bay association email members with community notices at least 3 times a year. The committee meets 3 times a year or more when needed. A representative attends the NZ Refining Company Marsden Point Liaison committee meetings and reports back to the members.

This year the Association is in the process of funding a seat to be positioned at the top of the Home Bay Saddle on behalf of past and present members of the UBA. This can be used by anyone walking the Busby Head walk.

**The Need** – How do you know there is a need for your project, programme or service?

Often people don't get to meet their neighbours in the Bay – due to people working all week or others that only come to Urquharts in the weekends or just holidays. Anecdotally it has often been mentioned that although someone has been coming to the bay for 25years they had never met their neighbour 4 doors down....who has also been coming to the bay for 20 years.

**The Impact** – What difference will your project make?

We have a very connected community that is watching out for others in the Bay.

**Your Readiness** – What controls and checks do you have in place to manage the funding?

We have a committee of 6 elected by the members of the Urquhart's Bay Assn. We have two signatories. All spending is monitored by the committee and reported to the members at the AGM.

**Your Readiness** – How ready is your organisation to deliver the project, programme or service?

Our committee is always on the lookout for the Association to get involved in.

|   |
|---|
|   |
| <b>Collaboration – Who will you work with to deliver your project, programme or service?</b>  |
| We have worked with the Bream Head Conservation Trust, DOC and the supplier of the seat for Home Bay.                                     |
|   |
| <b>Your Approach – How will you demonstrate value for money and the impact of your work?</b>  |
| By the amount of participants at our events   |
| <b>Your Approach – How does your project, programme or service meet best practice and is it evidence based?</b>                           |
| An AGM is held Annually. Officers are elected, with a committee that meets at least 3 times per year. Minutes are taken for all meetings. |

## Section 4: Project Budget

Provide a full list of your project income, fundraising and expenses. If your budget is detailed, provide a summary below and attach your budget separately.

|  |                                     |  |
|--|-------------------------------------|--|
| Are you registered for GST?  | <input checked="" type="checkbox"/> | No – your budget figures must <u>include</u> GST where applicable  |
|  | <input type="checkbox"/>            | Yes – your budget figures must <u>exclude</u> GST where applicable |
| GST number   |                                     |  |
| <b>Project income</b> e.g. ticket sales 50 x \$10 = \$500.   | Amount                              |  |
|  | \$                                  |  |
|  | \$                                  |  |
|  | \$                                  |  |
|  | \$                                  |  |
| Total of other grants and donations  | \$                                  |  |
| Own contribution / fundraising   | \$                                  |  |
| <b>(A) Total income expected</b>   | \$                                  |  |
| <b>In-kind support – please list</b><br>e.g. volunteer numbers, estimated hours work, plus any donated materials, equipment  |                                     |  |
| <b>Volunteer Numbers:</b>  | <b>Estimated Hours Work:</b>        |  |
| 6 committee members  | 30                                  |  |
|  |                                     |  |
| <b>Total project costs</b><br>Include <u>all</u> your project costs. e.g. materials, venue hire, promotion, equipment hire, personnel costs. If you have quotes, please attach them. You may be requested to provide quotes as evidence of some costs. |                                     |  |
|  | \$                                  |  |
|  | \$                                  |  |
|  | \$                                  |  |
|  | \$                                  |  |
|  | \$                                  |  |
|  | \$                                  |  |
|  | \$                                  |  |
|  | \$                                  |  |
|  | \$                                  |  |
| <b>(B) Total expenses expected</b>   | \$                                  |  |
| <b>(C) Income less expenses</b>  | \$                                  |  |



## Section 5: Declaration

I undertake that I have obtained the consent of the group/organisation to make this application and provide these details.

I declare that the information supplied here is correct. If the application is successful, I/we agree to:


- provide a tax invoice to Whangarei District Council for the amount of the grant within one month of being advised of the grant for the event
- acknowledge Whangarei District Council in all publicity
- spend the grant on the purpose for which the application was made within 12 months of funding being approved
- return any unspent money to Whangarei District Council if the event is completed under budget
- meet any additional terms and conditions that may be set by the Community Funding Committee
- acknowledge that we will be liable to return any monies granted should any breach of the above conditions occur.

We will submit an Impact Report within two months of the completion of the project to Whangarei District Council attaching copies of all invoices and/or receipts accounting for the full amount of the grant. We understand that failure to do so will affect future funding applications.

We 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.

We understand that my name and/or the name of my group/organisation and brief details about the project/event may be released to the media or appear in publicity material.

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

|                   |   |
|-------------------|---|
| Name              | Kate Alexander  |
| Signature *       |  |
| Position in Group | Secretary   |
| Date              | 2/10/18.  |

\* We prefer to receive applications by email (send to [funding@wdc.govt.nz](mailto:funding@wdc.govt.nz)). To include your signature, print and sign this page then attach a scan or photo of it to your application email. Alternatively, you can post or deliver the printed form to us or pop in to sign it.

Final check – make sure you have:

- ☐ Checked that the budget balances and have accounted for GST
- ☐ Attached quotes where available
- ☒ Attached your group's (or the umbrella group's) bank account details e.g. Bank Deposit Slip
- ☒ Attached your group's (and the umbrella group's) most recent set of financial accounts  
in the AGM minutes.

Send your completed application with supporting documents to [funding@wdc.govt.nz](mailto:funding@wdc.govt.nz).

**UBA Financial report 2017**

|  |         |
|--|---------|
| Balance at 1st January 2017            | 1741.10 |
| Income (WDC grant & Interest received) | 701.91  |
| Expenditures                           | 675.05  |
| Hall hire                              | 20      |
| Bubbles at the beach                   | 59.95   |
| Midwinter swim                         | 95.10   |
| Kiwi signs                             | 500     |
| Closing Balance 31st December 2017     | 1767.96 |

**S**



**Urquhart's Bay Association AGM****Held on 7 January 2018 10.00am**

**Present:** Chris Wade, Kate Alexander, Marilyn Berry, Lynne Dyer, Julia Newland, Michelle Wilkinson, Val Wright, Jan and Keith Simes, Bill Hyslop, Fiona Bycroft, Lionel Sands, John McCullough, Fred Keating, Bruce Cartwright, Michael Donnelly, Diana Simon, Craig Liddell, Martin Hunt, John and Bev Scott.

**Apologies:** Katarina Moore, Karen Kiss, Bill Mallet, John Wright, Michael Jonas, John Wilkinson, Heather Hunt.

**Note** the passing of Len McCullough, and the 100<sup>th</sup> birthday of Robert McLaughlan

**Presidents report:** Chris discussed the "state of the bay"

**Minutes from last Meeting:** Passed that they were a true and correct version. Val, Marilyn

**Matters Arising:** Footpaths – Urquhart's Bay/Ocean Beach Road. Letters sent to Council, and letter of reply from council. Discussion re "what next". Discussed the one way situation along Urquhart's bay road.

**Correspondence:** WDC grant \$700 .

**Treasurers report:** Closing balance \$1767.96

**Election of officers:** Chris Wade - President, Kate Alexander - Secretary, Katarina Moore -Treasurer, Committee: Lynne Dyer, Bill Hyslop, Marilyn Berry, Fiona Bycroft

**Marsden Point Liaison Group:** Marilyn gave a report – re the dredging programme, refurbishment of gantries at Refinery, incidents that have occurred at Refinery, storm water runoff, pipeline incident and recovery (information on their facebook page). If any issues please phone the NRC Environmental hotline 0800 504639

**General:**

Letter to DOC regarding putting a seat up at the saddle overlooking Home Bay. DOC have approved conditionally. Jeff Pike to be asked to build the seat. Plaque to say from past and present residents of Urquhart's Bay. Approved.

Discussed the Council ban of overnight camping in the Urquhart's Bay carpark. Disappointment expressed regarding the ban. Suggested that we discuss this with WDC maybe banning just through the holiday period. We have a Public toilet facility it is a shame not to share what we have. Concerns about their laundry water etc running across the ground. Armour Guard seems to be the winner with the contract to police the sites. John Scott discussed the Camping Act that has been in place for some time but all Councils have struggled with this.

**Motion:** That UBA makes a submission to the council to revert back to previous rules with the exception of the date's between 15 Dec-1 Feb at which there will be no camping. Lionel Sands/Martin Hunt

Rubbish still an issue at the Wharf. Not sure what the answer is. UBA will pay for rubbish bags for Chris and others to pick up rubbish.

Martin has been in discussion with Northpower regarding underground lines from Lion View Road to the carpark. Fiona Bycroft reported that Northpower will be putting lines underground from Lion View to No 19.

Martin reported that the Kiwi population is booming. Bruce reported that he has had several dead birds appear on his property.

Whangarei Heads School Funky Fishing competition at Taurikura on the 17<sup>th</sup> March.

Lynne requesting that we ask WDC to put arrows on road by Manaia Club. Tourists coming out of carpark on wrong side of road.

Val Wright wanting either WDC to refurbish ramps or permission for locals to do so. Val will communicate with the council regards this.

Meeting closed 11.45am

## Community Funding Application Form

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Funding information and closing dates are at [www.wdc.govt.nz/funding](http://www.wdc.govt.nz/funding).

### Application summary

|                          |   |
|--------------------------|---|
| <b>Organisation name</b> | Waipu Riding Residents and Ratepayers Association |
| <b>Amount requested</b>  | \$ 500  |
| <b>Project name</b>      | Administration Grant for 2019                     |

### Section 1: Applicant Details

*Tell us about your organization/group*

|   |  |  |
|---|--|--|
| Group's postal address  | PO Box 96  |  |
|   | Waipu  |  |
| Postcode  | 0545   |  |
| Group's bank account name:  | For Waipu Riding Residents and Ratepayers Association Inc. |  |
| Group's bank account number:  | 06 0479 0006796  |  |
| Group's GST number  | None   |  |
| Describe your group's purpose (e.g. "to provide mobility aids for the disabled in Northland")   |  |  |
| To represent the Waipu community to the District and Regional Council, primarily through regular monthly meetings and occasional public meetings. |  |  |
| Who are your group's main contact(s) for this funding application?  |  |  |
| <b>Primary contact's name</b>   | Steve Goldthorpe   |  |
| Position in group   | Administrator  |  |
| Email   | Waipu.RRA@xtra.co.nz                                       |  |
| Daytime phone number(s)   | 09 432 0532  |  |
| <b>Second contact's name</b>  | Morris Somner  |  |
| Position in group   | Chairperson  |  |
| Email   | morrissomner10@gmail.com                                   |  |
| Daytime phone number(s)   | 09 432 0034  |  |



## Section 2: Eligibility

Have you received funding from Whangarei District Council in the last three years?

☐ Yes –

Does your group have a legal status?

☐ Yes – please provide:

- Your incorporated society or charitable trust registration number:
- A copy of your latest statement of financial performance
- Evidence of your bank account details.

Attached

## Section 3: The Project

*Tell us what you want to do – Who, What, When, Where, Why, How*

Describe your project in terms of the following:

|                                       |   |
|---------------------------------------|---|
| Name of project                       | Waipu Residents and Ratepayers Committee              |
| Amount requested                      | \$500   |
| When will this take place?            | Monthly on the last Wednesday of each month           |
| Where will this take place?           | St Peters Church Committee Room, 10 Nova Scotia Drive |
| Who and how many people will benefit? | The whole community of Waipu                          |

Ethnicities of likely beneficiaries of this project – *tick as appropriate and include a percentage estimate for each that you think will benefit from this project:*

|  |   |
|--|---|
| <input type="checkbox"/> Other ethnicity | WRRRA is an egalitarian, non-racist organisation serving all residents and ratepayers in Waipu regardless of ethnicity. For data please refer to the 2018 census. |
|--|---|

### Area of work

To help us understand where support is being requested, please select which of the following relate most closely to your project.

- ☐ **Community Connectedness and Wellbeing** – Projects and activities that strengthen community cohesion and connectedness in ways that cultivate healthy, happy and positive relationships across our District.



**Tell us** about your request in the following questions. Be succinct and clear.

**The Idea** – Briefly explain what it is that you want to do:

To represent the Waipu community to the District and Regional Council, primarily through regular monthly meetings and occasional public meetings.

**The Need** – How do you know there is a need for your project, programme or service?

We have provided a co-ordinated channel of communication from the people of Waipu to the District Council for the last 50 years

**The Impact** – What difference will your project make?

Our activities give the community a sense of connectedness to the district council

**Your Readiness** – What controls and checks do you have in place to manage the funding?

Monthly reporting to the committee

**Your Readiness** – How ready is your organisation to deliver the project, programme or service?

Regular organisational arrangements are in place

**Collaboration** – Who will you work with to deliver your project, programme or service?

Occasional collaboration with other RRA groups

**Your Approach** – How will you demonstrate value for money and the impact of your work?

Regular attendance of the committee meetings by a district councillor

**Your Approach** – How does your project, programme or service meet best practice and is it evidence based?

Monthly meetings are minuted.



## Section 4: Project Budget

Provide a full list of your project income, fundraising and expenses. If your budget is detailed, provide a summary below and attach your budget separately.

Are you registered for GST? ☐ No – your budget figures must include GST where applicable

See attached example of accounts for FY2017-18

\$

**Volunteer Numbers:**

**Estimated Hours Work:**

20 hours/month

## Section 5: Declaration

I undertake that I have obtained the consent of the group/organisation to make this application and provide these details.

I declare that the information supplied here is correct. If the application is successful, I/we agree to:


- provide a tax invoice to Whangarei District Council for the amount of the grant within one month of being advised of the grant for the event
- acknowledge Whangarei District Council in all publicity
- spend the grant on the purpose for which the application was made within 12 months of funding being approved
- return any unspent money to Whangarei District Council if the event is completed under budget
- meet any additional terms and conditions that may be set by the Community Funding Committee
- acknowledge that we will be liable to return any monies granted should any breach of the above conditions occur.

We will submit an Impact Report within two months of the completion of the project to Whangarei District Council attaching copies of all invoices and/or receipts accounting for the full amount of the grant. We understand that failure to do so will affect future funding applications.

We 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.

We understand that my name and/or the name of my group/organisation and brief details about the project/event may be released to the media or appear in publicity material.

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

|                   |  |
|-------------------|--|
| Name              | Waipu Riding Residents and Ratepayers Association                                    |
| Signature *       |  |
| Position in Group | Administrator  |
| Date              | 14th October 2018  |



\* We prefer to receive applications by email (send to [funding@wdc.govt.nz](mailto:funding@wdc.govt.nz)). To include your signature, print and sign this page then attach a scan or photo of it to your application email. Alternatively, you can post or deliver the printed form to us or pop in to sign it.

Send your completed application with supporting documents to [funding@wdc.govt.nz](mailto:funding@wdc.govt.nz).

Incorporated Society registration number; - 223321

|  |  | ANZ Bank New Zealand Limited   |  | Deposit   |  |
|--|--|--|--|---|--|
|  <p>Whangarei Branch<br/>16-20 Rathbone Street, Whangarei</p> |  | <p>Proceeds of cheques unavailable until cleared. ANZ does not receive deposits marked for specific application. ANZ is not responsible for delays in processing this deposit.</p> |  | <p>Date <input type="text"/></p>  |  |
| <p>Date <input type="text"/></p> <p>\$ <input type="text"/></p> <p>For credit of</p>   |  | <p>Teller's initials and stamp</p> <p>For credit of</p> <p>FOR WAIPU RIDING RESIDENTS AND RATEPAYERS ASSOCIATION INC *</p>   |  | <p>Notes <input type="text"/></p> <p>Coins <input type="text"/></p> <p>Sub Total Cash <input type="text"/></p> <p>Cheques as per reverse <input type="text"/></p> |  |
| <p>Teller</p> <p>Lodged in accordance with the conditions on deposit slip</p>  |  | <p>Paid in by (first and last name)</p>  |  | <p>\$ <input type="text"/></p>  |  |
| <p>⑈060479⑈ 0006796⑈00 ⑈ 50</p>  |  |  |  |   |  |



### Waipu Riding Residents and Ratepayers Association Incorporated

#### Statement of accounts for FY 2017-18 to 30th April 2018

| FY 2016-17       |  | Income   | FY 2017-18 |
|------------------|--|--|------------|
| \$65.00          |  | Subscriptions                                      | \$90.00    |
| \$6.99           |  | Interest   | \$8.01     |
| \$0.00           |  | WDC grants   | \$4,200.00 |
| \$71.99          |  | TOTAL  | \$4,298.01 |
|                  |  | <b>Expenditure</b>                                 |            |
| \$35.00          |  | Admin, grant application and printing              | \$234.00   |
|                  |  | WBPG Santa Parade grant                            | \$3,500.00 |
| \$45.00          |  | Advertising (BB News)                              | \$15.00    |
| \$180.00         |  | Venue Donation                                     | \$0.00     |
| \$260.00         |  | TOTAL  | \$3,749.00 |
| \$40.00          |  | Cash in hand at 30 <sup>th</sup> April 2018 (subs) | \$40.00    |
|                  |  | <b>Bank Reconciliation</b>                         |            |
| \$6,992.74       |  | Bank balance at 1 May 2017                         | \$6,814.73 |
| \$75.00          |  | Subs to bank                                       | \$90.00    |
| \$6.99           |  | Other bank income                                  | \$4,208.01 |
| \$260.00         |  | Bank expenditure                                   | \$3,749.00 |
| \$6,814.73       |  | Bank balance at 30 Apr 2018                        | \$7,363.74 |
| <b>-\$178.01</b> |  | Excess of income over expenditure                  | \$549.01   |

The Waipu Riding Residents and Ratepayers Association Incorporated has no physical assets

Steve Goldthorpe - WRRRA Administrator 24th September 2018



## Community Funding Application Form

If you need help to complete this application form or would like to discuss your application, please contact the Community Funding Officer well before the closing date of the round you are applying to. Call 09 430 4200 or email [funding@wdc.govt.nz](mailto:funding@wdc.govt.nz) to make an appointment.

Funding information and closing dates are at [www.wdc.govt.nz/funding](http://www.wdc.govt.nz/funding).

### Application summary

|                          |  |
|--------------------------|--|
| <b>Organisation name</b> | Whananaki Beach Residents & Ratepayers Assoc Inc |
| <b>Amount requested</b>  | \$ 700.00  |
| <b>Project name</b>      | Administration Grant                             |

### Section 1: Applicant Details

*Tell us about your organization/group*

|                              |  |
|------------------------------|--|
| Group's postal address       | P D C Whananaki                                  |
|                              | Whangarei  |
| Postcode                     | 0536   |
| Group's bank account name:   | Whananaki Beach Residents & Ratepayers Assoc Inc |
| Group's bank account number: | 11-5032-0042005-11                               |
| Group's GST number           | N/A  |

Describe your group's purpose (e.g. "to provide mobility aids for the disabled in Northland")

To work with the community for the community

Who are your group's main contact(s) for this funding application?

|                               |   |
|-------------------------------|---|
| <b>Primary contact's name</b> | Angela Hetherington   |
| Position in group             | Treasurer   |
| Email                         | beana2049@gmail.com   |
| Daytime phone number(s)       | 4337478   |
| <b>Second contact's name</b>  | Bruce Barron  |
| Position in group             | Chairperson   |
| Email                         | <a href="mailto:bruce.helen@campingholiday.co.nz">bruce.helen@camping holiday.co.nz</a> |
| Daytime phone number(s)       | 4338252   |

## Section 2: Eligibility

Have you received funding from Whangarei District Council in the last three years?

☐ No

**Yes** – if yes, ensure you have completed your grant reports and have met your grant obligations.

Does your group have a legal status?

**Yes** – please provide:

- Your incorporated society or charitable trust registration number:
- A copy of your latest statement of financial performance
- Evidence of your bank account details.

☐ No\* – you will need to either:

- Gain legal status (see <http://www.societies.govt.nz/cms/customer-support/faqs>), or
- Apply under the umbrella of a group that does (refer below).

### \*Umbrella Group Guarantee

Applicants that are not a registered charitable trust or incorporated society must apply under an umbrella group that is.

An umbrella group knows the applicant well and is willing to vouch for them and their project, and are prepared to accept legal liability and responsibility.

Grants are paid to the umbrella group for disbursement to the applicant in accordance with the grant agreement.

If the grant conditions are not met, Council may request the grant monies to be returned and/or may place restrictions on granting funds to the applicant and the umbrella organisation in future.

The following section is to be completed by an authorised officer of the umbrella group.

|                          |     |
|--------------------------|-----|
| Umbrella group name      | N/A |
| Society or trust number: |     |
| Contact person           |     |
| Email                    |     |
| Daytime phone number(s)  |     |
| GST number (or n/a)      |     |

I confirm that our organisation is willing to guarantee and receive any monies granted to:

Applicant organisation: .....N/A.....

Project name: .....

|           |     |
|-----------|-----|
| Signature | N/A |
| Date      |     |

Please provide evidence of umbrella group's bank account details and a copy of the latest financial statements.

### Section 3: The Project

*Tell us what you want to do – Who, What, When, Where, Why, How*

Describe your project in terms of the following:

|                                       |  |
|---------------------------------------|--|
| Name of project                       | Administration                             |
| Amount requested                      | \$700.00                                   |
| When will this take place?            | Throughout the year                        |
| Where will this take place?           | Whananaki                                  |
| Who and how many people will benefit? | Locals, bach owners, day trippers. 200-400 |

Ethnicities of likely beneficiaries of this project – *tick as appropriate and include a percentage estimate for each that you think will benefit from this project:*

|  |   |
|--|---|
| <input type="checkbox"/> <b>NZ European</b>                    | Estimate %:49                                   |
| <input type="checkbox"/> <b>Maori</b>                          | Estimate %:49                                   |
| <input type="checkbox"/> Pacific Peoples                       | Estimate %:                                     |
| <input type="checkbox"/> Other European                        | Estimate %:                                     |
| <input type="checkbox"/> Asian                                 | Estimate %:                                     |
| <input type="checkbox"/> Middle Eastern/Latin American/African | Estimate %:                                     |
| <input type="checkbox"/> <b>Other ethnicity</b>                | Please specify: <u>Multiple</u><br>Estimate %:2 |

#### Area of work

To help us understand where support is being requested, please select which of the following relate most closely to your project.

- ☐ Arts and Culture – Projects and activities that facilitate education and enjoyment of the arts and of culture for the people of our District.
- ☐ Heritage and Environment – Projects and activities that preserve and promote the heritage of our District and that protect and enhance the environment in which we live.
- ☐ Recreation and Sport – Projects and activities that enable participation and engagement in recreation and sport for people in our district of all abilities, ages and life stages.

**Community Connectedness and Wellbeing** – Projects and activities that strengthen community cohesion and connectedness in ways that cultivate healthy, happy and positive relationships across our District.

**Tell us** about your request in the following questions. Be succinct and clear.

**The Idea** – Briefly explain what it is that you want to do:

Advertising for events – ANZAC day, AGM, Xmas events, meetings  
 Replacement of 2 x notice boards and their maintenance  
 Postage of newsletters sent to members that are not on email  
 Creation of 'Welcome Pack' to new residents in the area

**The Need** – How do you know there is a need for your project, programme or service?

Some people disappointed they missed out on an event because they didn't know it was happening  
 Community feedback

**The Impact** – What difference will your project make?

Increased numbers at events  
 More awareness of what is happening in the area  
 More awareness of the work the WBRRA committee does

**Your Readiness** – What controls and checks do you have in place to manage the funding?

Monthly financial report presented and approved at monthly committee meetings.

Annual financial report presented and approved at AGM

All cheques send by 2 committee members

**Your Readiness** – How ready is your organisation to deliver the project, programme or service?

Very ready

**Collaboration** – Who will you work with to deliver your project, programme or service?

Committee and community members

**Your Approach** – How will you demonstrate value for money and the impact of your work?

Increase of people being aware of events, problems, achievements in the area

**Your Approach** – How does your project, programme or service meet best practice and is it evidence based?

N/A

## Section 4: Project Budget

Provide a full list of your project income, fundraising and expenses. If your budget is detailed, provide a summary below and attach your budget separately.

|  |                              |   |
|--|------------------------------|---|
| Are you registered for GST?  | <input type="checkbox"/>     | <b>No</b> – your budget figures must <u>include</u> GST where applicable  |
|  | <input type="checkbox"/>     | <b>Yes</b> – your budget figures must <u>exclude</u> GST where applicable |
| GST number   | N/A                          |   |
| <b>Project income</b> e.g. ticket sales 50 x \$10 = \$500.   | Amount                       |   |
|  | \$                           |   |
| WDC grant  | \$700.00                     |   |
|  | \$                           |   |
|  | \$                           |   |
| Total of other grants and donations  | \$                           |   |
| Own contribution / fundraising   | \$                           |   |
| <b>(A) Total income expected</b>   | \$700.00                     |   |
| <b>In-kind support – please list</b><br>e.g. volunteer numbers, estimated hours work, plus any donated materials, equipment  |                              |   |
| <b>Volunteer Numbers:</b>  | <b>Estimated Hours Work:</b> |   |
|  |                              |   |
|  |                              |   |
| <b>Total project costs</b><br>Include <u>all</u> your project costs. e.g. materials, venue hire, promotion, equipment hire, personnel costs. If you have quotes, please attach them. You may be requested to provide quotes as evidence of some costs. |                              |   |
|  | \$                           |   |
| Previous years expenditure on administrative type costs  | \$                           |   |
| 2016 = \$1277    2017 = \$680    2018 = \$804 (10 months)  | \$                           |   |
|  | \$                           |   |
|  | \$                           |   |
|  | \$                           |   |
|  | \$                           |   |
|  | \$                           |   |
|  | \$                           |   |
| <b>(B) Total expenses expected</b>   | \$                           |   |
| <b>(C) Income less expenses</b>  | \$                           |   |



## Section 5: Declaration

I undertake that I have obtained the consent of the group/organisation to make this application and provide these details.

I declare that the information supplied here is correct. If the application is successful, I/we agree to:


- provide a tax invoice to Whangarei District Council for the amount of the grant within one month of being advised of the grant for the event
- acknowledge Whangarei District Council in all publicity
- spend the grant on the purpose for which the application was made within 12 months of funding being approved
- return any unspent money to Whangarei District Council if the event is completed under budget
- meet any additional terms and conditions that may be set by the Community Funding Committee
- acknowledge that we will be liable to return any monies granted should any breach of the above conditions occur.

We will submit an Impact Report within two months of the completion of the project to Whangarei District Council attaching copies of all invoices and/or receipts accounting for the full amount of the grant. We understand that failure to do so will affect future funding applications.

We 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.

We understand that my name and/or the name of my group/organisation and brief details about the project/event may be released to the media or appear in publicity material.

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

|                   |   |
|-------------------|---|
| Name              | Angela Hetherington   |
| Signature *       |  |
| Position in Group | TREASURER   |
| Date              | 18/09/18  |

\* We prefer to receive applications by email (send to [funding@wdc.govt.nz](mailto:funding@wdc.govt.nz)). To include your signature, print and sign this page then attach a scan or photo of it to your application email. Alternatively, you can post or deliver the printed form to us or pop in to sign it.

**Final check – make sure you have:**

- ☐ Checked that the budget balances and have accounted for GST
- ☐ Attached quotes where available
- ☒ Attached your group's (or the umbrella group's) bank account details e.g. Bank Deposit Slip
- ☒ Attached your group's (and the umbrella group's) most recent set of financial accounts

Send your completed application with supporting documents to [funding@wdc.govt.nz](mailto:funding@wdc.govt.nz).

# Whananaki Beach Residents & Ratepayers Association Inc

## Statement of Income & Expenditure Year ended 30/09/2017

| <u>2016</u>                                  | <u>INCOME</u>                           | <u>2017</u>                                  |
|--|---|--|
| 700.00                                       | WDC Grant - Administration              | 700.00                                       |
| 1000.00                                      | WDC Grant - Mowing                      | 1000.00                                      |
| 2000.00                                      | WDC Grant - Public toilets              | 2000.00                                      |
| 3000.00                                      | WDC Grant - Community Hall              | 3000.00                                      |
| 1965.00                                      | Subs                                    | 1620.00                                      |
| 5192.40                                      | Donations                               | 5417.47                                      |
| 1295.00                                      | Hall Hire                               | 2102.00                                      |
| -  | Sports Day                              | 510.00                                       |
| 41.88  | Interest Earned                         | 19.82  |
| 764.77                                       | Library % insurance                     | 783.37                                       |
| 100.00                                       | Library % power                         | 100.00                                       |
| 1126.09                                      | Fire Force % insurance                  | 346.70                                       |
| 1650.00                                      | Collection for the Noser's              | -  |
| 1000.00                                      | WDC umbrella grant for "Surfing Mama's" | -  |
| -  | 'Poppy' sales                           | 145.00                                       |
| <u>19835.14</u>                              |   | <u>17744.36</u>                              |
|  | <u>EXPENSES</u>                         |  |
| 4308.41                                      | Insurance (see attached)                | 4408.96                                      |
| 187.01                                       | Part year public liability insurance    | -  |
| 930.44                                       | Power                                   | 1130.10                                      |
|  | Donations -                             |  |
| 231.30                                       | Airstrip committee                      | 160.00                                       |
| 50.00  | Whangarei Pipe Band                     | 50.00  |
| 100.00                                       | Helicopter Appeal                       | 100.00                                       |
| 140.66                                       | Sports Day                              | 497.66                                       |
| 2599.30                                      | Public Toilets                          | 2436.61                                      |
| 1000.00                                      | Mowing Hall & ESC                       | 1000.00                                      |
|  | Sundries -                              |  |
| 568.10                                       | Hall supplies & maintenance             | 322.67                                       |
| 280.62                                       | Photocopying & Stationery               | 175.58                                       |
| 89.47  | Advertising                             | 64.75  |
| 50.00  | Auditor's gift                          | -  |
| 454.25                                       | Community Signage                       | 764.75                                       |
| 6357.53                                      | Painting of hall exterior               | -  |
| 1000.00                                      | Transfer of "Surfing Mama's" grant      | -  |
| 1650.00                                      | Gift vouchers for the Noser's           | -  |
| 125.93                                       | ANZAC day expenses                      | 415.00                                       |
| 246.64                                       | Defibrillator box & break glass         | -  |
| 50.00  | Lock for donation box at DOC camp       | -  |
| 97.34  | Donation boxes                          | -  |
| 292.29                                       | Defibrillator batteries                 | -  |
| 100.00                                       | Forwarded sponsorship to school PTA     | -  |
|  | Duplicate keys                          | 25.80  |
|  | Viewing of CCTV footage                 | 97.75  |
|  | Hot water um for hall                   | 208.25                                       |
|  | Switchboard electrical certificate      | 99.99  |
|  | Gifts - G Martin, K Marks               | 105.79                                       |
|  | Laptop repairs/programme                | 340.63                                       |
| <u>20909.29</u>                              |   | <u>12404.29</u>                              |
| <b>2016 Excess exp over income \$1074.15</b> |   | <b>2017 Excess income over exp \$5340.07</b> |



## Community Funding Application Form

If you need help to complete this application form or would like to discuss your application, please contact the Community Funding Officer well before the closing date of the round you are applying to. Call 09 430 4200 or email [funding@wdc.govt.nz](mailto:funding@wdc.govt.nz) to make an appointment.

Funding information and closing dates are at [www.wdc.govt.nz/funding](http://www.wdc.govt.nz/funding).

### Application summary

|                          |   |
|--------------------------|---|
| <b>Organisation name</b> | Whangarei Heads Citizens Association Inc    |
| <b>Amount requested</b>  | \$ 700                                      |
| <b>Project name</b>      | Residents & ratepayers administration grant |

### Section 1: Applicant Details

*Tell us about your organization/group*

|  |                                      |  |
|--|--------------------------------------|--|
| Group's postal address   | c/- 46 Reotahi Road, RD 4, Whangarei |  |
| Postcode   | 0174                                 |  |
| Group's bank account name:   | Whangarei Heads Citizens Association |  |
| Group's bank account number:   | 12-3092-0063538-00                   |  |
| Group's GST number   | n/a                                  |  |
| Describe your group's purpose (e.g. "to provide mobility aids for the disabled in Northland")  |                                      |  |
| To promote, sponsor and support any movements pertaining to the development of the Whangarei Heads district and the provisions of civic rural and social amenities therein |                                      |  |
| Who are your group's main contact(s) for this funding application?   |                                      |  |
| <b>Primary contact's name</b>  | Logan Carter                         |  |
| Position in group  | secretary                            |  |
| Email  | secretary@whca.nz                    |  |
| Daytime phone number(s)  | 09 434 0853 or 027 292 2075          |  |
| <b>Second contact's name</b>   | Jim Maloney                          |  |
| Position in group  | treasurer                            |  |
| Email  | jrmaloney75@gmail.com                |  |
| Daytime phone number(s)  | 09 434 0047                          |  |

## Section 2: Eligibility

Have you received funding from Whangarei District Council in the last three years?

☐ No

✓ Yes – if yes, ensure you have completed your grant reports and have met your grant obligations.

Does your group have a legal status?

✓ Yes – please provide:

- Your incorporated society or charitable trust registration number: CC28725
- A copy of your latest statement of financial performance – see appendix A
- Evidence of your bank account details. – see appendix B

☐ No\* – you will need to either:

- Gain legal status (see <http://www.societies.govt.nz/cms/customer-support/faqs>), or
- Apply under the umbrella of a group that does (refer below).

### \*Umbrella Group Guarantee

Applicants that are not a registered charitable trust or incorporated society must apply under an umbrella group that is.

An umbrella group knows the applicant well and is willing to vouch for them and their project, and are prepared to accept legal liability and responsibility.

Grants are paid to the umbrella group for disbursement to the applicant in accordance with the grant agreement.

If the grant conditions are not met, Council may request the grant monies to be returned and/or may place restrictions on granting funds to the applicant and the umbrella organisation in future.

The following section is to be completed by an authorised officer of the umbrella group.

|                          |  |
|--------------------------|--|
| Umbrella group name      |  |
| Society or trust number: |  |
| Contact person           |  |
| Email                    |  |
| Daytime phone number(s)  |  |
| GST number (or n/a)      |  |

I confirm that our organisation is willing to guarantee and receive any monies granted to:

Applicant organisation: .....

Project name: .....

Signature

Date

Please provide evidence of umbrella group's bank account details and a copy of the latest financial statements.

### Section 3: The Project

*Tell us what you want to do – Who, What, When, Where, Why, How*

Describe your project in terms of the following:

|  |   |
|--|---|
| Name of project  | Residents & ratepayers administration grant |
| Amount requested   | \$700                                       |
| When will this take place?   |   |
| Where will this take place?  |   |
| Who and how many people will benefit?  |   |
| Ethnicities of likely beneficiaries of this project – <i>tick as appropriate and include a percentage estimate for each that you think will benefit from this project:</i> |   |
| <input type="checkbox"/> NZ European   | Estimate %:                                 |
| <input type="checkbox"/> Maori   | Estimate %:                                 |
| <input type="checkbox"/> Pacific Peoples   | Estimate %:                                 |
| <input type="checkbox"/> Other European  | Estimate %:                                 |
| <input type="checkbox"/> Asian   | Estimate %:                                 |
| <input type="checkbox"/> Middle Eastern/Latin American/African   | Estimate %:                                 |
| <input type="checkbox"/> Other ethnicity   | Please specify: _____<br>Estimate %:        |

#### Area of work

To help us understand where support is being requested, please select which of the following relate most closely to your project.

- ☐ **Arts and Culture** – Projects and activities that facilitate education and enjoyment of the arts and of culture for the people of our District.
- ☐ **Heritage and Environment** – Projects and activities that preserve and promote the heritage of our District and that protect and enhance the environment in which we live.
- ☐ **Recreation and Sport** – Projects and activities that enable participation and engagement in recreation and sport for people in our district of all abilities, ages and life stages.
- ☒ **Community Connectedness and Wellbeing** – Projects and activities that strengthen community cohesion and connectedness in ways that cultivate healthy, happy and positive relationships across our District.

**Tell us** about your request in the following questions. Be succinct and clear.

**The Idea** – Briefly explain what it is that you want to do:

Continue to publish the bi-monthly Whangarei Heads Newsletter  
 Support the development of the “McLeod Green”  
 Continue with the maintenance and administration of the McLeod Bay Hall  
 Administer sales of “True Tales of Whangarei Heads”  
 Communicate with the WDC on issues of community concern  
 Inform the community by sponsoring public meetings on relevant issues.

**The Need** – How do you know there is a need for your project, programme or service?

We have 123 paid up members.  
 The Whangarei Heads newsletter is a widely appreciated bi-monthly publication with 800 copies, paid for by advertising and distributed free of charge to those on the RD 4 route between Wharf Road and Ocean Beach.  
 The McLeod Bay hall continues to be a well used community facility.

**The Impact** – What difference will your project make?

The McLeod Bay hall provides a base for Weed Action Whangarei Heads, an indoor bowls group, a bridge club, the local girl guides and brownies. It is also a venue for various commercial activities, social gatherings and public meetings.

**Your Readiness** – What controls and checks do you have in place to manage the funding?

The WHCA uses MYOB essentials to manage our accounts. Our accounts are reviewed annually and are reported on the charities website.

**Your Readiness** – How ready is your organisation to deliver the project, programme or service?

We have an active committee which meets monthly – except in January.

**Collaboration – Who will you work with to deliver your project, programme or service?**

Interested members of the community

**Your Approach – How will you demonstrate value for money and the impact of your work?**

Continued support from the community by way of membership

Continued support from advertisers for the newsletter.

Maintaining patronage of the hall – aiming for the operating costs being met by hall usage charges.

**Your Approach – How does your project, programme or service meet best practice and is it evidence based?**

n/a

## Section 4: Project Budget

Provide a full list of your project income, fundraising and expenses. If your budget is detailed, provide a summary below and attach your budget separately.

|  |                              |  |
|--|------------------------------|--|
| Are you registered for GST?  | <input type="checkbox"/>     | No – your budget figures must <u>include</u> GST where applicable  |
|  | <input type="checkbox"/>     | Yes – your budget figures must <u>exclude</u> GST where applicable |
| GST number   |                              |  |
| <b>Project income</b> e.g. ticket sales 50 x \$10 = \$500.   | Amount                       |  |
|  | \$                           |  |
|  | \$                           |  |
|  | \$                           |  |
|  | \$                           |  |
| Total of other grants and donations  | \$                           |  |
| Own contribution / fundraising   | \$                           |  |
| <b>(A) Total income expected</b>   | \$                           |  |
| <b>In-kind support – please list</b><br>e.g. volunteer numbers, estimated hours work, plus any donated materials, equipment  |                              |  |
| <b>Volunteer Numbers:</b>  | <b>Estimated Hours Work:</b> |  |
|  |                              |  |
|  |                              |  |
| <b>Total project costs</b><br>Include <u>all</u> your project costs. e.g. materials, venue hire, promotion, equipment hire, personnel costs. If you have quotes, please attach them. You may be requested to provide quotes as evidence of some costs. |                              |  |
|  | \$                           |  |
|  | \$                           |  |
|  | \$                           |  |
|  | \$                           |  |
|  | \$                           |  |
|  | \$                           |  |
|  | \$                           |  |
|  | \$                           |  |
|  | \$                           |  |
| <b>(B) Total expenses expected</b>   | \$                           |  |
| <b>(C) Income less expenses</b>  | \$                           |  |

## Section 5: Declaration

I undertake that I have obtained the consent of the group/organisation to make this application and provide these details.

I declare that the information supplied here is correct. If the application is successful, I/we agree to:

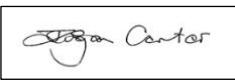
- provide a tax invoice to Whangarei District Council for the amount of the grant within one month of being advised of the grant for the event
- acknowledge Whangarei District Council in all publicity
- spend the grant on the purpose for which the application was made within 12 months of funding being approved
- return any unspent money to Whangarei District Council if the event is completed under budget
- meet any additional terms and conditions that may be set by the Community Funding Committee
- acknowledge that we will be liable to return any monies granted should any breach of the above conditions occur.

We will submit an Impact Report within two months of the completion of the project to Whangarei District Council attaching copies of all invoices and/or receipts accounting for the full amount of the grant. We understand that failure to do so will affect future funding applications.

We 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.

We understand that my name and/or the name of my group/organisation and brief details about the project/event may be released to the media or appear in publicity material.

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

|                   |   |
|-------------------|---|
| Name              | Logan Carter  |
| Signature *       |  |
| Position in Group | secretary   |
| Date              | 2/10/2018   |

\* We prefer to receive applications by email (send to [funding@wdc.govt.nz](mailto:funding@wdc.govt.nz)). To include your signature, print and sign this page then attach a scan or photo of it to your application email. Alternatively, you can post or deliver the printed form to us or pop in to sign it.

*Final check – make sure you have:*

- ☐ Checked that the budget balances and have accounted for GST
- ☐ Attached quotes where available
- ☐ Attached your group's (or the umbrella group's) bank account details e.g. Bank Deposit Slip
- ☐ Attached your group's (and the umbrella group's) most recent set of financial accounts

Send your completed application with supporting documents to [funding@wdc.govt.nz](mailto:funding@wdc.govt.nz).



Whangarei Heads Citizens  
Association Inc

Accrual mode

31 Dec 2017

Generated 22 Jan 2018

|                                     | Total          |
|-------------------------------------|----------------|
| <b>Assets</b>                       |                |
| <b>Current Assets</b>               |                |
| ASB Term Deposit                    | 10,212         |
| Accounts receivable                 | 1,049          |
| General Savings                     | 64             |
| General cheque                      | 22,086         |
| Newsletter Savings                  | 6,694          |
| Newsletter cheque                   | 18,461         |
| <b>Total Current Assets</b>         | <b>58,566</b>  |
| <b>Fixed Assets</b>                 |                |
| Building - McLeod Bay Hall          | 265,000        |
| Land - 5 Stuart road,<br>McLeod Bay | 160,000        |
| <b>Total Fixed Assets</b>           | <b>425,000</b> |
| <b>Total Assets</b>                 | <b>483,566</b> |
| <b>Liabilities</b>                  |                |
| <b>Current Liabilities</b>          |                |
| Accounts payable                    | 51             |
| <b>Total Current Liabilities</b>    | <b>51</b>      |
| <b>Long Term Liabilities</b>        |                |
| Project History fund                | 7,405          |
| <b>Total Long Term Liabilities</b>  | <b>7,405</b>   |
| <b>Total Liabilities</b>            | <b>7,456</b>   |
| <b>Net Assets</b>                   | <b>476,110</b> |
| <b>Equity</b>                       |                |
| Current year earnings               | 3,805          |
| Historical balancing                | 26,364         |
| Retained earnings                   | 20,941         |
| WHCA contributions                  | 425,000        |
| <b>Total Equity</b>                 | <b>476,110</b> |

29/01/2018

I have agreed these accounts with the records and supporting data available to me.  
in my opinion the accounts properly reflect the activities of Whangarei Heads  
Citizens Association Inc. the year ended 31<sup>st</sup> December 2017.

*Graeme Richards*  
Graeme Richards

## Profit and loss

## Whangarei Heads Citizens Association Inc

Accrual mode

01 Jan 2017 - 31 Dec 2017

Generated 22 Jan 2018

|  | Total         |                                  |              |
|--|---------------|----------------------------------|--------------|
| <b>Income</b>                                |               |                                  |              |
| Donations - AED                              | 1,152         |                                  |              |
| Donations - McLeod Bay Green                 | 500           |                                  |              |
| Donations - all other                        | 635           |                                  |              |
| Donations from Members                       | 85            |                                  |              |
| Fundraising                                  | 500           |                                  |              |
| Grants                                       | 4,060         |                                  |              |
| Hall Hire other users                        | 1,840         |                                  |              |
| Hall Hire - Bond                             | 250           |                                  |              |
| Hall Hire regular users                      | 4,358         |                                  |              |
| Hall miscellaneous equip hire                | 50            |                                  |              |
| Interest received                            | 218           |                                  |              |
| Membership Subscriptions                     | 565           |                                  |              |
| Newsletter - 52 interest received 01 account | 3             |                                  |              |
| Newsletter advertising                       | 18,882        |                                  |              |
| Newsletter subscription                      | 566           |                                  |              |
| WHCA events                                  | 1,424         |                                  |              |
| <b>Total Income</b>                          | <b>35,088</b> |                                  |              |
| <b>Less Cost of Sales</b>                    |               |                                  |              |
| Fundraising                                  | 30            |                                  | <b>Total</b> |
| Hall Cleaning                                | 1,974         | <b>Gross Profit</b>              | <b>4,779</b> |
| Hall Insurance                               | 1,546         |                                  |              |
| Hall Lawns                                   | 680           | <b>Less Expenses</b>             |              |
| Hall Miscellaneous                           | 702           | Discounts given                  | 482          |
| Hall Power                                   | 1,057         | Donations to local organisations | 55           |
| Hall R&M                                     | 8,369         | Miscellaneous Expenses           | 24           |
| Hall Rates                                   | 343           | admin & stationery               | 362          |
| Hall Water                                   | 187           | charities commission fees        | 51           |
| Newsletter admin & stationery                | 146           | <b>Total Expenses</b>            | <b>974</b>   |
| Newsletter distribution                      | 1,099         |                                  |              |
| Newsletter printing                          | 13,366        | <b>Operating Profit</b>          | <b>3,805</b> |
| WHCA Events                                  | 811           |                                  |              |
| <b>Total Cost of Sales</b>                   | <b>30,309</b> | <b>Net Profit</b>                | <b>3,805</b> |

## Income and Expenses

### Whangarei Heads Citizens Association Inc

Accrual mode

01 Jan 2017 - 31 Dec 2017

|  | Total           |                |
|--|-----------------|----------------|
| <b>WHCA Income</b>                     |                 |                |
| Hall Hire                              | \$6,498         |                |
| Newsletter advertising & subscriptions | \$19,448        |                |
| WHCA Fundraising & events              | \$1,924         |                |
| Donations                              | \$2,372         |                |
| Grants                                 | \$4,060         |                |
| Bank Interest                          | \$221           |                |
| WHCA Members Subscriptions             | \$565           |                |
| <b>Total Income</b>                    | <b>\$35,088</b> |                |
| <b>WHCA Expenses</b>                   |                 |                |
| Hall operating costs                   | \$6,489         |                |
| Hall Repairs & Maint                   | \$8,369         |                |
| Newsletter production & distribution   | \$15,093        |                |
| WHCA fundraising & Events.             | \$841           |                |
| Misc                                   | \$79            |                |
| Admin                                  | \$413           |                |
| <b>Total Expenses</b>                  | <b>\$31,283</b> |                |
| <b>WHCA Net revenue</b>                |                 | <b>\$3,805</b> |



**WHANGAREI**  
DISTRICT COUNCIL

## Community Funding Application Form

If you need help to complete this application form or would like to discuss your application, please contact the Community Funding Officer well before the closing date of the round you are applying to. Call 09 430 4200 or email [funding@wdc.govt.nz](mailto:funding@wdc.govt.nz) to make an appointment.

Funding information and closing dates are at [www.wdc.govt.nz/funding](http://www.wdc.govt.nz/funding).

### Application summary

|                          |  |
|--------------------------|--|
| <b>Organisation name</b> | Whangaruru Coastal Community & Sports Assn. Inc. |
| <b>Amount requested</b>  | \$ 700.00  |
| <b>Project name</b>      | Residents & Ratepayers Grant                     |

### Section 1: Applicant Details

*Tell us about your organization/group*

|                              |  |
|------------------------------|--|
| Group's postal address       | P. O. Box 10155  |
|                              | Te Mai WHANGAREI   |
| Postcode                     | 0143   |
| Group's bank account name:   | Whangaruru Community and Sports Association Incorporated |
| Group's bank account number: | 123115 0037579 00  |
| Group's GST number           | 79-840-246   |

Describe your group's purpose(e.g. "to provide mobility aids for the disabled in Northland")

The WCCSA is the voice for the community advocating local issues of importance to the Community by liaising with the WDC, NRC, DoC and other organisations.

Who are your group's main contact(s) for this funding application?

|                               |  |
|-------------------------------|--|
| <b>Primary contact's name</b> | Graeme Haydon  |
| Position in group             | Secretary  |
| Email                         | <a href="mailto:g.haydon@xtra.co.nz">g.haydon@xtra.co.nz</a> |
| Daytime phone number(s)       | 09 4387121 / 09 4336852                                      |
| <b>Second contact's name</b>  | Peter Gubb   |
| Position in group             | Chairperson  |
| Email                         | <a href="mailto:pmgubb@xtra.co.nz">pmgubb@xtra.co.nz</a>     |
| Daytime phone number(s)       | 09 4380248   |

**Section 2: Eligibility**

Have you received funding from Whangarei District Council in the last three years?

- ☐ No
- ☒ Yes – if yes, ensure you have completed your grant reports and have met your grant obligations.

Does your group have a legal status?

- ☒ Yes – please provide:
- Your incorporated society or charitable trust registration number: CC46981
  - A copy of your latest statement of financial performance
  - Evidence of your bank account details.
- ☐ No\* – you will need to either:
- Gain legal status (see <http://www.societies.govt.nz/cms/customer-support/faqs>), or
  - Apply under the umbrella of a group that does (refer below).

**\*Umbrella Group Guarantee**

Applicants that are not a registered charitable trust or incorporated society must apply under an umbrella group that is.

An umbrella group knows the applicant well and is willing to vouch for them and their project, and are prepared to accept legal liability and responsibility.

Grants are paid to the umbrella group for disbursement to the applicant in accordance with the grant agreement.

If the grant conditions are not met, Council may request the grant monies to be returned and/or may place restrictions on granting funds to the applicant and the umbrella organisation in future.

The following section is to be completed by an authorised officer of the umbrella group.

|                          |  |
|--------------------------|--|
| Umbrella group name      |  |
| Society or trust number: |  |
| Contact person           |  |
| Email                    |  |
| Daytime phone number(s)  |  |
| GST number (or n/a)      |  |

I confirm that our organisation is willing to guarantee and receive any monies granted to:

Applicant organisation: .....

Project name: .....

Signature

Date

Please provide evidence of umbrella group's bank account details and a copy of the latest financial statements.

**Section 3: The Project**

*Tell us what you want to do – Who, What, When, Where, Why, How*

Describe your project in terms of the following:

|                                       |   |
|---------------------------------------|---|
| Name of project                       | Residents and Ratepayers Grant                            |
| Amount requested                      | \$700.00  |
| When will this take place?            | 2018  |
| Where will this take place?           | Whangaruru  |
| Who and how many people will benefit? | All residents and property owners in the Whangaruru area. |

Ethnicities of likely beneficiaries of this project – *tick as appropriate and include a percentage estimate for each that you think will benefit from this project:*

|  |  |
|--|--|
| <input type="checkbox"/> NZ European                           | Estimate %:47 ( N.B. These figures obtained from the 2013 census for the |
| <input type="checkbox"/> Maori                                 | Estimate %:47 Kirpaka block with the estimates of NZ European & Maori    |
| <input type="checkbox"/> Pacific Peoples                       | Estimate %:2.9 adjusted for Whangaruru which is to the north of the      |
| <input type="checkbox"/> Other European                        | Estimate %:2 block.)   |
| <input type="checkbox"/> Asian                                 | Estimate %:1   |
| <input type="checkbox"/> Middle Eastern/Latin American/African | Estimate %:0.1   |
| <input type="checkbox"/> Other ethnicity                       | Please specify: _____<br>Estimate %:                                     |

**Area of work**

To help us understand where support is being requested, please select which of the following relate most closely to your project.

- ☐ **Arts and Culture** – Projects and activities that facilitate education and enjoyment of the arts and of culture for the people of our District.
- ☐ **Heritage and Environment** – Projects and activities that preserve and promote the heritage of our District and that protect and enhance the environment in which we live.
- ☒ **Recreation and Sport** – Projects and activities that enable participation and engagement in recreation and sport for people in our district of all abilities, ages and life stages.
- ☒ **Community Connectedness and Wellbeing** – Projects and activities that strengthen community cohesion and connectedness in ways that cultivate healthy, happy and positive relationships across our District.

**Tell us about your request in the following questions. Be succinct and clear.**

**The Idea – Briefly explain what it is that you want to do:**

A The WCCSA represent all Iwi, property owners and residents in the Whangaruru Area (Taupiri Bay to Mimiwhangata) by having representatives from the 3 local Rate payers groups and Nga Marae o Whangaruru. an organisation made up of the 6 Marae in the area. There are also 2 locally elected representatives on the committee.

The WCCSA is the voice for the community advocating local issues of importance.

**The Need – How do you know there is a need for your project, programme or service?**

Our association with the Marae and the Ratepayer groups puts the WCCSA in a unique position to advocate on issues which affect all those living in the area. Issues in past years have included, roading and transportation issues, flooding at Punaruku, cattle wandering the road, and having clean waterways. We submitted on these issues and others in the LTP and will continue advocating on these and, any other issues which may arise, with Council. Developing Wetlands and Dune reclamation in Whangaruru have been brought to our attention and we are working with other groups on these issues.

There is also a need within Whangaruru to have a Community Hub for sporting, cultural and other recreational events. This has been brought to Councils attention in the past and has received support from Council. We now well on the way to achieving this.

**The Impact –What difference will your project make?**

By bringing these issues to the attention of the local Councils, issues concerning the Community can be dealt with rather than being allowed to "simmer". Dealing with such issues will not only improve conditions in the area but also benefit all members. Solving such issues has been found to bring cohesiveness between the different groups in the area.

**Your Readiness –What controls and checks do you have in place to manage the funding?**

The WCCSA depends on this grant for general administrative expenses and for communicating with the Community. The committee approves all funding expenses and the finances are audited each year. All payments need two signatories. The financial performance each year is audited and is scrutinised at the annual AGM.



**Your Readiness** –How ready is your organisation to deliver the project, programme or service?

The WCCSA was first set up in 2005 as the WCCG at the request of the local Marae in consultation with the rate payer groups. The WCCG merged with the WCST in 2013 and formed the WCCSA. The organisation has a strong committee made up of committed and effective people from the different groups in the area, their aim to do their best for Whangaruru.

**Collaboration** –Who will you work with to deliver your project, programme or service?

The WCCSA committee collaborates and works closely with its stake holders, being Teal Bay Ratepayers, Whangaruru South Residents and Ratepayers, Whangaruru North Residents and Ratepayers and Nga Marae o Whangaruru which includes Tuparehuia, Ngatiwai, Punaruku, Reti, Oakura, and Mokau Marae.

To achieve a resolution to issues brought to our attention, the relevant organisation, WDC, NRC, DoC and / or other organisations will be approached to find a solution to the problem. The Committee is also working with the local school to help them achieve their goal of building a swimming pool. They have discovered that many in the area can't swim and feel that it is essential that the young learn to swim.

**Your Approach** –How will you demonstrate value for money and the impact of your work?

The Committee communicates with its stake holders by sending out the meeting minutes monthly which details actions that have been taken and what is proposed. In addition reports of our actions are published in the local magazine/newsletter *The Pothole*. Contact addresses are published monthly in this newsletter and community members are encouraged to approach any committee member with issues that concern them. They are also encouraged to attend our AGM. Last year's AGM was held 14 November 2017, (copy sent to Council with the last years application). This year's AGM is scheduled for the 10 November 2018.

**Your Approach** –How does your project, programme or service meet best practice and is it evidence based?

Communication, strong committee structure and community involvement are all part of our ethos. The committee's actions, general performance and, our financial performance, which is audited, is scrutinized by the community at the AGM.



### Section 5: Declaration

I undertake that I have obtained the consent of the group/organisation to make this application and provide these details.

I declare that the information supplied here is correct. If the application is successful, I/we agree to:


- provide a tax invoice to Whangarei District Council for the amount of the grant within one month of being advised of the grant for the event
- acknowledge Whangarei District Council in all publicity
- spend the grant on the purpose for which the application was made within 12 months of funding being approved
- return any unspent money to Whangarei District Council if the event is completed under budget
- meet any additional terms and conditions that may be set by the Community Funding Committee
- acknowledge that we will be liable to return any monies granted should any breach of the above conditions occur.

We will submit an Impact Report within two months of the completion of the project to Whangarei District Council attaching copies of all invoices and/or receipts accounting for the full amount of the grant. We understand that failure to do so will affect future funding applications.

We 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.

We understand that my name and/or the name of my group/organisation and brief details about the project/event may be released to the media or appear in publicity material.

We are aware that we 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 *       |  |
| Position in Group | Secretary   |
| Date              | 01.10.18  |

\* We prefer to receive applications by email (send to [funding@wdc.govt.nz](mailto:funding@wdc.govt.nz)). To include your signature, print and sign this page then attach a scan or photo of it to your application email. Alternatively, you can post or deliver the printed form to us or pop in to sign it.

Final check – make sure you have:

- ☐ Checked that the budget balances and have accounted for GST *NA*
- ☐ Attached quotes where available *NA*
- ☒ Attached your group's (or the umbrella group's) bank account details e.g. Bank Deposit Slip
- ☒ Attached your group's (and the umbrella group's) most recent set of financial accounts

Send your completed application with supporting documents to [funding@wdc.govt.nz](mailto:funding@wdc.govt.nz).

**Whangaruru Coastal Community & Sports  
Association Incorporated**

**FINANCIAL STATEMENTS  
and  
AUDIT REPORT**

*for the year ended  
31 March 2018*

**Whangaruru Coastal Community & Sports Association Incorporated****FINANCIAL STATEMENTS***for the year ended 31 March 2018*

|                                      | <b>Page</b> |
|--------------------------------------|-------------|
| Statement of Financial Performance   | 3           |
| Statement of Financial Position      | 4           |
| Fixed Assets / Depreciation Schedule | 5           |
| Accounting Policies                  | 6           |
| Audit Report                         | 7, 8        |

# Whangaruru Coastal Community & Sports Association Incorporated

## Statement of Financial Position (Balance Sheet)

as at  
31 March 2018

|                                | <u>\$</u><br><u>2018</u> | <u>\$</u><br><u>2017</u> |
|--------------------------------|--------------------------|--------------------------|
| <b>CURRENT ASSETS</b>          |                          |                          |
| Bank ~ ASB Society Cheque ~ 00 | 5,673                    | 9,559                    |
| Bank ~ ASB Accelerator ~ 50    | 1,742                    | 1,742                    |
| GST Receivable                 | 36                       | ---                      |
|                                | 7,451                    | 11,301                   |
| <b>NON-CURRENT ASSETS</b>      |                          |                          |
| Fixed Assets                   | 13,184                   | 13,856                   |
| Whangaruru Hub Project         | 30,953                   | ---                      |
| Total Assets                   | 51,588                   | 25,157                   |
| <b>LIABILITIES</b>             |                          |                          |
| Accounts Payable               | 160                      | 2,792                    |
| GST Payable                    | ---                      | 81                       |
| Total Liabilities              | 160                      | 2,873                    |
| <b>NET ASSETS</b>              | <b>\$51,428</b>          | <b>\$22,284</b>          |
| Represented by:                |                          |                          |
| <b>EQUITY:</b>                 |                          |                          |
| Opening Balance                | 22,284                   | 19,264                   |
| Surplus / (Deficit)            | 29,144                   | 3,020                    |
| <b>TOTAL EQUITY</b>            | <b>\$51,428</b>          | <b>\$22,284</b>          |

# Whangaruru Coastal Community & Sports Association Incorporated

## Statement of Financial Performance (Profit & Loss / Income Statement)

for the year ended  
31 March 2018

|   | <u>\$</u><br><u>2018</u> | <u>\$</u><br><u>2017</u> |
|---|--------------------------|--------------------------|
| <b>Income</b>                                   |                          |                          |
| Donations                                       | ---                      | 500                      |
| Grant ~ Hub Centre ~ Whangarei District Council | 30953                    | 10048                    |
| Interest Received                               | 1                        | 3                        |
| <b>TOTAL INCOME</b>                             | <b>30954</b>             | <b>10551</b>             |
| <b>Expenditure</b>                              |                          |                          |
| Advertising                                     | ---                      | 416                      |
| Annual Return                                   | 44                       | ---                      |
| Audit Fee                                       | 160                      | ---                      |
| Depreciation                                    | 672                      | 712                      |
| Insurance                                       | 366                      | ---                      |
| Power   | 568                      | 499                      |
| Project ~ Power Supply                          | ---                      | 5904                     |
| <b>TOTAL EXPENDITURE</b>                        | <b>1810</b>              | <b>7531</b>              |
| <b>Surplus / (Deficit)</b>                      | <b>\$29,144</b>          | <b>\$3,020</b>           |



**Whangaruru Coastal Community & Sports Association Incorporated**

**Fixed Assets / Depreciation Schedule and details about the Hub Centre Project for the financial year ended 31 March 2018**

| Asset                                    | Cost Price    | BV 1.4.17     | Addns/Disp | Months                    | Depn Rate        | Depn        | Accum Depn     | BV 31.3.18    |
|--|---------------|---------------|------------|---------------------------|------------------|-------------|----------------|---------------|
| <b>Buildings</b>                         |               |               |            |                           |                  |             |                |               |
| Portacom Ablution Block                  | 10,000        | 6,908         | ---        | 12                        | 2 % SL           | 200         | 3,292          | 6,708         |
| Portacom Toilet Block                    | 2,834         | 2,060         | ---        | 12                        | 2 % SL           | 57          | 831            | 2,003         |
| <b>Total Buildings</b>                   | <b>12,834</b> | <b>8,968</b>  | <b>---</b> |                           |                  | <b>257</b>  | <b>4,123</b>   | <b>8,711</b>  |
| <b>Plant and Equipment</b>               |               |               |            |                           |                  |             |                |               |
| Banner                                   | 230           | 34            | ---        | 12                        | 20% DV           | 7           | 203            | 27            |
| <b>Building Improvements</b>             |               |               |            |                           |                  |             |                |               |
| Power Supply                             | 800           | 350           | ---        | 12                        | 8 % DV           | 28          | 478            | 322           |
| Builders Pole                            | 200           | 86            | ---        | 12                        | 8 % DV           | 7           | 121            | 79            |
| Steel Light Standards                    | 3,000         | 1,309         | ---        | 12                        | 8 % DV           | 105         | 1,796          | 1,204         |
| Phillips Flood Lights (x 7)              | 3,500         | 1,281         | ---        | 12                        | 6.7 % DV         | 86          | 2,305          | 1,195         |
| Staging Unit                             | 1,300         | 475           | ---        | 12                        | 10 % DV          | 48          | 873            | 428           |
| Wooden Poles                             | 1,700         | 623           | ---        | 12                        | 10 % DV          | 62          | 1,139          | 561           |
| <b>Total Building Improvements</b>       | <b>10,500</b> | <b>4,124</b>  | <b>---</b> |                           |                  | <b>335</b>  | <b>6,711</b>   | <b>3,789</b>  |
| <b>Leasehold Land Improvements</b>       |               |               |            |                           |                  |             |                |               |
| Culvert                                  | 727           | 411           | ---        | 12                        | 10 % DV          | 41          | 357            | 370           |
| Fencing                                  | 545           | 319           | ---        | 12                        | 10 % DV          | 32          | 258            | 287           |
| <b>Total Leasehold Land Improvements</b> | <b>1,272</b>  | <b>730</b>    | <b>---</b> |                           |                  | <b>73</b>   | <b>615</b>     | <b>657</b>    |
| <b>TOTAL</b>                             | <b>24,836</b> | <b>13,856</b> | <b>---</b> |                           |                  | <b>672</b>  | <b>11,652</b>  | <b>13,184</b> |
| <b>Hub Centre Project</b>                |               |               |            |                           |                  |             |                |               |
| Architectural & Design                   | 18672.50      | Fire Report   | 5581.90    | Meetings & Correspondence | Power & Drilling | Storm Water | Other / Sundry | Total         |
|  |               | 1800          | 5581.90    | 2861.64                   | 1410             | 627         | ---            | 30953.04      |

## Whangaruru Coastal Community & Sports Association Incorporated

### Accounting policies forming part of the financial statements for the year ended 31 March 2018

#### 1 Summary of Significant Accounting Policies

The financial statements presented here are for the reporting entity  
Whangaruru Coastal Community & Sports Association Incorporated

The entity is a qualifying one within the New Zealand Differential Reporting Framework. It is not publicly accountable and does not fall within the definition of a large entity. The entity has taken advantage of all differential reporting concessions available to it.

#### 2 Measurement Base

The measurement base adopted in the preparation of these financial statements is historical cost.

#### 3 Taxation

No income tax liability has been provided for as the entity, being a charitable organisation, is exempt in terms of Section CW41 of the Income Tax Act 2007.

#### 4 Operating Revenue

Other than interest received, revenue represents that earned from the rendering of services, net of returns, trade allowances, duties and taxes paid, if any.

#### 5 Goods and Services Tax (GST)

The entity is registered for GST. All income statement components are stated exclusive of GST.

#### 6 Contingent Liabilities

There are no known contingent liabilities as at balance sheet date.

#### 7 Change in Accounting Policies

There have been no changes in Accounting Policies.

## Whangaruru Coastal Community & Sports Association Incorporated

INDEPENDENT AUDIT REPORT to readers of the financial statements  
for the year ended 31 March 2018

### AUDIT REPORT ON THE FINANCIAL STATEMENTS ~ Page 1 of 2

I have audited the financial statements of the abovementioned entity, which comprise the statement of financial performance for the year, a statement of financial position at year end with movements in Equity for the year together with the accounting policies and a cash flow statement.

### TRUSTEE'S RESPONSIBILITY FOR FINANCIAL STATEMENTS

The trustees are responsible for the preparation and fair presentation of these financial statements in accordance with Generally Accepted Accounting Practise (GAAP) in New Zealand and for such internal control the trustees consider necessary to enable the proper preparation of the financial statements that are free from material misstatement, whether due to fraud or error.

### AUDITOR'S RESPONSIBILITY

My responsibility is to express an opinion on these financial statements based on my audit. I conducted my audit in accordance with New Zealand standards on auditing. These standards require that I comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain (audit) evidence about material amounts and disclosures. Procedures selected depend on judgement, that include the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purposes of expressing an opinion on the effectiveness of the entity's internal control. An audit also include evaluating the appropriateness of accounting estimates, as well as evaluating the overall presentation of the financial statements.



**Whangaruru Coastal Community & Sports  
Association Incorporated**

**INDEPENDENT AUDIT REPORT - CONTINUED**  
to readers of the financial statements  
for the year ended 31 March 2018

**AUDIT REPORT ON THE FINANCIAL STATEMENTS - Page 2 of 2**

**AUDITOR'S RESPONSIBILITY**

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

Other than in my capacity as auditor, I have no relationship or interests whatsoever, either directly or indirectly, in the entity I am reporting on.

**OPINION**

In my opinion, the financial statements present fairly, in all material respects, the statement of financial position at year end and its financial performance for the year then ended in accordance with Generally Accepted Accounting Practice in New Zealand.

**USE**

The report is made solely to the reporting entity and its beneficiaries as a body and for no other purpose.

*MDBez*

Michiel D Bezuidenhout  
B Com, LL B, MBA  
Independent Auditor  
April 2018



## Community Funding Application Form

If you need help to complete this application form or would like to discuss your application, please contact the Community Funding Officer well before the closing date of the round you are applying to. Call 09 430 4200 or email [funding@wdc.govt.nz](mailto:funding@wdc.govt.nz) to make an appointment.

Funding information and closing dates are at [www.wdc.govt.nz/funding](http://www.wdc.govt.nz/funding).

### Application summary

|                          |  |
|--------------------------|--|
| <b>Organisation name</b> | Whangaruru Residents and Ratepayers Association Inc. |
| <b>Amount requested</b>  | \$ 700   |
| <b>Project name</b>      | Residents & Ratepayers Administration Fund           |

### Section 1: Applicant Details

*Tell us about your organization/group*

|                              |                    |          |
|------------------------------|--------------------|----------|
| Group's postal address       | PO Box 1368        |          |
|                              | Shortland Street   |          |
| Postcode                     | 1140               | Auckland |
| Group's bank account name:   | ASB Whangarei      |          |
| Group's bank account number: | 12-3101-0096762-00 |          |
| Group's GST number           | N/A                |          |

Describe your group's purpose (e.g. "to provide mobility aids for the disabled in Northland")

The objectives of the Association are:

Community Interest: To promote and enhance the interests of the people of Whangaruru North and the environment in which they live; to promote the interests of its Members collectively and to promote development of the community.

Representing Members opinions: To make representations on behalf of its Members to any local body, authority or representative on matters affecting the Members and community of Whangaruru North.

Who are your group's main contact(s) for this funding application?

|                               |  |
|-------------------------------|--|
| <b>Primary contact's name</b> | Serena Turnock   |
| Position in group             | Treasurer  |
| Email                         | <a href="mailto:turnocks@xtra.co.nz">turnocks@xtra.co.nz</a> |
| Daytime phone number(s)       | 027 5472 264   |



|                              |                      |
|------------------------------|----------------------|
| <b>Second contact's name</b> | Jude Thompson        |
| Position in group            | Chairperson          |
| Email                        | judeandtai@gmail.com |
| Daytime phone number(s)      | 021 445 504          |

## Section 2: Eligibility

Have you received funding from Whangarei District Council in the last three years?

☐ No

☒ Yes – if yes, ensure you have completed your grant reports and have met your grant obligations.

Does your group have a legal status?

☒ Yes – please provide:

- Your incorporated society or charitable trust registration number:
  - Certificate of Incorporation – 878147.
  - Certificate of Registration Charities Commission – CC46818
- A copy of your latest statement of financial performance
- Evidence of your bank account details.

☐ No\* – you will need to either:

- Gain legal status (see <http://www.societies.govt.nz/cms/customer-support/faqs>), or
- Apply under the umbrella of a group that does (refer below).

### \*Umbrella Group Guarantee

Applicants that are not a registered charitable trust or incorporated society must apply under an umbrella group that is.

An umbrella group knows the applicant well and is willing to vouch for them and their project, and are prepared to accept legal liability and responsibility.

Grants are paid to the umbrella group for disbursement to the applicant in accordance with the grant agreement.

If the grant conditions are not met, Council may request the grant monies to be returned and/or may place restrictions on granting funds to the applicant and the umbrella organisation in future.

The following section is to be completed by an authorised officer of the umbrella group.

|   |  |
|---|--|
| Umbrella group name   |  |
| Society or trust number:  |  |
| Contact person  |  |
| Email   |  |
| Daytime phone number(s)   |  |
| GST number (or n/a)   |  |
| I confirm that our organisation is willing to guarantee and receive any monies granted to:                      |  |
| Applicant organisation: .....   |  |
| Project name: .....   |  |
| Signature   |  |
| Date  |  |
| Please provide evidence of umbrella group's bank account details and a copy of the latest financial statements. |  |

### Section 3: The Project

*Tell us what you want to do – Who, What, When, Where, Why, How*

Describe your project in terms of the following:

|                                       |  |
|---------------------------------------|--|
| Name of project                       | Residents & Ratepayers Administration Fund |
| Amount requested                      | \$700                                      |
| When will this take place?            | During 2019                                |
| Where will this take place?           | Whangaruru North Area                      |
| Who and how many people will benefit? | N/A  |

Ethnicities of likely beneficiaries of this project – *tick as appropriate and include a percentage estimate for each that you think will benefit from this project:*

|  |                                      |
|--|--------------------------------------|
| <input type="checkbox"/> NZ European                           | Estimate %:                          |
| <input type="checkbox"/> Maori                                 | Estimate %:                          |
| <input type="checkbox"/> Pacific Peoples                       | Estimate %:                          |
| <input type="checkbox"/> Other European                        | Estimate %:                          |
| <input type="checkbox"/> Asian                                 | Estimate %:                          |
| <input type="checkbox"/> Middle Eastern/Latin American/African | Estimate %:                          |
| <input type="checkbox"/> Other ethnicity                       | Please specify: _____<br>Estimate %: |

#### Area of work

To help us understand where support is being requested, please select which of the following relate most closely to your project.

- ☐ **Arts and Culture** – Projects and activities that facilitate education and enjoyment of the arts and of culture for the people of our District.
- ☐ **Heritage and Environment** – Projects and activities that preserve and promote the heritage of our District and that protect and enhance the environment in which we live.
- ☐ **Recreation and Sport** – Projects and activities that enable participation and engagement in recreation and sport for people in our district of all abilities, ages and life stages.
- ☒ **Community Connectedness and Wellbeing** – Projects and activities that strengthen community cohesion and connectedness in ways that cultivate healthy, happy and positive relationships across our District.

**Tell us** about your request in the following questions. Be succinct and clear.

**The Idea** – Briefly explain what it is that you want to do:

The key activities of the association for the 2018-2019 year are:

- Funding to build a community hall
- Continuation of Pest Eradication Scheme
- Civil Defence
- Maintenance of Access Road to Beach
- Maintenance of First Response Fire Unit
- Liaise with Whangarei Council on the following issues
  - Road Flooding
  - Funding for Community Hall
  - Rubbish
  - Signage

**The Need** – How do you know there is a need for your project, programme or service?

Member had voted in support of the above activities at AGM's

**The Impact** – What difference will your project make?

Betterment of the community and area

**Your Readiness** – What controls and checks do you have in place to manage the funding?

N/A

**Your Readiness** – How ready is your organisation to deliver the project, programme or service?

N/A

**Collaboration** – Who will you work with to deliver your project, programme or service?

The committee and the community

**Your Approach** – How will you demonstrate value for money and the impact of your work?

N/A

**Your Approach** – How does your project, programme or service meet best practice and is it evidence based?

N/A

## Section 4: Project Budget

Provide a full list of your project income, fundraising and expenses. If your budget is detailed, provide a summary below and attach your budget separately.

|  |                              |  |
|--|------------------------------|--|
| Are you registered for GST?  | <input type="checkbox"/>     | No – your budget figures must <u>include</u> GST where applicable  |
|  | <input type="checkbox"/>     | Yes – your budget figures must <u>exclude</u> GST where applicable |
| GST number   |                              |  |
| <b>Project income</b> e.g. ticket sales 50 x \$10 = \$500.   | Amount                       |  |
|  | \$                           |  |
|  | \$                           |  |
|  | \$                           |  |
|  | \$                           |  |
| Total of other grants and donations  | \$                           |  |
| Own contribution / fundraising   | \$                           |  |
| <b>(A) Total income expected</b>   | \$                           |  |
| <b>In-kind support – please list</b><br>e.g. volunteer numbers, estimated hours work, plus any donated materials, equipment  |                              |  |
| <b>Volunteer Numbers:</b>  | <b>Estimated Hours Work:</b> |  |
|  |                              |  |
|  |                              |  |
| <b>Total project costs</b><br>Include <u>all</u> your project costs. e.g. materials, venue hire, promotion, equipment hire, personnel costs. If you have quotes, please attach them. You may be requested to provide quotes as evidence of some costs. |                              |  |
|  | \$                           |  |
|  | \$                           |  |
|  | \$                           |  |
|  | \$                           |  |
|  | \$                           |  |
|  | \$                           |  |
|  | \$                           |  |
|  | \$                           |  |
|  | \$                           |  |
|  | \$                           |  |
| <b>(B) Total expenses expected</b>   | \$                           |  |
| <b>(C) Income less expenses</b>  | \$                           |  |

## Section 5: Declaration

I undertake that I have obtained the consent of the group/organisation to make this application and provide these details.

I declare that the information supplied here is correct. If the application is successful, I/we agree to:


- provide a tax invoice to Whangarei District Council for the amount of the grant within one month of being advised of the grant for the event
- acknowledge Whangarei District Council in all publicity
- spend the grant on the purpose for which the application was made within 12 months of funding being approved
- return any unspent money to Whangarei District Council if the event is completed under budget
- meet any additional terms and conditions that may be set by the Community Funding Committee
- acknowledge that we will be liable to return any monies granted should any breach of the above conditions occur.

We will submit an Impact Report within two months of the completion of the project to Whangarei District Council attaching copies of all invoices and/or receipts accounting for the full amount of the grant. We understand that failure to do so will affect future funding applications.

We 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.

We understand that my name and/or the name of my group/organisation and brief details about the project/event may be released to the media or appear in publicity material.

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

|                   |   |
|-------------------|---|
| Name              | Serena Turnock  |
| Signature *       |  |
| Position in Group | Treasurer   |
| Date              | 14 October 2018   |

*\* We prefer to receive applications by email (send to [funding@wdc.govt.nz](mailto:funding@wdc.govt.nz)). To include your signature, print and sign this page then attach a scan or photo of it to your application email. Alternatively, you can post or deliver the printed form to us or pop in to sign it.*

*Final check – make sure you have:*

- ☐ Checked that the budget balances and have accounted for GST
- ☐ Attached quotes where available
- ☐ Attached your group's (or the umbrella group's) bank account details e.g. Bank Deposit Slip
- ☐ Attached your group's (and the umbrella group's) most recent set of financial accounts

Send your completed application with supporting documents to [funding@wdc.govt.nz](mailto:funding@wdc.govt.nz).

## Community Funding Application Form

If you need help to complete this application form or would like to discuss your application, please contact the Community Funding Officer well before the closing date of the round you are applying to. Call 09 430 4200 or email [funding@wdc.govt.nz](mailto:funding@wdc.govt.nz) to make an appointment.

Funding information and closing dates are at [www.wdc.govt.nz/funding](http://www.wdc.govt.nz/funding).

### Application summary

|                          |   |
|--------------------------|---|
| <b>Organisation name</b> | Whangaruru South Residents and Ratepayers Asscn Inc |
| <b>Amount requested</b>  | \$ 700  |
| <b>Project name</b>      | Administration Fund                                 |

### Section 1: Applicant Details

Tell us about your organization/group

|                              |   |
|------------------------------|---|
| Group's postal address       | PO Box 4112                               |
|                              | Kamo                                      |
| Postcode                     | 0141                                      |
| Group's bank account name:   | Whangaruru South Residents and Ratepayers |
| Group's bank account number: | 12 3093 0238010 00                        |
| Group's GST number           | None                                      |

Describe your group's purpose (e.g. "to provide mobility aids for the disabled in Northland")

To represent the residents and ratepayers of Whangaruru South in dealings with the Whangarei District Council.

Who are your group's main contact(s) for this funding application?

|                               |                       |
|-------------------------------|-----------------------|
| <b>Primary contact's name</b> | Deborah Glasgow       |
| Position in group             | Treasurer             |
| Email                         | debcglasgow@gmail.com |
| Daytime phone number(s)       | 021 330 222           |
| <b>Second contact's name</b>  | Graeme Haydon         |
| Position in group             | Secretary             |
| Email                         | g.haydon@xtra.co.nz   |
| Daytime phone number(s)       | 09 433 6852           |



## Section 2: Eligibility

Have you received funding from Whangarei District Council in the last three years?

☐ No

x Yes – if yes, ensure you have completed your grant reports and have met your grant obligations.

Does your group have a legal status?

☒ Yes – please provide:

- Your incorporated society or charitable trust registration number: 1822095
- A copy of your latest statement of financial performance
- Evidence of your bank account details.

☐ No\* – you will need to either:

- Gain legal status (see <http://www.societies.govt.nz/cms/customer-support/faqs>), or
- Apply under the umbrella of a group that does (refer below).

### \*Umbrella Group Guarantee

Applicants that are not a registered charitable trust or incorporated society must apply under an umbrella group that is.

An umbrella group knows the applicant well and is willing to vouch for them and their project, and are prepared to accept legal liability and responsibility.

Grants are paid to the umbrella group for disbursement to the applicant in accordance with the grant agreement.

If the grant conditions are not met, Council may request the grant monies to be returned and/or may place restrictions on granting funds to the applicant and the umbrella organisation in future.

The following section is to be completed by an authorised officer of the umbrella group.

|                          |  |
|--------------------------|--|
| Umbrella group name      |  |
| Society or trust number: |  |
| Contact person           |  |
| Email                    |  |
| Daytime phone number(s)  |  |
| GST number (or n/a)      |  |

I confirm that our organisation is willing to guarantee and receive any monies granted to:

Applicant organisation: .....

Project name: .....

|           |  |
|-----------|--|
| Signature |  |
| Date      |  |

Please provide evidence of umbrella group's bank account details and a copy of the latest financial statements.

### Section 3: The Project

*Tell us what you want to do – Who, What, When, Where, Why, How*

Describe your project in terms of the following:

|                                       |                                      |
|---------------------------------------|--------------------------------------|
| Name of project                       | Administration Grant                 |
| Amount requested                      | \$700                                |
| When will this take place?            | All year                             |
| Where will this take place?           | Whangaruru South                     |
| Who and how many people will benefit? | The whole area – 2,000 approximately |

Ethnicities of likely beneficiaries of this project – tick as appropriate and include a percentage estimate for each that you think will benefit from this project:

|  |                                      |
|--|--------------------------------------|
| <input type="checkbox"/> NZ European                           | Estimate %: 50                       |
| <input type="checkbox"/> Maori                                 | Estimate %: 50                       |
| <input type="checkbox"/> Pacific Peoples                       | Estimate %:                          |
| <input type="checkbox"/> Other European                        | Estimate %:                          |
| <input type="checkbox"/> Asian                                 | Estimate %:                          |
| <input type="checkbox"/> Middle Eastern/Latin American/African | Estimate %:                          |
| <input type="checkbox"/> Other ethnicity                       | Please specify: _____<br>Estimate %: |

#### Area of work

To help us understand where support is being requested, please select which of the following relate most closely to your project.

- ☐ **Arts and Culture** – Projects and activities that facilitate education and enjoyment of the arts and of culture for the people of our District.
- ☐ **Heritage and Environment** – Projects and activities that preserve and promote the heritage of our District and that protect and enhance the environment in which we live.
- ☐ **Recreation and Sport** – Projects and activities that enable participation and engagement in recreation and sport for people in our district of all abilities, ages and life stages.
- ☒ **Community Connectedness and Wellbeing** – Projects and activities that strengthen community cohesion and connectedness in ways that cultivate healthy, happy and positive relationships across our District.

**Tell us** about your request in the following questions. Be succinct and clear.

**The Idea** – Briefly explain what it is that you want to do:

The WSRRA is a ratepayers organisation that meets bi-monthly and deals with various projects in the Oakura/Whangaruru South Area. Foreshore erosion, drains, wetlands, submissions for funding for various projects.

**The Need** – How do you know there is a need for your project, programme or service?

Popular demand – we have over 100 paid up members.

**The Impact** – What difference will your project make?

Helps the residents and ratepayers liaise with the WDC for whatever situations arise, or at their request.

**Your Readiness** – What controls and checks do you have in place to manage the funding?

Treasurer, two signatories required for cheques.

**Your Readiness** – How ready is your organisation to deliver the project, programme or service?

We've been doing it for over 10 years

**Collaboration** – Who will you work with to deliver your project, programme or service?

WSRRA committee and other volunteers

**Your Approach** – How will you demonstrate value for money and the impact of your work?

Try and achieve cohesion with the WDC and encourage them to spend OUR rates in OUR area.

**Your Approach** – How does your project, programme or service meet best practice and is it evidence based?

If the WDC does work out here, it is very obvious!

## Section 4: Project Budget

Provide a full list of your project income, fundraising and expenses. If your budget is detailed, provide a summary below and attach your budget separately.

|  |                                       |  |
|--|---------------------------------------|--|
| Are you registered for GST?  | <input checked="" type="checkbox"/> x | No – your budget figures must <u>include</u> GST where applicable  |
|  | <input type="checkbox"/>              | Yes – your budget figures must <u>exclude</u> GST where applicable |
| GST number   |                                       |  |
| <b>Project income</b> e.g. ticket sales 50 x \$10 = \$500.   | Amount                                |  |
|  | \$                                    |  |
|  | \$                                    |  |
|  | \$                                    |  |
|  | \$                                    |  |
| Total of other grants and donations  | \$                                    |  |
| Own contribution / fundraising   | \$                                    |  |
| <b>(A) Total income expected</b>   |                                       | \$   |
| <b>In-kind support – please list</b><br>e.g. volunteer numbers, estimated hours work, plus any donated materials, equipment  |                                       |  |
| <b>Volunteer Numbers:</b>  | <b>Estimated Hours Work:</b>          | 2 – 3 hours per week   |
| 10   |                                       |  |
| <b>Total project costs</b><br>Include <u>all</u> your project costs. e.g. materials, venue hire, promotion, equipment hire, personnel costs. If you have quotes, please attach them. You may be requested to provide quotes as evidence of some costs. |                                       |  |
|  | \$                                    |  |
| <b>Administration</b>  | \$700                                 |  |
|  | \$                                    |  |
|  | \$                                    |  |
|  | \$                                    |  |
|  | \$                                    |  |
|  | \$                                    |  |
|  | \$                                    |  |
|  | \$                                    |  |
| <b>(B) Total expenses expected</b>   |                                       | \$700  |
| <b>(C) Income less expenses</b>  |                                       | \$700  |

## Section 5: Declaration

I undertake that I have obtained the consent of the group/organisation to make this application and provide these details.

I declare that the information supplied here is correct. If the application is successful, I/we agree to:

- provide a tax invoice to Whangarei District Council for the amount of the grant within one month of being advised of the grant for the event
- acknowledge Whangarei District Council in all publicity
- spend the grant on the purpose for which the application was made within 12 months of funding being approved
- return any unspent money to Whangarei District Council if the event is completed under budget
- meet any additional terms and conditions that may be set by the Community Funding Committee
- acknowledge that we will be liable to return any monies granted should any breach of the above conditions occur.

We will submit an Impact Report within two months of the completion of the project to Whangarei District Council attaching copies of all invoices and/or receipts accounting for the full amount of the grant. We understand that failure to do so will affect future funding applications.

We 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.

We understand that my name and/or the name of my group/organisation and brief details about the project/event may be released to the media or appear in publicity material.

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

|                   |                |
|-------------------|----------------|
| Name              |                |
| Signature *       |                |
| Position in Group | Treasurer      |
| Date              | 30 August 2018 |

*\* We prefer to receive applications by email (send to [funding@wdc.govt.nz](mailto:funding@wdc.govt.nz)). To include your signature, print and sign this page then attach a scan or photo of it to your application email. Alternatively, you can post or deliver the printed form to us or pop in to sign it.*

*Final check – make sure you have:*

- ☐ Checked that the budget balances and have accounted for GST
- ☐ Attached quotes where available
- ☐ Attached your group's (or the umbrella group's) bank account details e.g. Bank Deposit Slip
- ☐ Attached your group's (and the umbrella group's) most recent set of financial accounts

Send your completed application with supporting documents to [funding@wdc.govt.nz](mailto:funding@wdc.govt.nz).

## Section 5: Declaration

I undertake that I have obtained the consent of the group/organisation to make this application and provide these details.

I declare that the information supplied here is correct. If the application is successful, I/we agree to:

- provide a tax invoice to Whangarei District Council for the amount of the grant within one month of being advised of the grant for the event
- acknowledge Whangarei District Council in all publicity
- spend the grant on the purpose for which the application was made within 12 months of funding being approved
- return any unspent money to Whangarei District Council if the event is completed under budget
- meet any additional terms and conditions that may be set by the Community Funding Committee
- acknowledge that we will be liable to return any monies granted should any breach of the above conditions occur.

We will submit an Impact Report within two months of the completion of the project to Whangarei District Council attaching copies of all invoices and/or receipts accounting for the full amount of the grant. We understand that failure to do so will affect future funding applications.

We 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.

We understand that my name and/or the name of my group/organisation and brief details about the project/event may be released to the media or appear in publicity material.

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

|                   |   |
|-------------------|---|
| Name              | Deborah Glasgow   |
| Signature *       |  |
| Position in Group | Treasurer   |
| Date              | 30 August 2018  |

# ASB

ASB BANK LIMITED  
WHANGAREI

Depositor's name \_\_\_\_\_

Reference ☐ ☐ ☐ ☐ ☐ ☐

Credit account of \_\_\_\_\_

WHANGARURU SOUTH RESIDENTS AND  
RATEPAYERS ASSOCIATION INCORPORATED

Funds included in this deposit cannot be drawn against until proceeds have been cleared.

## Deposit

Date \_\_\_\_\_

| Notes              | No. | Amount |
|--------------------|-----|--------|
| \$100              |     |        |
| \$50               |     |        |
| \$20               |     |        |
| \$10               |     |        |
| \$5                |     |        |
| Coin               |     |        |
| Cheques (per back) |     |        |

\$

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|  |
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**Whangaruru South Residents & Ratepayers Association  
Inc  
Performance Report  
For the Year Ended 30 September 2017**

**Whangaruru South Residents & Ratepayers Association  
Inc**  
**Performance Report**  
**For the Year Ended 30 September 2017**

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# **Whangaruru South Residents & Ratepayers Association Incorporated**

## **Independent Assurance Practitioner's Review Report For the Year Ended 30 September 2017**

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To: The Committee

We have reviewed the accompanying financial statements of Whangaruru South Residents & Ratepayers Association Incorporated, which comprise the statement of financial position as at 30 September 2017, and the statement of financial performance and the statement of changes in equity and the statement of cashflows for the year then ended, and a summary of significant accounting policies and other explanatory information.

The committee are responsible for the preparation and fair presentation of these financial statements in accordance with New Zealand equivalents to International Financial Reporting Standards Reduced Disclosure Regime, and for such internal control as the committee determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Our responsibility is to express a conclusion on the accompanying financial statements. We conducted our review in accordance with International Standard on Review Engagements, New Zealand. (ISRE (NZ) 2400). ISRE (NZ) 2400 requires us to conclude whether anything has come to our attention that causes us to believe that the financial statements, taken, are not prepared in all material respects in accordance with the applicable financial reporting framework. This standard also requires us to comply with relevant ethical requirements.

A review of the financial statements in accordance with ISRE (NZ) 2400 is a limited assurance engagement. The assurance practitioner performs procedures, primarily consisting of making enquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained.

The procedures performed in a review are substantially less than those performed in an audit conducted in accordance with International Standards on Auditing (New Zealand). Accordingly, we do not express an audit opinion on these financial statements.

Other than in our capacity as assurance practitioner we have no relationship with, or interests in, Whangaruru South Residents & Ratepayers Association Incorporated.

Based on our review, nothing has come to our attention that causes us to believe that these financial statements do not present fairly, in all material respects the financial position of Whangaruru South Residents & Ratepayers Association Incorporated, as at the 30 September 2017, and its financial performance for the year then ended, in accordance with the Public Benefit Entity Simple Format Reporting – Accrual (Not for Profit) (PBE SFR-A (NFP)).

Tane & Associates Ltd  
Independent Assurance Practitioner  
Waitakere 0654

Date: 20 December 2017

# Whangaruru South Residents & Ratepayers Association Inc

## Entity Information

For the Year Ended 30 September 2017

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### Legal information

|                                |   |
|--------------------------------|---|
| Legal name of entity:          | Whangaruru South Residents & Ratepayers Association Inc |
| Type of entity:                | Association   |
| Legal basis of entity:         | Registered Charity                                      |
| Charities registration number: | CC37931   |

### Entity's purpose or mission

The association's purpose is to promote the welfare of the area known as Whangaruru South by

1. Providing facilities for the community of Whangaruru South
2. Promoting and supporting improvements to community services and amenities; and
3. Contributing a responsible and informed community voice to the improvement of the area and providing a medium through which residents and ratepayers can make themselves heard on matters of community importance.

### Entity structure

The association is governed by a committee consisting of a chairperson, secretary, treasurer and 4 committee members. The members of the committee are elected annually at the annual general meeting. The association's rules allow for between 6 and 18 executive committee members.

### Main sources of the entity's cash and resources

The association receives its revenue from its membership subscriptions, donations and an administration grant from the Whangarei District Council

### Main methods used to raise funds

The association's main method to raise funds is from charging its members an annual subscription fee

### Reliance on volunteers and donated goods or services

The association is fully reliant on volunteers

### Contact type

#### Details

|                   |  |
|-------------------|--|
| Postal address:   | PO Box 4112, Kamo. 0141                  |
| Physical address: | 72 Waimarie Avenue, RD4, Hikurangi. 0184 |
| Telephone:        | (09) 433 6831                            |
| Email:            | Glasgow@ihug.co.nz                       |

# **Whangaruru South Residents & Ratepayers Association Inc**

## **Entity Information**

**For the Year Ended 30 September 2017**

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### **Date of incorporation**

30 June 2004

### **Executive members**

|             |                 |
|-------------|-----------------|
| Chairperson | Nena Rodgers    |
| Treasurer   | Deborah Glasgow |
| Secretary   | Graeme Haydon   |

### **Committee members**

|                  |               |
|------------------|---------------|
| Committee Member | Wayne Tong    |
| Committee Member | John Fitt     |
| Committee Member | Colin Holwell |
| Committee Member | Don Sale      |

### **Independent reviewer**

Tane & Associates Ltd  
Waitakere 0654

### **Bankers**

ASB Bank Ltd  
Kamo

## **Whangaruru South Residents & Ratepayers Association Inc**

### **Statement of Service Performance For the Year Ended 30 September 2017**

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#### **Outcomes**

The association's purpose is to promote the welfare of Whangaruru South.

The association operates and maintains the security cameras in the area all year round.

# Whangaruru South Residents & Ratepayers Association Inc

## Statement of Financial Performance For the Year Ended 30 September 2017

|  | <i>Note</i> | <b>2017</b><br>\$ | <b>2016</b><br>\$ |
|--|-------------|-------------------|-------------------|
| <b>Revenue</b>                                     |             |                   |                   |
| Fundraising, grants and donations                  | 1.1         | 6,332             | 3,580             |
| Fees, subscriptions and other revenue from members | 1.2         | 2,480             | 2,920             |
| Interest, dividends and other investment revenue   | 1.3         | 21                | 104               |
| Whangaruru Fire Service                            | 1.4         | 8,460             | -                 |
| Other revenue                                      | 1.5         | 51                | -                 |
| <b>Total revenue</b>                               |             | <b>17,344</b>     | <b>6,604</b>      |
| <b>Expenses</b>                                    |             |                   |                   |
| Administration and overhead costs                  | 2.1         | 4,360             | 5,461             |
| Grants and donations made                          | 2.2         | 4,458             | 2,420             |
| Other expenses                                     | 2.3         | 1,651             | 2,255             |
| <b>Total expenses</b>                              |             | <b>10,469</b>     | <b>10,136</b>     |
| <b>Surplus/(Deficit)</b>                           |             | <b>6,875</b>      | <b>(3,532)</b>    |

*This report forms part of the performance report. The performance report and associated financial and non-financial reports should be read in conjunction with the attached independent assurance practitioner's review report.*



# Whangaruru South Residents & Ratepayers Association Inc

## Statement of Financial Position As at 30 September 2017

|                                 | <i>Note</i> | <b>2017</b><br>\$ | <b>2016</b><br>\$ |
|---------------------------------|-------------|-------------------|-------------------|
| <b>ASSETS</b>                   |             |                   |                   |
| <b>Current Assets</b>           |             |                   |                   |
| Bank accounts and cash          | 3.1         | 22,678            | 15,110            |
| <b>Total current assets</b>     |             | <b>22,678</b>     | <b>15,110</b>     |
| <b>Non-Current Assets</b>       |             |                   |                   |
| Property, plant and equipment   | 4.          | 4,567             | 5,260             |
| <b>Total non-current assets</b> |             | <b>4,567</b>      | <b>5,260</b>      |
| <b>Total assets</b>             |             | <b>27,245</b>     | <b>20,370</b>     |
| <b>LIABILITIES</b>              |             |                   |                   |
| <b>Current Liabilities</b>      |             |                   |                   |
| Creditors and accrued expenses  | 3.2         | 180               | 180               |
| <b>Total liabilities</b>        |             | <b>180</b>        | <b>180</b>        |
| <b>Net Assets</b>               |             | <b>27,065</b>     | <b>20,190</b>     |
| <b>ACCUMULATED FUNDS</b>        |             |                   |                   |
| Accumulated surplus/(deficit)   |             | 27,065            | 20,190            |
| <b>Total Accumulated Funds</b>  | 5.          | <b>27,065</b>     | <b>20,190</b>     |

*This report forms part of the performance report. The performance report and associated financial and non-financial reports should be read in conjunction with the attached independent assurance practitioner's review report.*

# Whangaruru South Residents & Ratepayers Association Inc

## Statement of Cash Flows

For the Year Ended 30 September 2017

|  | 2017<br>\$    | 2016<br>\$     |
|--|---------------|----------------|
| <b><u>Cash flows from operating activities</u></b>               |               |                |
| <b>Cash Was Received From:</b>                                   |               |                |
| Donations, grants, fundraising and other similar receipts        | 6,332         | 3,580          |
| Fees, subscriptions and other receipts from members              | 2,480         | 2,920          |
| Interest, dividends and other investment receipts                | 21            | 104            |
| Other operating receipts   | 8,511         | -              |
|  | <u>17,344</u> | <u>6,604</u>   |
| <b>Cash Was Applied To:</b>                                      |               |                |
| Payments to suppliers and employees                              | 4,360         | 5,281          |
| Grants and donations made  | 4,458         | 2,420          |
|  | <u>8,818</u>  | <u>7,701</u>   |
| <b>Net cash flows from operating activities</b>                  | <u>8,526</u>  | <u>(1,097)</u> |
| <b><u>Cash flows from investing and financing activities</u></b> |               |                |
| <b>Cash Was Applied To:</b>                                      |               |                |
| Payments to acquire property, plant and equipment                | 958           | -              |
| <b>Net cash flows from investing and financing activities</b>    | <u>(958)</u>  | <u>-</u>       |
| <b>Net increase in cash</b>                                      | <u>7,568</u>  | <u>(1,097)</u> |
| <b><u>Reconciliation</u></b>                                     |               |                |
| Opening cash   | 15,110        | 16,207         |
| Increase/(decrease) in bank accounts and cash                    | 7,568         | (1,097)        |
| <b>Closing Cash</b>  | <u>22,678</u> | <u>15,110</u>  |
| <i>This is represented by:</i>                                   |               |                |
| <b>Bank Accounts And Cash At 30 September 2017</b>               | <u>22,678</u> | <u>15,110</u>  |

*This report forms part of the performance report. The performance report and associated financial and non-financial reports should be read in conjunction with the attached independent assurance practitioner's review report.*

**Whangaruru South Residents & Ratepayers Association Inc**  
**Fixed Assets and Depreciation Schedule**  
**For the Year Ended 30 September 2017**

| Asset                      | Cost<br>Price | Book<br>Value<br>01/10/16 | Additions<br>Disposals | Gain/Loss<br>on<br>Disposal | Capital<br>Profit | -- Depreciation --<br>Mth Rate \$ | Accum<br>Deprec<br>30/09/17 | Book<br>Value<br>30/09/17 |
|----------------------------|---------------|---------------------------|------------------------|-----------------------------|-------------------|-----------------------------------|-----------------------------|---------------------------|
| <b>Assets</b>              |               |                           |                        |                             |                   |                                   |                             |                           |
| <b>Plant and Machinery</b> |               |                           |                        |                             |                   |                                   |                             |                           |
| Surveillance Camera &      | 8,348         | 1,403                     |                        |                             |                   | 12 30.0% DV 421                   | 7,366                       | 982                       |
| Defibrillator              | 3,927         | 1,395                     |                        |                             |                   | 12 30.0% DV 419                   | 2,951                       | 976                       |
| Bullet Camera              | 4,690         | 2,462                     |                        |                             |                   | 12 30.0% DV 739                   | 2,967                       | 1,723                     |
| Hikvision Camera           |               |                           | 958                    |                             |                   | 3 30.0% DV 72                     | 72                          | 886                       |
| <b>Sub-Total</b>           | <b>16,965</b> | <b>5,260</b>              | <b>958</b>             |                             |                   | <b>1,651</b>                      | <b>13,356</b>               | <b>4,567</b>              |

*This report forms part of the performance report. The performance report and associated financial and non-financial reports should be read in conjunction with the attached independent assurance practitioner's review report.*

# **Whangaruru South Residents & Ratepayers Association Inc**

## **Statement of Accounting Policies For the Year Ended 30 September 2017**

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### **Basis Of Preparation**

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

### **Goods And Services Tax**

Whangaruru South Residents & Ratepayers Association Inc is not registered for GST. Therefore amounts recorded in the Performance Report are inclusive of GST (if any).

### **Income Tax**

Whangaruru South Residents & Ratepayers Association Inc is wholly exempt from New Zealand income tax having fully complied with all statutory conditions for these exemptions.

### **Bank Accounts And Cash**

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

### **Changes In Accounting Policies**

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

# Whangaruru South Residents & Ratepayers Association Inc

## Notes to the Performance Report For the Year Ended 30 September 2017

| 1.  | Analysis of revenue  | 2017<br>\$          | 2016<br>\$          |
|-----|--|---------------------|---------------------|
| 1.1 | Revenue from fundraising, grants and donations                 |                     |                     |
|     | <b>Revenue From Grants And Donations</b>                       |                     |                     |
|     | Grants for current operations                                  | 1,658               | 700                 |
|     | Donations/koha from the public                                 | 4,674               | 2,880               |
|     |  | <u>6,332</u>        | <u>3,580</u>        |
|     | <b>Total - fundraising, grants and donations</b>               | <b><u>6,332</u></b> | <b><u>3,580</u></b> |
| 1.2 | Fees, subscriptions and other income from members              |                     |                     |
|     | Fees and subscriptions from members                            | <u>2,480</u>        | <u>2,920</u>        |
|     | <b>Total fees, subscriptions and other income from members</b> | <b><u>2,480</u></b> | <b><u>2,920</u></b> |
| 1.3 | Interest, dividends and other investments revenue              |                     |                     |
|     | Interest income  | <u>21</u>           | <u>104</u>          |
|     | <b>Total interest, dividends and other investments revenue</b> | <b><u>21</u></b>    | <b><u>104</u></b>   |
| 1.4 | Whangaruru fire service  |                     |                     |
|     | Whangaruru Fire Service  | <u>8,460</u>        | <u>-</u>            |
|     | <b>Total whangaruru fire service</b>                           | <b><u>8,460</u></b> | <b><u>-</u></b>     |
| 1.5 | Other revenue  |                     |                     |
|     | Other Income   | <u>51</u>           | <u>-</u>            |
|     | <b>Total other revenue</b>                                     | <b><u>51</u></b>    | <b><u>-</u></b>     |

*This report forms part of the performance report. The performance report and associated financial and non-financial reports should be read in conjunction with the attached independent assurance practitioner's review report.*

## Whangaruru South Residents & Ratepayers Association Inc

### Notes to the Performance Report For the Year Ended 30 September 2017

| 2. Analysis of expenses                        | 2017<br>\$   | 2016<br>\$   |
|--|--------------|--------------|
| 2.1 Administration and overhead costs          |              |              |
| Bank charges                                   | 10           | -            |
| General expenses                               | 462          | 2,094        |
| Insurance                                      | 620          | 500          |
| Power and gas                                  | 830          | 204          |
| Printing, postage & stationery                 | 41           | 889          |
| Repairs & maintenance                          | 1,033        | 466          |
| Telephone & internet                           | 1,364        | 1,308        |
| <b>Total administration and overhead costs</b> | <b>4,360</b> | <b>5,461</b> |
| 2.2 Grants and donations made                  |              |              |
| Grants and donations made                      | 4,458        | 2,420        |
| <b>Total grants and donations made</b>         | <b>4,458</b> | <b>2,420</b> |
| 2.3 Other expenses                             |              |              |
| Depreciation                                   | 1,651        | 2,255        |
| <b>Total other expenses</b>                    | <b>1,651</b> | <b>2,255</b> |

*This report forms part of the performance report. The performance report and associated financial and non-financial reports should be read in conjunction with the attached independent assurance practitioner's review report.*

# Whangaruru South Residents & Ratepayers Association Inc

## Notes to the Performance Report For the Year Ended 30 September 2017

| 3. Analysis of assets and liabilities       | 2017<br>\$    | 2016<br>\$    |
|---|---------------|---------------|
| 3.1 Bank accounts and cash                  |               |               |
| ASB Cheque 00                               | 2,855         | 3,561         |
| Camera 01                                   | 1,464         | 1,149         |
| Medical 02                                  | 1,234         | 1,064         |
| Fire Service 03                             | 207           | -             |
| ASB Business Saver 50                       | 6,307         | 6,295         |
| Medical 51                                  | 3,047         | 3,041         |
| Fire Service 52                             | 7,564         | -             |
| <b>Total bank accounts and cash</b>         | <b>22,678</b> | <b>15,110</b> |
| 3.2 Creditors and accrued expenses          |               |               |
| Civil Defence                               | 180           | 180           |
| <b>Total creditors and accrued expenses</b> | <b>180</b>    | <b>180</b>    |

*This report forms part of the performance report. The performance report and associated financial and non-financial reports should be read in conjunction with the attached independent assurance practitioner's review report.*

**Whangaruru South Residents & Ratepayers Association Inc**  
**Notes to the Performance Report**  
**For the Year Ended 30 September 2017**

| 4. Property, plant and equipment | Opening Carrying Amount | Purchases  | Sales and Disposals | Current year Depreciation /Impairment | Gain/loss On sale | Closing Carrying Amount | Current Valuation |
|----------------------------------|-------------------------|------------|---------------------|---------------------------------------|-------------------|-------------------------|-------------------|
| <b>This year</b>                 |                         |            |                     |                                       |                   |                         |                   |
| Plant and machinery              | 5,260                   | 958        | -                   | (1,651)                               | -                 | 4,567                   |                   |
| <b>Total</b>                     | <b>5,260</b>            | <b>958</b> | <b>-</b>            | <b>(1,651)</b>                        | <b>-</b>          | <b>4,567</b>            |                   |
| <b>Last year</b>                 |                         |            |                     |                                       |                   |                         |                   |
| Plant and machinery              | 16,965                  | -          | -                   | (2,255)                               | -                 | 5,260                   |                   |
| <b>Total</b>                     | <b>16,965</b>           | <b>-</b>   | <b>-</b>            | <b>(2,255)</b>                        | <b>-</b>          | <b>5,260</b>            |                   |

*This report forms part of the performance report. The performance report and associated financial and non-financial reports should be read in conjunction with the attached independent assurance practitioner's review report.*



## Whangaruru South Residents & Ratepayers Association Inc

### Notes to the Performance Report For the Year Ended 30 September 2017

| 5. Accumulated funds                          | <i>Capital<br/>Contributions &amp;<br/>Distributions</i> | <i>Accumulated<br/>Surpluses or<br/>Deficits</i> | <i>Reserves</i> | <i>Total</i>  |
|---|--|--|-----------------|---------------|
| <b>This year</b>                              |  |  |                 |               |
| Capital - opening balance                     | -  | 20,190   | -               | 20,190        |
| Surplus/(deficit) - income allocation account | -  | 6,875  | -               | 6,875         |
| <b>Closing Balance</b>                        | <b>-</b>   | <b>27,065</b>                                    | <b>-</b>        | <b>27,065</b> |
| <b>Last year</b>                              |  |  |                 |               |
| Capital - opening balance                     | -  | 23,722   | -               | 23,722        |
| Surplus/(deficit) - income allocation account | -  | (3,532)  | -               | (3,532)       |
| <b>Closing Balance</b>                        | <b>-</b>   | <b>20,190</b>                                    | <b>-</b>        | <b>20,190</b> |

#### 6. Commitments and contingencies

There are no commitments as at balance date (Last year - nil).

There are no contingent liabilities or guarantees as at balance date (Last Year - nil).

#### 7. Related party transactions

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

#### 8. Events after the balance date

There were no events that have occurred after the balance date that would have a material impact on the Performance Report.

283  
**RUATANGATA PUBLIC HALL**  
SOCIETY INCORPORATED

WHANGAREI DISTRICT COUNCIL  
PRIVATE BAG 9023  
WHANGAREI 0148

30 August 2018

Attention: Cindy Velthuisen

Dear Cindy,

COMMUNITY DEVELOPMENT FUND LOAN ID 00013

Regarding our conversation concerning the above loan \$1125.00, which is the outstanding balance of a loan taken out many years ago to develop and upgrade our tennis courts.

We acknowledge that we owe this amount to Whangarei District Council (see last correspondence 23 October 2014.)

We also would like to know if we can request Council to write this amount off, as it would cause great financial difficulty for the Hall Society if we are required to pay it back.

If this is possible we would be most appreciative, as making our Hall funds cover all expenses in each financial year is very difficult.

Yours faithfully

Pam Morgan

Treasurer

25 October 2018

Ruatangata Public Hall Society Inc  
C/- Pam Morgan  
PO Box 4246  
Kamo  
Whangarei 0141

Forum North, Private Bag 9023  
Whangarei 0148, New Zealand  
**P** +64 9 430 4200  
**F** +64 9 438 7632  
**E** [mailroom@wdc.govt.nz](mailto:mailroom@wdc.govt.nz)  
[www.wdc.govt.nz](http://www.wdc.govt.nz)

Dear Pam

***Outstanding community loan for Ruatangata Public Hall Society***

Thank you for your letter of 30 August 2018 requesting to write-off your outstanding community loan.

Your outstanding loan balance is \$1,125 for the development of the tennis courts.

Your request has been considered and unfortunately is declined. As you continue to be a regular grant recipient from Council, it is inappropriate for us to dismiss this loan.

I understand the financial difficulty the Hall Society is in, so I propose the repayment of this outstanding amount to come from your annual Resident and Ratepayer Administration Fund (R&R) grant payments, as follows:

2018-19 R&R Fund allocation - \$700 transferred to loan account

2019-20 R&R Fund allocation - \$425 transferred to loan account,  
with grant balance of \$275 paid to you.

This will ensure the loan is fully repaid by the end of 2019. No penalty interest will be applied.

You do not need to do anything further. The above recommendation will be included in the Resident and Ratepayer Administration Fund paper to the Community Funding Committee for final decision in December. If the Committee determines another outcome for this loan, I will be back in touch to let you know.

In the meantime, if you have any questions or concerns about this proposal, please don't hesitate to get in touch.

Yours sincerely



Cindy Velthuizen  
Community Funding Officer

## 4.3 Partnership Fund – Kiwi North Heritage Buildings Project

**Meeting:** Community Funding Committee  
**Date of meeting:** 12 December 2018  
**Reporting officer:** Cindy Velthuisen, Community Funding Officer

### 1 Purpose

To consider an application to the Partnership Fund from Whangarei Museum and Heritage Trust (Kiwi North) for their heritage buildings conservation project.

### 2 Recommendation/s

That the Committee recommend to Council to:

1. Approve a grant of \$163,000 from the Partnership Fund to Whangarei Museum and Heritage Trust (Kiwi North) for their heritage buildings conservation project.

### 3 Background

The Partnership Fund was established late 2018 following Long Term Plan deliberations.

Whangarei Museum and Heritage Trust (Kiwi North) are seeking funding to support their heritage building project, as per their previous submission to the Long Term Plan.

Some figures have been rounded for ease.

### 4 Discussion

Kiwi North are requesting support for conservation works of the heritage buildings Clarke Homestead and the Oruaiti Chapel. They have already secured \$90,000 from other funders for these works.

The request is in two parts:

1. Clarke Homestead and outbuildings – \$150,000

This is seeking leverage funding of \$150,000 to enable an application to Lotteries Environment and Heritage Fund in early 2019. Lotteries require a minimum of 33% contribution from other sources, but due to the highly-contested nature of this Fund, a contribution of 50% is preferred.

Kiwi North have \$45,000 provisionally approved for this from the Stout Trust.

The total project cost is \$343,000. Works could commence immediately in stages.

## 2. Oruaiti Chapel - \$13,000

This is seeking completion funding, with Kiwi North already having secured \$45,000 from other funders (Lotteries, Foundation North, and the Sir John Logan Campbell Estate Trust). The total project cost is \$58,000, and works could commence immediately.

Kiwi North state that both works are essential and urgent – that the loss of building integrity and the closure of these buildings is imminent. The need for these works is supported by the 2006 Salmond Reed Architects conservation plan and the 2016 Reynolds Associates cyclical maintenance plans, and is endorsed by the Kauri Museum, Heritage New Zealand, and Museums Aotearoa.

In addition to the urgency of the works, confirming funding is also a matter of urgency for Kiwi North. Lotteries funding is only offered twice per year, with the next round closing in March. Kiwi North therefore need to have the bulk of the project funding confirmed before they can submit their application to Lotteries.

Kiwi North's \$90,000 of other funding already confirmed is also potentially at risk, if the project is not able to be realised due to delays in completion funding.

The impact on visitor numbers and income for Kiwi North is not quantified. However, Kiwi North do cite plans for being able to increase the visitor experience and therefore increase revenue. It also aligns well with other Kiwi North development plans to make best use of this unique amenity.

Kiwi North is well-placed to manage this level of funding and the delicate nature of this heritage project.

## 4.1 Financial/budget considerations

The Partnership Fund budget for the 2018-19 financial year is \$300,000. Kiwi North are requesting \$163,000. The balance of \$137,000 is expected to be sufficient for the remaining six months of the financial year, given the expected level of readiness in the community at this time.

## 4.2 Policy and planning implications

Whangarei Museum and Heritage Trust meet the criteria and objectives of the Partnership Fund (refer attached fund guide).

## 4.3 Risks

Kiwi North is a key district amenity and the preserver of our district's heritage. As such there are risks if funding is not approved:

- asset loss
- reputational
- economic
- not meeting heritage class obligations

- not meeting museum collections care responsibilities.

Comparatively, risks associated with approving this funding to Kiwi North are minimal and these are managed through existing conditions for all grants given, such as the need to return funds should the project not proceed.

## **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. Partnership Fund criteria
2. Kiwi North application

Available on request:

- The Reynolds Associates condition/maintenance reports – large documents, previously provided to Council

Available to the Committee on request:

- Quotes/costings – commercially sensitive



## Partnership Fund Guide

The Partnership Fund is part of Council's community funding scheme and aligns with our community development framework.

It was established in October 2018 following consultation with the community on Council's Long Term Plan.

### Purpose

The purpose of the Partnership Fund is to support the development of community facilities by community groups. Council wants to support projects on a shared contributions basis, supplementing funds raised by communities for their facilities.

### Who can apply

Community groups wishing to apply will need to be a legal, not-for-profit entity such as an incorporated society or charitable trust, or apply under the umbrella of such an organisation.

Applicant groups must be able to demonstrate:

- Strong community support for the project and a mandate to act on the community's behalf. A community could be a geographical community or a community of interest.
- The positive impact on the community the project will bring, and that the benefits are tangible, well supported and welcomed.
- A strong need for the facility by the community.
- At least one third (33%) of funding in place for the project (or demonstrable financial support from other sources if Council were to commit support), or demonstrable the ability to secure it to Council's satisfaction in the case of a seed funding application.
- Strong project planning and documentation in place.
- Strong governance and the ability to deliver.

### What can be funded

The Fund is intended for:

- Leverage funding (seed capital) to enable community groups to source other funds (excludes feasibility studies);
- Capital works funding to complete or support actual construction or project completion.

The priority for the Fund is for community buildings. However, there is scope for some other capital works that have tangible, wide community benefit.

The type of facilities envisaged for the Fund include but are not limited to:

- Social enterprise hubs
- Artisan workshops
- Rural craft centres
- Community centres/hubs
- Multi-sport recreation complexes
- Tourism facilities
- Other initiatives such as broadband connectivity that support community development.



### What can't be funded

Feasibility studies – It is expected that feasibility studies will already have been completed (where necessary) before applying to this Fund.

Generally, funds will not be considered for remedial works to existing community facilities.

### How much is available

Council's budget for the Partnership Fund is \$300,000 in 2018/19 and \$400,000 annually thereafter.

Generally, a maximum of \$150,000 will be allocated to any one project or group, but Council may grant more at their discretion for significant projects.

It is important to note that being given seed capital funding is not a guarantee of further funding from Council to see the project to completion.

### When to apply

Applications to the Partnership Fund can be made at any time. You should be well advanced in your project planning to be able to submit a sound application with all the required documentation. Talk to your ward councillor(s) and/or council staff early and often as you develop your project.

There is a time limit of four years for completion of the project from the point that funding is confirmed.

### How to apply

Before preparing your application, make an appointment with the Community Funding Officer to talk through your project and to ensure you are eligible.

Your completed application should include:

1. Community Funding application form
2. Business Case with evidenced community support
3. Business Plan with the following elements:
  - i. Fundraising plan
  - ii. Project management plan
  - iii. Timelines/milestones
  - iv. Council funding drawdown plan
  - v. Project completion deadline
  - vi. Asset lock consideration to protect the community asset
  - vii. 33% or more contribution to the project cost

The application will be reviewed by staff who will liaise with you as needed. It will then be referred to a committee of Council for decision. You should allow three months for a decision.

### Contact

Contact Whangarei District Council's Community Funding Officer on phone 09 430 4200 or email [mailroom@wdc.govt.nz](mailto:mailroom@wdc.govt.nz).

Kiwi North – Heritage Conservation Project

## Partnership Fund Application

## Community Funding Application Form

If you need help to complete this application form or would like to discuss your application, please contact the Community Funding Officer well before the closing date of the round you are applying to. Call 09 430 4200 or email [funding@wdc.govt.nz](mailto:funding@wdc.govt.nz) to make an appointment.

### Application summary

|                          |  |
|--------------------------|--|
| <b>Organisation name</b> | Whangarei Museum and Heritage Trust - Kiwi North |
| <b>Amount requested</b>  | \$ 162,974 ( across 2 projects)                  |
| <b>Project name</b>      | Heritage Buildings Conservation Project          |

### Section 1: Applicant Details

*Tell us about your organization/group*

|                              |                                     |
|------------------------------|-------------------------------------|
| Group's postal address       | PO Box 10135, Te Mai , Whangarei    |
| Postcode                     | 0143                                |
| Group's bank account name:   | Whangarei Museum and Heritage Trust |
| Group's bank account number: | 12-3099-0371883-00                  |
| Group's GST number           | 097-128-758                         |

Describe your group's purpose (e.g. "to provide mobility aids for the disabled in Northland")

To acquire and care for collections with a natural human history focus reflecting the interaction between those histories in Northland. To make these collections accessible to our community .

Who are your group's main contact(s) for this funding application?

|                               |                                 |
|-------------------------------|---------------------------------|
| <b>Primary contact's name</b> | Linda Ace                       |
| Position in group             | Director - Strategy and Finance |
| Email                         | finance@kiwinorth.co.nz         |
| Daytime phone number(s)       | 09 438 9630                     |
| <b>Second contact's name</b>  | Allie Fry                       |
| Position in group             | Director - Operations           |
| Email                         | allief@kiwinorth.co.nz          |
| Daytime phone number(s)       | 09 438 9630                     |

## Section 2: Eligibility

Have you received funding from Whangarei District Council in the last three years?

☐ No

☒ Yes – if yes, ensure you have completed your grant reports and have met your grant obligations.

Does your group have a legal status?

☒ Yes – please provide:

- Your incorporated society or charitable trust registration number.
- A copy of your latest statement of financial performance
- Evidence of your bank account details.

☐ No\* – you will need to either:

- Gain legal status (see <http://www.societies.govt.nz/cms/customer-support/faqs>), or
- Apply under the umbrella of a group that does (refer below).

### \*Umbrella Group Guarantee

Applicants that are not a registered charitable trust or incorporated society must apply under an umbrella group that is.

An umbrella group knows the applicant well and is willing to vouch for them and their project, and are prepared to accept legal liability and responsibility.

Grants are paid to the umbrella group for disbursement to the applicant in accordance with the grant agreement.

If the grant conditions are not met, Council may request the grant monies to be returned and/or may place restrictions on granting funds to the applicant and the umbrella organisation in future.

The following section is to be completed by an authorised officer of the umbrella group.

|   |  |
|---|--|
| Umbrella group name   |  |
| Society or trust number:  |  |
| Contact person  |  |
| Email   |  |
| Daytime phone number(s)   |  |
| GST number (or n/a)   |  |
| I confirm that our organisation is willing to guarantee and receive any monies granted to:                      |  |
| Applicant organisation: .....   |  |
| Project name: .....   |  |
| Signature   |  |
| Date  |  |
| Please provide evidence of umbrella group's bank account details and a copy of the latest financial statements. |  |



### Section 3: The Project

*Tell us what you want to do – Who, What, When, Where, Why, How*

Describe your project in terms of the following:

|                                       |  |
|---------------------------------------|--|
| Name of project                       | Heritage Buildings Conservation Project  |
| Amount requested                      | \$ 162,974 ( for 2 projects #1: \$150,000 + #2: \$12,974 )   |
| When will this take place?            | From Dec 2018, depending on funding success and contractors.   |
| Where will this take place?           | Kiwi North - Heritage Park grounds, Whangarei.   |
| Who and how many people will benefit? | All current and future local community - making sure these heritage buildings are still standing and accessible. Minimum 100,000 . |

Ethnicities of likely beneficiaries of this project – tick as appropriate and include a percentage estimate for each that you think will benefit from this project:

|  |                                      |
|--|--------------------------------------|
| <input checked="" type="checkbox"/> NZ European                | Estimate %: 20                       |
| <input checked="" type="checkbox"/> Maori                      | Estimate %: 20                       |
| <input checked="" type="checkbox"/> Pacific Peoples            | Estimate %: 20                       |
| <input checked="" type="checkbox"/> Other European             | Estimate %: 20                       |
| <input checked="" type="checkbox"/> Asian                      | Estimate %: 20                       |
| <input type="checkbox"/> Middle Eastern/Latin American/African | Estimate %:                          |
| <input type="checkbox"/> Other ethnicity                       | Please specify: _____<br>Estimate %: |

#### Area of work

To help us understand where support is being requested, please select which of the following relate most closely to your project.

- ☒ **Arts and Culture** – Projects and activities that facilitate education and enjoyment of the arts and of culture for the people of our District.
- ☒ **Heritage and Environment** – Projects and activities that preserve and promote the heritage of our District and that protect and enhance the environment in which we live.
- ☐ **Recreation and Sport** – Projects and activities that enable participation and engagement in recreation and sport for people in our district of all abilities, ages and life stages.
- ☒ **Community Connectedness and Wellbeing** – Projects and activities that strengthen community cohesion and connectedness in ways that cultivate healthy, happy and positive relationships across our District.

**Tell us** about your request in the following questions. Be succinct and clear.

**The Idea** – Briefly explain what it is that you want to do:

Council funding is needed to enable essential conservation works to be completed on two unique heritage buildings - Clarke Homestead and its outbuildings, and the Oruaiti Chapel. We have secured partnership funding for both projects, but need Council funding to ensure both projects progress, & that we have the deposit level needed to submit to Lottery funding. Overview:

#1 Clarke Homestead & outbuildings - we have \$45k provisionally approved. Seek \$150k LEVERAGE funding, so we meet threshold 33% deposit level to be able to apply to Lottery E&H in March 2019 for balance of funding required.

#2 Oruaiti Chapel - have \$45k in total approved. Seek \$12,754 as COMPLETION funding. Total sought \$162,974. Refer attached project outlines, budget overview and timelines.

**The Need** – How do you know there is a need for your project, programme or service?

Building assessments completed on both heritage buildings in 2016 by Reynolds and Associates - report completed, confirming current condition, the historic and cultural significance of these Heritage NZ class II buildings, and what works are required to conserve buildings.

Refer Reynolds and Associates reports for detail of works required.

Refer project outlines for details - Clarke Homestead, and Oruaiti Chapel.

Refer Letters of support - from Heritage NZ and also Kauri Museum, Matakohē.

**The Impact** – What difference will your project make?

Works will conserve the buildings, protect and reduce long term damage from water damage, weather, deteriorating building cladding and materials, to ensure they will still exist for current community and future generations to enjoy. Delays in works mean deterioration continues at a faster rate, risking permanent closure due to ultimate loss of building integrity. Doing works in one project in full, will allow logical and best use of contractor time and minimise ongoing maintenance costs in the long term.

Both buildings have significant heritage and cultural importance to Whangarei city - are part of our sense of place and the stories that go with them of the early settler families.

Loss of building structure is looming if funding is not provided.

Refer project outlines for each building and outcomes with funding support for the project.

**Your Readiness** – What controls and checks do you have in place to manage the funding?

We already have partnership funding approved for each heritage project which is clearly identified and held in tagged funds in our accounting management reporting. Reporting is provided to the trustees each month. Financial records are audited annually.

We have undertaken and managed a range of large capital projects successfully in the last four years, with accountability completed for funding as required.

We have clear process for authorising project invoices and use of project funding, and progress reporting against budgets.



**Your Readiness – How ready is your organisation to deliver the project, programme or service?**

We have had the project costed by local building contractor who is aware and ready to get underway as soon as funding is arranged for the project. The Chapel project is ready to get underway first - late 2018/early 2019, whilst further funding is secured for the Homestead works component with Lottery E&H in early 2019.

Homestead project can be staged - complete work on outbuildings first utilising the partner funding already held, and council funding portion.

Whilst Lottery submission is being considered, we will be able to start on the removal /pack of moveable artefacts/collection items to off site storage. Works can then proceed in late 2019.

**Collaboration – Who will you work with to deliver your project, programme or service?**

Funders involved - Lottery E&H, Stout Trust, Sir John Logan Campbell Estate, Foundation North, WDC Partnership Fund.

Local contractors - builders, & suppliers, storage services, collections packaging suppliers.

Labour resourcing - existing staff (part time) who can extend hours to assist with collections artefacts work on short term contract basis and volunteers after training has been given around certain areas of preparation works (packing and removal of collection items to storage). Supervised by specialist museum professional - short term contract.

Heritage expertise - Heritage NZ, Northland, Reynolds and Associates.

**Your Approach – How will you demonstrate value for money and the impact of your work?**

Project costs for building work - local building contractor who has Heritage NZ recommendation as suitable to work on the Heritage NZ buildings has provided costing for the works. Reynolds and Associates report was provided giving full detail of works required. Once funding is confirmed for each project, pricing will be confirmed, timeline of works agreed with contractor.

Impact of work - buildings work will be completed progressively, photos taken to show progress, update to community via newsletter, social media etc.

Visual impact will be readily seen of the improvements in the buildings as works are completed, giving much needed protection to the building's interior and artefacts when put back into Homestead. Chapel and Homestead will be able to be enjoyed by community.

**Your Approach – How does your project, programme or service meet best practice and is it evidence based?**

Our approach is that the condition of these heritage buildings has been deteriorating, and in 2016 an objective assessment was completed by Reynolds and Associates, and detailed reports provided on both heritage buildings. Each report detailed specifically the conservation work that was required to prevent further damage to the building structure.

Reports included the detailed background of the buildings and its current condition – exterior and interior, and also the various conservation building works that need to be completed to ensure its long-term protection. And follow up housekeeping tasks once completed.

The works proposed accord with standards of ICOMOS New Zealand Charter for Conservation – refer Reynolds and Associates report dated October 2016.

## Section 4: Project Budget

Provide a full list of your project income, fundraising and expenses. If your budget is detailed, provide a summary below and attach your budget separately.

|  |                                     |  |
|--|-------------------------------------|--|
| Are you registered for GST?  | <input type="checkbox"/>            | No – your budget figures must <u>include</u> GST where applicable  |
|  | <input checked="" type="checkbox"/> | Yes – your budget figures must <u>exclude</u> GST where applicable |
| GST number   | 097-128-758                         |  |
| <b>Project income</b> e.g. ticket sales 50 x \$10 = \$500.   | Amount                              |  |
| #1 Homestead - Stout Trust ( provisional approval)   | \$ 45,000                           |  |
| #2 Chapel - Lottery E&H , Sir John Logan Campbell Estate   | \$ 35,000                           |  |
| #2 Chapel - Foundation North   | \$ 10,000                           |  |
| #1 Homestead - Lottery E&H ( March 2019) Future submission   | \$ 147,966                          |  |
| Total of other grants and donations  | \$ 237 966                          |  |
| Own contribution / fundraising   | \$                                  |  |
| <b>(A) Total income expected</b>   | <b>\$ 237 966</b>                   |  |
| <b>In-kind support – please list</b><br>e.g. volunteer numbers, estimated hours work, plus any donated materials, equipment  |                                     |  |
| <b>Volunteer Numbers: 3      Estimated Hours Work: 300</b>   |                                     |  |
| Due to specialised nature of the project, there is limited scope for volunteer contribution. Where able, we will utilise this resource.  |                                     |  |
| <b>Total project costs</b><br>Include <u>all</u> your project costs. e.g. materials, venue hire, promotion, equipment hire, personnel costs. If you have quotes, please attach them. You may be requested to provide quotes as evidence of some costs. |                                     |  |
| #1 Homestead/outbuildings conservation building works - Contractor   | \$ 302 379                          |  |
| Labour resource, packaging materials for artefact care, packaging  | \$ 38,000                           |  |
| Storage costs for artefacts - offsite 7mths whilst works completed.  | \$ 1587                             |  |
| Homestead Project -Heritage Consult - Reynolds Associates  | \$ 1000                             |  |
| #2 Chapel - conservation building costs Contractor   | \$ 57 274                           |  |
| Chapel project heritage consult -Reynolds Associates   | \$ 700                              |  |
|  | \$                                  |  |
|  | \$                                  |  |
|  | \$                                  |  |
| <b>(B) Total expenses expected</b>   | <b>\$ 400 940</b>                   |  |
| <b>(C) Income less expenses</b>  | <b>\$ 162 974</b>                   |  |



## Section 6: Declaration

I undertake that I have obtained the consent of the group/organisation to make this application and provide these details.

I declare that the information supplied here is correct. If the application is successful, I/we agree to:


- provide a tax invoice to Whangarei District Council for the amount of the grant within one month of being advised of the grant for the event
- acknowledge Whangarei District Council in all publicity
- spend the grant on the purpose for which the application was made within 12 months of funding being approved
- return any unspent money to Whangarei District Council if the event is completed under budget
- meet any additional terms and conditions that may be set by the Community Funding Committee
- acknowledge that we will be liable to return any monies granted should any breach of the above conditions occur.

We will submit an Impact Report within two months of the completion of the project to Whangarei District Council attaching copies of all invoices and/or receipts accounting for the full amount of the grant. We understand that failure to do so will affect future funding applications.

We 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.

We understand that my name and/or the name of my group/organisation and brief details about the project/event may be released to the media or appear in publicity material.

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

|                   |   |
|-------------------|---|
| Name              | Linda Ace   |
| Signature *       |  |
| Position in Group | Director - Strategy and Finance   |
| Date              | 14 Nov 2018   |

\* We prefer to receive applications by email (send to [funding@wdc.govt.nz](mailto:funding@wdc.govt.nz)). To include your signature, print and sign this page then attach a scan or photo of it to your application email. Alternatively, you can post or deliver the printed form to us or pop in to sign it.

### Final check – make sure you have:

- ☒ Checked that the budget balances and have accounted for GST
- ☒ Attached quotes where available
- ☒ Attached your group's (or the umbrella group's) bank account details e.g. Bank Deposit Slip
- ☒ Attached your group's (and the umbrella group's) most recent set of financial accounts

Send your completed application with supporting documents to [funding@wdc.govt.nz](mailto:funding@wdc.govt.nz).

Kiwi North – Heritage Conservation Project

## Budget and Timeline

## Budget and Timeline Overview - Heritage Projects

### Project # 1 Clarke Homestead & outbuildings Conservation Works

#### **Purpose:**

To leverage funding from Lotteries Grants Board for essential, overdue conservation works on these Heritage NZ listed ( class 2) buildings. Lottery Environment and Heritage Fund requires evidence of 33% funding secured to be eligible to apply. Council's support, along with funds already secured, will enable us to apply to Lottery E&H in their 2019 funding round for the Homestead project.

#### Project #1 Clarke Homestead costs summary excl GST.

|   |               |
|---|---------------|
| Building costs, incl contingency ( quote May 2018)  | 302379        |
| Project Consult – Heritage works  | 1000          |
| Storage unit costs – off site storage 7 months for artefacts/collection pieces ex Homestead | 1587          |
| Labour resources and collections packaging resources, materials                             | 38000         |
| <b>Total costs – Homestead project</b>  | <b>342966</b> |

#### Funding proposed for Homestead project

|  |               |  |
|--|---------------|--|
| 1. Approved - Stout Trust ( provisional) | 45000         |  |
| 2. WDC Partnership Funding               | 150000        | this application <b>leverage funding</b> |
| 3. Lottery E & H ( to complete)          | <u>147966</u> | future application in 2019               |
| <b>Total</b>                             | <b>342966</b> |  |

- \* • Lottery E&H – next round opens Jan 2019, closes 13 March 2019. Outcome - June 2019.
- To enable us to submit to Lottery E&H , we need to have met threshold of minimum deposit of 33% of project costs. We cannot submit to Lottery E&H without this deposit level in place.
- With \$150k funding commitment from Council, we will be able to take the project to Lottery E&H in March 2019, to secure the balance of funding needed – this will ensure we can start the work in 2019.
- Initial works on this project will be the essential moving /storing and covering of artefacts in preparation of the conservation building work getting underway. Council support will enable this preparation work to proceed.
- Building works are expected to take up to 20 weeks - with funding in place, completing the project in later part of 2019/early 2020 is achievable.
- \* • A later Lottery E&H funding round (July) will not give an outcome until Nov 2019 delaying the project works through into 2020. Contractors may not be available with other regional workloads. Delays will mean further deterioration and weather damage to the building, exterior and interior, and potential cost increases for the project.
- Previous heritage projects (e.g. Oruaiti Chapel) have had success from Lottery E&H funding, but at lower level of around 50% of project cost, due to funding pressure on this contestable pool. The bigger the portion of deposit we can secure in partnership funding across two funders, the better the outcome of the Lottery component for covering all the costs of this vital conservation work.

Whilst the building has Heritage NZ classification, there is no funding stream available from Heritage NZ for class 2 category projects. There is only a very small pool of funders that might be able to assist with this heritage project, and we have other projects around the museum under consideration with related funding needs. Initial partnership funding has been provisionally approved, as the start off funding for this project.

Timeline – Council funding outcome Dec/Jan - deposit level met for Lottery submission in March 2019. Lottery E&H outcome June 2019.

### **Project # 2 Oruaiti Chapel Conservation works**

**Purpose:** To enable completion of essential project works, by approving final portion of funding to enable project to start. We already have \$45k confirmed, from three partner funders.

|                                     |               |
|-------------------------------------|---------------|
| Building costs , incl contingency   | 57 274        |
| Project Consult – Heritage works    | 700           |
| <b>Total costs – Oruaiti Chapel</b> | <b>57 974</b> |

### **Partnership funders**

|                                  |              |  |
|----------------------------------|--------------|--|
| 1. Sir John Logan Campbell Trust | 10000        | confirmed                                      |
| 2. Lottery E&H                   | 25000        | confirmed                                      |
| 3. Foundation North              | 10000        | confirmed                                      |
| 4. WDC Partnership Fund          | <u>12974</u> | this application – <b>completion funding</b> . |
| <b>Total</b>                     | <b>57974</b> |  |

We have received outcome of a funding submission to Foundation North covering a number of cost areas including a small portion of funding towards this Chapel project – we have been approved \$10k towards the Chapel project.

\* We have included Oruaiti Chapel project in this request to Council to ensure we can cover all the costs of the Chapel conservation works from external funding. We need our cash reserves for essential operational costs given that our budget is very tight, as higher levels of operational funding support for the coming 12 months from Foundation North have not eventuated.

With all funding in place, we will be ready to start the works, which can be undertaken over the summer months when more settled weather is expected.

Works are expected to take 6 -7 weeks for Chapel, dependent on materials/ contractors/weather.

### **Timeline – Chapel project**

December 2018 – funding outcome received, project costs covered in full, contractors can begin works over summer months. Expected 6-7 weeks once started.

## Overview of Partner funding and costs

Provision of Council partnership funding is pivotal to reaching the required deposit level needed enabling submission to Lottery E&H in 2019 , to secure the remainder of the project costs for the Homestead project. Leverage funding is essential to continue the process of securing balance of funding for the Homestead works.

Without Council funding support these two projects will founder, and funding already secured is at risk of having to be returned to the respective funding bodies.

| <b>Project costs</b>                                       | <b>#1<br/>Homestead</b> | <b>#2<br/>Chapel</b> | <b>Total</b>   |
|--|-------------------------|----------------------|----------------|
| #1 Clarke Homestead & outbuildings                         | 342,966                 |                      |                |
| #2 Oruaiti Chapel  |                         | 57,974               |                |
| Total Heritage project costs                               |                         |                      | <b>400,940</b> |
| <b>Partner Funding from</b>                                |                         |                      |                |
| Stout Trust  | 45,000                  |                      |                |
| Lottery E&H  |                         | 25,000               |                |
| Foundation North   |                         | 10,000               |                |
| Sir John Logan Campbell Estate Trust                       |                         | 10,000               |                |
| <b>Total of partner funders to 14 Nov 2018</b>             | <b>45,000</b>           | <b>45,000</b>        | <b>90,000</b>  |
| WDC Partnership Funding                                    | 150,000                 | 12,974               | 162,974        |
| Lottery E&H - future submission 2019 , balance to complete | 147,966                 |                      | 147966         |

## Impact on the Community

- These buildings have strong local and regional significance- culturally and historically. Completing the works is essential to ensure these buildings will still be standing and accessible to the community in the current decade, and through into the next 50 years. Not doing the works will mean loss of building structure integrity, leading to permanent loss of the buildings and the stories that belong with them. Standing in the Homestead or Chapel gives direct context and relevance of the stories about the buildings and those that lived in them, as part of the learning and visitor experience.
- The Oruaiti Chapel is unique – made of rough sawn kauri, from a single kauri tree from Northland. There is no other octagonal church that exists in NZ – this is a treasure that inspires curiosity about the techniques and skills used to construct it. That the Chapel has survived several moves to its present location in Whangarei is testament to its robust construction, and now is part of the collection of the Whangarei Museum.
- ✎ • Completing the works will mean that in future, we can provide guided tours of the homestead, sharing the unique stories of the Clarke family with our visitors. This is part of long term plans to develop new visitor experiences at Kiwi North that will attract visitors to Whangarei and the region, alongside other visitor attractions in Whangarei, supporting economic growth of the district.

- Developing new visitor experiences is part of the long term plans of Kiwi North to encourage growth of the business towards long term sustainability. Growth will support increased employment opportunities – visitor hosts, museum hosts, museum researchers, museum internship placements, opportunities for tourism student placements for work experience.
- Completing the works will ensure the Homestead and Chapel remain accessible to our community, to visiting school groups as part of the suite of educational experiences we provide to the schools in Northland - that we can share the buildings unique stories , of their historical and cultural significance as part of the Early Pioneer experience.

There is too much that will be lost if council partnership funding support is not provided for these heritage buildings. Deterioration is already underway, but there is still time to repair the damage, and conserve the buildings, ensuring their longevity. Access to funding has hindered our ability to address this damage.

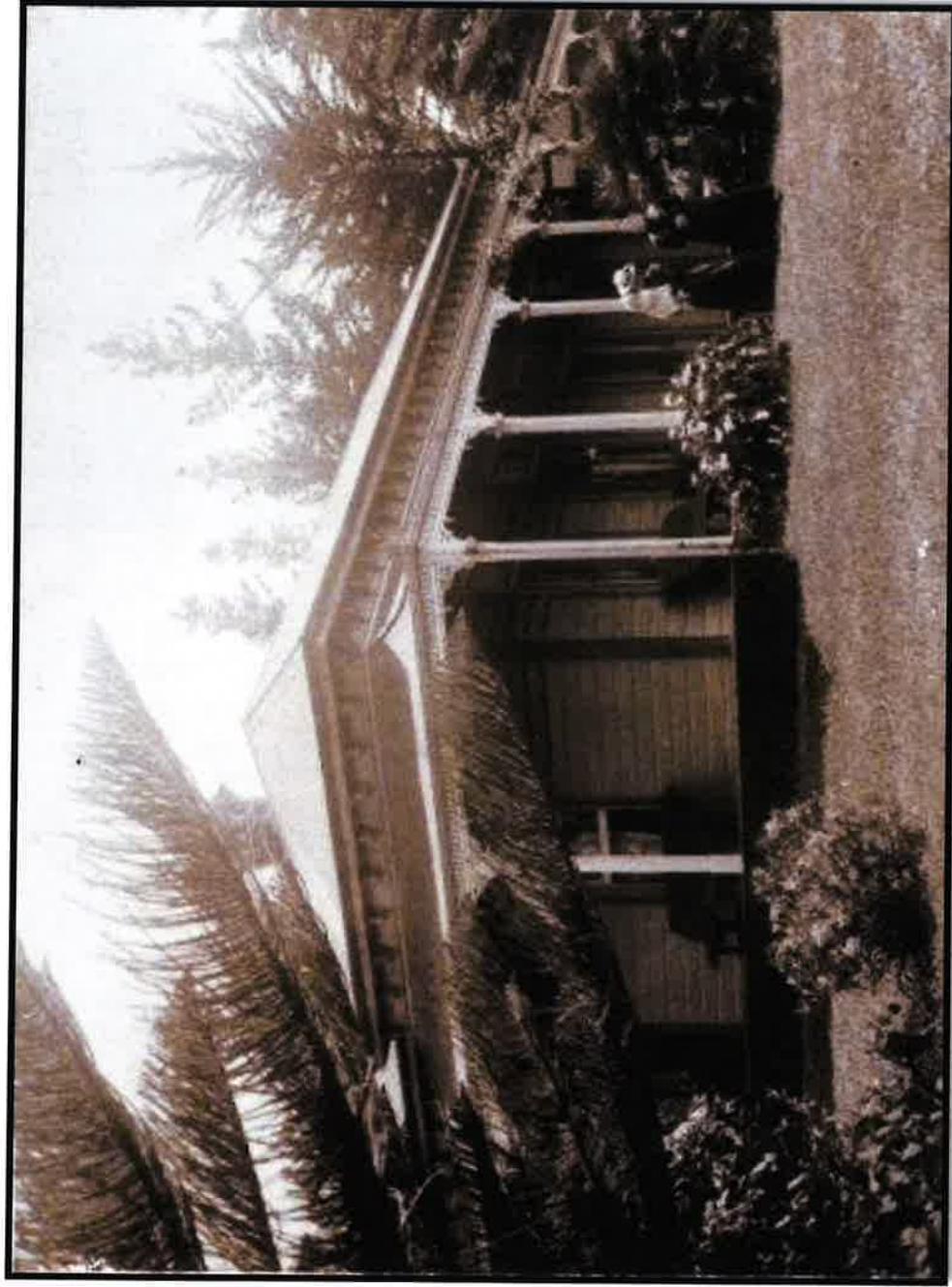
Partnership funding has been secured, and there is positive prospect of securing the balance of funds for the homestead works in 2019 from Lottery E&H. Council support of these two heritage projects will be a distinct positive step in conserving these two Heritage NZ listed buildings, and being able to continue to share all their many stories with the wider Whangarei community and our global visitors.



Kiwi North – Heritage Conservation Project

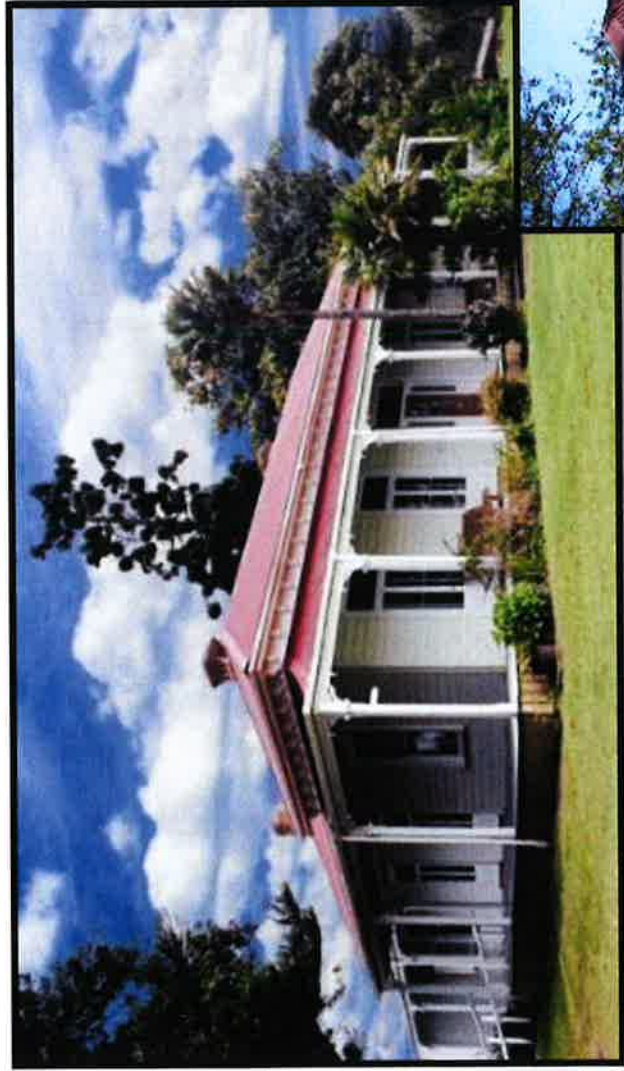
## Background – Clarke Homestead and Outbuildings





# Whangarei Museum and Heritage Trust

## Heritage Conservation Project - Clarke Homestead and Outbuildings (Heritage NZ listed class II)



**Glorat - the CLARKE  
HOMESTEAD and its  
Outbuildings -  
Heritage NZ listed class II,  
circa 1880**



# Whangarei Museum and Its Cultural Heritage

We are responsible for the Whangarei Museum, and the on site heritage buildings and its diverse range of collections.

- We are kaitiaki for over 80,000 collection items and taonga, plus two Heritage NZ listed buildings on our site – Glorat, the Clarke Homestead and the Oruaiti Chapel.
- With the Heritage NZ listing there are inherent responsibilities to maintain and care for these historic buildings to ensure their continued existence for decades to come.
- We research and curate special exhibitions every year that tell the stories of local events and identities, and our museum exhibitions are progressively being updated, with new content on display.
- We provide regular summer community events, and a range of public programmes that share the stories of both our cultural and natural history.
- Our facilities/services are used by our local community – heritage park clubs, community groups, we host visits by groups of all ages (pre school groups , family groups, senior citizen groups).
- We host over 20,000 visitors every year, a large proportion of these are from local community and this number is growing.
- It is essential that our collections are held in safe buildings, that weather tightness and security are not an issue for the collections, taonga and the wider community.



## The Clarke Homestead occupies a significant place in the history of Whangarei.

This is on account of:

- Its architectural value in its still original condition, as an example of a mid-1880s rural house in the villa style, with an apparent architectural relationship to the earliest houses in Northland.
- Its place in the settlement and history of Maunu and Whangarei.
- Its association with three generations of the Clarke family, and in particular the medical practice and substantial farm established by Dr Alexander Clarke. The Clarke family of three generations, have been the sole occupants of the homestead.
- Its inclusion of a medical consulting room and waiting room (as part of its original design).
- Its ability to demonstrate aspects of the social history of the area, which is enhanced by a substantial collection of the possessions of the Clarke family still on display inside the homestead, illustrating various aspects of daily life spanning almost a century.
- Its landmark value in Maunu.



## **Historical Background: About the Clarke Family and how their property became the Whangarei Museum.**

Dr Alexander Clarke was born in Scotland and qualified as a doctor, with honours in 1846. He married Mary Reid in 1872. On July 1884 they left London with their three sons, in the SS Tongariro and arrived in Auckland on 30 August 1884. In April 1885 the family came to reside in Whangarei, living at Stonyhill the property of Lady Osborne Gibbes (now Radcliffe Street). In 1885 the Doctor brought 232 acres of the Waihoanga Block from John Conyngham. The original request for surveying this land was made by Tito Papa in 1879.

Dr Clarke let the building of his house at Maunu Flat to Richard Keyte for £720. The house itself has never been restored inside, and has the original wallpaper, carpets and wooden venetian blinds. The height of the stud is 14 feet and it is built of kauri timber. All the large pieces of furniture, and brass bedsteads belonged to the family and were left with the other contents when the then Northland Regional Museum brought the property in 1973.

Dr Clarke set up his practice in the new house in 1886.

During this particular period, there was some unrest in the Poroti district with the Maori owners of land and Dr Clarke rode on horseback to this area to attend the wounded. The doctor was not a particularly well man and died at the age of 59. Both Alexander and his wife, Mary, are buried on the property.

## About the Clarke Family

James Clarke and his wife Mabel (nee Armstrong), took over “Glorat” after their marriage in 1902 and lived there for the rest of their lives. They had four children – Doris, Joan, Basil and Neville. All married, except Basil, who took the farm over when his father retired, and continued to live in the homestead, with his housekeeper, Miss Myra Carter. Basil died in 1983, aged 71 years. The second and third generations of Clarks farmed the property as a dairy farm and established a pedigree jersey herd under the name of “Glorat Jersey Stud”.

In 1970 the Northland Regional Museum Society (NRMS) was founded but with no premises. Although the Whangarei Museum collection dates back to 1890, it was housed in various rooms within other buildings, packed into storage and placed in recess at times. Without a museum of its own the City Council was paying a legislated amount to Auckland Museum, increasingly a financial burden.

In 1973 the Clarke property was bought by the NRMS as a site for the city’s Museum. Basil Clarke and Miss Carter continued to live in the back of the homestead, while the front rooms were opened to the public from 1976. The foundation stone for the existing Museum was laid in 1979 and the building opened to the public in 1984.

### Conclusion of its significance:

The homestead and property has both social and historic interest. Very few original family homes exist as museums in their original environment, in reasonable order and containing the paraphernalia and possessions of the same family. These buildings are unique for this reason.

## Protection of Glorat – Clarke Homestead Heritage New Zealand Listing (formerly Registration)

Clarke Homestead was registered by the New Zealand Historic Places Trust as a Category 2 Historic Place on 23 June 1983, Register Number 478. This category includes “... places of historical or cultural heritage significance or value”

The site of Glorat is also a significant archaeological site. Such a site is defined by the Heritage New Zealand Pouhere Taonga Act 2014 as “a place associated with pre-1900 human activity, where there may be evidence relating to the history of New Zealand, and any site that meets this definition is afforded automatic statutory protection under the Act.”

### The Whangarei District Plan

Glorat, the Clarke Homestead is identified in Chapter HH of the operative Whangarei District Plan (revised September 2016) as a Group B Historic Heritage Resource , No 107, and is listed in the schedule of Historic Heritage Resources, page 17.



## Constraints relating to the future maintenance of Glorat, the Clarke Homestead Archaeological Provisions of the Historic Places Act 1993

The Historic Places Act 1993 makes it unlawful for any person to destroy, damage or modify the whole or any part of an archaeological site without the prior authority of Heritage New Zealand. This is the case regardless of whether the land on which the site is located is designated, or the activity is permitted under the District or Regional Plan or a resource or building consent has been granted. The Act also provides for substantial penalties for unauthorised destruction, damage or modification.

All works that involve disturbance of any part of the site occupied by the house and its various related outbuildings (beyond the domestic outbuilding) will require liaison with and an archaeological authority from Heritage New Zealand prior to work commencing. The Trust's Regional Archaeologist will advise whether or not an application for an Authority to Modify the site is required.

The site of Glorat is extensive, including not just the house and its nearby domestic outbuilding, but the garden beds, sunken panel tennis court, lawns, bush, access roads and paths and the more distant associated complex of farm buildings: the barn, walk-through milking shed and their curtilage.

Heritage NZ has provided a letter of support for the intended conservation building works.



# Clarke Homestead and Outbuildings

## Current need:

- Clarke Homestead and related outbuildings (Heritage NZ listing II category) require major conservation remedial work to ensure their long term preservation.
- These works include roof replacement, replace gutters and downpipes, verandah and foundation pile remedial work, cladding repairs, joinery repairs and full repainting.
- These works have been identified in a 2016 Heritage building assessment report prepared by Reynolds and Associates and this provides the basis for the scope of works required.
- Some areas of works are urgently needing attention as deterioration is worsening with weathering and condition of existing materials.
- If the works are not completed both buildings are at risk of being closed to the public indefinitely to preserve what remaining value there remains in their structure.
- Indicative pricing provided by building contractor (as recommended by Heritage NZ ) has been sought and provided – estimated cost \$303k + GST for the building works . ( Pricing updated at May 2018)
- Before works are undertaken there is related costs for labour resources required to create inventory, to pack and remove artefacts from the homestead, cover and protect those staying in situ before the works are completed. Then after works are completed , there is also the post works cleaning and checking of Clarke family artefacts left in situ in the homestead. Collections staff labour resource, storage costs, materials are all additional cost that need to be covered in the project , so that the homestead can be prepared ready for reopening to public for guided tours. This cost is another \$40k.
- Refer budget for detailed breakdown of works required . Total costs expected to be \$343k .

# Importance of required works to conserve Glorat .

## Conserving Glorat, the Clarke Homestead

### Central assumptions

- Having passed into museum care in 1973 as a house museum, it is essential that Glorat, the Clarke Homestead is effectively conserved in much the same state as it was received from the descendants of Alexander and Mary Clarke, guided by the house's Conservation Plan, any relevant District Plan policies and the ICOMOS New Zealand Charter 2010.
- In the NZ Charter 2010 conservation is defined as '... all the processes of *understanding and caring for a place so as to safeguard its cultural heritage value.*' The Charter advises taking a cautious approach by doing "*as much work as necessary but as little as possible*" thus retaining authenticity and integrity and ensuring that the historic place and its values are able to be experienced and enjoyed by future generations.
- Any intervention which would reduce or compromise cultural heritage value is undesirable and should not occur. Preference should always be given to the least degree of intervention, consistent with the ICOMOS NZ Charter.
- The extent of any intervention for conservation purposes is always guided by the cultural heritage value of a place and the policies for its management as identified in the conservation plan, and particularly by its Statement of Significance. In this case *Glorat, the Clarke Homestead Conservation Plan* (2006) is the overarching guiding document that defines the property's cultural heritage significance and sets out appropriate conservation policy.

## Funding Request – Clarke Homestead

- Glorat – the Clarke family homestead and its outbuildings is of national and local significance.
- It is a unique treasure that needs essential building conservation work to ensure it is still in existence for future generations of our local community and wider NZ community.
- Refer the provided building assessment report completed by Reynolds and Associates for the details of specific works needed to conserve this unique heritage structure.
- We have made submission to external funder The Stout Trust for contribution to this project – we have been approved **\$45k** provisionally. The full cost of the works (expected cost \$343k) is outside the scope of the museum trust's budget and we need the leverage /seed funding to continue the process to take this project to other prospective funders including Lottery E&H committee.
- The project needs to be completed in one work phase due to need for exterior temporary scaffolding and building wrap to protect interior whilst roof is being replaced, and to provide weather protection and safe access for spouting replacement and painting works.
- Also collections labour resources are required for completing pre works and post works artefact protection and movement , storage ex -homestead, records update, and are part of the project . This work is a large undertaking and we are mindful of best use of labour resources - we do not have capacity nor time to do this more than the once as part of this planned project.
- The trust has limited options for paying for these works, and for collections staffing resources to do the prep work – it needs to be covered from external funding of which there is only a small number of funding options for this region.
- Council support is crucial to getting these conservation works progressed.

Artefacts inside the Homestead— pre works and post works care is needed.



Artefacts in the rooms need to be packed away, covered for safe storage before works begin. This is labour intensive specialist work.





## Cost of project –conservation works

- Project works have been initially costed at **\$343k** + GST. ( as at May 2018). This includes the cost of collections resources (labour, off site storage, packing, coverings , materials) \$39.5k , and heritage consultation \$1k . Refer budget overview and timeline.
- We have an initial project partner funder - Stout Trust **\$45k** ( provisionally approved ) .
- Leverage/ Seed funding is being sought from WDC partnership fund of **\$150k** towards the Homestead project cost, so we can make submission to Lottery E&H in 2019 for balance of project costs, and enable project to be started.
- Next round of Lottery E&H opens Jan 2019 -closes mid March, with decision June 2019. As we have wide ranging funding needs we want only one other partner funder for this project, leaving our remaining funding options open for other museum and environmental projects.
- Without this Council leverage funding support we cannot progress. The proposed works need to be completed as one project to ensure works follow logical order , making the most of temporary scaffold element of the project and that further deterioration to the building is minimised and that the unique heritage value is preserved.
- The works to both Homestead and outbuildings will take a period of approx. 16 weeks to maximise efficient use of scaffold structures to complete roof works, replacement spouting , cladding repairs and repainting. Contractor has included cost of full building wrap to ensure full weather protection of the building and its contents/interior during this process.
- Once the project is completed the homestead will be able to be reopened for guided tours and again be utilised with school student groups utilising our LEOTC education programme around social history, ensuring that the stories and history of the Clarke family are shared with visitors – a mixture of local community , domestic visitors and international visitors

# Clarke Homestead Heritage project - Importance of the project

| Funding Objective   | How it contributes - Heritage Buildings  |
|---|--|
| <p>To promote and preserve this country's environmental and cultural heritage in a variety of ways.</p> | <ul style="list-style-type: none"> <li>• The heritage buildings are located in the picturesque heritage park grounds – a holding of 25 hectares owned by the trust.</li> <li>• The village green and grounds that surround the Clarke homestead are open spaces bordered by large mature trees of various types - both native tree species and introduced as was the custom with early settler families.</li> <li>• This mix of trees and park space is a unique combination , where nature and birdlife thrives.</li> </ul>   |
| <p>Preservation of natural and historic sites</p>   | <ul style="list-style-type: none"> <li>• Our facilities offer unique blend/ combination of historic land use – these stories of our local history are shared with the community and visitors with interpretation, signage and visitor hosting.</li> <li>• Completing the conservation works will ensure that the historic buildings have longevity – the works are conservation based, as per ICOMOS and the completed building assessment plan completed by Reynolds and Associates, so historic value is retained. Without the completion of the works the buildings will deteriorate further leading to permanent loss of the structure.</li> <li>• Maintenance of the historic buildings generate employment in our local community , retaining skill and knowledge of early century construction techniques and styles.</li> <li>• Community interest ( via media coverage of the progress, supporters) in the works raises awareness of the community value of preserving these unique buildings , and other historic sites in general.</li> <li>• Visitors and local community will be able to continue to enjoy the heritage buildings, once works are complete and buildings back open .</li> </ul> |
| <p>Preserving amenities for public enjoyment, supporting community well being.</p>                      | <ul style="list-style-type: none"> <li>• The stories of the generations of the Clarke family are preserved - how they lived on this property, what part they played in significant events in local Whangarei history. Sharing the stories of this unique local family is part of our cultural and social history.</li> <li>• The Homestead and its outbuildings are a documented part of the local history and the focus of the heritage park grounds, readily seen from road frontage.</li> <li>• The heritage rock walls on the boundary of the park are recognised as an identifiable Whangarei district icon.</li> <li>• The grounds and buildings are regularly used as backdrop for photography, family gatherings, weddings and other group activities.</li> </ul>  |

Heritage grounds in use by our community.. Education programme, event days, picnics, weddings..





## Contribution to WDC Community Outcomes

The services and activities of Whangarei Museum and Heritage Trust contribute to the district's community outcomes. All five main activities/ services each contribute to at least two community outcomes .

With Council funding support of this heritage project, we will be able to add being positive about the future in regard to these heritage buildings, that have strong local connections and support.

| Community Outcome                     | Museum & collections | Kiwi House | Heritage Park, including bush reserve | Heritage Buildings | Education service |
|---------------------------------------|----------------------|------------|---------------------------------------|--------------------|-------------------|
| Efficient and resilient Core services | ✓                    |            | ✓                                     |                    |                   |
| Caring for the environment            | ✓                    | ✓          | ✓                                     | ✓                  | ✓                 |
| Positive about the future             | ✓                    | ✓          | ✓                                     |                    | ✓                 |
| Proud to be local                     | ✓                    | ✓          | ✓                                     | ✓                  | ✓                 |

# Outcomes – with Support from Council Funding

## Clarke Homestead Project is supported by WDC Partnership Fund

- Project can then be taken to other partnership funders for balance of project funding needed as deposit /partnership requirement is met.
- Project can be progressed - good news media coverage for all parties, of positive outcome. Community concerns about the homestead deterioration seen to be being addressed.
- Clarke Homestead and outbuildings are valued and recognized as significant cultural and historical buildings worthy of protection.
- Obligations and responsibilities of Heritage NZ class II listing for the buildings will be able to be met, ensuring that the buildings are conserved. Museums Aotearoa Code of Ethics standards will be met in regard to care of collections.
- Increased local employment for collections technicians-opportunities for training, gaining experience , records updates of Clarke family artefacts can then be digitised, improving research capabilities in future.
- Local contractors can be engaged for building works, supporting local employment adding to local business economic growth.
- Conservation works will ensure the homestead and outbuildings are still standing for another 50 years, and can be enjoyed/ appreciated by many generations of local community. And visitors from all over the globe.
- The collections items inside the homestead are able to stay on display long term as conditions inside the homestead are greatly improved in regard to reduced dampness and reduced risk of water damage from leaks through the roof and wall cladding.
- The buildings will remain open to be used for visiting school groups using our education service, learning about early pioneer life.
- Positive media coverage of progress of project through to completion – good news stories for local community to encourage community support and interest.
- Provides potential business growth for Kiwi North overall when works are completed – being able to offer guided tours ( as a new ticketed item) that share the many stories of these historic buildings and the many generations of the Clarke family.
- Potential business growth offering social history education programmes “Experiencing Early Settler Life” to the growing numbers of international student groups visiting our region.
- Supports economic growth in the district by growing potential employment opportunities – museum tour hosts, research work.

# Outcomes – if not Supported to level needed

## Clarke Homestead Project outcomes if it is not supported by Council :

- Project is stalled – not able to seek funding for the project from Lottery E&H, without reaching initial deposit threshold commitment to project. Degree of building deterioration increases ,the longer this work is delayed.
- Delays with works that risks the lifespan of the homestead & outbuildings will reflect negatively on the Whangarei Museum and Heritage Trust, and the Whangarei city .
- Obligations and responsibilities of Heritage NZ class II listing for the buildings are not met. Heritage NZ will need to be advised of the deteriorating situation of the building structures – possible negative media coverage.
- Museums Aotearoa Code of Ethics standard as to museum collections care will not be met.
- Delays with project works means cost of works will rise further – more damage to repair rather than prevent , and price increases as project scope of necessary work widens.
- Homestead and outbuildings will be closed indefinitely to the public to preserve their remaining integrity and historic value .
- Building deterioration continues, and at a faster rate as roof integrity worsens – more roof leaks, spouting blockages, rotten timber in walls, issues with damp impacting on interior.
- Clarke family collection items in the building will need shifting permanently to prevent further damage to their condition from damp, water leaks – furniture, social history items, textiles. We have no room in our current storerooms – will need to go off site long term, which is not best practice for these artefacts.
- Increased costs to the museum for offsite storage - we have no space for the alternate storage of the Clarke family items – will mean increased costs for storage offsite , and that may not be appropriate long term.
- Other museum projects will not happen as operational income is redirected into damage mitigation costs for homestead and outbuildings, and long term collection item storage.
- Potential business income and local economic growth is lost from not being able to offer guided tours with visitors of Clarke Homestead and outbuildings. Tourism is expected to grow in Whangarei and Northland ,with promotion of new heritage and cultural projects.
- Conserving this iconic and unique early settler family homestead is needed to give reference to all its stories that have local historical significance.
- Loss of an income stream in the potentially large growth market of international students, with “Experiencing Early Settler Life” hands-on activities being a favourite programme. Education service with visiting school students will no longer be able to include homestead and outbuildings in early pioneer life education experiences.

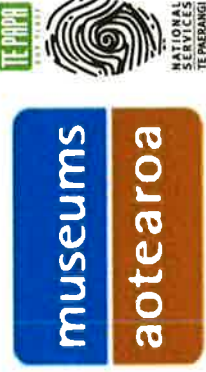
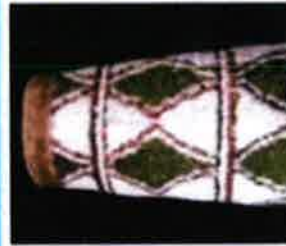
## Conclusion

- The Clarke Homestead and its outbuildings have significant heritage value for the Whangarei city and its community. These buildings have Heritage NZ listing class II – we have defined obligations and responsibilities that go with this .
- The buildings have been professionally assessed by a qualified heritage building assessor, Reynolds and Associates as recommended by Heritage NZ. Refer the report for full details. Without the works to fix the identified building issues, the structures will continue to deteriorate, with increasing risk of full permanent loss to the community.
- Sourcing leverage funding towards the cost of the works ( estimated \$343k +GST ) is an essential step in progressing the project to conserve the buildings and all its history and stories for the Whangarei community – both current and future generations.
- The Whangarei Museum and Heritage Trust is a long standing reputable organisation, which operates under tight budget constraints, with limited levels of cash reserves. External funding is needed for this project, and options and timelines for this are limited. We have initial partner support , and have clear pathway for securing balance of project costs.
- Leverage funding support of **\$150k** is needed as key partner funder ( providing essential leverage funding) for Homestead heritage conservation project.
- With WDC funding support along with the initial funding contribution from Stout Trust, the threshold would be met for taking the project to Lottery E&H committee with increased prospect of success. This will allow the project to potentially get underway in latter part of 2019 .
- Without providing leverage funding support the project will stall – the deterioration to the buildings and all its museum collection contents will continue, placing the whole Clarke family story and collection items inside the homestead, at very real risk of permanent loss.
- The loss of the homestead and outbuildings would remove the opportunity to develop our heritage park visitor guided tour offering , LEOTC education social history programmes , future growth of employment and tourism business potential through the expanded visitor experience. This income would be a vital new income stream to support ongoing maintenance of the heritage buildings and house keeping measures, as well as assisting business sustainability overall.



# Discover, Explore & Experience Kiwi North Museum – Kiwi House – Heritage Park

One of the “must-see” visitor  
experiences in Northland



Kiwi North – Heritage Conservation Project

## Background – Oruaiti Chapel

## Oruaiti Chapel – Remedial Conservation Building Works

### Background of this Heritage NZ listed class II building.

The Oruaiti Chapel was built in 1861, sited originally in Oruaiti valley in the Far North.

This tiny octagonal chapel is the smallest church in New Zealand – possibly the world – and is unique in shape. It is 18 feet in diameter and its eight walls are roofed by eight faces rising up to a point culminating in a small spire.

It was constructed from a single milled kauri tree. Initial rushes used on its steep sided roof were later replaced with kauri shingles.



Used by various religious communities over the decades, it was shifted to Whangarei in 1946. In 1975, it was later moved to its present site in Maunu Whangarei at Whangarei Heritage Park. It is the only free-standing wooden church in NZ in the shape of a regular (equal sided) octagon.

The Chapel is still used and enjoyed by the community for weddings, on various occasions for special church services at Easter, and by school students whilst participating in our heritage and pioneer education programme. However the deteriorating condition of the Chapel is placing limits on its future use and levels of engagement by the community.



The Chapel is open to the public – visitors are able to get close up and be inspired by the building construction techniques of the early pioneers of NZ .



## Oruaiti Chapel – Remedial Conservation Building Works



Our community uses the Oruaiti Chapel – it is a very special venue for small gatherings and weddings.

A group from Kamo Primary school about to enter the Chapel – hearing about its history from one of our educators, as part of studying about Pioneer NZ – Aug 2015 .

Another school group below sitting on the wooden pews, inside the Chapel – getting a feel for its small size, and how it might have been used back in the 1900s'.



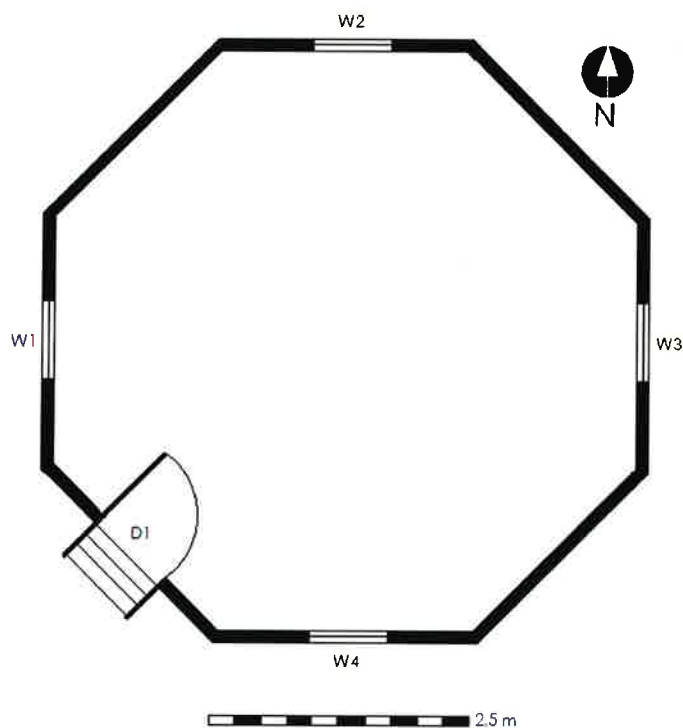
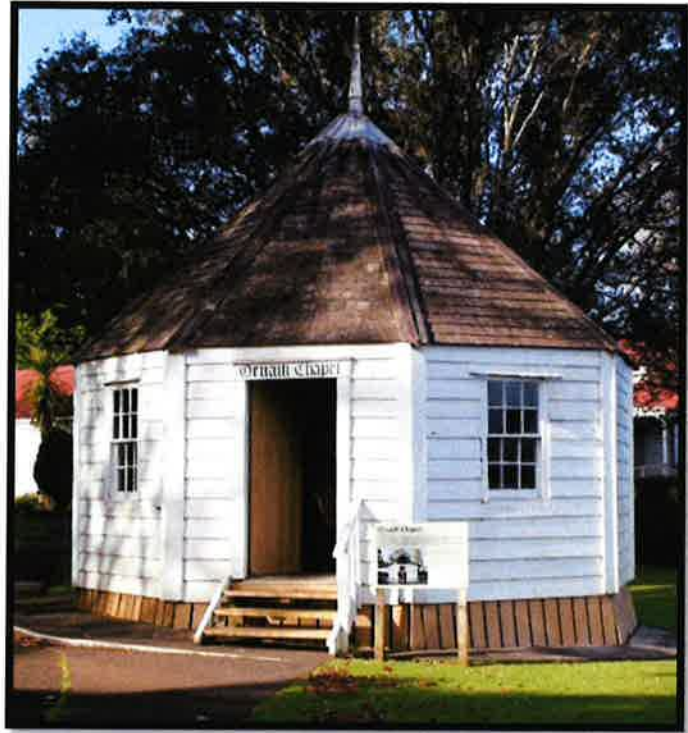
## Oruaiti Chapel – Remedial Conservation Building Works

### Heritage Significance

The chapel was registered as category 2 Historic Place on 22 August 1991 – since renamed Heritage NZ Class II.

Its current site at the heritage park is also a significant archaeological site.

The chapel is noted in the operative Whangarei District plan as a Group B historic heritage resource, No 152.



Floor plan of Chapel.

## Oruaiti Chapel – Remedial Conservation Building Works



Its construction technique is unique – of early hewn kauri planks, as seen in this above image. Refer the details of the building in the Building assessment report completed by Reynolds and Associates.

## Oruaiti Chapel – Remedial Conservation Building Works

### Meeting WDC Partnership Funding Priorities and Outcomes- how this project will benefit the community.

#### Increased Inclusion and Social Cohesion and Enhanced Cultural Vibrancy

- Ensuring the unique Oruaiti Chapel c1859-61 structure, a protected heritage building, is preserved for the current community and future generations.
- Completion of the proposed works will mitigate any further deterioration, ensuring the history of the Chapel is still able to be shared with local and regional community.

The Chapel was built in the Far North, Tai Tokerau in 1861, and has had several sites in Tai Tokerau region over the years until 1975 when it was shifted to its present location in Maunu Whangarei. It is now part of the Whangarei Museum collection giving it certainty of location and care, benefitting all the future generations of local and regional community. Our Tai Tokerau regional population is over 175,000 and our local city population is expected to reach close 87,000 in 2018 – both experiencing growth in the last five years. This continued growth in our community is expected to continue as the region population grows.

- The Chapel has multi-generational connection to our community members – many had initial visits as school children, and now visiting with their own children. We know of families whose parents were married in the chapel, and they now bring their grandchildren to visit, to experience the wonder of this unique small octagonal church. We hold several key items in our collection that relate to the Chapel and its history – the original door key, bible.
- We host over 20,000 visitors each year, who experience our museum, its exhibitions on display and the many historic and heritage buildings on our extensive heritage park grounds. The Chapel is open to the public 363 days each year, along with the other historic buildings. Without the works we will soon reach a stage when the Chapel will need to be closed off permanently to the public for reasons of conserving the building.

Without these works, the structure will continue to deteriorate at a faster rate due to water damage through the failing roof shingles and wood rot in the weatherboards, as we do not have the resources nor cash flow capacity to complete the necessary building works by ourselves.

#### Partner Funding:

We have secured partner funding of:

- \$10k from Sir John Logan Campbell Estate, and
- \$25k Lottery E&H towards the costs of the remedial conservation works
- \$10k Foundation North towards the project works.

We are needing assistance with the balance of funding to ensure that this necessary work is completed as one project, as the nature of the remedial works required do not permit reduction in the scope to split into 2 projects.

Refer budget for costs and quote from Kerr Construction dated May 2018 – detail on page 9 of this document.

## Oruaiti Chapel – Remedial Conservation Building Works

**Community Support:** Refer Letters of Support from Bill Edwards, Heritage NZ Northland office and The Kauri Museum. Both of these organisations support this intended work and the need for it to be completed to protect the structure from non-recoverable damage.

### Enhanced Cultural Vibrancy

- Building work will conserve the building structure, prevent further deterioration and thereby increase its longevity. The works will preserve this cultural artefact.
- The Oruaiti Chapel is unique in NZ – the only equal sided octagonal church/chapel in existence. Another is very unlikely to be built, especially of the same material and construction method.
- It is a unique shape and construction - made from NZ Kauri, reportedly from one log milled in the Far North Tai Tokerau.
- Oruaiti Chapel has Heritage NZ listing class 2 status (since 1991), which confirms its historic value and importance.
- It is noted in Whangarei District Council records as of significance historically – Group B resource number 152.
- Not completing the required works will lead to the closure of the building to the public amid serious water damage and wood rot to the wooden structure. Doing nothing is not an option – the building will not survive another 5 years in the wet temperate climate of Northland with its high rainfall.

### Increased Inclusion and Social Cohesion

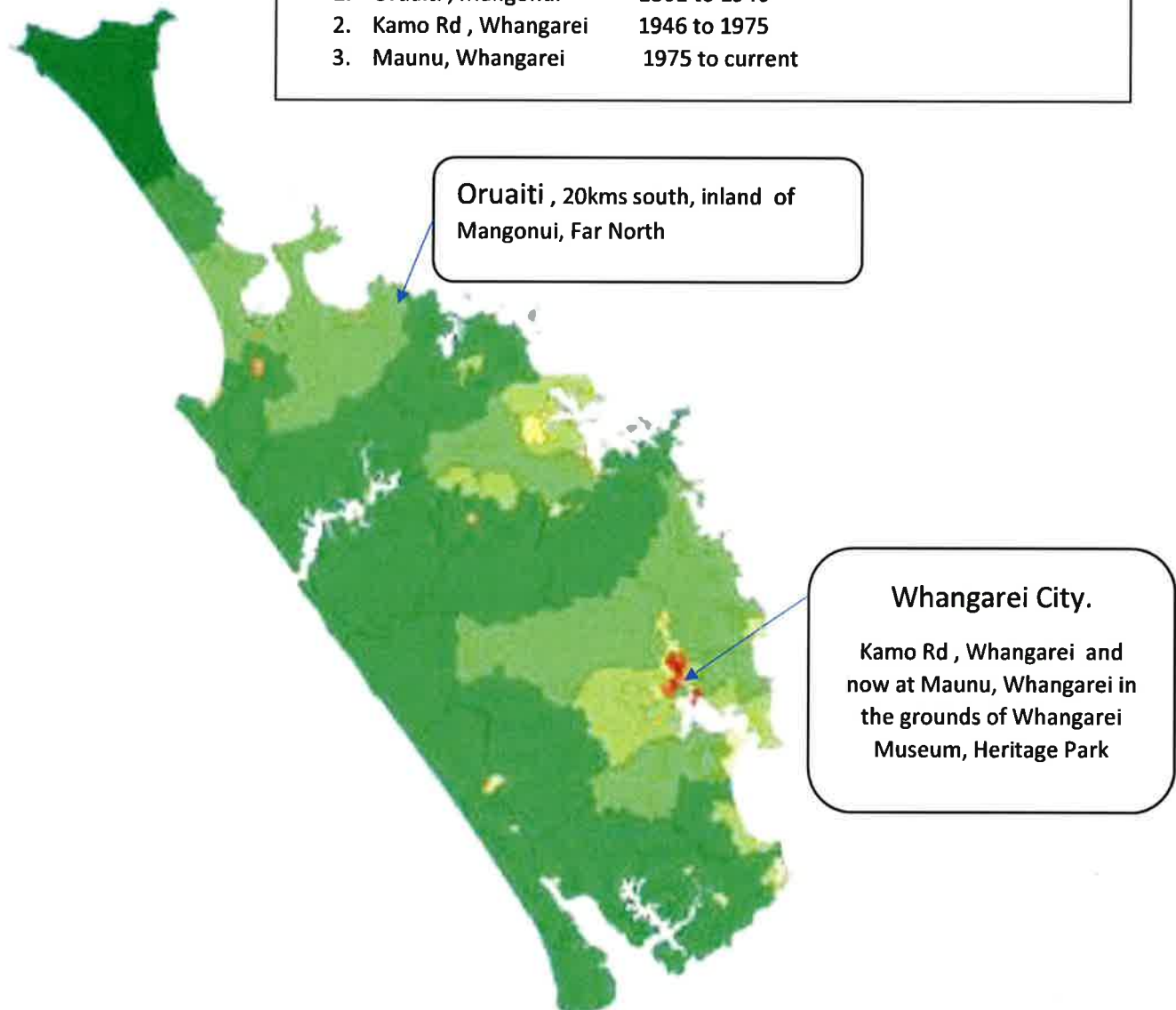
- Improve public access and information about places, structures or large built objects of significance to our history. The Chapel has direct provenance to Tai Tokerau Northland and the early settler families and communities.
- Create the feelings of sense of place by understanding the history of the Chapel.
- Completion of the project work will ensure the Chapel and its stories, and history will remain accessible – otherwise there is potential for the building to be closed to the public in order to conserve what there is of the Chapel structure.
- As the Chapel has been in several locations in Tai Tokerau region during its time, there are also the stories and history that go with those locations. Preserving the building will ensure that relevance and context of those stories are not lost. The Chapel is small and unique in design, and being able to stand in it, gives direct context to the stories of how the early settler communities were able to use it as a social hub in their small community.
- Preserving the building and allowing continued public access provides opportunity to create new stories of the building in its current location by our community. It is used for education programmes, as part of the early pioneer/ settler education programmes – getting a feel for what life was like back in early 1900's. The Chapel is able to be used for small weddings, used as a backdrop for photography, and family occasions.



## Oruaiti Chapel – Remedial Conservation Building Works

### Locations of the Oruaiti Chapel ( Heritage NZ listed) in Tai Tokerau.

| Location               | Period          |
|------------------------|-----------------|
| 1. Oruaiti , Mangonui  | 1861 to 1946    |
| 2. Kamo Rd , Whangarei | 1946 to 1975    |
| 3. Maunu, Whangarei    | 1975 to current |



**Figure 1 Northland Region NZ**

## Oruaiti Chapel – Remedial Conservation Building Works

### Current Condition

#### Oruaiti Chapel - Building Assessment Completed

- To objectively assess the current condition and remedial building needs of the Oruaiti Chapel a specialist assessment was undertaken by David Reynolds, Reynolds and Associates, in 2016.
- The detailed report was completed in October 2016 and is provided. This gives the detailed background of the building and its current condition – exterior and interior, and also the various remedial building works that need to be completed to ensure its long-term protection.
- The works proposed accord with standards of ICOMOS New Zealand Charter for Conservation. – refer Reynolds and Associates report dated October 2016.
- The report also provides on going annual housekeeping programme, once the major building works are completed.
- Please refer the full CMP report on Oruaiti Chapel written by Reynolds and Associates . Dated October 2016 - Attached to this submission.

#### Essential Works Required

Listing of main exterior works are noted on pages 31 and 32 of this report by Reynolds and Associates.

There are significant works needed to ensure this building has longevity and to reduce further deterioration.

Pricing for these works has been undertaken by Kerr Construction, as a recommended contractor by Heritage NZ. There are no other local contractors as familiar with heritage building works that also have Heritage NZ recommendation.

It is our need to secure funding to enable these major works to be completed – these being replacement of the roof shingles, joinery repairs, cladding repairs, and spouting. Once these are complete then painting can be completed to ensure the long term protection and conservation of this unique Kauri heritage building.

Our staff team does not have the capacity to undertake these works in-house. We need to engage outside contractors to complete these necessary major works in a timely manner, and to high standards for heritage works.

Project management and heritage guidance will be provided by Reynolds and Associates. As the writer of the assessment report, this will ensure continuity of knowledge of the unique heritage building and its site.

The cost for the project management has been included in our budget.



## Oruaiti Chapel – Remedial Conservation Building Works

### Budget / works required

| Contractor                                    | Work detail   | Cost excl GST   |
|---|---|-----------------|
| <b>Scaffold</b>                               | 6 weeks hire for roofing, spouting and exterior painting                                      | 3432.00         |
| <b>Roof</b>                                   | Replace all shingles- cedar ( assumes ply substrate is OK)                                    | 27060.00        |
| <b>Cladding</b>                               | Urgent weather board replacement with sawn kauri, H3 trim                                     | 10263.60        |
| <b>Joinery Windows</b>                        | Urgent works and reputty  | 3852.00         |
| <b>Door</b>                                   | Urgent repairs , incl new lockset, spouting over doorway & downpipe                           | 2882.40         |
| <b>Painting</b>                               |   | 4784.00         |
| <b>Contingency &amp; escalation allowance</b> |   | 5000.00         |
|   | Sub total   | <b>57274.00</b> |
| <b>Project management</b>                     | <b>Reynolds &amp; Associates</b> – site inspections pre & post , discussion with contractors. | 700.00          |
|   | Total costs ( excl GST)   | <b>57974.00</b> |

1. Please also refer letter supporting the pricing from Kerr Construction – specific references to works for Chapel heading 5 a-h for more explanation of the pricing, what work is involved with each portion of the pricing.
2. We have worked with Kerr Construction before – as main contractor for our recent Stage 2 accessibility project. We have a sound working relationship with this local contractor.

### Funding of Oruaiti Chapel project :

|                             |                        |                                   |
|-----------------------------|------------------------|-----------------------------------|
| Partner funding             | 25000.00               | Lottery E&H                       |
|                             | 10000.00               | Sir John Logan Campbell Estate    |
|                             | <u>10000.00</u>        | <u>Foundation North</u>           |
| Total Partner funding       | 45000.00               | Approved to 14 Nov 2018.          |
| Total project costs         | <b><u>57974.00</u></b> | As per costing provided as above. |
| Funding Balance to complete | 12974.00               |                                   |

Funding sought from WDC Partnership fund : **\$12,974** towards this Chapel project to enable completion of the project , with immediate start with contractors.

Kiwi North – Heritage Conservation Project

## Letters of Support

21 February 2018

To whom it may concern,

**Re: Letter of Support for application by Whangarei Museum**

I am delighted to have the opportunity to support Whangarei Museum's application to the Lottery Environment & Heritage Committee.

The purpose of Whangarei Museum's bid is to fix the weathertightness issues that have been identified in a 2016 conservation / maintenance assessment report completed by David Reynolds for Oruaiti Chapel. The project specifically seeks to replace roof shingles and carry out all wall cladding repairs, joinery repairs and associated repainting.

Whangarei Museum has been the caretaker of this Category 2 listed building since it was relocated to its current site in 1975. Oruaiti Chapel is unique in terms of its age, size, and unusual octagonal shape as well as its importance to early European settlement in the region.

Whangarei Museum has a duty of care to maintain their heritage collection, including its historic buildings in line with industry standards and recognises the value of carrying out extensive repair work and preventative maintenance before the building falls into such a state of disrepair that they are forced to close it to the public.

This application for re-roofing, cladding and joinery works, acknowledges the efficiencies gained in combining the works into one major project and reflects best practise in Museums for collection care and in doing so, receives my full support.

Yours sincerely



Lisa Tolich  
Chief Executive Officer  
Ph: 09 431 7417 | Fx: 09 431 6969  
E-mail: [ltolich@kaurimuseum.com](mailto:ltolich@kaurimuseum.com)



HERITAGE NEW ZEALAND  
POUHERE TAONGA

19 June 2018

File ref: [478]

Linda Ace  
Director- Strategy and Finance  
Kiwi North  
PO Box 10135  
Te Mai  
Whangarei

Dear Linda

#### LETTER OF SUPPORT

On behalf of Heritage New Zealand Pouhere Taonga I am writing this letter to support an application for funding assistance that you may make to facilitate the conservation work undertaken on Glorat and its associated outbuildings.

Glorat, the Clarke Homestead was built for the Clarke family. It was constructed in 1886 by Whangarei carpenter, Richard Keyte. The building and grounds were gifted to the Whangarei Museum and Heritage Trust in 1973 by the Clarke family and they presented a remarkable gift. The house is an Edwardian- era building complete with artefacts that are associated with the house and family. It is a very rare example of a building and collection that has not experienced a large amount of change over time.

The Homestead is listed with Heritage New Zealand as a Category II building and is also scheduled in the Whangarei District Plan as a heritage building No. 107.

The Clarke Homestead occupies a significant place in the history of Whangarei. This is on account of:

- Its architectural value as an example of a mid-1880s rural house in the villa style, with an apparent architectural relationship to the earliest houses in Northland.
- Its place in the history of Maunu and Whangarei.
- Its association with three generations of the Clarke family, and in particular the medical practice and substantial farm established by Dr Alexander Clarke.
- Its inclusion of a medical consulting room and waiting room (as part of its original design).
- Its ability to demonstrate aspects of the social history of the area, which is enhanced by a substantial collection of possessions of the Clarke family, illustrating various aspects of daily life spanning almost a century.
- Its landmark value in Maunu.
- Its ability to provide a window to future generations to see on how their ancestors may have lived.

Since 1973 the building has been in the ownership of the Whangarei Museum and Heritage Trust (Kiwi North) and in 2006 Salmond Reed Architects were commissioned to produce a Conservation Plan for the building and in 2016 Reynolds Associates were commissioned for a Cyclical Maintenance Plan.

There are ongoing maintenance issues and also urgent work that needs to be undertaken to conserve the building for the future. The works include re- piling, repairs to the roof, drainage, replacement of gutters, downpipes and rain-heads. There are also issues with some rot in some of the joinery and weatherboards. The outbuildings also have a raft of issues that are highlighted in the Reynolds and Associates report.

There has been ongoing communication with Heritage New Zealand over the conservation issues with the building and Kiwi North has commissioned a comprehensive report which identifies these. Kiwi North has the governance and management systems in place to make sure that the project is completed. I wish you well with your project.

Yours sincerely

A handwritten signature in dark ink, appearing to read 'Bill Edwards', written in a cursive style.

Bill Edwards  
Area Manager Northland  
PO Box 836  
KERIKERI 0245  
DDI 09 407 0471  
Email [bedwards@heritage.org.nz](mailto:bedwards@heritage.org.nz)



HERITAGE NEW ZEALAND  
POUHERE TAONGA

20 February 2018

File ref: [2593]

Linda Ace  
Director- Strategy and Finance  
Kiwi North  
PO Box 10135  
Te Mai  
WHANGAREI

Dear Linda

#### LETTER OF SUPPORT

On behalf of Heritage New Zealand Pouhere Taonga I am writing this letter to support an application for funding assistance to undertake conservation work of the Oruaiti Chapel. The octagonal- shaped chapel was built in 1861 by a group of settlers led by Thomas Ball who erected it for worship at Oruaiti, near Mangonui Harbour. Thomas Ball felt the working classes could make better lives for themselves in the colony than in England. Accordingly, he arranged for a group of around 80 people to join him in emigrating to New Zealand. An incentive was the promise of government land grants for groups of settlers. Most of the 'Ball Party', as they were known, paid their own fares, but others surrendered their land orders for an advance of passage money. The chapel was built in this form as it is an efficient use of space, has good acoustics, was the favoured design for a church by the founder of the Methodists John Wesley "as there were no corners in which the devil could hide".

The chapel has been moved four times twice in the Oruaiti Valley, then to Kamo, and finally to its location at Kiwi North in 1975.

The chapel has undergone a small amount of change over this time and the unusual joinery, pit sawn timbers and morticed frames are original. The roof was originally thatched in rushes but has been replaced with a wooden shingled roof. The chapel is unique because of its size, shape, function, age and its connection to people who came to New Zealand for religious and economic advancement.

The chapel is in need of urgent conservation work and this includes re shingling, replacement of some of the weatherboards, repair of the joinery and repainting. The 2016 report by Reynolds and Associates details the conservation work to be undertaken on the Chapel.

The Oruaiti Chapel is listed with Heritage New Zealand as a Category 2 building no. 3291 and no.152 in Appendix 3 of the Whangarei District Plan of heritage buildings, sites and objects.

There has been ongoing communication with Heritage New Zealand over the conservation issues with the building and Kiwi North has commissioned a comprehensive report which identifies these. Kiwi

North has the governance and management systems in place to make sure that the project is completed. I wish you well with the project to conserve this remarkable small building for future generations.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Bill Edwards', with a stylized, cursive script.

Bill Edwards

Area Manager Northland

PO Box 836

Kerikeri 0230

09 407 0471

[bedwards@heritage.org.nz](mailto:bedwards@heritage.org.nz)



## 5.1 Rent concessions annual reporting 2017-18

**Meeting:** Community Funding Committee  
**Date of meeting:** 12 December 2018  
**Reporting officer:** Cindy Velthuisen, Community Funding Officer

### 1 Purpose

To present the annual reports from rent concessions recipients for the period ended 30 June 2018.

### 2 Recommendation

That the Committee notes the rent concessions annual reports for 2017-18.

### 3 Background

Council provides rent concessions for community organisations in council property that provide a valued service to the district. As part of their lease agreements, these organisations are required to report annually on their activities to continue receiving the concession.

This is the first time these reports have been presented to Council, following internal process changes last year.

### 4 Discussion

The organisations that receive rent concessions from the Community Development department are listed below with the value of the concession and the current lease period.

| Organisation                                    | Value     | Lease Expiry |
|---|-----------|--------------|
| Whangarei Art Museum                            | \$171,000 | 2036         |
| Grinters Glass                                  | \$35,310  | 2027         |
| Company of Giants/116 Bank Street               | \$30,000  | <b>2019</b>  |
| Whangarei Youth Space Trust                     | \$31,000  | <b>2019</b>  |
| Hihiaua Cultural Centre Trust                   | \$61,700  | 2043         |
| Whangarei Youth Music                           | \$70,000  | 2025         |
| Northland Society of Arts                       | \$42,000  | 2031         |
| Air Training Corps                              | \$3,050   |              |
| Citizens Advice Bureau                          | \$15,736  | 2020         |
| Dyslexia Plus                                   | \$3,098   | 2020         |
| Epilepsy Association of New Zealand (Northland) | \$4,354   | 2020         |

|                          |          |      |
|--------------------------|----------|------|
| Northland MS Society     | \$2,112  | 2020 |
| Literacy Whangarei       | \$8,259  | 2020 |
| Volunteering Northland   | \$5,217  | 2020 |
| Whangarei Migrant Centre | \$12,509 | 2020 |
| WINGS                    | \$2,976  | 2020 |

The following receive a rent concession from District Development and are excluded from this report:

- The Bach (\$10,000)
- Te Huinga (\$17,000)
- Search and Rescue (\$30,000)

#### 4.1 Financial/budget considerations

The total value of rent concessions from Community Development is \$498,321.

Organisations in Council property are subject to periodic market rent reviews. With the changes in market rents, this is expected to result in increases of 10-20% which will impact on the rent concessions budget and limit our ability to subsidise new community groups in Council property.

#### 4.2 Commentary on reports

A summary of each organisation's report is provided below, and their full reports are attached.

Each lease is worded slightly differently. In general terms, the leases state that for a rent concession to continue, the tenant should demonstrate that it remains proactive in providing for the community, and that a report is provided annually that talks about:

- Current activities in the premises
- Benefit to the community
- Collaboration with local community organisations
- Collaboration with national and international organisations
- Promotion of activities
- Other funding sought and received.

##### **Grinter's Glass Studio**

The Grinter's Glass Studio is based at Burning Issues at the Town Basin. It receives 100% rent concession valued at \$35,310 p.a. for contributing to the Arts, Culture and Heritage Precinct plan for the area. The lease expires in 2027.

The Grinter's report shows that the glass blowing studio continues to be open to the public Fridays, Saturdays, and Sundays most of the year, with the occasional week-day opening on request. The average number of open days is estimated to be 16 per month (192 per year). There is no tracking of visitor numbers except via the visitor's book.

Grinter's Glass provides the opportunity for visitors to observe glass blowing in action, runs give-it-a-go workshops, and hosts school/group visits. The Studio offers a scholarship annually through The Learning Connexion, and a student is currently being mentored by Keith in glass blowing. Seven visiting artists have also used the studio over the year.

Groups hosted at the Studio include Te Kapehu Whetu school, home school groups, families, and team building groups. Aside from the visiting artists, there is no evidence of other collaboration.

The report does not mention other funding being sought or received.

On promotion of activities, Keith advises that he does so through the Whangarei Visitors Guide to good effect.

In summary, the Studio continues to add to the Arts, Culture and Heritage Precinct, providing an interactive attraction in the Town Basin for locals and visitors alike. However, given the value of the rent concession, Grinters' Glass needs to better demonstrate community benefit in future, such as through collecting visitor data, increasing the number of school/group visits, and more collaboration with local community organisations. Staff have discussed this with the tenant and he is aware of the need to make improvements for continued rent reduction.

The Studio is due for a market rent review in 2021. It is recommended that the current 100% rent concession continues until the rent review, when the concession can be reassessed against the Studio's community benefit.

### **Hihiaua Cultural Centre**

Hihiaua Cultural Centre is based in Herekino Street. It receives 100% rent concession valued at \$42,000 (increased to \$62,000 upon renewal in 2018) for contributing to the Arts, Culture and Heritage Precinct plan for the area. The lease expires in 2048.

The Centre's report does not demonstrate the day to day activities, usage, or the benefit to the community. It also does not mention promotion of activities. The main activities reported on are the obtaining of funding.

The report cites some collaboration with Te Wananga O Aotearoa (venue hire), He Puna Marama Trust (no details given), and the Pasifika Fusion Festival (participation).

The Centre is working on Tuia Encounters 250 celebration events for 2019, and one of the trustees is involved with the United Nations and other indigenous nations organisations.

Funding was received from Te Puni Kokiri, Foundation North, and the Provincial Growth Fund (MBIE) for development of the facility.

In summary, the report lacks detail, and currently does not demonstrate a level of community benefit to justify the current rent concession. However, the future impact of the Centre is assessed as significant for whole district, which may provide sufficient mitigation for Councillors.

The Centre's lease was renewed in 2018 and revised performance measures now apply. It is recommended that Council makes clear to the Tenant that the rent concession for 2019-20 may be reduced unless the Tenant meets the new performance measures and clearly demonstrates good community impact.

### **Company of Giants/ONEONESIX**

Company of Giants is based at 116 Bank Street. It receives 100% rent concession valued at \$30,000 to assist youth and other members of the community. The lease expires 31 July 2019 – there will be a decision paper on renewing their lease in April 2019.

The report demonstrates that Company of Giants and the newly formed ONEONESIX Trust have grown as a provider of a performing arts and community space. Their values and objectives are clearly articulated and aspirational.

Visitor/user numbers of the space totalled 13,526 in the year to 30 June, and the monthly figures are steady.

The Trust's activities for youth have included building relationships with schools and groups, supporting youth-led activities, mentoring and facilitating connections, as well as youth-focused performing arts, events and activities. Youth are encouraged to take leadership

roles, such as regular youth-led improvisation classes and the management of the Trust's Snapchat and Instagram channels.

Collaborative relationships exist with a long list of local community groups and providers, from Northland Youth Theatre, to PechaKucha, to Rainbow Youth. National collaboration continues to grow and includes professional production companies and performing arts training institutions.

The range of activity and programming is good, and is expected to grow. The facility has strong volunteer support, averaging approximately 35 hours per week. However, they note that this isn't ideal nor sustainable, and state the potential to be gained if they had the ability to resource sufficiently.

External funding sources are largely business sponsorship and in-kind support. This local goodwill demonstrates the value of ONEONESIX to the community, with reciprocal benefits to the facility, the businesses, and the wider community who benefit.

Overall, Company of Giants/ONEONESIX continue to meet the requirements of their rent concession, and to exceed Council and community expectations. They are well placed to renew their lease and implement their strategic plan.

### **Whangarei Youth Music**

Whangarei Youth Music are based at the Old Library on Rust Avenue. They receive a 100% rent concession valued at \$70,000. A rent review is due in 2019 – there will be no impact on the tenant.

WYM's report shows a high level of activity for youth and by youth. Membership remains steady at 150, with ages from 8 to 18. The Society notes some changes to the demographics of members with increased interest from Maori, Pacific Island and Indian members joining.

In addition to learning and playing music, WYM provides a welcome and safe space for young people to socialize and express themselves, learn some life skills and develop leadership qualities. Alongside the full orchestra, there are several smaller groups that the members can participate in, such as youth choir, chamber music, string, and concert band.

Activities include various local performances (formal and informal), an annual school holiday programme, and attendance at regional and national competitions and festivals. Regular practice occurs Wednesdays and Fridays from 4pm to 8.30pm during term time.

WYM has collaborative relationships with various local, regional and national musical organisations such as Sistema Whangarei and Chamber Music NZ. Their marketing is good, although seems mainly targeted towards parents and caregivers.

Recent WDC community funding will provide a new reed tuition programme.

Overall, Whangarei Youth Music quietly gets on with providing music programmes and opportunities for youth.

**No. 20 Air Training Corps**, based at the airport, have not submitted a report.

### **Old Municipal Building community hub**

The following are all tenants of the OMB community hub and have a 100% rent concession. Depending on the size of office space leased, these concessions are valued between \$2,000 and \$16,000.

- **Northland Multiple Sclerosis Society** – The MS Society provides information, support, networks and advice to those living with MS in the Northland region.

Membership is 116, although support provided to non-members is cited but not quantified.

- **Whangarei Migrant Centre (Multicultural Whangarei)** – The Centre supports migrants and newcomers settling into Whangarei. Services include advice, networking, social events, English-language classes, community/cultural education, and support for employment and integration into the community. Numbers of users have grown significantly in recent years, with 2,761 users for the year ending 30 June 2018. The Centre collaborates with several local organisations, and is successful in obtaining grant funding from a number of sources.
- **Women's International Newcomers' Group Social (WINGS)** – The Group provides social support to migrant women new to Whangarei, in the form of regular meetings, coffee groups, and special interest groups, as well as several ad-hoc events and outings. They have over 580 subscribed members and paid membership of 79, both of which continue to increase. They work closely with Multicultural Whangarei and CAB. Funding sources include their annual Pamper Day fundraiser, raffles and grant funding.
- **Epilepsy New Zealand (Northland branch)** – The branch provides information and support to those living with Epilepsy in the Northland region. The number of users of the branch's services were 1,187 for the year ended 30 June 2018, which they note is lower than previous years due to change of staff and of focus.
- **SPELD / Dyslexia Plus** – Dyslexia Plus provides tutoring, assessment, support and advice for those with learning difficulties and their families. The number of users of their services in the last year was 405.
- **Literacy Whangarei** have not submitted their report yet.

#### **Other organisations**

The following organisations that receive rent concessions also receive an annual operating grant and therefore their reporting is part of their annual grant application:

- Citizens Advice Bureau
- Volunteering Northland
- Northland Society of Arts
- Whangarei Youth Space
- Whangarei Art Museum (via Statement of Intent reporting requirements)

## **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. 2017-18 rent concessions annual reports received



# Rent concessions

## Annual reports 2017-18



Rent concessions

## Grinters' Glass



GRINTER GLASS

Report for Whangarei Council

July 2018

Keith Grinter

Grinter Glass - Annual report

August 2017 to July 2018

## Review of the last year at the Grinter Glass Studio

I had another great year in the Grinter Glass studio with lots of visitors, workshops, sales and other glass artists renting the studio. People are getting to know that I am usually blowing glass in the studio on Friday, Saturday and Sunday and as a result I get many repeat visitors on these days.



### 1.1 MY WORK

I continue to extend my styles and colour range of the vases and bowls I make and am slowly improving my blowing skills. I am currently focusing on making larger, finer pieces with the same amount of glass and colour which will hopefully leads to increased productivity and better return for my efforts.



### 1.2 STUDIO USE

Over the last twelve months the studio has been in use for an average of 16 days per month, with a peak of 22 days in December. This is a bit less than the previous year but is affected by the six week shutdown for the furnace re-build. I also took a few more days off over the summer to spend time with family and friends and visit some of the fabulous places around Whangarei.



Figure 1 Regent Training Team Building

### 1.3 EDUCATION

#### 1.3.1 TLC Glass Scholarships

I have a new Learning Connexion Scholarship student working in the studio. Sam Gibbons did a workshop with me last year and loved it so much that he signed up to study at The Learning Connexion and applied for and received the *Grinter Glass Scholarship*. I would not be able to offer the scholarship without the support of the Whangarei Council.



Figure 2 Sam Gibbons, TLC student

See <http://www.tlc.ac.nz/enrolment/scholarships/> for more information about the scholarships.



### 1.3.2 Te Kura Hourua School

Te Kura Hourua, our local Charter School, organised two groups of students to visit the studio last year. I talked to them and gave them some notes on the Science, Technology, Engineering and Mathematics involved in glass blowing (STEM). I then did a demonstration and talked them through the process of glass blowing. The aim is to put their academic studies in a work place context. Mr. Fumhanda is planning to return in the next couple of months with two more groups of students. See Appendix 1.



### 1.3.3 Home School groups

I have had a number of visits from home school groups over the year and on a couple of occasions I blew glass on a weekday to fit in with their needs. Both the children and parents were very attentive and enjoyed watching and learning about the process.



#### 1.3.4 Private workshops

I have run 44 private workshops (128 hours) from August 2017 to July 2018. Some of the participants were returning for a second or third go but most just wanted try glass blowing once for the experience. There have been a number of overseas visitors taking part in workshops, including from England, Ireland, Australia, Hong Kong, Sweden, Russia and Israel. One New Zealand student told his teacher, who had mentioned glass blowing, which he was going to try that. The teacher said 'Yeah Right' but the boy's Grandfather arranged a blowing workshop for him. He was left handed and he found it really difficult to start with, but after three hours he had it nailed. I would love to have been in the class when the student showed his teacher what he had achieved over the holiday. I also had a group from Regent Training in Whangarei who came and did a few hours blowing as their team building exercise as well as a couple of large family groups.



*Figure 3 Sarah Powell and Family*

### 1.4 VISITING ARTISTS

#### 1.4.1 Wendy Bown

Wendy is a photographer who has recently moved up from Wellington where she worked on photography and video for Weta Workshop. Wendy is a friend of one of my nieces who mentioned me and my studio to Wendy. She runs a website where she promotes artists she likes and asked me if I would like to be included. The result of the time she spent photographing the studio and me blowing glass can be seen at:

<https://www.wendybown.co.nz/artist-keith-grinter/>

Shortly after this project I asked her to photograph my latest painted work so I could enter for the Corning Museum Glass Art review. If successful the work would be purchased by the Museum for inclusion in glass review exhibition.



*Figure 4 Photo by Wendy Bown*



*Figure 5 Photo by Wendy Bown*



### 1.4.2 Dane Mitchell

Last year I reported that Dane Mitchell had spent five days at my studio making an installation based on fulgurites entitled *Sketches of Meteorological Phenomena*. This May he took that work to Lyon in France, where it was exhibited at Otium #3 along with works by two other artists. Earlier this year Dane learnt that he has been selected to represent New Zealand at the Venice Biennale in 2019. This is a huge honour as the Venice Biennale is one of the major events in the contemporary art world. Dane will be back in the studio later this year to create some more work in glass, although I do not know if he intends to take this to Venice.



© Jean-Marie Perdrix



© Linda Sanchez

Figure 6 Otium #3



© Dane Mitchell

## OTIUM #3

<http://www.bullesdegones.com/agenda-50619-Otium%203.html>

du 21 juin au 9 septembre Du mercredi au vendredi 14h-18h week-end 13h-19h

**Jean-Marie Perdrix - Linda Sanchez - Dane Mitchell. Expos.**

*The IAC, which has placed research at the heart of its activities since its inception, presents itself punctually as the site of the Otium, an intermediate period of time conducive to reflection, meditation, and awareness. The gardens as the interior spaces are then opened, to welcome the projects developed in an elsewhere, becoming, the time of a summer, a here. Otium # 3 brings together three solo exhibitions by three different artists, Jean-Marie Perdrix, Linda Sanchez and Dane Mitchell, all of whom share the same theme. Mineral matter, organic, cosmic, volatile, in movement, each of its artists explores and experiments with them differently.*

Translation by Google ☺

### 1.4.3 Rebecca Heap

Rebecca has been the most frequent blower to use my studio as she continues to build her glass art business and increase her range and skills. She is very pleased with the rebuilt furnace that is providing her with clean glass. She also finds that the Glasma 705A batch results in a glass with a higher refractive index gives her work an extra sparkle. It is also easier to work and polish.



#### 1.4.4 Mishka Patterson

Mishka spent a lot of time assisting various glass blowers in Auckland a few years ago and decided that he would like to take it up again for himself. You can see Mishka in the hot shop most Friday afternoons. Although he is finding it a challenge he has the right attitude to become a good glass blower – patience.



#### 1.4.5 Ross Smith and Linda

Ross Smith came back for two days blowing and brought his old blowing partner, Linda, with him this time. They worked well together to create some fine work.

#### 1.4.6 Rob Hooper

Rob Hooper's daughter bought him a voucher for glass blowing because he enjoyed it so much the last time he came up. He only spent half a day blowing but again created some great work, including a Dickie pot, named after Dick Marquis, one of the legends of the art glass world.



#### 1.4.7 Garry Nash

Garry spent quite a few days in the studio over the last twelve months but has now sold his studio in Ponsonby. He has moved to Ohakune and bought a restaurant, so I don't know how much I will see him so often in the future. I always learned something new when he was here so I hope he I do see him blowing here again in Ohakune's quiet season.



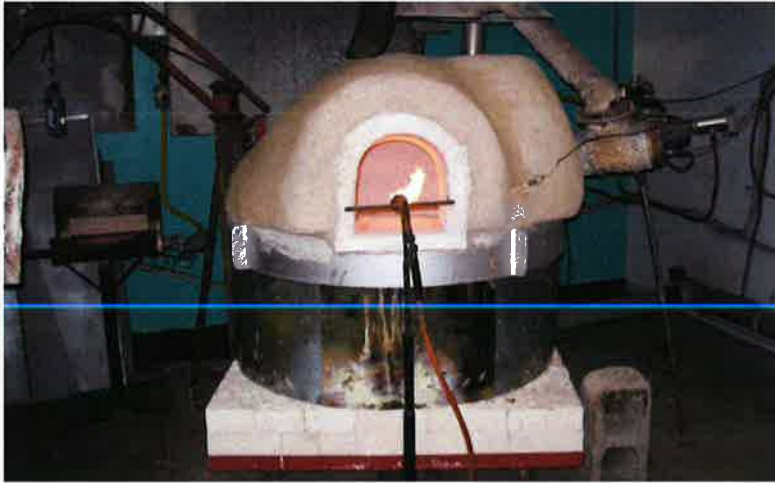


## 2 THE PREMISES AND EQUIPMENT

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### 2.1 FURNACE RE-BUILD

The major event this year was the rebuilding of the furnace. The old crucible had cracked and was leaking refractory materials into the glass. This meant for the last year I was only able to half fill the furnace and the glass quality was deteriorating. I turned the furnace off at the end of April and took a two week holiday. When I returned the furnace was cold and I took it apart and rebuilt it from the base up. This time I installed a new crucible I had imported from China; a fused-cast AZS crucible that holds 180 kg of glass. Hopefully this will last for at least two years but this is dependent on not having any equipment failures or long power cuts. Cooling the furnace too quickly can result in cracking of the refractory materials and the crucible.



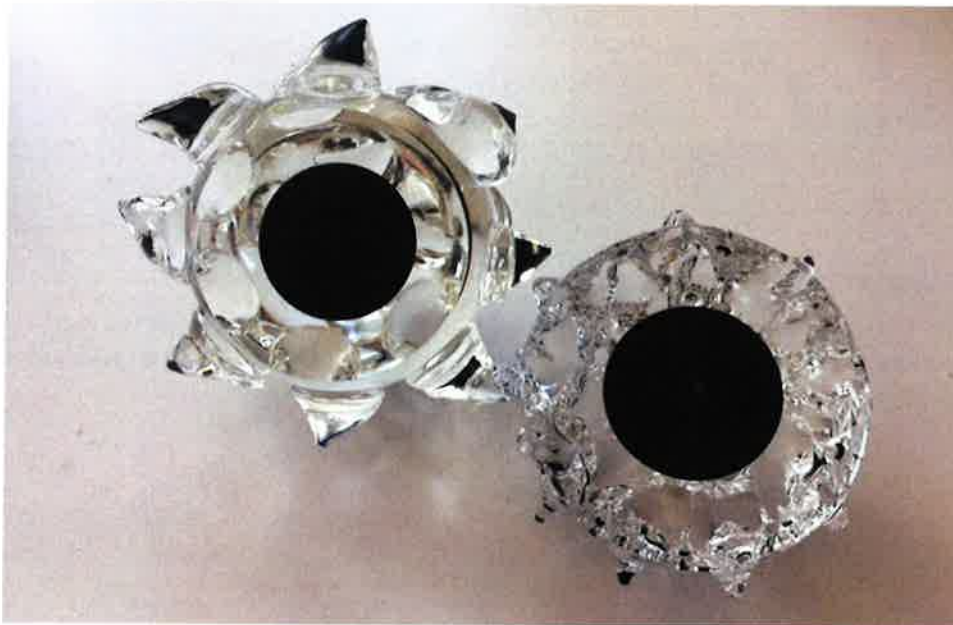
## 2.2 FURNACE BOLTED TO THE FLOOR

This is a job I have been meaning to do for a while. The impending pile driving for the Hundertwasser Museum gave me the incentive to get this task completed. I have designed the brackets so that when I next rebuild the furnace I should have a bit of flexibility as to where I position it.



## 2.3 NEW GLASS FROM SWEDEN

In April this year I started using Glasma 705A Batch from Sweden. Spectrum in the USA let me down with my last order. They ran out of product as a result of the decision to move their operation to Mexico, which meant a one year shut down. Glasma batch is the raw ingredients of glass in a pelletized form. This makes it more expensive to melt but is better quality glass than the Spectrum, completely colourless, easy to work and has a high refractive index. Can you tell the difference in the photo below?



We have been very fortunate in New Zealand to have Gaffer Glass in Auckland producing coloured glass for blowing and casting. Unfortunately they decided to sell the business to a company in the USA. Over the last half of 2017 I bought large quantities of coloured glass so I had plenty in stock. I have recently received a new order of colour as I was getting short on some colours. It now costs about twice the price we paid when it was made in New Zealand.



Earlier this year I replaced a number of the elements in the old annealer and in May I rebuilt the doors



## **2.6 POWER OUTAGES.**

Last month I was informed a power outage was scheduled in connection with the demolition of the old Harbour Board building. It turned out that the power outage did not affect the studio but I did find out from North Power what was involved in setting up a backup generator. This is not affordable at the moment but is certainly in my long term plan. The major benefit is that the furnace can be kept running through power cuts and so avoid potential damage and unplanned down time in the studio.

## **2.7 NEW VACUUM CLEANER**

There was a vacuum cleaner attached to the sand blaster that I bought with the studio. When I went to empty it earlier this year I discovered the filter was worn out and could not be replaced. After a bit of research I found that Kärcher offer vacuum cleaners that have certified dust filters and so are suitable for extracting the fine glass and garnet dust from the sandblaster. This means it is also suitable for vacuuming the studio, whereas a household vacuum cleaner tends to blow the fine dust particles around as the filter does not capture it all.

## **2.8 ADVERTISING.**

I continue to advertise with the Whangarei visitors guide and map. I notice that quite a few overseas visitors are clutching these when they come to watch the glass blowing.





### 3 VISITORS

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While some of my visiting glass blowers find the audience a distraction I enjoy people watching and asking questions. They are mostly aware that I have to concentrate and can only talk with them for a few moments between pieces or while I wait for a piece to set up before the next step.



### 3.1 THE VISITORS BOOK

I have had lots of positive feedback in the visitor's book and have attached images of the last year's entries as an appendix to the report.



*Keith Grinter, Grinter Glass Ltd*  
 8 Quayside, Whangarei, 0110  
 0272558727, 094389810  
[info@keithgrinter.com](mailto:info@keithgrinter.com), <http://www.keithgrinter.com/>



Figure 7 Photo by Wendy Bown

## 4 APPENDICES

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### 4.1 APPENDIX 1 –



Grinter Glass School tour

#### FEEDBACK ON THE EDUCATIONAL VISIT BY STEM STUDENTS FROM TE KAPEHU WHETU 2017

First off, thank you very much for taking time off your busy schedule to accommodate my STEM students. The students found the visit and demonstrations fascinating.

The students were amazed to learn that glass is made from sand. They saw the glass making and melting process. They had a first hand experience of the kind of heat required to make and melt glass from the ovens.

The students were astounded by how the molten glass could be mixed with decorative ceramic pieces to make the produced artefacts colourful. They were especially excited by the way you made the different glass containers using your skillful glass blowing techniques.

Way forward:

It is my plan that the students go into glass blowing activities applying the techniques they observed from the visit. They are to design and make some artefacts by either bending or sealing and blowing glass tubes. They will learn how to cut glass rods and fire polish them. I might challenge them to make test tubes for the Science laboratory at the kura as extension work.

Nga mihi nui

Chipo Fumhanda (STEM/Physics/Science/Maths Teacher) Mobile no 0226336864



## Appendix 2.

Erena Le Heron  
 14 Paragon Ave  
 Beach Haven  
 Auckland 0626.

for courier: down Row first house on the left  
 021 0720292

Thanks very much!  
 This was fabulous.  
 have always wanted to  
 do this + it didn't  
 disappoint. Erena.

Have a new appreciation  
 for handmade pieces  
 Thanks for the great course.  
 😊 Kim

Thanks for  
 showing me  
 amazing wonders.  
 -Ellie

Thanks for your  
 enthusiasm + patience  
 Judy.





## 4.2 APPENDIX 2 - THE VISITORS BOOK

Note the visitors on the 4<sup>th</sup> Feb from El Salvador, Venezuela, Slovenia, and Germany. These were all diplomats visiting for Waitangi weekend. The chap from El Salvador was here the previous year and bought his friend from Venezuela.

| Date        | Name and Address                                  | Comments                     |
|-------------|---|------------------------------|
| 5 August 17 | Shane Family - Curzon, Wellington                 | Fascinating                  |
| 5 August 17 | Amy Nyanze - Wellington                           | So pretty -                  |
| 5 Aug       | VANESSA-JAY - Dargaville                          | <del>AB</del> Super-awesome! |
| 6/08/17     | Seniti - Tahiti - French Polynesia                | amazing!                     |
| 6/08/17     | Uvach - Suva                                      | fantastic!                   |
| 14/8/17     | Brenda Rose, Galway, Ireland                      | Beautiful glass              |
| 14/8/17     | Loac Foster                                       | Amazing and Educational!     |
| 11.8.17     | Cecelia King (Springs Park Accommodation)<br>Kamo | Neat B, Back Refuse Bottle   |
| 11.8.17     | Mary - B. as born - Alberta, Canada               | Gorgeous!!                   |
| 12-8-17     | Sherece Burma - Alberta, Canada                   | absolutely fascinating!      |
| 12-8-17     | Dipha + Bil Lee - Durban                          | beautiful                    |
| 7.8.17      | T.M. SMITH  | very GOOD                    |
| 7.8.17      | S.M. SIMONE                                       | GOOD                         |

| Date             | Name and Address          | Comments                                 |
|------------------|---------------------------|--|
| 24 <sup>th</sup> | Jamie Zenth               | It was cool experience                   |
| 24 <sup>th</sup> | Michala                   |  |
| 24 <sup>th</sup> | Mene Toeke                | Thanks it was a cool experience.         |
| 25 <sup>th</sup> | Tikaro Henare             | You're cool.                             |
| 25 <sup>th</sup> | Lennox Wihongi            |  |
| 26 <sup>th</sup> | Zyrian                    | B2UP                                     |
| 26 <sup>th</sup> | Waimarie Nepia            | give us a turn                           |
| 25 <sup>th</sup> | Mirade Edwards            | churr <sup>14</sup> <sup>WGS</sup> cool! |
| 25 <sup>th</sup> | Nikeesha Pakar            | your cool g! should give us a go         |
| 26 <sup>th</sup> | Pat + Alan (Worthing, UK) | Brilliant!!! ☺                           |
|                  | Kayleigh Tristram         |  |

| Date     | Name and Address                                     | Comments                                |
|----------|--|---|
| 11.8.20  | Tim SMITH  | Very Good                               |
| 18.8.20  | Timmy Peters   | Too Good                                |
| 18.8.17  | Jelley Anderson Thantye for demo.                    | Extremely Talented, exacting work.      |
| 19.8.17  | Persis and Britt                                     | Love it, yeah                           |
| 19/8/17  | Deborah & Tony Cohen <sup>Naracoorte SA, Aust.</sup> | memorable to watch                      |
| 20/8/17  | Angela (SPANKY) Whangarei                            | Freakin Awesome Keith!                  |
| 20/8/17  | Tim SMITH very Good                                  | With Angereai                           |
| 23/8/17  | Takeo  | beautiful Art                           |
| 24/8/17  | Krish <sup>o</sup> Henare - Ngah Har                 | Awesom                                  |
| 24/8/17  | Chipo Fumhanda - TKW                                 | Awsome session. Thank you               |
| 25/08/17 | Joris + Elleke Kolman <sup>The Netherlands</sup>     | Hallo inspiration! Love it! ♥           |
| 25/08/17 | KEZZA-HAYES  | Awsome tutorial. ♥<br>very informative. |
| 25       | Koketari Edmonds                                     | Churr                                   |

| Date      | Name and Address                                   | Comments                        |
|-----------|--|---------------------------------|
| 27th Aug  | BARBARA from Germany                               | )                               |
| "         | Donna From Auckland                                | Beautiful work thanks           |
| "         | Susanne Erik Whangarei                             | Birthday gift                   |
| 30 Aug    | Rose Taylor - Auckland                             | Impressive Skill-beautiful work |
|           | Natasha Macarthey Tgc                              | namacarthey@gmail.com           |
| 1/Sept 17 | Bon Lord Wellington                                | Beautiful colours!!             |
| 4.9.17    | Sam Gibbons  | Awsome work!!                   |
| 5-9.17    | Thelma Connor Thankyou Keith for your hospitality  |                                 |
| 6-09-17   | Lu-Wei Spinks Wagga Wagga, Aus                     | Beautiful work!                 |
| 6.9.17    | Jane + Jim Hertrich <sup>Melbourne Australia</sup> | Enjoyed watching Rebecca work   |
| 6.9.17    | Barry + Marion Johnson, Cheshill, U.K              | Impressive!!!                   |
| 6.9.17    | Eric + Barbara Wrigley                             | 91st Birthday.                  |
|           | Gordon Wrigley                                     | Amazing to watch!               |
|           | Lynette + Niven Wrigley-Brown/Brown                |                                 |
|           | David + James Wrigley-Brown                        |                                 |

| Date    | Name and Address   | Comments                          |
|---------|--|-----------------------------------|
| 7-9-17  | Pauline & Rosie 9 Artist Ave Beachlands  | What a clever man you are Keith!! |
| 7-9-17  | Carolee Lundy Christchurch   | Disasters happen!                 |
| 10/9/17 | Ella Sampson 47 bronze way <sup>heaven</sup> <del>these</del> <sup>top's</sup> unknown | You are so clever                 |
| 10/9/17 | Amber Crosswell 2 Maryann place  | They are so cool! :)              |
| 11/9/17 | Maui's Sowsy 9 West Dr Geo - Whangarei   |                                   |
| 12/9/17 | Emil Mawhinney - Auckland  | STUNNING!!                        |
| 12/9/17 | Olwyn Burns - Ireland  | Very interesting to watch.        |
| 12/9/17 | MARY KAY KIDD - CALIFORNIA   | Delightful!                       |
| 11/9/17 | Glenda & Bill Brett - Nelson   | Great Stuff!                      |
| 11/9/17 | Kevin Turner - One Tree Point  | Terrific!<br>Nice & Warm too!     |
| 11/9/17 | Michael Pennick & Jessica Wang - CALIFORNIA  | Amazing work!                     |
| 11/9/17 | Mahua Judge Mt Mangonui  | Amazing                           |
| 12/9/17 | NARONE KAWHITI - NGATI TIKIRIKO  | Amazing.                          |

| Date     | Name and Address                       | Comments   |
|----------|--|--|
| 16.9.17  | Sophie Lyn Smansen <sup>San Luis</sup> | there beautiful.                                     |
| 16.9.17  | Nice One. Auckland or UK               | fantastic Work                                       |
| 17/9/17  | Anneing UK (Cm)                        |  |
| 17/9/17  | Nhau & Tiana Giles Whangarei           | Amazing & talented.                                  |
| 17/9/17  | Karen & Brian Giles Whangarei          | Beautiful creations                                  |
| 4 Oct 17 | Michael & Karen Ruskin                 | Excellent  |
| 4 Oct 17 | Bethany & ROSE Ruskin Miller ♥         | there beautiful & ♥                                  |
| 4 Oct 17 | Mia Leo: Mia@.com.nz                   | they are amazing                                     |
| 4 Oct 17 | Anya Miller Mangatopere Whangarei      | Amazing patterns and designs. Keep up the good work. |
| 5 Oct 17 | Megan & Serena Abenden New York        | WOW! ♥   |
| 5/10/17  | Sarah Lea - Sheli & Leas               | Amazing! ♥   |
| 5-10-17  | Evie Tasmania                          | beautiful! Just amazing                              |
| 5-10-17  | Steenholder Family - Tasmania          | Incredible - thank you! (11)                         |




| Date       | Name and Address   | Comments              |
|------------|--|-----------------------|
| 06.10.2017 | Moana Stacey & Shagunille                                    | Beautiful             |
| 7/10/2017  | Robby B  | So cool!              |
| 8.10.17    | Carl Miller  | amazing 😊             |
| 8.10.17    | Kyle Thomson   | Beautiful & WOW       |
| 8.10.17    | Aura, Moana  | Ataahua ou mahi toi 😊 |
| 9.10.17    | Heather Fletcher   | Beautiful             |
| 10.10.17   | Joan Burr  | Kama                  |
| 12.10.17   | Hannah Wyeth   | Amazing! Well done    |
| 12.10.17   | Thea Schäfer   | Uuh forest            |
| 13.10.17   | Gary Winthorpe   | Chase your Dreams     |
| 13.10.17   | Jan & Jordie Murray - BOP                                    | Awesome work!         |
| 14.10.17   | Jamie DeLamare + Katelyn + <del>Josh</del> Nathan Lyn Carter | Awesome love this.    |
| 14.10.17   | glennie weir - Nat elia Redfern                              | Beautiful. Work.      |

| Date       | Name and Address                         | Comments  |
|------------|--|---|
| 14/10/17   | Jina + Marky - Rarua Bch                 | Brilliant   |
| 14/10/17   | Franz & Susan, Rorfton                   | Mindblowing   |
| 14/10/17   | Upeka Fernando, Auckland.                | Awsome  |
| 14.10.17   | Heidi Amery, Bushmore                    | Fantastic! 😊  |
| 14.10.17   | Georgia & Samantha Daly, Auckland        | Amazing!! 😊   |
| 14.10.17   | Lynn Brimby & Katherine                  | Fantastic   |
| 17.10.2017 | Jenny Martin                             | Shocks - Remains!   |
| 17.10.17   | Sue Pearce + Kevin Edwards (UK)          | Very interesting.   |
| 18/10/17   | The Tonis 😊                              | Thought she was gonna pull a pizza out the oven.<br>↑<br>But joke over. |
| 21/10/17   | 2 Maria's Guildford Vic 3451             | Great Trade!!   |
| 22/10/17   | MARK GEMME, LAKE FOREST, CALIFORNIA, USA | Very impressive - FINE TRADE BY TRUE ARTIST                             |

| Date       | Name and Address   | Comments   |
|------------|--|--|
| 25.10.17   | Ada Oaks Road 162  | Amazing in a label   |
| 25.10.17   | Aimee Oulind   | Thank you  |
| 25.10.17   | Michelle Auckland  | Awesome  |
| 22/10/17   | Ty Brisbane Toowoomba QLD AUS  | FANTASTIC.   |
| 21/10/17   | Nicola Phillips KenKen   | Thank you.<br>Super FASCINATING                            |
| 21/10/17   | Tina & Blair Oregon - put the money in the bank                      | Very creative Thank you                                    |
| 21/10/17   | Blake, Matt, and Robynn from Pukekohe                                | Very creative & awesome to watch                           |
| 22/10/17   | Shony Camargo - Brazil   | Awesome  |
| 22/10/17   | Mans Green - AKL   | Very Interesting!  |
| 22/10/17   | Paul Karsen, GDS CONT.   | FASCINATING...   |
|            | Kerth Gruter   |  |
| 22/10/2017 | Moose, Lucy, Emily, Byrony & Sean from Waipori Whangaparaoa Auckland | To Kerth Gruter<br>Your work is beautiful! We love it all. |
| 22-10-17   | Sylvester Prouse, Wainuiomata<br>HOWER HILL                          | Tons in size   |

| Date     | Name and Address                         | Comments  |
|----------|--|---|
| 23/10/17 | Ria & Maiké                              | Greats from Ria & Maiké<br>Really cool to see them<br>doing great at something he loves |
| 23/11/17 | Naomi Grace Bantle Tasmania AUS (Hobart) | Lovely people and lovely glass!!  |
| 24/10/17 | Emily Banks Kensington Whangarei         | amazing work! very pretty   |
| 29/10/17 | Ravi & Jacob Whangarei                   | Fantastic!  |
| 1.11.17  | Kylie Chapman Whangarei (Hika)           | Wicked  |
| 1.11.17  | Carl Miller Maungaturoto                 | Beautiful!  |
| 11/11/17 | Meissa Fitt Auckland                     | Beautiful!  |
| Oct 2017 | Jackie Toronto Canada                    | Awesome   |
| Nov 2017 | Christine Welch                          | One Talent  |
| Nov 3/17 | Rick + Das Vancouver + Toronto Canada    | Super Cool!   |
|          | Kay Henderson                            | Fantastic Vase  |
|          | 4 Nov Julie in kide x0                   |   |
| 1 Nov    | Claudia mor de late BSA's hypnotica      | Awesome!!<br>complicated ideas.   |

| Date       | Name and Address  | Comments   |
|------------|---|--|
| 1/11/17    | Emilie  |  |
| 2/11/17    | Pennie - Sera + Kyla  | Love your beautiful artworks!                                  |
| 5/11/17    | Puana and Wilson  | Can't wait for more!!!   |
| 6/11/17    | Amby + Annika   | Wow that's so amazing!   |
| 10/11/17   |  | great work   |
| 10/11/17   | Karen Gulle, Hamburg, Germany   | This is awesome!<br>Really nice to watch your art is very cool |
| 10/11/2017 | Ruby Henderson Haka Drive (113)   |  |
|            | Les Pan workwork  | very interesting   |
| 11/11/17   | Alison Oakwood, Helen + Paul, Alford  | Beautiful, very inspiring!                                     |
|            | 1AD - P.I.P.A. BAKER HOUSE, JERAPUJER, SINGAPORE                                  |  |
| 11/11/17   | Maven + Andrew Oheuanui   | Wow  |
| 12/11/17   | M. W. S. Totolo and Co.   | Top kek  |
|            | J.  |  |

| Date     | Name and Address                  | Comments                           |
|----------|-----------------------------------|------------------------------------|
| 12-10-17 | Polly B. R. - N.Y.C               | Thank you for the beautiful show!  |
| 12-10-17 | Cecile Parker                     | Thank you, beautiful!!!            |
| 16-11-17 | Maia Murray Cambridge             | Wonderful                          |
| 17-11-17 | Jennifer Karlsson Sweden          | Very nice, cool too see new pieces |
| 17-11-17 | Pomy, Sara y Juan Peru            | Impressive your work is awesome!   |
| 17-11-17 | Breuna & Jonathan Tihoi           | Cool as.                           |
| 21-11-17 | Nora & Heine Portland             | Thank you!                         |
| 21-11-17 | Marion Bruce Netherlands Perth WA | a great display of glass again!    |
| 22-11-17 | Rana Sam Auckland                 | Tamara - going to be a teacher     |
| 23-11-17 | Jennifer Hobson Auckland          | Amazing Beautiful                  |
| 23-11-17 | Margaret King                     | FAW.TAS-TIG                        |
| 25-11-17 | Chloe & Bella - Auckland          | Bloody amazing!!!                  |

| Date        | Name and Address  | Comments   |
|-------------|---|--|
| 24/11/17    | Graham Nathan<br>10 Mord Ave  | Thank you for the exhibition                             |
| 27/11/17    | Jian Rigo <a href="http://www.usaregoart.com">www.usaregoart.com</a><br>BERMUDA ARTIST & American Art | Fantastic work & delivery of information - NZ highlights |
| 29 Nov 2017 | Tamisha Whangarei   | Beautiful work it amazes me                              |
| 29 Nov 2017 | Grayson Whangarei   | Amazing sight, And the the creativity                    |
| 29 Nov 17   | LEX Kaitiaki  | FASCINATING TV WARC!                                     |
| 1/12/17     | CHIN HOON NG<br>Rahor   | 1/2, 1/2, 1/2 work with ♥ (Heart)                        |
|             | Levi  | Amazing  |
| 2/12/17     | Eden & Henry, Greendale, Auckland   | Bought me some glasses for our new school!               |
| 2/12/17     | Aanga Blockhouse Bay, Auckland  | I love the creativity                                    |
| 2/12/17     | Chini, Patkar - Varadava India  | No words to describe                                     |
| 6/12        | R. Clarke Auckland  | So only  |
| 7/12        | Mark & Lucy Hirst West Sussex UK  | Beautiful work   |

| Date      | Name and Address                                | Comments          |
|-----------|---|-------------------|
| 8-12-17   | Ra & Lucy                                       | Mesmerising       |
| 10/12/17  | Ian & Julie                                     | mind blowing.     |
| 9/12/17   | The Wade's                                      | Amazing work! ☺   |
| 9/12/2017 | Keita Wati - Orewa                              | Cool!             |
| 9/12/2017 | The Bondens, Brisbane, Australia                | Unbelievable      |
| 10-12-17  | Adam  | Bump!             |
| 10-12-17  | Willow, Reilly, Kyle and Michelle               | Beautiful work! ☺ |
| 10-12-17  | Julian, Julie & Ivonna (Auckland & Colombia)    | Awesome!          |
| 13-12-17  | Bury Sears Kaitiaki                             | amazing           |
| -11-      | Ann John Carleton East Yorkshire UK & Rafflesia | Fantastic!        |
| 12/12/17  | Chris Pave (Oz) - amazing                       | ☺                 |
| 13/12/17  | Gene & Mabel Isle of Man 1200 miles from NZ     | Beautiful Work!   |
| 15/12/17  | Jacob & Shay Bartlett - Utah, USA               | So cool to watch! |

| Date     | Name and Address                                       | Comments   |
|----------|--|--|
| 15/12/17 | Pom Lewis  | I'd like to learn how to make it   |
| 16/12/17 | Liam & Janet - Callan & Marilyn                        | Fantastic work. you must feel the winter cold after a day of work!   |
| 16/12/17 | Sayaka Maeda   | so Beautiful !!!   |
| 16/12/17 | Suzel Wehrlin + Hélène Ochs                            | Really beautiful! ☺  |
| 17/12/17 | Sam GORHAM   | most beautiful. come see us in WGTN.   |
| 17/12/17 | Billy, Marianna  | Work of Art!!  |
| 17/12/17 | Sam New Plymouth                                       |  |
| 17/12/17 | Ros Whangrei<br>Sharonija Auckland<br>Natalia Auckland | was great to watch a piece of Art being created<br>help so cool to watch the artwork, want to learn about it<br>was a great watch!<br>very talented. |
| 19/12/17 | Owens + Olsade   | Well be back here soon! ☺  |
| 19/12/17 | Kayla G  | is! is! is!  |
| 19/12/17 | Taylor Bicknell - Auckland                             | ☺  |

| Date        | Name and Address                           | Comments                                |
|-------------|--|---|
| 19-12-2017  | Johanna / Auckland                         | got myself 2 beautiful glass vases      |
| 21/12/2017  | Brisoll family - Hamilton / Sydney         | Amazing to see a long stem vase made!!! |
| 22/12/2017  | Dianne Covey ALBURN UK                     | Fascinating                             |
| 22/12/2017  | Alicia Indiana America                     | amazing to watch the process happen.    |
| 22-Dec 2017 | Tony & Betty DeRube Family Indiana, USA    | Wife!                                   |
| 22/12/17    | Samara Harrison                            | Well done                               |
| 22/12/17    | Ellie Watson - Bel air, Hong Kong          | amazing work<br>we love the cups!! ☺    |
| 22/12/17    | Roseanne & Aaron local                     | Awesome!                                |
| 22/12/17    | Samuel Kristensen Uppsala Sweden           | Awesome                                 |
| 23/12/17    | Phil & Vic BRISTOL UK                      | Fascinating                             |
| 23/12/17    | Laura & Max (Auckland)<br>Gina (Devon, UK) | Mesmerising! Thank you                  |
| 23/12/17    | Natalie + Tracy, Texas                     | Wonderful work!                         |
| 27/12/17    | Ella & Grant - Titirangi, Auckland         | Amazing work!                           |



| Date     | Name and Address                  | Comments                       |
|----------|-----------------------------------|--------------------------------|
| 27.12.17 | Jo Stait Johnsonville             | Love your work                 |
| 27.12.17 | Annika van Bellen The Netherlands | Thanks for your beautiful work |
| 27.12.17 | NICKASA OCALES AUCKLAND           | Amazing                        |
| 27/12/17 | MARIE DE GUZMAN AUCKLAND          | AWESOME ARTWORKS @             |
| "        | Julia Cuen                        | Great work                     |
| "        | William & Hitomi Indiana          | Love the colors ♥              |
| "        | Marcus Joseph Buelha Munich DE    | Pretty ☺                       |
| 27/12/17 | Aresia Evans North Coast          | Love the glass work ☺          |
| 22/12/17 | Nancy M. New Plymouth             | Craft at its hottest!          |
| 28/12/17 | K. Hamilton Whangarei             | Wow!                           |
| 21/12/17 | M. Ward Palmerston Nth            |                                |
| 28/12/17 | Arshika Auckland                  | Well done!                     |
|          | Rory Nicholls Rerewhakaaitia      | Amazing to Watch!<br>Thanks.   |

| Date     | Name and Address                          | Comments  |
|----------|---|---|
| 12/28/17 | with love the Kuntz's USA                 |   |
| 24/12/17 | Roko: Great like stop button. maybe 6.00. |   |
| 24/12/17 | DeKoda (god) (ST)                         | Your the best!  |
| 29/12/17 | Alan (color) <sup>conley</sup> Australia  | your amazing!<br>love Alan<br>you really made<br>me want to try glass blowing |
| 29/12/17 | Theo Wellington                           | Amazing Art Work  |
| 29.12.17 | Katherine                                 | Fabulous works  |
| 29.12.17 | Nikki - Liverpool UK                      |   |
| 29.12.17 | Hannah & Teraprid Nice!                   | Amazing job! Good luck!   |
| 29.12.17 | Leop Williams Timor-Leste                 | Hi Aloha! Wonderful work!<br>Love Denys!                                      |
| 29.12.17 | Mike King Xanadu Beach Hales              | Wonderful work. Thank you   |
| 29.12.17 | Monika Chait & John Miller                | Germany<br>Langeo Green paper work<br>Beautiful!                              |
| 29.12.17 | Rebbie Cuth                               |   |
| 30.12.17 | Josh & Dani - St Johns, Auckland          | So captivated to observe  |

| Date      | Name and Address  | Comments                                 |
|-----------|---|--|
| 30/12/17  | Hamin & Jinan - West Auckland / Palestine !   | Beautiful work - love it!                |
| 31/12/17  | The Muses (Taiwan)  | Amazing to watch!                        |
| 31/12/17  | Tuyen, Kelly, Quinn, Anton, Sharon<br>The Penwell Family, Tauranga                        | Very cool to watch your work!            |
| 31/12/17  | Michelle and Eden Engemann - Waikanae Area  | Loved watching!                          |
| 31/12/17  | Lu De Steer   | 66                                       |
| 31/12/17  | Sara & Janet Smyth  | Gorgeous - thank you!<br>Happy New Year! |
| 1/1/18    | CHRISTINE LAYNE RALEIGH, NC, USA<br>DOMINIC AND SHARON CARBONE<br>PERTH WESTERN AUSTRALIA | BEAUTIFUL WORK<br>Wow! Just wonderful!   |
| 1-1-2018  | Eric Soong / Hong Kong  | Awsome                                   |
| 1-1-2018  | Tian Wu / Taiwan  | Amazing!                                 |
| 1-1-2018  | Ordea Napier Taking your glass all the way to Hawke's Bay                                 |  |
| 3-1-18    | The McNair's - Sunshine Coast QLD   | Wow!                                     |
| 2 Jan '18 | Virginia Jeff - Auckland  | FASCINATING EDUCATIONAL<br>😊😊            |

| Date   | Name and Address                                       | Comments   |
|--------|--|--|
| 2.1.18 | Mia 50 farwood drive                                   | Great here   |
| 2/1/18 | Jess Morgan Hawke's Bay                                | Amazing art work and cool to watch! Thank you  |
| 2/1/18 | Ian CRIMSON & AS DONOVAN Auckland                      | Awsome to watch your bowls glass   |
| 2/1/18 | Tim Jesse, Whangarei, Germany                          | Very beautiful!  |
| 2/1/18 | Maketa Whangarei                                       | very fascinating   |
| 2/1/18 | HERMAN Yuen Auckland                                   | Remarkable Experience!   |
| 2/1/18 | DESPIC RUTINA, ROTTERDAM                               | AMAZING WORK   |
| 2/1/18 | Gwenael, Nemi, Claudie FRANCE                          | wonderful, thank you for sharing your amazing work!  |
| 2/1/18 | Gergardon Pukeko NZ                                    | Very talented Chap.  |
| 4/1/18 | Carie + Jen Hamilton Ns, Melb Aus                      | Beautiful Art! Amazing!  |
| 4/1/18 | Niamh, Lauren & Molly Auckland NZ                      | Magnificent  |
| 5/1/18 | Auck Whangarei<br>Janet & Sheryl<br>Hamilton Whangarei | Someone who loves her art<br>was amazing to talk to about more about just the process has been inspiring |
| 5/1/18 | Coby + Terri   |  |



| Date     | Name and Address  | Comments  |
|----------|---|---|
| 5/1/18   | Kim + Abby Handell, Auckland  | Special glasswork as memory of our trip<br>Beautiful, love that we're taking home |
| 6/1/18   | Colin + Jennifer O'Brien Oklahoma City, OK, USA                             | Beautiful!  |
| 6/1/18   | Sean Bell Contraverechia Italy  | Wonderful space   |
| 6/1/18   | KIBBUTZ ISRAEL  | FANTASTIC   |
| 6-1-18   | Dore + Kathy Ziemer 20 small pieces of artwork<br>Tunbridge Wells, Kent, UK |   |
| 6-1-18   | Ewan Bartlett The Old Schoolhouse<br>Tunbridge Wells, Kent, UK              | fascinating :)  |
| 6-1-18   | Theo + Matthias Germany   | (!!)  |
| 7-1-18   | Waveney + Rolleston   | Rather visit - another<br>purchase - Great! ☺                                     |
| 7-1-18   | Fernando + Silvana URUGUAY  | AWESOME   |
|          | Caroline Graham Wall, Scotland  | Wonderful   |
| 07-01-18 | Al + David Henopo   | Amazing!  |
| 07/01/18 | Alex Ky   | Seen here keeps as a kid and<br>reminds us of what we've lost                     |
| 08/01/18 | Molly   | Nice!!  |

| Date      | Name and Address                                     | Comments                                    |
|-----------|--|---|
| 8/1/17    | Lily   | Nice  |
|           | Cracie   | cool  |
|           | Carla + Leo  | Thanks for letting us work                  |
| 10-01-18  | Frank + Carolyn West                                 | Very interesting hot work!                  |
| 11/8/18   | <del>Frank</del> Penny (Melville + Cole Yeoman (Ch)) | Awsome work - fascinating                   |
| 12/1      | Angela - Auckland                                    | Awsome! ☺                                   |
| 12/1      | Paul + Rose - Pennsylvania, USA                      | Thanks!<br>you have a good day              |
| 12/1      | Felix  | you have a good day                         |
| 13/01/18  | Sally + Jack England                                 | Keep up the good work!                      |
| 13/01/18  | Oliver + Corinna Jones, Switzerland                  | Thanks for explaining and the<br>good work! |
| 14/1/2017 | Paul + Lisa  | Shot for 1st time<br>US watch my work       |
| 14/1/2017 | Ana + Fran Kerl                                      | Shots for 4th time<br>watch                 |

| Date      | Name and Address              | Comments  |
|-----------|-------------------------------|---|
| 14-1-2018 | Lara & Vladimir Belov - Perth | Love watching you work,   |
| 17-1-2018 | Jan & Taz Dawson - Tauranga   | Amazing work  |
| 17-1-2018 | Paulo Gracetti                | cool  |
| 17-1-2018 | Enzo Rodriguez                | unbelievable  |
| 17-1-18   | Kirsten Baumgart Turner, Ht   | Imvut!  |
| 17/2/18   | Colinne Nathaniel             | Your work and ability is so amazing. <sup>Table-top</sup>                       |
| 17/01/18  | Julien Homell-Losciale        | Amazing work. <sup>so</sup> talented!!  |
| 19-1-18   | M:10                          | Fire!!!   |
| 20/1/18   | Ken n2                        | Thanks  |
| 18/1/18   | Edu Perez Sydney Au           | Very Cool/Hor work!   |
| 19/01/18  | Rebecca Pick Auckland         | So interesting to watch how glass blowing is done. <sup>to see</sup> Thank you  |
| 17/01/18  | Olga Kaba                     | Amazing watching you work. Thank a lot and also for the "spoonlight" take care. |
| 19-1-2018 | Cary Stanton                  | You are a very talented and Thank you for your creation                         |

| Date    | Name and Address                   | Comments                                  |
|---------|------------------------------------|---|
| 19/1/18 | Alexandra                          | You are awesome!                          |
| 19/1/18 | Emily                              | Cool &                                    |
| 20/1/18 | Jake - Auckland                    | Really unique                             |
| 20/1/18 | Bronwyn - (Nash Rd)                | Love watching you @ work - incredible!    |
| 20/1/18 | Isaac Skene - Cdb Mackay Australia | Great to watch a craftsman at work. Thank |
| 20/1/18 | Greenhills - North Shore Auckland  | awesome                                   |
| 21/1/18 | Cherie Warkworth                   | That's Pretty Cool!                       |
| 21/1/18 | KOBY PPT+TIP                       | great to catch up                         |
| 21/1/18 | Grdme Whangarei                    | Really cool. amazing to watch. thank you. |
| 21/1/18 | James & Daniel Winslow Auckland    | Incredible to watch your craft            |
| 21/1/18 | Harvey Family                      | Thank you.                                |

| Date      | Name and Address  | Comments   |
|-----------|---|--|
| 21/1/2018 | Jessie - Auckland   | Amazing work so creative and filled with passion |
| 21/1/18   | Jenny, Cady, Lexie & Nina - Sunnyvale                           | Wonderful Thankyou!!                             |
| 21/1/18   | Rachael Graham, Manchester, UK                                  | Amazing!!  |
| 22-01-18  | Vanessa et Jean - Buenos Aires                                  | Magnifique -                                     |
| 26-01-18  | Brian Vergara, Tauranga, New Zealand                            | Buenos trabajos Keith!                           |
| 27-01-18  | Julia Hech, Hechingen, Germany                                  | Wow! - beautiful                                 |
| 27-01-18  | Rose Adele & Amy Parsons from Hamilton                          | Wonderful - amazing!!                            |
| 27-01-18  | Vincent from China  | WOW!!  |
| 27/01/18  | Cady & Jono - Auckland  | WOW!!  |
| 27/01/18  | Joanne Gallagher  | beautiful!!!!                                    |
| 27-01-18  | OTIS THOMPSON, LYNFIELD (WAIKATO)                               | MEAN!!   |
| 27/01/18  | Zoe Young & Steve Young   | Awesome, Thanks! NEXT time we'll bring in AC XD  |
| 28/07/18  | Elias / A/C Kland   | It was amazing and creative!                     |
| 28/1/18   | Aunna Scott + family (Aunna, Sam, Kenezi, Jessie from Penzance) | Stunning work. amazing stuff                     |
| 28/01/18  | Molly, Chris, Leo + Patrick                                     |  |

| Date      | Name and Address                      | Comments                                       |
|-----------|---------------------------------------|--|
| 28/1/2018 | Mary Jane Arava                       | Stunning pieces!!                              |
| 28/1/2018 | Karlene Koppa "Patu" Kowhai           | Tumelle  |
| 28/1/18   | Monika David Palamuten                | Awesome work                                   |
| 28/01/18  | Superbe merveilleux Travail           | Martin Loïc FRANCE                             |
| 2/2/18    | Zarah Retha CHCH NZ                   | Cool   |
| 1-2-18    | Markworth and Sydney                  | Amazing works of Art! Very beautiful & clever. |
| 1/2/18    | Team Mackay-Wellington                | Amazing  |
| 2/2/18    | Rolland Muir Katwaka                  | Awesome  |
| 3/2/18    | TIARA NA'PUTI BOULDER, COLORADO U.S.A | SATINA NA'ASE (THANK YOU) FOR SHARING!         |
| 3/2/18    | GREEN BROTHERS PAPA BAY               | WAY COOL!                                      |
| 4/2/18    | Tony & Phoebe Wei - Los Angeles       | precious                                       |
| 4/2/18    | HELENA JONASSEN DONG, SLOVENIA        | I GOT A WONDERFUL GLASS, THANK YOU             |

| Date       | Name and Address   | Comments        |
|------------|--|-----------------|
| 2/2/2018   | David Cuy / 101 Valpelt                                    | Nice piece!     |
| 4/2/2018   | DANIEL GASPARRI / VENEZIA                                  | Amazing!        |
| 5/2/18     | Domini & Lane / Germany                                    | Unique work!    |
| 6-2-18     | "B"  | Amazing         |
| 6-2-18     | Richard / Janet Stevens UK                                 | Kantastic!      |
| 12/2/2018  | Martin & Heidi of G/Love Berlin                            | Awesome Work!   |
| 09/02/2018 | Kim, Janie & Jenny <sup>MARION &amp; JENNY</sup> AUSTRALIA | WOW! WOW! WOW!  |
| 12/2/2018  | Li Qiehe Switzerland                                       | Wonderful!      |
| 10/02/2018 | Kelly Neves / BRASIL                                       | Epic Cool!      |
| 11/02/18   | John & Renee Tauranga                                      | Very Stunning - |
| 11/02/18   | Jo & P Steve Auckland                                      | Unique!         |
| 11/02/2018 | Xuan & Yoke Wa Malaysia                                    | Amazing!!!      |

| Date       | Name and Address                                 | Comments  |
|------------|--|---|
| 11/02/18   | Andrea Fisher Pukekohe, NZ / Waterloo ON, Canada | Thank you for the glass, will be selling it for me  |
| 23/02/18   | Bryan Phillips Aussie. exp. local work           | Awesome!!!  |
| 18/2/18    | Margaret Gannon Regent Warragabe                 | 2 glass tumblers lovely thank you.  |
| 24/2/18    | Diane Louise - Canada                            | Great skill, talented Artist. Nice to watch. Thanks!  |
| 25/2/18    | Jill Clayton Greene Napier, NZ                   | Colourful & cool!   |
| 25/2/18    | Dieter Jedema Amsterdam, The Netherlands         | We need you in Amsterdam. High artistic standard. Beautiful!  |
| 25/2/18    | Lee - Glen Walker                                | Beautiful! - Love colour glass.   |
| 25/2/18    | Chris & Mary Morrison                            | Awesome!  |
| Feb 25/18  | Cathy Martin Regent Sarah Yetellum LONDON        | Fantastic!!<br>I have one of your pieces at Christies and is back in London it's great and is back in the shop. It's a great piece and is back in the shop. It's a great piece and is back in the shop. |
| 27/02/2018 | BARRATA RICHIE NICE FRANCE                       | Beautiful work, thanks for the glass blowing viewing.   |
| 28/02/18   | Jennifer Stinson, Calgary, AB, Canada            | Beautiful work, thanks for the glass blowing viewing.   |
| 05/02/18   | Laurence Alain Quebec, Canada                    | Super!  |

| Date      | Name and Address                         | Comments  |
|-----------|--|---|
| 2/3/2018  | Colleen & Egon - Perth, WAustralia       | A master Artist!                                    |
| 2/8       |  |   |
| 2/13/2018 | Bella Ginty                              | fascinating + Enjoyable                             |
| 2/3/2018  | Carl Caldwell                            | Awsome.   |
| 2/3/2018  | Margot Colem & Mary Flackes              | a plangues & beautiful art.                         |
| 2/8/18    | Lesley Ashwell / 0272559118              | Amazing work  |
| 2/12/18   | Whites from NZ                           | thanks for sharing your talent                      |
| 3/3/18    | A. & G. Jumbler                          | great place!  |
| 3.3.18    | Watkins - Chappell - Warkato             | Great Stuff.  |
| 3.3.18    | Kimbo & Mariya M'kee - David Lois Sallee | Amazing   |
| 3.3.18    | Nick & Lexi Auckland                     | Awsome work to look at, great to watch the process. |
| 3-3-2018  | Peter & Yvonne & Holland                 | Great!  |
| 3.3.2018  | Mark & Linda Henderson. Hamilton         | Awsome!   |

| Date        | Name and Address                           | Comments  |
|-------------|--|---|
| 1/11/2018   | Tom & Alice Bernston. Salem, Oregon U.S.A. | Love the glasses!   |
| 8/3/18      | Alan Appley, Superhero Museum, Hastings NZ | Great glasses!  |
| 10.3.18     | Tung Williams, Awarua Place, Ahipara NZ    | Great work!   |
| 10/3/18     | Brianna Williams, Auckland NZ              | It is an amazing thing to do and all of the things you are doing are amazing. |
| 10/3/18     | Maia Williams, Auckland NZ                 | It is an amazing thing to do and all of the things you are doing are amazing. |
| 10.3.18     | DAVID + MOIRA MILFORD Auckland             | Superb!   |
| 11-3-18     | Lilly + Inger Christiansen Denmark         | Great!  |
| 11 March 18 | Paige + Jared - NZ                         | Beautiful work!   |
| 11 MAR 18   | KAI YU - Qingdao CHINA                     | Awsome Artwork!   |
| 13/18       | Steve Philip & Penny - Auckland            | Great to visit again!   |
| 14/03/18    | Ruth, Karen                                | Great Work  |
|             | ANDREW OWEN/Wallington Surrey              | Good work!!   |
| 15/3/18     | Am Mohamed (Malaysia)                      | Awsome Art!   |



| Date      | Name and Address   | Comments                                 |
|-----------|--|--|
| 15/3/2018 | Zamir Amri - Melaka Malaysia<br>30 Jln Perken, T. Pnn Bukit Rendek<br>Melaka, Malaysia - | Beautiful Artist's<br>work of art!       |
| 16/03/18  | Ken & Shirley Clark<br>Tauranga  | Amazing! Thankyou!!!                     |
| 16/03/18  | Panurat + Nipaporn Thailand ☺  | Amazing beautiful                        |
| 16/03/18  | Lusiana Levan<br>Madison, AL U.S.A.  | Very cool!                               |
| 16/03/18  | Rosa LeVan Madison, A U.S.A  | Very cool!                               |
| 17/03/18  | Donna Roberts Auckland.  | I will enjoy the glasses                 |
| 17/03/18  | Rockelle Antonio, Philippines<br>Liam Cole Auckland                                      | Awesome! Love you both!<br>Amazing work! |
| 18/03/18  | June + Gang from M'sia Margaret<br>AC50569-70  |  |
| 18/3/2018 | Martin Ng Hong Kong  |  |
| 18/3/2018 | Betty Lam Hong Kong  | Betty Lam                                |

| Date      | Name and Address                      | Comments                         |
|-----------|---------------------------------------|----------------------------------|
| 18/3/2018 | Sharon from HK                        | S                                |
| "         | Qita from HK                          | Qita                             |
| 18/3/2018 | Eric from HK                          | Eric                             |
| 18/3/2018 | Bonnie & Denise                       | God Bless                        |
| 18/3/2018 | Katerina & Dale From UK and Ukraine   | Is cool place<br>in an area of   |
| 18.03.18  | Dana Filipina - Weymouth Beach        | Fabulous; peoples creativity     |
| 18/3/18   | Amanda & Daniel - Melbourne, Aus.     | Thanks!                          |
| 18/3/18   | Andre - Austria                       | Nice place!                      |
| 17/3/18   | Anthea Mangankhai                     | Wonderful talent                 |
| 17/3/18   | Rosie NSW                             | Fabulous Talent / Thank you both |
| 19.3.18   | Arlie George Gura - Ireland/Australia | Beautiful place.                 |
| 20/3/18   | ANDREW OWEN WALLINGBOROUGH SWITZER    | Good TALENT                      |
| 23/3/18   | Victoria Walker                       | Wonderful to watch<br>Thank you. |

| Date      | Name and Address                            | Comments                                 |
|-----------|---|--|
| 23/3/18   | Wendy & Annsley from Auckland               | could watch you all day!                 |
| 23/3/18   | Ed & Sophie from the UK. Cycle touring NZ   | Beautiful work, amazing!                 |
| ?         | Lucy Taylor Auckland                        | very cool! I wish I could have seen this |
| ?         | Ally Taylor                                 | interestingly satisfying                 |
| 24/3/18   | Matthew Mays (New Zealand)                  | Interesting                              |
| 24/3/18   | Albanese, Peter J.A.                        | Awesome                                  |
| 25/3/18   | Rachel Bauer Stuffs UK                      | Brilliant!                               |
|           | Hicki Biophy Tokapuna Auckland              | Beautiful!                               |
| 25/03/18  | Justin and Kam Auckland                     | He is a Real Artist. A++                 |
| 25/3/18   | Willie Owen Wallington Surrey UK            | Families with 2nd Ford Kart!             |
| 28.3.2018 | Eva Jane Neeley, Winton                     | Really cool!!                            |
| 28.3.2018 | Marey Samantha Neeley Winton                | Very creative, clever!                   |
| 28/3/18   | Yolande Lucas & Jillian Wickes SOUTH AFRICA | Stunning! ♥                              |

| Date       | Name and Address                          | Comments  |
|------------|---|---|
| 28/03/2018 | Alex + Ria NZ                             | Beautiful! A lot of very interesting, most amazing work, very interesting + skilled |
| 29/03/2018 | Nat + Wade NZ                             |   |
| 29/3/2018  | Shona Australia                           | Absolutely Beautiful Amazing!   |
| 31/03/2018 | Shane                                     |   |
| 31.3.18    | Sue Jones Kent England.                   |   |
| 31.3.18    | Demi Kent NZ                              | amazing   |
| 31/03/18   | Tony, Travis, Carmen, Matt Dawson         | Fantastic to watch such skill   |
| 1.04.18    | Justine Armande, Auckland                 | Amazing   |
| 01.04.18   | Jared Linnell and Memsha Naidoo, Auckland | Birthday treat, thank you!  |
| 1/4/18     | WASWORTH FAMILY                           | GREAT TO SEE YOU IN ACTION - THANKS   |
| 1/4/18     | MARIKA Kohut - Beautiful                  | Calgary, A.B. Canada  |
| 1/4/18     | Heleesa Cooper                            | Wairarapa   |
| 1/18       | Pet Gilchrist Auckland                    | Awesome.  |



| Date     | Name and Address                       | Comments  |
|----------|--|---|
| 1/4/2018 | Kiri Ito & Tamiaki Ito                 | Tino Tai - Mean Meri 2<br>Ka pa Awesome Man                               |
| 2/4/2018 | Cory Benson<br>Ingles, MB, Canada      | Very Amazing Work   |
| 9/04/18  | Dwayne Whangarei                       | I will be back  |
| 11/4/18  | Emma and Craig, Dunein                 | Fantastic!! Never seen anything like it!<br>Keep up the wonderful noise!! |
| ?        | Paul + Rio<br>Nelson + Leipzig         | Soooo Cool! Thanks for<br>having an open work place!                      |
| 11/4/18  | JOHN + BRONWEN CAVANOUGH, TOWNSVILLE   | EXCELLENT<br>VERY SKILLFUL!!  |
| 11/4/18  | Joe + Leesa ROTOMA NZ                  | Song 1 some glasses<br>Awesome job Keith, thank you                       |
| 6/4/2018 | Franka Davis - Makarska - CROATIA      | 12 Hrotske, eva meoudje<br>19 Gledom, suphigati, gresb, mss               |
| 6/4/18   | Colin Keef, Mikimiki                   | I liked it, Promo!!   |
| 7/4/18   | Absolutely mind blowing. Nadene Jones. | Bundaberg Qld Aust.   |
| 7/4/18   | Karlagidic                             | marke Cook Davies, Whangarei  |
| 7/4/18   | Charles Hammond                        | Aweome!   |
| 8-4-18   | Fred. Vini, Auckland                   | Amazing work, really cool.  |

| Date      | Name and Address  | Comments                              |
|-----------|---|---------------------------------------|
| 8/04/18   | Leilani Auckland  | This is Awesome!                      |
| 8/04/18   | NH  |                                       |
| 8/11/18   | Elan  | Glasssss                              |
| 12/2/18   | Annie Bah was here with a friend.                         | Very interesting!!                    |
| 12-4-18   | Deirdre was here with a friend.                           | Enjoyed the commetary                 |
| 12/4/18   | EPF was here SF, CA USA                                   |                                       |
| 12/14/18  | Chris from Gmany was here!                                | Very cool stuff! Thanks               |
| 14/4/18   | OTTO GRUBER, 22004 Rd (ASTANOWSKI)<br>WERNIGER, KEES      | 1 HANDBESTIC                          |
| 14 APR 18 | Marti GUAM, USA   | Sweet as!                             |
| 14/4/18   | Ann d Haus - Melbourne                                    | A real art                            |
| 15/4/18   | Keith we enjoyed watching you do your art.<br>Great work. |                                       |
| 15/4/18   | Elissa Jessie Danyel Charlie                              | Great!                                |
| 15/4/18   | KELSEN + SALLY FURNE, UK                                  | Super fun to watch,<br>beautiful work |

| Date      | Name and Address                                 | Comments   |
|-----------|--|--|
| 15/4/18   | Esther, Danielle + Cobie Eschavez, Australia ACT | watching the process of the work is incredible and the end result is amazing |
|           | Brian + Lin + Wen                                | Very clever  |
|           | Margaret + Ben, Yorkshire UK                     | Talented bloke   |
| 16/4/18   | dawn H Brydie H Wendy H                          | interesting holiday  |
| 17/4/18   | Barbara and Mike Park Gilroy, CA                 | beautiful!   |
| 17/4/18   | Shosh + Elad, Israel                             | very nice things!  |
| 17/4/18   | Robert Yang Mikael Aus                           | Love it  |
| 19/4/18   | Gillian Ashworth & Mike Trent                    | Return visit ☺   |
| "         | Fraser, Katie & Danny                            | So much love x   |
| 20/4/18   | Harata Tina, Teiini, Latina Te Anau              | Cool Dude.   |
| 20/4/18   | Pride Aroha, Mercedes,                           | you are so cool  |
| 20/4/2018 | Wai m C U I K U                                  |  |
| 20/4/18   | Te roha ellos                                    | you are so cool  |

| Date       | Name and Address                               | Comments  |
|------------|--|---|
| 21-4-18    | Russell + Leenie Thomson (Mangawhai)           | Brilliant   |
|            | Stella Prangle & Anne Webber Jo                | AK & Langs & One Tree Pt                                  |
| 21.4.2018  | Rachel Harris & Lynn Parker & Irene Kilpatrick | "Awesome"   |
| 21/04/2018 | Angie L.                                       |   |
| 21/4/18    | Mari Stewart Wairere Bay                       | Amazing   |
|            | Ann McConachy Auckland                         | Amazing   |
| 23/4/18    | Thorton + Paki Janghies from South Africa      | Amazing Craftsmanship!                                    |
| 27/4/18    | Alexandra Young, Australia                     | amazing to watch, mesmerising.                            |
| 27-4-18    | Meg Young - Melbourne, Australia               | Beautiful work  |
| 28-4-18    | Steve, Teresa & Paige Carter                   | couldn't leave without purchasing something - BEAUTIFUL!! |
| 28-4-18    | Jan, Liz, Sophie + Melacki Gainsford           | Amazing   |
| 28-4-18    | Carl Miller - MAHUPURU, NZ                     | !!  |
| 25-4-18    | Storm & Sol                                    | Amazing   |
| 29-4-18    | England Gemma                                  | well done, amazing.                                       |
| 29-4-18    | Rita Ju Koefoed, Denmark                       | Pretty cool   |

| Date     | Name and Address                       | Comments             |
|----------|--|----------------------|
| 29/4/18  | Hadar Shaham Israel                    | Beautiful! 😊         |
| 29/4/18  | Jasmin E K A P / A H<br>Thankyou -     |                      |
| 12/05/18 | Emma & Alden - Christchurch & Texas    | Wonderous THANK You! |
| 13/05/18 | Ely Mehtans - Whangarei 😊              | Awesome!             |
| 7/6/18   | Richard + Felicity Ronayne             | Brilliant!           |
| 8/6/18   | I Love Your ART WORK                   | Amazing! 😊 😊         |
|          | Anna ♥                                 |                      |
| 16/6/18  | Love it, thank you! SKH Hamilton NZ    |                      |
| 16/6/18  | Phil + M. Lo                           | You're awesome!      |
| 17/6/18  | Mia + Dee - Whangarei                  | Love what you do!    |
| 17/6/18  | Mike, Melissa, Jackie + Karen - Napier | Looks amazing! 😊     |
|          |  | Cool ♥               |
| 21/6/18  | hi good job Thanks bye                 | sadra 😊              |
| 17-6-18  | Hi! Fantastic Ted + Hazel Blenheim     |                      |

| Date     | Name and Address                      | Comments                    |
|----------|---------------------------------------|-----------------------------|
| 24.6.18  | Kim Neumann, Poroti, Whangarei        | AWESOME!                    |
| 24.6.18  | AVA NEUMANN, Poroti, Whangarei        | AWESOME!!!!!!               |
| 24.6.18  | Tamie Neumann, Poroti, Whangarei      | I Love it!!!                |
| 24.6.18  | Ely Neumann, Poroti, Whangarei        | Amazing!                    |
| 6.18     | Hadi Wismawaty, Ceramandei            | Wow!                        |
| 6.18     | Marian B. Han Mangawhai               | Amazing!!!                  |
| 6.18     | Jillian                               | Amazing!!                   |
| 29/06/18 | Vangie Kiriaka - Whangarei            | Thank you!                  |
| 28/6/18  | HARVEY ELIS                           | Thank for                   |
| 20/6/18  | Tim Achu                              | Awesome experience          |
| 20/6/18  | Hadi Archer                           | Fabulous!                   |
| 30/06/18 | Lofly Walcelin "Yauza" B-P = too cool |                             |
| 08/07/18 | Ryand Leo & Gran FitzGerald           | Brilliant, very interesting |

| Date    | Name and Address                       | Comments                                     |
|---------|--|--|
| 30/6/18 | S. Gersh, 11 Kohakust-Maunu, Whangarei | Wonderful                                    |
| 30/6/18 | J. Hda Onerahi Whangarei               | absolutely awesome to watch so intricate     |
| 1/7/18  | Cratam Waite Manu                      | Very Interesting                             |
| 1/7/18  | M. Owen Orcombe 86 yrs Auckland        | Beautiful work                               |
| 1/7/18  | M. Chateley                            | gagging Thats it's so shiny! :)              |
| 6/7/18  | Chamare + Ross                         | Awesome Place, love watching                 |
| 6/7/18  | Andre, Papamoa                         | Wonderful to watch                           |
| 6/7/18  | Sue - Orewa                            | First time experiencing!! Indelible moment!! |
| 7.1.18  | Nagya & Osman                          |  |
| 8-7-18  | JUNE & GRACE KOTIKATI                  |  |
| 8-7-18  | Sharmas - AUCKLAND                     | Nice!  |
| 8-7-18  | D. LALS - PAPATOTU, AUCKLAND           | SPLENDID & EXTRAORDINARY!                    |
| 11-7-18 | Michele + Brian, Hamilton              | Mesmerizing                                  |

| Date     | Name and Address                      | Comments   |
|----------|---------------------------------------|--|
| 11.07.18 | Brian Rose - Victoria, B.C. CANADA    | Super cool   |
| 11.07.18 | Isia Cobb - 117 million Street, NZ    | OMG !! epic!   |
| 11.07.18 | Marie                                 | Amazing Love +   |
| 11.07.18 | Robyn & David Kaitia                  | Love the glasses. Have had our last lot for 4 years.       |
| 11.07.18 | Druces (Alexandra + Auckland)         | Very cool! Interesting to watch glass-blower at work!      |
| 14.07.18 | Pahud St De Wane Seeds                | Great to watch!  |
| 14-7-18  | Jay + Nana Stephens + Jude.           | Wonderful, Interesting                                     |
| 14-7-18  | Kate + Dan - Guernsey Channel Islands | absolutely amazing + interesting to watch                  |
| 19/7/18  | Simone Jammy - Whangarei              | so cool!! so it!!  |
| 20/7/18  | The Revells                           | made our eyes go glassy!!                                  |
| 20/7/18  | Olivia                                | I LOVE IT  |
| 20/7/18  | Danny - Victoria Tanker               | Awsome Very knowledgeable to see how Keith makes the glass |
| 21/7/18  | Leann Kase HAWKES                     | Just wonderful + under - Really special                    |

| Date     | Name and Address  | Comments   |
|----------|---|--|
| 20/8     | Charlie 26° Tindall's bay<br>Ari Whangarei  | that's the coolest thing<br>I have ever seen                                       |
| 28.7.18  | Alida, Jade, Lily Waipu   | woah? you are really<br>I love the silver oxide &<br>So pretty AMAZING!! good work |
| 29.7.18  | Auckland Yier   | LOVELY ~   |
| 31/07/18 | <del>Carroll Koo</del> Frita Love   | Denmark  |
| 29/7/18  | Olivia, Jo, Phil, Lynn + Bate <del>fantastic</del>  | Very very cool!! xo  |
| 31/7/18  | Kirsty Fisher, Scotland   | Beautiful Glasses  |
| 31/7/18  | Liverny, Jacap and Jessica <del>Whangarei</del>   | Many nice to work  |
| 3/08/18  | KOHU TGA  | TAURANGA   |
| 5/8/18   | Tangwai - Tauranga  |  |
| 3.8.2018 | Joanne + Dennis   | Dunedin  |
| 3.8.18   | Ebony Kohu - Tauranga   | Awesome skulls.  |
| 4.8.18   | I bought one of your beautiful paper<br>weights for my mum's birthday. Thank-you! - Kylie, Onekahi. |  |

| Date       | Name                  | Comments                              |
|------------|-----------------------|---------------------------------------|
| 24/7/17    | Jared Treasor         | Great Skill Brilliant                 |
| 25/7/2017  | Leung Tsz ling Ching  | All the things are so lovely & &      |
| 25/07/2017 | Theresa H.            | Amazing work love it! B               |
| 26/07/2017 | Verena Wang           | Awesome work!                         |
| 26/07/2017 | Seonam Hong           | Cool & I want to be a apprentice      |
| 29/07/2017 | Mel Street            | Very cool to see his work             |
| 29/7/17    | Rae + Chris           | Skilled - pretty! ☺                   |
| 29/7/17    | Billy, Bambi, Skatche | BEAUTIFUL                             |
| 29/7/17    | Mingling Gao          | Still Amazes me!! Year's color        |
| 29/7/17    | SAGE                  | Lovely Space, inspiring to the kids,  |
|            | & appear              | a favourite stop in town. Many thanks |
|            | Maadine8 Oscar        | Merci " Lovely to watch you work      |



Rent concessions

## Hihiaua Cultural Centre



## HIHIAUA CULTURAL CENTRE TRUST

### Annual Report to Whangarei District Council.

Year ended 30<sup>th</sup> June, 2018.

**Clause 46 of the lease by Whangarei District Council of 58 Herekino Street to the Hihiaua Cultural Centre Trust requires the Trustees to report annually on a number of measures.**

1. As advised in the 2016 report to Council, the Trustees had made an application to Foundation North for funding to undertake the Stage One construction; renovation of the existing leased shed plus the addition of a Waka shelter and a connecting covered walkway.  
Foundation North approved a grant to support further funding initiatives and a grant of \$675,000 for the Stage one building programme.  
Subsequently, the Trustees were successful, with support from Northland Inc, in securing a grant of \$1,075,000 from the Ministry of Business Innovation and Employment's Provincial Growth Fund.
2. With funding of \$2,250,000 approved, the Trustees retendered the work for Stage One and have contracted Arco Group Ltd of Whangarei to undertake the work. They will commence construction on 17<sup>th</sup> September 2018 and plan completion by 26<sup>th</sup> March, 2019.  
The Trustees are confident that the approved funding will enable completion of the contract, with an allowance for contingencies and for fitting out.
3. Temporary accommodation in the form of two large containers with a connecting roof has been purchased to enable the cultural work of the Trust to continue during the renovation of the shed.
4. Te Wananga O Aotearoa has continued to hold classes regularly in the Hihiaua premises. They have relocated for the renovation of the shed, but intend to come back again next year when Stage One is completed.
5. Participation in the 2018 Pasefika Fusion Festival enabled engagement once more with a large number of the public, all of whom expressed support for the objectives of the Trust.  
School groups often visit the carving shed to enable students to experience authentic cultural practice.  
The relationship with He Puna Marama Trust remains strong, as does that with Te Wananga O Aotearoa.  
The Hihiaua Trust has continued to work with Te Au Marie 1769 Sestercentennial Charitable Trust on plans to hold some of the 2019 celebrations in Whangarei and the Hatea River. The Trust is also working closely with the Whangarei District Council events staff to ensure that this event is successful in attracting and informing a large number of residents and visitors.
6. Trustee, Tui Shortland, continues to provide links with indigenous people throughout the world through her work with The Pacific Indigenous & Local Knowledge Centre of Distinction and the United Nations.  
The involvement with the United Nations, and Te Kopua's international links add value to the

developing educational and cultural feature of the Hihiaua Peninsula. The Hihiaua Cultural Centre is becoming, with its partners, an iconic centre of indigenous knowledge and a unique indigenous precinct attracting international interest.

Opportunities for Whangarei and Northland to benefit culturally and economically from these relationships continue to be pursued.

The completion of Stage one, and progress on Stage two will help realise benefits from these opportunities.

7. The Trustees have secured funding from Te Puni Kokiri to further develop designs and business planning for Stage two, based on a large performance, gathering, exhibition building. Trustees have shared information on this with the Council and look forward to further consideration on how we may partner to bring this to reality with benefits for Māori culture and for the wider community.
8. Funding from local government during the year was all from Whangarei District Council - \$43,641.66 concession on rent. (Rent increased on 1<sup>st</sup> June, 2018 from \$42,000 to \$61,700 pa.
9. The Trust completed a second contract from Te Puni Kokiri to develop **plans to strengthen Māori tourism within Taitokerau**. This work has identified paths to further develop the experience of visitors to our region and supports the Trust objectives of promoting and advancing knowledge of matauranga Maori and Maori culture., and it is expected that the Trust may be asked to undertake further work in this area.
10. The Annual Financial accounts for the Trust are attached.



**Richard Drake MNZM**

**Chairman**

17<sup>th</sup> September, 2018.

# Performance Report

The Hihiaua Cultural Centre Trust  
For the year ended 30 June 2018

Prepared by Plus Chartered Accountants Ltd

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## INDEPENDENT AUDITORS REPORT

### To the Trustees of The Hihiaua Cultural Centre Trust

#### Opinion

We have audited the accompanying performance report of The Hihiaua Cultural Centre Trust on pages 5 to 16, which comprises the entity information, the statement of service performance, the statement of financial performance and statement of cash flows for the year ended 30 June 2018, the statement of financial position as at 30 June 2018, the statement of accounting policies and other explanatory information.

In our opinion:

- a) the reported outcomes and outputs, and quantification of the outputs to the extent practicable, in the statement of service performance are suitable;
- b) the performance report on pages 5 to 16 presents fairly, in all material respects:
  - the entity information for the year ended 30 June 2018;
  - the service performance for the year then ended; and
  - the financial position of The Hihiaua Cultural Centre Trust as at 30 June 2018, and its financial performance, and cash flows for the year then ended in accordance with Public Benefit Entity Simple Format Reporting Accrual (Not-For-Profit).

#### Basis for Opinion

We conducted our audit of the statement of financial performance, statement of financial position, statement of cash flows, statement of accounting policies and notes to the performance report in accordance with International Standards on Auditing (New Zealand) (ISAs (NZ)), and the audit of the entity information and statement of service performance in accordance with the International Standard on Assurance Engagements (New Zealand) ISAE (NZ) 3000 (Revised). Our responsibilities under those standards are further described in the Auditors Responsibilities for the Audit of the Performance Report section of our report. We are independent of The Hihiaua Cultural Centre Trust in accordance with Professional and Ethical Standard 1 (Revised) Code of Ethics for Assurance Practitioners issued by the New Zealand Auditing and Assurance Standards Board, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Our firm assisted with the presentation of the performance report. Other than this and in our capacity as auditor we have no relationship with, or interests in, The Hihiaua Cultural Centre Trust.

#### Trustees Responsibility for the Performance Report

The Trustees are responsible on behalf of the entity for:

- (a) identifying outcomes and outputs, and quantifying the outputs to the extent practicable, that are relevant, reliable, comparable and understandable, to report in the statement of service performance;
  - (b) the preparation and fair presentation of the performance report which comprises:
    - the entity information;
    - the statement of service performance; and
    - the statement of financial performance, statement of financial position, statement of cash flows, statement of accounting policies and notes to the performance report
- in accordance with Public Benefit Entity Simple Format Reporting Accrual (Not-For-Profit) issued in New



FINANCIAL  
AUDITS



SYSTEM  
REVIEWS



FRAUD  
INVESTIGATION



GAMING  
AUDITS

Zealand by the New Zealand Accounting Standards Board, and

(c) for such internal control as the Trustees determine is necessary to enable the preparation of a performance report that is free from material misstatement, whether due to fraud or error.

In preparing the performance report, the Trustees are responsible on behalf of the entity for assessing the entity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Trustees either intend to liquidate the entity or to cease operations, or have no realistic alternative but to do so.

### **Auditors Responsibilities for the Audit of the Performance Report**

Our objectives are to obtain reasonable assurance about whether the performance report is free from material misstatement, whether due to fraud or error, and to issue an auditors report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (NZ) and ISAE (NZ) 3000 (Revised) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the decisions of users taken on the basis of this performance report.

As part of an audit in accordance with ISAs (NZ), we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the performance report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of the use of the going concern basis of accounting by the Trustees and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors report to the related disclosures in the performance report or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors report. However, future events or conditions may cause the entity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the performance report, including the disclosures, and whether the performance report represents the underlying transactions and events in a manner that achieves fair presentation.
- Perform procedures to obtain evidence about and evaluate whether the reported outcomes and outputs, and quantification of the outputs to the extent practicable, are relevant, reliable, comparable and understandable.

We communicate with the Trustees regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

*Orbit Audit*

Orbit Audit  
Whangarei  
31 August 2018

## Entity Information

### The Hihiaua Cultural Centre Trust For the year ended 30 June 2018

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

#### Legal Name of Entity

The Hihiaua Cultural Centre Trust

#### Entity Type and Legal Basis

Registered Charitable Trust – Governed by Board of Trustees

NZBN 9429043091614

#### Registration Number

CC42125

#### Entity's Purpose or Mission

The purposes of the Trust are as follows:

- (a) To establish support, administer, advance or promote a high quality centre of excellence to display and promote Maori culture, and arts and crafts to the Whangarei communities at large and visitors, together with such schemes, projects or trusts as may in the opinion of the Board, be or have been established for purposes beneficial to the community.
- (b) To promote, advance and facilitate education and knowledge concerning Mātauranga Maori, Te Reo Maori, Kaupapa Maori, and Toi Maori for firstly, the people of Whangarei, secondly Northland and further the people of Aotearoa ("the community").
- (c) To facilitate and encourage cross cultural awareness and understanding through education and cross cultural experiences for the diverse communities that exist within the Whangarei District and Northland.

#### Entity Structure

Governed by Board of Trustees

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

Donations from charitable foundations and grants from central and local government

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

Through application to funding sources

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

Donations from charitable foundations and grants from central and local government. Trustees volunteer their time and expertise for the efficient running of the trust.

#### Physical Address

56 -58 Herekino Sreet

Whangarei



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**Entity Information**

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**Postal Address**

c/- The Secretary

J Heteraka

29 Whau Valley Road

Whangarei 0112



## Approval of Financial Report

### The Hihiaua Cultural Centre Trust For the year ended 30 June 2018

The Trustees are pleased to present the approved financial report including the historical financial statements of The Hihiaua Cultural Centre Trust for year ended 30 June 2018.

APPROVED



R Drake

Chairman

Date ..29-09-2018..



R Welsh

Trustee

5 September 2018



## Statement of Service Performance

### The Hihiaua Cultural Centre Trust For the year ended 30 June 2018

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

#### Description of Entity's Outcomes

| Description of Entity's Outcomes                                    | Actual This Year | Budget This Year | Actual Last Year |
|---|------------------|------------------|------------------|
| Provide venue for Whakairo Practice                                 | 1                | 1                | 1                |
| Provide venue for Whakairo Tuition                                  | 1                | 1                | 1                |
| Secure funding for Stage 1 Development                              | 1                | 1                |                  |
| Gain extension of Building Consent                                  | 1                | 1                | 1                |
| Secure contract to build Stage 1                                    | 1                | 1                |                  |
| Commence Stage 1 building   |                  | 1                |                  |
| Renegotiate WDC lease to enable Stage 2                             | 1                | 1                |                  |
| Develop Stage 2 Design  | 1                | 1                |                  |
| Support Pasifica Fusion Festival                                    | 1                | 1                | 1                |
| Support biennial Sculpture Symposium                                | 1                | 1                |                  |
| Support Te Au Marie Trust with Sestercentennial plans – Tuia 250    | 1                | 1                | 1                |
| Progress Maori Tourism Narrative                                    | 1                | 1                | 1                |
| Maintain liaison with He Puna Marama Trust                          | 1                | 1                | 1                |
| Support Te Kopua Pasific Indigenous and Local Centre of Distinction | 1                | 1                | 1                |
| Provide venue for Kahui Kaumatua                                    | 1                | 1                |                  |
| Participate in planning and holding of first InnoNative Market      | 1                | 1                |                  |
| Participate in Te Papa Tongarewa's Tuhonohono Conference            | 1                | 1                |                  |
| Gain inclusion of Hihiaua into Tai Tokerau Regional Action Plan     |                  |                  | 1                |



## Statement of Financial Performance

### The Hihiaua Cultural Centre Trust For the year ended 30 June 2018

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

|  | NOTES | 2018           | 2017           |
|--|-------|----------------|----------------|
| <b>Revenue</b>                                   |       |                |                |
| Donations, fundraising and other similar revenue | 1     | 249,444        | 132,700        |
| Revenue from providing goods or services         | 1     | 18,600         | 13,730         |
| Interest, dividends and other investment revenue | 1     | 1,070          | 716            |
| <b>Total Revenue</b>                             |       | <b>269,115</b> | <b>147,146</b> |
| <b>Expenses</b>                                  |       |                |                |
| Costs related to providing goods or service      | 2     | 219,659        | 72,986         |
| Other expenses                                   | 2     | 2,849          | 1,600          |
| <b>Total Expenses</b>                            |       | <b>222,507</b> | <b>74,586</b>  |
| <b>Surplus/(Deficit) for the Year</b>            |       | <b>46,607</b>  | <b>72,560</b>  |

This statement has been subject to audit, and should be read in conjunction with the Notes to Performance Report



## Statement of Financial Position

### The Hihiaua Cultural Centre Trust As at 30 June 2018

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

|   | NOTES | 30 JUN 2018    | 30 JUN 2017    |
|---|-------|----------------|----------------|
| <b>Assets</b>   |       |                |                |
| <b>Current Assets</b>                                   |       |                |                |
| Bank accounts and cash                                  | 3     | 129,741        | 116,380        |
| Debtors and prepayments                                 | 3     | 12,931         | 2,760          |
| <b>Total Current Assets</b>                             |       | <b>142,672</b> | <b>119,140</b> |
| <b>Non-Current Assets</b>                               |       |                |                |
| Property, Plant and Equipment                           |       | 22,828         | 9,040          |
| <b>Total Non-Current Assets</b>                         |       | <b>22,828</b>  | <b>9,040</b>   |
| <b>Total Assets</b>                                     |       | <b>165,500</b> | <b>128,180</b> |
| <b>Liabilities</b>                                      |       |                |                |
| <b>Current Liabilities</b>                              |       |                |                |
| Creditors and accrued expenses                          | 4     | 8,160          | 17,447         |
| <b>Total Current Liabilities</b>                        |       | <b>8,160</b>   | <b>17,447</b>  |
| <b>Total Liabilities</b>                                |       | <b>8,160</b>   | <b>17,447</b>  |
| <b>Total Assets less Total Liabilities (Net Assets)</b> |       | <b>157,340</b> | <b>110,733</b> |
| <b>Accumulated Funds</b>                                |       |                |                |
| Accumulated surpluses or (deficits)                     | 6     | 157,340        | 110,733        |
| <b>Total Accumulated Funds</b>                          |       | <b>157,340</b> | <b>110,733</b> |

This statement has been subject to audit, and should be read in conjunction with the Notes to Performance Report



## Statement of Cash Flows

The Hihiaua Cultural Centre Trust  
For the year ended 30 June 2018

'How the entity has received and used cash'

| Account   | 2018               | 2017              |
|---|--------------------|-------------------|
| <b>Cash Flows from Operating Activities</b>                     |                    |                   |
| Donations, fundraising and other similar receipts               | 277,353.00         | 132,700.00        |
| Receipts from providing goods or services                       | 21,390.00          | 13,730.02         |
| Interest, dividends and other investment receipts               | 1,070.47           | 715.90            |
| GST   | (5,719.84)         | 5,946.85          |
| Payments to suppliers and employees                             | (262,388.75)       | (51,711.07)       |
| <b>Total Cash Flows from Operating Activities</b>               | <b>31,704.88</b>   | <b>101,381.70</b> |
| <b>Cash Flows from Investing and Financing Activities</b>       |                    |                   |
| Payments to acquire property, plant and equipment               | (18,343.50)        | (9,040.00)        |
| <b>Total Cash Flows from Investing and Financing Activities</b> | <b>(18,343.50)</b> | <b>(9,040.00)</b> |
| <b>Net Increase/ (Decrease) in Cash</b>                         | <b>13,361.38</b>   | <b>92,341.70</b>  |
| <b>Cash Balances</b>  |                    |                   |
| Cash and cash equivalents at beginning of period                | 116,379.70         | 24,038.00         |
| Cash and cash equivalents at end of period                      | 129,741.08         | 116,379.70        |
| <b>Net change in cash for period</b>                            | <b>13,361.38</b>   | <b>92,341.70</b>  |

This statement has been prepared subject to audit, and should be read in conjunction with the attached Audit Report.



## Statement of Accounting Policies

### The Hihiaua Cultural Centre Trust For the year ended 30 June 2018

'How did we do our accounting?'

#### Basis of Preparation

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

#### Goods and Services Tax (GST)

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

#### Income Tax

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

#### Bank Accounts and Cash

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

#### Changes in Accounting Policies

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



# Notes to the Performance Report

## The Hihiaua Cultural Centre Trust

For the year ended 30 June 2018

|   | 2018              | 2017              |
|---|-------------------|-------------------|
| <b>1. Analysis of Revenue</b>                                 |                   |                   |
| <b>Donations, fundraising and other similar revenue</b>       |                   |                   |
| Foundation North  | 31,444.25         | 50,000.00         |
| Te Puni Kokiri  | 218,000.00        | 82,700.00         |
| <b>Total Donations, fundraising and other similar revenue</b> | <b>249,444.25</b> | <b>132,700.00</b> |
| <b>Revenue from providing goods or services</b>               |                   |                   |
| Rent Received   | 18,600.00         | 13,730.02         |
| <b>Total Revenue from providing goods or services</b>         | <b>18,600.00</b>  | <b>13,730.02</b>  |
| <b>Interest, dividends and other investment revenue</b>       |                   |                   |
| Interest Received   | 920.47            | 710.90            |
| Koha/Donations Received                                       | 150.00            | 5.00              |
| <b>Total Interest, dividends and other investment revenue</b> | <b>1,070.47</b>   | <b>715.90</b>     |
|   | 2018              | 2017              |

## 2. Analysis of Expenses

|   |                   |                  |
|---|-------------------|------------------|
| <b>Costs related to providing goods or services</b>       |                   |                  |
| Bank Charges  | 60.67             | 72.00            |
| Branding & Promotion                                      | 3,614.00          | 500.00           |
| Computer Expenses   | 50.97             | -                |
| Contracted Services                                       | 106,480.00        | 15,336.86        |
| Event Costs   | -                 | 7,250.00         |
| General Expenses  | 451.40            | 102.31           |
| Insurance   | 607.33            | 1,735.00         |
| Project Coordinator                                       | 44,000.00         | 13,000.00        |
| Project Cost - Feasibility                                | 18,992.50         | 22,500.00        |
| Project Costs - Architect                                 | 23,200.00         | 10,500.00        |
| Project Costs - Consent                                   | 4,387.50          | 78.26            |
| Project Costs - Quantity Surveying                        | 8,960.00          | -                |
| Project Management Costs                                  | 4,791.25          | -                |
| Repairs & Maintenance                                     | 378.26            | -                |
| Telephone, Tolls & Internet                               | 1,259.27          | 415.17           |
| Trustee Mileage   | 1,907.60          | 1,215.20         |
| Utilities   | 517.95            | 281.56           |
| <b>Total Costs related to providing goods or services</b> | <b>219,658.70</b> | <b>72,986.36</b> |
| <b>Other expenses</b>                                     |                   |                  |
| Accountancy Fees  | 420.75            | -                |
| Audit Fees  | 1,757.50          | 1,600.00         |
| Depreciation  | 670.29            | -                |
| <b>Total Other expenses</b>                               | <b>2,848.54</b>   | <b>1,600.00</b>  |

|   | 2018              | 2017              |
|---|-------------------|-------------------|
| <b>3. Analysis of Assets</b>                |                   |                   |
| <b>Bank accounts and cash</b>               |                   |                   |
| Bank Cheque Account                         | 27,764.46         | 55,299.88         |
| Bank Savings Account                        | 101,976.62        | 61,079.82         |
| <b>Total Bank accounts and cash</b>         | <b>129,741.08</b> | <b>116,379.70</b> |
| <b>Debtors and prepayments</b>              |                   |                   |
| Accounts Receivable                         | 7,551.25          | 2,760.00          |
| Deposit Paid                                | 4,165.22          | -                 |
| Prepayments                                 | 1,214.67          | -                 |
| <b>Total Debtors and prepayments</b>        | <b>12,931.14</b>  | <b>2,760.00</b>   |
|   | 2018              | 2017              |
| <b>4. Analysis of Liabilities</b>           |                   |                   |
| <b>Creditors and accrued expenses</b>       |                   |                   |
| Accounts Payable                            | 5,426.04          | 11,500.01         |
| GST   | 2,733.85          | 5,946.85          |
| <b>Total Creditors and accrued expenses</b> | <b>8,159.89</b>   | <b>17,446.86</b>  |
|   | 2018              | 2017              |
| <b>5. Accumulated Funds</b>                 |                   |                   |
| <b>Accumulated Funds</b>                    |                   |                   |
| Opening Balance                             | 110,732.84        | -                 |
| Accumulated surpluses or (deficits)         | 46,607.48         | 72,559.56         |
| Reserves                                    | -                 | 38,173.28         |
| <b>Total Accumulated Funds</b>              | <b>157,340.32</b> | <b>110,732.84</b> |
| <b>Total Accumulated Funds</b>              | <b>157,340.32</b> | <b>110,732.84</b> |
|   | 2018              | 2017              |
| <b>6. Breakdown of Reserves</b>             |                   |                   |
| <b>Reserves</b>                             |                   |                   |
| Retained Earnings                           | 38,173.28         | 38,173.28         |
| <b>Total Reserves</b>                       | <b>38,173.28</b>  | <b>38,173.28</b>  |



**7. Property, Plant and Equipment**

| Asset Class       | Opening Carrying Value | Purchases | Sales/Disposals | Current Year Depreciation | Closing Carrying Amount |
|-------------------|------------------------|-----------|-----------------|---------------------------|-------------------------|
| Computers         |                        | 1,183     |                 | 345                       | 838                     |
| Plant & Equipment | 1,040                  | 13,275    |                 | 325                       | 13,990                  |
| Taonga            | 8,000                  |           |                 |                           | 8,000                   |
| Total             | 9,040                  | 14,458    |                 | 670                       | 22,828                  |

2017

| Asset Class       | Opening Carrying Value | Purchases | Sales/Disposals | Closing Carrying Amount |
|-------------------|------------------------|-----------|-----------------|-------------------------|
| Plant & Equipment |                        | 1,040     |                 | 1,040                   |
| Taonga            | 8,000                  |           |                 | 8,000                   |
| Total             | 8,000                  | 1,040     | 0               | 9,040                   |

**8. Commitments**

| Explanation Timing   | This Year      | Last Year |
|--|----------------|-----------|
| To undertake construction of Stage One. Commencement due September 2018 with completion in March 2019.     | \$1,523,950.88 |           |
| To undertake contract observation and project management of Stage One Construction                         | \$38,400       |           |
| To undertake preliminary design work for resource consent for Stage Two                                    | \$27,900       |           |
| To complete contract award and to undertake engineering observation of Stage One. Time and disbursements - |                |           |
| To prepare resource consent for Stage Two - estimated fees   | \$18,500       |           |
| Part A - Produce a stock take and/or reconciliation of Te Tai Tokerau Māori Tourism Operators              | Nil            | \$20,000  |
| Part B - Provide a status report of Māori Tourism in the Tai Tokerau                                       |                |           |
| To produce a Final Strategic Plan and Action Plan for the Maori Tourism Narrative                          | Nil            | \$30,000  |

**9. Contingent Liabilities and Guarantees**

There are no contingent liabilities or guarantees as at 30 June 2018 Last year - nil).



## 10. Significant Grants and Donations with Conditions not Recorded as a Liability

Grants totalling \$2,275,000, have been approved but not yet uplifted

|                            |             |
|----------------------------|-------------|
| Whangarei District Council | \$500,000   |
| Foundation North           | \$675,000   |
| Provincial Growth Fund     | \$1,100,000 |
| Total                      | \$2,275,000 |

## 11. Related Parties

Te Warihi Hetaraka (a trustee of Hihiaua Trust) pays rent to the Trust for the use of part of the building to promote, support, and encourage cultural awareness through woodcarving. As the Trust does not pay for the lease on the Herekino Street property, the payment is thus considered fair and reasonable.

Janet Hetaraka is a Trustee and is also involved in leasing the shed for carving activities undertaken by her husband Te Warihi. Ken Kawiti is a Trustee and is also employed by He Puna Marama Trust with which the Hihiaua Trust has a Memorandum of Understanding.

## 12. Events After the Balance Date

Subsequent to balance date, a contract was signed with Arco Group Limited for \$1,523,590.88, for the upgrading of the existing leased carving shed and the construction of a waka shelter and launching gantry.

## 13. Ability to Continue Operating

The entity will continue to operate for the foreseeable future.

Rent concessions

ONEONESIX

# ONE ONE SIX

## **Year Three at ONEONESIX 2017 - 2018**

*Report in accordance with the lease conditions between*

**Company of Giants Limited**

*and*

**Whangārei District Council**

*Compiled by Laurel Devenie, Matt Keene and Thomas Gowing*

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## Report to WDC

### (i) The current membership and genre of ONEONESIX

ONEONESIX has continued to grow as an accessible performance, art and community space in the centre of Whangārei. It is used by hundreds of people in the community every week and visited by a growing number of artists, theatre companies and groups from around the country. It is widely known as a place that incubates original ideas, celebrates, presents and assists in the development of diverse contemporary performing arts, supports valuable community activity and provides a framework for young people to participate and gain skills in a range of areas.

Company of Giants is a small theatre collective that has developed, guided and continues to manage and hold the lease for ONEONESIX with council. Our role has been to build the concept, investigate what need ONEONESIX fulfills in our community and to provide the framework and administrative support to keep it running. We have also learned and applied knowledge of community and audience building and arts practice to build and manage ONEONESIX into the vibrant community run centre it has become.



*ONEONESIX provides a framework for young people to participate and gain skills in a wide range of disciplines*

Company of Giants is integral to, but separate from, ONEONESIX and we see our role as kaitiaki of the space in order for the wider community to have access to this resource. However, by the end of the current lease in mid 2019 we hope to re-negotiate the lease of 116A Bank Street with WDC to pass over the lease and management of the building to the ONEONESIX Trust. The trust, which gained charitable status this year, is made up of a diverse range of people who know the space and are committed to its future. The transition to the trust managing ONEONESIX will be slow and well-managed and ultimately will ensure a healthy, long and sustainable future for the space.

The values and activities of Company of Giants still lead and define the space, the kaupapa around ONEONESIX and the volunteers who run it. These values will be infused into the values and practices of the ONEONESIX Trust. This approach is based on our

Ideas of Manaakitanga, valuing and respecting everyone who comes to ONEONESIX, and Kaitiakitanga, guardianship of ONEONESIX as a physical space and as a concept.

ONEONESIX is a place that is used by many people of different backgrounds and attracts exciting original activity, performance, events, workshops and conversations for the people of our community to participate in nearly every day of the week. Company of Giants does not generate all of this activity, rather it allows it to happen by strengthening new ideas, providing strong frameworks, support, access and shared networks and inviting performance and activity to our city that would not otherwise visit.

ONEONESIX has responded to the needs of the community demonstrated by its usership and the activity it has attracted. It has become a performance venue which by nature of its simple resources and adaptable arrangement attracts an array of performance events and diverse audiences because of this - fringe theatre, high quality professional works, experimental work in development, Māori theatre, family works, theatre for children, community-based performance, acoustic music gigs and national tours of contemporary new NZ works. ONEONESIX still sustains itself by balancing the collaboration between the level of regular community activity and one-off event activity. This diversity of activity is ONEONESIX's greatest strength and the principal reason it survives.

Company of Giants continues to be the primary contributor to the theatre and performance that exists there (*Milk and Honey*, *The Owl and the Pussycat*, *The Boy Who Lost his Jabberwock* and *Our Highs and Lows*). However, our main and perhaps most valuable role has been supporting wide and diverse contributors and allowing the space to be available to many. As Company of Giants we hope to generate more performance work with a focus on family works and community projects, when the maintenance of ONEONESIX takes up less of our team's energy.

*ONEONESIX has become a performance venue which attracts an array of performance events and diverse audiences*



In the third year of operation we have been able to consolidate many of the daily processes of the operation of ONEONESIX.

We continue to invest in the building infrastructure particularly in the area of live performance. This year has seen the acquisition of a professional 120 channel lighting

board, a 3.5 metre high mobile tower scaffold for adjusting theatre lights and continued expansion of the technical inventory including new lighting and cabling.

As well as the ongoing support from WDC in the form of the rental subsidy, we have worked hard to develop strong and constructive relationships with WDC staff. This relationship is essential for the success and the future of ONEONESIX. In the last year WDC have undertaken significant improvements to ONEONESIX including;

- Painting the exterior which also involved substantial repairs to damaged weatherboards and joinery. We also appreciated the opportunity to be part of the wide community engagement WDC staff ran around the choice of the new colour scheme for ONEONESIX
- Improvements to disability access including widening the Beagle Radio studio door to enable a DJ in a power chair to perform his weekly show and installing a small internal ramp to prevent tripping hazards
- Repairs to the kitchen fire exit door
- Addition of a separate hand sink in the kitchen to enable hygienic handwashing in food preparation. This feature has been essential for the **Palate Wholesome Collective** nutrition workshops

We are in discussions with WDC about refurbishing the male toilets at ONEONESIX which have been closed for the past 12 months due to an unpleasant lingering odour after use.



*Strong and constructive relationships with WDC staff which are essential for the success and the future of ONEONESIX*

In the last six months we have continued to use the rent money to pay an administrator for six hours a week to take on some of the load of co-ordinating the different organisations using the space, increasing the communication with the community and users and generally increasing usership and activity. ONEONESIX is still running on an average of around 35 volunteer hours a week and we need to transfer some of this load into a paid position; it is not sustainable for ONEONESIX to be so dependent on a volunteer management team.

In relation to ONEONESIX, Company of Giants practical aims and objectives include;

- To encourage creative work that is accessible to all groups in our community and break down economic barriers which prevent people from participating in local arts
- To support healthy and diverse community activity that can be accessed and led by many different people and groups acknowledging the sense of belonging and support that is cultivated for people when they participate
- To empower diverse voices and leadership within community through theatre processes, arts practice and collective storytelling and other dynamic activity
- To establish professional theatre and arts practice in Whangārei and support frameworks which seek to create paid work for skilled performers and artists contributing to our community
- To use arts practice in the development of healthy, sustainable and joyous communities
- To empower, assist and mentor young arts practitioners into professional practice
- To make a space in Whangārei for the presentation of high calibre New Zealand theatre with a unique voice that is accessible to a wide range of people
- To use the medium of art, performative or otherwise, to create a platform which can re-activate, charge and re-invigorate the social fringes of our city.

*To empower, assist and  
mentor young arts  
practitioners into  
professional practice*



The values infused into the operation of ONEONESIX are;

- **INVENTION/ INNOVATION:** We support, enable and incubate new ideas and people who are working at the point where different creative and community fields intersect.
- **ACCESSIBILITY:** We encourage the 'positive friction' of Whangārei, by making the space and programme accessible to a diverse range of people in our community.

- **AGILITY:** We are responsive and accountable to our community. We look to fill gaps, take advantage of opportunities and adapt to the needs of the ONEONESIX whanau.
- **MANAAKITANGA:** We host artists, audiences and community members with respect, generosity, and care.
- **AGENCY:** We foster leadership in young people and our community. We trust the people using our space and provide opportunities for them to grow. We say 'yes' as often as is practical and safe.



« We foster leadership in young people and our community »

- **TANGATA:** We welcome people, their contribution and their stories into the kaupapa at ONEONESIX. People are at the centre of all of our decisions
- **ARTS PROGRAMMING:** We programme artistic content that is contemporary, varied and relevant to the people of Te Tai Tokerau, developing a local audience for high quality New Zealand art and theatre.
- **SKILLS:** We promote and facilitate community skills sharing, participation and the growth and expansion of new ventures. We provide connections, resources and opportunities for young people to become involved and educated in a vast range of community and performance activity.
- **ARTS:** We value artists and support the creation of a professional performing arts framework in our city, that is a city where performers and artists are paid for their work and young people consider it as a viable option to pursue and contribute to their community..

#### (ii) ONEONESIX Assistance of Youth And Community

Through ONEONESIX, Company of Giants provides a support structure for groups and individuals to grow ideas and skills and come together in different ways as a community.

The aim has been to develop and maintain ONEONESIX as a central city community space for the district of Whangārei with a focus on activity that is inclusive, diverse, expansive and promotes young people. In our initial proposal a primary aim was to:

CREATE A SPACE FOR THE YOUNG AND OLD PEOPLE OF Whangārei TO CELEBRATE, CHALLENGE, FORGIVE, LEARN AND REFLECT IN THE FORMS OF CONVERSATION, PERFORMANCE, ART, MUSIC, FOOD, SHARING AND LISTENING.

*Since August 2017,  
ONEONESIX has averaged  
**1127 visits per month.** That is  
**13526 visits per year** from a  
diverse range of people of  
all ages from our community*



A big emphasis in our work is to create activity where young people and indeed ALL people are given the opportunity to participate and grow alongside other age groups, given responsibility and trust to lead and develop their own projects. ONEONESIX provides opportunities for intergenerational learning where young people can be mentored and acquire skills in a range of areas working alongside those with expertise.

We also believe that by supporting the development of a performing arts culture in Whangārei, young people can be exposed to, participate in and have access to a wide range of contemporary performance practices. This exposure will help to educate and support a generation of Whangārei artists which we believe will lead to increased participation and contribution. Having access to contemporary NZ performance undoubtedly leads to clear and strong pathways into the arts as a career but also emphasises for young people arts practices as a way of expressing personal challenges, community challenges and celebrating the unique voices in our city.

Company of Giants is committed to creating a culture where as many people as possible can have access to a wide range of performing arts and community experiences that are accessible and economical. We encourage low ticket prices and koha tickets; we believe that price should not be a barrier to entry and that everyone has a right to the performing arts.

ONEONESIX is also home to significant community focused activity that is affordable and accessible to a wide range of community. Nearly every day of the week activities such as circus, martial arts, yoga, radio, theatre, improvisation, dance, choir, skate school, workshops and creative movement are open to all members of the community.

Increasingly ONEONESIX is being used as a venue to fundraise for community initiatives and for Whangārei groups travelling to represent Northland elsewhere. Recently Tauraroa Area School and WGHS have used the space to fundraise for drama trips to

Wellington and many other community ventures have been supported by events happening in the space which often have a performance focus.

Some specific ways young people and other people have been engaged in the space are;

- We have continued to build relationships with schools, community groups and indeed key individuals to try and support needs and fill gaps. This has meant ONEONESIX is a place that people are now approaching to incubate ideas about innovative community and performance activity from both within and outside Whangārei.



*ONEONESIX is a place that people are now approaching to incubate ideas about innovative community and performance activity*

- We are consistently approached by theatre makers from around the country to present work at ONEONESIX. Despite being a “low fi” venue, people are aware of the manaakitanga and community around ONEONESIX and are interested in bringing work here because of that. Theatre makers also understand the venue is low risk in terms of cost and that there is a growing audience hungry to see contemporary NZ work. We are averaging at least one professional touring theatre show a month and many of these come with workshops / talks / engagement with community and young people. When we have gained operational funding to support the processes around hosting works like this we expect that this number will grow.
- We try to offer support to new ideas and have a focus on mentoring young people into making things happen and forming connections. We are able to use our growing database and social media presence to support new ideas and performance events so people have an audience and a safe framework to come into.
- The space is populated with volunteers and users every day of the week. We employ an administrator for 6 hours a week to work more directly at helping people use the space and young people create exciting events.
- We support young people by giving them responsibility and autonomy, supporting them to run their own projects. This is done both informally and



formally specifically through funding proposals, following ideas through, providing opportunities to learn in many different areas of arts, arts management, producing and performance and also in giving them access to the space to lead their own youth lead events and conversations.

The support that is offered is still entirely voluntary and comes from many different people and sources. We envisage that youth engagement will be part of the fully paid full time role when we are in a position to receive operational funding.

A few examples of youth focused activity happening in the space include;

- An exciting Company of Giants initiative lead by Thomas Gowing was to create a framework through which local businesses can support local low decile primary school students to have access to innovative theatre experiences by sponsoring performances. During the December season of *The Boy Who Lost His Jabberwock* last year, four local businesses (**Henderson Reeves, Cato Bolam, Morris and Morris** and **MAQ Accountants**) sponsored performances attended by **Tikipunga Primary, Raurimu Avenue School, Morningside Primary, Blomfield School, Otangarei Primary**. When we can attract and create more theatre works for children we hope to make this an annual occurrence.

“*Local business support of local low decile primary school students to have access to innovative theatre experiences by sponsoring performances*”



- A group of teenagers use the space as a base for the annual 48 hour film challenge.
- A year 11 WGHS student (also musician and lighting operator for touring theatre performances at ONEONESIX) often uses the space for a student-led improvisation session in the back room.
- Script to Stage is also entirely youth-led and involves young theatre makers sharing their writing and building towards performance.

### (iii) Community Collaboration and its Benefits

**Northland Youth Theatre** - NYT and Company of Giants collaborate regularly in many ways - sharing information, resources and promotion and providing a strong link for Northland Youth Theatre members to be able to use ONEONESIX and feel like they are

part of the community of the space. They are regular attendees of all the shows, volunteer ushers and FOH support. NYT presented the script to stage production *Shots Fired* in August 2017 and often use the space for workshops and rehearsals. Sometimes activities at ONEONESIX spill over into the NYT space when performance events need the space or there are double bookings.

**Belltech** - Belltech has made it possible for ONEONESIX to become a venue which highly respected artists are looking forward to performing in. Tim Bell has helped to service and develop the technical areas of the space which are necessary for performance to happen regularly and safely. Tim is the main technical contact for all touring and local theatre companies coming to use the space. He has also mentored and trained several young technicians who are now paid to operate many of the shows which tour here. He is a huge contributor to the growing performing arts skills in Whangārei.

**Circus Kumarani** - Kumarani Circus offers an exuberant and well attended holiday programme at ONEONESIX nearly every holidays. These are koha entry and thus accessible to all. Hundreds of kids have participated with Kumarani at ONEONESIX. Kumarani also use the space to run specialist training workshops and circus performance events.

**Whangārei Circus** - Whangārei Circus offers free and koha classes twice a week at ONEONESIX for all ages.

**The Giant Drop in Choir** - This continues to flourish and was one of the founding events that Company of Giants initiated to raise awareness and attendance of the space. Attendance ranges between 40 and 80 people every Monday and consists of people of all ages. This is lead by Zoe Booty and has become a beacon of community celebration and resilience for many members. The choir community seeps into many other aspects of ONEONESIX activity and volunteer base.. This is koha entry and anyone is welcome.

**Skate School** - Skate School is a drop in roller skating class with attendees from 8 to 18 that happens most Mondays in the space which culminates in an annual or biannual rollerdisco in the space for children and adolescents.

**Beagle Radio** - This has been one of the most fruitful relationships at ONEONESIX. Beagle Radio contributes to the building by paying for the internet for ONEONESIX from their membership koha. Beagle has a commitment to recruiting and training young DJs. Beagle is aligned closely with the ONEONESIX kaupapa of trusting young people and giving them agency to develop their skills This is a voluntary community radio station committed to providing a slot to anyone in the community who wants one as well as promoting local events, conducting interviews with visiting musicians and artists and doing regular live to air slots with up and coming youth bands. Beagle has become an important port of call for visiting musicians as well as providing ongoing support of local musicians. Beagle is in discussions with Creative Northland about securing funding to

increase promotion of Northland musicians. An initiative is underway to secure funding for a dedicated Te Reo presence on the air.



“ ONEONESIX’s kaupapa of  
trusting young people and  
giving them agency to develop  
their skills ”

**No Lights No Lycra** - A youth-led Beagle event to be reinstated at ONEONESIX this year. Beagle Radio have recently fundraised to purchase a PA system and will now run this monthly community event which is an awesome drop-in hour-long dance party in the dark, attended by all ages including many teenagers. Different DJs of all ages create a playlist each time. This will be lead by a group of teenage Beagle Radio DJs. This was very well attended in the first year of ONEONESIX and we welcome its return.

**Palate Wholesome Collective** - Is holding regular vegan and plant-based cooking classes in the space. The classes run by Zee Tana focus on nutrition and preparation and subsidies are available for low income attendees. Through August, Zee is working with an NZSL interpreter for classes accessible to the Deaf community. An initiative is underway to secure funding for a series of workshops in a Te Reo cafe format. Workshops will begin with a Te Reo session and will be followed by food nutrition and preparation classes utilising Te Reo learnt in the workshop.

**Live Moves Creative Therapy** - This work is central to the kaupapa of the space and is providing important and nuanced work previously unavailable here. This movement therapy work with vulnerable children was happening in the backroom twice a week with Jan Mcconnell up until the end of 2017. Jan’s work and capacity in this area has now developed further and she is currently no longer in need of the space because of this expansion. We expect her to return for private sessions in this area.

**PechaKucha** - The community information and storytelling evening happens every six months at ONEONESIX, providing a platform for cross-pollination of ideas, networking, and acknowledgement of people’s passions and talents. Within this relationship is also the strong connection with Deaf Aotearoa, many of whose community attend these evenings, and also sometimes training opportunities for young people to provide technical support and also speak about projects.

**Family Works** - An organisation that provides support for vulnerable children and their families that present a large annual exhibition in the main space of children's art works called "Art from The Heart". Family Works also use Beagle Radio to run DJ sessions with some of the vulnerable children they are supporting.

**Whangārei Girls High School** - Whangārei Girls High students are regular attendees of theatre events and ONEONESIX and we encourage all shows to consider putting on a school's matinee of their shows for this purpose. Girls High students often usher and volunteer at theatre events and we communicate regularly with their drama department. This year WGHS band *Wam Bam Thank you Mam* played in the courtyard at ONEONESIX for their contribution to their school's work day, and the band are now regular pre show entertainment at the space. A WGHS year 11 student, thanks to Belltech's mentorship, has also become the go-to lighting operator for most theatre events. We feel proud to pay a competent and skilled 16-year-old to fill this vital position.

**Pompallier Catholic College** - Pompallier students have come to ONEONESIX for a workday for three years in a row and this year involved around 15 students coming to volunteer at the space. They painted, sanded, made signs, tidied, trained on Beagle Radio, built planter boxes and learned how to sew.

**Tauraroa Area School** - Tauraroa Area School Drama Department use the space regularly for theatre events and fundraising. They usually play to full audiences and most recently fundraised for their trip to the NZ Shakespeare Festival in Schools in Wellington. They also attend more and more touring theatre events.

**Whangārei Homeschoolers** - Use the space in many different ways as a meeting point for the homeschooled children and families. It is used for workshops, educational sessions, social meetups, a weekly children's show on Beagle Radio and a weekly drama class in the mainspace.

**Kendo Club** - A regular user of the space since November 2017 trains young people in the art of Kendo.

**Creative Northland** - Creative Northland has been a huge contributor to the wellbeing and growth of ONEONESIX. Creative Northland subsidise the venue rental costs for theatre companies bringing work to ONEONESIX. Creative Northland also lend the community PA system they administer to ONEONESIX and provide valuable promotion of events.

Company of Giants has been able to attract and host an increasing number of shows that would not otherwise come to Whangārei due to the lack of an appropriate venue and sufficient support (and local knowledge) to guarantee an audience. Company of Giant's experience with audience development and connections to the wider industry have been identified by Creative Northland as a necessary and important relationship to foster and there is the potential for more collaboration in the future.

“ We are committed to helping  
to support the accessibility  
of work and community  
activity ”



Our core competencies overlap with Creative Northland's key targets and aims so we are able to provide these. Creative Northland's access to funding and the provision of this funding to touring theatre companies is critical in our city's ability to see contemporary New Zealand theatre. Most recently Creative Northland supported a weekend facilitated by Sam Snedden from the Basement Theatre to guide us through creating a strategic plan for the ONEONESIX Trust. This process has been invaluable and Creative Northland's investment in the space has been a huge part of its survival.

**Deaf Aotearoa New Zealand** - We are committed to helping to support the accessibility of work and community activity that deaf people and children in our community can participate in alongside the hearing community. Deaf Aotearoa has hosted many events at ONEONESIX during NZSL week in May for the last two years, most recently a well attended deaf quiz night for all ages. The recent production of *Blood Relative* had an NZSL interpreter for one night and we hope to encourage more events to incorporate and seek funding for this.

**Man Alive** - Man Alive have used the space for two years now in an eight-week programme for boys aged 8-12, who may have a lack of positive male role models, behavioural difficulties, or issues around anger, relationships, communication or self-esteem. Man Alive Whangārei is situated very close to ONEONESIX and are a strong user of the space because of its accessibility for young people and welcoming atmosphere.

**Youth Yoga with Helen** - Helen Kerrison has a certificate in yoga for children and is committed to encouraging yoga in young people. This is affordable and available and happened in the space all of last year as it built into a strong and well attended class. It has now moved over to the NYT space and continues there.

**The Northland District Health Board** - Over 2016 and 2017 Company of Giants collaborated with the NDHB to provide a theatre and arts programme for young people with diabetes to build resilience and express themselves in a series of three five-week programmes culminating in an evening of shared work and expression alongside a community feast for families, NDHB staff and friends of the young people involved. The high-level arts training and access to a range of arts practitioners and performance and

theatre facilitators means that COG can provide this service in an innovative, responsive and original manner. This has been a highly successful programme with overtly positive outcomes for the young participants (aged 16 - 22) and the NDHB.



*Collaborating with artists and creatives to provide young people with an array of options and opportunities to develop themselves*

This project involved Company of Giants collaborating with many other artists and organisations to expose these young people to an array of options and opportunities to develop relationships further. These included **Te Kowhai Print Trust, Northland Polytechnic, Silvertongue Performance Poetry, Beagle Radio, Soju Shots** and local DJ and music makers **Mirth** and **Buster Fisher Johnson**.

**Tai Tokerau Talent** - Local theatre production company based in Whangārei often use the space for auditions and presented their production (performed by young people for a school's audience) of *Four Star Whetu Wha* at ONEONESIX in July last year. This company will develop this work further at ONEONESIX later this year.

**Northtech** - A continued and developing relationship with the Northtec Arts tutors resulted in an awesome immersive experimental light show in the back room at ONEONESIX over a week from Third Year student, Nimmy Santhosh. In return for use of the space Nimmy has taken photos of various performance events at ONEONESIX. We hope to host more exhibitions from students and work more closely with the tutors to facilitate this.

**Legacy Diamonds Northland** - A youth group supporting teenage girls that meet in the space every week.

**Rainbow Youth** - Hold weekly LGBT meetups in the upstairs space.

**Script to Stage** - A youth-led script writing group that has branched out from Northland Youth Theatre and meets weekly in the backroom.

**The Improv Mob** - A local group who run improvisation classes and meetups which is open to anyone who is interested. They recently presented their first Improv comedy show at ONEONESIX to an audience of a hundred and will likely make this a regular thing. This was operated by a year 11 WGHS student and supported by local cafe **Power Plant**.

**Poetry Group** - A monthly performance event for local poets to share their work held in the back room at ONEONESIX. This culminates in a performance event every six months.

**Ren Lunicke - Zee** - Transgender theatre maker and comedian who regularly uses the space for rehearsal and performance and contributes to the space as a volunteer. Their recent works *Blood Relative* and *Zee* drew in strong audiences over a four-night period and this included a korero afterwards with each audience.

**Girl Guides Association** - Glenbervie Girl Guides use the space regularly for meet-ups, social events and holiday programmes.

**Dance Fit** - A weekly drop in movement / dance class which is koha entry and open to everyone.

**Nia Dance** - A community dance experience which happens in the space every few months, open to all.

**The Vagina Monologues / Becky Aud-Jennison** - A highly successful local community presentation of *The Vagina Monologues*, presenting women's stories, performed by local women to packed out audiences in February. This was so successful the piece will do a return season at Forum North early next year. This producer is also working on a new verbatim piece called *Death Dialogues* which will explore local stories of dealing with death and suicide which will be workshopped and presented at ONEONESIX.

**Ben Ratima Musician** - Local musician Ben Ratima performed an acoustic set in July this year over two nights to large crowds who also enjoyed local hangi made to order.

**Creative Technologies Group** - A new group concentrating on projects that incorporate art and technology with a view to economic growth in the form of jobs. This group comprises artists, tech providers, practical "makers" and innovators and is working with organisations such as CCS Disability Action and CreateAbilities to provide pathways to employment for tech-able youth with disabilities.

**Whangārei Youth Network** - The Youth Network sometimes holds its meetings at ONEONESIX as an important new space for activities and people working with young people.

**Volunteering Northland** - Volunteering Northland approached Beagle Radio via ONEONESIX to train a young local with a physical disability to train as a DJ. WDC provided a new door for the Beagle studio that enabled the new DJ to navigate his power chair freely.

#### (iv) National Collaboration and its Benefits



**Unitec School of Performing Arts** - In October last year Unitec brought their graduating production to ONEONESIX for one night and was attended by a large audience with many high school students. This was a chance to see student actors at work and for Whangārei young people to talk to them about training. We hope to make this a regular event.

*A chance to see student actors at work and for young people to talk to them about training*



**Indian Ink Theatre Company** - Will present their acclaimed new theatre piece *Mrs Krishnan's Party* in August this year and preparations and publicity are in full swing. This is a four-day public season, including a schools show with four schools sending student to a matinee and forum. Indian Ink will also provide a community workshop in mask work and theatre making.

**Red Leap Theatre Company** - Red Leap are returning to ONEONESIX with their hit show *Kororareka* which they presented to sold-out audiences for a three night season last June. Over 300 people saw this production and they are returning for their second Northland tour in September this year.

**White Face Crew** - Popular Auckland Clown-based Theatre company brought their acclaimed work *La Vie Dans Une Marionette* in July for their last venue before taking it to the Edinburgh Festival last year. This was a strong original NZ work for children and adults and ONEONESIX was packed with families who loved this high quality piece.

**Massive Theatre Company** - Auckland based *Massive Theatre Company* often use the space for workshops with teenagers and young theatre makers. They will soon launch a directing master class programme for young people in Whangārei which will happen between the NYT space and ONEONESIX.

**Te Waka Huia Productions** - Presented their new NZ play *Te Waka Huia* at ONEONESIX in September last year during their first Northland tour. This play was based on a significant Northland event that happened in the Brynderwyns and was a powerful and emotional event for many audience members who had connections to the tragedy.

**Mad Productions Ltd** - In December this year, we are excited to be hosting the development season of a new piece of theatre, *Essays* commissioned to be presented for the Silo Theatre in Auckland early next year. Mad Productions Ltd was granted a

Creative New Zealand arts grant to develop the work at ONEONESIX over a two-week period in order to give it the time it needs before its premiere season in Auckland at the Q Theatre. We are delighted to be involved in this vital part of the process and feel it exactly represents the kind of role ONEONESIX can play in terms of the wider NZ theatre industry - offer a place for work to workshop, develop and grow with a solid and intelligent audience before hitting the big centres - an *off-broadway* style kaupapa. This is a huge gap in the NZ theatre industries - a lack of funding to give work the amount of time it needs to truly grow and develop in its first season. This means too that Whangārei audiences and young people have access to top quality contemporary works at the very beginning of their journey.

**Catch Casting** - Auckland casting company Catch Casting have used ONEONESIX several times as a space to audition Northland young people for various television film opportunities. Each time Whangārei youth have been cast in a project.

**YR Casting** - Another casting company who have used the space while casting young Māori actors for a feature film.

**The Basement Theatre** - The Basement Theatre is an Auckland venue for young and emerging theatre makers who we have begun a collaboration with. Ultimately we hope we can be hosting theatre either directly before or after an Auckland season at the Basement theatre. We believe we can expand this model to get works from the Auckland Fringe and the Comedy Festival which is usually work made by emerging artists. This is a very exciting relationship and ONEONESIX can learn from The Basement theatre model in many ways in terms of audience development, income streams, health and safety practices, policies and funding models.

**Plumb Productions** - Toured their production of *Blonde Poison* to ONEONESIX in October last year starring Elizabeth Hawthorn. This event directly led to employment of young Company of Giants theatre maker Stacey Henderson (who volunteered as Front of House manager for them at ONEONESIX) as their production manager in Auckland for several new ventures and was also operated by our student operator Lexi who was paid for her commitment.

**Stephen Taberner Performance and workshop** - Melbourne-based musician and choir leader travelled to ONEONESIX to lead an open singing workshop which was attended by over 60 locals and performed his solo show the following night.

**Johanna Cosgrove 'Aunty'** - Auckland based comedian and Actor Johanna Cosgrove has developed and toured her successful show *Aunty* to ONEONESIX, as well as being part of the ONEONESIX community we can call on to help bring work from Auckland.

#### **(v) Promotion and effect of ONEONESIX activities**

Company of Giants uses Facebook, emails, newspaper articles, posters, radio, information to schools and word of mouth to promote the happenings at ONEONESIX.

The Company of Giants and ONEONESIX Facebook pages have a combined following of more than 1700 people. As a result of the recent Pompallier College community work day, we have also engaged a young person from Pompallier College who is now in charge of our Snapchat and Instagram accounts as well as contributing to Facebook engagement. We aim to continue to grow these social media channels to target and attract a greater audience among young people. We believe that in order for that growth to occur, our social media channels need to be led by young people.



*We believe that for growth to occur, young people need to take leadership*

We use a MailChimp database for regular electronic mailing of newsletters to over 800 subscribers.

We have strong networks which we support and which support us, including Northland Youth Theatre, WGHS, Pompallier College, Ngāti Hine FM, Beagle Radio, Creative Northland, and Channel North.

The ONEONESIX website ([www.oneonesix.nz](http://www.oneonesix.nz)) is gaining traction and support and we have just invested in a relaunch making it clearer and easier to engage with. The new site clearly communicates up and coming events as well as how to get involved or to use the space.

#### **(vi) Provision of programmes / training / teaching**

Please see the list of local collaborators (above) for details of who is providing classes and training in the space. In summary, the range of training and activities for community is constantly growing and includes radio training, cooking, circus, martial arts, yoga, theatre classes, improvisation, dance, choir, skate school, poetry and creative movement.

#### **(vii) Holiday programmes**

1. Circus holiday programmes have been provided in each school holiday by Kumarani Circus
2. During the most recent school holidays we were able to present theatre for families and children with a return season of *The Owl and The Pussycat* (Company of Giants). Last year several theatre shows for children happened in the space during the holidays; *La Vie Dans Une Marionette* (White Face Crew)

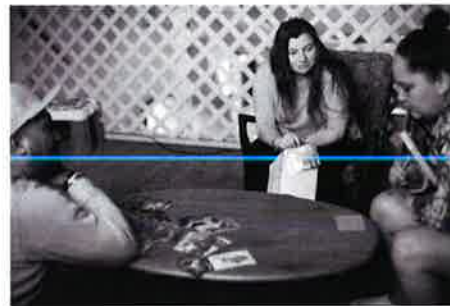
and *The Boy who Lost his Jabberwock*. With more funding and operational support we aim to focus on bringing and developing more theatre events for children and families especially.

**(viii) Events: funding, sponsorship, public awareness**

We have been involved in all of the aforementioned events (outlined in the collaborations with the organisations and companies both local and national) and in varying forms of engagement - from initiation and development through to contact and provision of space and promotion support.

ONEONESIX is not just an alternative venue - our role and contribution has been in the creation, facilitation and execution of the events and relationships, over and above providing a space. This applies particularly in relation to opportunities coming from out of town which require many nuanced conversations and support which is not available at other venues in Whangārei. Most of these events would not happen without this work and the provision of the space by WDC and Company of Giants.

*ONEONESIX is about the creation, facilitation and execution of events and relationships, over and above providing a space*



The specific Company of Giants generated events over the last year include:

- *The Owl and The Pussycat*, directed by Laurel Devenie and created and developed by the company over three years, is an original piece of theatre for all ages and this year had a return season at ONEONESIX to full houses in July before travelling to Auckland where it was presented by Auckland Live at the Civic Theatre Winter Garden. The cast, who are all training and working professionally either in Wellington, Auckland or Whangārei, are all from Whangārei and all under 24. The piece was met with a great response from audiences in both cities and will keep touring where possible.
- The Type One Diabetes Project: *Our Highs and Lows*, was a unique collaboration between the Northland District Health Board and Company of Giants led by Laurel Devenie. This project involved 15 young people living with T1 Diabetes, 4 young (under 24) Company of Giants facilitators, as well as over 10 other artists and practitioners from the community. It involved three five-week intensives over a year of engagement and culminated in an exciting and large community sharing of work.. This project was the first of its kind and we hope to be able to

continue to find collaborations which allow arts practices to address areas of health and wellbeing for young people. The nature of this work included performance, audio work, singing, storytelling, photography, song writing, performance poetry, writing, cooking, dancing and drawing.

- *The Boy who left his Jabberwork*, an original theatre work for Children created by members of Company of Giants, Thomas Gowing, Tomasin Fisher Johnson, Georgia May Pope and Lutz Hamm (all under 24). This piece has developed over a year and a half and will continue to grow to eventually tour elsewhere.

All of the events and collaborations both led and supported by Company of Giants have occurred because of the existence of ONEONESIX. Currently our team is dedicated to keeping the doors open and trying to streamline processes and build structures for ONEONESIX to be sustainable. Funding and sponsorship are on the horizon but require time and energy to be able to achieve. We are confident this will increase with trust status and a paid full time position.

#### **(ix) Local Government funding**

WDC continue to support ONEONESIX with a 100% rental subsidy for Company of Giants as the lease holders. Without this subsidy ONEONESIX could not operate.

Company of Giants member Thomas Gowing received \$2500 from the WDC Performing arts Fund to support the December season of *Jabberwock*. This money went directly to technical costs and providing buses for tamariki from low decile schools to get to and from the venue to see the show.

#### **(x) External agencies and philanthropic trusts**

Our biggest donation continues to be the voluntary time of the numerous local people that has been put specifically into the ONEONESIX project. Currently we calculate our average **volunteer hours** to be **35 hours per week**. Calculated over our 52 week working year at a living wage of \$20.20, this donation amounts to **\$36764**. We see this funding as external, as Company of Giants is a professional theatre company, with these donations being specifically made to the community-owned ONEONESIX project, and not to Company of Giants itself.

**Creative Northland** - contributed \$2500 towards the development of a strategic plan for the ONEONESIX trust that will ensure ONEONESIX becomes a sustainable community resource. Creative Northland also contribute towards touring theatre companies in the form of hiring ONEONESIX as a venue. Creative Northland provide advice on funding and relationship building with funding organisations such as Foundation North. This is a pivotal relationship.

**Oxford Sports Trust** - Recently we received \$1000 towards the purchase of a scaffold tower which allows us to safely change the lights in the space for each new event.

**Belltech** - much in-kind support, technical expertise, and healthy continued working relationship. Belltech has made it possible for ONEONESIX to become a venue which highly respected artists are looking forward to performing at.

**HRV** - Sponsorship of a heat-pump for the back room which is often used for sensitive work with children and young people.

**South Pacific Pictures** - Donation of large theatre lights and recently a lighting board which will mean a far more streamlined approach to lighting for touring productions.

**The Woodshed** - continued free rental of truck for transport of large items such as rostra and scaffolding to and from ONEONESIX. This has allowed tight timeframes between events to be catered for.

**Creative Northland** - provision of PA for performances, funding of \$2500 towards ONEONESIX Trust strategic plan.

**Colin Holwell / CJH Ltd.** - storage provision for many large items required for temporary use within ONEONESIX, and the free rental of a trailer to transport such items. Critical to the full utilisation of the building.

**Beagle Radio** - supplier of volunteer labour at working bees.

**Brian Keene** - Electrical work and use of scaffold

**Bob Murphy** - Electrical Work

**Northland Youth Theatre** - Use of lights and dimmer-pack donated to them by Forum North (serviced by COG) and the use of rostra and staging in return for storing it.

**Harcourts and The Woodshed** - donation of car park rental from the carpark next door for ONEONESIX users.

**Henderson Reeves, Cato Bolam, Morris and Morris, MAQ Accountants:** Sponsored performances for low decile schools to see *Jabberwork*.

**Tikipunga Primary, Raurimu Avenue School, Morningside Primary, Blomfield School, Otangarei Primary** - Groups from all of these schools were able to come and see *Jabberwork* through this sponsorship.

#### **(xi) Tours / visits and the successes of ONEONESIX**

Please see collaborators section (question 3 and 4) for the tours and events that have occurred over the last year and their relative successes.

**(xii) Future plans for ONEONESIX**

Please see questions 3 and 4 for many of the activities that will happen in the space over the next six months.

The key component in the future plans of Company of Giants is the implementation of the strategic plan. This should ensure the sustainability of ONEONESIX by;

- securing operational funding to enable a full time manager to be employed
- continuing investment in the building infrastructure
- developing audience and growing participation for users of ONEONESIX
- developing ONEONESIX as a pathway for youth to acquire skills in theatre and performance

Several other plans that rely on strengthening infrastructure and increased funding include;

- To build a solid and active relationship with Te Pou Theatre and the Basement Theatre in Auckland. Collaborating to build audiences at ONEONESIX for performance work that is relevant to the people of Te Tai Tokerau from these venues. Not only will this give new work the chance to develop in front of more audiences but also allow the people of Whangārei access to more contemporary performance work.
- To investigate the viability and develop a Whangārei Arts festival at first based out of ONEONESIX and then slowly increasing to a collaboration with more venues and groups around the city. This would begin as a pilot with small clusters of work and grow over several years.
- To establish a full time or several part time positions to manage ONEONESIX sustainably. These roles will include administration, communication, youth engagement, artistic programming, technician and Health and Safety. In order for this to happen we need to attract operational funding and corporate sponsorship.

**For questions or further information about ONEONESIX please contact;**

Laurel Devenie ([laurel@oneonesix.nz](mailto:laurel@oneonesix.nz))

Matt Keene ([matt@oneonesix.nz](mailto:matt@oneonesix.nz))



## Appendices

### Appendix 1: Usage Statistics

| Month                         | Visitors / Users |
|-------------------------------|------------------|
| August 2017                   | 1298             |
| September 2017                | 1021             |
| October 2017                  | 973              |
| November 2017                 | 1156             |
| December 2017                 | 1361             |
| January 2018                  | 769              |
| February 2018                 | 1263             |
| March 2018                    | 902              |
| April 2018                    | 981              |
| May 2018                      | 1014             |
| June 2018                     | 1032             |
| July 2018                     | 1756             |
| <b>TOTAL</b>                  | <b>13526</b>     |
| <b>AVERAGE MONTHLY VISITS</b> | <b>1127</b>      |





Rent concessions

## Whangarei Youth Music



Whangarei Youth Music  
P.O. Box 5022  
Whangarei



19 October 2018

General Manager  
Whangarei District Council  
Private Bag 9023  
Whangarei

Attention: Rob Furlong

Dear Sir,

**Annual Report from Whangarei Youth Music to Whangarei District Council**

In accordance with our Memorandum of Understanding with WDC for occupancy of the old library building at 7 Rust Avenue, please find this report for the period May 2016 to May 2018 as required. However I have extended that period to this date so it will be more up to date for the November reporting requirements.

We refer to Schedule A for the Reporting Requirements

1) (a)

i) *The current membership and genre of WYM*

The membership of Whangarei Youth Music remains fairly constant at approximately 150. The demographics of some groups is changing over time with more Maori and Pacific Island and Indian members joining. We are always welcoming new members as well as farewelling those that leave Whangarei for university. Members who don't leave Whangarei tend to stay on past school for several years. The mix of male and female is relatively equal and I would say 90% of our members are aged between 8 – 18.

ii) *How WYM has assisted the youth and members of the community*

WYM continues to assist youth members (for 36 years now) by giving them the opportunity to learn music in group or individual situations and play music in a friendly, relaxed group situation. They are sometimes supported by the more experienced members in their music and life skills such as learning time management and organisational skills.

WYM also gives members the opportunity to grow and develop into mature and responsible young adults by allowing opportunities to lead and conduct groups, help manage the music groups, play their own compositions and take leading roles in activities.

The musical environment that WYM provides a social and learning space for youth and gives them a strong focus during what are sometimes difficult development years. Because we meet weekly, they feel a sense of belonging and place being part of WYM. Many youth members arrive after school by 4.00pm and don't leave until 8.30 pm, so WYM acts as a safe and nurturing music and social centre too. Most members join young and stay until they leave for University or other education outside Whangarei. Many people continue to return to WYM in their University holidays.

We give Youth the chance to join our Committee so they gain experience in how an organisation is run. We currently have two youth members attending meetings, one boy and one girl.

iii) *Community organisations WYM has collaborated with and the benefits of this collaboration*

WYM collaborates with many local organisations including but not limited to:

- Sistema Whangarei - connecting through weekly after school music program and holiday programs. Many of our musically capable youth members volunteer and are actively involved in the programs with Sistema. They become teachers and mentors to the young Sistema members
- Creative Northland - they offer us promotional support
- Northland Performing Arts - hired the Old Library space for some of the Competitions this year. Many of our members take part in the competitions
- ANZAC Dawn ceremony organisers encompass our choir at the event.
- Chamber Music NZ - Secondary School Chamber Music Competition. WYM has groups enter this competition annually and one of our conductors is the local Convenor for Northland. This year 4 members from WYM formed a Chamber Music quartet (Called Te Ahi Kaa) and entered the Competition. Not only did they win the Northland Round, they also won the Northern Region (includes all of Auckland) and then went on to the National Finals in Christchurch and became the Supreme Overall Winner in New Zealand. Top Chamber Group out of hundreds of entries Nation-wide. We are so proud of them.
- Suzuki Violin - Victoria Harkness likes to use the Old Library Space for her workshop events and term concerts. Many of our violin members come through from the Suzuki method teacher.
- Northland Sinfonia - they hire the space for weekly practice and members move across the orchestra groups from Whangarei Youth Music when a certain level of ability is reached. There are currently 3 youth members of WYM in Sinfonia.
- Whangarei District Brass Band - sharing of instruments when required for personal development and events (e.g. loaning of instruments for New Zealand Concert Band Association Event on 2017)
- The Whangarei Music Society - they use the Old Library building for the majority of their concerts (4 a year). They often offer free tickets to the Youth members from WYM so they can access the fine music that comes to Whangarei
- The Choral society - we collaborate in concerts - orchestral and choral Masses. The Choral Society regularly invites the WYM Youth Choir to sing in their big Concerts which everyone appreciates.
- Institute of Registered Music Teachers - this group holds their committee meetings in the Old Library and is also beginning to hold Concerts in the Old Library too. Many of the WYM members learn from Registered teachers.
- Dargaville, Kerikeri, Whangarei Heads, Ruakaka and Waipu are represented by players who travel to Whangarei every Friday.
- We engage with Volunteering Northland and attract people moving into the area who want to be part of our community and help WYM. This year we have engaged the help of an Indian woman new to Whangarei to assist with keeping our website up to date. We are very appreciative.
- For the Opononi Summer Camp we collaborate with the Kerikeri High music department and the Manukau Concert Band members, conductors from Auckland and Kerikeri and players from around

the North Island. We collaborate with Pakenae Marae and Omapere school and visitor centre for Opononi Music Camp in January each year.

- We collaborate with the NZ Police for checks on our active adult conductors and committee members member safety.
- We host other music and performing artists at the Old Library

*iv) Which, if any, national and international organisations, WYM has collaborated with and the benefits associated with this collaboration*

In August 2017 Whangarei Youth Music hosted the NZ Concert Band Association National Festival. This was a huge event for us as organisers and for the bands to visit our beautiful city. 32 school, City and Community Bands participated in the Concert Band Festival. We housed the event in Forum North and the Old Library. The feedback we received verbally and by email that it was the best organised event NZCBA event held for a long time.

For the event we collaborated with Whangarei District Council, Morris and Morris Funerals, local businesses for sponsorship and many other organisations to ensure we had the people power on board to host the event properly.

WYM collaborates with Sistema New Zealand which is also a global music movement. Benefits move across both groups from the WYM members to the Sistema children, meanwhile the WYM members benefit from being able to grow their leadership skills and mentor the Sistema children. Many of our members leave Whangarei to be strong leaders in their lives beyond school. Many also go on to study Music in Universities around NZ - Auckland, Waikato, Wellington and Dunedin all currently have music students from Whangarei.

*v) How WYM activities and subscription/membership has been promoted and to what effect.*

We promote ourselves through:

- Our Web site
- Our Facebook page - 372 followers
- playing out in the community and at public events when asked. We hand out information leaflets at these events and make announcements calling for interested people to contact us. We have audiences watching us from Rotorua to Paihia.
- holding concerts accessible to the public locally twice a year - Mid Year at the Old Library and End of Year at Forum North. Advertising through posters and radio and social media
- listing in the What's On, Citizens Advice Bureau and are accessible through Creative Northland
- Northern Advocate, The Report and other media publications from time to time
- collaborating with school music departments to ensure teens know about WYM
- wearing specially designed WYM shirts and t-shirts which are black for night events and bright and colourful for our public day events and performances

WYM communicates with music teachers in schools and encourages them to tell pupils about WYM. We frequently communicate with Itinerant music teachers and encourage them to invite their students to Whangarei Youth Music on a Friday.

Because our membership is firm and we are reaching new members we understand we are reaching the members of the public about who we are and what we do.

*vi) What programs/training/teaching WYM has provided.*

WYM offers teaching to new members, enabling them to start a new instrument from scratch. We also hire out instruments at a very low rate. Some tutors offer classes for free, whilst others charge a nominal or standard fee. Experienced Youth members also teach young students.



Teaching and mentoring is currently available for piano, recorder, violin, viola, cello, double bass, clarinet, saxophone, trumpet and percussion including drums.

*vii) What holiday programs if any have been held.*

The Opononi Summer Music Camp organised by Mark Douglas of WYM was held mid January. 50 brass, wind and percussion players and 4 guest conductors meet for a fun filled music week with a public concert at the end of the week. They play for 8 hours a day starting at 6am, with 2 hours on, 2 hours off. This is a workshop that members return to repeatedly. This attracted players from beyond the district.



*Opononi Summer Camp 2017 Rangi Makehu-Hall Conducting*

*viii) What events have WYM been involved in, and how successful was this involvement*

WYM have been involved in many events

- St Francis Xavier Primary School Gala - playing outside in a festival atmosphere
- Weddings and private functions - always well received
- Choral Society Concerts - very successful. The audience loves hearing and seeing young singers coming into the 'fold' of the choral world
- Registered Music Teachers Concerts - members regularly contribute and win their prizes
- Public Concerts - appreciative audience response
- Rhapsody Rotorua Secondary School Music Festival - Australia and NZ schools - very successful results from our groups - 3 Gold and 1 Silver Award
- Chamber Music New Zealand Competitions - excellent results. This year a family group WON overall first place from hundreds of groups
- Members take part in NZ Performing Arts Competitions - a variety of places achieved
- NZ Concert Band Association National Festival - hosted this event 2017. VERY positive feedback - 'best organised Festival ever'.....Having the Old Library and Forum North close together made this an amazing event.

These chances to perform in public definitely increase public awareness of WYM and frequently lead to new members. Audiences are always appreciative of the music and talented youth.

*ix) What funding (either cash or in-kind) have WYM received from local government and how has this funding supported the group*

WYM is fortunate to have a 'pepper-corn' Lease agreement with Whangarei District Council for the building we occupy at 7 Rust Ave. Having these premises enables WYM to meet other on-going costs of operating from the building such as power, water, toilet pan rates, rates and covers expenses for the and day-to-day running expenses for the amenities, security etc.

The main source of support from local government is in making the Old Library available to WYM. This funding (by way of providing a building for use) supports WYM and allows us to centralise community music to the people of Whangarei and other community groups

*x) What external agencies and philanthropic trusts have funded WYM? What benefits does WYM receive as a result of the funding?*

We have been successful and fortunate in obtaining the following financial support last year:

|   |         |
|---|---------|
| Donation from Morris and Morris for printing and T-shirts for NZCBA Festival 2017 | \$3,000 |
| Oxford Sports Trust – Assistance with Bus to Rotorua 2018                         | \$2,000 |
| Pub Charity - Stage risers  | \$2,377 |
| Foundation North- Stage Risers  | \$4,000 |
| Oxford Sports Trust - Stage Risers  | \$1,000 |
| Trust Donation  | \$1,000 |
| COGS April 2017   | \$4,000 |
| WDC Community Fund - just awarded for a Reed Music Tuition program                | \$4,000 |

These funds allow us to bring benefits to members in the form of being able to participate and travel to concerts outside of Whangarei. They assist in running costs of the Old Library Building and much needed equipment for concerts.

*xi) Referring to the plans/schedules identified in the last report, identify any tours/visits occurred and the successes of WYM*

Instead of heading overseas for a trip the members decided that they would like to attend the Rhapsody Rotorua Festival in July 2018. We took four of our groups - Orchestra, Concert Band, Brioso Corde and Junior Strings. This was an enormous success for the members socially and also musically. We won 3 Gold Awards and 1 Silver Award. The feedback from the organisers and adjudicators was extremely complimentary. We stack up amongst the best school bands and music groups from Australia and New Zealand. We have a lot to be proud of especially as we are run by volunteers at committee and conductor level.

*xii) Attach any term plans or schedules which may include training/tuition nights/rehearsals, day or weekend events, holiday programme, planned tours or visits to or from national and international organisation and future plans for WYM.*

#### **Current Schedule – Weekly during Term Time**

|            |                  |               |
|------------|------------------|---------------|
| Wednesdays | Choir practices  | 6.30 – 7.45pm |
| Fridays    | Recorders        | 4 – 5pm       |
|            | Explorer Brass   | 4 – 5pm       |
|            | Explorer Strings | 3.45 - 4.30pm |
|            | Junior Strings   | 4.30 – 5.30pm |
|            | Cadet Band       | 5.15 – 6.30pm |
|            | Concert Band     | 5.15 – 6.45pm |
|            | Brioso Corde     | 5.45 - 7.00pm |
|            | Orchestra        | 7.15 – 8.30pm |



*Friday night orchestra practice*



*Rhapsody Rotorua Performance 2018*

### **Events / Tours / Workshops**

- Mid-year concert 2017 - Old Library
- National Concert Band Hosting and Participation - Forum North
- End of Year Concert 2017 - Forum North
- Mid Year Concert 2018 - Old Library
- End of year Concert – 27 November 2018 - Forum North
- Opononi Concert Band Camp - 2018 week long Holiday Program for brass and wind (and 2019)
- Performance at Whangarei Intermediate School - November 2018
- Attended Rhapsody Rotorua July 2018
- Played at Lunchtime Concert - Waitangi Treaty Grounds - December 2017
- Multiple play-outs at rest homes around Whangarei planned for 2019 plus
- New Reed Players Tuition Program - Nov 2018 - Dec 2019

*xiii) Any further supporting documentation showing contribution the group makes to the community*

Please refer to the Group reports for extensive coverage of where we contribute to the community by our attendance at events and how we actively serve the youth of Whangarei.

### **Group Reports**

Please find for your interest, reports from our conductors who run music groups at WYM. They expand upon their successes and activities they have been involved in over the past six-12 months.

### **Brioso Corde**

Currently Brioso Corde is a group of 11 advanced string players. This is a small number but all members are very skilled and blend wonderfully in a team environment to make beautiful music.

Our member successes include:

- 3 chamber music groups formed by the members of Brioso participated in the chamber music contest in June. One of them was awarded Highly Commended in Northland.
- 2 groups were selected to play in the regional Final held in Auckland. One of them won and became a national finalist - one of the top 12 groups in New Zealand.



*Te Ahi Kaa - Chamber Music National Winners*

The winning Auckland Group - Te Ahi Kaa - then went on to play in Christchurch in August and won **top place** in the National Final Contest.

Brioso Corde received a Gold award at the Rhapsody Rotorua Music Festival in July where we were adjudicated and played in public performances which were very warmly received.

We are now working toward our own concerts and performances as guest artists in local Whangarei concerts.

*Atsuko Fukuoka*

### **Whangarei Youth Choir**



There was a change on Choir Master this year with Lisbe Jooste handing over the baton to the very capable Shane Burns.

Choir have so far sung out at the Choral Society concert in April, ANZAC Day dawn parade with Whangarei District Brass and WYM mid year concert.

We took part in the Northland Performing Arts Competitions in September.

We intend hitting the city centre and possibly elsewhere in December with small ensemble Christmas Carol singing.

*Shane Burns*

### **Explorer Brass report**

Explorer Brass has got off to a great start in 2017, with almost all of the students returning. The group is assisted by Rodney White, who looks after some of the newer students and a few that need more help than others. Although 4 of the students have now progressed to Cadet Band, they are still joining the group. We currently have about 12-15 students on an average Friday afternoon.

The group are progressing well with their trumpet skills, general musicality, listening to instructions and also learning how to play in a group environment. We perform at the Mid-Year and End of Year Concerts.

*Matt Watson*

### **Explorer strings**

Explorer strings continues to grow.

We are excited to have the help and expertise of Jill Freeman in supporting our learning with teaching of Alexander Technique as part of our sessions.

There are a number of students who are progressing to put fingers down and read music. I'd like to develop a resource for students to support practice. We generally have around 25 participants whose ages range from 5 to 70 and seem to enjoy the session



A number of students have graduated to junior strings while some play in both and offer support to those with less experience.

*Sam Winterton*

#### **Recorder Group:**

The recorder group is going strong supported by 2 tutors who give individual lessons to members. These members also get time in a group situation also with another conductor.

There is a junior and senior recorder group. The senior groups create impressive music at the WYM concerts.

*Yuki Fukuoka*

#### **Orchestra:**

With several of the Whangarei Youth Orchestra players in their final year of school, we decided this year would be an opportunity for the orchestra to present a full concert programme.

We have worked on a number of challenging original orchestrations from professional level orchestra repertoire including overtures by Mozart and Humperdinck, Danse Macabre by Saint-Saens, and Brahms Variations on a Theme by Haydn. Three pieces from the programme were performed in Rhapsody Rotorua in July, where the Orchestra won the Gold award for their adjudicated performance.

The full hour-long concert programme included two operatic duets featuring opera soloists Daniel Morrison and Tania Pribs from Kerikeri. The concert was performed at the Old Library on Friday 10<sup>th</sup> August followed by a performance at the Turner Centre, Kerikeri on Saturday 11<sup>th</sup> August.

Work is now underway on new concert pieces for the Whangarei Youth Music end of year concert

In the last year we have performed publicly at:

- WYM Mid-Year Concert
- WYM End of Year Concert at Capitaine Bougainville Theatre
- Rhapsody Rotorua - adjudication with Gold Award and Public performance
- Turner Centre Kerikeri 2018
- Waitangi Treaty Grounds 2017

*Roger McClean*

#### **Concert band:**

In the year 2017 - 2018 Concert Band has swelled in numbers with some very high calibre players at Grade 8 or more level.



We performed at:

- WYM Mid-Year Concert at Old Library in June
- End of Year Concert at Forum North in December
- NZCBA National Festival 2017 - Silver Award
- Rhapsody Rotorua 2018 - Silver Award

*Naotake Fukuoka*

*Performance at 2017 End of Year Concert - Forum North*

**Cadet Band Report**

Cadet Band has struggled with numbers in the woodwind and bass section. We seem to be picking up a bit now with an extra alto and tenor sax, 2 flutes and 2 clarinets joining us.

Our play outs have been at the WYM concerts. Jennifer Wordsworth is joining us this term to extend her musical experience by conducting a piece. We are enjoying working with her and I am very proud of the willingness shown by the band members to embrace and try her ideas and follow her direction. This is a good experience for us all.

*Dale Nelson*

### **Junior Strings**

This group continues in fone form with current numbers varying 20 – 25 every week. We have 6 cellists, 1 bass players, 1 viola players and 12-14 violinists. Attendance at this group continues to be is very regular. Jill Freeman is voluntarily supporting our learning with teaching of Alexander Technique as part of our sessions.

Maia Dean Martin has the opportunity to conduct the group when I am away and this is good experience for her. The group responds well to her also. She is 17 years old.

We play a mixture of classical, popular and Celtic tunes which the groups seem to enjoy. In the last year we have performed publicly at:

- WYM Mid-Year Concert
- WYM End of Year Concert at Capitaine Bougainville Theatre
- St Francis Xavier 2017
- Rhapsody Rotorua 2018 - with an adjudicated Gold Award and had a Public performance

*Felicity Christian*



*Committee, conductors and some members Celebrating together at the end of the year 2017*

We trust you find this report informative and covers all the aspects required. If you need any further information or clarification please don't hesitate to contact me or the organisation.

Yours sincerely,



**Felicity Christian**  
**President**  
**For Whangarei Youth Music Inc.**

Cc     Sheryl Mai  
         Cindy Velthuisen  
         Claire Walls  
         Creative Northland



Rent concessions

## Whangarei MS Society



## **NORTHLAND MULTIPLE SCLEROIS SOCIETY INC.**

### **ROOM 6 OMB - TENANT REPORT TO WHANGAREI DISTRICT COUNCIL**

**ENTITY STRUCTURE:** The Northland Multiple Sclerosis (MS) Society is an incorporated society registered with the Charities Commission. A part time administrator is employed and responsible for operating the central office. A part time Field Worker is employed to visit members of the Society.

**SERVICES OFFERED:** We provide support to all those living with MS within the Northland region. Our membership currently stands at 116 although we do provide support to many others with MS, those who have not joined the Northland MS Society and the newly diagnosed

We provide; up to date knowledge of MS and it's management, brochures and information on MS, advocacy services and referrals to appropriate agencies including other health professionals. Liaison with other services such as home-based care providers, community health services, and Income support to co-ordinate client needs. Our support is also provided to patient's partners, carers, family members and friends. We provide social contact and support for people with MS, usually in a group setting. Currently we offer a free weekly MS exercise class, free games of ten pin bowling, and a coffee support group is held once a month.

**UTILISATION OF OUR SERVICES:** The central office based in the Old Municipal Building is the main contact point for all our patients. Regular newsletters and updates on latest information and any research developments are sent from here and it is the place our patients contact or visit when support is needed. The office is open to members of the general public with information on MS available to them. We cover a wide demographic area from Wellsford to Cape Reianga – coast to coast; the Society Field Worker travels this area to conduct one to one visits with clients in their own homes.

**RESOURCES:** As with any charitable organisation it is an ongoing struggle to obtain sufficient funding. Aside from our annual street appeal, we undertake other small fundraising ventures but with the varying levels of disability among our members it is very difficult to find ample volunteers to assist. Our main source of funding comes from Grants, however with the ever increasing number of registered charities; the amount available becomes smaller each year. Our funding priorities are for patient welfare, operational costs and staff wages. We have greatly appreciated the WDC rent concession thank you, however, the current car park charge at \$125 per month is excessive for a NPO providing services back to the community, and a review of this would be welcomed. For information required on MS Northland Society funding and amounts received, you can access our annual audited accounts from the Charities Commission website.

**LOOKING AHEAD:** The Society shall continue to offer the current range and level of services provided. This has proved successful in meeting the needs for those living with the incurable disease known as MS within our local communities. We are currently looking into holding another charity art auction in Whangarei to raise funds and also help increase public awareness of Multiple Sclerosis.

Rent concessions

## Whangarei Migrant Centre



### **Whangarei Migrant Centre Inc**

#### **Performance Report**

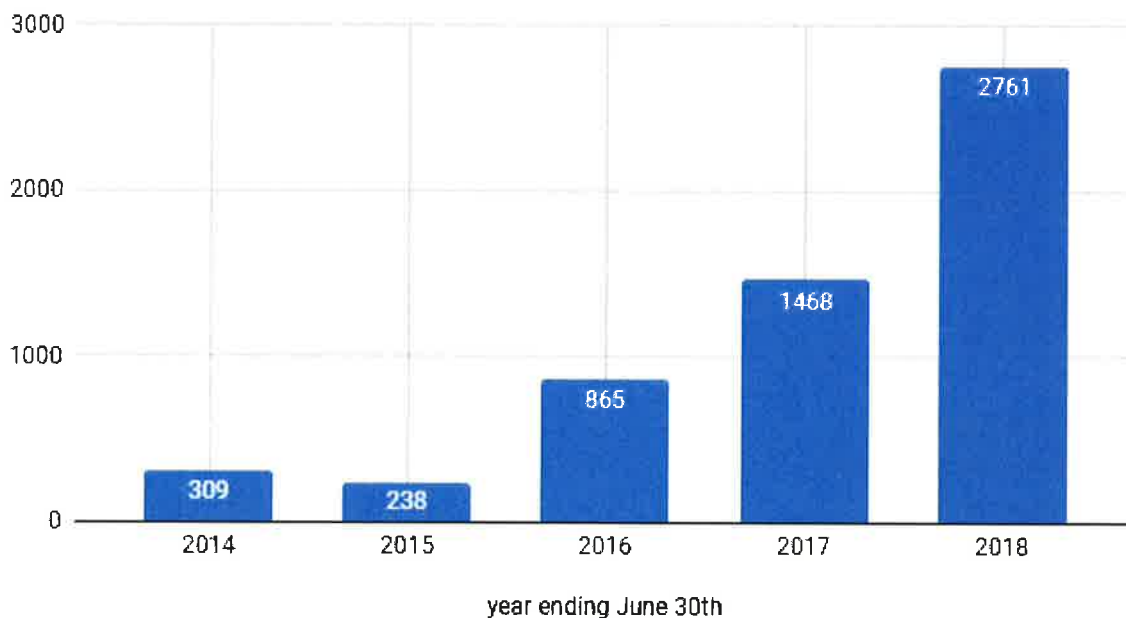
July 1 2017- June 30 2018

The Whangarei Migrant Centre Inc. AKA Multicultural Whangarei is a not for profit community based organization that supports migrants and newcomers with settling into Whangarei.

It also promotes positive race relations through community education, ensuring people of all ethnicities feel able to actively contribute to their community.

There is a growing need for these services. In the last five years services being accessed has continued to grow at a very quick rate.

#### **Services Accessed**



Each client has different needs. We have some that come in and use one service and then move on as that is all they need and we have others that access services on an ongoing basis. An example of this is we met "K" at an event. When we met K she had just moved to Whangarei and did not speak any english at all. K came to the centre almost every day for a year. She attended our english classes and volunteered at the centre. Once she had learned some english and felt ready we worked with her to create her cv and support her as she applied for work. K is now working and very happily settled into the community. We now see K occasionally when she attends events or brings someone into the centre for support (she can now translate for them).



We see people that are going through all different stages of the settlement process. The centre is able to give them a feeling of community and of being welcome as they settle into their new homes.

We have a number of activities taking place at Multicultural Whangarei. The 2017-2018 year included the following

#### **Educational Activities**

- English Classes
- Compost/ recycling workshops
- NZ Driving workshop
- Intercultural Awareness workshops
- Tatai Hono /Connections- Introduction to Treaty of Waitangi - 2 days (visit to local Marae as well as day trip to Waitangi treaty grounds)
- Professional Speaking for Migrants- 11 week course. Successful participants obtain a certificate from Speech New Zealand

#### **Employment Assistance**

- Ready for Work course
- Hosted Auckland Chamber of Commerce's New Kiwi Success Workshops

#### **Social Activities**

- Craft days
- Yoga
- Japanese morning teas
- Monthly Shared Lunch
- Mums group
- Korean cooking & storytelling
- Newcomers Network
- Multicultural Morning Teas

#### **Annual Events**

- Christmas BBQ at Mair Park
- Mid Winter Celebration at the Butter Factory
- Ethnic Football tournament
- Race Relations Day
- International Day of families



### Other

- Welcome sessions with new International Northtec Students
- Free immigration clinics with a licensed immigration advisor.
- Drop-in centre
- Support services & Information
- Guided Migrant Volunteering Program - Partnership with Volunteering Northland

In order to reach as many people as possible we use many different methods of advertising our services. This year they included

- Our new website- [multiculturalwhangarei.co.nz](http://multiculturalwhangarei.co.nz)
- Facebook
- Newsletter
- Newspaper adds
- Free events section in newspaper
- Coffee news
- NZ Immigration events calendar
- Giggle TV
- NewComers network website
- Word of Mouth
- Posters
- Street signage in front of the building
- Mailout
- Creative Northland
- Eventfinda
- Email mail outs to other organizations

We were lucky to have a number of funders this year that supported our operational costs, wages as well as our events and courses.

- Whangarei district Council
- Lotteries
- Foundation North
- Oxford Sports trust
- Pub Charity Ltd
- Sir John Logan Campbell Residuary Estate
- Office of Ethnic Communities
- Southern Trust
- Conbrio



We have been working to build relationships and partnerships with other community organizations in the community to provide events and training opportunities. We feel we have been successful with this. The following are organizations we were able to work collaboratively with on projects this year.

- Volunteering Northland
- Literacy Whangarei
- Citizens Advice Bureau
- WINGS (Women's International Networking Group)
- English Language Partners
- EcoSolutions
- St. John's Driving School
- Auckland & Northland Chamber of Commerce

In the future we plan to continue to grow the services we offer to the growing multicultural community. We continue to look for ways to meet the needs of people settling in to Whangarei. At this time the team is one manager (30 hours per week) and a team of volunteers. With our continued increase in numbers and services we plan to hire a part time admin person as well as look for funding to hire part time employees who can focus on employment, migrant youth and events.

**We would like to say thank you to Whangarei District Council for the continued support of our services.**



Rent concessions

WINGS

## Performance Measures of WINGS Inc 2017-2018 (Women's International Newcomers' Group Social)

### WHAT

#### Services Offered

- **Monthly Meetings:** first Wednesday of the month at the Whangarei Women's Club, with guest speakers, cultural evenings, announcements, food and fun
- **Friday Coffee:** 10:00am currently at the Riverside Cafe in the Town Basin – conversation & friendship
- **Thursday Coffee:** 10:30am at Palmers Garden Centre
- **Mom's Meetup**
- **WINGS workout** fortnightly at YMCA
- **Crafts meetings** with Multicultural Whangarei
- **Book Club** fortnightly at the Library
- **Tai Chi** every Wednesday at YMCA
- **Restaurant Dining** monthly
- **Events Committee** creating events for the calendar year

#### Events

- **Pamper Day Fundraiser**
- **International Families Day**
- **Raffle Fundraiser**
- **Wine Trail**
- **Theatre Outing**
- **WINGS founders** Liane Blair and Gina Eiger awarded Rotary Community Service Awards
- **Ten Pin Bowling**
- **Visit to Olive Grove**
- **Gibbs Farm**
- **Wood Turning**
- **Volunteer Week**
- **African and Jordanian Cooking Class**
- **Film Afternoons**
- **Cocktail Party**
- **Scone Making**
- **Culture in the Kitchen Fundraiser**
- **Waitangi Day**
- **Bream Head Getaway** Kiwi's calling
- **Planetarium**
- **Glow Worms** in Mair Park
- **Royal tea**
- **Chocolate Tasting**

- Afternoon tea and social
- Beach Day
- International Dancing
- Picnic in Jan Pepi's garden
- Jewellery workshop
- Pre-Christmas Chillout

#### Success

We generally get about 20 people per regular event. Hundreds attended Pamper Day and participated in the Raffle Fundraiser

The raffle raised over \$5 000

We have over 580 subscribed members and an increase in paid membership to 79

#### Changes

Both subscribed and paid membership continue to increase.

A new 20 hour per week coordinator was appointed.

#### WHO

Supported sector

Newcomers to Whangarei, from other countries and other parts of New Zealand. Our mission statement is:

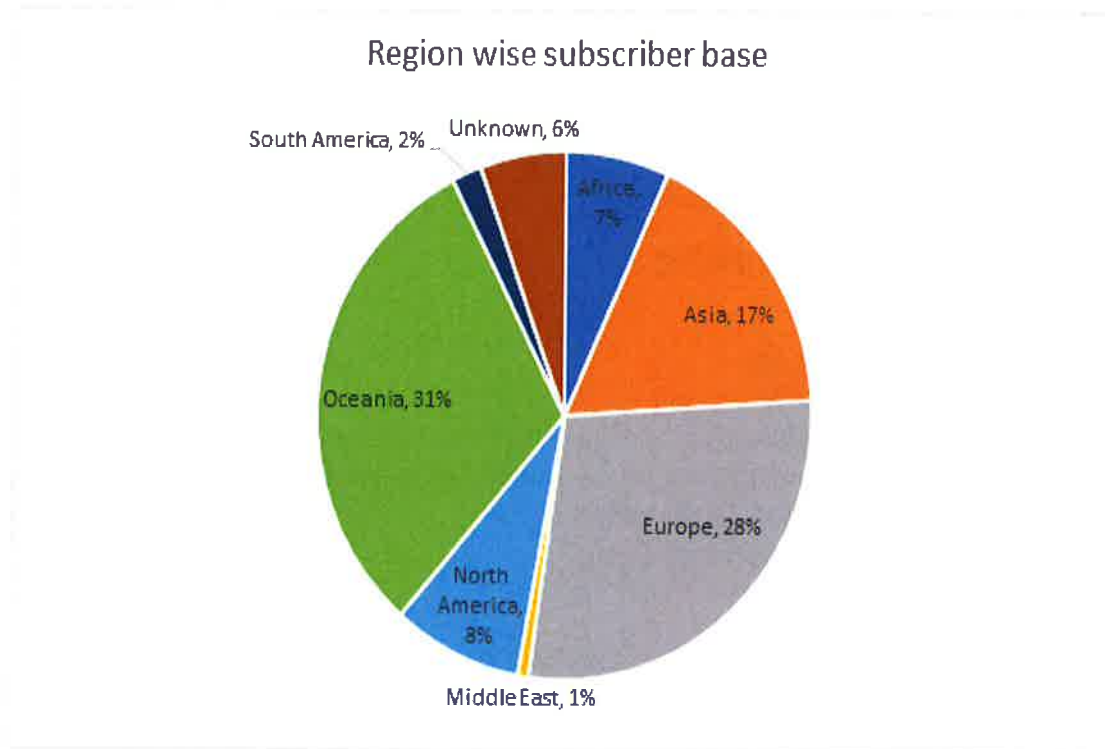
WINGS is a friendship network where we exchange traditions and knowledge, share settlement issues, build connections and create a sense of belonging in our community.

#### Utilisation of WINGS

We have over 580 subscribed members who receive our monthly newsletter and 79 paid members.

| Type of event  |     | Average pa |
|--|-----|------------|
| Monthly Meetings   |     |            |
| Number of meetings   | 11  | 410        |
| Average attendance   | 40  |            |
| Events, including weekly coffee mornings, monthly restaurant nights, craft days, Waitangi Day, Marae visits, Beach Day/Water Safety, Gibbs Farm, Theatre evenings, day trips, etc. Average number of events per year | 135 |            |
| Average Attendees  | 18  | 2430       |
|  |     |            |
| Total attendance per annum (approx.)   |     | 2840       |

A measure of success is that WINGS is not static. We welcome new members monthly while some existing members move on to other activities and may only come back for special events. Most stay on the mailing list and continue to act as ambassadors for the group.



## HOW

### Promotion

**WINGS has extensive social media exposure**

- Word of Mouth
- Website <https://www.wingsnz.org.nz/>
- Facebook <https://www.facebook.com/wingswhangarei/>
- Monthly Newsletter to subscribers
- Occasional adverts and articles in local press
- Billboards promoting fundraisers
- Pamphlets and business cards
- Close relationship with Multicultural Whangarei and Citizens' Advice Bureau

### Resources

WINGS mans an office at 71 Bank Street, run by a paid coordinator and volunteers. A paid media and database administrator manages WINGS social media.

WINGS does extensive fundraising through Pamper Day, Raffles and other fundraising. WINGS seeks funding from philanthropic organisations.

See the Events section, above

## Changes

**None**

## Collaboration

**WINGS has a close relationship with Multicultural Whangarei, Citizens' Advice Bureau, English Language Partners.**

**WINGS supports and participate in Pasifica**

**WINGS organises groups to visit the Planetarium**

**Whangarei Police gave a talk at a monthly meeting**

## Funding

- **Raffle Fundraiser raised \$5 344**
- **Other fundraising raised \$437**
- **Lotteries granted \$ 15 000 global donation for salaries and operating costs**
- **Northland Foundation granted \$5 000 for services around database and website updating**
- **Foundation North granted \$12 000 for operating costs**
- **COGS granted \$500 for Maori themed events**

## LOOKING AHEAD

**WINGS aims to continue on the path it has been successfully following. Our aim is to fulfil our mission statement:**

**WINGS is a friendship network where we exchange traditions and knowledge, share settlement issues, build connections and create a sense of belonging in our community.**

Rent concessions

## Epilepsy New Zealand

July 2018

## Whangarei District Council Performance Reporting

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Epilepsy Association of New Zealand is a registered charity located in Hamilton operating in 12 offices throughout the country and employing 15 professional educators to deliver information, education support and public awareness.

Over the past year Epilepsy New Zealand has worked hard to utilize resources so as to maximize profile and opportunities to improve the quality of life of people living with epilepsy. In March of this year Epilepsy New Zealand was the charity of choice of Long Drive Golf who held NZ National Championships at Omaha Beach Golf Club.

Locally, Epilepsy New Zealand has changed personnel with Sam Morgan taking the reins to deliver services throughout Northland from Whangarei Offices.

As you will see from the attached statistics, the change has seen a downturn in service areas whilst we focus upon quality of service delivery and settling into the position.

The sector of the community that Epilepsy New Zealand aims to support is people, whanau, schools, businesses and community groups and agencies that live with epilepsy. Our focus is to provide local face to face service which is so important to our national culture and personality.

Sam is working with local schools and agencies developing relationships and reaching into new areas within the greater Northland Region. Sam brings new and exciting skills and contacts with her as we develop Epilepsy New Zealand further within Whangarei and Northland.

In order for Epilepsy New Zealand to improve its reach, collaboration with other not for profit organisations and agencies is essential. Epilepsy New Zealand is part of Neurological Alliance New Zealand which is made up of the national brain related charities such as Stroke, Alzheimer's, Parkinson's, Neurological Foundation etc. At a local level we try to work closely with related organisations that are within our clients' networks.

Epilepsy New Zealand is working to improve quality of services over the next three years, to increase its profile and to consolidate on its sustainability as a NFP. With the assistance of Whangarei District Council utilizing such rental concessions Epilepsy New Zealand is confident of achieving its goals.

### **Attached:**

- Financial Accounts – 31/3/18
- Office Statistical Reports
- Epilepsy New Zealand Strategic Plan 2018 – 2020

Ref: GA.20180818.1.docx

Graeme Ambler  
Epilepsy New Zealand  
PO Box 1074, Hamilton 3204

022 0800 105  
ceo@epilepsy.org.nz  
Page: 1



# EPILEPSY NEW ZEALAND STRATEGIC PLAN 2018-2020

|  |   |   |  |  |
|--|---|---|--|--|
| <b>Values:</b> <ul style="list-style-type: none"><li>Professional</li><li>Inclusive</li><li>Passionate</li><li>Empowering</li><li>Supportive</li></ul> | <b>Vision:</b> To be a world class organisation at the centre of New Zealand's Epilepsy community that positively influences the lives of people, families and communities affected by epilepsy.                                  |   |  |  |
|  | <b>Mission:</b> To inspire and equip families and people, who live with epilepsy, towards effective self management of their diagnosis and are engaged with society through information, education, support and public awareness. |   |  |  |
|  | <b>Purpose:</b> Epilepsy New Zealand is registered charity and voluntary organisation providing epilepsy information, support and advocacy services to people with epilepsy, their families/whanau and wider community.           |   |  |  |
|  | <b>Marketing By-Line:</b> Kia titiro ki te tangata - see the person   |   |  |  |
|  |   |   |  |  |
| <b>Members and people living with Epilepsy are supported &amp; informed about the condition</b>  | <b>Raise Awareness and Understanding of how epilepsy affects people, what it is and how to respond to the condition appropriately</b>   | <b>Build Engagement and Enlist Support by demonstrating best practice in areas of governance, quality, human resources, financial management and sustainability continuing to develop and deliver its services over the long term</b> | <b>Inspire &amp; Equip PWE/Families With an interest in epilepsy improve their knowledge, skills through training activities</b>                         | <b>Thought Leadership &amp; Influence by contribution and communication to stakeholders of research and policy making relating to epilepsy causes, cures and management.</b> |
| <i>Provide high quality support &amp; advice for people with epilepsy, family &amp; carers.</i>  | <i>Ensuring active and ongoing communication and awareness about epilepsy to key target audiences</i>   | <i>Providing and developing the financial resources required to operate the organisation to full potential.</i>   | <i>Providing quality training, education and self management programmes to people living with epilepsy and parents of children living with epilepsy.</i> | <i>Provide research funding and support to encourage NZ research.</i>  |
| <i>Develop service user participation opportunities</i>  | <i>Prioritising issues of risk, safety and SUDEP in our communications and across all areas of the organisation.</i>  | <i>Managing and building relationships with key funders.</i>  | <i>Providing epilepsy awareness and Midazolam training and information.</i>  | <i>Communicating research findings and volunteering opportunities and advocating for research.</i>   |
| <i>Support user needs for aids and appliances</i>  | <i>Representing and advocating for the rights of those with epilepsy,</i>   | <i>Operate good governance, financial management and managing organisational resources.</i>   | <i>Providing educational seminars, conferences and events.</i>   |  |
| <i>Supporting children and young people with epilepsy</i>  |   | <i>Supporting people who are working or volunteering in the organisation</i>  | <i>Developing website and online educational resources</i>   |  |
| <i>Reach particular groups with specific needs</i>   |   | <i>Operating the organisation in line with recognising operating standards and ensuring that we provide a service which is informed by wider national and international models of working.</i>  |  |  |
| <i>Build relationships with professionals and shared working</i>   |   |   |  |  |

## EPILEPSY NEW ZEALAND - WAIKATO DISTRICT HEALTH BOARD : MONTHLY BRANCH STATISTICS

| BRANCH  | Northland                                | 6 Mth  |        |        |        |        |        |     |        |        |        |        |        | 12 Mth |     |     |
|---|--|--------|--------|--------|--------|--------|--------|-----|--------|--------|--------|--------|--------|--------|-----|-----|
| MONTH   |  | Jan-18 | Feb-18 | Mar-18 | Apr-18 | May-18 | Jun-18 | TOT | Jul-18 | Aug-18 | Sep-18 | Oct-18 | Nov-18 | Dec-18 | TOT | TOT |
| 1   | Number of Client Contacts                | 10     | 36     | 13     | 43     | 64     | 48     | 214 |        |        |        |        |        |        | 0   | 214 |
| Note: A client is a person who is registered with ENZ, or a representative acting on their behalf. If there is contact with a client in any way, even if it is more than once in a day, count each contact.                 |  |        |        |        |        |        |        |     |        |        |        |        |        |        |     |     |
| 2   | Number of Requests via Telephone         | 7      | 0      | 0      | 19     | 10     | 35     | 71  |        |        |        |        |        |        | 0   | 71  |
| Note: This is non-client requests for information, knowledge and/or appointments. Count each contact.   |  |        |        |        |        |        |        |     |        |        |        |        |        |        |     |     |
| 3   | Number of Requests Face to Face          | 0      | 0      | 2      | 91     | 47     | 140    | 280 |        |        |        |        |        |        | 0   | 280 |
| Note: This is non-client requests for information, knowledge and/or appointments. Count each contact.   |  |        |        |        |        |        |        |     |        |        |        |        |        |        |     |     |
| 4   | Number of Requests via Fax/Email/Website | 3      | 6      | 0      | 7      | 15     | 7      | 38  |        |        |        |        |        |        | 0   | 38  |
| Note: This is non-client requests for information, knowledge and/or appointments. Count each contact.   |  |        |        |        |        |        |        |     |        |        |        |        |        |        |     |     |
| 5   | Total Number of Requests for Information | 10     | 6      | 2      | 117    | 72     | 182    | 389 | 0      | 0      | 0      | 0      | 0      | 0      | 0   | 389 |
| Note: This is the total of 2 - 6, calculated automatically.   |  |        |        |        |        |        |        |     |        |        |        |        |        |        |     |     |
| 6   | Number of Newsletters                    | 0      | 0      | 0      | 0      | 0      | 0      | 0   |        |        |        |        |        |        | 0   | 0   |
| Note: This is the quarterly media produced by the Branch, count editions only.  |  |        |        |        |        |        |        |     |        |        |        |        |        |        |     |     |
| 7   | Number of Recipients of Newsletters      | 0      | 0      | 0      | 0      | 0      | 0      | 0   |        |        |        |        |        |        | 0   | 0   |
| Note: Addresses on your Branch mailing list that were sent a copy of the newsletter, plus any additional copies handed out.   |  |        |        |        |        |        |        |     |        |        |        |        |        |        |     |     |
| 8   | Number of Pamphlets Produced             | 0      | 0      | 0      | 0      | 0      | 0      | 0   |        |        |        |        |        |        | 0   | 0   |
| Note: Branches produce approved information pamphlets such as fact sheets. Place the total printed here. NSC produce all other pamphlets therefore this will be detailed in the NSC report.                                 |  |        |        |        |        |        |        |     |        |        |        |        |        |        |     |     |
| 9   | Number of Pamphlets Distributed          | 0      | 0      | 20     | 59     | 166    | 128    | 373 |        |        |        |        |        |        | 0   | 373 |
| Note: Show total of fact sheets and pamphlets you have handed out or posted etc. Count individual pieces.   |  |        |        |        |        |        |        |     |        |        |        |        |        |        |     |     |
| 10  | Number of Seminars Held                  | 0      | 0      | 3      | 3      | 3      | 3      | 12  |        |        |        |        |        |        | 0   | 12  |
| Note: Show total of presentations conducted to an audience related to knowledge and support. This includes support group meetings, seminars to community groups, schools and home visits to groups of more than 2-3 people. |  |        |        |        |        |        |        |     |        |        |        |        |        |        |     |     |

Northland

## EPILEPSY NEW ZEALAND - WAIKATO DISTRICT HEALTH BOARD : MONTHLY BRANCH STATISTICS

| BRANCH  | Northland                                | 6 Mth  |        |        |        |        |        |        |        |        |        |        |        | 12 Mth |      |     |
|---|--|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|------|-----|
| MONTH   |  | Jan-17 | Feb-17 | Mar-17 | Apr-17 | May-17 | Jun-17 | Jul-17 | Aug-17 | Sep-17 | Oct-17 | Nov-17 | Dec-17 | TOT    | TOT  | TOT |
| 1   | Number of Client Contacts                | 108    | 116    | 113    | 132    | 145    | 147    | 172    | 147    | 149    | 179    | 179    | 90     | 916    | 1677 |     |
| Note: A client is a person who is registered with ENZ, or a representative acting on their behalf. If there is contact with a client in any way, even if it is more than once in a day, count each contact.                 |  |        |        |        |        |        |        |        |        |        |        |        |        |        |      |     |
| 2   | Number of Requests via Telephone         | 7      | 24     | 9      | 22     | 13     | 14     | 10     | 14     | 12     | 19     | 14     | 3      | 72     | 161  |     |
| Note: This is non-client requests for information, knowledge and/or appointments. Count each contact.   |  |        |        |        |        |        |        |        |        |        |        |        |        |        |      |     |
| 3   | Number of Requests Face to Face          | 48     | 78     | 78     | 60     | 68     | 89     | 21     | 57     | 78     | 21     | 38     | 48     | 263    | 684  |     |
| Note: This is non-client requests for information, knowledge and/or appointments. Count each contact.   |  |        |        |        |        |        |        |        |        |        |        |        |        |        |      |     |
| 4   | Number of Requests via Fax/Email/Website | 14     | 58     | 113    | 10     | 88     | 108    | 104    | 81     | 28     | 67     | 167    | 16     | 463    | 854  |     |
| Note: This is non-client requests for information, knowledge and/or appointments. Count each contact.   |  |        |        |        |        |        |        |        |        |        |        |        |        |        |      |     |
| 5   | Total Number of Requests for Information | 69     | 160    | 200    | 92     | 169    | 211    | 135    | 152    | 118    | 107    | 219    | 67     | 798    | 1699 |     |
| Note: This is the total of 2 - 6, calculated automatically.   |  |        |        |        |        |        |        |        |        |        |        |        |        |        |      |     |
| 6   | Number of Newsletters                    | 0      | 0      | 0      | 0      | 0      | 0      | 0      | 0      | 0      | 0      | 0      | 0      | 0      | 0    |     |
| Note: This is the quarterly media produced by the Branch, count editions only.  |  |        |        |        |        |        |        |        |        |        |        |        |        |        |      |     |
| 7   | Number of Recipients of Newsletters      | 0      | 0      | 0      | 0      | 0      | 0      | 0      | 0      | 0      | 0      | 0      | 0      | 0      | 0    |     |
| Note: Addresses on your Branch mailing list that were sent a copy of the newsletter, plus any additional copies handed out.   |  |        |        |        |        |        |        |        |        |        |        |        |        |        |      |     |
| 8   | Number of Pamphlets Produced             | 50     | 383    | 140    | 97     | 118    | 350    | 104    | 129    | 222    | 132    | 124    | 139    | 850    | 1988 |     |
| Note: Branches produce approved information pamphlets such as fact sheets. Place the total printed here. NSC produces all other pamphlets therefore this will be detailed in the NSC report.                                |  |        |        |        |        |        |        |        |        |        |        |        |        |        |      |     |
| 9   | Number of Pamphlets Distributed          | 126    | 272    | 281    | 134    | 160    | 327    | 84     | 129    | 230    | 202    | 1105   | 90     | 1840   | 3140 |     |
| Note: Show total of fact sheets and pamphlets you have handed out or posted etc. Count individual pieces.   |  |        |        |        |        |        |        |        |        |        |        |        |        |        |      |     |
| 10  | Number of Seminars Held                  | 2      | 7      | 12     | 4      | 7      | 11     | 5      | 7      | 9      | 5      | 6      | 1      | 33     | 76   |     |
| Note: Show total of presentations conducted to an audience related to knowledge and support. This includes support group meetings, seminars to community groups, schools and home visits to groups of more than 2-3 people. |  |        |        |        |        |        |        |        |        |        |        |        |        |        |      |     |

## Northland

Epilepsy New Zealand Northland Branch  
National Epilepsy Information & Support Specialist Statistics : 1 January 2017- 31 December 2017

|                                | TOTAL  | JAN  | FEB  | MARCH | APRIL | MAY   | JUNE   | JULY | AUGUST | SEPT   | OCT    | NOV    | DEC  |
|--------------------------------|--------|------|------|-------|-------|-------|--------|------|--------|--------|--------|--------|------|
| New Clients                    | 63     | 2    | 7    | 4     | 3     | 6     | 7      | 6    | 7      | 8      | 5      | 5      | 3    |
| Existing Clients               | 611    | 584  | 577  | 584   | 562   | 565   | 574    | 578  | 583    | 590    | 598    | 603    | 608  |
| Clients Contacted              | 108    | 116  | 116  | 113   | 132   | 145   | 147    | 172  | 147    | 149    | 179    | 179    | 90   |
| Annual Caseload                | 0      |      |      |       |       |       |        |      |        |        |        |        |      |
| Registered Clients             | 7037   | 584  | 584  | 562   | 565   | 571   | 578    | 583  | 590    | 598    | 603    | 608    | 611  |
| Actual Hours                   | 1338.5 | 63   | 108  | 134.5 | 98.5  | 141.5 | 118.75 | 78   | 131    | 123.75 | 122.25 | 128.25 | 91   |
| Support Hours                  | 0      |      |      |       |       |       |        |      |        |        |        |        |      |
| Support %                      | 0%     | 0%   | 0%   | 0%    | 0%    | 0%    | 0%     | 0%   | 0%     | 0%     | 0%     | 0%     | 0%   |
| Public Awareness Hours         | 0      |      |      |       |       |       |        |      |        |        |        |        |      |
| Public Awareness %             | 0%     | 0%   | 0%   | 0%    | 0%    | 0%    | 0%     | 0%   | 0%     | 100%   | 0%     | 0%     | 0%   |
| Administration Hours           | 0      |      |      |       |       |       |        |      |        |        |        |        |      |
| Administration %               | 0%     | 0%   | 0%   | 0%    | 0%    | 0%    | 0%     | 0%   | 0%     | 0%     | 0%     | 0%     | 0%   |
| Professional Development Hours | 0      |      |      |       |       |       |        |      |        |        |        |        |      |
| Professional Development %     | 0%     | 0%   | 0%   | 0%    | 0%    | 0%    | 0%     | 0%   | 0%     | 0%     | 0%     | 0%     | 0%   |
| Accounted Hours                | 0      | 0    | 0    | 0     | 0     | 0     | 0      | 0    | 0      | 0      | 0      | 0      | 0    |
| UnAccounted Hours              | 1338.5 | 63   | 108  | 134.5 | 98.5  | 141.5 | 118.75 | 78   | 131    | 123.75 | 122.25 | 128.25 | 91   |
| UnAccounted Hours %            | 100%   | 100% | 100% | 100%  | 100%  | 100%  | 100%   | 100% | 100%   | 100%   | 100%   | 100%   | 100% |
| Lieu Hours accrued             | 0      |      |      |       |       |       |        |      |        |        |        |        |      |
| Mileage                        | 0      |      |      |       |       |       |        |      |        |        |        |        |      |
| Total %                        | 100%   | 100% | 100% | 100%  | 100%  | 100%  | 100%   | 100% | 100%   | 200%   | 100%   | 100%   | 100% |

## AGE &amp; GENDER

|              |     |    |    |    |    |    |    |    |    |    |    |    |    |
|--------------|-----|----|----|----|----|----|----|----|----|----|----|----|----|
| Male 0-5     | 18  | 2  | 5  | 2  | 0  | 2  | 2  | 1  | 2  | 1  | 1  | 0  | 0  |
| Female 0-5   | 19  | 0  | 3  | 1  | 2  | 1  | 1  | 1  | 3  | 2  | 1  | 3  | 1  |
| Total        | 37  | 2  | 8  | 3  | 2  | 3  | 3  | 2  | 5  | 3  | 2  | 3  | 1  |
| Male 6-15    | 30  | 1  | 1  | 2  | 3  | 4  | 2  | 4  | 3  | 1  | 4  | 4  | 1  |
| Female 6-15  | 44  | 5  | 6  | 3  | 2  | 4  | 4  | 5  | 6  | 0  | 3  | 2  | 4  |
| Total        | 74  | 6  | 7  | 5  | 5  | 8  | 6  | 9  | 9  | 1  | 7  | 6  | 5  |
| Male 16-24   | 32  | 3  | 2  | 3  | 1  | 5  | 1  | 5  | 2  | 3  | 4  | 1  | 2  |
| Female 16-24 | 64  | 2  | 5  | 3  | 6  | 3  | 4  | 7  | 7  | 11 | 8  | 5  | 3  |
| Total        | 96  | 5  | 7  | 6  | 7  | 8  | 5  | 12 | 9  | 14 | 12 | 6  | 5  |
| Male Adult   | 91  | 7  | 9  | 6  | 7  | 12 | 5  | 13 | 10 | 6  | 5  | 5  | 6  |
| Female Adult | 181 | 7  | 11 | 11 | 8  | 14 | 17 | 21 | 16 | 20 | 23 | 19 | 14 |
| Total        | 272 | 14 | 20 | 17 | 15 | 26 | 22 | 34 | 26 | 26 | 28 | 24 | 20 |

## Northland

|              |           |          |          |          |          |          |          |          |          |          |          |          |          |
|--------------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| Male 65+     | 17        | 5        | 1        | 0        | 1        | 3        | 0        | 0        | 0        | 2        | 2        | 3        | 0        |
| Female 65+   | 30        | 2        | 4        | 3        | 2        | 1        | 2        | 1        | 3        | 3        | 4        | 3        | 2        |
| <b>Total</b> | <b>47</b> | <b>7</b> | <b>5</b> | <b>3</b> | <b>3</b> | <b>4</b> | <b>2</b> | <b>1</b> | <b>3</b> | <b>5</b> | <b>6</b> | <b>6</b> | <b>2</b> |

|                     |            |           |           |           |           |           |           |           |           |           |           |           |           |
|---------------------|------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| <b>TOTAL MALE</b>   | <b>188</b> | <b>18</b> | <b>18</b> | <b>13</b> | <b>12</b> | <b>26</b> | <b>10</b> | <b>23</b> | <b>17</b> | <b>13</b> | <b>16</b> | <b>13</b> | <b>9</b>  |
| <b>TOTAL FEMALE</b> | <b>338</b> | <b>16</b> | <b>29</b> | <b>21</b> | <b>20</b> | <b>23</b> | <b>28</b> | <b>35</b> | <b>35</b> | <b>36</b> | <b>39</b> | <b>32</b> | <b>24</b> |

## ETHNICITY

|                         |            |           |           |           |           |           |           |           |           |           |           |           |           |
|-------------------------|------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| Male European/Nzers     | 90         | 11        | 8         | 7         | 3         | 13        | 5         | 11        | 6         | 7         | 10        | 5         | 4         |
| Female European/Nzers   | 152        | 7         | 13        | 7         | 10        | 12        | 13        | 17        | 16        | 18        | 20        | 10        | 9         |
| Male Maori              | 95         | 7         | 9         | 5         | 9         | 13        | 5         | 12        | 10        | 6         | 6         | 8         | 5         |
| Female Maori            | 181        | 9         | 15        | 14        | 9         | 11        | 15        | 17        | 19        | 17        | 19        | 21        | 15        |
| Male Pacific Islander   | 0          | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         |
| Female Pacific Islander | 4          | 0         | 0         | 0         | 1         | 0         | 0         | 1         | 0         | 1         | 0         | 1         | 0         |
| Male Other              | 3          | 0         | 1         | 1         | 0         | 0         | 0         | 0         | 1         | 0         | 0         | 0         | 0         |
| Female Other            | 1          | 0         | 1         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         |
| <b>TOTAL</b>            | <b>526</b> | <b>34</b> | <b>47</b> | <b>34</b> | <b>32</b> | <b>49</b> | <b>38</b> | <b>58</b> | <b>52</b> | <b>49</b> | <b>55</b> | <b>45</b> | <b>33</b> |

## CONTACTS MADE

|  |             |            |            |            |            |            |            |            |            |            |            |            |           |
|--|-------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|-----------|
| Face to Face                               | 268         | 11         | 19         | 27         | 25         | 24         | 18         | 21         | 34         | 27         | 22         | 26         | 14        |
| Telephone                                  | 801         | 48         | 56         | 43         | 70         | 71         | 79         | 75         | 61         | 64         | 88         | 97         | 49        |
| email, mail or fax                         | 608         | 49         | 41         | 43         | 37         | 50         | 50         | 76         | 52         | 58         | 69         | 56         | 27        |
| <b>TOTAL Client Contact &amp; Location</b> | <b>1677</b> | <b>108</b> | <b>116</b> | <b>113</b> | <b>132</b> | <b>145</b> | <b>147</b> | <b>172</b> | <b>147</b> | <b>149</b> | <b>179</b> | <b>179</b> | <b>90</b> |

## SUPPORT

## Provided information about

|  |             |            |            |            |            |            |            |           |            |            |           |             |           |
|--|-------------|------------|------------|------------|------------|------------|------------|-----------|------------|------------|-----------|-------------|-----------|
| Epilepsy                                 | 0           | 0          | 0          | 0          | 0          | 0          | 0          | 0         | 0          | 0          | 0         | 0           | 0         |
| Medication                               | 0           | 0          | 0          | 0          | 0          | 0          | 0          | 0         | 0          | 0          | 0         | 0           | 0         |
| Living with epilepsy                     | 0           | 0          | 0          | 0          | 0          | 0          | 0          | 0         | 0          | 0          | 0         | 0           | 0         |
| Education Matters                        | 0           | 0          | 0          | 0          | 0          | 0          | 0          | 0         | 0          | 0          | 0         | 0           | 0         |
| Employment                               | 0           | 0          | 0          | 0          | 0          | 0          | 0          | 0         | 0          | 0          | 0         | 0           | 0         |
| Brochures                                | 3008        | 126        | 272        | 281        | 134        | 160        | 327        | 84        | 129        | 230        | 70        | 1105        | 90        |
| <b>TOTAL Support Through Information</b> | <b>3008</b> | <b>126</b> | <b>272</b> | <b>281</b> | <b>134</b> | <b>160</b> | <b>327</b> | <b>84</b> | <b>129</b> | <b>230</b> | <b>70</b> | <b>1105</b> | <b>90</b> |

## Northland

**Represented clients to**

|  |            |          |           |           |           |           |           |           |           |           |           |           |
|--|------------|----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| Health Professional                    | 36         | 2        | 1         | 2         | 3         | 3         | 3         | 6         | 6         | 4         | 3         | 0         |
| Social Services                        | 5          | 0        | 0         | 0         | 0         | 0         | 1         | 0         | 1         | 2         | 1         | 0         |
| School                                 | 25         | 1        | 5         | 4         | 3         | 3         | 0         | 0         | 2         | 2         | 1         | 1         |
| Employer                               | 4          | 0        | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 3         | 1         |
| Other                                  | 18         | 2        | 0         | 1         | 0         | 0         | 3         | 1         | 1         | 8         | 0         | 1         |
| Support Groups # Sessions              | 16         | 0        | 1         | 1         | 1         | 1         | 1         | 2         | 2         | 2         | 2         | 2         |
| Support Groups # people                | 89         | 0        | 4         | 7         | 8         | 8         | 9         | 10        | 11        | 7         | 7         | 11        |
| <b>TOTAL Support By Representation</b> | <b>193</b> | <b>5</b> | <b>11</b> | <b>15</b> | <b>15</b> | <b>15</b> | <b>19</b> | <b>13</b> | <b>19</b> | <b>25</b> | <b>17</b> | <b>16</b> |

**PUBLIC AWARENESS****Information Sent/Contact made**

|                                  |            |           |           |           |           |           |           |           |           |           |           |          |
|----------------------------------|------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|----------|
| Health or disability # talks     | 50         | 1         | 3         | 7         | 2         | 4         | 4         | 5         | 7         | 5         | 5         | 1        |
| Health or disability # people    | 138        | 3         | 7         | 18        | 11        | 12        | 12        | 13        | 14        | 12        | 18        | 2        |
| Maori community org # talks      | 1          | 0         | 0         | 0         | 0         | 0         | 1         | 0         | 0         | 0         | 0         | 0        |
| Maori community org # people     | 7          | 0         | 0         | 0         | 0         | 0         | 7         | 0         | 0         | 0         | 0         | 0        |
| School, pupils/teachers # talks  | 17         | 1         | 3         | 4         | 2         | 2         | 3         | 0         | 0         | 0         | 1         | 0        |
| School, pupils/teachers # people | 203        | 40        | 30        | 20        | 35        | 34        | 24        | 0         | 0         | 0         | 2         | 0        |
| Tertiary Students # talks        | 0          | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0        |
| Tertiary Students # people       | 0          | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0        |
| Job Placement Agency # talks     | 0          | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0        |
| Job Placement Agency # people    | 0          | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0        |
| Workplace # talks                | 6          | 0         | 1         | 1         | 0         | 1         | 2         | 0         | 0         | 0         | 0         | 0        |
| Workplace # people               | 63         | 0         | 10        | 14        | 0         | 7         | 25        | 0         | 0         | 0         | 0         | 0        |
| Service Clubs # talks            | 1          | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0        |
| Service Clubs # people           | 27         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0        |
| Donor organisations # talks      | 0          | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0        |
| Donor organisations # people     | 0          | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0        |
| ENZ organised meeting # talks    | 0          | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0        |
| ENZ organised meeting # people   | 0          | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0        |
| Static Display #                 | 3          | 1         | 0         | 1         | 0         | 0         | 0         | 0         | 1         | 0         | 0         | 0        |
| Public Media Feature #           | 58         | 6         | 7         | 6         | 1         | 8         | 0         | 5         | 6         | 4         | 9         | 3        |
| <b>Total Presentations</b>       | <b>136</b> | <b>9</b>  | <b>14</b> | <b>19</b> | <b>5</b>  | <b>15</b> | <b>10</b> | <b>10</b> | <b>14</b> | <b>13</b> | <b>6</b>  | <b>4</b> |
| <b>Total People</b>              | <b>438</b> | <b>43</b> | <b>47</b> | <b>52</b> | <b>46</b> | <b>53</b> | <b>68</b> | <b>13</b> | <b>14</b> | <b>12</b> | <b>29</b> | <b>2</b> |



## Northland

Epilepsy New Zealand Northland Branch  
National Epilepsy Information & Support Specialist Statistics : 1 January 2018- 31 December 2018

|                                | TOTAL | JAN | FEB | MARCH | APRIL | MAY  | JUNE | JULY | AUGUST | SEPT | OCT | NOV | DEC |
|--------------------------------|-------|-----|-----|-------|-------|------|------|------|--------|------|-----|-----|-----|
| New Clients                    | 29    | 1   | 0   | 1     | 6     | 5    | 13   | 3    |        |      |     |     |     |
| Existing Clients               | 611   | 1   | 1   | 2     | 8     |      |      |      |        |      |     |     |     |
| Clients Contacted              |       | 9   | 36  | 13    | 43    | 62   | 48   | 61   |        |      |     |     |     |
| Annual Caseload                | 1     | 1   | 0   |       |       |      |      |      |        |      |     |     |     |
| Registered Clients             | 48    | 9   | 2   | 4     | 12    | 5    | 13   | 3    | 0      | 0    | 0   | 0   | 0   |
| Actual Hours                   | 600   | 0   | 0   | 128   | 128   | 96   | 120  | 128  |        |      |     |     |     |
| Support Hours                  | 0     |     |     |       |       |      |      |      |        |      |     |     |     |
| Support %                      | 0%    |     |     | 0%    | 0%    | 0%   | 0%   | 0%   |        |      |     |     |     |
| Public Awareness Hours         | 0     |     |     |       |       |      |      |      |        |      |     |     |     |
| Public Awareness %             | 0%    |     |     | 0%    | 0%    | 0%   | 0%   | 0%   |        |      |     |     |     |
| Administration Hours           | 0     |     |     |       |       |      |      |      |        |      |     |     |     |
| Administration %               | 0%    |     |     | 0%    | 0%    | 0%   | 0%   | 0%   |        |      |     |     |     |
| Professional Development Hours | 0     |     |     |       |       |      |      |      |        |      |     |     |     |
| Professional Development %     | 0%    |     |     | 0%    | 0%    | 0%   | 0%   | 0%   |        |      |     |     |     |
| Accounted Hours                | 0     | 0   | 0   | 0     | 0     | 0    | 0    | 0    |        |      |     |     |     |
| UnAccounted Hours              | 600   | 0   | 0   | 128   | 128   | 96   | 120  | 128  |        |      |     |     |     |
| UnAccounted Hours %            | 100%  |     |     | 100%  | 100%  | 100% | 100% | 100% |        |      |     |     |     |
| Lieu Hours accrued             | 0     |     |     |       |       |      |      |      |        |      |     |     |     |
| Mileage                        | 0     |     |     |       |       |      |      |      |        |      |     |     |     |
| Total %                        | 100%  |     |     | 100%  | 100%  | 100% | 100% | 100% |        |      |     |     |     |

## AGE &amp; GENDER

|              |    |   |   |   |   |   |   |   |   |   |   |   |   |
|--------------|----|---|---|---|---|---|---|---|---|---|---|---|---|
| Male 0-5     | 2  | 0 | 0 | 0 | 0 | 1 | 1 | 0 |   |   |   |   |   |
| Female 0-5   | 0  | 0 | 0 | 0 | 0 | 0 | 0 | 0 |   |   |   |   |   |
| <b>Total</b> | 2  | 0 | 0 | 0 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 |
| Male 6-15    | 5  | 0 | 0 | 0 | 1 | 2 | 2 | 0 |   |   |   |   |   |
| Female 6-15  | 8  | 0 | 0 | 0 | 2 | 3 | 3 | 0 |   |   |   |   |   |
| <b>Total</b> | 13 | 0 | 0 | 0 | 3 | 5 | 5 | 0 | 0 | 0 | 0 | 0 | 0 |
| Male 16-24   | 3  | 0 | 0 | 2 | 0 | 0 | 1 | 0 |   |   |   |   |   |
| Female 16-24 | 11 | 0 | 0 | 4 | 2 | 4 | 1 | 0 |   |   |   |   |   |
| <b>Total</b> | 14 | 0 | 0 | 6 | 2 | 4 | 2 | 0 | 0 | 0 | 0 | 0 | 0 |
| Male Adult   | 5  | 0 | 0 | 0 | 0 | 2 | 2 | 1 |   |   |   |   |   |
| Female Adult | 11 | 0 | 0 | 0 | 5 | 2 | 2 | 2 |   |   |   |   |   |
| <b>Total</b> | 16 | 0 | 0 | 0 | 5 | 4 | 4 | 3 | 0 | 0 | 0 | 0 | 0 |





**Represented clients to**

Rent concessions

**SPELD / Dyslexia Plus**



Municipal Building,  
71 Bank St, Whangarei

PO Box 1314,  
Whangarei 0140

admin@dyslexiaplus.org.nz  
www.dyslexiaplus.org.nz

**09 430 0693**

## Performance Measures for Whangarei District Council 2017 - 2018

### WHAT:

- Our organisation has offered parental support, assessments for those requiring this need and tutoring for those who want 1:1 tutoring with specially trained teachers.
- We have had parent teacher events; such as hosting a parents'/teachers' evening talking about Dyspraxia, with Dr Yvette Ahmed and a local parent talking about their family's journey with a child with dyspraxia. This event, especially the Mother's account, was incredibly powerful, especially for other parents in this auditorium.
- We have had Julie Bradley, from Australia, come talk to parents, teachers and teacher aides about a spelling programme she has devised to help children learn. We had about 50 people attend this event, learning new spelling tips.
- We have offered a subsidised trip out on the R Tucker Thompson to engage students together who may not have had this opportunity before and have not met the other children before. There were 30 people on the boat with many fathers taking this opportunity to spend quality time with their children.
- The services we are involved in don't change but the topics we arrange speakers for will vary from year to year.

### WHO

- The sector we are aiming to support are the families initially with children with Specific Learning Difficulties and/or Dyslexia. As the initial response person in the office, I hear some very intense stories on how schools are not always listening to the parents or their children's needs within the classroom.
- This last year we fielded 405 calls in and out. Considering the office is only open for 4 hours, 2 days a week during school terms, there is a great need for our services.
- There is a slight change but not by much

### HOW

- We have rebranded in the last 2 years. We now have business cards with our details clearly written on which are included in the information packs which are sent to parents and schools as they request them. As the teachers come to our seminars, they too, are given these information packs and business cards to share with other staff members and parents as needed.
- We, as a not-for-profit organisation, are reliant on subs, grants and fundraising. The annual subscriptions help to pay the office costs, such as the telephone and photocopier. The grants help to pay the rent and

office liaison person. The fundraising we do helps to subsidize the costs of those who require help with assessment and tuition expenses.

#### WHY

- The Ministry of Education has acknowledged that Dyslexia is real but, like all needs, has no extra money to help those in need.
- The statistics say that at least 25% of those in prison suffer from dyslexia or some form of learning disability. We are the ambulance at the bottom of the cliff where we should be at the top of the cliff. Newly trained teachers have had little time learning about ways to work with students with dyslexia or learning difficulties. Our aim is to help with running courses which can at least help with this situation.

Our rooms in the Old Municipal building are used for teaching, assessing and as a central place for parents and students to come and receive support. We are incredibly grateful for their centrality and suitability for our aims.

Thank you.

Christine Johnston

## Dyslexia PLUS AGM 2018

### President's Report

It is my pleasure to present an overview of activities carried out by Dyslexia PLUS for the July 2017 to June 2018 period.

Membership of Dyslexia PLUS: 26 family members, 7 long-serving members on the teaching team, one assessor, 7 Friends and 5 Life Members. Rose Barlow completed 10 full and 3 Special Assessments Conditions (SACs) assessments. Gail Hall, a LDANZ assessor from the Coromandel, assessed one adult. Student numbers have averaged 21 a term, with the total number receiving specialist lessons being 27.

Part of our core service is to provide opportunities for the local public to increase their knowledge and awareness of specific learning disabilities. In August, Dyslexia PLUS partnered with the Tai Tokerau Literacy Association to bring Joy Allcock, literacy researcher and training facilitator, up from Wellington. We hosted a Friday Parents' Evening, 'From Language to Literacy', and a double session, Saturday workshop on 'Trouble Shooting Literacy Difficulties' for classroom teachers. In November we hosted a public parent/teacher evening on Dyspraxia with Dr Yvette Ahmad and a local Mum sharing from her daughter's journey. In May, again linked to the Literacy Association, we hosted Julie Bradley, Smart Achievers, Western Australia, for an evening session for parents on 'How to Help Your Child with Spelling and Writing'.

For our family members we aim to provide support and advocacy, as well as assessments and lessons. Christine Johnston, our office liaison worker, is an empathetic listener, especially to parents making their first contact with us. 3 newsletters were sent out to our members. A special thank you goes to Kaye Waring for being our newsletter editor until the end of Term 3. Our policy on providing scholarships for lessons and assessments has been revised by the Committee. Sausage sizzles and grants are our main boost for the scholarship fund. Scholarships were granted to 3 students for lessons, to 2 students for assessments and to 1 student for an assessment and lessons. Members worked together to create jigsaw-themed decorations, and then dress our tree at the Christmas Tree Festival in December; students were encouraged to add their voice as to what Christmas means to them and a statement about dyslexia on the reverse side of a larger jigsaw piece. Our thanks go to Kaye Waring for spearheading the creativity for this. Students, accompanied by a parent, had the opportunity to board the R Tucker Thompson, a traditional gaff-rigged schooner, for a wonderful 2- hour sail in May; this was subsidised from money earned as wait staff for a wedding in February. Some Whangarei SPELD students joined us on this trip. Our unique, specialist library is available to all members and is overseen by Louise Hayne and Ruth Wright.

Links to our community have included members helping ZONTA with their annual Book Fair, sending out inserts about our services for school newsletters, advertising upcoming parent events (already noted), promotion of our services during the sausage sizzle in October, and a presentation by Janet Simperingham and Ruth Wright to ZONTA at their June meeting. My thanks go to all who gave their time and energy to promoting our organisation in these ways. I am sure that many members have constantly used other opportunities to promote

our aims. Thank you. Kaye Waring has set up a Dyslexia PLUS Facebook page; members are encouraged to join this. Our website needs to be utilised better; the main barrier is a willing person to give some time. Albany Optometrists have used our library for local Irlen screening tests. Bernina Nortland sponsors the costs of lessons for a student. A footpath sign has been purchased and is available to use at events.

Our office and library continue to be in the central Municipal Building. The Whangarei District Council changed the tenancy lease this year for all organisations based there; our thanks to Thomas Biss for his expertise in checking through this agreement for us. A different phone plan was contracted with SPARK which has seen a reduction in costs. A cordless phone was purchased. It was agreed by the committee that 10% of all our fundraising event profits be assigned to office running expenses.

Dyslexia PLUS is a Member Organisation of Learning Disabilities Association of New Zealand. Our teachers are registered with LDANZ and fulfil their professional standards. Three members attended the annual Conference and AGM in Palmerston North in 2017.

As an organisation we want to acknowledge these grants received during the year:

- AK Franks Charitable Trust \$1 000  
for library resources and for costs incurred with teacher appraisals.
- COGS \$1 150  
for office and administration costs
- LW Nelson Trust \$2 000  
for parent, community and professional educational events
- Cowleys \$4 000  
for office rental costs
- Whangarei District Council \$500  
rent rebate
- Oxford Sports Trust \$2 000  
for travel/accommodation costs for the 2018 LDANZ Conference.

This year we pay tribute to Bev Cowley as she steps aside from being our treasurer for longer than any of can readily remember. Bev has been an integral part of the committee, passionate that students get the help they need to reach their potential. Bev has served over and above her role as treasurer. Thank you, Bev, for your faithful dedication and friendship and your contribution to what Dyslexia PLUS is today.

Finally, my thanks to all who have contributed, in whatever capacity, to keeping our organisation functioning. Special thanks to the committee members for their input to our monthly meetings, their vision for our organisation and being the first call when events are organised.

Sheryn Comrie

(President)





**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:

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| 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.*