



# **AGENDA**

Meeting of the  
**Buller District Council**

**Commencing at 3:30pm**  
**Wednesday 24 April 2024**

*To be held at the*  
Clocktower Chambers  
Palmerston Street  
Westport



## CORE COUNCILLOR ROLE AND RESPONSIBILITIES

The Governance role entails:

- Strategic planning and decision-making;
- Policy and strategy review;
- Community leadership and engagement, and stewardship;
- Setting appropriate levels of service;
- Maintaining a financially sustainable organisation; and
- Oversight/scrutiny of Council's performance as one team.

The governance role focusses on the big picture of 'steering the boat' - management's role focusses on 'rowing the boat'

Our commitments to best support each other and meet the challenges and opportunities of 2024 include:

### CLEAR AND RESPECTFUL COMMUNICATION

We are committed to:

Actively listening and not interrupting;

Remaining conscious of 'tone', body language, and amount of time speaking (allowing time for others);

Responding/answering in a timely manner; and

Being honest, reasonable, and transparent.

### TRUST AND RESPECT

We recognise that trust and respect must be earned and that a team without trust isn't really a team. Trust can be built by:

Valuing long-term relationships; being honest; honouring commitments; admitting when you're wrong; communicating effectively; being transparent; standing up for what's right; showing people that you care; being helpful; and being vulnerable.

### CONTINUOUS LEARNING AND IMPROVEMENT

Continuous learning and improvement are critical for growing together as a team.

We are committed to constantly reviewing what is going well and what needs to improve in relation to the way we work together, the processes we follow, and the outcomes we deliver.

NONE OF US IS AS SMART AS ALL OF US

# Council

<b>Chairperson:</b>	<b>Mayor</b>
<b>Membership:</b>	The Mayor and all Councillors
<b>Meeting Frequency:</b>	Monthly – or as required.
<b>Quorum:</b>	A majority of members (including vacancies)

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## **Purpose**

The Council is responsible for:

1. Providing leadership to, and advocacy on behalf of, the people of Buller district.
2. Ensuring that all functions and powers required of a local authority under legislation, and all decisions required by legislation to be made by local authority resolution, are carried out effectively and efficiently, either by the Council or through delegation.

## **Terms of Reference**

1. To exercise those powers and responsibilities which cannot legally be delegated by Council:
  - a) The power to set district rates.
  - b) The power to create, adopt and implement a bylaw.
  - c) The power to borrow money, or purchase or dispose of assets, other than in accordance with the Long Term Plan.
  - d) The power to adopt a Long Term Plan or Annual Plan, or Annual Report.
  - e) The power to appoint a Chief Executive Officer.
  - f) The power to adopt policies required to be adopted and consulted on under the Local Government Act 2002 in association with the Long Term Plan, or developed for the purpose of the Council's governance statement, including the Infrastructure Strategy.
  - g) The power to adopt a remuneration and employment policy for Chief Executive Officer.
  - h) The power to approve or change the District Plan, or any part of that Plan, in accordance with the Resource Management Act 1991.
  - i) The power to approve or amend the Council's Standing Orders.
  - j) The power to approve or amend the Code of Conduct for Elected Members.
  - k) The power to appoint and discharge members of committees.
  - l) The power to establish a joint committee with another local authority or other public body.
  - m) The power to make the final decision on a recommendation from the Parliamentary Ombudsman, where it is proposed that Council not accept the recommendation.
  - n) Health & Safety obligations and legislative requirements are met.

2. To exercise the following powers and responsibilities of Council, which the Council chooses to retain:
  - a) Resolutions required to be made by a local authority under the Local Electoral Act 2001, including the appointment of an electoral officer and reviewing representation arrangements.
  - b) Approval of any changes to Council's vision, and oversight of that vision by providing direction on strategic priorities and receiving regular reports on its overall achievement.
  - c) Adoption of governance level strategies, plans and policies which advance Council's vision and strategic goals.
  - d) Approval of the Triennial Agreement.
  - e) Approval of the local governance statement required under the Local Government Act 2002.
  - f) Approval of a proposal to the Remuneration Authority for the remuneration of Members.
  - g) Approval of any changes to the nature and delegations of the Committees.
  - h) Approval of funding to benefit the social, cultural, arts and environmental wellbeing of communities in Buller District
  - i) Ensuring Buller is performing to the highest standard in the area of civil defence and emergency management through:
    - i) Implementation of Government requirements
    - ii) Contractual service delivery arrangements with the West Coast Regional Group Emergency Management Office
  - j) All other powers and responsibilities not specifically delegated to the Risk and Audit Committee, subcommittees, independent hearing panels or Inangahua Community Board.



# Buller District Council

Venue: Clocktower Chambers, Westport. Livestreamed on BDC YouTube Channel



24 April 2024 03:30 PM

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**BULLER DISTRICT COUNCIL**

**24 APRIL 2024**

**AGENDA ITEM: 1**

**Prepared by** Simon Pickford  
Chief Executive Officer

**APOLOGIES**

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**1. REPORT SUMMARY**

That Buller District Council receive any apologies or requests for leave of absence from elected members.

**2. DRAFT RECOMMENDATION**

**That there are no apologies to be received and no requests for leave of absence.**

**OR**

**That Buller District Council receives apologies from (insert councillor name) and accepts councillor (insert name) request for leave of absence.**

# BULLER DISTRICT COUNCIL

24 APRIL 2024

AGENDA ITEM: 2

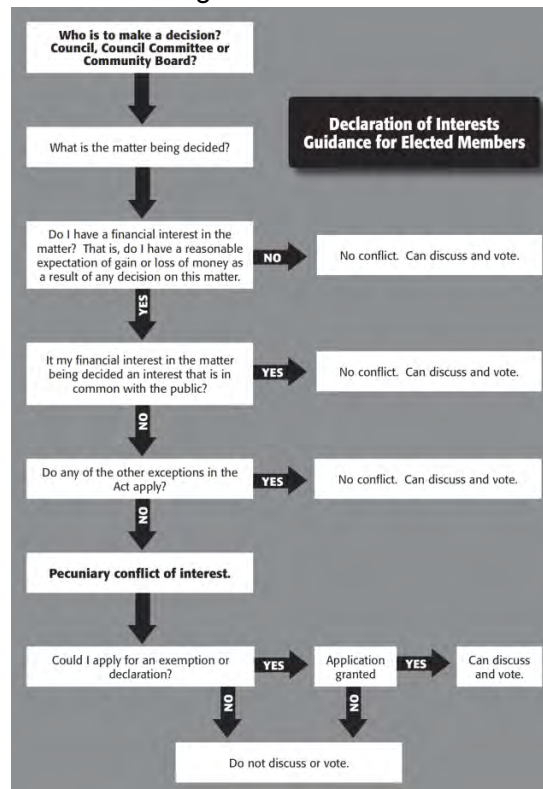
Prepared by Simon Pickford  
Chief Executive Officer

## MEMBERS INTEREST

Members are encouraged to consider the items on the agenda and disclose whether they believe they have a financial or non-financial interest in any of the items in terms of Council's Code of Conduct.

Councillors are encouraged to advise the Governance Assistant, of any changes required to their declared Members Interest Register.

The attached flowchart may assist members in making that determination (Appendix A from Code of Conduct).



### DRAFT RECOMMENDATION:

That Members disclose any financial or non-financial interest in any of the agenda items.

**BULLER DISTRICT COUNCIL**

**24 APRIL 2024**

**AGENDA ITEM: 3**

**Prepared by** Simon Pickford  
Chief Executive Officer

**Attachments**

1. CESC Meeting Minutes 15 November 2023
2. Public Extraordinary Meeting Minutes 7 March 2024
3. Public Meeting Minutes 27 March 2024
4. Public Extraordinary Meeting Minutes 10 April 2024

**CONFIRMATION OF MINUTES**

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**1. DRAFT RECOMMENDATION**

**That Council receive and confirm the Public minutes from the:**

- **CESC Meeting Minutes 15 November 2023**
- **Extraordinary Meeting 7 March 2024**
- **Meeting 27 March 2024**
- **Extraordinary Meeting 10 April 2024**



**MEETING OF THE COMMUNITY, ENVIRONMENT AND SERVICES COMMITTEE,  
HELD AT 1.30PM ON WEDNESDAY 15 NOVEMBER 2023 AT CLOCKTOWER  
CHAMBERS, PALMERSTON STREET, WESTPORT.**

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**PRESENT:** Chair J Howard, Deputy Chair R Sampson, Mayor J Cleine, Councillors P Grafton, C Reidy, T O'Keefe, A Pfahlert, G Neylon, L Webb (via Zoom), G Weston

**IN ATTENDANCE:** K Trigg (GM Community Services), S Jope (Acting GM Community Services), M Schwill (Team Leader Community Engagement & Communications), G Barrell (Governance Secretary)

**PUBLIC FORUM:**

**Scott Freeman (Paparoa Predator Free Project):**

Scott spoke of the goal to make NZ predator free by 2050. Looking at eradication not suppression. This goal is achievable due to technology development. It is feasible. They are looking to have conversations with the community to build community involvement. Scott's presentation was shared with Councillors.

**Lorraine Scanlon, Maraea Casey, Mary Rose O'Loughlin and Rick Barry (Community Hub Group):**

Provided council with Project Update, Project Justification/Needs Analysis and Question and Answer Sheet. Presented to Councillors in 2021. Updating on project. Keen to have a purpose built venue for all community members including elderly, disabled, vulnerable people to be welcomed and feel they can be heard in the one venue. Based in Westport but hoping to have people from other areas visit. There will be outreach from this group to those wider areas. Benefits to community. Benefits for NGO's.

Being a collaboration is seen as a positive one stop shop. The hub concept works in other places around the country and works better in rural communities.

Feasibility study due to be completed by end of December.

*Where can community get more information?* Web page to be launched this week on BDC website. In time, will build their own website.

*Regarding Buller REAP, there are a number of buildings owned yet looking at purchasing another new building?* REAP do not own the land. They have outgrown the current building. The new space will look to provide other services under the same umbrella.

Possibly looking for transportable village style design enabling to be built onto, or moveable; making it flood resilient. Not just one fixed establishment to spend a lot of money on.

**Patricia Grant: Community Hub**

Why do we need a community hub? Where will it be? What will it do for Westport? What hours open? Cost to rate payers? Who will be running it? Why are you getting money from 3Waters and what happens to the money if this government removes 3Waters? Lots of other associations that people could visit if they need help. Not many people know about this. Please be more transparent. People can't afford things now. Spending unnecessarily is hurting people.

**Kevin Smith: Christmas Parade & 150 Years of Westport**

9 December will be the Christmas Parade. Concerned about the low level of involvement for the 150 year birthday. Hoping that BDC can assist somehow. Suggests this is held at NBS and can make it an event while also holding the Christmas parade and knowing the crowd will be there. It would be great to look back in years to come to show we had a birthday celebration. Suggests maybe have NBS / museum / library staff available to help out.

**MEETING DECLARED OPEN AT: 3.08pm****1. APOLOGIES (Page 11)****Discussion:**

DM A Basher, N Tauwhare

**RESOLVED** that the Community, Environment and Services Committee receives apologies from DM A Basher and N Tauwhare.

**Cr P Grafton/Mayor J Cleine**

**10/10**

**CARRIED UNANIMOUSLY**

**2. MEMBERS INTEREST (Page 12)****Discussion:**

The following interests were declared:

**Cr J Howard** - Potikohua Trust and Westport MENZ Shed and KNECT (will remove herself from discussion and vote)

**Cr R Sampson** - Friends of Karamea Area School. Will not participate in discussion or vote.

**Cr G Weston** - Carters Beach applications. Advised he is the Council representative on the Carters Beach Reserve and Hall Subcommittee but that he will still participate and vote as this is not considered a conflict.

**Cr T O'Keefe** - Waimangaroa Domain. Advised she is the Council representative on the Waimangaroa Reserve and Hall Subcommittee but that she will still participate and vote as this is not considered a conflict.

**Cr L Webb** - Sacred Heart. Noting this funding was granted before she was elected onto Council. This is not considered a conflict.



**RESOLVED** that Members of the Community, Environment & Services Committee disclose any financial or non-financial interest in any of the agenda items.

**Cr J Howard/Cr A Pfahlert**  
10/10

**CARRIED UNANIMOUSLY**

**3. CONFIRMATION OF MINUTES (Page 13)**

**Discussion:**

Nil

**RESOLVED** that the Community, Environment and Services Committee receive and confirm minutes from the meeting of 16 August 2023.

**Cr C Reidy/Cr R Sampson**  
10/10

**CARRIED UNANIMOUSLY**

Cr J Howard advised that she would swap agenda items 4 and 5 to allow her to maintain the Chair position before handing over to Deputy Chair Sampson for the Grants section.

**4. CHAIR'S REPORT (Page 20)**

**Discussion:**

Nil

**RESOLVED** that the report be received for discussion and information.

**Cr G Weston/Cr T O'Keefe**  
10/10

**CARRIED UNANIMOUSLY**

Chair was handed over to Cr R Sampson.

**5. APPOINTMENTS TO SEDDONVILLE RESERVE AND HALL SUBCOMMITTEE (Page 17)**

**Discussion:**

Cr T O'Keefe noted the position she has taken up is as a member of the community. She was reminded of the importance of advising of her role when speaking.

**RESOLVED** that the Committee makes the following appointments to the Seddonville Reserve & Hall subcommittee:

- Matt Holmes;
- Lyn Carmichael;
- Toni O’Keefe; and
- Graeme MacKenzie

**Cr A Pfahlert/Cr C Reidy**  
**10/10**  
**CARRIED UNANIMOUSLY**

## 6. COMMUNITY GRANTS FUNDING APPLICATIONS (Page 22)

### Discussion:

Cr R Sampson advised regarding the applications from the Carters Beach Hall and Reserve Subcommittee, that they are better suited to the Revitalisation Fund and moved that their applications be transferred to the Revitalisation Fund.

**RESOLVED** That the Community, Environment & Services Committee moves the two applications from the Carters Beach Hall and Reserve Subcommittee to the Revitalisation Fund.

**Cr R Sampson/Cr C Reidy**  
**No vote or abstention advised by Cr G Neylon**  
**9/9**  
**CARRIED UNANIMOUSLY**

Annual budget \$75k over two funding rounds.

Cr A Pfahlert spoke that she felt the benefits of Digital Futures Aotearoa could assist in the growth of skills for younger people to potentially use in their future years.

Cr R Sampson advised that the applications had been discussed at a workshop and the following suggestions were made from that workshop about which ones should receive funding.

Mayor J Cleine reminded that the workshops were specifically for recommendations to the Committee, no decisions were made there. The workshops were available for all councillors to attend and partake in the discussion. For those that were not present at the workshop, this meeting is the place to have further discussion and make final decisions.

The following decisions were made on the applications:

#	Applicant	Amount Requested	Decision
1.	Buller Citizens Advice	\$13,071.00	<b>\$13,071.00</b>
2.	Buller Gorge Marathon Trust	\$13,000.00	<b>\$ 5,000.00</b>
3.	Buller Gymnastics Club	\$ 4,180.00	<b>\$ 4,180.00</b>
4.	Buller Reap, I am Hope	\$ 1,050.00	<b>Grant Declined</b>
5.	Carters Beach Hall and Reserve Subcommittee Acoustic Baffles	\$15,500.00	<b>Moved to Revitalisation Fund</b>
6.	Carters Beach Hall and Reserve Subcommittee Kitchen upgrade	\$12,000.00	<b>Moved to Revitalisation Fund</b>
7.	Digital Future Aotearoa	\$10,000.00	Cr A Pfahlert moved that \$5,000 be granted to Digital Future Aotearoa.  Cr A Pfahlert/Cr G Weston 4/5 Cr G Neylon abstained MOTION LOST  <b>Grant Declined</b>
8.	Friends of Karamea Area School	\$ 5,000.00	<b>Grant Declined</b>
9.	Friends of North School	\$ 4,000.00	<b>\$ 2,000.00</b>
10.	Inangahua A&P Show	\$ 1,950.00	<b>\$ 1,950.00</b>
11.	KMCT - Kaitiaki Mokihinui	\$ 800.00	<b>\$ 800.00</b>
12.	Northern Buller Yoga Group	\$ 1,200.00	<b>Grant Declined</b>
13.	Potikohua Trust	\$ 5,000.00	<b>\$ 5,000.00</b>
14.	Torea Gallery	\$ 946.47	<b>\$ 946.47</b>
15.	Westport Menz Shed	\$ 2,500.00	<b>\$ 2,500.00</b>
16.	Whenua Iti Outdoors	\$ 2,000.00	<b>Grant Declined</b>

**RESOLVED** that the Community, Environment & Services Committee considers the recommendation from the workshop and advises of its decision for each application.

**Cr R Sampson/Cr C Reidy  
9/9**

**Cr G Neylon abstained  
CARRIED UNANIMOUSLY**

**7. COMMUNITY GRANTS: ACCOUNTABILITY RECEIVED REPORTS  
(Page 109)**

**Discussion:**

- Buller Citizens Advice Bureau
- Homebuilders West Coast Trust
- Kaitiaka Mokihinui
- Market Cross Community Group March 2022
- Market Cross Community Group March 2023

- Presbyterian Support
- Sacred Heart School
- Victim Support
- Westport Menz Shed
- Westport Toy Library

**RESOLVED** that the Community, Environment & Services Committee receives the correspondence for information.

**Cr C Reidy/Cr T O'Keefe**  
10/10  
**CARRIED UNANIMOUSLY**

## 8. COMMUNITY-LED REVITALISATION FUNDING APPLICATIONS REPORT

(Page 143)

### Discussion:

Cr T O'Keefe advised regarding Application 7 that the Gentle Annie Campground is a privately owned camping ground

#	Applicant	Amount Requested	Decision
1.	Inangahua Junction Reserve & Hall Subcommittee	\$54,845.70	<b>Grant Declined</b>
2.	Inangahua Silver Band Club	\$11,648.15	<b>\$11,648.15</b>
3.	Karamea Cemetery Trust	\$3,750.00	<b>\$3,750.00</b>
4.	Karamea Reserve Subcommittee	\$2,830.66	<b>\$2,830.66</b>
5.	Kaitiaki Mokihinui	\$8,695.65	<b>\$8,695.65</b>
6.	Kawatiri Nature Environment and Communities Trust	\$8,560.00	<b>Grant Declined</b>
7.	Buller Cycling Club	\$18,500.00	<b>Grant Declined</b>
8.	Northern Buller Communities Society Inc	\$1,394.00	<b>\$1,394.00</b> Incl GST as not GST registered
9.	Waimangaroa Domain Subcommittee	\$1,680.00	<b>\$1,680.00</b>
10.	Carters Beach Applications	\$15,500.00 \$12,000.00 <b>\$27,500.00</b>	<b>\$21,681.54</b>

**RESOLVED** that the Community, Environment & Services Committee considers the recommendation from the workshop and advises of its decision for each of the applications.

**Cr R Sampson/Cr P Grafton**  
9/9  
**Cr G Neylon abstained**  
**CARRIED UNANIMOUSLY**

**9. COMMUNITY LED REVITALISATION FUND: ACCOUNTABILITY REPORTS (Page 216)**

**Discussion:**

- Clean Streams Karamea February 2023
- Clean Streams Karamea July 2023
- Karamea Cemetery Trust
- Kaitiaki Mokihinui
- Omau Domain
- Reefton Powerhouse Charitable Trust

**RESOLVED** that the Community, Environment & Services Committee receives the correspondence for information.

**Cr A Pfahlert/Cr T O'Keefe  
10/10  
CARRIED UNANIMOUSLY**

**PUBLIC FORUM RESPONSES:**

**Scott Freeman** - Letter of thanks and we support the initiative.

**Community Hub** - Letter of thanks.

**Patricia Grant** - Provide material that was given to Councillors at Public Forum.

**Kevin Smith** - Letter of thanks. Noting Council is working with Rotary and will support with advertising support. Remind there are a number of opportunities for funding applications to be made available throughout the year.

- 
- There being no further business the meeting concluded at **3.59pm**
  - **Next meeting:** TBA
- 

**Confirmed:** ..... **Date:** .....



**EXTRAORDINARY MEETING OF THE BULLER DISTRICT COUNCIL, HELD AT 5:00PM ON WEDNESDAY 7 MARCH 2024 AT CLOCKTOWER CHAMBERS, PALMERSTON STREET, WESTPORT.**

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**PRESENT:** Mayor J Cleine, DM A Basher, Councillors P Grafton, J Howard,

**VIA ZOOM:** T O'Keefe, C Reidy, G Neylon, R Sampson,

**APOLOGIES:** Cr A Pfahlert, Cr G Weston, N Tauwhare (Iwi Representative)

**IN ATTENDANCE:** G Barrell (Governance Secretary)

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**MEETING DECLARED OPEN AT: 5.02pm**

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Mayor J Cleine clarified that 25B of Schedule 7 of the LGA allowed members to attend meetings electronically and be considered part of the quorum and able to vote.

**1. APOLOGIES (Page 8)**

**Discussion:**

Cr A Pfahlert, Cr G Weston and L Webb

**RESOLVED** that Buller District Council receives apologies from Cr A Pfahlert and Cr G Weston, N Tauwhare

**DM A Basher/Cr J Howard**  
8/8

**CARRIED UNANIMOUSLY**

**2. MEMBERS INTEREST (Page 9)**

**Discussion:**

Nil

**RESOLVED** that members disclose any financial or non-financial interest in any of the agenda items.

**Mayor J Cleine/Cr P Grafton**  
8/8

**CARRIED UNANIMOUSLY**

**3. PUBLIC EXCLUDED (Page 10)**  
**Discussion:**

**RESOLVED** that the public be excluded from the following parts of the proceedings of this meeting.

<b>Item No.</b>	<b>Minutes/Report of:</b>	<b>General Subject</b>	<b>Reason For Passing Resolution Section 7 LGOIMA 1987</b>
4	Jamie Cleine - Mayor	Chief Executive Recruitment Update	<p><b>(s 7(2)(a))</b> - protect the privacy of natural persons, including that of deceased natural persons.</p> <p><b>(s 7(2)(i))</b> - enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations);</p>

**Mayor J Cleine/Cr P Grafton**  
8/8  
**CARRIED UNANIMOUSLY**

- There being no further business the meeting concluded at     **pm**
  
- **Next meeting:**

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**Confirmed:** ..... **Date:** .....



**THE BULLER DISTRICT COUNCIL, HELD AT 3.30PM ON WEDNESDAY 27 MARCH 2024 AT CLOCKTOWER CHAMBERS, PALMERSTON STREET, WESTPORT.**

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**PRESENT:** Mayor J Cleine, DM A Basher, Councillors P Grafton, J Howard, C Reidy, T O'Keefe, A Pfahlert, G Neylon, R Sampson, Cr L Webb, G Weston.

**ATTENDING VIA ELECTRONIC LINK:**

**IN ATTENDANCE:** S Gibling (Exiting CEO), S Pickford (CEO), D Marshall (Chief Financial Officer), K Trigg (GM Community Services), J Salmond (Senior Project Lead), N Riley (GM Regulatory Services), C McDonald (Governance Assistant), D Venz (Harbourmaster)

**MEDIA:** Ellen Curnow

**PUBLIC ATTENDANCE:** Allen Morris

**PUBLIC FORUM:**

**Moira Lockington, Zoe Gough, Bernadette Snowden and Suzanne Archer (Zoe and Moira speaking to re-opening of Ziman House, Reefton)**

Zoe Gough spoke to wanting Council advocacy to reinstate Ziman House

Moira Lockington presented petition of over 2000 signatures to the Mayor J Cleine

Zoe spoke to those affected by the sudden closure of Ziman house (with a video to be circulated to Councillors post meeting)

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**MEETING DECLARED OPEN AT: 3.45pm**

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**1. APOLOGIES (Page 8)**

**Discussion:**

CR R Sampson has a firm departure time of 5pm

**RESOLVED** That Buller District Council receives apologies from N Tauwhare (Iwi Representative)

**Cr P Grafton/Cr A Pfahlert**

**11/11**

**CARRIED UNANIMOUSLY**



**2. MEMBERS INTEREST (Page 9)****Discussion:**

**RESOLVED** that members disclose any financial or non-financial interest in any of the agenda items.

**Mayor J Cleine/Cr A Pfahlert**

11/11

**CARRIED UNANIMOUSLY**

**3. CONFIRMATION OF PREVIOUS MINUTES (Page 11)****Discussion:**

Page 19 - Public Forum: Chris Reynolds remove the word withdrawn **noted and amended.**

**RESOLVED that** Council receive and confirm the Public minutes from the meeting of 28 February 2024

**Cr G Weston/Deputy Mayor A Basher**

11/11

**CARRIED UNANIMOUSLY**

**4. ACTION POINTS REPORT (Page 23)****Discussion:****24: Enhanced AP point**

D Marshall to advise of actual costings for Reefton Pool and PERC

This information has been circulated to Councillors.

D Marshall to bring update April 2024 Meeting regarding the 800k cost to ratepayers in relation to PERC

**RESOLVED** that Council receive the Action Points list for information.

**Cr P Grafton/Cr T O'Keefe**

11/11

**CARRIED UNANIMOUSLY**

**5. GOVERNANCE STRUCTURE AND TERMS OF REFERENCE AMENDMENTS (Page 25)****Discussion:**

Page 38 - S Roche name spelling correction **noted and amended.**

Page 42 - 2.1 clause 31, not section 31 **noted and amended**

- 2.2 lowercase s, not uppercase **noted and amended.**

- 3.1 s/S to be replaced with cl **noted and amended.**

Page 35 – Diagram should have Inangahua Community Board in dashed lines, not solid **noted and amended.**

**\*The above amended are in relation to resolution two**

Request for each motion to be moved separately.

**RESOLVED:** That the Council:

1. Notes the resolutions of the Council meeting on 28 February 2024 to amend the Governance Structure of Buller District Council and update the Terms of Reference accordingly.

**Mayor J Cleine / Deputy Mayor A Basher**

11/11

**CARRIED UNANIMOUSLY**

2. Resolves to adopt the amended Governance Structure of Buller District Council, with updated Terms of Reference for Council, the Risk and Audit Committee and subcommittees attached in Appendix 1 (noting minor amendments as advised and discussed today); and

**Mayor J Cleine / Deputy Mayor A Basher**

8/3

**Cr C Reidy against**

**MOTION CARRIED**

3. Requests the Chief Executive Officer to amend the Council's Standing Orders in line with those changes adopted by Council on 13 December 2023 and report back with amended Standing Orders to the April 2024 Council meeting (subject to Council receiving Local Government New Zealand guidance on the matter in April).

**Mayor J Cleine / Deputy Mayor A Basher**

9/2

**Cr C Reidy against**

**MOTION CARRIED**

**6. PROPOSED 2024 COUNCIL MEETING CALENDAR – NEW STRUCTURE  
(Page 58)**

**Discussion:**

K Trigg spoke to proposed change of the meeting calendar (including workshops) Discussion around workshops and the frequency – noting the new calendar has workshop days booked in.

Mayor reminded that portfolio holders are expected to work with relevant Group Manager on content and requirement for workshops related to their portfolio.

Cr C Reidy departed 4.23pm

Cr C Reidy returned 4.25pm

D Venz joined the meeting at 4.25pm

N Riley departed 4.25pm

A reminder was made for the start time of the workshops to be 1pm

**RESOLVED** That the Council:

1. Revokes 25 October 2023 resolution of Council:  
'10. (2) Approve the proposed Council meeting calendar structure for 2024 as set out in Appendix 2, noting the requested changes to the ICB meeting schedule'.

2. Adopts the proposed 2024 Council, Committee and Community Board Meeting Calendar – new structure as per Attachment 1.

OR

~~3. Approves the proposed Council, Committee and Community Board meeting calendar dates for the remainder of 2024 as set out in Attachment 1 with required date amendments as determined by Council.~~

**CR R Sampson / Cr A Pfahlert**  
9/1

**Cr C Reidy abstained.**  
**CARRIED UNANIMOUSLY**

**7. MAYOR'S REPORT MARCH 2024 (Page 64)**

**Discussion:**

N Riley returned 4.30

Mayor J Cleine to circulate Mr. Currie's letter to councillors.

Discussion around Alma/McPadden road fast tracking of subdivision.

Mayor J Cleine spoke to developments in central Government Local Water Done Well policy and sought feedback from Councillors on how they wished to proceed in seeking regional collaborations in water services other councils.

It was discussed an approach could be made to either all South Island Councils and/or target those that are likely to be advantageous to BDC in developing a financially sustainable water services model..

**RESOLVED** That Council:

1. Receive the report for discussion and information.
2. Notes Inwards and Outwards Correspondence and provide direction for any responses required.
3. Supports in principle, further work to explore a regional CCO model for water services delivery.
4. Authorises the Mayor and CEO to proactively seek support of other councils across the South Island to explore a regional CCO model for water services delivery.

**Deputy Mayor A Basher / Cr T O'Keefe**  
11/11

**CARRIED UNANIMOUSLY**

**8. CHIEF EXECUTIVE OFFICER'S REPORT (Page 96)**

**Discussion:**

J Salmond departed 4.50pm

**RESOLVED** That the Council receive the report Chief Executive Officers Report

**Mayor J Cleine / Cr G Weston**

**11/11**

**CARRIED UNANIMOUSLY**

**9. PORTFOLIO LEADS VERBAL UPDATE (Page 99)**

**Discussion:**

Cr N Tauwhare noted to be added to apologies, as he was unable to join the Zoom link *noted and amended*

Notes sought from Arahura Marae Visit 2023 – Mayor J Cleine to follow up.

Agenda Item 9: Paper reviewed by S Gibling. The author of the paper is to be added *noted and amended*

Corporate Policy and Planning changed to Corporate Policy and Corporate Planning *noted and amended*

- a. Inangahua Community Board – Cr L Webb** Meeting Ikamatua Hall 9<sup>th</sup> April at 5pm
- b. Regulatory Environment & Planning - Councillors Neylon and Basher** Portfolio has not met yet.
- c. Community Services - Councillors Howard and Pfahlert** The Grants process is beginning. Grants information has been prepared and distributed to Councillors in preparation for the Workshop.
- d. Infrastructure - Councillors Grafton and Weston** Discussion has been had on what the Portfolio will be looking at/focusing on going forward.
- e. Corporate Policy and Corporate Planning - Councillors Reidy and Sampson** Nothing to report.
- f. Smaller and Rural Communities - Councillors O’Keefe and Webb** Halls and Reserves to stay the same and will begin working on the Reserve Management Plans.
- g. Iwi Relationships - Ngāti Waewae Representative Ned Tauwhare and Mayor Cleine** Main focus introducing N Tauwhare and Ngāti Waewae to S Pickford
- h. Te Tai o Poutini Plan – Mayor J Cleine and Cr G Neylon** Nothing to report.
- i. Joint Committee Westport Rating District – Mayor J Cleine, Cr J Howard and Cr C Reidy** Has not met yet.
- j. WC Health Localities Project - Cr G Neylon** still active – to complete existing work
- k. Regional Transport Committee – Cr Phil Grafton** Nothing to report.

Cr R Sampson departed 5.06pm

**RESOLVED** That Council receive verbal updates from the following Chairs and Council Representatives, for information:

- l. Inangahua Community Board – Cr L Webb
- m. Regulatory Environment & Planning - Councillors Neylon and Basher
- n. Community Services - Councillors Howard and Pfahlert
- o. Infrastructure - Councillors Grafton and Weston
- p. Corporate Policy and Corporate Planning - Councillors Reidy and Sampson
- q. Smaller and Rural Communities - Councillors O’Keefe and Webb
- r. Iwi Relationships - Ngāti Waewae Representative Ned Tauwhare and Mayor Cleine
- s. Te Tai o Poutini Plan – Mayor J Cleine and Cr G Neylon
- t. Joint Committee Westport Rating District – Mayor J Cleine, Cr J Howard and Cr C Reidy
- u. WC Health Localities Project - Cr G Neylon
- v. Regional Transport Committee – Cr Phil Grafton

**Mayor J Cleine / Cr P Grafton**

**10/10**

**CARRIED UNANIMOUSLY**

#### **PUBLIC FORUM RESPONSE**

Ziman House – Mayor J Cleine is happy to advocate for their group and Ziman House.

Regarding the petition that was provided, guidance will be sought from Maureen Pugh as to how Central Government may be included.

#### **10. PUBLIC EXCLUDED REPORT (Page 100)**

##### **Discussion:**

**RESOLVED** That the public be excluded from the following parts of the proceedings of this meeting:

<b>Item No.</b>	<b>Minutes/Report of:</b>	<b>General Subject</b>	<b>Reason For Passing Resolution Section 7 LGOIMA 1987</b>
<b>PE 1</b>	Steve Gibling - CEO	Confirmation of Previous Public Excluded Minutes	<b>(s 7(2)(j))</b> - Prevent the disclosure or use of official information for improper gain or improper advantage.
<b>PE 2</b>	Douglas Marshall - Chief Finance Officer	Financial forecasts of dredge operations	<b>(s 7(2)(h))</b> – enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities

Item No.	Minutes/Report of:	General Subject	Reason For Passing Resolution Section 7 LGOIMA 1987
PE 3	Steve Gibling - CEO	Update on Project Management Office	(s 7(2) (f)) - Maintain the effective conduct of public affairs through the protection of such members, officers, employees, and persons from improper pressure or harassment
			<p style="text-align: right;"><b>Mayor J Cleine / Cr C Reidy</b>  <b>10/10</b>  <b>CARRIED UNANIMOUSLY</b></p>

Meeting adjourned 5.18pm for a ten-minute break.



**EXTRAORDINARY MEETING OF THE BULLER DISTRICT COUNCIL, HELD AT 4.00PM ON WEDNESDAY 10 APRIL 2024 AT CLOCKTOWER CHAMBERS, PALMERSTON STREET, WESTPORT.**

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**PRESENT:** Mayor J Cleine, DM A Basher, Councillors P Grafton, J Howard, T O'Keefe, A Pfahlert, G Neylon, Cr L Webb

**ATTENDING VIA ELECTRONIC LINK: S Pickford (CEO)**

**IN ATTENDANCE:** D Marshall (Chief Financial Officer), M Duff (GM Infrastructure Services), K Trigg (GM Community Services), J Salmond (Senior Project Lead), C McDonald (Governance Assistant), J Ruiz (Waste Management Coordinator), J Brazil (Infrastructure Services), N Riley (GM Regulatory Services), L Brooks (Finance Manager)

**MEDIA:** Ellen Curnow

**PUBLIC ATTENDANCE:** Allen Morris

**PUBLIC FORUM:** N/A

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**MEETING DECLARED OPEN AT: 4.01pm**

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**1. APOLOGIES (Page 8)**

**Discussion:**

**RESOLVED**

That Buller District Council receives apologies from Cr C Reidy, Cr R Sampson, Cr G Weston, and N Tauwhare (Iwi Representative) and approves Cr T O'Keefe request for leave of absence for the Public Excluded Section of this meeting.

**Mayor J Cleine / Cr Joanne Howard**  
8/8

**CARRIED UNANIMOUSLY**

**2. MEMBERS INTEREST (Page 9)****Discussion:**

**RESOLVED** that members disclose any financial or non-financial interest in any of the agenda items.

**Mayor J Cleine / Cr A Pfahlert**

**8/8**

**CARRIED UNANIMOUSLY**

**3. DRAFT ENHANCED ANNUAL PLAN 2024-2025 AND CONSULTATION DOCUMENT (Page 10)****Discussion:**

J Salmond spoke to the Draft EAP document and Draft Consultation document.

Staff confirmed that submitters are able to comment on any aspect of the Enhanced Annual Plan not just the specific consultation items.

There was question around stormwater and the monetary figures – Cr G Neylon to send to his calculation to Finance for checking.

A concern was raised that there has not been that much time to debate this Enhanced Annual Plan.

Resolution 8 has been amended to include the highlighted section.

**RESOLVED That Council...**

- 1. approves the list of proposed fees and charges to be included in the Buller District Council Draft Enhanced Annual Plan 2024-2025.**

**Mayor J Cleine / Cr P Grafton**

**8/8**

**CARRIED UNANIMOUSLY**

- 2. approves the total rates revenue increase of 19.7% in the Draft Enhanced Annual Plan 2024-2025 noting it is 14.9% higher than the**



same year of the 2021-2031 Long Term Plan and exceeds the 2.2% limit set in the Financial Strategy.

Mayor J Cleine / Cr A Pfahlert  
7/1

Cr G Neylon against  
MOTION CARRIED

3. approves that net debt in the Draft Enhanced Annual Plan 2024-2025 at \$37.9m exceeds the net debt limit of \$25m set in the Financial Strategy.

Mayor J Cleine / Deputy Mayor A Basher  
8/8

CARRIED UNANIMOUSLY

4. agrees that exceeding both the total rates revenue increase and net debt limits are required to ensure that the Council appropriately funds its operating and capital expenditure activities for 2024-2025.

Mayor J Cleine / Cr P Grafton  
7/1

MOTION CARRIED

5. adopts the Buller District Council Draft Enhanced Annual Plan 2024-2025 as the principal document relied on for the content of the Consultation Document.

Mayor J Cleine / Cr A Pfahlert  
8/8

CARRIED UNANIMOUSLY

6. adopts the Enhanced Annual Plan Consultation Document as the statement of proposal for the public participation in decisions on the content of the Draft Enhanced Annual Plan 2024-2025. Subject to any minor grammar and spelling changes as approved by the CEO.

Deputy Mayor A Basher / Cr T O'Keefe  
8/8

CARRIED UNANIMOUSLY

7. approves the consultation period that runs from Friday 12 April 2024 and closes at 4.30pm on Monday 20 May 2024.

Mayor J Cleine / Cr A Pfahlert  
8/8

CARRIED UNANIMOUSLY

8. approves the next step in the consultation process as outlined by the Local Government Act. This entails the initiation of Submission hearings and deliberations which are pivotal stages in our

**commitment to transparent governance and community engagement. The proposed dates for the Submission hearings are scheduled for Wednesday 5 June, Thursday 6 June, Friday 7 June 2024**

Furthermore, for the deliberations, to choose from the following dates:

- a. ~~Wednesday 5 June, Thursday 6 June, Friday 7 June OR~~  
 b. **Tuesday 11 June, Wednesday 12 June, Thursday 13 June 2024**

Please note that the selection of dates for deliberations is depending upon the volume of submissions received during the hearings. Should the need arise, adjustments may be made to ensure thorough consideration of all responses.

Mayor J Cleine / Cr A Pfahlert  
8/8

**CARRIED UNANIMOUSLY**

**4. ZONE 1 RUBBISH COLLECTION – STATEMENT OF PROPOSAL & SPECIAL CONSULTATIVE PROCEDURE (Page 222)**

**Discussion:**

M Duff spoke to the waste consultation paper.  
It is in line with the December 2023 paper.

Question around the risk of not adopting. There is a risk regarding cost and renewal of contract.

Question around whether rubbish bags are being subsidized by rate payers currently. No, it is not currently.

There is no proposal to link to two services (rubbish and recycling)

Stefan Borowy (from Morrison Lowe) spoke to a question regarding the cost of the bin itself and how it is funded. It is funded through the user (in option 3 and 4)

It was requested that all acronyms in this document be explained

There was a question around whether commercial waste would be involved in this proposal.  
This proposal is only focused on the household waste.

Resolution 3 has been amended to include the highlighted section.

**RESOLVED That Council**

1. **Receives the report and attachments.**  
Mayor J Cleine / Deputy Mayor A Basher  
8/8  
**CARRIED UNANIMOUSLY**
  
2. **Approves the Zone 1 Rubbish Collection Statement of Proposal in order to consult with the community.**  
Cr T O'Keefe / Cr G Neylon  
8/8  
**CARRIED UNANIMOUSLY**
  
3. **Approves the Zone 1 Rubbish Collection Special Consultative Procedure to proceed on the same dates for the submission hearings and deliberations as the Enhanced Annual Plan.**  
Deputy Mayor A Basher / Cr T O'Keefe  
8/8  
**CARRIED UNANIMOUSLY**

5. **PUBLIC EXCLUDED REPORT (Page 275)**  
**Discussion:**

**RESOLVED** That the public be excluded from the following parts of the proceedings of this meeting:

<b>Item No.</b>	<b>Minutes/Report of:</b>	<b>General Subject</b>	<b>Reason For Passing Resolution Section 7 LGOIMA 1987</b>
<b>PE1 and PE2</b>	Group Manager Infrastructure Services	Acceptance of tender for flood recovery return to service for transportation.	<b>(s 7(2)(i))</b> - enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations);
<b>PE 3</b>	S Pickford - CEO	Employment Relations Matter	<b>(s 7(2)(a))</b> - To protect the privacy of natural persons, including that of deceased natural persons

**Mayor J Cleine / Cr P Grafton**  
**8/8**  
**CARRIED UNANIMOUSLY**

Meeting adjourned 4.58pm for a five minute recess.

Cr T O'Keefe departed 5.01pm

**BULLER DISTRICT COUNCIL**

**24 APRIL 2024**

**AGENDA ITEM: 4**

**Prepared by** Simon Pickford  
Chief Executive Officer

**COUNCIL ACTION POINT LIST**

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**1. REPORT SUMMARY**

A summary of council resolutions requiring actions.

**2. DRAFT RECOMMENDATION**

**That Council receive the Action Point list for information.**

## Council Action Points - CURRENT

No	Meeting Date / Action Point	Responsible	Update	Date Required By
24	<b>29 November 2023</b> <b>Punakaiki Campground</b> Update on progress with upgrading the Punakaiki Wastewater Treatment Plant	D Marshall	<p>A budget of \$796,000 was included in the 2023/2024 annual plan for this project. The project has funding of \$398,000 from the TIF fund, \$198,000 from various council sources and \$200,000 from other funds - external funding.</p> <p>Current estimates to undertake the project are \$496,000. Staff have a number of matters to complete before the project commences including:</p> <ul style="list-style-type: none"> <li>• Decision to proceed or not with a propriety system and sole supplier.</li> <li>• The level of TIF funding if the project cost is lower (approved application was based on a 50% contribution at cost estimate of \$796,000</li> <li>• External funding - indications are that funding may not be available</li> </ul> <p><u>Update 16 April 2024</u></p> <p>Council staff have engaged with staff managing the TIF fund. We have noted that we expect to have a much lower claim than they are funding us for due to lower project costs but that we are now unlikely to receive the \$200,000 of external funding.</p> <p>TIF have advised that the saving on the grant claim can be used to fund this shortfall if it occurs as they will still get a saving based on our forecasts.</p>	26 June 2024
25	<b>28 February 2024</b> <b>Punakaiki Campground Lease</b> D Marshall to bring back reports to April Council regarding proposal from the Leasee	D Marshall	<p>Staff have been focused on achieving the additional funding from TIF during the last month and on preparing the draft enhanced annual plan.</p> <p>Staff will be contacting the leasee over the effluent system installation in the coming month and will engage and report back on their proposal by end of June.</p>	26 June 2024
26	<b>28 February 2024</b> <b>Brougham House Update</b> Staff will report back in December 2024 on progress update on options being considered for Brougham House, EOC and Library.	K Trigg		18 December 2024

**BULLER DISTRICT COUNCIL**

**24 APRIL 2024**

**AGENDA ITEM: 5**

**Prepared by** Bronwyn Little  
Senior Policy Advisor

**Reviewed by** Krissy Trigg  
Group Manager Community Services

**Attachments** 1. Reserve and Hall Subcommittee Terms of Reference Adopted 31 July 2023  
2. Amended Ngakawau-Hector Reserve Subcommittee Terms of Reference April 2024

**Public Excluded:** No

**AMENDMENTS TO NGAKAWAU-HECTOR RESERVE SUBCOMMITTEE TERMS OF REFERENCE**

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**1. REPORT SUMMARY**

In December 2023 Council formally acknowledged that the hall on the Ngakawau/Hector Reserve was not a Council owned asset. As a result, the Reserve and Hall subcommittee, established in 2020, became the Ngakawau-Hector Reserve Subcommittee and alteration to the Terms of Reference (as adopted by Council in July 2023) is required to reflect this. Representation from the subcommittee has been made to Council to further alter the Terms of Reference. These matters include the manner in which subcommittee members are appointed, Council responsibilities, media contact and other matters which would better reflect the volunteer nature of subcommittee members. The former Chief Executive and staff met with the representative of the subcommittee to work through the amendments together and the resulting document is attached to this report for Council's consideration.

**2. DRAFT RECOMMENDATION**

**That Council, either:**

1. **Adopt the amended Terms of Reference for the Ngakawau-Hector Reserve Subcommittee attached as Attachment 2; or**
2. **Adopt the amended Terms of Reference for the Ngakawau-Hector Reserve Subcommittee attached as Appendix 2 with changes (to be specified); or**
3. **Retain the existing Terms of Reference adopted on 31 July 2023 with amendments to delete reference to the Ngakawau Hall and to change the Committee responsible for the subcommittee to Risk and Audit Committee**

### **3. ISSUES & DISCUSSION**

#### **3.1 BACKGROUND**

The Ngakawau-Hector Reserve and Hall Subcommittee was established as a subcommittee of the Community, Environment and Services Committee in 2020 along with 10 other reserve and/or hall subcommittees. Terms of Reference (TOR) for all these subcommittees were adopted at the time and have subsequently been reviewed a number of times by Council. The latest version was adopted by Council in July 2023 (Attachment 1).

In December 2023, Council considered a report about the history of the Ngakawau Hall and acknowledged that Buller District Council did not own the hall. As a result, the TOR for the Ngakawau-Hector Reserve and Hall Subcommittee needed to be amended. It is noted that the recent Governance re-structure has resulted in all the subcommittees now being under the Risk and Audit Committee (RAC), which is reflected in the RAC TOR adopted by Council on 27<sup>th</sup> March 2024.

Further to the above the Ngakawau-Hector Reserve Subcommittee indicated in July 2023 that they would like to re-visit the TOR agreed on at the time by Council. The secretary of the subcommittee forwarded their concerns and suggestions to the former Chief Executive Officer (CEO). A meeting with the Secretary, CEO and staff took place earlier this year to discuss the proposed amendments and an amended TOR, attached as Attachment 2, was put together.



### **3.2 Issues**

A number of minor amendments are proposed to matters such as references to legislation and relocating some clauses to improve the flow of the document.

The more significant amendments proposed alter the general 'tone' of the document and highlight the need and desire of both parties (council and the subcommittee) to work in partnership. An outline of the more significant amendments is set out in the table below and reference the amended document in Appendix 2.

<b>Amendment</b>	<b>Intended Outcome</b>
<b>Preamble</b>	Provides context and recognises the interests of the community in the reserves.
<b>2.1 Volunteers &amp; partnership</b>	Recognition of the voluntary nature of the subcommittees and desire to work in partnership with the subcommittee.
<b>2.6 Acquisitions and disposals</b>	Provides opportunity for subcommittees to make requests to Council regarding unplanned expenditure and larger projects which may not have been able to be included in the annual budget.
<b>3.3 Appointment of members</b>	Change to appointment process with recommendations from the subcommittee by way of a vote at a public meeting increasing the likelihood of community support for those appointed.
<b>4.1 Covering delegation</b>	Clarification of overall purpose of the subcommittee in relation to the management of the reserve.
<b>13 Contact with the media</b>	Recognition of the volunteer nature of the members of the subcommittee and their place in the local community.
<b>15 Conduct of affairs</b>	Emphasis on all parties working in partnership and agreed standards of Codes of Conduct, including staff.

### **2.3 Summary**

The TOR for reserve and hall subcommittees have been evolving since subcommittees were first established in 2020 - as have the subcommittees themselves and the relationship between the subcommittees, councillors, and staff. Arrangements at the beginning were relatively formal and as time has passed have become less so as subcommittee members have worked alongside councillors and staff to make the subcommittee process work for the good of their communities.

The amendments proposed reflect this and also provide for further empowerment of the subcommittees as they manage these important community assets on behalf of both the community and council.

The changes:

- recognise that subcommittee members are volunteers and are putting significant time and energy into the subcommittee process;
- ensure appointed members have the support of their own communities; and
- explain the ways council and council staff will interact with and support the subcommittees.

### **2.4 Options**

Council has three options for moving forward with the Terms of Reference for the Ngakawau-Hector Reserve Subcommittee:

- a. Adopt the amended Terms of Reference for the Ngakawau-Hector Reserve Subcommittee attached as Attachment 2; or
- b. Adopt the amended Terms of Reference for the Ngakawau-Hector Reserve Subcommittee attached as Appendix 2 with changes (to be specified); or
- c. Retain the existing Terms of Reference adopted on 31 July 2023 with amendments to delete reference to the Ngakawau Hall and to change the Committee responsible for the subcommittee to Risk and Audit Committee.

## **4. CONSIDERATIONS**

### **4.1 Strategic Impact**

The appointment of Reserve and/or Hall Subcommittees allows for decisions regarding reserves and halls to be managed at a local level while being aligned to the Council's policy and direction. TOR and delegations mean that the subcommittees are included within the Council's Governance Structure.

### **4.2 Significance Assessment**

"Reserves" are listed as a strategic asset in Council's Significance and Engagement Policy. Appointing Reserve and/or Hall Subcommittees is not considered to be transferring control of these assets as they are subcommittees of Council itself, and the ultimate responsibility, liability and control sits with Council as the administering body under the Reserves Act 1977.

The decisions in this report are not considered to meet the threshold to be considered significant decisions under the Policy.

### **4.3 Risk Management Implications**

Appropriate TOR, delegations and support to the subcommittees acknowledges that the work of the volunteers on the subcommittees is highly valued by Council. TOR allow for the subcommittees to work effectively within clear delegations which minimises risk to Council.

### **4.4 Values**

The amended TOR further reflect the importance of Buller District's values, in particular:

- Community Driven
- One team
- Integrity

### **4.5 Policy / Legal Considerations**

The following are relevant:

- Buller District Council Governance Structure
- Local Government Act 2002
- Reserves Act 1977

#### **4.6 Tangata Whenua Considerations**

The decision does not involve a significant decision in relation to ancestral land or a body of water or other elements of intrinsic value, therefore this decision does not specifically impact Tangata Whenua, their culture, and traditions.

#### **4.7 Views of Those Affected**

These amendments were initiated by the Ngakawau-Hector Reserve Subcommittee. It is envisaged that other subcommittees will look to make amendments along similar lines to those outlined in this report.

#### **4.8 Costs**

There is no financial implication relevant to this decision.

#### **4.9 Benefits**

- The establishment of clear Terms of Reference for the subcommittees ensures that reserves are managed in line with Council's legal obligations and responsibilities under the Reserves Act 1977.
- Provides an opportunity for the Council and community to work together to ensure that public assets are used in the best way for the local community;
- The responsibilities and expectations on both Council and the subcommittees are clearly outlined and understood through Terms of Reference

#### **4.10 Media / Publicity**

There may be interest from the media in this issue. This will be managed by the Communications team as and when required.

## RESERVES AND HALLS SUBCOMMITTEES

### TERMS OF REFERENCE ADOPTED 31 JULY 2023

#### 1. PURPOSE:

- 1.1 The purpose of Reserve and Hall Subcommittee is to manage the X reserve and hall with the support of Council;
- 1.2 In making these delegations the Council recognises that it is ultimately responsible for the reserves and halls in the district under the Instrument of Delegation for Territorial Authorities dated 12 June 2013 and as the administering body (specific to each reserve) under S.40 Reserves Act 1977.

#### 2. COUNCIL RESPONSIBILITIES:

- 2.1 The Community Environment and Services Committee will appoint members of the Subcommittees under Schedule 7 s31(2) LGA 2002.2 In partnership with the Subcommittee and local community endeavour to develop Reserve Management Plans in accordance with S41 Reserves Act 1977, to provide clear guidelines for maintenance and development programmes in the best interests of the local community and District and within the provisions of the Reserves Act 1977.
- 2.3 If disputes arise concerning these terms of reference or any other matter concerning the Subcommittee,, cooperatively work to find a resolution with all parties adhering to the Principles of Governance as set out in Section 3 of the Council's Code of Conduct;
- 2.4 If a dispute resolution cannot be reached, to use an appropriate independent mediator to mediate between the parties or an arbitrator to help produce a resolution which is acceptable to both parties and does not in any way contradict the provisions and responsibilities of Council as set out in the LGA 2002 or the Reserves Act 1977;
- 2.5 To produce and distribute the Subcommittee Order Paper for the formal annual/biennial subcommittee meeting, give public notice for the meeting and, if required, to provide secretarial support at the meeting;

#### 3. GENERAL TERMS OF REFERENCE:

The Subcommittees

- 3.1 Are to be formally appointed by the Community Environment and Services Committee under S30 (2), Schedule 7 LGA Act 2002, which has the power under s30(b), Schedule 7 LGA2002 to discharge or reconstitute the subcommittee and under S31(2) to appoint and discharge members of the Subcommittee
- 3.2 Will be discharged on the coming into office of the members of Council elected at the triennial general election of members unless Council resolves otherwise
- 3.3 Will be formally appointed by Council following the Local Government triennial election of members in the following way:  
  
Following a call for expressions of interest from those living within the local area who have been nominated by at least two residents or ratepayers within the local area and have the skills, attributes, or knowledge that will assist the work of the subcommittee
- 3.4 Is subject in all things to the control of the Community Environment and Services Committee (s30 (4) Schedule 7 LGA 2002) and must carry out all general and special directions of the

Community, Environment and Services committee given in relation to the Subcommittee or its affairs;

- 3.5 Is prohibited from the disposing of or purchasing of land or buildings without the express approval of the Community Environment and Services Committee and/or Council, whichever is appropriate; and
- 3.6 Is prohibited from appointing any subordinate body.

#### **4. The role of Reserve and Halls Subcommittees is to:**

- 4.1 Manage the reserve and hall for the benefit of the local community and wider district (including all that land identified in Appendix 1) in accordance with the Reserves Act 1977 and the Reserve Management Plan when it is completed and approved;
- 4.2 Develop, in partnership with Council, Reserve Management Plans where required and within Council's budgets as set out in Council's Annual Plan;
- 4.3 Make recommendations to council on property (including land & buildings) acquisitions and disposals in relation to the reserve or hall.
- 4.4 Develop and approve an annual budget each financial year to achieve 4.1 above

#### **5. Delegations**

The delegations to the Subcommittee are as follows:

- 5.1 The maintenance and operation of the reserve
- 5.2 The negotiation of Licences to Occupy for the reserve provided such licence shall be temporary in nature (up to 3 years) and capable of being terminated on no more than one month's notice, and be in accordance with The Reserves Act 1977 Section 74 Licences to Occupy reserves temporarily
- 5.3 The letting of facilities
- 5.4 The setting of fees and charges for the reserve (Council to be advised of fees and charges for each following financial year by February of each year)
- 5.5 The raising and expenditure of finance (in accordance with the financial delegations below)
- 5.6 To enter contracts necessary for the efficient running and suitable use of the reserve in accordance with the financial delegations below;

#### **6. FINANCIAL**

- 6.1 Invoices  
All invoices for goods and/or services costing no more than \$10,000 for budgeted items, and \$2,000 for non-budgeted items may be authorised for payment by the Treasurer and Secretary of the Subcommittee.  
Approval for the payment of invoices over \$10,000 for budgeted items and \$2,000 for non-budgeted items must be authorised by a Council staff member with appropriate delegated authority.
- 6.2 Contracts  
All contracts for goods and/or services costing no more than \$10,000 for budgeted items, and \$2,000 for non-budgeted items may be authorised by the Treasurer and Secretary of the Subcommittee.  
Approval of contracts over \$10,000 for budgeted items and \$2,000 for non-budgeted items must be authorised by a Council staff member with appropriate delegated authority

#### **7. EXERCISE OF DELEGATIONS**

In exercising the delegated powers, the Subcommittee will operate within:

- 7.1 Policies, plans, standards or guidelines that have been established and approved by Council;
- 7.2 The annual budget as approved by the Community Environment and Services Committee;

7.3 All general and special directions of the Community, Environment and Services Committee and Council given in relation to the Subcommittee.

#### **8. POWER TO DELEGATE**

The Subcommittee may not delegate any of their responsibilities, duties or powers to a committee, subcommittee or person.

#### **9. CESSATION OF SUBCOMMITTEE**

9.1 The Subcommittee may be terminated by resolution of the Community Environment and Services Committee or Council;

9.2 If the Subcommittee is terminated, any money raised by the Subcommittee must, in the first instance, be allocated to the reserve associated to the terminated Subcommittee

#### **10. Matters which are not delegated by council:**

10.1 The power to:

- Make a rate or bylaw;
- Borrow money, or purchase or dispose of assets;
- Acquire, hold or dispose of property;
- Appoint, suspend or remove staff;
- Institute an action for the recovery of any amount; or
- Issue and police building consents, notices, authorisations, and requirements under any Acts, Statutes, Regulations, By-laws and the like

10.2 The powers and duties conferred or imposed on Council by The Public Works Act 1981 or those powers listed in the Section 34 (2) of The Resource Management Act 1991

#### **11. Membership**

The membership of the Subcommittee consists of:

11.1 One Ward member elected under the Local Electoral Act 2001; and

11.2 Appointed members – up to 10 following a call for expressions of interest from those living within the local area who have been nominated by at least two residents or ratepayers within the local area and have the skills, attributes, or knowledge that will assist the work of the subcommittee

#### **12. Officers of the Subcommittee**

The Subcommittee must have a chairperson, secretary, and treasurer and up to seven committee members who shall be appointed by Council (as outlined in 3.3 above)

12.1 The Chair's main duty is to guide the meeting so that fair and satisfactory decisions are reached on the various items on the agenda.

12.2 The Secretary shall summon the meetings, co-ordinate the agenda for meetings and workshops, keep a true record of the proceedings and distribute these to members and the Community, Environment and Services committee as soon as practicable. Noting that the annual or biennial formal meeting will be managed by council staff.

12.3 The Treasurer is responsible for oversight of payments made, and deposits to, the subcommittee's nominated bank account; and to prepare income and expenditure accounts with a balance sheet at the end of the financial year to be audited by Council. The annual balance date for all financial reports shall be June 30th.

#### **13 FINANCIAL ACCOUNTABILITY**

13.1 The Subcommittee shall:

- i) Develop and approve an annual budget each financial year
- ii) Provide its Annual budget by the dates specified by Council's Community Environment and Services Committee for approval;
- iii) Present to the Council any other report it is requested to provide.
- iv) Keep clear and accurate accounts and records of all transactions and make them available to the Council on request.
- v) Provide its Annual Report and Annual Accounts to the Council's Chief Financial Officer, by the date specified by Council for review on the understanding this review will form part of the information Council will present during its overall annual Audit.

13.2 Members of the Subcommittee shall not be personally liable for any act done or omitted to be done in good faith in the course of operations of the Subcommittee or for any debt or other liability lawfully incurred by the Subcommittee.

#### **14 CONTACT WITH MEDIA**

Chairperson may speak on behalf of the subcommittee provided that:

- i) media comments must not state or imply that they represent the views of the Council;
- ii) where the chair is making a statement that is contrary to a Council decision or Council policy, the member must not state or imply that his or her statements represent a majority view;
- iii) media comments must observe the other requirements of the Code (of Conduct), e.g. not disclose confidential information; compromise the impartiality or integrity of staff; or avoids aggressive, offensive or abusive comments which reflects adversely on the member or the Council; and
- iv) media comments must not be misleading and should be accurate within the bounds of reasonableness.

All Subcommittee Members are free to express a personal view in the media, at anytime, provided i) to iv) above are observed.

#### **15 Frequency of meetings**

- 15.1 The Subcommittee shall hold at least one formal meeting per year.
- 15.2 This formal meeting will be administered by Council and follow all requirements for council meetings including agenda compilation (with Chair), advertising, distribution of agenda, secretarial and officer support at meeting if required and preparation and distribution of minutes;
- 15.3 For the avoidance of doubt, this clause does not prevent the Subcommittee holding informal meetings, workshops or working bees outside of the formal meeting schedule

#### **16 CONDUCT OF AFFAIRS**

The Subcommittee shall conduct its affairs in accordance with the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, the Local Authorities (Members' Interests) Act 1968, and Council's Standing Orders and Code of Conduct.

#### **17 QUORUM**

The quorum at a meeting of the Subcommittee shall consist of:

- Half of the members if the number of members (including vacancies) is even; or
- A majority of members if the number of members (including vacancies) is odd.



**18 REMUNERATION**

No honorarium or meeting allowance will be payable to Subcommittee members unless first agreed by formal resolution of the Community, Environment and Services Committee.

**19 OTHER DELEGATIONS AND RESPONSIBILITIES**

These general provisions and delegations can be superseded by specific Reserve Management Plans and Reserve and Hall Subcommittee Terms of Reference and Delegations in consultation with the subcommittee and as resolved by the Community Services and Environment Committee.

**NGAKAWAU-HECTOR RESERVE SUBCOMMITTEE****Preamble:**

The administration of the Ngakawau-Hector Reserves was transferred to the Buller District Council by The Local Government (West Coast Regional) Reorganisation Order 1989. The role of the former Reserve Boards and subsequent Subcommittees has been to manage reserves in accordance with the Reserves Act 1977 for the benefit of the local community and wider Buller District. The reserves managed by the Ngakawau-Hector Reserve Subcommittee are identified in Appendix 1.

In making these Terms of Reference and Delegations Council recognises the functions, powers, and duties delegated to the Ngakawau-Hector Reserve Subcommittee by this document are important to the community and therefore require legislative standards to be met. In making these delegations Council also recognises there are a range of community facilities located on public land that are and will remain in community ownership. These aspects are to be managed through Licences to Occupy and Reserve Management Plans specific to each Reserve.

**1. PURPOSE:**

- 1.1. The purpose of Ngakawau-Hector Reserve Subcommittee (Subcommittee) is to manage the Ngakawau/Hector Recreation Reserve ('the reserve') for the benefit of the local community and wider district (including all that land identified in Appendix 1) in accordance with the Reserves Act 1977 and the Reserve Management Plan (when it is completed and approved) with the support of Council;
- 1.2. Develop, in partnership with Council, Reserve Management Plans where required and within Council's budgets as set out in Council's Annual Plan;
- 1.3. Make recommendations to council on property (including land & buildings) acquisitions and disposals in relation to the reserve.
- 1.4. Council and the Subcommittee recognise that Council is ultimately responsible for the reserve in the district under the Instrument of Delegation for Territorial Authorities (dated 12 June 2013) and as the administering body under S.40 Reserves Act 1977;

**2. COUNCIL RESPONSIBILITIES:**

- 2.1. Council recognises that Reserve Subcommittees are comprised of volunteers (with one ward elected member) and that in undertaking its work with the Subcommittee it has a responsibility to work in partnership with its subcommittees and their members for the benefit of communities and the region as a whole.
- 2.2. The Risk and Audit Committee will appoint members of the Subcommittees under Schedule 7 s31(2) LGA 2002
- 2.3. In partnership with the Subcommittee and local community develop Reserve Management Plans in accordance with S41 Reserves Act 1977, to provide clear guidelines for maintenance and development programmes in the best interests of the local community and District and within the provisions of the Reserves Act 1977.
- 2.3. If disputes arise concerning these terms of reference or any other matter concerning the Subcommittee, Council agrees to work cooperatively to find a resolution with all

- parties adhering to the Principles of Governance as set out in Section 3 of the Council's Code of Conduct;
- 2.4 If a dispute resolution cannot be reached, Council agrees to use an appropriate independent mediator to mediate between the parties or an arbitrator to help produce a resolution which is acceptable to both parties and does not in any way contradict the provisions and responsibilities of Council as set out in the LGA 2002 or the Reserves Act 1977;
- 2.5 To produce and distribute the Subcommittee Order Paper for the formal annual/biennial subcommittee meeting, give public notice for the meeting and, if required, to provide secretarial support at the meeting.
- 2.6 To consider recommendations from the Subcommittee on property (including land & buildings) acquisitions and disposals in relation to the reserve.

### 3. GENERAL TERMS OF REFERENCE:

The Subcommittee:

- 3.1. Is to be formally appointed by the Risk and Audit Committee under S30 (2), Schedule 7 LGA Act 2002, which also has the power:
- under s30 (5b), Schedule 7 LGA2002 to discharge or reconstitute the subcommittee; and
  - under s31 (2) Schedule 7 LGA 2002 to appoint and discharge any member of the Subcommittee.
- 3.2. Will be discharged on the coming into office of the members of Council elected at the triennial general election of members unless Council resolves otherwise under S30 (7) Schedule 7 LGA2002.
- 3.3. Will have its members formally appointed by the Risk and Audit Committee following the Local Government triennial election of members (unless the Council resolves otherwise) in the following way:
- 3.3.1. Prior to each Local Body election Council to call for expressions of interest from those living within the local area who have the skills, attributes or knowledge that will assist the work of the subcommittee and who have been nominated by at least two residents or ratepayers within the local area;
- 3.3.2. A Special Meeting will be called by the Subcommittee and attended by the nominees and public;
- 3.3.3. All those attending the Special Meeting can vote on each of the nominees with a majority of 'yes' votes needed for a candidate's name to be forwarded to the Risk and Audit Committee for formal appointment;
- 3.3.4. On the re-establishment of the subcommittee the Risk and Audit Committee will formally appoint these individuals to the subcommittee for the period of the triennium.
- 3.3.5. If new members are required to be appointed during the triennium the same process in 3.3.1 to 3.3.4 will also be followed
- 3.4. Is subject in all things to the control of the Risk and Audit Committee (s30 (4) Schedule 7 LGA

2002) and must carry out all general and special directions of the Risk and Audit Committee given in relation to the Subcommittee or its affairs; and

3.5. Is prohibited from appointing any subordinate body.

#### **4. DELEGATIONS**

The delegations to the Subcommittee are as follows:

- 4.1. The maintenance and operation of the reserve as necessary for the safe, efficient and effective management of the reserve
- 4.2. The negotiation of Licences to Occupy for the reserve provided such licence shall be temporary in nature (up to 3 years) and capable of being terminated on no more than one month's notice, and be in accordance with the Reserves Act 1977 (Section 74 Licences to Occupy reserves temporarily)
- 4.3. The letting of facilities
- 4.4. The setting of fees and charges for the reserve (Council to be advised of fees and charges for each following financial year by February of each year)
- 4.5. The raising and expenditure of finance (in accordance with the financial delegations below)
- 4.6. To enter contracts necessary for the efficient running and suitable use of the reserve in accordance with the financial delegations below;

#### **5. FINANCIAL**

5.1. Invoices

5.1.1. All invoices for goods and/or services costing no more than \$10,000 for budgeted items, and \$2,000 for non-budgeted items may be authorised for payment by the Treasurer and Secretary of the Subcommittee.

5.1.2. Approval for the payment of invoices over \$10,000 for budgeted items and \$2,000 for non-budgeted items must be authorised by a Council staff member with appropriate delegated authority.

5.2. Contracts

5.2.1. All contracts for goods and/or services costing no more than \$10,000 for budgeted items, and \$2,000 for non-budgeted items may be authorised by the Treasurer and Secretary of the Subcommittee.

5.2.2. Approval of contracts over \$10,000 for budgeted items and \$2,000 for non-budgeted items must be authorised by a Council staff member with appropriate delegated authority

#### **6. EXERCISE OF DELEGATIONS**

The exercising of delegations are to be read in conjunction with clause 2.1 (Council Responsibilities) above.

In exercising the delegated powers, the Subcommittee will operate within:

- 6.1. Policies, plans, standards or guidelines that have been established and approved by Council;
- 6.2. The annual budget as approved by the Risk and Audit Committee;
- 6.3. All general and special directions of the Risk and Audit Committee and Council given in relation to the Subcommittee.

#### **7. POWER TO DELEGATE**

The Subcommittee may not delegate any of their responsibilities, duties or powers to a committee, subcommittee or person.

**8. CESSATION OF SUBCOMMITTEE**

- 8.1. The Subcommittee may be terminated by resolution of the Risk and Audit Committee or Council recognising the matters set out in 2.1 and 2.3 above
- 8.2. If the Subcommittee is terminated, any money raised by the Subcommittee must, in the first instance, be allocated to the reserve associated to the terminated Subcommittee

**9. MATTERS WHICH ARE NOT DELEGATED BY COUNCIL:**

- 9.1 The power to:
  - 9.1.1. Make a rate or bylaw;
  - 9.1.2. Borrow money, or purchase or dispose of assets, unless budgeted for or approved;
  - 9.1.3. Acquire, hold or dispose of land;
  - 9.1.4. Appoint, suspend or remove staff;
  - 9.1.5. Institute an action for the recovery of any amount; or
  - 9.1.6. Issue and police building consents, notices, authorisations, and requirements under any Acts, Statutes, Regulations, By-laws and the like.

**10. MEMBERSHIP**

The membership of the Subcommittee consists of:

- 10.1. One Ward member elected under the Local Electoral Act 2001; and
- 10.2. Appointed members – up to 10, (see 3.3 for method of appointment)

**11. OFFICERS OF THE SUBCOMMITTEE**

- 11.1. The Subcommittee must have a chairperson, secretary, and treasurer and up to seven committee members who shall be appointed by Council (as outlined in 3.3 above)
- 11.2. The Chair's main duty is to guide the meeting so that fair and satisfactory decisions are reached on the various items on the agenda.
- 11.3. The Secretary shall summon the meetings, co-ordinate the agenda for meetings and workshops, keep a true record of the proceedings and distribute these to members and the Risk and Audit committee as soon as practicable. Noting that the annual or biennial formal meeting will be managed by council staff.
- 11.4. The Treasurer is responsible for oversight of payments made, and deposits to, the subcommittee's nominated bank account; and to prepare income and expenditure accounts with a balance sheet at the end of the financial year to be audited by Council. The annual balance date for all financial reports shall be June 30th.

**12. FINANCIAL ACCOUNTABILITY**

- 12.1. The Subcommittee shall:
  - 12.1.1. Develop and approve an annual budget each financial year
  - 12.1.2. Provide its Annual budget by the dates specified by Council's Risk and Audit Committee for approval;
  - 12.1.3. Present to the Council any other report it is requested to provide.
  - 12.1.4. Keep clear and accurate accounts and records of all transactions and make them available to the Council on request.
  - 12.1.5. Provide its Annual Report and Annual Accounts to the Council's Chief Financial Officer, by the date specified by Council for review on the understanding this review will form part of the information Council will present during its overall annual Audit.

- 12.2. Members of the Subcommittee shall not be personally liable for any act done or omitted to be done in good faith in the course of operations of the Subcommittee or for any debt or other liability lawfully incurred by the Subcommittee.
- 12.3. Council has the following two requirements for the review and verification of banking arrangements:
- 12.3.1. Copies of all bank account and investment statements as at 30 June certified as being true and correct by the Chairperson and the Treasurer/Secretary on behalf of the Subcommittee.
- 12.3.2. A letter signed for and on behalf of the Subcommittee certifying that during the period:
- no new bank or investment accounts were opened,
  - no monies were borrowed, and
  - no guarantees were sought or given.
- 12.3.3. The above has been agreed to on the understanding that it does not detract from the ability of an external auditor appointed by the Office of the Auditor-General to request bank confirmation if deemed necessary.

### **13. CONTACT WITH MEDIA**

- 13.1 All Subcommittee Members are free to express a personal view in the media, at anytime, provided that this is:
- Sanctioned by the Subcommittee Chair; and
  - Does not state or imply that it represents the views of Council, its employees, or officers.

### **14. FREQUENCY OF MEETINGS**

- 14.1. The Subcommittee shall hold at least one formal meeting per year.
- 14.2. This formal meeting will be administered by Council and follow all requirements for council meetings including agenda compilation (with Chair), advertising, distribution of agenda, secretarial and officer support at meeting if required and preparation and distribution of minutes;
- 14.3. For the avoidance of doubt, this clause does not prevent the Subcommittee holding informal meetings, workshops or working bees outside of the formal meeting schedule.

### **15. CONDUCT OF AFFAIRS**

- 15.1 Subcommittee members, councillors and council staff will work together in partnership in accordance with Standing Orders, Council's Codes of Conduct (for both Councillors and Staff), and any relevant legislation.

### **16. QUORUM**

- 16.1 The quorum at a meeting of the Subcommittee shall consist of:
- Half of the members if the number of members (including vacancies) is even; or
  - A majority of members if the number of members (including vacancies) is odd.

### **17 REMUNERATIONS**

- 17.1 No honorarium or meeting allowance will be payable to Subcommittee members unless first agreed by formal resolution of the Risk and Audit Committee.

**18 OTHER DELEGATIONS AND RESPONSIBILITIES**

- 18.1 These general provisions and delegations can be superseded by specific Reserve Management Plans and Reserve and Hall Subcommittee Terms of Reference and Delegations in consultation with the subcommittee and as resolved by the Risk and Audit Committee.

## BULLER DISTRICT COUNCIL

24 APRIL 2024

AGENDA ITEM: 6

**Prepared by:** Douglas Marshall  
Chief Financial Officer

**Reviewed by:** Simon Pickford  
Chief Executive Officer

### LEASEHOLD PROPERTIES - 20% DISCOUNT OFFER

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#### 1. REPORT SUMMARY

Over the past 5 years, the Council has adopted recommendations to allow a sale discount of 20% of the independently assessed market value of each leasehold property.

This decision allows the owners of leasehold property to buy the land they lease at a discounted rate. The discount was offered to increase the uptake of leaseholders buying the land they occupy.

This report proposes that the discount scheme is discontinued from 30 June 2024.

This report was considered by the Risk and Audit Committee at its meeting of 17 April and the draft recommendation from them is presented for Council consideration.

#### 2. DRAFT RECOMMENDATION

**1. That the twenty percent discount of the independently assessed market value of leasehold land be discontinued from 30 June 2024.**

#### 3. ISSUES AND DISCUSSION

##### 3.1 Background

Currently Council has 24 leasehold properties remaining with the land value (Government Valuation) of approximately \$2.0m. The properties are currently generating \$62,000 in lease revenue throughout this financial year. This is a



return of approximately 3.8%. The return is less than the lease rate of 4.5% of the current market value. This is because the leases are 21 year perpetually renewable leases which are reset to 4% of their current market value at the start of each 21 year term. This return will reduce as land value increases over time, but the lease payments remain the same. Presently this rate of return is greater than interest rates for term deposits.

In June 2010 a report was presented to Council which recommended a discount scheme to facilitate the freeholding of Council leasehold properties. The issue identified with leasehold properties at that time was the poor return that they generated for the ratepayer. At that time Council had 139 properties worth \$8.7m which were generating a return of \$114,000 which represented a 1.3% return. At that time term deposit returns were 5% and debt costs were closer to 7% which highlighted the poor return that leasehold properties represented.

The 2010 report analysed the likelihood of tenants freeholding and predicted a 30-50% uptake for the discount scheme if a 20% discount on the market value of the property was made available to lessees to encourage them to freehold their properties. Council endorsed the recommendation for a set period of time, thereafter, reducing the discount.

As a result of these discount schemes, Council has sold more than 100 properties and banked in excess of \$4.8m in sales proceeds. Council has used the funds to repay debt and improve its cash deposit holdings.

The latest discount scheme offering has not created a vast amount of interest, such as the interest experienced when leasehold property was offered at a discounted rate back in 2010, however it does provide a little more scope to resolve lease debtor arrears, and in some situations can provide good incentive in the area of debt collection.

Although improving the Council cash holdings gives the Council more flexibility over investment decisions rather than holding residential land which does not offer the returns currently that cash deposits do.

At this time, the Council should discontinue the discount and manage freeholding with a normal investment approach being that a willing buyer and willing seller agree on a sale price.

### **3.2 Information about the Remaining Leases**

One of the problems inherent in the 21 year perpetually renewable leases is that the lease is set at four and a half percent of the current market value at the renewal date of the lease. Thereafter every 21 years the lease amount is reset

to four and a half percent of the market value of the property, and the increases are significant. This is sometimes not well understood or received by lessees.

4 leases have completed the freeholding process in the last 12 months, 2 are currently in the process.

Although a 3.8% return is below cash deposit returns currently, there is minimal administration with these leases.

The 20% discount is preferred to be held by the Council now and not passed to the leasee on freeholding.

#### **4. OPTION**

There are three options the Council could consider with regard to this report:

**Option 1** Support the recommendation provided by staff.

**Option 2** Propose a different discount % e.g. 10%

**Option 3** Propose an alternate recommendation.

#### **5. CONSIDERATIONS**

##### **5.1. Significance Assessment**

The Significance and Engagement Policy sets out the criteria and framework for a matter or a transaction to be deemed significant. The Significance and Engagement Policy is written in accordance with The Local Government Act 2002 (LGA 2002) section 76AA. This part of the Act sets the general approach to determine if a proposal or decision is significant requiring the Council to make judgements about the likely impact of that proposal or decision on:

The district:

- a) The persons who are likely to be particularly affected by, or interested in, the proposal or decision;
- b) The financial impact of the proposal or decision on the Council's overall resources; and
- c) The capacity of the Council to perform its role and carry out its activities, now and in the future.

In a financial context the content included in this report is not considered significant because the matters disclosed are of a routine nature, and not greater than 5% of the total assets and total annual operations of Council.

## 5.2. Values assessment

The Buller District Council values are: One Team; Community Driven; We Care; Integrity; and Future Focussed.

## 5.3. Policy/Legal Considerations

The Local Government Act 2002 governs the activities of Council and sets out the requirement for consultation on the Annual Plan and Long Term Plan to agree the budgets and activities to be funded.

This report assists with two key purposes of that Act (refer to section 3) stating the purpose of the Act is to promote the accountability of local authorities to their communities; and provide for local authorities to play a broad role in meeting the current and future needs of their communities for good-quality local infrastructure, local public services, and performance of regulatory functions.

## 5.4. Strategic impact

Council's key strategies, to achieve the vision of Council are:

**Resilient** - Building and promoting resilience in a community, services, and infrastructure

**Growing** - Facilitating growth and a transition to a diversified, resilient, and sustainable economy,

**Quality Infrastructure** - providing reliable and sustainable infrastructure that meets the needs of current and future generations

**Liveable** - investing in our towns to ensure we are an attractive district to live work invest and play

**Affordable** - Growing our non-rates income so rates are affordable to all residents There is limited strategic impact on the decision to freehold the remaining Council leasehold properties.

## 5.5. Risk analysis

Risk is assessed by considering the likelihood of an event occurring and the result of that event.

When lease agreements are entered into by Council a risk arises that the amounts owing are not paid when due, and that over time total debt owing grows to an unsustainable level.

This risk is mitigated by engaging staff to monitor and recover debt therefore acting on indebtedness early on, which generally yields better collection results. It is also mitigated by providing incentives and options to freehold property which in turn assists with debt management. The twenty percent discount provides this incentive.

### **5.6. Policy / legal considerations**

The Local Government Act (2002) Sections 140 and 141 stipulate the restrictions on the sale of endowment land. The Act stipulates that a local authority must include in its LTP the intention to sell and the use to which the proceeds will be put. Council last included these conditions in the 2021-2031 LTP by including a statement to this effect.

### **5.7 Tangata whenua**

The contents of the report are not a matter requiring consultation with Tangata whenua.

### **5.8 Views of those affected**

Changing the discount scheme will be of interest to both current and previous leaseholders. Council has communicated the discount scheme and its dates to leaseholders, so the impending end of the scheme is known. It is considered that extending the scheme will not have a negative effect on current leaseholders.

### **5.9 Costs**

There is minimal cost to administer a discount scheme. The key cost issues to consider are that if leasehold property is freeholded then the income stream from the rental payments cease. If this is not replaced by another income stream then rates must rise to replace the deficit. Council may wish to reduce debt or invest the proceeds as term deposits to offset the loss in revenue.

There are short and long term financial implications that will also need to be carefully weighed up by Council. In the short term a better return may be able to be obtained by investing proceeds of leasehold land elsewhere. But the return may be eroded over time by inflation and will eventually be far less in real terms than the current return received from lease rentals. This is because the lease rental return is reset to four and a half percent of the market value of the properties every 21 years which means over long periods of time the rental income is protected from inflation whereas the sale proceeds may not be.

### **5.10 Benefits**

In the past years a better rate of return may have been obtained with the funds invested in interest bearing deposits. This now differs with low interest rates and returns.

Reducing the number of leasehold properties reduces the “public relations challenges” when the lease payments increase markedly every 21 years.

**5.11 Media / Publicity**

If the twenty percent discount period is discontinued from 30 June 2024 each leaseholder will be written to advising them of this. It will also be an item of interest which can be included in a media release as well as communicated via the regular Council newsletter.

## BULLER DISTRICT COUNCIL

24 APRIL 2024

### AGENDA ITEM: 7

- Prepared by:** Nicola Woodward  
Manager Community Engagement
- Reviewed by:** Krissy Trigg  
Group Manager Community Services
- Attachments:** Attachment 1 - Buller Budget Advisory Accountability  
Attachment 2 - Buller Wheelchair Bus  
Attachment 3 - Inangahua Junction Reserve and Hall  
Subcommittee  
Attachment 4 - NZ Food Network Foodbank Distribution Buller  
Attachment 5 - Westport Municipal Band Accountability

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### COMMUNITY GRANTS: ACCOUNTABILITY REPORT

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#### 1. ACCOUNTABILITY REPORTS RECEIVED

Copies of the following accountability reports received are attached.

- Buller Budget Advisory Service Inc.
- Buller Wheelchair Bus
- Inangahua Junction Reserve and Hall Subcommittee
- New Zealand Food Network Distribution Buller
- Westport Municipal Band

#### 2. DRAFT RECOMMENDATION

**That the Buller District Council receives the correspondence for information.**



**COMMUNITY GRANTS FUND ACCOUNTABILITY STATEMENT**

Name of organisation: Buller Budget Advisory Service Incorporated

We, being officers/accountant of the above organisation hereby certify that we received a grant from Buller District Council Community Grants Fund at the time and of the amount stated below.

Funding round: Oct-22 (month /year)

Amount received: \$ 3,986.00

Name	Position	Signature	Date
Main contact:	Lisa Gregory	[Redacted]	23-Nov-23
Second contact:	Karen Kersten	[Redacted]	23-Nov-23

- Any funding granted must be spent as per the details of your application and you may be required to verify this. Failure to adhere to this requirement will result in the funding needing to be returned to Buller District Council and may disqualify any future applications for funding from this organisation, Council wide.
- Your organisation has 12 months to spend the grant received, and your accountability has to be filed before you can apply for another grant. You can only apply for **one grant per financial year**, this being from 01 July to 30 June.
- Any unspent funds need to be returned along with your Accountability Statement.
- **No further grants will be allocated to organisations that have not completed the accountability requirements.**

How was this grant spent? Please attach evidence of expenditure (receipts, invoices or signed statements by the organisation's accountant).

<u>Please see attached End of year Financial Performance Report</u>	<u>\$</u>
<u> </u>	<u>\$</u>
<u> </u>	<u>\$</u>
<u> </u>	<u>\$</u>
<u> </u>	<u>\$</u>
<u> </u>	<u>\$</u>
<u> </u>	<u>\$</u>
<u> </u>	<u>\$</u>
<b>Total:</b>	<u>\$</u>

Amount unspent: \$ 0

<p><b>How did this grant benefit your organisation?</b>  The grant enabled BBAS to keep its doors open to deliver free financial mentoring to anyone who wished to engage with us. We delivered appointments in Westport and Reefton. The office in Westport was open Monday - Friday 9am - 2.30pm. Appointments in Reefton were made as and when needed. The grant also enable staff to participate in ongoing training to maintaing their status as registered financial mentors. Due to the legal knowledge our financial mentors have, we were able to continue to advocate for those struggling to meet their basic needs by representing their voices at hui. And also by advocating to creditors, debt collectors, MSD, banks, government and local government agencies achieving outcomes more beneficial than what individuals could achieve through negotiating on their own behalf.</p>
<p><b>How did this grant benefit the community?</b>  Those who engaged with us learned new financial skills including but not limited to:</p> <ul style="list-style-type: none"> <li>• Gathering, sorting, and organising financial information so that financial management tools can be applied to establish true financial situation before exploring options for the way forward.</li> <li>• Creating tailored: budget sheets, cashflows, debt repayment schedules.</li> <li>• Exploring debt repayment options.</li> <li>• Learning how to negotiate effectively with MSD, KiwiSaver providers (withdrawals), creditors e.g. local government (rates bills), banks, debt collectors.</li> <li>• Ongoing support.</li> </ul> <p>The negative impacts of poverty and economic deprivation on children are widely proven and acknowledged. Family stress models show, economic deprivation induces psychological distresses such as, depression, anxiety,</p>
<p><b>How many people did benefit from this grant?</b>  At least 302 people.  We believe more than 302 people have benefited because the new skills learned by our clients are often shared with whanau and bring about intergenerational change. We are unable to access some of our data due to a staff member taking prolonged sick leave and then resigning. The statistics we are providing are numbers that we can verify.</p>
<p><b>Compare the impact of the grant to the expected impact stated in your application?</b>  If your project does not support a Community Outcome insert NA.</p>
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Social</p> <p>Our staff continued to advocate for our clients and communtiy at hui across the district. Regular attendance at meetings with other social agencies including: MSD, BDC, Te Ha o Kawatiri, Homebuilders, Buller REAP, Citizens Advice, Te Whatu Ora, Salvation Army, Older and Bolder.</p>
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Affordability</p> <p>Our services are free to all who wish to engage with us. At no stage do our clients pay anything. Through our services clients learn how to make their lives more affordable and move towards financial independence.</p>



<b>Prosperity</b>	<p>BBAS takes a strengths based approach and our aim is to equip people with skills to help them achieve financial independence and prosperity (whatever that looks like to them). Our services are offered without judgement, are available to all, are inclusive, and embrace diversity.</p>
<b>Culture</b>	<p>Ongoing training for our financial mentors includes Te Treaty o Waitangi - the principles and the impact of these on our nation.</p> <p>Our service embraces diversity and takes a strengths based approach which means each persons unique situation and cultural identity shapes their interaction with us.</p>
<b>Environment</b>	<p>n/a</p>

*The personal information that you provide in this form will be held and protected by Buller District Council in accordance with our privacy policy (available at [bullerdc.govt.nz/privacy](http://bullerdc.govt.nz/privacy) and at council libraries and service centres) and with the Privacy Act 2020. Council's privacy policy explains how we may use and share your personal information in relation to any interaction you have with the council, and how you can access and correct that information. We recommend you familiarise yourself with this policy.*

**Please send your completed accountability statement to:**

**Community Services Officer Buller District Council**

**PO Box 21**

**Westport 7866**

**or email [grants@bdc.govt.nz](mailto:grants@bdc.govt.nz)**



## COMMUNITY GRANTS FUND ACCOUNTABILITY STATEMENT

Name of organisation: Buller Wheelchair Bus

We, being officers/accountant of the above organisation hereby certify that we received a grant from Buller District Council Community Grants Fund at the time and of the amount stated below.

Funding round: May-20 (month /year)

Amount received: \$ 3,000.00

Name	Position	Signature	Date
Main contact:	Secretary/Treasurer	[REDACTED]	8.2.2024
Second contact:	Deputy Chairperson		

- Any funding granted must be spent as per the details of your application and you may be required to verify this. Failure to adhere to this requirement will result in the funding needing to be returned to Buller District Council and may disqualify any future applications for funding from this organisation, Council wide.
- Your organisation has 12 months to spend the grant received, and your accountability has to be filed before you can apply for another grant. You can only apply for **one grant per financial year**, this being from 01 July to 30 June.
- Any unspent funds need to be returned along with your Accountability Statement.
- **No further grants will be allocated to organisations that have not completed the accountability requirements.**

How was this grant spent? Please attach evidence of expenditure (receipts, invoices or signed statements by the organisation's accountant).

Insurance Bus & Garage	\$ 816.00
Road User Charges	\$ 1,727.00
Bus Registration & V I C	\$ 812.00
CCS Parking Permit	\$ 50.00
	\$
	\$
	\$
<b>Total:</b>	<b>\$ 3,405.00</b>

Amount unspent: \$0.00

<p><b>How did this grant benefit your organisation?</b>                  The grant enabled the committee to maintain a safe, appropriate transport service available to all members of the community free of charge.</p>
<p><b>How did this grant benefit the community?</b>                  The bus was in service over the 2020 - 2021 year allowing the elderly and disabled of the Buller to keep in contact with the community and participate in activities and events by providing an appropriate transport service.</p>
<p><b>How many people did benefit from this grant?</b>                  A total of 1424 residents used the service, compared to 2926 for the previous year. This was in part due to the Covid restrictions and afterwards a reluctance for some to mix with other community members.</p>
<p><b>Compare the impact of the grant to the expected impact stated in your application?</b>                  If your project does not support a Community Outcome insert NA.</p>
<p><b>Social</b></p> <p>The grant enabled elderly and disabled residents to participate actively in social and community events. It helped reduce feelings of isolation and loneliness experienced by many due to age and/or disability.</p>
<p><b>Affordability</b></p> <p>The service is available to groups and individuals on request and there is no charge associated with its use.</p>

<b>Prosperity</b>	
<b>Culture</b>	The service is available to all ethnic and cultural groups or individuals on request, if the need is there.
<b>Environment</b>	

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**Please send your completed accountability statement to:**

**Community Services Officer Buller District Council**

**PO Box 21**

**Westport 7866**

**or email [grants@bdc.govt.nz](mailto:grants@bdc.govt.nz)**

**BULLER WHEELCHAIR BUS INCORPORATED**

**2021**

**PERFORMANCE REPORTS**

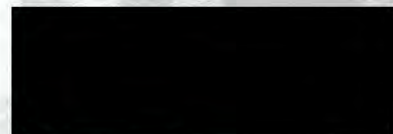
**BULLER WHEELCHAIR BUS INCORPORATED**

**PERFORMANCE REPORTS**

**FOR THE YEAR ENDED 31 MARCH 2021**

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## INDEPENDENT ASSURANCE PRACTITIONER'S REVIEW REPORT

### To the Members of Buller Wheelchair Bus Incorporated

We have reviewed the accompanying Performance Reports of Buller Wheelchair Bus Incorporated on pages six to thirteen, which comprise the Statement of Financial Position as at 31 March 2021, the Statement of Financial Performance and Statement of Cash Flows for the year then ended, and a summary of significant accounting policies and other explanatory notes. The Performance Reports have been prepared in accordance with the Tier 3 Public Benefit Entity Simple Format Reporting – Accrual (Not-For-Profit) standard (PBE SFR-A (NFP)).

#### Committee's Responsibility for the Performance Reports

The Committee are responsible for the preparation and fair presentation of these Performance Reports in accordance with the Tier 3 PBE SFR-A (NFP) standard, and for such internal control as the Committee determine is necessary to enable the preparation of Performance Reports that are free from material misstatement, whether due to fraud or error. The Committee are also responsible for 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.

#### Assurance Practitioner's Responsibility

Our responsibility is to express a conclusion on the accompanying Performance Reports. We conducted our review in accordance with International Standard on Review Engagements (New Zealand) (ISRE (NZ)) 2400, Review of Historical Financial Statements Performed by an Assurance Practitioner who is not the Auditor of the Entity. ISRE (NZ) 2400 requires us to conclude whether anything has come to our attention that causes us to believe that the Performance Reports, taken as a whole, 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 Performance Reports 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 the Performance Reports.

Other than in our capacity as assurance practitioner, we were engaged to format the Performance Reports from the client's general ledger. We have no other relationship with, or interests in, Buller Wheelchair Bus Incorporated.

**Conclusion**

Based on our review, nothing has come to our attention that causes us to believe that the Performance Reports on pages six to thirteen do not present fairly, in all material respects, the financial position of Buller Wheelchair Bus Incorporated as at 31 March 2021, and its financial performance and cash flows for the year then ended in accordance with the Tier 3 PBE SFR-A (NFP) standard.

**Restriction on Responsibility**

This report is made solely to the Members of Buller Wheelchair Bus Incorporated and should not be distributed to or used by parties other than the Members. Our review work has been undertaken so that we might state to the Members those matters we are required to state to them in a reviewer's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Members as a body, for our review work, for this report, or for the opinions we have formed.



F T Dooley Limited  
3 August 2021  
WESTPORT



**BULLER WHEELCHAIR BUS INCORPORATED**

**STATEMENT OF RESPONSIBILITY  
FOR THE YEAR ENDED 31 MARCH 2021**

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The Committee of the Buller Wheelchair Bus Incorporated accept responsibility for the preparation of these Performance Reports and the judgements used in them.

We have been responsible for establishing and maintaining a system of internal control designed to provide reasonable assurance as to the integrity and reliability of financial and non-financial reporting.

We are of the opinion that these Performance Reports fairly reflect the financial position and operations of the Buller Wheelchair Bus Incorporated for the year ended 31 March 2021.

Signed for and on Behalf of the Committee:

✕   
Chairperson

✕   
Secretary/Treasurer

Dated: 3 August 2021

# **BULLER WHEELCHAIR BUS INCORPORATED**

## **ENTITY INFORMATION FOR THE YEAR ENDED 31 MARCH 2021**

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### **Legal Name of Entity**

Buller Wheelchair Bus Incorporated

### **Type of Entity & Legal Basis**

Incorporated Society & Registered Charity

### **Registration Number**

CC20963

### **Entity's Purpose/Mission**

To provide social welfare support to the wider Buller District by providing a transport service, accessible to both elderly and disabled community members, free of charge to all users.

### **Entity Structure**

Day to day operations are managed by volunteers. Governance is provided by a management group elected at the annual general meeting each year comprising of a Chair, Deputy Chair, Secretary/Treasurer and general members.

### **Main Sources of the Entity's Cash & Resources**

The Society's activities are funded by donations, grants from local body government and philanthropic organisations, and income from investments.

### **Main Methods Used by the Entity to Raise Funds**

The main methods used by the Society to raise funds are stated in the previous section. The Society does not engage a third party for fundraising activities.

### **Entity's Reliance on Volunteers & Donated Goods or Services**

The Society relies on gifts of volunteer time and expertise to complete work in the essential roles of governance and day to day operations.

### **Additional Information**

There is no additional information considered essential to users overall understanding of the Society.

**BULLER WHEELCHAIR BUS INCORPORATED****STATEMENT OF SERVICE PERFORMANCE  
FOR THE YEAR ENDED 31 MARCH 2021****Description of the Entity's Outcomes**

The Society continued to provide and maintain an appropriate and safe transport service accessible to all members of the community free of charge. This enabled many elderly and otherwise disadvantaged people to attend community events and travel, increasing their ability to participate socially in society and thus their wellbeing.

**Description & Quantification of the Entity's Outputs**

	<b>2021</b>	<b>2020</b>
Total Number of Trips Made	112	198
Total Kilometers Travelled	3,400	7,094
Total Passengers	1,424	2,926
Number of Destinations	15	17
Number of Organisations Assisted	7	7
Estimated Volunteer Hours Donated	363	618

**BULLER WHEELCHAIR BUS INCORPORATED****STATEMENT OF FINANCIAL POSITION  
AS AT 31 MARCH 2021**

	<u>Note:</u>	2021 \$	2020 \$
<b><u>CURRENT ASSETS</u></b>			
Bank Accounts & Cash	1	9,850	6,982
Other Current Assets	2	187	2,122
<b><u>Total Current Assets</u></b>		10,037	9,104
<b><u>NON-CURRENT ASSETS</u></b>			
Property, Plant & Equipment	3	5,376	5,909
Investments	4	187,234	187,404
<b><u>Total Non-Current Assets</u></b>		192,610	193,313
<b><u>TOTAL ASSETS</u></b>		202,647	202,417
<b><u>CURRENT LIABILITIES</u></b>			
Accounts Payable		2,917	2,504
<b><u>NET ASSETS</u></b>		<u>\$199,730</u>	<u>\$199,913</u>
Represented By:			
<b><u>ACCUMULATED FUNDS</u></b>			
Accumulated Surpluses or (Deficits)	14	199,730	199,913
<b><u>TOTAL ACCUMULATED FUNDS</u></b>		<u>\$199,730</u>	<u>\$199,913</u>

The accompanying notes form part of these unaudited Performance Reports and should be read in conjunction with the reports contained therein.

**BULLER WHEELCHAIR BUS INCORPORATED****STATEMENT OF FINANCIAL PERFORMANCE  
FOR THE YEAR ENDED 31 MARCH 2021**

	<u>Note:</u>	2021 \$	2020 \$
<b><u>REVENUE</u></b>			
Donations, Fundraising & Other Similar Revenue	5	5,534	10,203
Interest, Dividends & Other Investment Revenue	6	3,619	5,655
<b><u>TOTAL REVENUE</u></b>		<u>9,153</u>	<u>15,858</u>
<b><u>Less EXPENSES</u></b>			
Costs Related to Providing Goods & Services	7	5,966	11,677
Volunteer & Employee Related Costs	8	1,685	1,722
Other Expenses	9	1,683	1,713
<b><u>TOTAL EXPENSES</u></b>		<u>9,334</u>	<u>15,112</u>
<b><u>NET SURPLUS (DEFICIT) FOR THE YEAR</u></b>		<u>(\$181)</u>	<u>\$746</u>

The accompanying notes form part of these unaudited Performance Reports and should be read in conjunction with the reports contained therein.

**BULLER WHEELCHAIR BUS INCORPORATED****STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED 31 MARCH 2021**

	2021	2020
	\$	\$
<b><u>CASH FLOWS FROM OPERATING ACTIVITIES</u></b>		
<b><u>Cash was received from:</u></b>		
Donations, Fundraising & Other Similar Receipts	5,534	10,203
Interest, Dividends & Other Investment Receipts	<u>5,555</u>	<u>4,065</u>
	11,089	14,268
<b><u>Cash was applied to:</u></b>		
Payments to Suppliers & Volunteers	7,240	15,465
Other Expenses	<u>1,150</u>	<u>1,150</u>
	<u>8,390</u>	<u>16,615</u>
<b><u>NET CASH FLOWS FROM OPERATING ACTIVITIES</u></b>	<b><u>\$2,699</u></b>	<b><u>(\$2,347)</u></b>
<b><u>CASH FLOWS FROM INVESTING &amp; FINANCING ACTIVITIES</u></b>		
<b><u>Cash was received from:</u></b>		
Receipts From the Sale of Investments	5,000	4,815
<b><u>Cash was applied to:</u></b>		
Payments to Purchase Investments	<u>4,831</u>	<u>3,872</u>
<b><u>NET CASH FLOWS FROM INVESTING &amp; FINANCING ACTIVITIES</u></b>	<b><u>\$169</u></b>	<b><u>\$943</u></b>
Net Increase (Decrease) in Cash	2,868	(1,404)
Plus: Opening Cash	<u>6,982</u>	<u>8,386</u>
<b><u>CLOSING CASH</u></b>	<b><u>\$9,850</u></b>	<b><u>\$6,982</u></b>
<b>Represented by:</b>		
Westpac Cheque Account	<u>\$9,850</u>	<u>\$6,982</u>

The accompanying notes form part of these unaudited Performance Reports and should be read in conjunction with the Limited Review Report contained herein.

## BULLER WHEELCHAIR BUS INCORPORATED

### STATEMENT OF ACCOUNTING POLICIES FOR THE YEAR ENDED 31 MARCH 2021

The Statement of Accounting Policies are an integral part of and are to be read in conjunction with the Performance Reports.

#### 1. ENTITY REPORTING

Buller Wheelchair Bus Incorporated is an Incorporated Society established under the Incorporated Societies Act 1908. The Society was registered as a charitable entity under the Charities Act 2005 on 6 February 2008.

#### 2. MEASUREMENT SYSTEM

The measurement system adopted is that of historical cost and all amounts are presented in New Zealand dollars.

#### 3. BASIS OF PREPARATION

Buller Wheelchair Bus Incorporated has elected to apply Tier 3 Public Benefit Entity Simple Format Reporting - Accrual (Not-For-Profit) on the basis that it does not have public accountability and has total annual operating expenses of equal to or less than \$2,000,000. All transactions in the Performance Reports are reported using the accrual basis of accounting. The Performance Reports are prepared under the assumption that the entity will continue to operate in the foreseeable future.

#### 4. PARTICULAR ACCOUNTING POLICIES

The particular accounting policies adopted in the preparation of these Performance Reports are as follows:

##### (a) Valuation of Assets

##### i) Bank Accounts & Cash

Bank accounts and cash in the Statement of Cash Flows comprise cash and bank balances (including short term deposits) with original maturities of 90 days or less.

##### ii) Investments

Investments are stated at cost.

**BULLER WHEELCHAIR BUS INCORPORATED**

**STATEMENT OF ACCOUNTING POLICIES  
FOR THE YEAR ENDED 31 MARCH 2021**

---

iii) **Fixed Assets**

All fixed assets are recorded at cost less accumulated depreciation to date.

(b) **Depreciation**

Depreciation has been applied to each asset based on the estimated useful life of the specific asset.

(c) **Goods & Services Tax**

These Performance Reports have been prepared inclusive of GST as Buller Wheelchair Bus Incorporated is not registered for GST.

5. **INCOME TAX**

Buller Wheelchair Bus Incorporated is wholly exempt from New Zealand income tax having fully complied with all statutory conditions for these exemptions.

6. **STATEMENT OF CHANGES IN ACCOUNTING POLICIES**

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



**BULLER WHEELCHAIR BUS INCORPORATED****NOTES TO THE PERFORMANCE REPORTS  
FOR THE YEAR ENDED 31 MARCH 2021**

The Notes to the Performance Reports are an integral part of and are to be read in conjunction with the Performance Reports.

	2021	2020
	\$	\$
1. <b><u>BANK ACCOUNTS &amp; CASH</u></b>		
Westpac Cheque Account	<u>\$9,850</u>	<u>\$6,982</u>

2. <b><u>OTHER CURRENT ASSETS</u></b>		
Accrued Interest	<u>\$187</u>	<u>\$2,122</u>

3. **FIXED ASSETS**

This Year					
Asset Class	Opening Carrying Amount	Purchases & Additions	Sales & Disposals	Depreciation & Impairment Expense	Closing Carrying Amount
Buildings	5,092	-	-	396	4,696
Motor Vehicles	579	-	-	87	492
Plant & Equipment	238	-	-	50	188
	<b>\$ 5,909</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 533</b>	<b>\$ 5,376</b>

Last Year					
Asset Class	Opening Carrying Amount	Purchases & Additions	Sales & Disposals	Depreciation & Impairment Expense	Closing Carrying Amount
Buildings	5,488	-	-	396	5,092
Motor Vehicles	681	-	-	102	579
Plant & Equipment	303	-	-	65	238
	<b>\$ 6,472</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 563</b>	<b>\$ 5,909</b>

4. **INVESTMENTS**

Westpac Bank Term Deposit - 0001	162,234	157,404
Westpac Bank Term Deposit - 0002	<u>25,000</u>	<u>30,000</u>
	<u>\$187,234</u>	<u>\$187,404</u>

5. **DONATIONS, FUNDRAISING & OTHER SIMILAR REVENUE**

Donations	3,469	4,141
Grant - Buller District Council	2,000	-
Grant - COGS	-	6,000
Stockton Miners	<u>65</u>	<u>62</u>
	<u>\$5,534</u>	<u>\$10,203</u>

## BULLER WHEELCHAIR BUS INCORPORATED

### NOTES TO THE PERFORMANCE REPORTS FOR THE YEAR ENDED 31 MARCH 2021

	2021	2020
	\$	\$
6. <b><u>INTEREST, DIVIDENDS &amp; OTHER INVESTMENT REVENUE</u></b>		
Interest Received	<u>\$3,619</u>	<u>\$5,655</u>
7. <b><u>COSTS RELATED TO PROVIDING GOODS &amp; SERVICES</u></b>		
General Expenses	735	324
Insurance	816	985
Licences & Registrations	862	831
Vehicle Expenses: Fuel & Oil	1,556	2,019
Vehicle Expenses: Road User Charges	1,728	1,635
Repairs & Maintenance to Bus & Scooter	<u>269</u>	<u>5,883</u>
	<u>\$5,966</u>	<u>\$11,677</u>
8. <b><u>VOLUNTEER &amp; EMPLOYEE RELATED COSTS</u></b>		
Driver & Volunteers Expenses	295	218
Drivers Petrol Allowance	<u>1,390</u>	<u>1,504</u>
	<u>\$1,685</u>	<u>\$1,722</u>
9. <b><u>OTHER EXPENSES</u></b>		
Depreciation	533	563
Accountancy & Audit Fees	<u>1,150</u>	<u>1,150</u>
	<u>\$1,683</u>	<u>\$1,713</u>
10. <b><u>CONTINGENT LIABILITIES &amp; COMMITMENTS</u></b>		
As at 31 March 2021 there were no known contingent liabilities, or commitments outstanding (2020: \$Nil).		
11. <b><u>COVID-19</u></b>		
On 11 March 2020, the World Health Organisation declared the outbreak of COVID-19 (a novel Coronavirus) a pandemic. Due to ongoing border closures and the possibility of future preventative lockdown measures, there remains a level of global uncertainty around the financial impact of the pandemic. The lockdown has had minimal impact upon the Society to date.		
12. <b><u>SIGNIFICANT EVENTS AFTER BALANCE DATE</u></b>		
There were no known events to have occurred subsequent to balance date which would have a material effect on the Performance Reports.		

**BULLER WHEELCHAIR BUS INCORPORATED****NOTES TO THE PERFORMANCE REPORTS  
FOR THE YEAR ENDED 31 MARCH 2021****13. RELATED PARTY TRANSACTIONS**

Ailsa Coghlan  
 Anne Lowe  
 Beryl Byrne  
 Carol Feast  
 Caroline Teichert  
 Christine Russel  
 Daphne Fitton  
 George Russell  
 Jack Oldham  
 Janice Day  
 John Wilson  
 Martin Peterson  
 Neil Stevenson  
 Noel Palmer  
 Richard Bryne  
 Robert Day  
 Alf Agent

The above are members of the Buller Wheelchair Bus Incorporated Committee. During the year, some of these members received drivers allowances in accordance with the payment policy for these allowances as set by the Committee. These payments are considered to be in the normal course of the Society's business.

**14. ACCUMULATED FUNDS**

<b>This Year</b>				
	<b>Capital Contributed by Owners</b>	<b>Accumulated Surpluses or Deficits</b>	<b>Reserves</b>	<b>Total</b>
<b>Opening Balance</b>	-	199,913	-	199,913
<b>Surplus/(Deficit)</b>	-	(181)	-	(181)
<b>Closing Balance</b>	-	\$199,730	-	\$199,730

<b>Last Year</b>				
	<b>Capital Contributed by Owners</b>	<b>Accumulated Surpluses or Deficits</b>	<b>Reserves</b>	<b>Total</b>
<b>Opening Balance</b>	-	199,167	-	199,167
<b>Surplus/(Deficit)</b>	-	746	-	746
<b>Closing Balance</b>	-	\$199,913	-	\$199,913



## COMMUNITY GRANTS FUND ACCOUNTABILITY STATEMENT

Name of organisation: Inangahua Junction Reserve & Hall Subcommittee

We, being officers/accountant of the above organisation hereby certify that we received a grant from Buller District Council Community Grants Fund at the time and of the amount stated below.

Funding round: Feb-23 (month /year)

Amount received: \$ 1,913.04

Name	Position	Signature	Date
Main contact:	Toni McCarthy	[REDACTED]	5 / 01 / 2024
Second contact:	Yvonne Hammond	[REDACTED]	5 <sup>th</sup> Jan 2024

- Any funding granted must be spent as per the details of your application and you may be required to verify this. Failure to adhere to this requirement will result in the funding needing to be returned to Buller District Council and may disqualify any future applications for funding from this organisation, Council wide.
- Your organisation has 12 months to spend the grant received, and your accountability has to be filed before you can apply for another grant. You can only apply for **one grant per financial year**, this being from 01 July to 30 June.
- Any unspent funds need to be returned along with your Accountability Statement.
- **No further grants will be allocated to organisations that have not completed the accountability requirements.**

How was this grant spent? Please attach evidence of expenditure (receipts, invoices or signed statements by the organisation's accountant).

Power & Gas	\$ 297.66
Rates	\$ 995.00
Chimney Cleans	\$ 200.00
Repairs & Maintenance	\$ 63.62
Other items required to be able to use hall see attached statement	\$ 371.02
	\$
	\$
<b>Total:</b>	<b>\$ 1,927.30</b>

Amount unspent: \$ 0.00



<p><b>How did this grant benefit your organisation?</b></p> <p>This grant allowed us to keep the power going, rates paid and chimney cleaned so that the hall could continue to be used for community events.</p> <p>We managed to generate a small amount of income from hall hire, market days, Yoga and community gatherings that we can use towards future costs.</p>
<p><b>How did this grant benefit the community?</b></p> <p>The hall is the only place in our community where people can gather together. There have been a lot of events since we received the grant including Yoga, Inanga Art project, Community Gatherings with pot luck meals, market days and we held a Civil defence information evening and a meeting about crime prevention cameras.</p> <p>None of these events would have been possible without the hall.</p> <p>It also meant that the public toilets could continue to operate.</p>
<p><b>How many people did benefit from this grant?</b></p> <p>More than 90 people from our community attended one or more of the community events.</p> <p>Many people passing through use the public toilets everyday. Our estimate is at least 5,000 people.</p>
<p><b>Compare the impact of the grant to the expected impact stated in your application?</b></p> <p>If your project does not support a Community Outcome insert NA.</p>
<p>The grant achieved the expected impact</p> <p>Funding allowed the power supply to remain on for the hall and the toilets. This helped maintain a healthy and safe environment as there was a facility for travelers to use rather than them using the area behind to hall as a toilet.</p> <p><b>Social</b></p> <p>Being able to heat the hall safely allowed us to make the space a warm environment where locals can gather to meet new people, socialise, share Kai and discuss how the hall can be utilised as a community asset in the future.</p> <p>Having events that only ask for a donation to attend meant that there were less barriers to participation and the events were fully inclusive.</p>
<p>N/A</p> <p><b>Affordability</b></p>

<b>Prosperity</b>	N/A
<b>Culture</b>	<p>The grant meant expectations</p> <p>By spending time together we are strengthening our bond as a community and getting to know each other better. This is beginning to enhance our community spirit and our sense of caring for one another.</p> <p>Having events that only ask for a donation to attend meant that there are less barriers to participation.</p> <p>As part of forming a website we will have a bigger focus in the future to spend some time learning from one another about the history and heritage of Inangahua and start creating a shared vision for the future.</p>
<b>Environment</b>	N/A

*The personal information that you provide in this form will be held and protected by Buller District Council in accordance with our privacy policy (available at [bullerdc.govt.nz/privacy](http://bullerdc.govt.nz/privacy) and at council libraries and service centres) and with the Privacy Act 2020. Council's privacy policy explains how we may use and share your personal information in relation to any interaction you have with the council, and how you can access and correct that information. We recommend you familiarise yourself with this policy.*

**Please send your completed accountability statement to:**

**Community Services Officer Buller District Council**

**PO Box 21**


**Westport 7866**

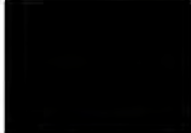
**or email [grants@bdc.govt.nz](mailto:grants@bdc.govt.nz)**

## Accountability Reporting to Buller District Council

BDC Grant money received 13 April 2023	1913.04
<b>What we have spent the grant money on</b>	
Power	-269.61
Maintenance - Chimneys	-200
Rates 28 August 2023	-995
Gas Bottle Refill 19 July 2023	-28.05
Repairs to Market Day Sign	-21.5
Lightbulbs power cord etc	-215.29
Fireplace Tools	-59.5
Darts	-22.99
Cleaning products	-42.12
Door mat, bright lightbulb and door hook	-73.24
	<u>-1927.3</u>

Signed as True and Correct by:

 5<sup>th</sup> Jan 2024  
 Yvonne Hammond  
 Chairperson

 05/01/2024  
 Toni McCarthy  
 Treasurer



## COMMUNITY GRANTS FUND ACCOUNTABILITY STATEMENT

Name of organisation: New Zealand Food Network Foodbank Distribution Buller

We, being officers/accountant of the above organisation hereby certify that we received a grant from Buller District Council Community Grants Fund at the time and of the amount stated below.

Funding round: Aug-22 (month /year)

Amount received: \$ 2,000.00

Name	Position	Signature	Date
Main contact:	Neil Stevenson		27-Mar-24
Second contact:	Maureen Haynes	(dec)	

- Any funding granted must be spent as per the details of your application and you may be required to verify this. Failure to adhere to this requirement will result in the funding needing to be returned to Buller District Council and may disqualify any future applications for funding from this organisation, Council wide.
- Your organisation has 12 months to spend the grant received, and your accountability has to be filed before you can apply for another grant. You can only apply for **one grant per financial year**, this being from 01 July to 30 June.
- Any unspent funds need to be returned along with your Accountability Statement.
- **No further grants will be allocated to organisations that have not completed the accountability requirements.**

How was this grant spent? Please attach evidence of expenditure (receipts, invoices or signed statements by the organisation's accountant).

Receipts as attached	\$
_____	\$
_____	\$
_____	\$
_____	\$
_____	\$
_____	\$
_____	\$
<b>Total:</b>	<u>\$ 2,000.00</u>

Amount unspent: \$ 0.00



**How did this grant benefit your organisation?**

Enabled myself to run vehicle to FoodBank pick-ups in Leeston and in Wpt, thence to deliver parcels and supplies around the distributor organisations / charities in Wpt

**How did this grant benefit the community?**

FoodBank parcels and mixed product supplies were used to support families / whanau and individuals in need throughout the community.

**How many people did benefit from this grant?**

HEAPS..!! %))

**Compare the impact of the grant to the expected impact stated in your application?**

If your project does not support a Community Outcome insert NA.

Many happy recipients.

Social

Free pantry items always gratefully received....

Affordability

<b>Prosperity</b>	As above
<b>Culture</b>	N/A
<b>Environment</b>	N/A

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**Please send your completed accountability statement to:**

**Community Services Officer Buller District Council**

**PO Box 21**

**Westport 7866**

or email [grants@bdc.govt.nz](mailto:grants@bdc.govt.nz)

# I.T.S

GREYMOOUTH

## TAX INVOICE

Cash

Invoice Date  
22 Sep 2022

Invoice Number  
INV-28912

GST Number  
116550350

Independent Tyre  
Services Greymouth  
LTD  
25 Lord Street  
(03) 768 5788  
Greymouth 7805  
NEW ZEALAND

Description	Quantity	Unit Price	Amount NZD
215/60/16 DC90 Doublecoin	2.00	98.47	196.94
Tyre Fit, Balance & Disposal	2.00	30.44	60.88
		Subtotal	257.82
		TOTAL GST 15%	38.67
		TOTAL NZD	296.49
		Less Amount Paid	296.49
		AMOUNT DUE NZD	0.00

Due Date: 22 Sep 2022



## PAYMENT ADVICE

To: Independent Tyre Services Greymouth LTD  
25 Lord Street  
(03) 768 5788  
Greymouth 7805  
NEW ZEALAND

Customer Cash  
Invoice Number INV-28912

Amount Due 0.00  
Due Date 22 Sep 2022

Amount  
Enclosed

Enter the amount you are paying above

\$ 145 pd.

**Buller Hydraulics & Auto**  
 PO Box 175  
 Westport  
 NewZealand Phone 037895181 fax 037895071

**Tax Invoice**

To: Neil Stevenson



Tax Invoice : 00169889  
 Date : 18/11/2022  
 Cust Code : STEVENS  
 Order No. :   
 Our Ref :   
 G.S.T. Reg No : 085-621-985

Page no: 1

Description	Qty	Unit	Price	Ext Price
-------------	-----	------	-------	-----------

Reg No -   
 Mileage -   
 Make / Mod -

- Check for oil usage & leaks, and check shocks
- no leaks, slight misting around tappet cover
- is burning oil, could bring servicing back to have oil changed more regularly
- topped up oil
- shockkeys appear okay
- LR tyre down to the wire

Helix Ultra 0W-30 - Bulk	1.00	I	18.95	18.95
Park Light Bulb	1.00	EA	3.50	3.50
Workshop materials	1.00	EA	11.00	11.00
Labour	1.10		90.00	99.00

Diagnose lights up on dash - replace daytime running bulb:

Scan Tool Hook Up	1.00	EAC	65.00	65.00
-------------------	------	-----	-------	-------

CODES: P044100, 02214, 01518, 02745, P157000

Clear codes, not returned. No codes were worrying.



Buller Hydraulics & Auto  
 Westport  
 New Zealand

MID 971673  
 TSP 971673000001  
 INV# 004181122105313  
 TIME 18NOV2022 10:53  
 TRAN 032596 CHEQUE  
 DEBIT  
 CARD  
 AUTH 5152  
 PURCHASE NZD\$227.06  
 TOTAL NZD\$227.06

(0000) APPROVED  
 CUSTOMER COPY

total	197.45
GST	29.61
<b>TOTAL DUE</b>	<b>\$227.06</b>

Customer Code : STEVENS  
 Date : 18/11/2022  
 Tax Invoice : 00169889  
 Invoice Amount : \$227.06





**PO Box 2970**  
**Christchurch 8140**  
**Phone: 03 3656613 Fax: 03 3656612**  
 GST No : 80-738-513

**Charge To:**

NEIL

Account : 1

Date : 24/11/2022

Rep : MITCHELL WATSON

Order No : [REDACTED]

**Tax Invoice 270622**

Rego : [REDACTED]

Description	Supplied	Rate	Total
2254018DOUBLECOINDC1 225/40*18 DOUBLE COIN DC100	1.00	117.39	117.39
W4 WHEEL ALIGNMENT	1.00	73.91	73.91

All costs incurred in the collection of overdue  
 accounts will be payable by the debtor.

Freight	0.00
GST Exclusive	191.30
GST	28.70
Rounding	0.00
<b>GST Inclusive</b>	<b>220.00</b>
<b>Paid Today (Cash)</b>	<b>220.00</b>
<b>Balance Due</b>	<b>0.00</b>



BTC WESTPORT  
270 PALMERTON NORTH  
WESTPORT

Store : Bridgestone TC Westp  
270 Palmerston Street

Westport  
03 789 6907

Invoice to: Neil Stevenson

Westport

Email :

Registration :

Odometer :

Fleet No :

Make/Model :

Service Date : 5/01/2022

\*-----EFTPOS-----\*

MERCHANT 10063154001  
TERMINAL 06315401  
05 Jan 22 08:02 CHEQUE  
EFTPOS ICC CONTACT  
AID A0000000041010  
APP LABEL Debit MasterCard  
CARD .....2802  
PAN SEQ Number 01  
REFERENCE 004809  
PURCHASE NZD229.00  
TOTAL NZD229.00

ACCEPTED

PIN VERIFIED  
\*DUPLICATE RECEIPT\*

: 5514089  
5/01/2022

ice :  
1  
oice :  
11-904-237

Your Ref	Tag/Claim	IPC	Desc
		11004009	225
		22027603	VALV
		33000045	BALA
		33000078	FIT
		33000238	SCRA

\*-----\*  
CUSTOMER COPY  
PLEASE RETAIN  
FOR YOUR RECORDS

Net Price	Line Total
162.780	\$162.78
\$3.270	\$3.27
\$16.200	\$16.20
\$11.000	\$11.00
\$5.880	\$5.88

Sale Notes

\*\*Fuel discount available following day.\*\*

Sub total : \$199.13  
GST : \$29.87  
Invoice Total : \$229.00  
Tender Type Amount  
EFTPOS \$229.00  
Total Tendered \$229.00



Supply of Motor Vehicle Licence



N F STEVENSON



0405685 00547 0001

TAX INVOICE

Reference No: 8CY9669  
GST No: 60-931-331  
PAID ON 12/12/2021

Fee components for licence from  
03/01/2022 to 02/01/2023

Licence Fee*	\$43.58
ACC Levy*	\$46.84
Other Levies*	\$1.64
Administration	\$3.74
GST	\$14.24

TOTAL (Including GST) \$129.16

\*Fee varies with licence period

↓ REMOVE LABEL HERE AND ATTACH TO VEHICLE ↓



# I.T.S GREYMOUTH

## TAX INVOICE

Cash

Invoice Date  
22 Sep 2022

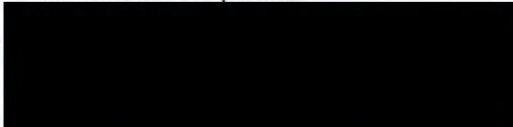
Invoice Number  
INV-28912

GST Number  
116550350

Independent Tyre  
Services Greymouth  
LTD  
25 Lord Street  
(03) 768 5788  
Greymouth 7805  
NEW ZEALAND

Description	Quantity	Unit Price	Amount NZD
215/60/16 DC90 Doublecoin	2.00	98.47	196.94
Tyre Fit, Balance & Disposal	2.00	30.44	60.88
		Subtotal	257.82
		TOTAL GST 15%	38.67
		TOTAL NZD	296.49
		Less Amount Paid	296.49
		AMOUNT DUE NZD	0.00

Due Date: 22 Sep 2022



## PAYMENT ADVICE

To: Independent Tyre Services Greymouth LTD  
25 Lord Street  
(03) 768 5788  
Greymouth 7805  
NEW ZEALAND

Customer Cash  
Invoice Number INV-28912

Amount Due 0.00  
Due Date 22 Sep 2022

Amount Enclosed

*\$ 145 pd.*

Enter the amount you are paying above



Gull Stanmore Road  
261 Stanmore Road  
Richmond  
Christchurch  
0800 044 444

26/09/2022 02:25PM  
Transaction No. 124196  
\*\*\* TAX INVOICE \*\*\*  
GST INCLUSIVE  
GST No. 88-213-157

3 Gull Premium \$94.4  
36.650 ltr @ \$2.577/ltr  
TOTAL \$94.4  
Tax amount \$12.3

\*-----EFTPOS-----\*  
TERMINAL 10869002  
TIME 26SEP22 14:23  
TRAN 072249 CHEQUE  
CARD 2802  
Debit MasterCard  
RID: a000000004  
PIX: 1010  
TC: 40E5859F8CED0555  
TVR: 0000048000  
ATC: 00B1 TSI: E800  
AUTH 778103  
AUTH TO NZ\$200.00  
TOTAL NZ\$94.44  
FINAL COMPLETION  
ACCEPTED

Preauth Hold  
Accepted

Thank you for  
visiting

Thank you for  
visiting

Preauth Hold  
Accepted

FINAL COMPLETION  
ACCEPTED

TOTAL NZ\$106.24

TH TO NZ\$200.00  
TH 637554

C: 0038 TSI: E800  
R: 0000048000

X: 1010  
D: a000000004

bit Mastercard  
ARD 5152

AN 030735 CHEQUE  
ME 17MAY23 12:35

RMINAL 11410801  
EFTPOS

ount \$13.86  
\$106.24

imum \$106.24  
lfr @ \$2.337/lfr

88-213-157  
INCLUSIVE  
INVOICE \*\*\*  
ION NO. 574217  
2023 12:37PM

00 044 444  
1stchurch  
oolston  
erry Road  
oolston

Gull Stanmore Road  
261 Stanmore Road  
Richmond  
Christchurch  
0800 044 444

07/09/2022 11:43PM  
Transaction No. 127178  
\*\*\* TAX INVOICE \*\*\*  
GST INCLUSIVE  
GST No. 88-213-157

4 Gull Premium \$160.23  
38.590 ltr @ \$2.337/ltr  
TOTAL \$160.23  
Tax amount \$19.07

\*-----EFTPOS-----\*  
TERMINAL 10869002  
TIME 07SEP22 12:41  
TRAN 065627 CHEQUE  
CARD 2802  
Debit MasterCard  
RID: a000000004  
PIX: 1010  
TC: 09284E1674E400E0  
TVR: 0000048000  
ATC: 00AD TSI: E800  
AUTH 059099  
AUTH TO NZ\$200.00  
TOTAL NZ\$160.23  
FINAL COMPLETION  
ACCEPTED

Preauth Hold  
Accepted

Thank you for  
visiting

Preauth Hold  
Accepted

Thank you for  
visiting

\*-----EFTPOS-----\*  
TERMINAL 10869002  
TIME 24NOV22 09:58  
TRAN 019219 CHEQUE  
CARD 5152  
Debit MasterCard  
RID: a000000004  
PIX: 1010  
TC: 0F49D31E3DFBF648  
TVR: 0000048000  
ATC: 000D TSI: E800  
AUTH 984466  
AUTH TO NZ\$200.00  
TOTAL NZ\$24.42  
FINAL COMPLETION  
ACCEPTED

Preauth Hold  
Accepted

Thank you for  
visiting

\*-----EFTPOS-----\*  
TERMINAL 11410802  
TIME 23JAN23 13:18  
TRAN 079475 CHEQUE  
CARD 5152  
Debit MasterCard  
RID: a000000004  
PIX: 1010  
TC: B2E76E0CA0EC3A8  
TVR: 0000048000  
ATC: 000F TSI: E800  
AUTH 469667  
AUTH TO NZ\$200.00  
TOTAL NZ\$190.45  
FINAL COMPLETION  
ACCEPTED

Preauth Hold  
Accepted

Thank you for  
visiting

Gull Stanmore Road  
261 Stanmore Road  
Richmond  
Christchurch  
0800 044 444

03/08/2022 12:49PM  
Transaction No. 184082  
\*\*\* TAX INVOICE \*\*\*  
GST INCLUSIVE  
GST No. 88-213-157

5 Gull Regular 91 \$71.46  
29.320 ltr @ \$2.437/ltr  
TOTAL \$71.46  
Tax amount \$9.32

\*-----EFTPOS-----\*  
TERMINAL 10869003  
TIME 03AUG22 12:47  
TRAN 017218 CHEQUE  
CARD 2F 2  
Debit MasterCard  
RID: a000000004  
PIX: 1010  
TC: C79D8A463442C962  
TVR: 0000048000  
ATC: 009E TSI: E800  
AUTH 192757  
AUTH TO NZ\$200.00  
TOTAL NZ\$71.46  
FINAL COMPLETION  
ACCEPTED

Preauth Hold  
Accepted

Thank you for  
visiting

NPD Darfield,  
3 South Terrace  
Darfield, New Zealand  
03 5 6162

03/08/2022 03:52PM  
Transaction No. 48720  
\*\*\* TAX INVOICE \*\*\*  
GST INCLUSIVE  
GST No. 13-452-199

5 Premium \$70.29  
26.170 ltr @ \$2.686/ltr  
TOTAL \$70.29  
Tax amount \$9.17

\*-----EFTPOS-----\*  
TERMINAL 07561802  
TIME 03AUG22 15:50  
TRAN 038194 CHEQUE  
CARD 2802  
Debit MasterCard  
RID: a000000004  
PIX: 1010  
TC: 9862DFC96995C664  
TVR: 0000048000  
ATC: 00A1 TSI: E800  
AUTH 231108  
AUTH TO NZ\$200.00  
TOTAL NZ\$70.29  
FINAL COMPLETION  
ACCEPTED

Thank you for visiting  
N Darfield

Gull Stanmore Road  
261 Stanmore Road  
Richmond  
Christchurch  
0800 044 444

24/11/2022 10:01AM  
Transaction No. 148022  
\*\*\* TAX INVOICE \*\*\*  
GST INCLUSIVE  
GST No. 88-213-157

3 Gull Premium \$84.42  
33.670 ltr @ \$2.507/ltr  
TOTAL \$84.42  
Tax amount \$11.01

\*-----EFTPOS-----\*  
TERMINAL 10869002  
TIME 24NOV22 09:58  
TRAN 019219 CHEQUE  
CARD 5152  
Debit MasterCard  
RID: a000000004  
PIX: 1010  
TC: 0F49D31E3DFBF648  
TVR: 0000048000  
ATC: 000D TSI: E800  
AUTH 984466  
AUTH TO NZ\$200.00  
TOTAL NZ\$24.42  
FINAL COMPLETION  
ACCEPTED

Preauth Hold  
Accepted

Thank you for  
visiting

\*-----EFTPOS-----\*  
TERMINAL 11410802  
TIME 23JAN23 13:18  
TRAN 079475 CHEQUE  
CARD 5152  
Debit MasterCard  
RID: a000000004  
PIX: 1010  
TC: B2E76E0CA0EC3A8  
TVR: 0000048000  
ATC: 000F TSI: E800  
AUTH 469667  
AUTH TO NZ\$200.00  
TOTAL NZ\$190.45  
FINAL COMPLETION  
ACCEPTED

Preauth Hold  
Accepted

Thank you for  
visiting

23/01/2023 01:20PM  
Transaction No. 469607  
\*\*\* TAX INVOICE \*\*\*  
GST INCLUSIVE  
GST No. 88-213-157

3 Gull Premium \$100.45  
41.390 ltr @ \$2.427/ltr  
TOTAL \$100.45  
Tax amount \$13.10

Gull Woolston  
464 Ferry Road  
Woolston  
Christchurch  
0800 044 444



## COMMUNITY GRANTS FUND ACCOUNTABILITY STATEMENT

Name of organisation: Westport Municipal Band

We, being officers/accountant of the above organisation hereby certify that we received a grant from Buller District Council Community Grants Fund at the time and of the amount stated below.

Funding round: Aug-22 (month /year)

Amount received: \$ 3,335.00

Name	Position	Signature	Date
Main contact:	Rebecca Keoghan		29-Jan-24
Second contact:	Gina Hogarth		29-Jan-24

- Any funding granted must be spent as per the details of your application and you may be required to verify this. Failure to adhere to this requirement will result in the funding needing to be returned to Buller District Council and may disqualify any future applications for funding from this organisation, Council wide.
- Your organisation has 12 months to spend the grant received, and your accountability has to be filed before you can apply for another grant. You can only apply for **one grant per financial year**, this being from 01 July to 30 June.
- Any unspent funds need to be returned along with your Accountability Statement.
- **No further grants will be allocated to organisations that have not completed the accountability requirements.**

**How was this grant spent? Please attach evidence of expenditure (receipts, invoices or signed statements by the organisation's accountant).**

Retrospectively as per the application, Marsh Ltd Insurance Invoice I02113989	\$ 3,335.00
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
<b>Total:</b>	<b>\$ 3,335.00</b>

Amount unspent: \$ 0.00

<p><b>How did this grant benefit your organisation?</b></p> <p>The grant covered the annual insurance cost being \$3335.00. This benefited the band by allowing us to teach and freely promote the art of music amongst members without the stress of financial burden to cover the cost.</p>
<p><b>How did this grant benefit the community?</b></p> <p>It benefited the community by allowing the band to continue operating, playing music for community events and promoting fellowship.</p>
<p><b>How many people did benefit from this grant?</b></p> <p>Approximately 15 regular band members and the much wider community who enjoy the music of the Westport Municipal Band.</p>
<p><b>Compare the impact of the grant to the expected impact stated in your application?</b></p> <p>If your project does not support a Community Outcome insert NA.</p>
<p><b>Social</b></p> <p>The positive social impact was to be measured by the number of band members in a year. The band has approximately 15 playing members maintaining a consistent number of members.</p>
<p><b>Affordability</b></p> <p>N/A</p>

<b>Prosperity</b>	N/A
<b>Culture</b>	<p>The positive cultural impact was to be measured by the number of events the band attends per year to achieve their objective and free tutoring in hours/ year.</p> <p>The financial performance reports have been completed with these outcomes recorded. For the financial year 2022-2023 the band attended 8 local events, and 1 band competition, being the Regional West Coast Contest in Motueka. Free tutoring totaled 115 hours from various band members.</p>
<b>Environment</b>	N/A

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**Please send your completed accountability statement to:**

**Community Services Officer Buller District Council**

**PO Box 21**

**Westport 7866**

or email [grants@bdc.govt.nz](mailto:grants@bdc.govt.nz)



Marsh Limited  
 Christchurch Branch  
 PO Box 1591  
 Christchurch Mail Centre  
 Christchurch  
 Phone: 64 3 977 4383 Fax: 64 3 977 4399  
 www.marsh.co.nz

Westport Municipal Band  
 P O Box 447  
 Westport 7892

## Statement of Account

If you have any questions regarding any item on this account, please contact your Marsh Client Executive.  
 Please quote your client number and "Invoice No." when settling this account.  
 Payments received after this statement date will appear on your next statement

Statement Date:	26 Jul 2022			Page 1 of 1
Invoice Date	Invoice No.	Cover/Version	Comments	Total Due
07/07/2022	102113989	1171402 001	Renew Material Damage Public Liability Statutory Liability 2022-2023	3,335.00

Sub Total: 3,335.00

Current	30 Days Overdue	60 Days Overdue	Over 90 Days Overdue
3,335.00	0.00	0.00	0.00

### Amount Now Due For Payment

Talk to your Marsh Client Executive if you would prefer to pay by monthly instalments  
 To pay this account by credit card please visit our website, [www.marsh.co.nz](http://www.marsh.co.nz)

DIRECT CREDIT PAYMENTS CAN BE MADE TO:

Client: Westport Municipal Band

For account - ANZ National Bank - Account Number:

Client Number: 84783

If paying by direct credit, please forward your remittance advice  
 to the address above, fax +64 9 379 6465, or email to:  
[fiduciary.newzealand@marsh.com](mailto:fiduciary.newzealand@marsh.com)

Contact: Nicola Frayle

Statement Date: 26 July, 2022

**We no longer accept  
cheques**

**TOTAL DUE NZD 3,335.00**



Non-Profit Westport Municipal Band [REDACTED]

Client Number: [REDACTED]

Thu 18 Aug 2022 15:29:47 NZST

Date	Description	Status	Debit	Credit	Balance
17/08/22	IB DIA Charities Services WMBand Feb 2022 CC46438		\$51.11		\$10,633.82
17/08/22	IB Contact Energy R WESTPORT MINICIPAL BA 23510281		\$191.23		\$10,684.93
17/08/22	IB Marsh Ltd I02113989 WMBand 84783		\$3,335.00		\$10,876.16
17/08/22	IB Brass Band Assn NZ INC WPTMUNICIPAL BAND INV 06		\$1,184.50		\$14,211.16
17/08/22	FT Dooley Limited WESTPORT MUNICIPAL BAND		\$1,121.25		\$15,395.66
17/08/22	Opening balance as of 17/08/22				\$16,516.91

Summary Description	Amount
Opening balance as of 17/08/22	\$16,516.91
Total Credit	\$0.00
Total Debit	\$5,883.09
Closing Balance as of 17/08/22	\$10,633.82
Available Balance	\$10,773.00

**BULLER DISTRICT COUNCIL**

**24 APRIL 2024**

**AGENDA ITEM: 8**

**Prepared by:** Nicola Woodward  
Manager Community Engagement

**Reviewed by:** Krissy Trigg  
Group Manager Community Services

**Attachments:** Attachment 1 - Buller Budget Advisory Services Incorporated  
Attachment 2 - Carters Beach Hall Subcommittee  
Attachment 3 - Charleston – Westport Coastal Trail Trust  
Attachment 4 - Grey Valley Rugby Club  
Attachment 5 - Hato Hone St John Youth  
Attachment 6 - Inangahua Junction Hall Subcommittee  
Attachment 7 - Market Cross Community Group  
Attachment 8 - Northern Buller Museum Granity  
Attachment 9 - Reefton Boxing  
~~Attachment 10 - The Lyric Theatre Incorporated (Withdrawn)~~  
Attachment 11 - Westport LSAR  
Attachment 12 - Westport Municipal Band  
Attachment 13 - Westport Whitebait Festival  
Attachment 15 - Homebuilders Trust  
Attachment 14 - Whenua Iti Outdoors  
Attachment 16 - Victim Support  
Attachment 17 - Community Grant Questions  
Attachment 18 - Councillor Recommendations Community Grants

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**COMMUNITY GRANTS: FUNDING APPLICATIONS**

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**1. BACKGROUND AND SUMMARY**

**Sixteen Community Grant applications were received, and one has been withdrawn. The total amount applied for is \$96,250.61.**

The budget for Community Grants in the 2022/2023 financial year is **\$75,000.00**. This is the second and last funding round of the financial year, and the Community Grants has a balance of **\$39,552.53** for distribution.

As part of the application process, groups must provide two letters of support from the community. All applicants have provided these.

## **2. DRAFT RECOMMENDATION**

**The Buller District Council considers the funding applications and advises of its decision.**



No	Organisation	Purpose of Grant	Funds Requested (\$)	Funds Allocated (\$)
1	Buller Budget Advisory Services Inc	To pay for rent, phone, and insurance expenses.	\$12,416.00	
2	Carters Beach Hall Subcommittee	To purchase a mobile stage setup to enhance the hall's use for speakers, dancers, performances, and other arts activities.	\$11,459.00	
3	Charleston Westport Coastal Trail Trust	To purchase 6 sets of bike stands made from railway sleepers and mooring rings. These will be placed along the trail.	\$3,120.60	
4	Grey Valley Rugby Club	To purchase uniforms, including jerseys, shorts, socks, hoodies, and tops.	\$14,645.50	
5	Hato Hone St John Youth	To pay for the hall rental costs for the financial year 2024/2025.	\$1,200.00	
6	Inangahua Junction Hall Subcommittee	To repair and improve the north wall of the Inangahua hall.	\$6,970.00	
7	Market Cross Community Group	To cover the insurance costs for the Karamea RSA community building for 12-months.	\$4,111.37	
8	Northern Buller Museum Granity	To re-clad the roof of the railway station in Granity.	\$10,000.00	
9	Reefton Boxing	To purchase tracksuits and tee shirts for the youth to wear before training and while representing Reefton at tournaments around New Zealand.	\$6,970.00	
10	<del>The Lyric Theatre Incorporated</del> WITHDRAWN			

11	Westport LSAR	To install an HF aerial pole and antenna at the emergency operation centre in Westport located at Victoria Square.	\$1,636.80	
12	Westport Municipal Band	To pay for the 2024-2025 insurance cost to cover the Municipal Band Hall and assets	\$3,721.34	
13	Westport Whitebait Festival	To pay for a concept plan and council consent for a community urban design area in front of the NBS Theatre.	\$3,000.00	
14	Whenua Iti Outdoors	To extend the current 2-day Kawatiri Adventure program to 4 days, delivering holiday activities for young children in Buller.	\$5,000.00	
15	Home Builders Trust	To pay for the annual insurance covering the Homebuilders Trust office in Westport.	\$4,000.00	
16	Victim Support	To contribute towards the operating costs of the West Coast office including salaries, volunteer training, and other expenses.	\$8,000.00	
<b>Total</b>			<b>\$96,250.61</b>	



## COMMUNITY GRANTS APPLICATION

The Buller District Council Community Grants Fund is for community groups/organisations that are carrying out projects that align with Council’s Community Outcomes.

Name of your organisation: Buller Budget Advisory Service Incorporated (BBAS)

Legal status of organisation: Incorporated Society/Charitable Trust

Postal address: 113 Palmerston St (clocktower), Westport

Email: [REDACTED] Postcode: 7825

### Contact details:

Name	Position in organisation	Daytime phone number
Main contact: Lisa Gregory	Co-ordinator	[REDACTED]
Secondary contact: Karen Kersten	Financial Mentor	[REDACTED]

### Why was your organisation set up (what are your organisation’s main objectives)?

Buller Budget Advisory Service (BBAS) was formed in 1982 to address intergenerational deprivation and improve the economic status of the Buller community. BBAS has continuously provided free services to Buller since 1982. It has been governed by a committee of volunteers since its inception.  
 The New Zealand Index of Deprivation 2018 rates most areas in Buller District as having deprivation of 9 or 10 (1 being least deprived and 10 being most deprived).  
 Statistics NZ’s 2018 Census shows the median income in Buller District was \$22,900 with only 9% of the population earning more than \$70,000.  
 In 2021 the inflation rate was 5.95%, in 2022 it was 7.22%, and this year it is 6.03%. Every day we see the negative financial and mental impacts this has on people from all works of life. Many people are struggling to pay for the essentials and many people are falling behind with debt repayment. Having support to put a financial plan in place, learning tools to equip them to implement and adjust their plan according to circumstances, and having a financial mentor advocate on their behalf can be life changing and can save lives.  
 Our services can bring about generational change by equipping clients with tools to manage their own money, reducing risk financial risk, providing long term solutions resulting in families having a better chance for positive outcomes.

**What are you seeking funding for?** Please summarise and include how was the need identified, what are your key partners, who will benefit, how will it benefit the community or the participants.

Please do not say ‘see attached’ – If you wish to attach a project outline or plan then please do so, but summaries your project here.

Specific groups are marginalised and excluded from the wider community because of their culture, gender identity, social or economic status, and intergenerational deprivation.  
 BBAS addresses the above by providing free financial mentoring by qualified staff and volunteers to people who are facing or suffering economic deprivation, or poverty. BBAS also offers financial mentoring to those who are not in financial crisis but wish to proactively plan for their financial futures. BBAS rents premises in the clocktower in Westport off BDC, and we also offer appointments at Who Cares premises in Reefton.  
 The organisation employs two part-time staff (EFT 1.5). A committee of nine volunteers govern the organisation.  
 People who will benefit include:

- People across Buller who are facing, or suffering, economic deprivation, or poverty.
- Those who wish to proactively plan for their financial future.
- Children
- Elderly
- Whanau
- Mana whenua
- Buller community

We are planning to broaden our reach across the district to meet the increasing demand for our services.  
 We believe the best way to do this is to go to the people - closer to where they are, instead of them having to come to us in Westport and Reefton. Karamea is 100kms from Westport, Little Wanganui 80kms, these distances can prevent people from accessing our services because they don’t have the ability to travel to us.  
 To meet growing demand, and to be accessible to those who most urgently need guidance from our registered financial mentors, BBAS plans to provide regular services in outlying townships e.g. Karamea and Ngakawau.  
 Another way we are planning to broaden our reach is to seek guidance from Te Rūnanga Ngāti Wae Wae to identify how our service can adapt to better meet the needs of mana whenua.  
 Everyone on the BBAS team is passionate about creating positive social change and providing unjudgmental, confidential services to empower our community and to break intergenerational poverty.

**How many people will positively be impacted?**

This can be participants, audiences, clients, people that will use your service, or people who will be impacted This needs to be a number, do not include many, few, don't know. If you don't know exact numbers, please provide an estimate.

350

**How long will your project/service run?** Start date: 1 Feb 2024 Finish date: 1 Feb 2025

**Which of the Buller District Community Outcomes will your project contribute towards?**

If your project does not support a Community Outcome insert NA. Copies of the Community Outcomes can be downloaded from Council's [website](#) or contact Community Services staff for more information.

**Please include how you will evaluate and measure the positive impact for each Community Outcome.**

This can be quantitative or qualitative and reporting on these is part of your accountability statement.

<p><b>Social</b> Our communities are vibrant, healthy, safe and inclusive.</p>	<p><b>How will your project support this?</b></p> <p>The New Zealand Index of Deprivation 2018 rates most areas in Buller District as having deprivation of 9 or 10 (1 being least deprived and 10 being most deprived). With the exception being rural South Buller at level 5. <a href="https://www.ehinz.ac.nz/indicators/population-vulnerability/socioeconomic-deprivation-profile/">https://www.ehinz.ac.nz/indicators/population-vulnerability/socioeconomic-deprivation-profile/</a>          Statistics NZ's 2018 Census shows the median income in Buller District was \$22,900 with only 9% of the population earning more than \$70,000.          In 20231 the inflation rate was 5.95%, in 2022 it was 7.22%, and this year it is 6.03%. Every day we see the negative financial and mental impacts this has on people from all works of life. Many people are struggling to pay for the essentials and many people are falling behind with debt repayment. Having support to put a financial plan in place, learning tools to equip them to implement and how to adjust their plan according to circumstances, and having a financial mentor advocate on their behalf can be life changing and can save lives.</p> <p>Partnerships include Citizens' Advice Bureau, Te Ha o Kawatiri, Buller REAP, Older and Bolder, Te Whatu Ora, Kawatiri Harm Prevention Network, Homebuilders, Kawatiri Food Security Network, St Vincent de Paul, Salvation Army.</p> <p>BBAS is a not-for-profit charitable trust which provides free financial mentoring by qualified staff and volunteers to people who are facing, or suffering, economic deprivation, or poverty. BBAS also offers financial mentoring to those who are not in financial crisis but wish to proactively plan for their financial futures.          BBAS was formed in 1983 to address intergenerational deprivation and the economic status of the Buller community.          BBAS's office is in the clocktower in Westport, and we also offer appointments at Who Cares premises in Reefton.</p> <p>Partner agencies BBAS works with (but not limited to) include Te Ha o Kawatiri, Salvation Army, St Vincent's de Paul, Older and Bolder, Kawatiri Food Network, BDC, MSD, FinCap, Buller REAP, Te Whatu Ora.</p> <hr/> <p><b>How will you measure this?</b></p> <p>By tracking the number of clients we work with, the number of appointments delivered, and by a client satisfaction survey with at least 90% of respondents indicating they have learned, and are using, new financial management skills.</p>
<p><b>Affordability</b> Our communities are supported by quality infrastructure, facilities and services that are efficient, fit-for-purpose, affordable and met our current and future needs.</p>	<p><b>How will your project support this?</b></p> <p>The organisation employs two part-time staff (one works 20-hours per week and the other 15-hours per week). A committee of eight volunteers govern the organisation.          We will:</p> <ul style="list-style-type: none"> <li>• Gather, sort, and organise a client's financial information so that financial management tools can be applied to establish their true financial situation before exploring options for the way forward.</li> <li>• Create tailored: budget sheets, cashflows, debt repayment schedules.</li> <li>• Explore and negotiate debt repayment options.</li> <li>• Advocate to e.g. to MSD, KiwiSaver providers (withdrawals), creditors e.g. local government (rates bills), banks.</li> <li>• Provide ongoing review and mentoring for as long as the client wants.</li> <li>• Refer to other agencies when relevant.</li> </ul> <p>While demand for ourservices exists, we plan to keep our doors open and broaden our reach across Buller District and meet the increasing demand for our services.</p> <p>BBAS recognises financially deprived often people seek low- cost housing in outlying townships where rent is cheaper. The cost of travelling to and from these townships, and the lack of public transport, can prevent those who need us most from engaging with us. To address this, BBAS plans to offer appointments in outlying townships as well as in Westport and Reefton.</p> <p>We believe the best way to reach communities in outlying townships is to go to the people - closer to where they are, instead of them having to come to us in Westport and Reefton. Karamea is 100kms from Westport, Little Wanganui 80kms, these distances can prevent people from accessing our services because they don't have the ability to travel to us.</p> <hr/> <p><b>How will you measure this?</b></p> <p>By recording the number of appointments delivered in a range of locations.</p>

<p><b>Prosperity</b> Our district is supported by quality technology and an innovative and diverse economy that creates opportunities for self-sufficiency, sustainable growth and employment</p>	<p>How will your project support this? The negative impacts of poverty and economic deprivation on whanau and children are widely proven and acknowledged. Family stress models show, economic deprivation induces psychological distresses such as, depression, anxiety, and parental stress, due to the strain of having fewer resources available for day-to-day living. Through financial mentoring we are able to show people the positive impact that work may have (depending on their unique situation) and connect them to other agencies if they wish to move in this direction. Learning financial management skills increases our clients' chances of being financially self-sufficient and prosperous. Equipping clients with financial management skills can lead to intergenerational change.</p>
	<p>How will you measure this? By tracking the number of clients we work with, the number of appointments delivered, and by a client satisfaction survey with at least 90% of respondents indicating they have learned, and are using, new financial management skills.</p>
<p><b>Culture</b> Our lifestyle is treasured, our strong community spirit is nurtured, and our inclusive and caring communities understand our whakapapa and heritage and support lifelong learning</p>	<p>How will your project support this? BBAS offers a free non-judgemental service which can empower people to feel valued, connected, supported, and worthy.</p>
	<p>How will you measure this? By tracking the number of clients we work with, the number of appointments delivered, and by a client satisfaction survey with at least 90% of respondents indicating they have learned, and are using, new financial management skills.</p>
<p><b>Environment</b> Our distinctive environment and natural resources are healthy and valued.</p>	<p>How will your project support this? n/a</p>
	<p>How will you measure this? n/a</p>

**Your budget**

Please identify all the expenses related to this funding application. These can include materials, venue hire, promotion, equipment hire, fees, running costs, and wages.

Your expenses	Detail	Amount (\$)
Pleas see attached		
<b>Total cost:</b>		\$

Please identify all contributions to this project. These can include own funds, income from fundraising events, other grants, ticket sales, sale of artwork, sponsorship, or donations.

Your contributions	Detail	Amount (\$)
<b>Total contribution</b>		\$
<b>Cost less contribution</b>		\$
<b>Amount you are requesting from this Community Grant</b>		\$

**If you are holding funds in your accounts, please outline why these cannot be used for this project or use.**

The funds held in our term deposit accounts are accessed only when funds run low as they have recently. In November and December 2023, two term investment matured. These funds were not reinvested, instead they were transferred to our everyday account to pay for operating expenses. However, this approach is not sustainable. If enough funding is not secured our doors will close.

## UPDATED FORWARD BUDGET

**BBAS Buller Budget Advisory Service Inc (BBAS)**

2023 - 2024

**BDC funding request****Budgeted amount**

Rent, phone expenses + insurance

12,416

**Other income received****Budgeted amount**

Trusts Community Foundation	20,000.00
West Coast Community Trust	6,375.00
Buller District Council TBC	12,416.00
COGS TBC	7,000.00
NZ Lottery Grants TBC	30,000.00
<b>TOTAL INCOME TBC</b>	<b>\$75,791.00</b>

**EXPENDITURE****Budgeted amount**

Wages for two registered financial mentors	78,000
Volunteer costs e.g. travel	1000.00
Purchase of one laptop for work in field + software	1000.00
IT support	2500.00
Office costs stationery, coffee, cleaning products etc	3000.00
Printing	1000.00
ACC	100.00
EOY financial report	1500.00
Advertising	1500.00
Bank fees	100.00
Insurance	2000.00
Rent to Buller District Council	8616.00
Phone expenses	1800.00
Training	500.00
Travel - staff reimbursement for use of personal cars to outlying	1000.00
Wages processing	1200.00
Withholding tax on interest earned	400.00
<b>TOTAL EXPENDITURE</b>	<b>\$105,216.00</b>

## Example operating costs budget

**West Coast community hub**

1 January 2020-31 December 2020

**Funding request****Budgeted amount**

Lottery Community	\$ 4,500.00
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**Other income received**

COGS	2,000.00
Sale of bags	600.00
Otago Community Trust	1,500.00
DCC Rates rebate	1,200.00
Donations	1,110.00
Fundraising	3,000.00
<b>TOTAL INCOME</b>	<b>\$13,910.00</b>

**EXPENDITURE****Budgeted amount**

Rent	\$ 4,000.00
Rates	\$ 1,200.00
Equipment	\$ 500.00
Food costs	\$ 5,000.00
Electricity	\$ 1,000.00
Internet and phone	\$ 400.00
Advertising	\$ 150.00
Sundries	\$ 50.00
Volunteer expenses	\$ 500.00
Administration	\$ 300.00
<b>TOTAL EXPENDITURE</b>	<b>\$13,100.00</b>

**Operational Surplus/Deficit****\$810**



**What will be the effect if Council does not support your application (please select only one option) ?**

- Not go ahead
  - Downscaling
  - Use own funds
  - Postponing
  - Apply to other funds
  - Other:
- 

**Does your organization receive funding or support from Buller District Council this financial year? Yes / No**

If yes, please specify below. This can include annual plan funding, use of Council facilities, administration support, support with materials, running costs, hire, fees, promotion, or support by Council staff.

BBAS rents office premises from BDC in the clocktower at a cost of \$8,616 per year. No other support is received from BDC.

**Have you received funding from Buller District Council Community Grants in the past? Yes / No**

If yes, please complete this table. If you have received funding more than once, please refer to the most recent amount you received.

Year	Project	Amount (\$)	Have you submitted an accountability statement for this project?
yes	2022	3,986.00	YES

**Information for applicants:**

- All accountability statements for previous funding must be submitted before any new applications are considered.
- If you are unsure if an accountability statement has been submitted, please contact the Buller District Council Community Services Officer on (03) 788 9683.
- Complete one application form per project.
- Applications are evaluated by the Community Grants Committee.
- Council's Community Services Officer is available if you require assistance, phone (03) 788 9683.
- Ensure you attach all the required supporting documents.
- The Community Outcomes can be downloaded from Council's website <https://bullerdc.govt.nz/district-council/publications/long-term-plan/community-outcomes/>
- Failure to include all relevant information may delay the processing of your application.
- If you are unsure of the closing date, please contact Customer Services for confirmation as late applications will not be accepted.
- Please keep a copy of the application to complete the accountability statement.
- This document will be available to the public as part of the meeting agenda. Please refer to [www.bullerdc.govt.nz/privacy](http://www.bullerdc.govt.nz/privacy) or contact Council for a copy of Council's Privacy Statement.


**Checklist for your application:**

- Filled out and signed application form. Please ensure that you have completed ALL sections of the application. If information is not provided, it may delay your application.
- Two letters of community support for your organisation, signed, dated and less than six months old, from people not involved or connected in any way with the running of your organisation.
- A copy of your organisation's latest annual accounts. If you do not have annual accounts, please attach a statement of income and expenditure for the past 12 months. If neither of these documents are available please explain why below, and attach a copy of your organisations latest bank account statement/s.

**Declaration:**

I/We hereby declare the information supplied in this application is correct. If the application is successful, I/we agree to provide an accountability report to Buller District Council stating that the money received has been spent on the project or service as requested. I/we agree to participate in any funding audit of our organisation conducted by Buller District Council.

I/we also consent to Buller District Council collecting, retaining and using the contact details of our organisation that have been listed in this application. I/we confirm we have the authority to provide these details and to commit the organisation to this application. Where funds are approved, I/we agree to include Buller District Council's logo in all promotions carried out.

Name	Signature
Main contact: Lisa Gregory	
Secondary contact: Karen Kersten	

**Send your completed application to:  
Buller District Council, PO Box 21, Westport 7866  
or email to [grants@bdc.govt.nz](mailto:grants@bdc.govt.nz)**

The personal information that you provide in this form will be held and protected by Buller District Council in accordance with our privacy policy (available at [bullerdc.govt.nz/privacy](http://bullerdc.govt.nz/privacy) and at council libraries and service centres) and with the Privacy Act 2020. Council's privacy policy explains how we may use and share your personal information in relation to any interaction you have with the council, and how you can access and correct that information. We recommend you familiarise yourself with this policy.



**OFFICE OF THE MAYOR**  
Jamie Cleine

23 August 2023

To Whom It May Concern,

**Letter of Support - Buller Budget Advisory Service (BBAS)**

I am writing in support of Buller Budget Advisory Service which is a creditable charitable organisation which was formed in 1983.

Since inception, the organisation has provided free financial mentoring to the Buller community by providing government approved and qualified financial mentors.

BBAS is a not-for-profit charitable trust governed by a committee of volunteers, working closely with other agencies across Buller. There is a noticeable increase in demand for their services from a broad range of Buller residents as household budgets are increasingly challenged.

Currently BBAS has two staff members and are looking to grow its team of trained volunteers to meet this demand.

BDC values the services that BBAS provides and supports their effort through funding and use of office space at low rental.

I have no hesitation in supporting any funding application that may assist BBAS in sustaining and growing the service.

Best Regards



Jamie Cleine

**Buller District Mayor**



Our Values: Community Driven | One Team | Future Focused | Integrity | We Care

6-8 Brougham Street • PO Box 21 • Westport 7866 • New Zealand • Ph: (03) 788 9111 • E: info@bdc.govt.nz • www.bullerdc.govt.nz



**Damien O'Connor**  
MP for West Coast - Tasman



28 August 2023

To Whom It May Concern

I would like to offer my support to the application for funding assistance from the Buller Budget Advisory Service and to acknowledge the valuable work that this group provides to our Buller community.

Over many years the Buller Budget Advisory Service has provided an invaluable service and they maintain a reputation for offering sound financial advice and knowledge across a wide sector of monetary matters. The feedback I have received is of a valuable service provider.

People of all ages can succumb to financial hardship and this year has seen additional pressures applied to family incomes. The knowledge that there is a service provider who offers assistance and support during this period is very comforting and greatly appreciated by many across our community. At a time when there is uncertainty around us all, it is important for a community to retain these service organisations.

Buller Budget Advisory Service staff have sound practical knowledge of financial matters and I offer them my full support and hope their funding application is viewed favourably.

Yours sincerely



Hon Damien O'Connor  
MP for West Coast-Tasman



**Parliamentary office**

☎ [REDACTED]  
✉ damien.oconnor@parliament.govt.nz  
✉ Parliament Buildings, Private Bag 18 888  
Wellington 6160

**Westport office**

☎ [REDACTED]  
✉ 208A Palmerston Street, Westport 7825

🌐 /damienoconnormp

Authorised by Damien O'Connor MP, Parliament Buildings, Wellington

**Motueka office**

☎ [REDACTED]  
✉ 234 High Street, Motueka 7120

**Greymouth office**

☎ [REDACTED]  
✉ 181 Tainui Street, Greymouth 7805

🌐 @damienoconnormp





Te Hā O Kawatiri

119 Palmerston Street,  
Westport,  
30/8/2023.

**RE: Letter of Support/Tautoko**

Kia ora to whom this may concern,

Te Hā o Kawatiri, alongside other agencies, is noticing an increase in the demand for Buller Budgeting Advice Services (BBAS), especially in financial mentoring, and these come from diverse backgrounds as the economic struggle is getting harder and harder.

BBAS was formed in 1983 as a not-for-profit charitable trust and has provided free financial mentoring to the Buller community since.

The trust is governed by a committee and has two staff members.

BBAS must receive external funding to keep its doors open and maintain this essential service for the Buller community through these challenging times.

Te Hā o Kawatiri values BBAS's commitment to those in need and providing financial assistance, including the whānau we work alongside.

Ngā Mihi Nui

A large black rectangular redaction box covering the signature of the sender.

Rehia McDonald

Kaiwhakahaere/Manager

BSW A small black rectangular redaction box covering the contact information.

# Homebuilders West Coast Trust

*Te Whanau Kaha O Te Tai Poutini*



24 August 2023

Lisa Gregory  
Co-ordinator  
Buller Budget Advisory Service  
Westport

Kia ora Lisa

## **RE: Support letter for Buller Budget Advisory Service (BBAS)**

I am writing in support of the Buller Budget Advisory Service's application for funding. Buller Budget Advisory Service is a not-for-profit charitable trust, formed in 1983 and governed by a committee of volunteers. Buller District Council supports this credible organisation through funding and use of office space at a low rental.

Buller Budget Advisory Service has been providing free financial mentoring to the Buller community since inception, by providing government approved and qualified financial mentors. They also work closely with other agencies across Buller.

At present they have two staff members, who have noticed an increase in demand for their services from a broad range of our society and realise the need to grow their team of trained volunteers to meet the demand from the Buller Community.

Homebuilder's client's also benefit from the financial support offered by this organisation and we understand the need to grow their capacity. We wish them every success in their funding application as they strive to continue to meet our community's needs.

Nga mihi nui



Lorraine Scanlon  
Chief Executive

69 Russell Street, Westport  
The Corner House, 8 Marlborough Street, Greymouth

Telephone [REDACTED]  
Telephone [REDACTED]  
Mail [REDACTED]

*Together we strengthen the wellbeing of children, families and community  
E whakakaha ana tātau i te oranga o ngā tamariki, o ngā whānau, o te iwi whānui katoa*





23<sup>rd</sup> August 2023

To whom it may concern

I am Margaret Lilley (EARS Clinician- Elder Abuse Response Service) Age Concern West Coast.

I am writing this to fully support Buller Budget in any funding application they apply for.

This service has been going for a number of years, they have provided me with help on clients with support.

They have also referred to me with concerns of elderly within the community, which means another great set of eyes out there keeping our elderly safe.

The service they provide is so important to the elderly and wider community on the West Coast providing them with help and support.

Without this service, elderly people on the West Coast would find themselves unable to cope with the ever-ending increases of living. The struggle has increased, and I am finding more demand on services to help them through this time.

I hope you can help this service to provide the on-going support they require, so they can continue to support our elderly on the Coast.

If you require any more information, please contact me on [REDACTED] and I'd be happy to answer any questions.

Yours faithfully

Margaret Lilley



**Society of Saint Vincent De Paul**

**129 Palmerston Street**

**Westport 7825**

**CC Number ;** [REDACTED]

**Phone:** [REDACTED]

**31 August 2023**

**To Whom it May Concern:**

**Ref: Buller Budget Advisory Service (BBAS).**

We at Society of Saint Vincent De Paul – Westport fully support Buller Budget Advisory Service in their application for funding.

This organization provides an important service to our local community and it is through their dedication to their clients that they are able to assist many who would otherwise be in dire straits.

This organization has provided free financial assistance mentoring to the Buller community for many years and it is necessary that they are able to continue with their great work.

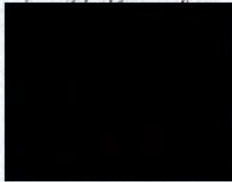
We at Society of Saint Vincent De Paul work with BBAS in helping their clients who come from diverse backgrounds.

It is essential that BBAS receives external funding so that it can continue to provide their services to the Buller community in these challenging times.

Kind regards

Society of Saint Vincent De Paul – Westport

J. Hands (President)+



**SOCIETY OF ST VINCENT DE PAUL IN NEW ZEALAND**

PO Box 10-815, Freepost 992, Wellington Central 6011  
Level 1, 35 Victoria Street, Wellington 6011

Ph: +64 4 499 5070 Email: national@svdp.org.nz  
www.svdp.org.nz CC34707

The Society of St Vincent de Paul is an international Catholic lay organization inspired by the Gospel of Jesus Christ





New Zealand, Fiji, Tonga & Samoa Territory

Caring for people. Transforming lives. Reforming society.

Te Ope Whakaora The Salvation Army

22 September 2023

To whom it may concern

The Salvation Army has a history of about 135 years of helping people in this community of Buller.

As time has gone on, we have adapted our work to the perceived needs in the community, being sure not to take on work that others are competent to do.

On that basis, we do not currently have a Financial Mentoring service, as we see that need is being met by Buller Budget Advisory Service (BBAS).

That such a service is necessary in Buller is clear, especially in these days of a steadily increasing cost of living.

In our food bank client interview process, increasingly cost of living increases are named as the primary cause of the need for assistance.

This applies to both working and beneficiary families.

Managing finances has become a necessary skill that many more are struggling with in the current economic circumstances.

BBAS can support and educate people in how to manage their finances better.

Because of this, we support BBAS application for funding, believing both that such a service is needed in this community, and that BBAS meets that need well.

Yours sincerely,

A black rectangular redaction box covering the signature of Captain Rance Stuart.

Captain Rance Stuart

Corps Officer

The Salvation Army Westport Corps

A large black rectangular redaction box covering contact information for The Salvation Army Westport Corps.

Jill Bryson

WESTPORT 7825



25 September 2023

**To Whom It May Concern**

**Buller Budget Advisory Service**

I am currently a client working with Buller Budget Advisory Service.

I am finding their service very professional in all aspects.

They are offering advice, support and readily available to discuss any financial issues.

I have no hesitation in recommending this service.

Jill Bryson

13/11/2023

Bea Davies



To Whom it May Concern

I came to BBAS over 3 years ago with vertigo which meant I was unable to focus/concentrate on filling in forms of any sort or even comprehending them. Also managing my finances and maintaining a budget.

The assistance I received was with respect, kindness, consideration and patience. All that was required was done to a high degree and as a result the stress of filling in and understanding forms was taken away.

As a result I have become a committee member of BBAS simply due to the service provided to me and to retain the service within the community. I see more need of this type of service going into the future.

Kind regards



Bea Davies



## **Buller Budget Advisory Service Incorporated**

### **Code of Ethics**

#### **Respect for the needs and independence of clients**

Financial mentors show empathy and understanding when assisting families to budget for their own needs and lifestyle, respecting their choices and their right to withdraw from financial mentoring at any time. Support and mentoring are offered without prejudice.

#### **Assistance without discrimination**

Financial mentors maintain a non-judgmental, accepting attitude to all, regardless of sex, age, race, religion, or lifestyle. Financial mentors do not attempt to impose values of their own.

#### **Total confidentiality which is never breached**

Financial mentors maintain total confidentiality in all matters. Before discussing details with creditors, court officials, agencies and any other third party, advisors will first obtain permission from the client according to provisions of the Privacy Act 2022.

#### **An environment of co-operation and accountability**

Financial mentors display reliability, integrity, and accountability working as representatives of our service, when communicating with individuals, families, creditors, or any other persons.

#### **Operations that reflect Te Tiriti of Waitangi**

Financial mentors accept that Te Tiriti o Waitangi (the Treaty of Waitangi) is fundamental to the operations of the Buller Budget Advisory Service, and they reflect this in the way they recognize each person's uniqueness and offer the client and family choices.

#### **Ongoing training support and supervision for all staff**

Financial mentors participate in initial and ongoing training. Resources support and supervision offered by Buller Budget Advisory Service is necessary to maintain the standards of our service.



On behalf of my husband we have both been frequent clients of the Buller Budget Advisory Services.

And as we are on the pension with the rates increasing so much.

As the usual cost of living and medications. If it wasn't for the advice from Buller Budget Advisory Services we honestly wouldn't have a clue what our entitlements are.

All I can say is that in all sincerity we both know as we get older, we know that we and others in our community will be relying on their services, advice for a long time to come. If you have any queries do not hesitate to contact me at [REDACTED]

[REDACTED]  
[REDACTED]  
Mrs Bette-Jo Mayer.  
Nov 2023

AUDIT REPORT  
 TO THE MEMBERS OF  
 BULLER BUDGET ADVISORY SERVICE WESTPORT INC  
 For the year ended 30 June 2022

I have audited the financial statements. The financial statements provide information about the past and present financial position of the Buller Budget Advisory Service Westport Inc

The Committee's Responsibilities

The committee are responsible for the preparation of the financial statements which give a true and fair view of the financial position of the Society as at 30 June 2022 and the results of its operations for the year ended 30 June 2022

Auditors Responsibilities

It is my responsibility to express an independent opinion on the financial statements presented by the group and report our opinion to you.

Basis of Opinion

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

1. The significant estimates and judgements made by the committee in the preparation of the financial statements and
2. Whether the appropriate accounting policies are consistently applied and adequately disclosed.

I conducted the audit so as to obtain all the information and explanations necessary to verify that the statements are free of material misstatements whether caused by fraud or error and also the presentation of information in the financial statements and Charities Reporting documents.

In my opinion:

Proper accounting records have been kept by the Buller Budget Advisory Service Westport Inc. as far as appears from my examination of those records, and:

1. that said records comply with generally accepted accounting practice
2. give a true and fair view of the financial position of the group as at 30 June 2022 and the results of its operations ended on that date.

My audit was completed 5th September 2022 and my opinion is expressed at that date.



Gail Douglas  
 Business Assistance  
 Registered Tax Agent



**BULLER BUDGET ADVISORY SERVICE WESTPORT INC****STATEMENT OF FINANCIAL PERFORMANCE  
FOR THE YEAR ENDED 30 JUNE 2022**

	2022	2021
	\$	\$
<b><u>REVENUE</u></b>		
COGS Funding	7,000	7,000
Grants Received: -		
Trust Community Foundation	30,000	10,000
Buller REAP	0	7,268
West Coast Community Trust	4,585	3,700
West REAP – Tindall Foundation	6,418	0
Buller District Council	3,000	2,000
NZ Lottery Grants Board	30,100	17,500
Sundry Income		0
<b><u>TOTAL REVENUE</u></b>	<u>81,103</u>	<u>47,468</u>
<b><u>LESS EXPENSES</u></b>		
Accident Compensation	27	65
Administration Costs - CAB	0	300
Audit Fee	550	550
Advertising - BBS	1,430	1,643
Bank Fees and Charges	0	40
End of Year Dinner	420	0
General Expenses	201	853
Insurance	661	451
Interest Paid	4	0
Printing & Stationery	63	150
Office/Computer Expenses	3,159	1,370
Out of Pocket – Volunteers	1,200	0
Petty Cash	600	800
Rent - BBS	8,616	6,661
Reimbursements	0	2,388
Telephone and Tolls	1,439	1,808
Training	319	187
Travel - Staff	335	0
Wages Processing	802	786
Wages	42,777	34,559
Withholding tax on Interest Received	459	0
<b><u>TOTAL EXPENSES</u></b>	<u>63,062</u>	<u>52,611</u>
<b>CASH SURPLUS (DEFICIT)</b>	<u>18,041</u>	<u>-5,143</u>
<b><u>PLUS OTHER INCOME</u></b>		
Interest Received - ASB Bank	1,020	1,856
<b>NET SURPLUS (DEFICIT)</b>	<u>\$19,061</u>	<u>(\$3,287)</u>

## BULLER BUDGET ADVISORY SERVICE WESTPORT INC

SCHEDULE OF FIXED ASSETS AND DEPRECIATION  
FOR THE YEAR ENDED 30 JUNE 2022

<u>OFFICE EQUIPMENT</u>	Deprn Rate	Cost	Opening WDV	Deprn	Accum Deprn	Closing WDV
Computer Software	18	354	22		334	22
Computer	18	2182	102		2080	102
Computer	18	364	13		351	13
Computer Printer	18	322	11		311	11
Computer Software	18	252	9		253	9
Chair	18	230	7		223	7
Whiteboard	18	176	6		170	6
Filing Cabinet	18	212	9		203	9
Filing Cabinets	18	153	5		148	5
Scanner	18	167	7		160	7
TV & Video	18	468	16		452	16
Overhead Projector	18	715	25		690	25
Hyundai Cellphone	18	198	15		183	15
Office Furniture	18	505	48		457	48
NZFFBS - Database Software	18	350	32		318	32
Cordless Phone	18	180	21		159	21
Sign	18	180	21		159	21
Computer	18	1391	330		1061	330
Office Furniture (Dec 2011)	18	2142	868		1274	868
Acer Laptop (August 2013)	18	700	394		306	394
Intel Computer (January 2015)	18	1497	1117		380	1117
Intel Computer (January 2015)	18	1497	1117		380	1117
Acer Laptop (October 2017)		800	800		0	800
Cross Cut Shredder (June 2021)		667	667		0	667
Two Intel Computers (June 2021)		2346	2346		0	2346
Kyocera Printer (June 2021)		478	478		0	478
Office Chairs (2) (October 2021)		483			0	483
<b>Total Assets</b>		<b>19019</b>	<b>8486</b>	<b>0</b>	<b>10052</b>	<b>8969</b>





# Buller Budget Advisory Service

## Who are we? What do we do?

### Helping locals to manage their finances

The Buller Budget Advisory Service (BBAS) has been helping Buller residents answer money questions for many years.

The free service aims to help people find security in handling financial affairs by sitting clients down with financial mentors to discuss their needs.

BBAS co-ordinator Lisa Gregory said the service was free and available for people from all walks of life.

"No one is immune to financial challenges and our confidential services are offered without judgement and are available to all. BBAS is guided by a code of ethics and a strict confidentiality protocol."

Financial mentor Karen Kersten said the process for helping people with their money concerns involved a lot of listening.

"Financial stress can impact on all areas of our lives and ability to function. When we start with a client, we need to listen and understand their situation and needs."



Lisa Gregory

"Often, they need to vent and that's ok because they may be struggling with a challenging situation."

Financial mentors were on hand to help with a variety of needs, and specialised in household money management and debt repayment, Ms Kersten said.

"Whether you just want to talk, or need help with a major problem, our mentors will take the time to listen and support you."

Financial mentors are trained and certified to meet government standards, with regular training to ensure their skills are up to date.

When needed, BBAS mentors can advocate for their clients if they have permission.

"People seem to really appreciate having someone on their team to speak on their behalf," Ms Kersten said.

The service also had a close relationship with other community agencies and could make referrals for assistance in other areas. If needed, she said, BBAS chairwomen Nel van

Greenbrook said the service, and the community, had benefited from many hours of voluntary work over the years. Mrs van Greenbrook said Colin Croft was a great example of a hard-working volunteer.

"Mr Croft has been an active supporter of the service since the management committee in 1989."

Mr Croft held a variety of BBAS roles over the years, from financial mentor to chairman and committee member.

"His service, along with all the other volunteers, committee members and staff has made a life-changing impact on some of our community members."

Ms Gregory said the service was always looking for more volunteers and committee members.

"If you are interested in volunteering as a treasurer, secretary, financial mentor, or committee member to support this essential service, please contact us."

BBAS is based in the Westport Clocktower, 113 Palmerston Street. A Revlon service also operates from the Who Cares building.

The office is open Monday to Friday, from 9am until 2.30pm, with a break from 12.30pm - 1pm for lunch.

Everybody is welcome to pop in during opening hours or call to book an appointment. Phone 03 789 8080 or 021 0807 4066, or email [wp@bullerbudget.nz](mailto:wp@bullerbudget.nz).



The Buller Budget Advisory Service team. Back from left: Committee member Lana Kersten, financial mentor Karen Kersten, treasurer/financial mentor David Rae. Front from left: Chairwoman Nel van Greenbrook, committee member Bea Davis, and committee member Jonathan Taylor. Absent: Lisa Gregory, Caroline Howard, Elena Yap, Lou Kersten, Colin Croft. Photo: Raquel Joseph

Proud supporters of Buller Budget Advisory Service and thank them for their valuable service.

197 Palmerston Street - Ph 789 7819

### Make the most of your finances this Money Month

The Buller Budget Advisory Service (BBAS) is celebrating national Money Month by helping people get their finances sorted.

Money Month, run through August, is a public awareness campaign co-ordinated by Te Ara Ahunga Ora Retirement Commission, in partnership with the financial capability community.

Throughout Money Month, the Retirement Commission is encouraging New Zealanders to hit pause and take a moment to get their money sorted.

BBAS co-ordinator Lisa Gregory said Money Month was a good reminder to think about finances. "Sorting things can bring a sense of order to other areas in your life."

She said the campaign was aimed at everyone, especially those less experienced or overwhelmed by money, who sought to increase their knowledge and confidence.

Money Month looks at four core areas of managing finances:

**Budgeting**  
You can do a lot in a month. Small steps every week add up. Sorting your money doesn't just take care of you - it supports the future of your whānau too. Build your budget to plan your spending and saving, so your money does where you want it to. On payday, give each dollar a job. It makes your money goals easier.

**Debt**  
Debt doesn't need to be daunting. Having a plan to pay for it puts you in control. Tackling high-interest debts first has an avalanche effect. Pay off your priciest debts to get debt free faster. Kick off little things to get the ball rolling - paying smaller debts first has a snowball effect.

**Savings**  
Saving money isn't just for nice things, it can be a safety net for anything unexpected. More saving gives you more options. Even small amounts. Planning

a purchase? Sleep on it, chat about it, wait a few days. Time will tell if you really need it. Automate everything. Auto-payments for your bills, savings, and investments means less to think about.

**KiwiSaver**  
KiwiSaver is a team effort. The Government and your employer contribute to your savings, and that money earns returns. Find out the right fund type for you. There could be a \$190,000 difference by retirement between a conservative fund and a growth fund. Contributing \$20 weekly (\$87 monthly) to your KiwiSaver means the government will pay you up to \$521 annually.

Talk to BBAS about how to make the most of your income this Money Month, or read more about the campaign at [www.retirement.govt.nz](http://www.retirement.govt.nz).

## Hon Damien O'Connor

MP for West Coast-Tasman

Motueka  
03 628 8190  
234 High St, Motueka

Westport  
03 789 5461  
208A Palmerston St, Westport

Greymouth  
03 768 7189  
181 Tainui St, Greymouth



[/damienocconnormp](https://www.facebook.com/damienocconnormp)  
[@DamienOConnorMP](https://twitter.com/DamienOConnorMP)



**BULLER TAXIS**  
789 6900

'Driven with passion'

"A budget is telling your money where to go, instead of wondering where it went"

Dave Ramsey

Helping you with great savings!

Proud to support Buller Budget Advisory Service

**NEW WORLD Westport**

Open 7 days  
8.00am - 4.30pm  
244 Palmerston Street, Westport  
Ph (03) 789 7669

## Supporting the Buller Budget Advisory Service in our community

**PropertyBrokers** Proud to be here

Call us on 0800 367 5263 or go to [pb.co.nz](http://pb.co.nz)

- Family Income
- Housing Expenses
- Transportation
- Family Care
- Living Expenses
- Family Entertainment
- Obligations
- Savings

WESTPORT NEWS 11 AUG 2023



The West Coast Messenger

Wednesday, August 30, 2023

# Money Month – plan your future

by Rose O'Connor  
in Westport

August is the month set aside by Te Ara Ahunga Ora Retirement Commission to help New Zealanders with money matters, according to Buller Budgeting Advisory Services Inc (BBAS) co-ordinator Lisa Gregory.

"It is a free service available to all. We deliver financial mentoring to help people with debt repayment and financial planning," Ms Gregory said.

"Our BBAS team of three is passionate about serving the community. We are very busy. Anecdotally, we have had a huge increase in demand. We aim to help people maximise their money in an empowering and relevant way in the current climate."

BBAS is based in the Westport Clocktower. Ms Gregory said the Retirement Commission is encouraging New Zealanders to hit 'pause' and take a moment to get their money sorted.

"Sorting money issues can also bring a sense of order to other areas of life," she said. "Our message is to 'pause' and give yourself the headspace to sort your money," she said. The key themes of the national campaign are around budgeting, debt, savings and Kiwisaver.

"Small budgeting steps every week add up and it effects the future of the whole whanau. On pay day, give every dollar a job! It makes essential service."

your money goals easier," Ms Gregory said. "Having a plan to pay off debt puts you in control. Tackling high interest debt first has an avalanche effect but paying smaller debts first also has a snowball effect," she said.

Ms Gregory said saving money shouldn't just be for nice things but for a 'safety net' for anything unexpected.

"More savings give you more options – even small amounts. Automate everything. Auto-payments for your bills, savings and investments means less to think about."

Kiwisaver was a team effort along with the Government and employers, with the contributions earning returns.

"Find out the right fund type for you. There could be a \$130,000 difference by retirement between a conservative fund and a growth fund!"

Ms Gregory said their clients came from all over Buller and from all walks of life.

"Our confidential services are offered without judgement and are available to all." The office at the Westport Clocktower is open from Monday to Friday 9am to 12.30pm and 1pm to 2.30pm.

"You are welcome to pop in or phone 03 789 8080 or 021 0807 4065 to make an appointment. Reefton services are located at the Who Cares premises."

BBAS is also looking for volunteers to act as a treasurer or secretary to support the essential service.



The BBAS team outside its Westport Clocktower office – Karen Kersten, left, chairwoman Nel van Greevenbroek and Lisa Gregory. PICTURE: Supplied





## COMMUNITY GRANTS APPLICATION

The Buller District Council Community Grants Fund is for community groups/organisations that are carrying out projects that align with Council's Community Outcomes.

Name of your organisation: Carters Beach Hall

Legal status of organisation: \_\_\_\_\_

Postal address: Carters Beach Reserve

Email: [REDACTED] Postcode: 7825

### Contact details:

Name	Position in organisation	Daytime phone number
Main contact: <u>Carol Carol</u>	<u>Hall Manager</u>	[REDACTED]
Secondary contact: <u>Shayne Bamj</u>	<u>Chair person</u>	[REDACTED]

Why was your organisation set up (what are your organisation's main objectives)?

We are a group of volunteers who oversee the hall and reserve, and maintain and support it for community use.

**What are you seeking funding for?** Please summarise and include how was the need identified, what are your key partners, who will benefit, how will it benefit the community or the participants.

Please do not say 'see attached' – If you wish to attach a project outline or plan then please do so, but summaries your project here.

We want to purchase a mobile stage set up to enhance the hall's possible uses as a venue for speakers, dances, performances and other imaginable activities such as displays or art installations.

**How many people will positively be impacted?**

This can be participants, audiences, clients, people that will use your service, or people who will be impacted This needs to be a number, do not include many, few, don't know. If you don't know exact numbers, please provide an estimate.

*I estimate at least 100 people will use this option.*

How long will your project/service run? Start date: *immediate* Finish date: *Never!*

**Which of the Buller District Community Outcomes will your project contribute towards?**

If your project does not support a Community Outcome insert NA. Copies of the Community Outcomes can be downloaded from Council's [website](#) or contact Community Services staff for more information.

**Please include how you will evaluate and measure the positive impact for each Community Outcome.**

This can be quantitative or qualitative and reporting on these is part of your accountability statement.

<p><b>Social</b> Our communities are vibrant, healthy, safe and inclusive.</p>	<p>How will your project support this?</p> <p><i>Social events will be enhanced by this option as offering staging gives positive options to hall users.</i></p>
	<p>How will you measure this?</p> <p><i>Observing the satisfaction of the public and those who hire the hall</i></p>
<p><b>Affordability</b> Our communities are supported by quality infrastructure, facilities and services that are efficient, fit-for-purpose, affordable and meet our current and future needs.</p>	<p>How will your project support this?</p> <p><i>This is an efficient product. Light to set up, cleverly stored, safe to use and an asset to any community</i></p>
	<p>How will you measure this?</p> <p><i>I am confident that positive feedback from hall users will result.</i></p>

<p><b>Prosperity</b> Our district is supported by quality technology and an innovative and diverse economy that creates opportunities for self-sufficiency, sustainable growth and employment</p>	<p>How will your project support this? Ensuring the hall is well set up for a variety of uses will benefit the local community as it will encourage and support new and different users</p>
<p><b>Culture</b> Our lifestyle is treasured, our strong community spirit is nurtured, and our inclusive and caring communities understand our whakapapa and heritage and support lifelong learning</p>	<p>How will you measure this? Observation of the expected diverse use.</p> <p>How will your project support this? Enhancing hall facilities will benefit everyone, whatever their areas of focus.</p>
<p><b>Environment</b> Our distinctive environment and natural resources are healthy and valued.</p>	<p>How will you measure this? Observation</p> <p>How will your project support this?</p> <p>How will you measure this?</p>

**Your budget**

Please identify all the expenses related to this funding application. These can include materials, venue hire, promotion, equipment hire, fees, running costs, and wages.

Your expenses	Detail	Amount (\$)
Mobile stage	3 x 4 sqm module stage	11,159.00
Freight	approx \$300 (guess)	
<b>Total cost:</b>		\$11,459.00

Please identify all contributions to this project. These can include own funds, income from fundraising events, other grants, ticket sales, sale of artwork, sponsorship, or donations.

Your contributions	Detail	Amount (\$)
Volunteer	time, setup, research	
<b>Total contribution</b>		\$
<b>Cost less contribution</b>		\$
<b>Amount you are requesting from this Community Grant</b>		\$11,459.00

If you are holding funds in your accounts, please outline why these cannot be used for this project or use.

Because of incorrectly installed roofing over our storage area, we are currently planning a number of initiatives and grant applications to raise money for repairs.

What will be the effect if Council does not support your application (please select only one option) ?

- Not go ahead
- Downscaling
- Use own funds
- Postponing
- Apply to other funds
- Other:

Does your organization receive funding or support from Buller District Council this financial year? **Yes** / No  
 If yes, please specify below. This can include annual plan funding, use of Council facilities, administration support, support with materials, running costs, hire, fees, promotion, or support by Council staff.

We have received funding from the revitalisation fund to install acoustic baffles which are a fantastic enhancement and also we are upgrading our kitchen with cupboards, a kitchen island and crockery etc.

Have you received funding from Buller District Council Community Grants in the past? Yes / **No**  
 If yes, please complete this table. If you have received funding more than once, please refer to the most recent amount you received.

Year	Project	Amount (\$)	Have you submitted an accountability statement for this project?
			Not applicable



**Information for applicants:**

- All accountability statements for previous funding must be submitted before any new applications are considered.
- If you are unsure if an accountability statement has been submitted, please contact the Buller District Council Community Services Officer on (03) 788 9683.
- Complete one application form per project.
- Applications are evaluated by the Community Grants Committee.
- Council's Community Services Officer is available if you require assistance, phone (03) 788 9683.
- Ensure you attach all the required supporting documents.
- The Community Outcomes can be downloaded from Council's website <https://bullerdc.govt.nz/district-council/publications/long-term-plan/community-outcomes/>
- Failure to include all relevant information may delay the processing of your application.
- If you are unsure of the closing date, please contact Customer Services for confirmation as late applications will not be accepted.
- Please keep a copy of the application to complete the accountability statement.
- This document will be available to the public as part of the meeting agenda. Please refer to [www.bullerdc.govt.nz/privacy](http://www.bullerdc.govt.nz/privacy) or contact Council for a copy of Council's Privacy Statement.


**Checklist for your application:**

- Filled out and signed application form. Please ensure that you have completed ALL sections of the application. If information is not provided, it may delay your application.
- Two letters of community support for your organisation, signed, dated and less than six months old, from people not involved or connected in any way with the running of your organisation.
- A copy of your organisation's latest annual accounts. If you do not have annual accounts, please attach a statement of income and expenditure for the past 12 months. If neither of these documents are available please explain why below, and attach a copy of your organisations latest bank account statement/s.

**Declaration:**

I/We hereby declare the information supplied in this application is correct. If the application is successful, I/we agree to provide an accountability report to Buller District Council stating that the money received has been spent on the project or service as requested. I/we agree to participate in any funding audit of our organisation conducted by Buller District Council.

I/we also consent to Buller District Council collecting, retaining and using the contact details of our organisation that have been listed in this application. I/we confirm we have the authority to provide these details and to commit the organisation to this application. Where funds are approved, I/we agree to include Buller District Council's logo in all promotions carried out.

Name	Signature
Main contact: <i>Cornel Carroll</i>	
Secondary contact: <i>Shagne Barry</i>	<i>She will sign when buller form blanking is required.</i>

**Send your completed application to:  
Buller District Council, PO Box 21, Westport 7866  
or email to [grants@bdc.govt.nz](mailto:grants@bdc.govt.nz)**

The personal information that you provide in this form will be held and protected by Buller District Council in accordance with our privacy policy (available at [bullerdc.govt.nz/privacy](http://bullerdc.govt.nz/privacy) and at council libraries and service centres) and with the Privacy Act 2020. Council's privacy policy explains how we may use and share your personal information in relation to any interaction you have with the council, and how you can access and correct that information. We recommend you familiarise yourself with this policy.





## COMMUNITY GRANTS APPLICATION

The Buller District Council Community Grants Fund is for community groups/organisations that are carrying out projects that align with Council's Community Outcomes.

Name of your organisation: Charleston-Westport Coastal Trail Trust

Legal status of organisation: Incorporated Charitable Trust

Postal address: P O Box 450, Westport

Email [REDACTED] Postcode: 7866

### Contact details:

Name	Position in organisation	Daytime phone number
Main contact: Richard Niederer	Trust Chairperson	[REDACTED]
Secondary contact: Trudy Harrington	Administrator	[REDACTED]

### Why was your organisation set up (what are your organisation's main objectives)?

The Trust was set up to plan, build and maintain a public cycle way and walkway between the communities of Westport and Charleston.

**What are you seeking funding for?** Please summarise and include how was the need identified, what are your key partners, who will benefit, how will it benefit the community or the participants.

Please do not say 'see attached' – If you wish to attach a project outline or plan then please do so, but summaries your project here.

The funding will be used to purchase and install 6 sets of bike stands made from railway sleepers and mooring rings along the trail between Westport and Charleston.

The bike stands will be placed at locations where cyclists leave their bikes to further explore the areas along the trail. For example Carters Beach domain, Omau domain, Tauranga Bay and Charleston, while riders access the beaches, see the wildlife, etc.

Building the stands from old railway sleepers fits in with the heritage aspects of the whole trail. These have been successfully used on other NZ Great Rides.

**How many people will positively be impacted?**

This can be participants, audiences, clients, people that will use your service, or people who will be impacted This needs to be a number, do not include many, few, don't know. If you don't know exact numbers, please provide an estimate.

Estimated use in 2024 is over 30,000. The trail trip recorder on Section 1 has recorded +

**How long will your project/service run?** Start date: March/April 2024 Finish date: April/May 2024

**Which of the Buller District Community Outcomes will your project contribute towards?**

If your project does not support a Community Outcome insert NA. Copies of the Community Outcomes can be downloaded from Council's [website](#) or contact Community Services staff for more information.

**Please include how you will evaluate and measure the positive impact for each Community Outcome.**

This can be quantitative or qualitative and reporting on these is part of your accountability statement.

<p><b>Social</b> Our communities are vibrant, healthy, safe and inclusive.</p>	<p>How will your project support this?</p> <p>The Kawatiri Coastal Trail is a community project funded through the PGF (Kanoa) fund. The trail connects small communities, providing a safe and affordable transport route between Charleston and Westport. The KCT encourages people to be active and to engage with the amazing natural environment that surrounds them. This was highlighted during COVID-19 restrictions when people were using the trail for their exercise and wellbeing needs.</p> <p>The trail is a grade 2 family friendly trail that most people can use safely. The design ensures that people with disabilities can also use the trail with limited mobility or needing wheelchairs and mobility devices.</p> <p>The trail is used by locals for their daily walk or run, as well as visitors to the district. Children and adults use it for their daily commute to school or work from Carters Beach, for example.</p>
<p><b>Affordability</b> Our communities are supported by quality infrastructure, facilities and services that are efficient, fit-for-purpose, affordable and met our current and future needs.</p>	<p>How will you measure this?</p> <p>Once the full trail is open we will run annual surveys, engaging those who use the trail and the businesses that support and benefit from the trail. We have social media sites which encourage comments on peoples experiences.</p> <p>The trail has a counter on Section 1 near the Buller Bridge which counts cyclists and walkers. This data helps us monitor trail usage, including dates and times and whether they are walking or cycling. The Trust has plans to install another 2-3 counters to gather data for other sections.</p>
<p><b>Affordability</b> Our communities are supported by quality infrastructure, facilities and services that are efficient, fit-for-purpose, affordable and met our current and future needs.</p>	<p>How will your project support this?</p> <p>The trail is being constructed to a high standard and is free to use. It gives people in our community an easily accessed, cheaper and healthier option for commuting by biking or walking. The funding for most of the construction of the trail and the maintenance of the trail has and will continue to go back into local businesses. Much of the maintenance work on the trail is also carried out by volunteers from the communities that the trail goes through making the upkeep more affordable.</p> <p>The KCT has plans to become a NZ Great Ride, so a specific standard is required. This would provide some financial support but importantly the KCT would then be part of a national and international marketing strategy, which would help to bring new visitors to the Buller District. These visitors will stay and spend money with local businesses.</p>
<p><b>Affordability</b> Our communities are supported by quality infrastructure, facilities and services that are efficient, fit-for-purpose, affordable and met our current and future needs.</p>	<p>How will you measure this?</p> <p>We keep accurate records of volunteer hours spent on the trail and also of the money spent on the trail that has gone to local businesses.</p> <p>NZCT undertakes surveys across it's 23 existing Great Rides. A 2021 survey found that for every \$1 spent by the trail managers, users (cyclists and walkers) spent \$4.50 on travel, accommodation, food and beverage, souvenirs, etc. This also includes a factor for health and wellbeing benefits (report copies attached). We see no reason that the KCT would not show similar results.</p>



<p><b>Prosperity</b> Our district is supported by quality technology and an innovative and diverse economy that creates opportunities for self-sufficiency, sustainable growth and employment</p>	<p>How will your project support this?</p> <p>The Kawatiri Coastal Trail has lifted the profile of the district and many of the images promoting the district are of the KCT. The trail is already attracting a large number of bikers and walkers to the district and many businesses are benefiting from the subsequent increase in visitor numbers. There are also many opportunities for new businesses to set up to support trail users and we expect to see the new businesses start to appear once the full trail is completed later this year.</p> <p>The CWCTT has also attracted external funding from sponsors which has been invested back into the trail and district through the preservation and enhancement of the amazing natural environment that the trail runs through. Funding and hundreds of volunteer hours have been invested back into pest control, weed eradication and native plantings.</p> <p>How will you measure this?</p> <p>We have one trail counter at the moment that records trail user numbers but we hope to purchase more trail counters once the trail is completed. We liaise with established businesses that support the trail year round and through feedback we know that the trail has significantly affected many of these businesses in a positive way. We will also gauge businesses through trail surveys once the full trail is completed and open for use.</p>
<p><b>Culture</b> Our lifestyle is treasured, our strong community spirit is nurtured, and our inclusive and caring communities understand our whakapapa and heritage and support lifelong learning</p>	<p>How will your project support this?</p> <p>The Kawatiri Coastal Trail has been acknowledged by trail enthusiasts for its extensive interpretation panels that tell the story of both our Maori and European heritage along the trail route. The interpretation panels also educate trail users about the rich natural environment, the diverse flora and fauna and the amazing landscapes along the trail. We have amazing volunteers who help sustain not only the trail but the natural environment around the trail through trapping and planting programmes. The feedback we get from our community is that they are proud of the Kawatiri Coastal Trail, it is treasured by many and that it is important that we protect the flora and fauna along the trail to ensure that it can be enjoyed by generations to come.</p> <p>The use of QR codes on our interpretation panels linking to our website will allow people to get further and more detailed information on all aspects of the heritage and environment along the trail. This will be an invaluable tool for individuals and educational groups.</p> <p>We are working closely with Iwi on cultural aspects of the trail, and coordinating with the Pounamu Pathway.</p> <p>How will you measure this?</p> <p>We record all paid and volunteer hours spent in ensuring the sustainability of the trail and the surrounding natural environments. Schools and other education groups use the trail for learning purposes and there is the opportunity to invest more in areas of significance such as the archaeological site at Carters Beach. Surveys and feedback help us measure the significance of the cultural importance of the KCT.</p>
<p><b>Environment</b> Our distinctive environment and natural resources are healthy and valued.</p>	<p>How will your project support this?</p> <p>As above - hundreds of volunteer hours and thousands of dollars worth of plants, traps, bait etc have been invested into the natural environment that the trail runs through.</p> <p>Cameras along and adjacent to the trail have recorded Great Spotted kiwi (roroa), which have been among the most viewed and popular posts on our Facebook site.</p> <p>Interpretation panels inform users about the environment - flora and fauna, geology</p> <p>How will you measure this?</p> <p>We measure all paid and volunteer time that is invested back into the enhancement and sustainability of the natural environment that surrounds that KCT. The CWCTT will have carried out trapping, wasp control, planting and weed eradication in areas that previously had no pest control or native planting enhancements.</p>

**Your budget**

Please identify all the expenses related to this funding application. These can include materials, venue hire, promotion, equipment hire, fees, running costs, and wages.

Your expenses	Detail	Amount (\$)
Sleepers	25 sleepers @ \$40 each	\$ 1,000.00
Concrete etc	Cement and boxing	\$ 500.00
Mooring rings	18@\$79.20	\$ 1,425.60
Labour	10 hours @ \$50	\$ 500.00
Hire	Posthole borer	\$ 95.00
Bolts & Nuts		\$ 100.00
	(all GST inclusive)	
<b>Total cost:</b>		<b>\$ 3,620.60</b>

Please identify all contributions to this project. These can include own funds, income from fundraising events, other grants, ticket sales, sale of artwork, sponsorship, or donations.

Your contributions	Detail	Amount (\$)
Volunteer Hours	Cement, boxing, installation	500.00
<b>Total contribution</b>		<b>\$ 500.00</b>
<b>Cost less contribution</b>		<b>\$ 3,120.60</b>
<b>Amount you are requesting from this Community Grant</b>		<b>\$ 3,120.60</b>

**If you are holding funds in your accounts, please outline why these cannot be used for this project or use.**

The Trust has funds from the PGF Kanoa fund for the trail construction as set out in our funding agreement with MBIE. At this time we do not expect any surplus upon completion.

Donations received are for specific allocation or have been items like seats.

Other funds held are for trail maintenance and management, for which we have a budgeted shortfall. Additional fundraising is being carried out for these.

**What will be the effect if Council does not support your application (please select only one option) ?**

- Not go ahead
  - Downscaling
  - Use own funds
  - Postponing
  - Apply to other funds
  - Other:
- 

**Does your organization receive funding or support from Buller District Council this financial year? Yes / No**  
 If yes, please specify below. This can include annual plan funding, use of Council facilities, administration support, support with materials, running costs, hire, fees, promotion, or support by Council staff.

No

**Have you received funding from Buller District Council Community Grants in the past? Yes / No**  
 If yes, please complete this table. If you have received funding more than once, please refer to the most recent amount you received.

Year	Project	Amount (\$)	Have you submitted an accountability statement for this project?
2022	Revitalisation Fund	4,780.00	YES

**Information for applicants:**

- All accountability statements for previous funding must be submitted before any new applications are considered.
- If you are unsure if an accountability statement has been submitted, please contact the Buller District Council Community Services Officer on (03) 788 9683.
- Complete one application form per project.
- Applications are evaluated by the Community Grants Committee.
- Council's Community Services Officer is available if you require assistance, phone (03) 788 9683.
- Ensure you attach all the required supporting documents.
- The Community Outcomes can be downloaded from Council's website <https://bullerdc.govt.nz/district-council/publications/long-term-plan/community-outcomes/>
- Failure to include all relevant information may delay the processing of your application.
- If you are unsure of the closing date, please contact Customer Services for confirmation as late applications will not be accepted.
- Please keep a copy of the application to complete the accountability statement.
- This document will be available to the public as part of the meeting agenda. Please refer to [www.bullerdc.govt.nz/privacy](http://www.bullerdc.govt.nz/privacy) or contact Council for a copy of Council's Privacy Statement.


**Checklist for your application:**

- Filled out and signed application form. Please ensure that you have completed ALL sections of the application. If information is not provided, it may delay your application.
- Two letters of community support for your organisation, signed, dated and less than six months old, from people not involved or connected in any way with the running of your organisation.
- A copy of your organisation's latest annual accounts. If you do not have annual accounts, please attach a statement of income and expenditure for the past 12 months. If neither of these documents are available please explain why below, and attach a copy of your organisations latest bank account statement/s.

**Declaration:**

I/We hereby declare the information supplied in this application is correct. If the application is successful, I/we agree to provide an accountability report to Buller District Council stating that the money received has been spent on the project or service as requested. I/we agree to participate in any funding audit of our organisation conducted by Buller District Council.

I/we also consent to Buller District Council collecting, retaining and using the contact details of our organisation that have been listed in this application. I/we confirm we have the authority to provide these details and to commit the organisation to this application. Where funds are approved, I/we agree to include Buller District Council's logo in all promotions carried out.

Name	Signature
Main contact: Richard Niederer	
Secondary contact: Trudy Harrington	

**Send your completed application to:  
Buller District Council, PO Box 21, Westport 7866  
or email to [grants@bdc.govt.nz](mailto:grants@bdc.govt.nz)**

The personal information that you provide in this form will be held and protected by Buller District Council in accordance with our privacy policy (available at [bullerdc.govt.nz/privacy](http://bullerdc.govt.nz/privacy) and at council libraries and service centres) and with the Privacy Act 2020. Council's privacy policy explains how we may use and share your personal information in relation to any interaction you have with the council, and how you can access and correct that information. We recommend you familiarise yourself with this policy.

Charleston Waitakere Community Group

P.O. Box 71,  
Charleston

26.01.2024

Buller District Council

To whom it may concern.

Please accept this letter, done on behalf of the Charleston Waitakere Community Group Committee, as an endorsement of a Community Grant application being submitted by the Charleston to Westport Coastal Trail Trust.

Their application, to you is for consideration, is for funding to assist with the purchase of materials for good quality, iconic cycle stands. Two of these would be for in the village at Charleston. These would be valued assets to aid in our rural Community's hospitality towards Coast visitors.

Improved infrastructure as well as additional facilities in Charleston, to support the anticipated large increase in tourist and visitor numbers expected, are seen as pressing needs by locals. Being able to cater to the specific needs of those who will be arriving into our village on cycles, via the Kawatiri Coastal Trail, is very important.

So our Group fully support this application to the Buller District Council for assistance to enable these cycle stands to be provided.

Nāku noa, nā Sarah Stephen  
Secretary of CWCG

*Omau Reserve Subcommittee*

*C/- Wendy Chisnall*

██████████: ██████████  
██████████ ██████████

29 January 2024

To Whom It May Concern

### **Community Grants Application**

The Omau Reserve Subcommittee at Cape Foulwind wishes to add its support to the Kawatiri Coastal Trail's (KCT) grant application for funding to erect bike stands along the trail. These will be a great addition to the trail, allowing users to securely park their bikes while they take in the sights. We are pleased that they will construct one on the Omau Domain.

We see many users of the trail, and other visitors to the area walking down to Gibson's Beach and to have somewhere to secure their bikes would be a big benefit to these people. The design the KCT has using old railway sleepers will fit very well into the heritage of this area. We have recently done planting on our bund and installed seats and tables near the carpark for the domain, so the addition of these bike stands will further enhance that.

The Kawatiri Coastal Trail has been a great addition to our district, the numbers of people coming and staying in the area to specifically ride or walk the trail is amazing. The more support which can be provided to enhance the trail is a good thing.

We are pleased to support this funding application. Any questions, please don't hesitate to contact us.

Yours sincerely



Wendy Chisnall

Secretary, Omau Reserve Subcommittee

[thechisnalls@xtra.co.nz](mailto:thechisnalls@xtra.co.nz)



**2023 Performance Report**

**Charleston - Westport Coastal Trail  
Trust**

**Charleston - Westport Coastal Trail Trust****Contents of Performance Report****For the Year Ended 31 March 2023**

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## Charleston - Westport Coastal Trail Trust

### Entity Information

#### For the Year Ended 31 March 2023

Charleston - Westport Coastal Trail Trust is a Discretionary Trust, established by a trust deed dated 25 May 2016 and registered under the Charities Act 2005.

<b>Entity's Purpose or Mission</b>	To develop, manage and maintain a Grade 2 cycle trail between Westport and Charleston. To provide unrestricted public access for all ages and abilities, including those with disabilities, fostering the health and wellbeing of users, promoting the local flora and fauna and educating users on the cultural and economic heritage of the region.
<b>Entity Structure</b>	A Charitable Trust based in Westport with 7 - 12 elected Trustees. Sub committees will be formed for specific project tasks as necessary
<b>Trustees</b>	Richard Niederer - Chairperson Peter Campbell - Treasurer Jeff Richards Annabel Gosset Evan Morris Sarah Stephen Emily Wiechern Campbell Robertson Lawrence Eade
<b>Main Sources of Cash and Resources</b>	Cash resources are from Grants and Donations
<b>Entity's Reliance on Volunteers and Donated Goods or Services</b>	Reliance is placed on the Trustees, who volunteer their time and expertise to facilitate the development of the coastal trail.
<b>Accountants</b>	Campbell & Associates Chartered Accountants 68 Russell Street Westport
<b>Bankers</b>	Nelson Building Society Palmerston Street, Westport
<b>IRD Number</b>	██████████
<b>Registered Charity Number</b>	CC54206

## Charleston - Westport Coastal Trail Trust

### Statement of Service Performance

For the Year Ended 31 March 2023

#### Entities Outcomes

To develop, manage and maintain a Grade 2 cycle trail between Westport and Charleston. To provide unrestricted public access for all ages and abilities, including those with disabilities, fostering the health and wellbeing of users, promoting the local flora and fauna and educating users on the cultural and economic heritage of the region.

The Charleston-Westport Coastal Trail Trust was formed in 2015 to plan and develop a cycle and walking heritage trail between Westport and Charleston known as the Kawatiri Coastal Trail. The Trust then operates and manages each section as it is completed. The project is designed to contribute to the local economy by bringing new visitors into the district to enjoy the trail. It is expected to add around \$7.9 million worth of additional visitor spending per year averaged over its first decade of operation and to employ 100 people in support. With strong health and wellbeing benefits, the trail will also showcase our significant Māori and European heritage stories and celebrate our flora, fauna and special geology.

#### Entities Outputs

After receiving the full budgeted construction cost of \$9.36 million from the Provincial Growth Fund, the Trust began its detailed design and consenting stage in May 2019. The original funding agreement was changed to allow the funding to be drawn down for individual stages, which has significantly sped up the trail construction. The Trust's aim was to commence construction in mid-2020 and this deadline was successful, with stage 1 of the trail opening to the public in December 2020. Construction of the subsequent stages is well underway.

The Trust meets regularly and is currently comprised of 9 trustees. There is a wide range of skills including financial, marketing, geology, geotechnical, civil construction and design among and available to the Trust. The Trust appointed a "Project Team" which meets weekly to report on and review progress, achievements, milestones reached, threats and risks, and tasks yet to be completed. This group also oversees the employees in the project office, being the Project Manager and the administration team, all of which are part-time roles.

Additional to this reporting regime, there is a Project Governance Group which meets monthly made up of key Trustees, a PGF representative, a DOC project manager, a BDC representative and a peer reviewer. There is also a fortnightly meeting with the planning group to review progress with the detailed design and consenting contractors WestReef and Dextera.

Since its establishment, the Trust has worked closely with its stakeholders, including Buller District Council, Department of Conservation, Waka Kotahi NZTA, Pamu, Development West Coast, Ngāi Waewae and Ngāi Apa ki te Rā Tō. It has also engaged with private landowners and the community, keeping everyone informed of progress.

The Trust has an operational budget accessed through their Provincial Growth Funding (PGF) for the construction and business set up. Additional funding sources including counter-top money boxes and donations and fundraising events are for the maintenance and the running of the completed trail sections. The Trust also has a website and Facebook page to drive awareness and outline progress.

#### GENERAL INFORMATION

<b># of visitors 2023</b>	<b># of visitors 2022</b>
32,125	28,906
Volunteer Hours 2023 630.5hrs	

#### Stages:

	Opening Date
Section 1 Puwaha - (Westport - Carters Beach)	Dec 2020
Section 2A Kawau - (Carters Beach - Cape Foulwind)	June 2021
Section 3 Omau - (Cape Foulwind - Tauranga Bay)	December 2021
Section 8 Waitakere - (Nile River Bridge - Charleston)	February 2022
Section 4 Tauranga - (Tauranga Bay - Okari Lagoon)	October 2022
Section 2b Kawau - (Holcim - Omau)	December 2022

25km of the 42km from Westport to Charleston is open. Full trail expected to open in April 2024



These financial statements are to be read in conjunction with the accompanying Notes.

## Charleston - Westport Coastal Trail Trust

## Statement of Financial Performance

For the Year Ended 31 March 2023

	Note	Actual 2023 \$	Actual 2022 \$
<b>Revenue</b>			
<b>Donations, fundraising and other similar revenue</b>			
Donation Boxes		239	1,087
Raffle Money		-	1,186
Sponsorship Received		6,487	3,000
Grants Received - Buller District Council		870	6,700
Grants Received - DWC		15,750	18,433
Grants Received - Pub Charity		2,854	-
Donations Received		6,205	38,982
Funding Agreement - MBIE		1,635,134	1,284,447
Fundraising Activities		-	2,156
Rocky Point Trail Run Income		7,086	-
		<b>1,674,625</b>	<b>1,355,991</b>
<b>Revenue from providing goods or services</b>			
Wage Subsidy - Covid-19		1,200	-
Sales - Merchandise		1,410	1,540
		<b>2,610</b>	<b>1,540</b>
<b>Interest, dividends and other investment revenue</b>			
Interest Received		71,300	15,295
		<b>1,748,535</b>	<b>1,372,826</b>
<b>Less Expenses</b>			
<b>Expenses relating to public fundraising</b>			
Rocky Point Trail Run Expenses		4,947	-
<b>Volunteer and employee related costs</b>			
ACC Levies		792	1,154
Wages		126,543	126,433
		<b>127,335</b>	<b>127,586</b>



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These financial statements are to be read in conjunction with the accompanying Notes.



## Charleston - Westport Coastal Trail Trust

## Statement of Financial Performance (continued)

For the Year Ended 31 March 2023

	Note	Actual 2023	Actual 2022
		\$	\$
<b>Costs related to providing goods or services</b>			
Accountancy Fees		12,000	12,053
Administration Fees - Givealittle		29	150
Archaeological Expenses		5,944	23,154
Audit Fee		14,600	-
Audit Expenses - Other		6,564	-
Bank Fees & Charges		83	70
Computer, Website & Apps Design		50,905	30,771
Depreciation		51,512	53,408
Ecology		13,753	12,068
General Expenses		1,307	864
Insurance		7,813	-
Lease Charges		12,000	12,000
Legal & Access Fees		2,585	7,932
Maintenance		1,213	9,447
Marketing & Promotion		22,188	27,163
Motor Vehicle Expenses		2,279	1,922
Office Expenses		3,215	2,945
Permits, Licences & Fees		35,026	65,683
Printing, Stationery & Postage		865	1,475
Project Management Fees		-	-
Surveying, Design & Site Investigations		108,180	101,864
Trail Construction		860,132	744,829
		<b>1,212,193</b>	<b>1,107,797</b>
<b>Total Expenses</b>		<b>1,344,475</b>	<b>1,235,383</b>
<b>Surplus for the year</b>		<b>404,060</b>	<b>137,443</b>



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These financial statements are to be read in conjunction with the accompanying Notes.


## Charleston - Westport Coastal Trail Trust

## Statement of Financial Position

As at 31 March 2023

	Note	2023 \$	2022 \$
<b>Current Assets</b>			
Bank Accounts and Cash	2	1,670,552	3,982,687
Debtors	3	-	21,199
Inventories	4	8,782	14,106
Current Investments	5	2,011,782	-
Other Current Assets	6	26,706	-
<b>Total Current Assets</b>		<b>3,717,822</b>	<b>4,017,992</b>
<b>Non-Current Assets</b>			
Property, Plant & Equipment	7	1,472,805	1,160,051
Intangibles	8	23,899	23,899
<b>Total Non-Current Assets</b>		<b>1,496,704</b>	<b>1,183,950</b>
<b>Total Assets</b>		<b>5,214,526</b>	<b>5,201,942</b>
<b>Current Liabilities</b>			
Creditors and Accrued Expenses	9	289,378	89,229
Employee Costs Payable	10	9,911	5,994
GST Payable		8,345	43,499
Unused Donations and Grants with Conditions	11	3,215,988	3,776,376
<b>Total Liabilities</b>		<b>3,523,622</b>	<b>3,915,098</b>
<b>Net Assets</b>		<b>1,690,904</b>	<b>1,286,844</b>
<b>Accumulated Funds</b>			
Accumulated Surpluses		1,690,904	1,286,844
<b>Total Accumulated Funds</b>		<b>1,690,904</b>	<b>1,286,844</b>

The Performance Report has been approved by the Trustees, for and on behalf of the Charleston - Westport Coastal Trail Trust:



Trustee

Date 31/10/2023

Richard Niederer - Chairperson



Trustee

Date 24/10/2023

Peter Campbell - Treasurer



BDO INVERCARGILL

These financial statements are to be read in conjunction with the accompanying Notes.



## Charleston - Westport Coastal Trail Trust

## Statement of Cash Flows

For the Year Ended 31 March 2023

Note	2023	2022
	\$	\$
<b>Cash Flows from Operating Activities</b>		
<b>Cash was received from:</b>		
Donations, Fundraising and other similar receipts	1,135,551	3,716,552
Receipts from providing goods or services	2,610	1,540
	<b>1,138,161</b>	<b>3,718,092</b>
Net GST	(35,154)	16,583
<b>Cash was applied to:</b>		
Payments to Suppliers and Employees	1,083,690	1,305,092
	<b>1,083,690</b>	<b>1,305,092</b>
<b>Net Cash Flows from Operating Activities</b>	<b>19,317</b>	<b>2,429,583</b>
<b>Cash Flows from Investing and Financing Activities</b>		
<b>Cash was received from:</b>		
Interest Received	44,595	15,295
WHT Refund	-	334
	<b>44,595</b>	<b>15,629</b>
<b>Cash was applied to:</b>		
Payments to acquire property, plant and equipment	364,266	109,549
Payments to purchase investments	2,011,782	-
Payments to purchase Intangibles	-	3,714
	<b>2,376,048</b>	<b>113,263</b>
<b>Cash Flows from Investing Investing and Financing Activities</b>	<b>(2,331,453)</b>	<b>(97,634)</b>
Net Increase in Cash Held	(2,312,136)	2,331,949
Cash at the Beginning of the Year	3,982,687	1,650,739
<b>Cash at the End of the Year</b>	<b>1,670,552</b>	<b>3,982,687</b>
<b>This is represented by:</b>		
NBS - 00	1,542,517	3,906,572
NBS - 01	127,975	76,115
NBS - 02	60	-
<b>Bank Accounts and Cash Balances</b>	<b>1,670,552</b>	<b>3,982,687</b>

## Charleston - Westport Coastal Trail Trust

### Notes to and forming part of the Performance Report

For the Year Ended 31 March 2023

#### 1 Statement of Accounting Policies

##### Reporting Entity

Charleston - Westport Coastal Trail Trust is a Discretionary Trust, established by a trust deed dated 25 May 2016 and registered under the Charities Act 2005.

##### Basis of Preparation

Charleston - Westport Coastal Trail Trust has elected to apply PBE SFR-A (NFP) Public Benefit Entity Simple Format Reporting - Accrual (Not-For-Profit) on the basis that it does not have public accountability and has total annual expenses of equal to or less than \$2,000,000 (in the preceding two accounting periods). 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.

The accounting principles recognised as appropriate for the measurement and reporting of the Statement of Financial Performance and Statement of Financial Position on a historical cost basis are followed by the trust, unless otherwise stated in the Specific Accounting Policies.

The information is presented in New Zealand dollars. All values are rounded to the nearest \$.

##### Specific Accounting Policies

The following specific accounting policies which materially affect the measurement of the Statement of Financial Performance and Statement of Financial Position have been applied:

##### (a) Revenue Recognition

Revenue is measured at the fair value of the consideration received or receivable for the sale of goods and services, to the extent it is probable that the economic benefits will flow to the trust and revenue can be reliably measured.

Interest received is recognised as interest accrues, gross of refundable tax credits received.

Grants, donations and fundraising are accounted for depending on whether or not there is a 'use or return' condition attached. Where no use or return conditions are attached, the revenue is recorded as income on receipt. Where the income includes a use or return condition, it is initially recorded as a liability on receipt. The income is then subsequently recognised as revenue as the performance conditions are met.

##### (b) Expenses

Expenses have been classified by their business function.

##### (c) Bank Accounts & Cash

Bank accounts and cash comprise cash balances and bank balances (including short term deposits) with original maturities of 90 days or less.

##### (d) Inventories

Inventories are recognised at lower of cost and net realisable value, determined on a first-in first-out basis.

## Charleston - Westport Coastal Trail Trust

## Notes to and forming part of the Performance Report (continued)

## For the Year Ended 31 March 2023

## (e) Debtors

Debtors are recognised initially at fair value and subsequently measured at amortised cost using the effective interest method, less an allowance for any uncollectible amounts (if any). Individual debts that are known to be uncollectible are written off in the period that they are identified.

## (f) Property, Plant &amp; Equipment and Investment Property

Property, plant and equipment is measured at cost less accumulated depreciation. Cost includes items directly attributable to the acquisition as an asset, have future economic benefits and the cost or fair value of the item can be measured reliably. Depreciation has been calculated in accordance with rates based on the economic life of the asset. Refer to note 6 for depreciation rates per category.

## (g) Income Tax

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

## (h) Intangible Assets

Intangible assets are carried at cost less any accumulated amortisation and any accumulated impairment losses. Internally generated intangible assets, excluding capitalised development costs, are not capitalised and expenditure is recognised in profit or loss in the year in which the expenditure is incurred.

## (i) Employee Costs

Employee entitlements are measured at undiscounted nominal values based on accrued entitlements at current rates of pay. These include salaries and wages accrued up to balance date.

## (j) Goods and Services Taxation (GST)

All amounts are recorded exclusive of GST, except for Debtors and Creditors which are stated inclusive of GST.

## (k) Creditors

Creditors are recognised at the value of the invoice received from a supplier and in the period the invoice is dated.

## (l) Changes in Accounting Policies

There have been no changes in accounting policies during the financial year. (Last year - nil)

**2 Cash & Bank Balances****Bank Account Balances**

Nelson Building Society- 00

Nelson Building Society- 01

Nelson Building Society- 02

**Total Cash & Bank Balances**

2023	2022
\$	\$
1,542,517	3,906,572
127,975	76,115
60	-
<b>1,670,552</b>	<b>3,982,687</b>

**3 Debtors**

Sundry Debtors

**Total Debtors**

2023	2022
\$	\$
-	21,199
<b>-</b>	<b>21,199</b>

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## Charleston - Westport Coastal Trail Trust

## Notes to and forming part of the Performance Report (continued)

For the Year Ended 31 March 2023

4 Inventories	2023	2022
	\$	\$
Stock on Hand		
Merchandise on Hand	8,782	14,106
<b>Total Inventories</b>	<b>8,782</b>	<b>14,106</b>

5 Current Investments	2023	2022
	\$	\$
NBS Term Deposit 042 This deposit was invested for 6 months at an interest rate of 4.50%pa - Matures 23/6/23	1,011,782	-
NBS Term Deposit 044 This deposit was invested for 6 months at an interest rate of 4.00%pa - Matures 22/5/23	1,000,000	-
<b>Total Current Investments</b>	<b>2,011,782</b>	<b>-</b>

6 Other Current Assets	2023	2022
	\$	\$
Accrued Investment Interest	26,706	-
<b>Total Other Current Assets</b>	<b>26,706</b>	<b>-</b>

7 Property, Plant & Equipment	Opening Carrying Amount	Purchases / (Sales or Disposals)	Depreciation & Impairment	Closing Carrying Amount
<b>Property, Plant &amp; Equipment 2023</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
Trail Structures & Development	1,149,469	364,266	48,480	1,465,255
Plant & Equipment	3,307	-	1,471	1,836
Motor Vehicles	2,471	-	741	1,730
Furniture & Fittings	4,804	-	820	3,984
<b>Total Property, Plant &amp; Equipment</b>	<b>1,160,051</b>	<b>364,266</b>	<b>51,512</b>	<b>1,472,805</b>
<b>Property, Plant &amp; Equipment 2022</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
Trail Structures & Development	1,088,481	109,549	48,561	1,149,469
Plant & Equipment	6,006	-	2,699	3,307
Motor Vehicles	3,530	-	1,059	2,471
Furniture & Fittings	5,893	-	1,089	4,804
<b>Total Property, Plant &amp; Equipment</b>	<b>1,103,910</b>	<b>109,549</b>	<b>53,408</b>	<b>1,160,051</b>

## Charleston - Westport Coastal Trail Trust

## Notes to and forming part of the Performance Report (continued)

For the Year Ended 31 March 2023

8 Intangibles	2023	2022
	\$	\$
Trademark	23,899	23,899
<b>Total Intangibles</b>	<b>23,899</b>	<b>23,899</b>
9 Creditors and Accrued Expenses	2023	2022
	\$	\$
<b>Creditors</b>		
Sundry Creditors	289,262	89,229
<b>Other Payables &amp; Accruals</b>		
Income in Advance	116	-
<b>Total Creditors &amp; Accrued Expenses</b>	<b>289,378</b>	<b>89,229</b>
10 Employee Costs Payable	2023	2022
	\$	\$
Leave Accrual	9,911	5,994
<b>Total Employee Costs Payable</b>	<b>9,911</b>	<b>5,994</b>
11 Unused Donations and Grants with Conditions	2023	2022
	\$	\$
Grants received in advance MBIE	3,215,988	3,776,376
<b>Total Unused Donations and Grants with Conditions</b>	<b>3,215,988</b>	<b>3,776,376</b>

The Trust entered into a grant agreement with the Ministry of Business, Innovation and Employment commencing 28 February 2019 for the development of a 55 kilometer walking and cycling heritage trail between Charleston and Westport. The Trust receives progress payments from the Ministry in advance of completion of sections of the trail. The agreement has conditions attached to the funding receipts whereby the Trust is required to construct the trail and funds not expended on such purpose may be required to be repaid to the Ministry.

## 12 Commitments and Contingencies

As at 31 March 2023 the Trust had the following commitments:

The Trust had remaining trail construction contract commitments of \$ 721,773 (Last Year - \$460,680)

There are no contingent liabilities or guarantees as at balance date (Last Year - nil )

## 13 Related Party Transactions

Peter Campbell is a Trustee of Charleston-Westport Coastal Trail Trust and owner of Campbell & Associates. During the year Charleston-Westport Coastal Trail Trust paid Campbell & Associates \$12,679 for Accountancy Fees. There is no payable at year end. All transactions were held in Arms Length.

## 14 Events Occurring After Balance Date

Charleston-Westport Coastal Trail Trust entered into a Loan agreement with Development West Coast after year end on 21 April 2023 to purchase ebikes, helmets and bike racks from Coast Outdoors Ltd of \$45,486. The term of the loan is until 30 June 2024. Except for above, there were no events that have occurred after the balance date that would have a significant impact on the Performance Report (Last year - nil).

## Charleston - Westport Coastal Trail Trust

## Depreciation Schedule

For the Year Ended 31 March 2023

	% PVT USE	Cost on HAND	OPENING WDV	ADJ & ADD	SALE PRICE	PROFIT (LOSS)	DISPOSAL DATE	RATE & TYPE	DEPN	ACC DEPN	CLOSING WDV
<b>Trail Structures &amp; Development</b>											
Underpass		117,266	114,921	-	-	-		2.00D	2,298	4,643	112,623
Boardwalks		391,275	376,453	-	-	-		4.00D	15,058	29,880	361,395
Shelters		209,915	205,717	-	-	-		2.00D	4,114	8,312	201,603
Martins Creek Bridge		140,124	134,519	-	-	-		4.00D	5,381	10,986	129,138
Intemans Bridge		32,200	30,912	-	-	-		4.00D	1,236	2,524	29,676
Kings Creek Bridge		12,473	11,974	-	-	-		4.00D	479	978	11,495
Carpark & Gardens		148,324	145,358	-	-	-		2.00D	2,907	5,873	142,451
Ablution Block		19,354	19,354	-	-	-		00D	-	-	19,354
Bike Rack		1,760	1,531	-	-	-		10.00D	153	382	1,378
Bench Seat		1,863	1,621	-	-	-		10.00D	162	404	1,459
Multi Counter		7,354	6,913	-	-	-		6.00D	415	856	6,498
Interpretation Panels		48,114	33,680	-	-	-		30.00D	10,104	24,538	23,576
Hateley's Bridge - Kawau		30,210	29,102	-	-	-		4.00D	1,164	2,272	27,938
Williams Creek Bridge - Omau		25,737	25,394	-	-	-		4.00D	1,016	1,359	24,378
Wall Creek Bridge - Omau		12,182	12,020	-	-	-		4.00D	481	643	11,539
Boardwalk - Omau		175,587	-	175,587	-	-		4.00D	3,512	3,512	172,075
Totara Bridge		95,331	-	95,331	-	-		00D	-	-	95,331
Okari Bridge		93,348	-	93,348	-	-		00D	-	-	93,348
		<b>1,562,416</b>	<b>1,149,469</b>	<b>364,265</b>					<b>48,480</b>	<b>97,162</b>	<b>1,465,254</b>
<b>Plant &amp; Equipment</b>											
HP Desktop Computers x 2		3,969	496	-	-	-		50.00D	248	3,721	248
HP Probook 450 G7 Laptop x 2		3,273	785	-	-	-		50.00D	392	2,880	393
Computer Monitors x 2		346	83	-	-	-		50.00D	42	305	41
Ultraslim Sider Docking Stations x 2		519	124	-	-	-		50.00D	62	457	62
Hercules Shelter Gazebo		3,636	1,818	-	-	-		40.00D	727	2,545	1,091
		<b>11,744</b>	<b>3,307</b>	<b>-</b>	<b>-</b>	<b>-</b>			<b>1,471</b>	<b>9,908</b>	<b>1,836</b>
<b>Motor Vehicles</b>											
RAV 4 - DUJ557		6,957	2,472	-	-	-		30.00D	741	5,226	1,731
		<b>6,957</b>	<b>2,472</b>	<b>-</b>	<b>-</b>	<b>-</b>			<b>741</b>	<b>5,226</b>	<b>1,731</b>
<b>Furniture &amp; Fittings</b>											
Office Chairs x 4 - Replica Eames		455	266	-	-	-		16.00D	43	232	223
Reception Furniture - chairs x 2, tables x 2		487	285	-	-	-		16.00D	46	248	239
Boardroom Chairs x 12		960	561	-	-	-		16.00D	90	489	471
Whiteboards x 3, Pinboard x 1		459	96	-	-	-		40.00D	38	401	58
65" Smart Television		1,130	244	-	-	-		40.00D	97	983	147
Board Table		435	286	-	-	-		13.00D	37	186	249
Office Equipment - set up		667	439	-	-	-		13.00D	57	285	382
Office Drawers		374	246	-	-	-		13.00D	32	160	214
Mobile Display Cabinets		1,007	565	-	-	-		16.00D	90	532	475
View Sonic White Projector		738	146	-	-	-		50.00D	73	665	73
Filing Cabinet		2,130	1,672	-	-	-		13.00D	217	675	1,455
		<b>8,840</b>	<b>4,804</b>	<b>-</b>	<b>-</b>	<b>-</b>			<b>820</b>	<b>4,856</b>	<b>3,984</b>
<b>Total Assets</b>		<b>1,589,957</b>	<b>1,160,051</b>	<b>364,265</b>	<b>-</b>	<b>-</b>			<b>51,512</b>	<b>117,152</b>	<b>1,472,805</b>



## Charleston - Westport Coastal Trail Trust

## Depreciation Schedule (continued)

For the Year Ended 31 March 2023

% PVT USE	Cost on HAND	OPENING WDV	ADJ & ADD	SALE PRICE	PROFIT (LOSS)	DISPOSAL DATE	RATE & TYPE	DEPN	ACC DEPN	CLOSING WDV
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## Fixed Asset Summary

Opening Value	1,160,051
Purchases	364,266
Depreciation	(51,512)
Closing Value	1,472,805





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**INDEPENDENT AUDITOR'S REPORT**  
TO THE TRUSTEES OF CHARLESTON - WESTPORT COASTAL TRAIL TRUST

Report on the Performance Report

Opinion

We have audited the performance report of Charleston - **Westport Coastal Trail Trust ("the Trust")**, which comprises the entity information, the statement of service performance, the statement of financial performance and statement of cash flows for the year ended 31 March 2023, the statement of financial position as at 31 March 2023, and 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 accompanying performance report presents fairly, in all material respects:
  - the entity information for the year ended 31 March 2023;
  - the service performance for the year then ended; and
  - the financial position of the Trust as at 31 March 2023, 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) issued by the New Zealand Accounting Standards Board.

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) *Assurance Engagements Other than Audits or Reviews of Historical Financial Information ("ISAE (NZ) 3000 (Revised)")*. Our responsibilities under those standards are further described in the **Auditor's Responsibilities for the Audit of the Performance Report** section of our report. We are independent of the Trust in accordance with Professional and Ethical Standard 1 *International Code of Ethics for Assurance Practitioners (including International Independence Standards) (New Zealand)* 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.

Other than in our capacity as auditor we have no relationship with, or interests in, the Trust.

Responsibilities of the Trustees for the Performance Report

The Trustees are responsible 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;



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- b) the preparation and fair presentation of the performance report on behalf of the Trust 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 by the New Zealand Accounting Standards Board; and

- c) such internal control as the Trustees determine is necessary to enable the preparation of the 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 Trust for assessing the **Trust'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 Trust or to cease operations, or have no realistic alternative but to do so.

#### Auditor's 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 auditor's 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 economic decisions of users taken on the basis of this performance report.

As part of an audit in accordance with ISAs (NZ) and ISAE (NZ) 3000 (Revised), 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 Trust's ability to continue** as a going concern. If we conclude that a material uncertainty exists, we are required to draw **attention in our auditor's 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 auditor's report.** However, future events or conditions may cause the Trust 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.



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- 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.

Who we Report to

**This report is made solely to the Trust's Trustees, as a body. Our audit work has been undertaken so that we might state those matters which we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Trust and the Trust's Trustees, as a body, for our audit work, for this report or for the opinions we have formed.**

*BDO Invercargill*

BDO Invercargill  
Invercargill  
New Zealand  
31 October 2023



**BULLER**  
DISTRICT COUNCIL  
Te Kaunihera O Kawatiri



COMMUNITY  
FUNDING

### COMMUNITY GRANTS APPLICATION

The Buller District Council Community Grants Fund is for community groups/organisations that are carrying out projects that align with Council's Community Outcomes.

Name of your organisation: Grey Valley Rugby Club  
 Legal status of organisation: Club (Incorporated Society)  
 Postal address: [REDACTED]  
 Email: [REDACTED] Code: 7846

#### Contact details:

Name	Position in organisation	Daytime phone number
Main contact: <u>Kimberly Butler</u>	<u>Secretary</u>	[REDACTED]
Secondary contact: <u>Mark O'Nalley</u>	<u>President</u>	[REDACTED]

#### Why was your organisation set up (what are your organisation's main objectives)?

The grey valley rugby club was set up to allow a safe place for ALL children in our area to come together and learn the game of rugby, while also learning to socialise with their peers & respect each other.

**What are you seeking funding for?** Please summarise and include how was the need identified, what are your key partners, who will benefit, how will it benefit the community or the participants.

Please do not say 'see attached' - If you wish to attach a project outline or plan then please do so, but summaries your project here.

The club is seeking sponsorship for the teams uniforms. This will allow all players to feel part of a team, without feeling different and judged if they are not able to afford the uniform themselves. The community benefit from the uniforms as they will be worn at away games and proudly display where the players are from.



**How many people will positively be impacted?**

This can be participants, audiences, clients, people that will use your service, or people who will be impacted This needs to be a number, do not include many, few, don't know. If you don't know exact numbers, please provide an estimate.

All of our rural town will benefit from having these uniforms, so over 200 people.

How long will your project/service run? Start date:

1st March 2024

Finish date:

End July 2024

**Which of the Buller District Community Outcomes will your project contribute towards?**

If your project does not support a Community Outcome insert NA. Copies of the Community Outcomes can be downloaded from Council's [website](#) or contact Community Services staff for more information.

**Please include how you will evaluate and measure the positive impact for each Community Outcome.**

This can be quantitative or qualitative and reporting on these is part of your accountability statement.

<p><b>Social</b> Our communities are vibrant, healthy, safe and inclusive.</p>	<p>How will your project support this?</p> <p>By being part of a sports team young people learn, respect, responsibilities &amp; great skills all in a safe environment.</p>
	<p>How will you measure this?</p> <p>By the feed back from the local community, the families and friends turning up to games and helping with practices.</p>
<p><b>Affordability</b> Our communities are supported by quality infrastructure, facilities and services that are efficient, fit-for-purpose, affordable and met our current and future needs.</p>	<p>How will your project support this?</p>
	<p>How will you measure this?</p>

<p><b>Prosperity</b> Our district is supported by quality technology and an innovative and diverse economy that creates opportunities for self-sufficiency, sustainable growth and employment</p>	How will your project support this?
	How will you measure this?
<p><b>Culture</b> Our lifestyle is treasured, our strong community spirit is nurtured, and our inclusive and caring communities understand our whakapapa and heritage and support lifelong learning</p>	How will your project support this?
	How will you measure this?
<p><b>Environment</b> Our distinctive environment and natural resources are healthy and valued.</p>	How will your project support this?
	How will you measure this?



What will be the effect if Council does not support your application (please select only one option) ?

- Not go ahead
- Downscaling
- Use own funds
- Postponing
- Apply to other funds
- Other:

Does your organization receive funding or support from Buller District Council this financial year? Yes / **No**  
 If yes, please specify below. This can include annual plan funding, use of Council facilities, administration support, support with materials, running costs, hire, fees, promotion, or support by Council staff.

No funding has been sort from the buller council apart from this application.

Have you received funding from Buller District Council Community Grants in the past? Yes / **No**  
 If yes, please complete this table. If you have received funding more than once, please refer to the most recent amount you received.

Year	Project	Amount (\$)	Have you submitted an accountability statement for this project?
			Not applicable



**Your budget**

Please identify all the expenses related to this funding application. These can include materials, venue hire, promotion, equipment hire, fees, running costs, and wages.

Your expenses	Detail	Amount (\$)
Juniors playing Jerseys	54 x Players Jerseys	\$3510.00
Juniors socks	54 x players Socks	\$ 945.00
Juniors playing shorts	54 x players shorts	\$ 1593.00
Juniors Hoodies	54 x Players Hoodies	\$3348.00
Seniors playing Jerseys	26 x Players Jerseys	\$ 1872.00
Seniors playing shorts & sock	35 x Players shorts & socks	\$ 1820.00
Seniors Training Tops	35 x players Training Tops	\$ 1557.50
<b>Total cost:</b>		<b>\$ 17,365.50</b>
Seniors Hoodies	40 x players Hoodies	\$ 2720.00

Please identify all contributions to this project. These can include own funds, income from fundraising events, other grants, ticket sales, sale of artwork, sponsorship, or donations.

Your contributions	Detail	Amount (\$)
Seniors Hoodies	Fundraising for hoodies (Raffle, sausage sizzle etc)	\$ 2720.00
<b>Total contribution</b>		<b>\$ 2720.00</b>
<b>Cost less contribution</b>		<b>\$ 14,645.50</b>
<b>Amount you are requesting from this Community Grant</b>		<b>\$ 14,645.50</b>

If you are holding funds in your accounts, please outline why these cannot be used for this project or use.

We have a balance of \$4978.72.  
There are still outstanding bill, which will bring the balance to around \$3000.  
These funds will be used to pay for power at the changing sheds through out the year.



**Information for applicants:**

- All accountability statements for previous funding must be submitted before any new applications are considered.
- If you are unsure if an accountability statement has been submitted, please contact the Buller District Council Community Services Officer on (03) 788 9683.
- Complete one application form per project.
- Applications are evaluated by the Community Grants Committee.
- Council's Community Services Officer is available if you require assistance, phone (03) 788 9683.
- Ensure you attach all the required supporting documents.
- The Community Outcomes can be downloaded from Council's website <https://bullerdc.govt.nz/district-council/publications/long-term-plan/community-outcomes/>
- Failure to include all relevant information may delay the processing of your application.
- If you are unsure of the closing date, please contact Customer Services for confirmation as late applications will not be accepted.
- Please keep a copy of the application to complete the accountability statement.
- This document will be available to the public as part of the meeting agenda. Please refer to [www.bullerdc.govt.nz/privacy](http://www.bullerdc.govt.nz/privacy) or contact Council for a copy of Council's Privacy Statement.

**Checklist for your application:**

- Filled out and signed application form. Please ensure that you have completed ALL sections of the application. If information is not provided, it may delay your application.
- Two letters of community support for your organisation, signed, dated and less than six months old, from people not involved or connected in any way with the running of your organisation.
- A copy of your organisation's latest annual accounts. If you do not have annual accounts, please attach a statement of income and expenditure for the past 12 months. If neither of these documents are available please explain why below, and attach a copy of your organisations latest bank account statement/s.

*I am new to this position, and at short notice have only been able to get the latest bank statement.*

**Declaration:**

I/We hereby declare the information supplied in this application is correct. If the application is successful, I/we agree to provide an accountability report to Buller District Council stating that the money received has been spent on the project or service as requested. I/we agree to participate in any funding audit of our organisation conducted by Buller District Council.

I/we also consent to Buller District Council collecting, retaining and using the contact details of our organisation that have been listed in this application. I/we confirm we have the authority to provide these details and to commit the organisation to this application. Where funds are approved, I/we agree to include Buller District Council's logo in all promotions carried out.

Name	Signature
Main contact: <i>Kimberly Buteler</i>	<i>Secretary</i>
Secondary contact: <i>Mark O'Malley</i>	<i>President</i>

**Send your completed application to:  
Buller District Council, PO Box 21, Westport 7866  
or email to [grants@bdc.govt.nz](mailto:grants@bdc.govt.nz)**

The personal information that you provide in this form will be held and protected by Buller District Council in accordance with our privacy policy (available at [bullerdc.govt.nz/privacy](http://bullerdc.govt.nz/privacy) and at council libraries and service centres) and with the Privacy Act 2020. Council's privacy policy explains how we may use and share your personal information in relation to any interaction you have with the council, and how you can access and correct that information. We recommend you familiarise yourself with this policy.





PO Box 111, Ahaura  
20 Napoleon Street, Ahaura 7843  
Ph (03) 7323713, email: [admin@awahono.school.nz](mailto:admin@awahono.school.nz)

26th January, 2024

To whom it may concern

Re Grey Valley Rugby

I am writing this letter with great pleasure and enthusiasm to highly recommend Grey Valley Rugby club for its outstanding commitment and contribution to supporting our community and children through the sport of rugby.

Our school has had the privilege of closely witnessing the positive impact that the Grey Valley Rugby club has had on our children and our community for many years. The club's dedication to fostering a sense of belonging, teamwork, and discipline among its members is truly commendable.

The club has implemented programs and initiatives that ensure children from diverse backgrounds have the opportunity to participate in rugby, promoting physical activity, social interaction, and personal development. They have involved many families in the sport of rugby and have actively engaging with our school.

The tireless efforts of the coaching staff and volunteers at Grey Valley Rugby have not only enhanced the skillsets of the players but have also contributed significantly to the overall well-being of the community.

I recommend and support Grey Valley Rugby for any support, recognition, or funding applications it seeks within the community and beyond. The club's dedication to fostering a positive and inclusive environment for children through rugby is well supported.

If you require any additional information or would like to discuss further, please do not hesitate to contact me.

Sincerely,

Vanessa Wallace  
Principal  
Awahono School - Grey Valley

26<sup>th</sup> January 2024

To Whom it may concern.

I am writing this letter to show my support for the Grey Valley Rugby Club.

I have been living in the area for a number of years now and have seen the benefit of having a local rugby club in our region.

Children around the area from diverse backgrounds are able to come together, without judgement and play the game of rugby. Developing not only skills in the sport but social skills that will carry them into the future.

Adults in the area are able to take a break from the working week and come together to socialise and proudly play for their local community.

I believe that the Grey Valley Rugby Team is an essential part of our local community, and hope that you are able to help them out with funding to be able to run this season.

Yours sincerely,

Vicky Thomson







# Transaction History Report

Printed 04:49 PM 26 Jan 2024



Account Name  
Society Account

Page 1 of 1

Transactions from 01 Oct 2023 to 09 Jan 2024

Date	Other Party	Part	Code	Ref	Withdrawals	Deposits	Balance
01 Oct 2023	Opening Balance						6,008.21
13 Oct 2023	175 paper				85.10		5,923.11
13 Oct 2023	177 Railway Hotel				500.00		5,423.11
13 Oct 2023	176 rock gas				125.01		5,298.10
13 Oct 2023	174 Rugby Union				819.38		4,478.72
13 Oct 2023		FB Adjustmnt	for Payment	177		500.00	4,978.72
09 Jan 2024	Closing Balance						4,978.72

Overdraft interest rates apply. Refer to your overdraft agreement. If your overdraft is unarranged the interest rate is 22.50% p.a. Interest rates are subject to change.

Transactions processed outside normal business hours may not appear on your Statement until the next business day, although they will appear immediately on your available balance.

\* The exchange rate selected by Visa from a range of available wholesale rates or, if applicable, the government mandated rate to convert currency on the overseas cash withdrawal or other overseas transaction.

\*\* The Offshore Service Margin is 1.10% for a FastCash overseas withdrawal and 2.10% for a Visa Debit overseas transaction.

\*\*\* The Retail Exchange Margin of 0.70% charged on cash withdrawals made using a Commonwealth Bank of Australia ATM. (The Retail Exchange Margin only applies to cash withdrawals made prior to 30 October 2012.)







## COMMUNITY GRANTS APPLICATION

The Buller District Council Community Grants Fund is for community groups/organisations that are carrying out projects that align with Council’s Community Outcomes.

Name of your organisation: The Order of St John South Island Region

Legal status of organisation: Charitable Trust

Postal address: [REDACTED]

Email: [REDACTED] Postcode: 8140

**Contact details:**

Name	Position in organisation	Daytime phone number
Main contact: Lisa Houghton	Community Engagement Administrator	[REDACTED]
Secondary contact: Laura Reeve	Grants Coordinator, South	[REDACTED]

**Why was your organisation set up (what are your organisation’s main objectives)?**

St John is a charitable organisation that provides emergency ambulance services health , as well as a portfolio of complementary health services designed to build resilient communities. St John NZ is part of St John International, a major global charity working to improve the health and wellbeing of people in more than 40 countries. The Order of St John is one of the oldest service organisations in the world.

**What are you seeking funding for?** Please summarise and include how was the need identified, what are your key partners, who will benefit, how will it benefit the community or the participants.

Please do not say ‘see attached’ – If you wish to attach a project outline or plan then please do so, but summaries your project here.

This application is to seek support for the Buller Division of Hato Hone St John Youth and their Hall rental costs for the Financial year 2024/2025.

These costs are approx \$1600.00 - \$1700.00 annually as the division rents the hall from the local Salvation Army, however we expect those costs to rise this year.

We are seeking Grant funding of \$1200.00 towards those costs.

**How many people will positively be impacted?**

This can be participants, audiences, clients, people that will use your service, or people who will be impacted This needs to be a number, do not include many, few, don't know. If you don't know exact numbers, please provide an estimate.

The division has approx 40 cadets enrolled with 35 of those actively participating weekly

**How long will your project/service run?** Start date: 1 July 2024      Finish date: 31 June 2025

**Which of the Buller District Community Outcomes will your project contribute towards?**

If your project does not support a Community Outcome insert NA. Copies of the Community Outcomes can be downloaded from Council's [website](#) or contact Community Services staff for more information.

**Please include how you will evaluate and measure the positive impact for each Community Outcome.**

This can be quantitative or qualitative and reporting on these is part of your accountability statement.

<p><b>Social</b> Our communities are vibrant, healthy, safe and inclusive.</p>	<p>How will your project support this?</p> <p>Becoming a St John Youth member gives young people a sense of belonging, and the freedom to be themselves in a safe, caring, and inclusive environment. The division is made up of cadets from many diverse social, cultural and ethnic backgrounds. Attending gives them the opportunity to build friendships outside of familial and school environments. The continuing opportunities to share those backgrounds has positive outcomes for both the cadets, their whanau and communities.</p>
	<p>How will you measure this?</p> <p>We are constantly amazed at the high-quality young leaders that this programme produces. We will know we have achieved our intention when we see the numbers of our youth members grow, we see them remaining in the programme to completion, and becoming leaders themselves. The Youth programme operates as an age-based badge system that covers theory and practical learning. There is a strong focus on achievement with a wide variety of opportunities for young people to set goals and challenge themselves. These goals are long term and progression is incremental over time. We rely on the generosity of funders to be able to deliver the programme so cadets have the opportunity to embrace every opportunity possible for their own development.</p>
<p><b>Affordability</b> Our communities are supported by quality infrastructure, facilities and services that are efficient, fit-for-purpose, affordable and met our current and future needs.</p>	<p>How will your project support this?</p> <p>N/A</p>
	<p>How will you measure this?</p>

<b>Prosperity</b> Our district is supported by quality technology and an innovative and diverse economy that creates opportunities for self-sufficiency, sustainable growth and employment	How will your project support this? N/A
	How will you measure this?
<b>Culture</b> Our lifestyle is treasured, our strong community spirit is nurtured, and our inclusive and caring communities understand our whakapapa and heritage and support lifelong learning	How will your project support this? Hato Hone St John Youth works with rangitahi to encourage learning and positivity through activity, fosters wellbeing, and empowers them, through education to make positive and useful contributions to their communities. We aim to build confident and capable youth for New Zealand's future. The community of Cadets area, region and nationwide is hugely important and gives every member a sense of belonging and a place where everyone is accepted and encouraged to flourish and be their best selves. St John Youth is a safe space for members of the rainbow community where there is no judgement, everyone is welcomed on an even playing field, and is a place where all are equal, and diversity is encouraged.
	How will you measure this? Contribution to local events, growth in enrolments and a high level of engagement by attending cadets of all ages.
<b>Environment</b> Our distinctive environment and natural resources are healthy and valued.	How will your project support this? N/A
	How will you measure this?

**Your budget**

Please identify all the expenses related to this funding application. These can include materials, venue hire, promotion, equipment hire, fees, running costs, and wages. **\* Please note that these figures are for FY 22/23 being 1 July 2022 - 31 June 2023. We are currently in Q3 of FY 23/24.**

Your expenses	Detail	Amount (\$)
Venue Hire	Hall Rental, Salvation Army Hall in Westport	\$ 1,400.00
Vehicle Costs	Fleet management, R&M, Fuel & Oil, Reg & Road User, Insurance	\$ 1,870.00
General operating costs	Office & Art Supplies, general programme equipment, visiting tutor koha	\$ 939.00
<b>Total cost:</b>		<b>\$ 4,209.00</b>

Please identify all contributions to this project. These can include own funds, income from fundraising events, other grants, ticket sales, sale of artwork, sponsorship, or donations.

Your contributions	Detail	Amount (\$)
Fundraising Income	Donation, Individual	50.00
Other Income	Sundry income & term fees	1,200.00
Intra-Regional funds	Transfer to division from Region	641.00
<b>Total contribution</b>		<b>\$ 1,891.00</b>
<b>Cost less contribution</b>		<b>\$ 2,318.00</b>
<b>Amount you are requesting from this Community Grant</b>		<b>\$ 1,200.00</b>

**If you are holding funds in your accounts, please outline why these cannot be used for this project or use.**

As can be seen, the division ran at a considerable loss for the FY 22/23. Rolls have fallen due to attrition through the Pandemic and cadets 'aging out' of the division when reaching 18 years of age. This FY to date the division is continuing this financial deficit, currently sitting at -\$1522.00.

The division is not holding funds as it cannot.

Fundraising is a priority for Cadets this year, however until funds are raised, assistance through Grant funding is needed.

**What will be the effect if Council does not support your application (please select only one option) ?**

- Not go ahead
  - Downscaling
  - Use own funds
  - Postponing
  - Apply to other funds
  - Other: All other options are viable to support the division.
- 

**Does your organization receive funding or support from Buller District Council this financial year? Yes / No**

If yes, please specify below. This can include annual plan funding, use of Council facilities, administration support, support with materials, running costs, hire, fees, promotion, or support by Council staff.

No

**Have you received funding from Buller District Council Community Grants in the past? Yes / No**

If yes, please complete this table. If you have received funding more than once, please refer to the most recent amount you received. **\*We have received funds from the Strengthening Communities Fund, Youth Orana Camp (\$1200 in 2020) and the Creative Communities Fund, Arts/Hobbies Badge (\$1246.50 in 2021)\***

Year	Project	Amount (\$)	Have you submitted an accountability statement for this project?
			Not applicable

**Information for applicants:**

- All accountability statements for previous funding must be submitted before any new applications are considered.
- If you are unsure if an accountability statement has been submitted, please contact the Buller District Council Community Services Officer on (03) 788 9683.
- Complete one application form per project.
- Applications are evaluated by the Community Grants Committee.
- Council's Community Services Officer is available if you require assistance, phone (03) 788 9683.
- Ensure you attach all the required supporting documents.
- The Community Outcomes can be downloaded from Council's website <https://bullerdc.govt.nz/district-council/publications/long-term-plan/community-outcomes/>
- Failure to include all relevant information may delay the processing of your application.
- If you are unsure of the closing date, please contact Customer Services for confirmation as late applications will not be accepted.
- Please keep a copy of the application to complete the accountability statement.
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**Checklist for your application:**

- Filled out and signed application form. Please ensure that you have completed ALL sections of the application. If information is not provided, it may delay your application.
- Two letters of community support for your organisation, signed, dated and less than six months old, from people not involved or connected in any way with the running of your organisation.
- A copy of your organisation's latest annual accounts. If you do not have annual accounts, please attach a statement of income and expenditure for the past 12 months. If neither of these documents are available please explain why below, and attach a copy of your organisations latest bank account statement/s.

**Declaration:**

I/We hereby declare the information supplied in this application is correct. If the application is successful, I/we agree to provide an accountability report to Buller District Council stating that the money received has been spent on the project or service as requested. I/we agree to participate in any funding audit of our organisation conducted by Buller District Council.

I/we also consent to Buller District Council collecting, retaining and using the contact details of our organisation that have been listed in this application. I/we confirm we have the authority to provide these details and to commit the organisation to this application. Where funds are approved, I/we agree to include Buller District Council's logo in all promotions carried out.

<b>Name</b>	
Main contact: Lisa Houghton	 Community Engagement Administrator
Secondary contact: Laura Reeve	 Grants Coordinator, South

**Send your completed application to:**  
**Buller District Council, PO Box 21, Westport 7866**  
**or email to [grants@bdc.govt.nz](mailto:grants@bdc.govt.nz)**

The personal information that you provide in this form will be held and protected by Buller District Council in accordance with our privacy policy (available at [bullerdc.govt.nz/privacy](http://bullerdc.govt.nz/privacy) and at council libraries and service centres) and with the Privacy Act 2020. Council's privacy policy explains how we may use and share your personal information in relation to any interaction you have with the council, and how you can access and correct that information. We recommend you familiarise yourself with this policy.



26 January 2024

Buller District Council  
PO Box 21  
Westport 7866

Grant Funding Application

To Whom it may concern

We are writing this letter in support of the St John application for funding for the leasing/rental of the Salvation Army for the running of their Youth Programme.

The Youth Programme has been established in the district for well over 20 years and caters for children aged 6 years to 18 years and the durability of this programme speaks volumes for itself.

In our opinion the opportunities that this programme provides for the youth of Buller is invaluable in not only the teaching and mentoring of a new skill base, but providing the youth with renewed self-esteem and lifelong skills. It provides these opportunities for all children no matter their abilities or socioeconomic background.

We fully support the application as we feel that the programme is not only vital to the youth of Buller with the opportunities that it brings individually, but it also brings a positive and vital contribution to the Buller Community as a whole.

We request that you view this application favourably.

Thank you

David and Gaylene Russell

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

23 January 2024

Buller District Council  
PO Box 21  
Westport 7866

Grant Funding Application

To Whom it may concern

We would like you to accept this letter in support of the application Buller Area Committee – St John has submitted to you for funding re the leasing/rental of the Salvation Army for the running of their Youth Programme.

To my knowledge they have used this venue for over 10 years successfully but as rates keep rising they would be unable to sustain this cost without funding options and have to start looking for alternative venues which would be a real shame as they both benefit from this arrangement in so many ways.

The Youth Programme has been established in the district for well over 20 years and caters for children aged 6 years to 18 years and the durability of this programme speaks volumes for itself. They have always had a great following in Westport and at times having one of the largest divisions and always a large contingent to represent us at the local, regional and national competitions with one also representing us internationally. Some of our cadets over the years have also carried on and become very successful ambulance officers.

In our opinion this youth program provides multiple opportunities for the youth of Buller that they would not be afforded otherwise and opens them up to new experiences which build confidence and develops lifelong skills. They appear to have been successful in being an all-inclusive program, providing opportunities for all children no matter what their skills, abilities or socioeconomic background.

The youth also work toward Badges and certificates so it helps give them a sense of achievement. As well as training and competing in competitions with their peers.

We fully support the application as we feel that the programme brings a positive and vital contribution to the Buller Community as a whole. The program helps to build the Buller youth of today a sense of belonging and pride whilst teaching them the meaning of core values like Open minds, Making it Better and several others.

We request that give high consideration to this application.

Thank you

Kim and Paul McLaughlin





## Hato Hone St John Income and Expenditure December 2023

Period = July 2023 to December 2023, Category = All, Functions = Youth Program

Month			Year To Date					
Actual	Budget	Variance	Description	Actual June 23- December 23	Budget for Full FY	Variance	Total Budget	Total FCast
0	42	(42)	Fundraising Income	0	252	(252)	504	0
0	83	(83)	Other Income	0	500	(500)	1,000	0
0	125	(125)	Income	0	752	(752)	1,504	0
49	291	242	Other Operating Costs	1,652	1,746	94	3,493	0
0	0	0	Occupancy Costs	350	0	(350)	0	0
0	0	0	Office Expenses	6	0	(6)	0	0
0	83	83	Other Operating Costs	440	500	60	1,000	0
49	208	159	Vehicle Costs	856	1,246	390	2,493	0
49	291	242	Expenditure	1,652	1,746	94	3,493	0
(49)	(166)	117	External Operating Surplus / (Deficit)	(1,652)	(994)	(658)	(1,989)	0
11	43	(33)	Internal Income & Expenditure	130	261	(130)	522	0
11	43	(33)	Intra-Regional Income	130	261	(130)	522	0
(38)	(122)	84	Operating Surplus / (Deficit)	(1,522)	(734)	(788)	(1,467)	0
(38)	(122)	84	Surplus / (Deficit)	(1,522)	(734)	(788)	(1,467)	0

Report executed at



<b>Last</b>
<b>YTDActual</b>
50
1,200

1,250

2,252
0
0
939
1,313

2,252

(1,002)

304

304

(698)

(698)



## Hato Hone St John Income and Expenditure June 2023

Period = June 2022 to June 2023, Category = All, Functions = Youth Program

Month			Year To Date							
Actual	Budget	Variance	Description	Actual 22- June 23	July	Budget for Full FY	Variance	Total Budget	Total FCast	Last YTDActual
0	84	(84)	Fundraising Income		50	1,013	(963)	1,013	0	780
0	332	(332)	Other Income		1,200	3,978	(2,778)	3,978	0	2,652
0	416	(416)	Income		1,250	4,991	(3,741)	4,991	0	3,432
0	90	90	Personnel Costs		0	1,084	1,084	1,084	0	723
605	535	(69)	Other Operating Costs		4,959	6,429	1,470	6,429	0	1,995
350	166	(184)	Occupancy Costs		2,150	1,992	(158)	1,992	0	0
0	24	24	Office Expenses		0	300	300	300	0	0
0	160	160	Other Operating Costs		939	1,920	981	1,920	0	520
0	31	31	Travel and Accommodation		0	369	369	369	0	246
255	154	(101)	Vehicle Costs		1,870	1,848	(22)	1,848	0	1,229
605	625	21	Expenditure		4,959	7,513	2,554	7,513	0	2,718
(605)	(209)	(395)	External Operating Surplus / (Deficit)		(3,709)	(2,522)	(1,187)	(2,522)	0	714
76	0	76	Internal Income & Expenditure		641	0	641	0	0	0
(528)	(209)	(319)	Operating Surplus / (Deficit)		(3,067)	(2,522)	(545)	(2,522)	0	714
(528)	(209)	(319)	Surplus / (Deficit)		(3,067)	(2,522)	(545)	(2,522)	0	714

Report executed at



## COMMUNITY GRANTS APPLICATION

The Buller District Council Community Grants Fund is for community groups/organisations that are carrying out projects that align with Council's Community Outcomes.

Name of your organisation: Inangahua Junction Reserve & Hall Subcommittee

Legal status of organisation: Subcommittee of the Buller District Council

Postal address: [REDACTED]

Email: [REDACTED] Postcode: 7855

### Contact details:

Name	Position in organisation	Daytime phone number
Main contact: Toni	Treasurer	[REDACTED]
Secondary contact: Yvonne	Chairperson	[REDACTED]

### Why was your organisation set up (what are your organisation's main objectives)?

To provide a community facility that can help foster an inclusive community which will improve the health and well being of the people living in Inangahua.

**What are you seeking funding for?** Please summarise and include how was the need identified, what are your key partners, who will benefit, how will it benefit the community or the participants.

Please do not say 'see attached' – If you wish to attach a project outline or plan then please do so, but summaries your project here.

We are seeking funding to repair and improve the North wall of the supper room which is currently rotten and has windows that are broken so they have been fixed shut and cannot be opened. We wish to install an opening door and window in the north wall and replace the rotten timber. A step will be required to access the outside area.

This work was identified as needing to be done by ourselves and by Rick Barry who completed a comprehensive review of the Hall asset for the Buller District Council.

This project will not only fix the issue of rotting timber and preserve the hall but it will also improve the hall. Having a large opening door will bring more light and heat into the supper room where people gather for meetings, weaving, pot luck dinners and other activities. It will also improve security in the hall as the back supper room will be more easily accessed without needing to have the main doors on the state highway open. Currently you cannot see the doors on the state highway while you are in the supper room.



**How many people will positively be impacted?**

This can be participants, audiences, clients, people that will use your service, or people who will be impacted This needs to be a number, do not include many, few, don't know. If you don't know exact numbers, please provide an estimate.

1000

**How long will your project/service run?** Start date: April 2024 Finish date: May 2024

**Which of the Buller District Community Outcomes will your project contribute towards?**

If your project does not support a Community Outcome insert NA. Copies of the Community Outcomes can be downloaded from Council's [website](#) or contact Community Services staff for more information.

**Please include how you will evaluate and measure the positive impact for each Community Outcome.**

This can be quantitative or qualitative and reporting on these is part of your accountability statement.

<p><b>Social</b> Our communities are vibrant, healthy, safe and inclusive.</p>	<p>How will your project support this? Having more light in the supper room will make it a more vibrant place to gather, eat, meet and run workshops.</p> <p>The improvement will make the space more usable and more desirable for people to hire for private events which will help us generate more income for further hall projects. The community will enjoy using the space more after this work is completed.</p>
<p><b>Affordability</b> Our communities are supported by quality infrastructure, facilities and services that are efficient, fit-for-purpose, affordable and met our current and future needs.</p>	<p>How will you measure this? Number of people attending community events Number of events held Number of times hall hired Feedback received</p>
<p><b>Affordability</b> Our communities are supported by quality infrastructure, facilities and services that are efficient, fit-for-purpose, affordable and met our current and future needs.</p>	<p>How will your project support this? Our hall is our only community asset and the only place where people can gather and hold events. It is integral to our community. Community meetings about crime prevention cameras, civil defence and market days are proving that our hall is providing benefits to not only Inangahua residents but the wider community. Our hall will also be the civil defence information center in the event of an emergency so it is critical that the asset is maintained and fit for purpose. Making this improvement to the supper room will mean that it can be used separately from the main hall which will improve security and make it a more usable space as it will be able to be accessed via the new door. The new door will make the room, lighter, brighter, warmer and more inviting.</p>
<p><b>Affordability</b> Our communities are supported by quality infrastructure, facilities and services that are efficient, fit-for-purpose, affordable and met our current and future needs.</p>	<p>How will you measure this? Number of events held</p> <p>Repair will no longer be required in the Asset management plan</p> <p>Feedback received</p>

<p><b>Prosperity</b> Our district is supported by quality technology and an innovative and diverse economy that creates opportunities for self-sufficiency, sustainable growth and employment</p>	<p>How will your project support this? This improvement will increase potential income streams as the super room will be a more desirable space to hire</p>
	<p>How will you measure this? Number of hall hires</p>
<p><b>Culture</b> Our lifestyle is treasured, our strong community spirit is nurtured, and our inclusive and caring communities understand our whakapapa and heritage and support lifelong learning</p>	<p>How will your project support this? If this room is of a higher standard it will be more appealing to use which is likely to attract new people to come along to community events and new users of the hall. The change to the North wall will make it more enjoyable to meet in this room meaning it will be more desirable for community groups and private groups to choose to meet here.</p>
	<p>How will you measure this? Number of events Feedback received</p>
<p><b>Environment</b> Our distinctive environment and natural resources are healthy and valued.</p>	<p>How will your project support this? N/A</p>
	<p>How will you measure this? N/A</p>

**Your budget**

Please identify all the expenses related to this funding application. These can include materials, venue hire, promotion, equipment hire, fees, running costs, and wages.

Your expenses	Detail	Amount (\$)
Builder - Retail Solutions Ltd	Remove rotten timber, install door, window and flashings. Replace timber	\$ 6,670.00
Step	To allow you to get from hall to the grass outside - estimate	\$ 300.00
Beautification	Improving the area between the road and the door, planting and path - estimate	\$ 500.00
<b>Total cost:</b>		<b>\$ 7,470.00</b>

Please identify all contributions to this project. These can include own funds, income from fundraising events, other grants, ticket sales, sale of artwork, sponsorship, or donations.

Your contributions	Detail	Amount (\$)
Community working bee	To build step and do beautification work	500.00
<b>Total contribution</b>		<b>\$ 500.00</b>
<b>Cost less contribution</b>		<b>\$ 6,970.00</b>
<b>Amount you are requesting from this Community Grant</b>		<b>\$ 6,970.00</b>

If you are holding funds in your accounts, please outline why these cannot be used for this project or use.

We are holding approximately \$1,000 for our Inangahua Art Project and our Digital Development Project.

We need to keep \$500 for the beautification work.

We need to maintain at least \$2,000 to cover rates and small incidental costs

We are considering using the balance of the money for future work to the hall including the work required to bring the kitchen up to an acceptable standard.

What will be the effect if Council does not support your application (please select only one option) ?

- Not go ahead
- Downscaling
- Use own funds
- Postponing
- Apply to other funds
- Other: \_\_\_\_\_

Does your organization receive funding or support from Buller District Council this financial year? **Yes** / No  
 If yes, please specify below. This can include annual plan funding, use of Council facilities, administration support, support with materials, running costs, hire, fees, promotion, or support by Council staff.

The council pays for the power due to the public toilets that are attached to the hall.

The council has completed a number of minor repairs in the last year that have accumulated over time.

The council pays for the lawns to be mowed.

The council provides administration at our annual meetings.

Have you received funding from Buller District Council Community Grants in the past? Yes / No  
 If yes, please complete this table. If you have received funding more than once, please refer to the most recent amount you received.

Year	Project	Amount (\$)	Have you submitted an accountability statement for this project?
2023	Operating Costs	1,913.04	YES



**Information for applicants:**

- All accountability statements for previous funding must be submitted before any new applications are considered.
- If you are unsure if an accountability statement has been submitted, please contact the Buller District Council Community Services Officer on (03) 788 9683.
- Complete one application form per project.
- Applications are evaluated by the Community Grants Committee.
- Council's Community Services Officer is available if you require assistance, phone (03) 788 9683.
- Ensure you attach all the required supporting documents.
- The Community Outcomes can be downloaded from Council's website <https://bullerdc.govt.nz/district-council/publications/long-term-plan/community-outcomes/>
- Failure to include all relevant information may delay the processing of your application.
- If you are unsure of the closing date, please contact Customer Services for confirmation as late applications will not be accepted.
- Please keep a copy of the application to complete the accountability statement.
- This document will be available to the public as part of the meeting agenda. Please refer to [www.bullerdc.govt.nz/privacy](http://www.bullerdc.govt.nz/privacy) or contact Council for a copy of Council's Privacy Statement.


**Checklist for your application:**

- Filled out and signed application form. Please ensure that you have completed ALL sections of the application. If information is not provided, it may delay your application.
- Two letters of community support for your organisation, signed, dated and less than six months old, from people not involved or connected in any way with the running of your organisation.
- A copy of your organisation's latest annual accounts. If you do not have annual accounts, please attach a statement of income and expenditure for the past 12 months. If neither of these documents are available please explain why below, and attach a copy of your organisations latest bank account statement/s.

**Declaration:**

I/We hereby declare the information supplied in this application is correct. If the application is successful, I/we agree to provide an accountability report to Buller District Council stating that the money received has been spent on the project or service as requested. I/we agree to participate in any funding audit of our organisation conducted by Buller District Council.

I/we also consent to Buller District Council collecting, retaining and using the contact details of our organisation that have been listed in this application. I/we confirm we have the authority to provide these details and to commit the organisation to this application. Where funds are approved, I/we agree to include Buller District Council's logo in all promotions carried out.

Name	Signature
Main contact: Toni McCarthy	
Secondary contact: Yvonne Hammond	

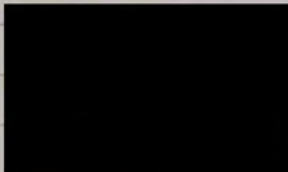
Send your completed application to:  
**Buller District Council, PO Box 21, Westport 7866**  
 or email to [grants@bdc.govt.nz](mailto:grants@bdc.govt.nz)

The personal information that you provide in this form will be held and protected by Buller District Council in accordance with our privacy policy (available at [bullerdc.govt.nz/privacy](http://bullerdc.govt.nz/privacy) and at council libraries and service centres) and with the Privacy Act 2020. Council's privacy policy explains how we may use and share your personal information in relation to any interaction you have with the council, and how you can access and correct that information. We recommend you familiarise yourself with this policy.

29/01/2024

To Whom It May Concern,

I am writing to give my support to the Inangahua Hall Committee for their continuing events held at the Inangahua Hall, and the improvements that are happening there.



Clive Rumens

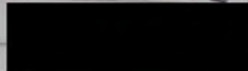


29/1/2024

TO WHOM IT CONCERN,

I, AM WRITING TO GIVE  
MY SUPPORT TO THE  
INANGAHUA HALL SUBCOMITE  
FOR THE CONTINUED EVENTS  
HELD THERE AND THE  
IMPROVEMENTS THAT ARE  
HAPPENING AT THIS TIME

P. VICKERS



## Inangahua Hall Reserve Sub-Committee

Statement of Receipts and Payments  
For the Year Ended 30 June 2023

RECEIPTS		\$	PAYMENTS		\$
Opening Bank A/c Balance on 1 July 2022		3,105.18	Capital:	Market Day Signs	41.96
Less Unpresented Cheques				Safety Equipment	481.19
Plus Cash on Hand					
Plus Investment A/c's			Operations:	Maintenance	200.00
<b>Sub-total</b>		3,105.18		Materials & Tools	
Grants:	Government - DIA			Defibrillator Maintenance	
	Council - Operating Costs	1,913.04		Power	792.67
	Council - Inanga Project	1,495.20		Fuel/Lawn Mowing	
Rents:	Yoga	730.90	Admin:	Rates	995.00
	Hall Hire	600.00	Projects:	Inanga Project	378.45
	Community Gatherings	186.60			
Sales:	Fundraising		<b>Sub-total</b>		2,889.27
	Market Days	744.04	<b>Receipts Less Payments</b>		<b>5,962.59</b>
Interest Received			Closing Bank A/c Balance on 30 June 2023		5,962.59
Donations		76.90	Less Unpresented Cheques		
Other			Plus Cash on Hand		
			Plus Investment A/cs		
<b>TOTAL</b>		<b>8,851.86</b>	<b>TOTAL</b>		<b>5,962.59</b>

## Statement of Assets and Liabilities as at 30 June 2023

LIABILITIES	\$	ASSETS	\$
		Accounts receivable - Civil Defence	40.00
		The Hall Subcommittee has 8 long wooden tables and many bench seat. There are community assets stored at the hall, please see separate schedule	
<b>TOTAL</b>		<b>TOTAL</b>	<b>40.00</b>

I declare that the information in this report is correct, and that it provides a true and complete account of both the receipts and payments of the Reserve Sub-Committee for the year ended 30 June 2023 and of the assets and liabilities at that date.

Dated at: \_\_\_\_\_ 2023 \_\_\_\_\_ Chairperson

The Buller District Council having performed an audit of this annual report is of the opinion that it presents a true and fair view of the Reserve Sub-Committee's financial position as at 30 June 2023 and the results of operations for the year ended at that date.

Dated at: \_\_\_\_\_ 2023 \_\_\_\_\_ Accountant





14	Lighting	As above - multiple electrical fixtures and fittings could do with repairs/replacement. Any new heating system should be considered alongside improvements to the ventilation/drafts, moisture and insulation improvements. A new heatpump would need to be sized correctly and should be assessed and priced by a suitable qualified heating and refrigeration engineer (possible through BEL - Electro-Services, Buller Refrigeration or ATL Reefton)		The existing light fittings are old and inefficient. Any new light fittings should be LED
15	Hall heaters or heat pump.	As above, this is a builders task that could be considered and priced along with the other R&M tasks being considered		There are redundant objects stored in the old projector room that should be removed and dumped. The limited access has hindered this clean-up tasks
16	Projector room access.	The building is reasonably solid but there are many areas where repairs have not been finished off well and over many years this has caused areas of unfinished		
17	Hall wall timbers and trims fixed. Supper room	As above - Any new heating system should be considered alongside improvements to the ventilation/drafts, moisture and insulation improvements. A new heatpump would need to be sized correctly and should be assessed and priced by a suitable qualified heating and refrigeration engineer (possible through BEL - Electro-Services, Buller Refrigeration or ATL Reefton)		
18	Heat pump.	As above, this is a builders task that could be considered and priced along with the other R&M tasks being considered. The door would only be installed if a new deck is being built outside this area.	\$4,900	The external cladding appears ok however the internal linings (a mix of old shiplap weatherboard and sheet lining) is rotten in areas and needs to be pulled off and replaced. This would be the ideal time to install installation if the external cladding has a wall wrap underlay
19	Rotten north wall - install door and window.	As above, this is a builders task that could be considered and priced along with the other R&M tasks being considered	Completed	
20	Broken interior windows mended.	As above, this is a builders task that could be considered and priced along with the other R&M tasks being considered	Completed	
21	Wall timbers and trims fixed.	As above, this is a builders task that could be considered and priced along with the other R&M tasks being considered	Completed	
22	Floor boards mended.	As above, this is a builders task that could be considered and priced along with the other R&M tasks being considered	Completed	
23	Investigate floor wet at double door.	As above, this is a builders task that could be considered and priced along with the other R&M tasks being considered		There are several areas of broken floor boards throughout the building There was no evidence of this leak when I was on site. Yvonne is concerned it could be a leak under the floor, as it appears randomly. May need to lift floor to confirm.
24	Kitchen	As above - Arrange a certified Electrician to assess the building with the project manager and a subcommittee member to quantify the need and location of new outlets and repairs to exiting outlets. Confirm price from Electrician		
26	Lighting upgrade Exterior door replaced.	As above, this is a builders task that could be considered and priced along with the other R&M tasks being considered		This door is not weatherproof and causes heat loss and moisture issues. Potentially this door could be blocked off and closed in with wall cladding and internal linings
27	Broken window mended.	As above, this is a builders task that could be considered and priced along with the other R&M tasks being considered	Completed	

28	<p>Some of the minor R&amp;M tasks and the piping and fitting off of hot water into the kitchen could be considered by a certified Plumber and Builder</p> <p>Kitchen certification - plumber to get hot water to the sink, trim around bench tops, flooring, hand wash facility.</p> <p>Entrance room</p>	<p>A commercial kitchen upgrade would be a capital improvement, not R&amp;M work. Possibly an improvement that could be considered for funding from the Reserves Contribution or an application to Govt funding or Lottery, with BDC support? If serious about this improvement work I would recommend doing a cost vs benefit analysis, to consider what the kitchen would get used for (community events, civil defence emergencies, public hire), how often it would get used, what potential revenue the kitchen hire could return to the Hall Subcommittee, etc.</p>		
→	<p>As above, this is a builders task that could be considered and priced along with the other R&amp;M tasks being considered</p>	Completed		0
30	<p>Repair broken window</p> <p>Little Front Room</p> <p>Mend leak - Roof issue?</p> <p>Front porch - east</p> <p>Birds getting into roof space - plywood across gaps</p> <p>Inside toilet</p> <p>General upgrade including replacing deteriorating internal door and plumbing fixtures and fitting (WC cistern, hand basin and taps).</p>	<p>As above - Arrange a certified Builder to have a look at the roof and offer a price to repair.</p> <p>As above - Arrange a certified Builder to have a look at this issue and offer a price to resolve</p> <p>As above - Arrange a certified Builder to have a look at this issue and offer a price to resolve</p>	\$ 9,800	<p>Issues across the roof. Possibly loose fixing, unsuitable flashings and poor workmanship on lapping corrugations'. A builder could confirm with a thorough inspection.</p> <p>Would make sense to do this when the roof and spouting/guttering are repaired/replaced.</p> <p>Yvonne said Civil Defence have indicated it would be helpful to have a shower installed in the areas, for an emergency accommodation option. This dated internal toilet does need an upgrade of fixtures and fittings, including the deteriorating door and door hardware/lock.</p>
→		Completed		
32	<p>Power Board</p> <p>Power Supply</p> <p>Ceiling Vent Grills</p> <p>General R&amp;M</p>	<p>The current arrangement need removal and replacement.</p> <p>Needs evaluation</p> <p>Come up with an efficient shutter closer system that would minimise heat loss in winter</p> <p>Repairs to steps, deck, draft stopping, toilet repairs, hot water provision.</p>	\$4,500	
			\$2,800	
			\$5,000	

ATTACHMENT 6  
**Retail Solutions Limited**

20 Shiel Street,  
 , Reefton, West Coast, 7830  
 Phone: 021983480

<b>Quote</b>	<b>Quote number</b> IV00000005519	<b>Issue date</b> 29/01/2024	<b>Expiry date</b> 05/02/2024
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**Bill to**

Buller District Council - Jason  
 P.O. Box 21  
 Westport 7866  
 New Zealand

Description	GST	Amount (\$) <i>excluding GST</i>
Both the window and the wall under the Window, on the Northern Wall of the Supper room is rotten and needs replacing. This will necessitate the temporary cutting and removal of the exterior Corrugated iron cladding, removal and disposal of the window and framing there-under, installation of a new Lintel and studs to code, installation of a new ALU Double glazed safety glass double opening doors and side opening window, installation of a top flashing and the making good of the internal wall framing and lining. All replaced linings etc to be painted to match future proposed colour scheme. Includes use of Acrow Props	S15	5,800.00
Specifically not included in the works is the removal of the exterior wall corrugated iron, installation of new insulation, new building wrap and replacement of existing Corrugated iron.	S15	
Little Front Room/Front Lean To Remove and dispose of existing Corrugated iron Roof, Repair Purlins as needed, Install Insulation, Install new roofing paper, install new Coloursteel Endura ColorSteel corrugated iron and flashings as required, secure with prepainted Timbertite Roofing screws.	S15	9,950.00
<b>Subtotal (exc. GST)</b>		<b>\$15,750.00</b>
<b>GST</b>		<b>\$2,362.50</b>
<b>Total amount</b> <i>including GST</i>		<b>\$18,112.50</b>





**BULLER**  
DISTRICT COUNCIL  
Te Kaunihera O Kaitiaki



**COMMUNITY GRANTS APPLICATION**

The Buller District Council Community Grants Fund is for community groups/organisations that are carrying out projects that align with Council’s Community Outcomes.

Name of your organisation: market cross community group

Legal status of organisation: incorporated charity

Postal address: [REDACTED]

Email: [REDACTED] Postcode: 7893

**Contact details:**

Name	Position in organisation	Daytime phone number
Main contact: peter gibson	secretary	[REDACTED]
Secondary contact: brian jones	chairperson	[REDACTED]

**Why was your organisation set up (what are your organisation’s main objectives)?**

to own and manage the Karamea RSA Community Building for community use.

**What are you seeking funding for?** Please summarise and include how was the need identified, what are your key partners, who will benefit, how will it benefit the community or the participants.

Please do not say ‘see attached’ – If you wish to attach a project outline or plan then please do so, but summaries your project here.

The cost of insurance for the premises. We currently have insurance cover on the building for \$450,000 with AON.

**How many people will positively be impacted?**

This can be participants, audiences, clients, people that will use your service, or people who will be impacted This needs to be a number, do not include many, few, don't know. If you don't know exact numbers, please provide an estimate.

the community of approx 900 people.

**How long will your project/service run? Start date:** 1 April 2024

**Finish date:** 30 March 2025

**Which of the Buller District Community Outcomes will your project contribute towards?**

If your project does not support a Community Outcome insert NA. Copies of the Community Outcomes can be downloaded from Council's [website](#) or contact Community Services staff for more information.

**Please include how you will evaluate and measure the positive impact for each Community Outcome.**

This can be quantitative or qualitative and reporting on these is part of your accountability statement.

<b>Social</b> Our communities are vibrant, healthy, safe and inclusive.	How will your project support this? by providing assurance that a essential community facility can be repaired or replaced if damaged or destroyed.
	How will you measure this? by the support from the community
<b>Affordability</b> Our communities are supported by quality infrastructure, facilities and services that are efficient, fit-for-purpose, affordable and met our current and future needs.	How will your project support this? by ensuring remediation if neccessary
	How will you measure this? by ensuring the facility is available and affordable .

<p><b>Prosperity</b> Our district is supported by quality technology and an innovative and diverse economy that creates opportunities for self-sufficiency, sustainable growth and employment</p>	<p>How will your project support this? n/a</p>
	<p>How will you measure this? n/a</p>
<p><b>Culture</b> Our lifestyle is treasured, our strong community spirit is nurtured, and our inclusive and caring communities understand our whakapapa and heritage and support lifelong learning</p>	<p>How will your project support this? n/a</p>
	<p>How will you measure this? n/a</p>
<p><b>Environment</b> Our distinctive environment and natural resources are healthy and valued.</p>	<p>How will your project support this? n/a</p>
	<p>How will you measure this? n/a</p>

**Your budget**

Please identify all the expenses related to this funding application. These can include materials, venue hire, promotion, equipment hire, fees, running costs, and wages.

Your expenses	Detail	Amount (\$)
insurance	cover from AON	4111.37
<b>Total cost:</b>		\$ 4111.37

Please identify all contributions to this project. These can include own funds, income from fundraising events, other grants, ticket sales, sale of artwork, sponsorship, or donations.

Your contributions	Detail	Amount (\$)
		-
<b>Total contribution</b>		\$
<b>Cost less contribution</b>		\$
<b>Amount you are requesting from this Community Grant</b>		\$ 4111.37

If you are holding funds in your accounts, please outline why these cannot be used for this project or use.

funds in our accounts are nominal

**What will be the effect if Council does not support your application (please select only one option) ?**

- Not go ahead
- Downscaling
- Use own funds
- Postponing
- Apply to other funds
- Other:

**Does your organization receive funding or support from Buller District Council this financial year? Yes / No**

If yes, please specify below. This can include annual plan funding, use of Council facilities, administration support, support with materials, running costs, hire, fees, promotion, or support by Council staff.

funds are received for public toilet power for water and lighting, and ground maintenance.

**Have you received funding from Buller District Council Community Grants in the past? Yes / No**

If yes, please complete this table. If you have received funding more than once, please refer to the most recent amount you received.

Year	Project	Amount (\$)	Have you submitted an accountability statement for this project?
2023	insurance	3,137.39	YES <input type="checkbox"/>

**Information for applicants:**

- All accountability statements for previous funding must be submitted before any new applications are considered.
- If you are unsure if an accountability statement has been submitted, please contact the Buller District Council Community Services Officer on (03) 788 9683.
- Complete one application form per project.
- Applications are evaluated by the Community Grants Committee.
- Council's Community Services Officer is available if you require assistance, phone (03) 788 9683.
- Ensure you attach all the required supporting documents.
- The Community Outcomes can be downloaded from Council's website <https://bullerdc.govt.nz/district-council/publications/long-term-plan/community-outcomes/>
- Failure to include all relevant information may delay the processing of your application.
- If you are unsure of the closing date, please contact Customer Services for confirmation as late applications will not be accepted.
- Please keep a copy of the application to complete the accountability statement.
- This document will be available to the public as part of the meeting agenda. Please refer to [www.bullerdc.govt.nz/privacy](http://www.bullerdc.govt.nz/privacy) or contact Council for a copy of Council's Privacy Statement.



**Checklist for your application:**

- Filled out and signed application form. Please ensure that you have completed ALL sections of the application. If information is not provided, it may delay your application.
- Two letters of community support for your organisation, signed, dated and less than six months old, from people not involved or connected in any way with the running of your organisation.
- A copy of your organisation's latest annual accounts. If you do not have annual accounts, please attach a statement of income and expenditure for the past 12 months. If neither of these documents are available please explain why below, and attach a copy of your organisations latest bank account statement/s.

**Declaration:**

I/we hereby declare the information supplied in this application is correct. If the application is successful, I/we agree to provide an accountability report to Buller District Council stating that the money received has been spent on the project or service as requested. I/we agree to participate in any funding audit of our organisation conducted by Buller District Council.

I/we also consent to Buller District Council collecting, retaining and using the contact details of our organisation that have been listed in this application. I/we confirm we have the authority to provide these details and to commit the organisation to this application. Where funds are approved, I/we agree to include Buller District Council's logo in all promotions carried out.

Name	Signature
Main contact: peter gibson	
Secondary contact: brian jones	

Send your completed application to:  
**Buller District Council, PO Box 21, Westport 7866**  
 or email to [grants@bdc.govt.nz](mailto:grants@bdc.govt.nz)

The personal information that you provide in this form will be held and protected by Buller District Council in accordance with our privacy policy (available at [bullerdc.govt.nz/privacy](http://bullerdc.govt.nz/privacy) and at council libraries and service centres) and with the Privacy Act 2020. Council's privacy policy explains how we may use and share your personal information in relation to any interaction you have with the council, and how you can access and correct that information. We recommend you familiarise yourself with this policy.





## Karamea Information & Resource Centre

106 Bridge Street, Karamea 7893  
PO Box 94, Karamea 7864

Email: 

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15 January 2024

The Secretary  
Market Cross Community Group  
Karamea

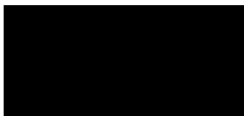
To whom it may concern

I am writing on behalf of the Karamea Information & Resource Centre in support of your application for a community grant to cover the cost of insurance cover for the Karamea RSA Community Building.

The building is a central hub for many users. A vibrant and popular market is held at the RSA every Saturday, and the building is used by a variety of individuals and groups such as the Singing Group and Karamea Irish Dancers and community potluck dinners. It is also a popular venue for various committee meetings, including the Karamea Information & Resource Centre Committee, and for community liaison meetings hosted by Buller District Council, District Health Board, and the Department of Conservations. As a building central in our village, it is used also by many out of town groups that need a well-known landmark with easy access.

Insurance cover is essential to manage risks for this essential community asset and we hope your application for funding is successful.

Yours faithfully



**Susan Waide**  
Manager



**KARAMEA  
FOUR SQUARE**

19 January 2024

To whom it may concern,

I would like to support the Market Cross Community Group also known as the Karamea RSA committee with there application for funding for Insurance.

As you are aware the RSA building has been refurbished and is an amazing addition to the Market Cross area.

The facility see's a lot more use now, with the gardens and deck areas used by people of all ages in the community and visitors alike.

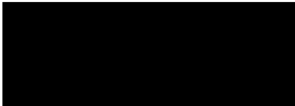
We have seen many people use the facilities for picnics, local markets, music venues, singing groups, dancing practice, art and crafts, funerals, committee meetings and public meetings, all of which are great for this community asset, but not a very steady income for the committee to pay the bills.

The price of insurance has doubled over the past few years, and the use of the facilities covers the upkeep and power for the building.

With the recent growth in the district, maybe we will see more and more use of the facilities and more rental income, but the bottom line is that this building commemorates the memories for the local families and they're loved ones who didn't come home.

To lose this would be unforgivable, so please help the committee with this application as it will benefit all of our community now and into the future.

Yours faithfully



Juliette James

Owner Operator Karamea Four Square Supermarket

## MARKET CROSS COMMUNITY GROUP INC

## FINANCIAL REPORT for the year ending 30 JUNE 2023

INCOME.	21/22	22/23
Hall Hire	3877.00	3595.00
Grants Buller District Council	5200.00	5637.39
Grant. West Coast Community Trust	1243.00	
Grant. West Reef	599.00	
Subscriptions	60.00	60.00
Interest (NBS)	92.74	209.53
Donations	460.00	
Meter Money	100.00	100.00
Shamrocks Marching Girls		200.00
Total Income	<u>11631.74</u>	<u>9801.92</u>
EXPENDITURE		
Power	1846.07	2024.20
Rates	924.60	1029.20
Lawn Mowing	400.00	400.00
Subscriptions ( Info centre)		50.00
Maintenance	1348.52	1483.85
Fire Extinguisher Check	56.36	172.50
Insurance	2749.88	3936.57
Tevo Heater		599.00
Dishwasher		699.00
Stationery/Postages	111.40	48.61
building Additions	138.00	
Projector screen	50.00	
Audio Equipment	2383.05	
Sundries	380.50	448.35
Audit	161.00	161.00
Total Expenditure	<u>10549.38</u>	<u>11052.28</u>
SURPLUS INCOME OVER EXPENDITURE	1082.36	(1250.36)
CHEQUE ACCOUNT BALANCE 30/6/23		6125.59
INVESTMENT ACCOUNT 30/6/23		9380.67
		<u>15506.26</u>



## COMMUNITY GRANTS APPLICATION

The Buller District Council Community Grants Fund is for community groups/organisations that are carrying out projects that align with Council's Community Outcomes.

Name of your organisation: Northern Buller Museum, Granity

Legal status of organisation: Charitable Trust

Postal address: [REDACTED]

Email [REDACTED] Postcode: 7823

### Contact details:

Name	Position in organisation	Daytime phone number
Main contact: Charlotte May	Treasurer	[REDACTED]
Secondary contact: Derek Lord	Chair	[REDACTED]

### Why was your organisation set up (what are your organisation's main objectives)?

Local Museum for the Mining Districts in the Northern Buller. To preserve and conserve the local history and site. To involve, encourage and support the communities. To hold the history and stories of current families; both local and overseas past residents of the area.

**What are you seeking funding for?** Please summarise and include how was the need identified, what are your key partners, who will benefit, how will it benefit the community or the participants.

Please do not say 'see attached' – If you wish to attach a project outline or plan then please do so, but summarise your project here.

We have on site the Inangahua Railway Station which we purchased from KiwiRail. One of our current projects is to re-clad the roof. TRT has supplied a quote for \$10,210.85

**How many people will positively be impacted?**

This can be participants, audiences, clients, people that will use your service, or people who will be impacted This needs to be a number, do not include many, few, don't know. If you don't know exact numbers, please provide an estimate.

Approx 5-8,000 persons. More after opening hours reading info boards, photos of Marion.

**How long will your project/service run?** Start date: March 2024 Finish date: July 2024

**Which of the Buller District Community Outcomes will your project contribute towards?**

If your project does not support a Community Outcome insert NA. Copies of the Community Outcomes can be downloaded from Council's [website](#) or contact Community Services staff for more information.

**Please include how you will evaluate and measure the positive impact for each Community Outcome.**

This can be quantitative or qualitative and reporting on these is part of your accountability statement.

<p style="writing-mode: vertical-rl; transform: rotate(180deg);"><b>Social</b> Our communities are vibrant, healthy, safe and inclusive.</p>	<p>How will your project support this? For all. Tourism. Community. Local area support. Small Benefactors and help from Heritage Rail NZ and a family in the North Island. Use of local contractors and help from volunteers (freely given).</p> <p>this are just the costs of keeping the doors open. The Projects support the experdenial growth as Q wagons need placing along with Railway Station. Areas developed for use and enjoyment. T</p> <p>Piano project has brought a lovely piano for visitor use as many want to play the old organs.</p> <p>Project growth brings people to have a look and something to see other than Coal town which is no longer about Northern Buller anyway.</p>
	<p>How will you measure this? KPI's Growth of communtiy organisations within Granity. Interest in area. Increase in home ownership.</p>
<p style="writing-mode: vertical-rl; transform: rotate(180deg);"><b>Affordability</b> Our communities are supported by quality infrastructure, facilities and services that are efficient, fit-for-purpose, affordable and met our current and future needs.</p>	<p>How will your project support this? Depends on BDC Financial support and its ability to recognise Heritage Sites.</p>
	<p>How will you measure this? Growth in Exhibits, Community support and involvement. Events and Markets.</p>

<p><b>Prosperity</b> Our district is supported by quality technology and an innovative and diverse economy that creates opportunities for self-sufficiency, sustainable growth and employment</p>	<p>How will your project support this? Charitable Trust .. Not for profit. But to empower the community to preserve its history. The Trust to ensure the areas history is held within the area. It connects with many of the original families for local stories and information. Preservation and conservation of community historic assets.</p>
	<p>How will you measure this? Above .. increasing interest.</p>
<p><b>Culture</b> Our lifestyle is treasured, our strong community spirit is nurtured, and our inclusive and caring communities understand our whakapapa and heritage and support lifelong learning</p>	<p>How will your project support this? All about culture of everyone no matter what 'type?'. No early Maori lived here if that is what you are asking. All, any ,culture can be involved.</p>
	<p>How will you measure this? as above. increasing interest.</p>
<p><b>Environment</b> Our distinctive environment and natural resources are healthy and valued.</p>	<p>How will your project support this? Museum is industrial. No power and no man made resources .. environment as at mid 1800's. No where is as environmentally friendly as we are.</p>
	<p>How will you measure this? Will stay the same as not able to advance with technology. Wouldn't suit the natural state of historic exhibits and preservation / conservation efforts.</p>



**What will be the effect if Council does not support your application (please select only one option) ?**

- Not go ahead
- Downscaling
- Use own funds
- Postponing
- Apply to other funds
- Other:

**Does your organization receive funding or support from Buller District Council this financial year? Yes / No**

If yes, please specify below. This can include annual plan funding, use of Council facilities, administration support, support with materials, running costs, hire, fees, promotion, or support by Council staff.

Received final 3 yr operating cost support for 2023-2024 yr .. Long Spent.

**Have you received funding from Buller District Council Community Grants in the past? Yes / No**

If yes, please complete this table. If you have received funding more than once, please refer to the most recent amount you received.

Year	Project	Amount (\$)	Have you submitted an accountability statement for this project?
23/24	Operating Exp	5,500.00	Not applicable

**Your budget**

Please identify all the expenses related to this funding application. These can include materials, venue hire, promotion, equipment hire, fees, running costs, and wages.

Your expenses	Detail	Amount (\$)
Station Roof	TRT Roofing - new cladding - quote	\$ 10,210.85
<b>Total cost:</b>		<b>\$ 10,210.85</b>

Please identify all contributions to this project. These can include own funds, income from fundraising events, other grants, ticket sales, sale of artwork, sponsorship, or donations.

Your contributions	Detail	Amount (\$)
	Museum Trust will supply scaffolding	
<b>Total contribution</b>		<b>\$</b>
<b>Cost less contribution</b>		<b>\$</b>
<b>Amount you are requesting from this Community Grant</b>		<b>\$ 10,000.00</b>

If you are holding funds in your accounts, please outline why these cannot be used for this project or use.

Funds in account held are from Aon Insurance for repairs to the car park.

**Information for applicants:**

- All accountability statements for previous funding must be submitted before any new applications are considered.
- If you are unsure if an accountability statement has been submitted, please contact the Buller District Council Community Services Officer on (03) 788 9683.
- Complete one application form per project.
- Applications are evaluated by the Community Grants Committee.
- Council's Community Services Officer is available if you require assistance, phone (03) 788 9683.
- Ensure you attach all the required supporting documents.
- The Community Outcomes can be downloaded from Council's website <https://bullerdc.govt.nz/district-council/publications/long-term-plan/community-outcomes/>
- Failure to include all relevant information may delay the processing of your application.
- If you are unsure of the closing date, please contact Customer Services for confirmation as late applications will not be accepted.
- Please keep a copy of the application to complete the accountability statement.
- This document will be available to the public as part of the meeting agenda. Please refer to [www.bullerdc.govt.nz/privacy](http://www.bullerdc.govt.nz/privacy) or contact Council for a copy of Council's Privacy Statement.

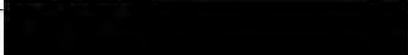
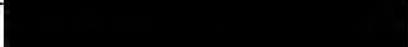
**Checklist for your application:**

- Filled out and signed application form. Please ensure that you have completed ALL sections of the application. If information is not provided, it may delay your application.
- Two letters of community support for your organisation, signed, dated and less than six months old, from people not involved or connected in any way with the running of your organisation.
- A copy of your organisation's latest annual accounts. If you do not have annual accounts, please attach a statement of income and expenditure for the past 12 months. If neither of these documents are available please explain why below, and attach a copy of your organisations latest bank account statement/s.

**Declaration:**

I/We hereby declare the information supplied in this application is correct. If the application is successful, I/we agree to provide an accountability report to Buller District Council stating that the money received has been spent on the project or service as requested. I/we agree to participate in any funding audit of our organisation conducted by Buller District Council.

I/we also consent to Buller District Council collecting, retaining and using the contact details of our organisation that have been listed in this application. I/we confirm we have the authority to provide these details and to commit the organisation to this application. Where funds are approved, I/we agree to include Buller District Council's logo in all promotions carried out.

Name	Signature
Main contact:	 18 Jan 2024
Secondary contact:	 18 Jan 2024

Send your application to:  
**Buller District Council, PO Box 21, Westport 7866**  
**or email to [grants@bdc.govt.nz](mailto:grants@bdc.govt.nz)**

The personal information that you provide in this form will be held and protected by Buller District Council in accordance with our privacy policy (available at [bullerdc.govt.nz/privacy](http://bullerdc.govt.nz/privacy) and at council libraries and service centres) and with the Privacy Act 2020. Council's privacy policy explains how we may use and share your personal information in relation to any interaction you have with the council, and how you can access and correct that information. We recommend you familiarise yourself with this policy.



**The Lyric Theatre, Granity, Inc.**  
**Proprietor for The Lyric Theatre**  
42, 122 Powerhouse Road, Fairdown, 7891  
Charity No. CC61606  
IRD No. 140-813-486



13th January, 2024

BDC Community Funding  
PO Box 21  
Westport

To whom it may concern

I am writing this letter on behalf of The Lyric Theatre, Granity, Inc. in support of The Northern Buller Museum's funding application.

As a neighbouring non-profit organisation with a shared goal of preserving the heritage of our region, we believe the unique cultural identity of this remote community is strengthened by access to its history and the stories of its people.

We are wholly in support of the continued operation and projects undertaken by Northern Buller Museum in pursuit of this objective.

Best regards



Carlos de Treend  
Chair - The Lyric Theatre, Granity, INC.  
[Redacted] [Redacted] [Redacted] | [www.thelyric.nz](http://www.thelyric.nz)

**From:** Janet Karena  
**Sent:** Thursday, 18 January 2024 11:13 am  
**To:** [REDACTED]  
**Subject:** Support for funding

To whom it may concern

The Granity District Fundraising Centre fully support the Granity Museum in their application.

The Museum adds to the ambience of Granity and encourages a good understanding of our coal mining history, both for locals and visitors to the area.

The museums work compliments the heritage of the coal towns of Northern Buller.

Yours sincerely

Janet Karena  
Chairperson

Op. Shop.  
Granity



## QUOTE

Northern Buller Museum

**Date**

12 Jan 2024

**Expiry**

11 Feb 2024

**Quote Number**

QU-2502

**Reference**

Museum Roof

**GST Number**

129767243

TRT 2019 Limited trading  
as TRT Builders  
P.O. Box 198  
Westport 7866  
Buller

### Northern Buller Museum Roof

Our Quotation includes the following:

Description	Quantity	Unit Price	Amount NZD
To supply and install a new corrugated Colour Steel Maxx roof on the old Inangahua Railway Station building. This includes: .40mm Colour steel Maxx corrugated roofing. .55mm Barge Flashings. Covertec Self-Supporting roofing underlay. 55mm Timbertec coloured roofing screws.  We have not allowed any scaffolding in this quote. If Northern Buller Museum want to supply some mobile scaffold this will save you a lot of money.	1.00	8,879.00	8,879.00
		Subtotal	8,879.00
		Total GST 15%	1,331.85
		<b>TOTAL NZD</b>	<b>10,210.85</b>

Thank for the opportunity to supply this quote.  
If you have any queries regarding the quote, please do not hesitate to contact us.

### Terms

Quote pricing is subject to change if not accepted by the stipulated expiry date.  
A deposit may be required to secure the pricing.

Registered Office: P.O. Box 198, Westport, Buller, 7866





**NORTHERN BULLER MUSEUM GRANITY**

**2023**

**PERFORMANCE REPORTS**



## NORTHERN BULLER MUSEUM GRANITY

### PERFORMANCE REPORTS FOR THE YEAR ENDED 30 APRIL 2023

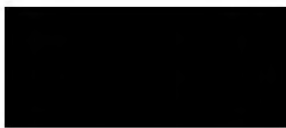
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The information on this statement has been prepared without review and should be read subject to the disclaimer on the accountants statement page.



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## NORTHERN BULLER MUSEUM GRANITY

### ENTITY INFORMATION FOR THE YEAR ENDED 30 APRIL 2023

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#### Legal Name of Entity

Northern Buller Museum Granity

#### Type of Entity & Legal Basis

Charitable Trust & Registered Charity

#### Registration Number

CC20484

#### Entity's Purpose/Mission

To acquire and preserve artefacts which reflect the diversity of the people and history of Stockton, Millerton, Hector, Ngakawau and Granity and to display these in a central location for the education and benefit of the general public. To provide any other support or assistance that is consistent with the aforementioned purpose.

#### Entity Structure

The Trust is governed by a Board of Trustees comprising a Chairperson, Secretary and Treasurer plus additional Trustees as appointed. There shall be no less than four Trustees.

#### Main Sources of the Entity's Cash & Resources

The Trust's activities are funded by donations, grants from philanthropic and other organisations, and income from investments.

#### Main Methods Used by the Entity to Raise Funds

The main methods used by the Trust to raise funds are stated in the previous section. The Trust does not engage a third party for fundraising activities.

#### Entity's Reliance on Volunteers & Donated Goods or Services

The Trust relies on gifts of volunteer time and expertise to complete work in the essential roles of governance, accounting and day to day running of the museum.

#### Additional Information

There is no additional information considered essential to users overall understanding of the Trust.



## NORTHERN BULLER MUSEUM GRANITY

### STATEMENT OF SERVICE PERFORMANCE FOR THE YEAR ENDED 30 APRIL 2023

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#### Description of the Entity's Outcomes

During the year the Trust kept the museum open for the education and enjoyment of the general public. The Trust also undertook various projects to restore and display artefacts relating to local history.

#### Description & Quantification of the Entity's Outputs

	2023	2022
Visitor Numbers to the Museum	5,564	2,538



## NORTHERN BULLER MUSEUM GRANITY

### STATEMENT OF FINANCIAL POSITION AS AT 30 APRIL 2023

	<u>Note:</u>	2023 \$	2022 \$
<b><u>CURRENT ASSETS</u></b>			
Bank Accounts & Cash	1	71,533	42,846
<b><u>NON-CURRENT ASSETS</u></b>			
Property, Plant & Equipment	2	4,810	5,923
<b><u>TOTAL ASSETS</u></b>		76,343	48,769
<b><u>CURRENT LIABILITIES</u></b>			
Creditors & Accrued Expenses		-	3,680
Insurance Proceeds Unspent		40,343	16,320
<b><u>TOTAL LIABILITIES</u></b>		40,343	20,000
<b><u>NET ASSETS</u></b>		\$36,000	\$28,769
Represented By:			
<b><u>ACCUMULATED FUNDS</u></b>			
Accumulated Surpluses or (Deficits)	3	36,000	28,769
<b><u>TOTAL ACCUMULATED FUNDS</u></b>		\$36,000	\$28,769

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## NORTHERN BULLER MUSEUM GRANITY

### STATEMENT OF FINANCIAL PERFORMANCE FOR THE YEAR ENDED 30 APRIL 2023

	Note:	2023	2022
		\$	\$
<b><u>REVENUE</u></b>			
Revenue From Providing Goods & Services		75	129
Donations, Fundraising & Other Similar Revenue	4	29,559	67,347
Interest, Dividends & Other Investment Revenue		560	6
<b><u>TOTAL REVENUE</u></b>		<u>30,194</u>	<u>67,482</u>
<b><u>Less EXPENSES</u></b>			
Expenses Related to Providing Goods & Services	5	21,246	50,159
Other Expenses	6	1,717	2,109
<b><u>TOTAL EXPENSES</u></b>		<u>22,963</u>	<u>52,268</u>
<b><u>NET SURPLUS (DEFICIT) FOR YEAR</u></b>		<u>\$7,231</u>	<u>\$15,214</u>

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# NORTHERN BULLER MUSEUM GRANITY

## STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 30 APRIL 2023

	2023	2022
	\$	\$
<b><u>CASH FLOWS FROM OPERATING ACTIVITIES</u></b>		
<b><u>Cash was received from:</u></b>		
Donations, Fundraising & Other Similar Revenue	53,584	77,668
Interest, Dividends & Other Investment Revenue	560	6
Revenue from Providing Goods & Services	<u>75</u>	<u>129</u>
	54,219	77,803
<b><u>Cash was applied to:</u></b>		
Payments to Acquire Property, Plant & Equipment	-	1,999
Costs Related to Providing Goods & Services	24,928	46,479
Other Expenses	<u>604</u>	<u>579</u>
	<u>25,532</u>	<u>49,057</u>
<b><u>NET CASH FLOWS FROM OPERATING ACTIVITIES</u></b>	<b><u>\$28,687</u></b>	<b><u>\$28,746</u></b>
Net Increase (Decrease) in Cash	28,687	28,746
Opening Cash	<u>42,846</u>	<u>14,100</u>
<b><u>CLOSING CASH</u></b>	<b><u>\$71,533</u></b>	<b><u>\$42,846</u></b>
<b>Represented by:</b>		
<b><u>BANK ACCOUNTS &amp; CASH</u></b>	<b><u>\$71,533</u></b>	<b><u>\$42,846</u></b>

The information on this statement has been prepared without review and should be read subject to the disclaimer on the accountants statement page.



## NORTHERN BULLER MUSEUM GRANITY

### STATEMENT OF ACCOUNTING POLICIES FOR THE YEAR ENDED 30 APRIL 2023

The Statement of Accounting Policies are an integral part of and are to be read in conjunction with the Performance Reports.

#### 1. ENTITY REPORTING

Northern Buller Museum Granity is a Charitable Trust established under a Trust Deed dated 26 February 2007 and incorporated as a charitable body under the Charitable Trusts Act 1957 on 4 April 2007, and registered as a charitable body under the Charities Act 2005 on 14 January 2008.

#### 2. BASIS OF PREPARATION

Northern Buller Museum Granity has elected to apply Tier 3 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 Reports are reported using the accrual basis of accounting. The Performance Reports are prepared under the assumption that the entity will continue to operate for the foreseeable future.

#### 3. MEASUREMENT SYSTEM

The measurement system adopted is that of historical cost. All amounts are presented in New Zealand dollars.

#### 4. PARTICULAR ACCOUNTING POLICIES

The particular accounting policies adopted in the preparation of these Performance Reports are as follows:

##### (a) Valuation of Assets

##### i) Fixed Assets

All fixed assets are recorded at cost less accumulated depreciation to date.

Northern Buller Museum Granity (NBMG) acknowledges that as per Licence to Occupy dated 3 August 2017 between Development West Coast as Licensor and NBMG as Licensee, there was at Clause 9 a Right of First Refusal following the transfer of the property from Development West Coast to NBMG. In accordance with that Right of First Refusal, NBMG undertakes that if at anytime after the property has been transferred to NBMG, NBMG wishes to sell the property, then NBMG shall forthwith notify Development West Coast in writing of their intention to sell the property and the price agreed as per Clause 9.1.1 to 9.1.4 of the Licence to Occupy.

During 2021 the Trust purchased the Inangahua Station from Kiwirail for \$1 (sum payable on demand) and relocated the building to Granity. The relocation and reparation costs were expensed as incurred.

##### ii) Bank Accounts & Cash

Bank accounts and cash in the Statement of Cash Flows comprise cash balances (including short term deposits) with original maturities of 90 days or less.



**NORTHERN BULLER MUSEUM GRANITY****STATEMENT OF ACCOUNTING POLICIES  
FOR THE YEAR ENDED 30 APRIL 2023****(b) Revenue**

Income is measured at the value of the consideration received or receivable after taking into account any trade discounts and volume rebates allowed. For this purpose, deferred consideration is not discounted to present values when recognising income.

Income from the sale of goods or services is recognised when the significant risks and rewards of ownership of the goods have passed to the buyer, usually on delivery of the goods.

Income from the provision of services is determined with reference to the stage of completion of the transaction at the end of the reporting period and where outcome of the contract can be estimated reliably. Stage of completion is determined with reference to the services performed to date as a percentage of total anticipated services to be performed. Where the outcome cannot be estimated reliably, income is recognised only to the extent that related expenditure is recoverable.

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

**(c) Depreciation**

Depreciation has been charged using the maximum rates allowed by the Inland Revenue Department.

**(d) Taxation**

Northern Buller Museum Granity is wholly exempt from New Zealand income tax having fully complied with all statutory conditions for these exemptions.

**(e) Goods & Services Tax**

All amounts are recorded inclusive of GST as Northern Buller Museum Granity is not registered for GST.

**5. STATEMENT OF CHANGES IN ACCOUNTING POLICIES**

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



## NORTHERN BULLER MUSEUM GRANITY

### NOTES TO THE PERFORMANCE REPORTS FOR THE YEAR ENDED 30 APRIL 2023

The Notes to the Performance Reports are an integral part of and are to be read in conjunction with the Performance Reports.

#### 1. BANK ACCOUNTS & CASH

Nelson Building Society -00	16,372	42,846
Nelson Building Society -30	55,161	-
	<u>\$71,533</u>	<u>\$42,846</u>

#### 2. PROPERTY, PLANT & EQUIPMENT

This Year					
Asset Class	Opening Carrying Amount	Purchases & Additions	Sales & Disposals	Depreciation & Impairment Expense	Closing Carrying Amount
Land & Buildings	12	-	-	-	12
Plant & Equipment	5,911	-	-	1,113	4,798
	\$ 5,923	\$ -	\$ -	\$ 1,113	\$ 4,810

Last Year					
Asset Class	Opening Carrying Amount	Purchases & Additions	Sales & Disposals	Depreciation & Impairment Expense	Closing Carrying Amount
Land & Buildings	12	-	-	-	12
Plant & Equipment	5,442	1,999	-	1,530	5,911
	\$ 5,454	\$ 1,999	\$ -	\$ 1,530	\$ 5,923

The aggregate latest available valuation of land and buildings adjusted for additions and disposals since valuation is \$356,000 (Government Valuation; 1 September 2019).

#### 3. ACCUMULATED FUNDS

This Year				
	Capital Contributed by Owners	Accumulated Surpluses or (Deficits)	Reserves	Total
Opening Balance	-	28,769	-	28,769
Capital Contributed by Owners or Members	-	-	-	-
Capital Returned to Owners or Members	-	-	-	-
Net Surplus (Deficit) for Year	-	7,231	-	7,231
Distributions Paid to Owners or Members	-	-	-	-
Transfer to Reserves	-	-	-	-
Transfer From Reserves	-	-	-	-
Closing Balance	\$ -	\$ 36,000	\$ -	\$ 36,000

Last Year				
	Capital Contributed by Owners	Accumulated Surpluses or (Deficits)	Reserves	Total
Opening Balance	-	13,555	-	13,555
Capital Contributed by Owners or Members	-	-	-	-
Capital Returned to Owners or Members	-	-	-	-
Net Surplus (Deficit) for Year	-	15,214	-	15,214
Distributions Paid to Owners or Members	-	-	-	-
Transfer to Reserves	-	-	-	-
Transfer From Reserves	-	-	-	-
Closing Balance	\$ -	\$ 28,769	\$ -	\$ 28,769

The information on this statement has been prepared without review and should be read subject to the disclaimer on the accountants statement page.



# NORTHERN BULLER MUSEUM GRANITY

## NOTES TO THE PERFORMANCE REPORTS FOR THE YEAR ENDED 30 APRIL 2023

	2023	2022
	\$	\$
<b>4. <u>DONATIONS, FUNDRAISING &amp; OTHER SIMILAR REVENUE</u></b>		
Donations Jar	2,394	2,908
Insurance Proceeds	8,085	4,749
Flood Relief Donations	7,327	5,661
Grant Received - Pub Charity	-	2,499
Grant Received - Buller District Council	5,500	5,500
Grant Received - COGS	-	2,298
Grant Received - Heritage Rail NZ	-	5,702
Grant Received - Lotto Heritage	-	14,834
Grant Received - Lottery Community	4,000	-
Grant Received - Te Papa	-	13,559
Donations Received - Michael Smith	-	5,500
Donations Received - Gerald Smith	-	3,000
Event Income	2,253	1,137
	<u>\$29,559</u>	<u>\$67,347</u>
<b>5. <u>EXPENSES RELATED TO PROVIDING GOODS &amp; SERVICES</u></b>		
Insurance	1,863	2,058
Volunteer Expenses	575	-
Printing & Stationery	2,728	912
Rates	1,467	2,072
Repairs & Maintenance - Plant	575	1,098
Repairs & Maintenance - Building	9,834	6,770
Signage	1,034	906
General Expenses	110	268
Event Expenses	1,313	2,527
Incline Project Expenses	-	813
Station Project Expenses	1,747	29,055
Marion Project Expenses	-	3,680
	<u>\$21,246</u>	<u>\$50,159</u>
<b>6. <u>OTHER EXPENSES</u></b>		
Accounting & Audit Fees	604	564
Bank Charges	-	15
Depreciation Expense	1,113	1,530
	<u>\$1,717</u>	<u>\$2,109</u>
<b>7. <u>CONTINGENT LIABILITIES &amp; COMMITMENTS</u></b>		

As at 30 April 2023 there were no known contingent liabilities, or commitments outstanding (2022: \$Nil).





## NORTHERN BULLER MUSEUM GRANITY

### NOTES TO THE PERFORMANCE REPORTS FOR THE YEAR ENDED 30 APRIL 2023

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8. CAPITAL EXPENDITURE

As at 30 April 2023 the Trust had not entered into any binding contracts which commits it to any future capital expenditure (2022: \$Nil).

9. SIGNIFICANT EVENTS AFTER BALANCE DATE

There were no known events to have occurred subsequent to balance date which would have a material effect on the Performance Reports.

10. RELATED PARTY TRANSACTIONS

There were no material related party transactions during the year (2022: \$Nil).

11. EXHIBITS HELD

The Northern Buller Museum Granity holds exhibits on behalf of other persons. These exhibits remain the property of the lender and are held at the premises at the lenders risk. The value of these exhibits are not included in these Performance Reports.

Also held are exhibits which are the property of the Northern Buller Museum Granity which have been obtained by way of donation from members of the public, or acquired when the Trust took over the operations formerly known as the Society named Northern Buller Museum Inc. The historic cost of these exhibits is \$Nil, and there is no independently verified valuation of these assets therefore the exhibits are not included in these Performance Reports.



## COMMUNITY GRANTS APPLICATION

The Buller District Council Community Grants Fund is for community groups/organisations that are carrying out projects that align with Council's Community Outcomes.

Name of your organisation: Reefton Boxing Gym

Legal status of organisation: Incorporated Charities registered

Postal address: [REDACTED]

Email: [REDACTED] Postcode: 7872

### Contact details:

Name	Position in organisation	Daytime phone number
Main contact:	Lorelei Norris Treasurer	[REDACTED]
Secondary contact:	Dean Giddens President	[REDACTED]

### Why was your organisation set up (what are your organisation's main objectives)?

We exist to support and develop the local youth community of Reefton through a community-based club which provides, caring and skilled coaches who are passionate about helping young people from all backgrounds achieve their aspirations. We combine our skill in boxing to develop and nurture young people which enables them to respect each other, and become champion young people who contribute to the community of Reefton.

**What are you seeking funding for?** Please summarise and include how was the need identified, what are your key partners, who will benefit, how will it benefit the community or the participants.

Please do not say 'see attached' – If you wish to attach a project outline or plan then please do so, but summaries your project here.

Our youth are in need of tracksuits and tee shirts to wear before training and while they are representing Reefton at tournaments around New Zealand. We would like our youth to look tidy and respectful while they are representing our community and club.

We are also in need of equipment for our youth to use during tournaments. This include official Boxing NZ uniforms to wear during bouts. Gloves, Groin protectors, head gear and special gloves for training with boxing pads.

**How many people will positively be impacted?**

This can be participants, audiences, clients, people that will use your service, or people who will be impacted This needs to be a number, do not include many, few, don't know. If you don't know exact numbers, please provide an estimate.

20

**How long will your project/service run?** Start date: 01/02/2024 Finish date: 01/02/2025

**Which of the Buller District Community Outcomes will your project contribute towards?**

If your project does not support a Community Outcome insert NA. Copies of the Community Outcomes can be downloaded from Council's [website](#) or contact Community Services staff for more information.

**Please include how you will evaluate and measure the positive impact for each Community Outcome.**

This can be quantitative or qualitative and reporting on these is part of your accountability statement.

<p><b>Social</b> Our communities are vibrant, healthy, safe and inclusive.</p>	<p>How will your project support this? Our Gym provides a safe, welcoming environment and positive environment. Everyone is welcome to join and our coaches work with youth to their stage of ability. Some may join for fitness and some may go on to compition fighting. Its all about giving it a go and being part of a team.</p>
	<p>How will you measure this? Everyone will feel welcome. New comers will return and join our club. Youth will appear to feel included.</p>
<p><b>Affordability</b> Our communities are supported by quality infrastructure, facilities and services that are efficient, fit-for-purpose, affordable and met our current and future needs.</p>	<p>How will your project support this? Our gym will be clean, tidy and well resources for the purpose of a boxing gym.</p>
	<p>How will you measure this? Youth and community members will be able to join and utilize this space which will be affordable for all.</p>



<b>Prosperity</b> Our district is supported by quality technology and an innovative and diverse economy that creates opportunities for self-sufficiency, sustainable growth and employment	How will your project support this? We are inspiring young people, helping them to motivate themselves, be healthy and achieve their aspirations. This will have lasting effects on our youth and support them to grow into independent contributing young people within our community.
	How will you measure this? We will see our youth grow and become more involved in contributing to the running of the club, support our younger members and helping with community events such as the 24 hour boxing event we held to raise money for mental health in 2023. As well as fundraising.
<b>Culture</b> Our lifestyle is treasured, our strong community spirit is nurtured, and our inclusive and caring communities understand our whakapapa and heritage and support lifelong learning	How will your project support this? Our club is committed to respecting and implementing the dual heritage of the partners of Te Tiriti o Waitangi (the Treaty of Waitangi).
	How will you measure this? Our youth will have a sense of belonging and feel that their culture is valued.
<b>Environment</b> Our distinctive environment and natural resources are healthy and valued.	How will your project support this? Our gym will be clean and tidy and our youth will be encouraged to be respectful towards the environment.
	How will you measure this? Our community will recognize our club as clean tidy and respectful to all.

**Your budget**

Please identify all the expenses related to this funding application. These can include materials, venue hire, promotion, equipment hire, fees, running costs, and wages.

Your expenses	Detail	Amount (\$)
Tracksuits	Tracksuits (pants and jackets)	\$ 3,500.00
Uniforms	Singlet and Shorts for bouts	\$ 1,000.00
Gym equipment	Gym bag, groin guards, bag mits,gloves	\$ 1,870.00
Power	Power to be paid to Reefton Gym	\$ 600.00
<b>Total cost:</b>		<b>\$6,970.00</b>

Please identify all contributions to this project. These can include own funds, income from fundraising events, other grants, ticket sales, sale of artwork, sponsorship, or donations.

Your contributions	Detail	Amount (\$)
<b>Total contribution</b>		<b>\$0.00</b>
<b>Cost less contribution</b>		<b>\$</b>
<b>Amount you are requesting from this Community Grant</b>		<b>\$6,970.00</b>

**If you are holding funds in your accounts, please outline why these cannot be used for this project or use.**

Our bank account was only opened in January 2024 so we do not have any money at all. We will be working hard this year to raise money to go towards our club.

**What will be the effect if Council does not support your application (please select only one option) ?**

- Not go ahead
- Downscaling
- Use own funds
- Postponing
- Apply to other funds
- Other: \_\_\_\_\_

**Does your organization receive funding or support from Buller District Council this financial year? Yes / No**

If yes, please specify below. This can include annual plan funding, use of Council facilities, administration support, support with materials, running costs, hire, fees, promotion, or support by Council staff.

**Have you received funding from Buller District Council Community Grants in the past? Yes / No**

If yes, please complete this table. If you have received funding more than once, please refer to the most recent amount you received.

Year	Project	Amount (\$)	Have you submitted an accountability statement for this project?
			Not applicable



**Information for applicants:**

- All accountability statements for previous funding must be submitted before any new applications are considered.
- If you are unsure if an accountability statement has been submitted, please contact the Buller District Council Community Services Officer on (03) 788 9683.
- Complete one application form per project.
- Applications are evaluated by the Community Grants Committee.
- Council's Community Services Officer is available if you require assistance, phone (03) 788 9683.
- Ensure you attach all the required supporting documents.
- The Community Outcomes can be downloaded from Council's website <https://bullerdc.govt.nz/district-council/publications/long-term-plan/community-outcomes/>
- Failure to include all relevant information may delay the processing of your application.
- If you are unsure of the closing date, please contact Customer Services for confirmation as late applications will not be accepted.
- Please keep a copy of the application to complete the accountability statement.
- This document will be available to the public as part of the meeting agenda. Please refer to [www.bullerdc.govt.nz/privacy](http://www.bullerdc.govt.nz/privacy) or contact Council for a copy of Council's Privacy Statement.

**Checklist for your application:**

- Filled out and signed application form. Please ensure that you have completed ALL sections of the application. If information is not provided, it may delay your application.
- Two letters of community support for your organisation, signed, dated and less than six months old, from people not involved or connected in any way with the running of your organisation.
- A copy of your organisation's latest annual accounts. If you do not have annual accounts, please attach a statement of income and expenditure for the past 12 months. If neither of these documents are available please explain why below, and attach a copy of your organisations latest bank account statement/s.

**Declaration:**

I/We hereby declare the information supplied in this application is correct. If the application is successful, I/we agree to provide an accountability report to Buller District Council stating that the money received has been spent on the project or service as requested. I/we agree to participate in any funding audit of our organisation conducted by Buller District Council.

I/we also consent to Buller District Council collecting, retaining and using the contact details of our organisation that have been listed in this application. I/we confirm we have the authority to provide these details and to commit the organisation to this application. Where funds are approved, I/we agree to include Buller District Council's logo in all promotions carried out.

Name	Signature
Main contact: <i>Lorelei Nours</i> [REDACTED]	[REDACTED]
Secondary contact: <i>Ryan Giddens</i> [REDACTED]	[REDACTED]

**Send your completed application to:  
Buller District Council, PO Box 21, Westport 7866  
or email to [grants@bdc.govt.nz](mailto:grants@bdc.govt.nz)**

The personal information that you provide in this form will be held and protected by Buller District Council in accordance with our privacy policy (available at [bullerdc.govt.nz/privacy](http://bullerdc.govt.nz/privacy) and at council libraries and service centres) and with the Privacy Act 2020. Council's privacy policy explains how we may use and share your personal information in relation to any interaction you have with the council, and how you can access and correct that information. We recommend you familiarise yourself with this policy.

# Retail Solutions Limited

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Phone - [REDACTED] email - [REDACTED]

23 January 2024

**To : Buller District Council**

**Re: Reefton Boxing Gym**

We are delighted to endorse the Reefton Boxing Gym as an eligible charity worthy of receiving funds from the Community Grant fund offered by the Buller District Council.

We have observed and experienced the positive impact that the Boxing Gym are having on the youth in our community and feel they are well deserving of the support from this fund.

It is frankly staggering that they have achieved what they have in just a few years and it is the support of funds such as the Community Grant, that will enable the solidification of their engagement with the burgeoning club membership, which offers exercise, socialization, achievement and overall positive activity/involvement.

Please make contact should further clarification be needed.

Yours faithfully,

[REDACTED]  
John Bougen

Managing Director

Retail Solutions Limited

19th January 2024

To Buller District Council

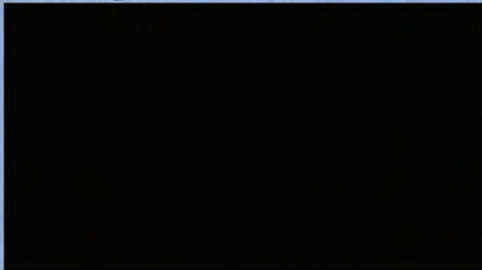
Our business would like to endorse Reefton Boxing Gym as an eligible charity worthy of receiving funds from the Community Grant fund offered by the Buller District Council. We recognise the impact they are having on our youth in the community and feel they are well deserving of the support from this fund.

Yours sincerely

Gilles England-Brassy

Dawson's Hotel  
Reefton

Signed:





# Transaction List

Non Profit Organisation - [REDACTED]

Current Balance as at 23/01/2024:

\$0.00 CR

Payment Date	Description	Other Party Name	Particulars	Analysis Code	Reference	Debit	Credit
	Closing Balance:						
	Opening Balance:		N/A				




**Reefton Boxing Gym Income and expenditure 2023-2024**

Income \$0

Expenditure \$0

  
Date 23-1-24

President Dean Gidde  
Signed   
Date 23-1-24

**Reefton Boxing Gym Meeting Minutes**

Location: Reefton Boxing Gym

Time: 5.30pm

Date:16th January 2024

Present:

Dean Giddens, Lorelei Norris, Anthony Fortune, Ian Jensen, David Lineham, Desiree McMahon, Sheena Jensen, Lisa Ryan, Dave Hewison, Simon Murray, Danille Murray, Luke Clifford.

Motion to apply for Travel Grant \$7,500 with Buller District Council

Moved Dean Giddens

2nd Ian Jensen

Motion to apply for Community grant for total of \$6,970. For \$3500 tracksuits, singlets and shorts for bouts \$1000, boxing equipment eg gym bags, groin guards, bag mits and gloves \$1870, and power paid to Reefton gym for electricity \$600.

Moved Lorelei Norris

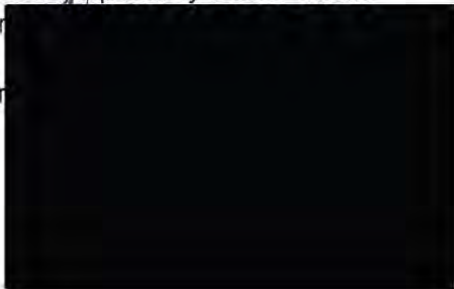
2nd Ian Jensen

Meeting closed 5.45pm

Minutes Prepared by Lorelei Norris:

Sign

Sign







## COMMUNITY GRANTS APPLICATION

The Buller District Council Community Grants Fund is for community groups/organisations that are carrying out projects that align with Council's Community Outcomes.

Name of your organisation: The Lyric Theatre, Granity, Incorporated

Legal status of organisation: Charitable incorporated society

Postal address: \_\_\_\_\_

Email: \_\_\_\_\_

Postcode: \_\_\_\_\_

### Contact details:

Name	Position in organisation	Daytime phone number
Main contact: Carlos de Treend	Chair	
Secondary contact: Frances O'Brien	Secretary	

### Why was your organisation set up (what are your organisation's main objectives)?

The society was set up in 2023 in response to an EOI from the Northern Buller Communities Society for a charitable organisation to own, operate and grow the Lyric Theatre as a place for community or public events and activities. The society was incorporated on the 18th of July, achieved charitable status on the 5th of September, and took over ownership of the theatre on the 10th of October.

The theatre is run entirely by volunteers to benefit the community by:

1. Providing a live-entertainment venue for Northern Buller and the wider performing arts scene.
2. Promoting the preservation of a place of significant historic interest and local identity.
3. Fostering a safe, inclusive space for the community to participate in the performing arts.

**What are you seeking funding for?** Please summarise and include how was the need identified, what are your key partners, who will benefit, how will it benefit the community or the participants.

Please do not say 'see attached' – If you wish to attach a project outline or plan then please do so, but summaries your project here.

The Lyric Theatre has the only public toilet between Waimangaroa and Mokihinui and is open daily from 3am to 5.30pm. The amenity is used by a wide range of people including the local community, Stockton Mine workers, visitors, tourists and tourism operators, truck drivers and others passing through Granity on State Highway 67. The toilet has a low-gradient ramp and is wheelchair accessible.

The facility is opened, closed, and cleaned every day by a member of the community. Sande Chorley is 'paid' \$640 every quarter in the form of volunteer expense vouchers (\$320 from Caltex in fuel vouchers and \$320 from New World on a gift card). This payment is being covered by the Northern Buller Communities Society until the 31st of March 2024 (we have a license to occupy agreement to enable them to take care of the toilet until then) and the next payment is due in June 2024. If the toilet is to stay open this, and all future payments, will need to be paid by The Lyric Theatre, Granity, Inc.

Sande keeps the toilet clean and beautifully presented. A recent Facebook post on the 14th of January to the Granity/Ngakawau/Hector/Karamea public group highlights how much her work is valued by the public:

A heartfelt thanks and appreciation to the beautiful soul/s who clean and look after the public toilet at the theatre. It's my stop on the way to or from Karamea and it's always like this!!! [photo of a very clean hand basin with a vase of fresh flowers on it]  
FANTASTIC!!! thanks so much!!!!

**How many people will positively be impacted?**

This can be participants, audiences, clients, people that will use your service, or people who will be impacted This needs to be a number, do not include many, few, don't know. If you don't know exact numbers, please provide an estimate.

Approximately 20 people use the toilet a day. Some are regulars, but many are visitors, tourists and other people passing through. It is therefore reasonable to estimate that 2,000

**How long will your project/service run?** Start date: 1/04/2024

Finish date: 31/03/2025

**Which of the Buller District Community Outcomes will your project contribute towards?**

If your project does not support a Community Outcome insert NA. Copies of the Community Outcomes can be downloaded from Council's [website](#) or contact Community Services staff for more information.

**Please include how you will evaluate and measure the positive impact for each Community Outcome.**

This can be quantitative or qualitative and reporting on these is part of your accountability statement.

<p><b>Social</b> Our communities are vibrant, healthy, safe and inclusive.</p>	<p>How will your project support this?</p>
	<p>How will you measure this?</p>
<p><b>Affordability</b> Our communities are supported by quality infrastructure, facilities and services that are efficient, fit-for-purpose, affordable and met our current and future needs.</p>	<p>How will your project support this? By providing a clean, modern, wheelchair accessible toilet that is free to use and open every day.</p>
	<p>How will you measure this? It is self-evident.</p>

<p style="text-align: center;"><b>Prosperity</b></p> <p><b>Our district is supported by quality technology and an innovative and diverse economy that creates opportunities for self-sufficiency, sustainable growth and employment</b></p>	<p>How will your project support this?</p>
	<p>How will you measure this?</p>
<p style="text-align: center;"><b>Culture</b></p> <p><b>Our lifestyle is treasured, our strong community spirit is nurtured, and our inclusive and caring communities understand our whakapapa and heritage and support lifelong learning</b></p>	<p>How will your project support this?</p>
	<p>How will you measure this?</p>
<p style="text-align: center;"><b>Environment</b></p> <p><b>Our distinctive environment and natural resources are healthy and valued.</b></p>	<p>How will your project support this?</p>
	<p>How will you measure this?</p>

**Your budget**

Please identify all the expenses related to this funding application. These can include materials, venue hire, promotion, equipment hire, fees, running costs, and wages.

<b>Your expenses</b>	<b>Detail</b>	<b>Amount (\$)</b>
Volunteer expense vouchers	Contribution to volunteer to open, close and clean the toilet	\$ 2,560.00
Supplies, maintenance and operating costs	Toilet paper, paper towels, cleaning supplies, emptying of septic tank, power use, etc.	\$ 440.00
<b>Total cost:</b>		<b>\$3,000.00</b>

Please identify all contributions to this project. These can include own funds, income from fundraising events, other grants, ticket sales, sale of artwork, sponsorship, or donations.

<b>Your contributions</b>	<b>Detail</b>	<b>Amount (\$)</b>
<b>Total contribution</b>		<b>\$0.00</b>
<b>Cost less contribution</b>		<b>\$3,000.00</b>
<b>Amount you are requesting from this Community Grant</b>		<b>\$3,000.00</b>

**If you are holding funds in your accounts, please outline why these cannot be used for this project or use.**

The main purpose of our organisation is to benefit the Northern Buller community. Since the Council toilets in Hector were closed in 2022, we know we are fulfilling an important need by making ours available to the public. However, the daily cost of the service is beyond our scope and means, and we would appreciate support from Council to contribute to these costs.

**What will be the effect if Council does not support your application (please select only one option) ?**

- Not go ahead
  - Downscaling
  - Use own funds
  - Postponing
  - Apply to other funds
  - Other: The committee will assess the viability of retaining this public service or limiting it's use to theatre patrons only.
- 

**Does your organization receive funding or support from Buller District Council this financial year? Yes / No**

If yes, please specify below. This can include annual plan funding, use of Council facilities, administration support, support with materials, running costs, hire, fees, promotion, or support by Council staff.

**Have you received funding from Buller District Council Community Grants in the past? Yes / No**

If yes, please complete this table. If you have received funding more than once, please refer to the most recent amount you received.

Year	Project	Amount (\$)	Have you submitted an accountability statement for this project?
			Not applicable



**Information for applicants:**

- All accountability statements for previous funding must be submitted before any new applications are considered.
- If you are unsure if an accountability statement has been submitted, please contact the Buller District Council Community Services Officer on (03) 788 9683.
- Complete one application form per project.
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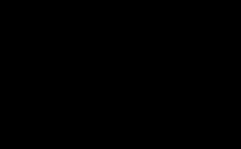
**Checklist for your application:**

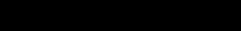
- Filled out and signed application form. Please ensure that you have completed ALL sections of the application. If information is not provided, it may delay your application.
- Two letters of community support for your organisation, signed, dated and less than six months old, from people not involved or connected in any way with the running of your organisation.
- A copy of your organisation's latest annual accounts. If you do not have annual accounts, please attach a statement of income and expenditure for the past 12 months. If neither of these documents are available please explain why below, and attach a copy of your organisations latest bank account statement/s.

**Declaration:**

I/We hereby declare the information supplied in this application is correct. If the application is successful, I/we agree to provide an accountability report to Buller District Council stating that the money received has been spent on the project or service as requested. I/we agree to participate in any funding audit of our organisation conducted by Buller District Council.

I/we also consent to Buller District Council collecting, retaining and using the contact details of our organisation that have been listed in this application. I/we confirm we have the authority to provide these details and to commit the organisation to this application. Where funds are approved, I/we agree to include Buller District Council's logo in all promotions carried out.

Name	Signature
Main contact: Carlos de Treend	
Secondary contact: Frances O'Brien	

**Send you  ion to:**  
**Buller District Council, PO Box 21, Westport 7866**  
**or email to [grants@bdc.govt.nz](mailto:grants@bdc.govt.nz)**

The personal information that you provide in this form will be held and protected by Buller District Council in accordance with our privacy policy (available at [bullerdc.govt.nz/privacy](http://bullerdc.govt.nz/privacy) and at council libraries and service centres) and with the Privacy Act 2020. Council's privacy policy explains how we may use and share your personal information in relation to any interaction you have with the council, and how you can access and correct that information. We recommend you familiarise yourself with this policy.

**lyric**



07:58 ☆ 📌

Reply Reply all Forward Spam Delete Blacklist ☰

Tēnā koe,

I am writing to express my support for The Lyric Theatre, Granity, Incorporated. The society owns and operates the local theatre built by and for the community it serves. The building holds great significance for the people of Northern Buller and has the only public toilet between Waimangaroa and Mokihinui.

I am proud to support the society and their efforts to make our community a better place.

Ngā mihi nui,

Kair Lippiatt



29/1/2024

Buller District Council  
PO Box 21  
Westport 7866

29/01/2024

To whom it may concern,

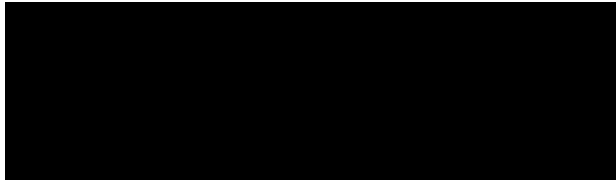
**Re: Support for The Lyric Theatre, Granity, Incorporated**

I am pleased to express my support for The Lyric Theatre, Granity, Inc. (TLTG) and their application for community funding.

I am deeply invested in the Northern Buller community and believe that the Lyric Theatre is an important part of the history and identity of the people who live here. It is also a cultural hub and meeting place and has the only public toilet in the area.

I hope you will join me in support of The Lyric Theatre, Granity, Inc. and recognise the value they bring to the Northern Buller community and beyond.

**Yours sincerely,**

A large black rectangular redaction box covering the signature area.

**Marie Standing**

**The Lyric Theatre, Granity, Inc**  
**Financial Statements**  
**For the Nine Months Ended 31 December 2023**

**The Lyric Theatre, Granity, Inc**  
**Trading Account**  
**For the Nine Months Ended 31 December 2023**

	<i>2024</i>
	\$
<b>REVENUE</b>	
Cafe & Bar Sales	2,832
<b>LESS COST OF SALES</b>	
Purchases - Cost Of Goods Sold	309
<b>TOTAL COST OF SALES</b>	<u>309</u>
<b>GROSS SURPLUS FROM TRADING</b>	<u>2,523</u>
<b>GROSS SURPLUS MARGIN</b>	<u>89.09%</u>

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



**The Lyric Theatre, Granity, Inc**  
**Statement of Financial Performance**  
**For the Nine Months Ended 31 December 2023**

	2024
	\$
<b>GROSS SURPLUS FROM TRADING</b>	<b>2,523</b>
<b>SUNDRY INCOME</b>	
Interest Received	2
Membership Fees	350
Donations Received	3,438
Rent Received	208
Sundry Income	168
<b>TOTAL SUNDRY INCOME</b>	<b>4,166</b>
<b>TOTAL REVENUE</b>	<b>6,689</b>
<b>LESS EXPENSES</b>	
Advertising	200
Entertainment	700
Fire Protection Services	396
Fuel Vouchers	200
General Expenses	72
Insurance	2,762
Legal Expenses	1,213
Licences & Registrations	399
Light Power & Heating	133
Low Cost Assets	229
Printing, Stamps & Stationery	20
Repairs & Maintenance	394
Website Expenses	65
<b>TOTAL EXPENSES</b>	<b>6,783</b>
<b>NET DEFICIT</b>	<b>(94)</b>

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

**The Lyric Theatre, Granity, Inc**  
**Statement of Movements in Equity**  
**For the Nine Months Ended 31 December 2023**

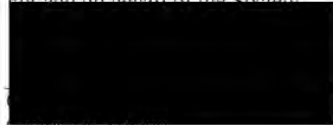
	<i>Note</i>	<i>2024</i> <i>\$</i>
<b>EQUITY AT 1 April 2023</b>		-
<b>SURPLUS &amp; REVALUATIONS</b>		
Net Deficit		(94)
Movements in Revaluation Reserves		14,450
<b>Total Recognised Revenues &amp; Expenses</b>		<u>14,356</u>
<b>EQUITY AT 31 December 2023</b>		<u><u>14,356</u></u>
<b>MOVEMENTS IN RETAINED EARNINGS</b>		
Net Deficit for the Period		(94)
<b>Accumulated Losses at 31 December 2023</b>		<u>(94)</u>
<b>MOVEMENTS IN RESERVES</b>		
Net Movement for the Period		14,450
<b>EQUITY AT 31 December 2023</b>		<u><u>14,356</u></u>

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

**The Lyric Theatre, Granity, Inc**  
**Statement of Financial Position**  
**As at 31 December 2023**

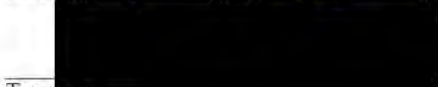
	<i>Note</i>	<i>2024</i>
		<i>\$</i>
<b>CURRENT ASSETS</b>		
Bank - Current Account (NBS)		12,278
Cash Float		200
Taxation		1
Stock on Hand - Perishable Goods		2,904
<b>Total Current Assets</b>		<u>15,383</u>
<b>NON-CURRENT ASSETS</b>		
Fixed Assets as per Schedule		1
<b>TOTAL ASSETS</b>		<u>15,384</u>
<b>CURRENT LIABILITIES</b>		
Accounts Payable		453
Deposits Received		575
<b>TOTAL LIABILITIES</b>		<u>1,028</u>
<b>NET ASSETS</b>		<u>14,356</u>
Represented by:		
<b>MEMBERS FUNDS</b>		
Capital Reserve on Acquisition		14,450
Retained Earnings		(94)
<b>TOTAL SURPLUS IN MEMBERS FUNDS</b>		<u>14,356</u>

For and on behalf of the Society:



Carlos de Leeuw

Dated this 1 day of Jan 2024



Treasurer  
Christine de Lee

Dated this 1 day of JAN 2024

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

**The Lyric Theatre, Granity, Inc****Additional Information to the Financial Statements as at 31.12.2023**

Bank balance includes -

Funds donated for Events	\$2,000
Deposits for Events	\$575

**Analysis of Accounts Payable**

Fresh Choice	57.5
Fire Protection	395.5
	<hr/>
	453

Other Assets (not in financial statements)

New World gift card	575
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**NBS**

Non-Profit The Lyric Theatre, Granity, [REDACTED]

Client Num [REDACTED]  
Sun 31 Dec 2023 12:19:06 NZDT

Date	Description	Status	Debit	Credit	Balance
28/12/23	IB NBS INV03909 Printing TLTGInc		\$67.00		\$12,278.53
27/12/23	IB PULSE ENERGY 92 torea st 9088802884 TLTGInc		\$132.65		\$12,345.53
26/12/23	DD 353035 SITETECH SOLUTION CARLOS		\$1.00		\$12,478.18
26/12/23	Buller REAP TLTG INV0983 Printing		\$20.00		\$12,479.18
22/12/23	BP PARK&ROGERS Table Tennis			\$19.00	\$12,499.18
21/12/23	Market Cafe			\$100.00	\$12,480.18
18/12/23	BP PARK&ROGERS Table Tennis			\$23.00	\$12,360.18
14/12/23	BP PARK&ROGERS Table Tennis			\$17.00	\$12,357.18
12/12/23	BP PARK&ROGERS Table Tennis			\$27.00	\$12,340.18
11/12/23	DD 90590902 90590902 HUNTER PREMIU THE LYRIC THEAT		\$1,353.49		\$12,313.18
11/12/23	IB Supply Point TLTGINC 2606 166740		\$394.00		\$13,666.67
05/12/23	Celebration			\$1,590.60	\$14,060.67
04/12/23	DD 90590902 90590902 HUNTER PREMIU THE LYRIC THEAT		\$1,408.49		\$12,470.07
04/12/23	BP PARK&ROGERS Table Tennis			\$42.00	\$13,878.56
01/12/23	IB NBS Marketday Inv03907		\$32.50		\$13,836.56
01/12/23	Celebration of the ages		\$700.00		\$13,869.06
30/11/23	Withholding Tax		\$0.31		\$14,569.06
30/11/23	Interest - Credit			\$0.71	\$14,569.37
30/11/23	Opening balance as of 30/11/23				\$14,568.66

Summary Description	Amount
Opening balance as of 30/11/23	\$14,568.66
Total Credit	\$1,819.31
Total Debit	\$4,109.44
Closing Balance as of 31/12/23	\$12,278.53
Available Balance	\$12,278.53



## The Lyric Theatre, Granity, Incorporated

Annual Budget for the Year ended 31 October 2024

	November	December	January	February	March	April	May	June	July	August	September	October	Total
<b>Income</b>													
Events	1000	3000	500	3000	2000	2000	3000	3000	3000	3000	3000	3000	29500
Café & Bar Sales	1800	2000	500	2000	2000	2000	2000	2500	2500	2000	2000	2000	23300
Fundraising & Donations	300	1000	300	300	400	500	500	500	500	500	500	500	5800
Grants					20000			25000					45000
Theatre Hire	100	100	200	200	300	500	500	500	500	500	500	500	4400
Table Tennis	130	130	120	150	150	150	150	150	150	150	150	150	1730
Sundry Income	200	200	200	200	200	200	200	200	200	300	200	200	1300
<b>Total Income</b>	<b>3330</b>	<b>6430</b>	<b>1620</b>	<b>5850</b>	<b>24850</b>	<b>5350</b>	<b>6150</b>	<b>31850</b>	<b>6650</b>	<b>6450</b>	<b>6150</b>	<b>6350</b>	<b>111030</b>
<b>less: Expenses</b>													
Start-up Costs	1500	1000	500	1000	1000	1000	1500	1500	1500	1500	1500	1500	4000
Event Costs	500	1500	250	1800	1000	1000	1500	1500	1500	1500	1500	1500	15050
Catering Costs	540	600	150	600	600	600	600	750	750	600	600	600	6990
Advertising	70	70	70	200	200	500	500	500	500	500	500	500	4110
Bank Fees (Merchant fees)				30	30	30	30	30	30	30	30	30	270
EFTPOS Hire		35	35	35	35	35	35	35	35	35	35	35	385
Fire Protection			344	344	344	344	344	368	368	368	368	368	1424
Insurance	1335	1335	1335	1335	1335	1335	1335	1335	1335	1335	1335	1335	16020
Licence Fees	400	0	0	0	200	200	200	200	200	200	200	200	1600
Maintenance	400	400	500	500	500	500	500	500	500	500	500	500	4900
Marketing			200	200	200	200	300	300	300	300	300	300	2400
Power	135	200	200	300	350	350	400	400	450	400	400	400	3985
Rates	190	190	190	190	190	190	190	190	220	220	220	220	790
Sundry Expenses	100	100	100	100	100	200	200	200	200	200	200	200	1900
Telephone & Internet					20	20	20	20	20	20	20	20	160
Theatre Manager						10000	5000	5000	5000	5000	5000	5000	25000
Property Improvements			80	80	80	160	160	160	160	160	160	160	20000
Volunteer Expenses													1360
<b>Total Expenses</b>	<b>4770</b>	<b>5240</b>	<b>3064</b>	<b>6370</b>	<b>4650</b>	<b>15474</b>	<b>10770</b>	<b>15950</b>	<b>11348</b>	<b>10800</b>	<b>11148</b>	<b>10780</b>	<b>110344</b>
<b>Net Surplus/(Deficit)</b>	<b>-1440</b>	<b>1190</b>	<b>-1444</b>	<b>-520</b>	<b>20200</b>	<b>-10124</b>	<b>-4620</b>	<b>15920</b>	<b>-4698</b>	<b>-4350</b>	<b>-4998</b>	<b>-4430</b>	<b>686</b>

**The Lyric Theatre, Granity, Incorporated**

Annual Budget for the Year ended 31 October 2024 continued

	November	December	January	February	March	April	May	June	July	August	September	October	Total
<b>Opening Bank Balance</b>	9500	8060	9250	7806	7286	27486	17362	12742	28662	23964	19614	14616	
Add: Deposits	3330	6430	1620	5850	24850	5350	6150	31850	6650	6450	6150	6350	
Less: Expenses	4770	5240	3064	6370	4650	15474	10770	15930	11348	10800	11148	10780	
<b>Closing Balance</b>	<b>8060</b>	<b>9250</b>	<b>7806</b>	<b>7286</b>	<b>27486</b>	<b>17362</b>	<b>12742</b>	<b>28662</b>	<b>23964</b>	<b>19614</b>	<b>14616</b>	<b>10186</b>	

**Opening Balance Breakdown**

Membership Fees	310
Donations	2450
Transfer from NBCA	6740
	<u>9500</u>

# NBS

Non-Profit The Lyric Theatre, Granity,

 Client Number [REDACTED]  
 Sun 21 Jan 2024 12:35:11 NZDT

Date	Description	Status	Debit	Credit	Balance
19/01/24	BP PARK&ROGERS Table Tennis			\$22.00	\$12,717.37
19/01/24	Ticket Booth		\$200.00		\$12,695.37
19/01/24	IB Fire Protection Services 461078 janmar24 LYRT01		\$344.19		\$12,895.37
16/01/24	IB Fire Protection Services 461078 janfebmar LYRT0		\$395.73		\$13,239.56
16/01/24	IB PULSE ENERGY 92 torea st 9088802884 TLTGInc		\$248.27		\$13,635.29
15/01/24	BP PARK&ROGERS Table Tennis			\$21.00	\$13,883.56
15/01/24	BP HYDE,BENJAMIN Lyric hire Ben Hyde			\$175.00	\$13,862.56
15/01/24	Deposit			\$388.00	\$13,687.56
14/01/24	BP ORD,ROBIN WYN Charitable Donation Rob Ord			\$1,990.00	\$13,299.56
14/01/24	BP ORD,ROBIN WYN Test Donation Rob Ord			\$10.00	\$11,309.56
10/01/24	DD 90590902 90590902 HUNTER PREMIU THE LYRIC THEAT		\$1,353.49		\$11,299.56
09/01/24	DD 357091 SITETECH SOLUTION CARLOS		\$16.25		\$12,653.05
08/01/24	IB NBCS Marketday 30122023 Tltg		\$55.00		\$12,669.30
08/01/24	DC Stripe Payments TRF GZI4ZBLS STRIPE			\$1.67	\$12,724.30
05/01/24	BP PARK&ROGERS Table Tennis			\$21.00	\$12,722.63
03/01/24	Market			\$480.00	\$12,701.63
02/01/24	IB Fresh Choice Westport LYRICTHEATRE 10047 177		\$57.50		\$12,221.63
31/12/23	Withholding Tax		\$0.49		\$12,279.13
31/12/23	Interest - Credit			\$1.09	\$12,279.62
28/12/23	IB NBCS INV03909 Printing TLTGInc		\$67.00		\$12,278.53
27/12/23	IB PULSE ENERGY 92 torea st 9088802884 TLTGInc		\$132.65		\$12,345.53
26/12/23	DD 353035 SITETECH SOLUTION CARLOS		\$1.00		\$12,478.18
26/12/23	Buller REAP TLTG INV0983 Printing		\$20.00		\$12,479.18
22/12/23	BP PARK&ROGERS Table Tennis			\$19.00	\$12,499.18
21/12/23	Market Cafe			\$100.00	\$12,480.18
18/12/23	BP PARK&ROGERS Table Tennis			\$23.00	\$12,380.18
14/12/23	BP PARK&ROGERS Table Tennis			\$17.00	\$12,357.18
12/12/23	BP PARK&ROGERS Table Tennis			\$27.00	\$12,340.18
11/12/23	DD 90590902 90590902 HUNTER PREMIU THE LYRIC THEAT		\$1,353.49		\$12,313.18
11/12/23	IB Supply Point TLTGINC 2606 166740		\$394.00		\$13,666.67
05/12/23	Celebration			\$1,590.60	\$14,060.67
04/12/23	DD 90590902 90590902 HUNTER PREMIU THE LYRIC THEAT		\$1,408.49		\$12,470.07
04/12/23	BP PARK&ROGERS Table Tennis			\$42.00	\$13,878.56
01/12/23	IB NBCS Marketday Inv03907		\$32.50		\$13,836.56
01/12/23	Celebration of the ages		\$700.00		\$13,869.06
01/12/23	Opening balance as of 01/12/23				\$14,569.06

Summary Description	Amount
Opening balance as of 01/12/23	\$14,569.06
Total Credit	\$4,928.36
Total Debit	\$6,780.05
Closing Balance as of 21/01/24	\$12,717.37
Available Balance	\$12,717.37



## COMMUNITY GRANTS APPLICATION

The Buller District Council Community Grants Fund is for community groups/organisations that are carrying out projects that align with Council's Community Outcomes.

Name of your organisation: Westport Land Search & Rescue (LandSAR) Inc

Legal status of organisation: \_\_\_\_\_

Postal address: \_\_\_\_\_

Email: \_\_\_\_\_

### Contact details:

Name	Position in organisation	
Main contact: Ross Cocker	Committee Member	
Secondary contact: Sue Walsh	Chairperson	

### Why was your organisation set up (what are your organisation's main objectives)?

Westport LandSAR is an unpaid professional, not-for-profit, volunteer-based group that plays a key role in search & rescue in Westport and wider Buller area in support of NZ Police and the NZ Rescue Co-ordination Centre. Our members offer their specialist SAR skills free to our community 24 hours per day, 7 days a week, in all

**What are you seeking funding for?** Please summarise and include how was the need identified, what are your key partners, who will benefit, how will it benefit the community or the participants.

Please do not say 'see attached' – If you wish to attach a project outline or plan then please do so, but summaries your project here.

In June 2012 our group installed an aerial pole and antenna on the roof of the emergency operations centre/Westport LandSAR SARbase at an approx cost of \$1000, to replace an existing council-owned high frequency (HF) spider-type aerial that had been destroyed by a storm many years previously. This replacement antenna was in turn destroyed by ex-cyclones Fehi and Gita in Feb 2018. We have secured the services of suitably qualified communications experts to advise us and to re-commission the antenna which is an integral part of our back-up communications.

**How many people will positively be impacted?**

This can be participants, audiences, clients, people that will use your service, or people who will be impacted This needs to be a number, do not include many, few, don't know. If you don't know exact numbers, please provide an estimate.

10 000 population of Buller Region

**How long will your project/service run?** Start date: No date set at this time Finish date:

**Which of the Buller District Community Outcomes will your project contribute towards?**

If your project does not support a Community Outcome insert NA. Copies of the Community Outcomes can be downloaded from Council's [website](#) or contact Community Services staff for more information.

**Please include how you will evaluate and measure the positive impact for each Community Outcome.**

This can be quantitative or qualitative and reporting on these is part of your accountability statement.

<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Social Our communities are vibrant, healthy, safe and inclusive.</p>	<p>How will your project support this? In the event of a Civil Defence Emergency, the addition of the HF antenna would provide an extra layer of communication should there be a failure of existing communication tools (VHF, Sat phone and cell towers) assisting the community to stay safe.</p>
	<p>How will you measure this? The full benefit will be measured when it is used, and in the event of an emergency the advantages of having HF communications could be life saving.</p>
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Affordability Our communities are supported by quality infrastructure, facilities and services that are efficient, fit-for-purpose, affordable and met our current and future needs.</p>	<p>How will your project support this? A HF radio communication system will support the community infrastructure in times of community disruption (such as at the Kaikoura Earthquake in Nov 2016), when cell phone and VHF radio towers could be destroyed. An HF radio system operating out of the Buller Emergency Operations Centre would be available for Buller Civil Defence to use while normal communications are being</p>
	<p>How will you measure this? The full benefit will be measured when it is used, and in the event of an emergency the advantages of having HF communications could be life saving.</p>

<p><b>Prosperity</b> Our district is supported by quality technology and an innovative and diverse economy that creates opportunities for self-sufficiency, sustainable growth and employment</p>	<p>How will your project support this? It has been proven that even new quality technology can fail, the installation of a HF antenna will allow the Buller region to be self-sufficient and sustainable in times of crisis.</p>
	<p>How will you measure this? The full benefit will be measured when it is used, and in the event of an emergency the advantages of having HF communications could be life saving.</p>
<p><b>Culture</b> Our lifestyle is treasured, our strong community spirit is nurtured, and our inclusive and caring communities understand our whakapapa and heritage and support lifelong learning</p>	<p>How will your project support this? N/A</p>
	<p>How will you measure this? N/A</p>
<p><b>Environment</b> Our distinctive environment and natural resources are healthy and valued.</p>	<p>How will your project support this? N/A</p>
	<p>How will you measure this? N/A</p>



**Your budget**

Please identify all the expenses related to this funding application. These can include materials, venue hire, promotion, equipment hire, fees, running costs, and wages.

Your expenses	Detail	Amount (\$)
Materials	As per quote (attached)	984.50
Labour	3 people @8.5 hours	510.00
Transport	Personel to fit aerial	142.30
Equipment	Cherry picker/bucket truck hire	600.00
Operator	Cherry picker/bucket truck operator	400.00
<b>Total cost:</b>		<b>\$ 2636.80</b>

Please identify all contributions to this project. These can include own funds, income from fundraising events, other grants, ticket sales, sale of artwork, sponsorship, or donations.

Your contributions	Detail	Amount (\$)
Buller Electricity Ltd	Hire of cherry picker truck	600.00
Buller Electricity Ltd	Operator of machinery (4 hrs)	400.00
<b>Total contribution</b>		<b>\$ 1000.00</b>
<b>Cost less contribution</b>		<b>\$ 1636.80</b>
<b>Amount you are requesting from this Community Grant</b>		<b>\$ 1636.80</b>

**If you are holding funds in your accounts, please outline why these cannot be used for this project or use.**

Westport Land Search & Rescue funds that are held, are designated for local training and further projects within the group. The application for funding, if successful, will benefit not only Westport Land Search & Rescue for Search & Rescue call outs in our difficult terrain, but for other local agencies such as Civil Defence in emergencies when other means of communication are not available.

**What will be the effect if Council does not support your application (please select only one option) ?**

- Not go ahead
  - Downscaling
  - Use own funds
  - Postponing
  - Apply to other funds
  - Other:
- 

**Does your organization receive funding or support from Buller District Council this financial year? Yes / No**

If yes, please specify below. This can include annual plan funding, use of Council facilities, administration support, support with materials, running costs, hire, fees, promotion, or support by Council staff.

N/A

Clarification as to:  
Have you received funding from Buller District Council Community Grants in the past?

In August 2020 Westport Land Search & Rescue applied for a Community Grant and was successful. Due to varying problems we encountered, we subsequently repaid the grant in full to the Buller District Council Community Grants fund.  
We now have the expertise to re establish the HF aerial.

**Have you received funding from Buller District Council Community Grants in the past? Yes / No**

If yes, please complete this table. If you have received funding more than once, please refer to the most recent amount you received.

Year	Project	Amount (\$)	Have you submitted an accountability statement for this project?
August 2020	To reinstate HF aerial	1498.02	NO

**Information for applicants:**

- All accountability statements for previous funding must be submitted before any new applications are considered.
- If you are unsure if an accountability statement has been submitted, please contact the Buller District Council Community Services Officer on (03) 788 9683.
- Complete one application form per project.
- Applications are evaluated by the Community Grants Committee.
- Council's Community Services Officer is available if you require assistance, phone (03) 788 9683.
- Ensure you attach all the required supporting documents.
- The Community Outcomes can be downloaded from Council's website <https://bullerdc.govt.nz/district-council/publications/long-term-plan/community-outcomes/>
- Failure to include all relevant information may delay the processing of your application.
- If you are unsure of the closing date, please contact Customer Services for confirmation as late applications will not be accepted.
- Please keep a copy of the application to complete the accountability statement.
- This document will be available to the public as part of the meeting agenda. Please refer to [www.bullerdc.govt.nz/privacy](http://www.bullerdc.govt.nz/privacy) or contact Council for a copy of Council's Privacy Statement.

**Checklist for your application:**

- Filled out and signed application form. Please ensure that you have completed ALL sections of the application. If information is not provided, it may delay your application.
- Two letters of community support for your organisation, signed, dated and less than six months old, from people not involved or connected in any way with the running of your organisation.
- A copy of your organisation's latest annual accounts. If you do not have annual accounts, please attach a statement of income and expenditure for the past 12 months. If neither of these documents are available please explain why below, and attach a copy of your organisations latest bank account statement/s.

**Declaration:**

I/We hereby declare the information supplied in this application is correct. If the application is successful, I/we agree to provide an accountability report to Buller District Council stating that the money received has been spent on the project or service as requested. I/we agree to participate in any funding audit of our organisation conducted by Buller District Council.

I/we also consent to Buller District Council collecting, retaining and using the contact details of our organisation that have been listed in this application. I/we confirm we have the authority to provide these details and to commit the organisation to this application. Where funds are approved, I/we agree to include Buller District Council's logo in all promotions carried out.

Name	Signature
Main contact: <b>Ross Cocker</b>	<b>Ross Cocker</b>
Secondary contact: <b>Sue Walsh</b>	<b>Sue Walsh</b>

**Send your completed application to:  
Buller District Council, PO Box 21, Westport 7866  
or email to [grants@bdc.govt.nz](mailto:grants@bdc.govt.nz)**

The personal information that you provide in this form will be held and protected by Buller District Council in accordance with our privacy policy (available at [bullerdc.govt.nz/privacy](http://bullerdc.govt.nz/privacy) and at council libraries and service centres) and with the Privacy Act 2020. Council's privacy policy explains how we may use and share your personal information in relation to any interaction you have with the council, and how you can access and correct that information. We recommend you familiarise yourself with this policy.



5<sup>th</sup> February 2024

To whom it may concern,

Regarding the recommission of the Westport LSAR High Frequency Antenna.

Recently while visiting the Westport LSAR Base located in the Buller Emergency Operations Centre, I learnt that the HF antenna was out of service and in need of replacement.

While in recent years there has been advances in technology HF radio still has a very important role to play within the community, none more that during Cyclone Gabrielle when all forms of communications went down for some days.

During this time Amateur Radio operators were using HF radio to pass welfare messages for the community and the Defence Force used it during their response.

[April 2023 Air Force News](#)

To this end I fully support the combined Reefton Buller AREC/Westport LSAR project to reinstate the HF Antenna at Westport LSAR Base.

regards

**Lindsey Ross**

AREC Regional Manager South  
ZL4KS / ZK6EXA

Mobile +64 21 116 1686

Email [RMSth@arec.nz](mailto:RMSth@arec.nz)

Website [AREC.nz](http://AREC.nz)

Facebook [ARECnz](https://www.facebook.com/ARECnz)



1/15 Geange Street Upper Hutt 5018, PO Box 40-525, Upper Hutt 5140

> **Phone:** +64 4 234 562 > **Email:** [info@arec.co.nz](mailto:info@arec.co.nz) > **Web:** [arec.co.nz](http://arec.co.nz)

> **Facebook:** ARECnz or [www.facebook.com/ARECnz](https://www.facebook.com/ARECnz)

The Service Arm of **The New Zealand Association of Radio Transmitters Inc.**



31 January 2024

The Community Grants Committee  
Buller District Council  
PO Box 21  
WESTPORT 7866

Dear Committee Members

Re: Westport Land Search & Rescue Community Grants Application

The Westport Land Search & Rescue group is seeking financial assistance to re-commission a High Frequency (HF) antenna that will enhance their communications for Search and Rescue Operations. Their previous HF antenna was destroyed during the Cyclones Fehi and Gita events in February 2018.

It is hoped the new antenna would be installed on the roof of the Buller Emergency Operations Centre/ Westport Land Search and Rescue SAR Base and will provide backup communications for the Westport group.

An alternative HF radio communication system helps to maintain the safety of searchers operating in often trying conditions as they assist the NZ Police in search and rescue situations in the West Coast area.

A positive spin-off with the HF radio communication system is that in times of community disruption like which occurred during the Kaikoura Earthquake in November 2016 when cellphone and VHF radio towers were destroyed, HF communications were used extensively. An HF radio system operating out of the Buller Emergency Operations Centre in a similar event situation in or around Westport, would be available for Buller Civil Defence to use while normal communications were being restored. This would provide the wider Buller community with a reliable and valuable communication system.

I support the Westport Land Search and Rescue group's application for a Community Grant.

If you wish to discuss the endorsement further, please contact me. Cheers.



**Snr Sgt Mark Kirkwood**

**Response Manager / OC Search and Rescue / West Coast | New Zealand Police**

**P +64 3 768 1600 | M +64 21 191 5546 | E [mkg887@police.govt.nz](mailto:mkg887@police.govt.nz)**

**Greymouth Police Station, 45-47 Guinness Street, PO Box 368, Greymouth 7805**

**Safer Communities Together**





**2023 Performance Report**

**WESTPORT LAND SEARCH &  
RESCUE INCORPORATED**

**WESTPORT LAND SEARCH & RESCUE INCORPORATED****Contents of Performance Report****For the Year Ended 30 June 2023**

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**WESTPORT LAND SEARCH & RESCUE INCORPORATED****Entity Information****As at 30 June 2023**

WESTPORT LAND SEARCH & RESCUE INCORPORATED is a charitable trust, registered under the Incorporated Societies Act 1908 and registered under the Charities Act 2005.

**Entity's Purpose or Mission**

To act as a liaison between the Regional Committee of NZ Land SAR and the local committee and between Police Local SAR committees.

- Encourage and support the implementation of policies and objectives of NZ Land Sar by Police Regional SAR committees and Local SAR committees.
- To support and implement at local level the implementation of the policies and objectives of NZ Land SAR.
- To provide a management overview of SAR operations, personnel standards, training and budget requirements in the local area.

**Entity Structure**

The Westport Land Search & Rescue Inc. is an Incorporated Society, which is run by members of a committee. This consists of at least one non-police person elected or appointed by the local committee to represent the local committee on the Regional committee of the district, at least one non-police person elected or appointed by each organisation contributing to the SAR response with the local area, at least one Member of Police appointed by the Police Local Commander if appropriate.

**Main Sources of Cash and Resources** Grants, Sponsorship and Donations were the main sources of cash during the year.

**Main Methods Used to Raise Funds** Public fundraising and applying for Grants

**Entity's Reliance on Volunteers and Donated Goods or Services**

Reliance is placed on volunteers for the most part. It also receives donations and sponsorship. These are an integral part of being able to provide knowledge and training to volunteers.

**Beneficiaries** The general public - children/young people, older people, people with disabilities, family, whanau.

**Current Officers**

Suzanne Walsh (Chair)  
 Sandra Appleby (Secretary)  
 Jennifer Bentley (Treasurer)  
 COMMITTEE  
 Ross Cocker  
 Robin Kitchin  
 Dean Trott  
 Bradley Cummings  
 Michael Kingsbury  
 Sam Taylor  
 Christine McLachlan

**NZBN** [REDACTED]

**WESTPORT LAND SEARCH & RESCUE INCORPORATED****Entity Information (continued)****As at 30 June 2023**

<b>Accountants</b>	Campbell & Associates Chartered Accountants 68 Russell Street Westport
<b>Bankers</b>	Westpac Bank Westport
<b>Business Number</b>	██████████
<b>Registered Charity Number</b>	██████████

**WESTPORT LAND SEARCH & RESCUE INCORPORATED****Statement of Service Performance****For the Year Ended 30 June 2023****Description of the Charitable Trust's Outcomes**

MEMBERSHIP remains strong.

As at 30 June 2023 we had 43 members, last year 45.

o 5 members left the group during the past year

o 3 new members joined the group

Our group's 43 active members all had an opportunity to attend 11 local training evenings throughout the year.

SAROP's are what we exist for and WestCoast-wide we have around 50 land-based SAROPs per year. Our Group was involved with the following 17, (13 last year & 10 in 2021) local & out-of-area SAROPs this year, assisting with Field personnel for: -

**SAROP's**

SAROP 'Mander, Charleston, 20/21 Aug'22 (5 persons) [6 Hours]

SAROP 'Moore', Diedrichs Range, 27 Sept'22 (4) [9]

SAROP 'Dalgety', Paringa, Haast, 2 Oct'22 (5) [11]

SAROP 'Wallace/Hawkeswood, Bucklands Peak, 4 Oct'22 (7) [23]

SAROP 'Laing', Scott's Beach, Heaphy Track, Karamea, 10 Oct'22 (2) [2]

SAROP 'Duncan' 12 Nov'22 (8) [35]

SAROP 'Mawson', Hector, 22 Nov'22 (2) [3]

SAROP 'Reid', Pororari Track, Punakaiki, 25 Nov'22 (3) [13]

SAROP 'Cherriman', Pororari River Track, 2 Dec'22 (4) [5]

SAROP 'Thompson', Mikonui River, 16 Dec'22 (7) [15]

SAROP 'Henderson', Paparoa Track, Punakaiki, 1-2 Jan'22, (4) [36]

SAROP 'Gamlin-Green', Bucklands Peak, Westport, 12 Jan'23 (5) [8]

SAROP 'O'Brien', Moana, Greymouth, 27 - 29 Jan'23, (13) [209]

Op 'Dragonfly', South Westland, 24 - 26 Feb'23 (2) [190]

SAROP 'Hermans/Hill' Rough Track, Lake Christobel, Lewis Pass, 24 Apr'23 (2) [11]

SAROP 'Swampofel', Tauranga Bay, 5 May'23, (2) [2]

SAROP 'Cech', Richmond Ranges, 17-18 May'23 (9) [149]

A total of 84 (55) last year) persons volunteered 727 (155) hours to SAROPs over the past year

**TRAINING**

SAREX's Search & Rescue Exercises (SAREXs):-

SAREX 'Prehn', St Arnaud 10-13 Feb'23, (4 persons) [277 hours]

**NATIONAL TRAINING**

National & Regional Training Courses attended.

19 & 21 Jul'22 - Outdoor Risk Management - ONLINE (3), [12]

30 - 31 Jul'22 - Sign Cutting & Ageing - Murchison (2), [70]

6 Aug'22 - Field Refresher - Westport (12) [132]

27 - 28 Aug'22 - 4 Wheel Drive (4WD) - Westport (3) [105]

10 Sept'22 - Stretcher Management & Rope Safety - Westport (6) [66]

10 - 11 Sep'22 - Searching Suburban Environment - Oxford (1) [52]

18 Sep'22 - Member Wellbeing - Hokitika (1), [15]

1-2 Oct'22 - 2 Day Field Refresher (FRS) Hokitika (2) [60]

19 Nov'22 - River & Flood Safety (RFS) - Westport (4) [90]

29-30 Apr'23, Search Techniques (ST - , Reefton, (1) [50]

13-14 May'23, Track & Clue Awareness (TCA) - Hokitika (1) [50]

27-28 May'23, Outdoor First Aid (ODFA) - Westport (9) [232]

10 Jun'23, Radio Comms (RCOM) - Hokitika (2) [28]

17 Jun'23, Field Refresher (FR1)- Westport (9) [113]

A total of 55 persons (35 last year) and 1075 hours (965 last year) for National & Regional Training



**WESTPORT LAND SEARCH & RESCUE INCORPORATED****Statement of Service Performance (continued)****For the Year Ended 30 June 2023**

## Local Training:-

- 13 Jul'22 - Field - Comms, IMT - Safety Plan (23 perons) [70 hours]
- 10 Aug'22 - Field Bushcraft, IMT - laptop updates/finalise Safety Plan (17) [58]
- 14 Sept'22 - Field - Tracking & Clue Awareness, IMT - Etxt Callout system (14) [44]
- 12 Oct'22 - Field - Search Techniques, IMT - Cold Case 'Prenh' (19) [60]
- 9 Nov'22 - Field - First Aid, IMT - Check Gear/Training for 2023 (13) [42]
- 14 Dec'22 - Group xmas dinner (9) [33]
- 8 Feb'23 - Helo Refresher - (20) [75]
- 8 Mar'23 - In Reach training - (21) [83]
- 12 Apr'23 - SAR History & callout procedure Types of SAROP's, Inc Societies Act 2022, Vol Agreement, Code of Conduct (19) [141]
- 10 May'23 - Team briefing - GSMEACS, Leadership, Safety (13) [54]
- 14 Jun'23 - Fitness, Personal attributes, health & wellbeing, clothing, equipment & personal safety, mental wellbeing. (15) [52]
- 18 Jun'23 - Seal Colony walkway (Team Bonding) (7) [25]

A total of 190 (183 last year) persons attended Local Training, 737 [983] hours over the past year.

CD Flood Response Callout 2 - 5 Feb'22 & 10 Feb'22 (47) (801)



## WESTPORT LAND SEARCH &amp; RESCUE INCORPORATED



## Statement of Receipts and Payments

For the Year Ended 30 June 2023

	Note	Actual 2023 \$	Actual 2022 \$
<b>Operating Receipts</b>			
<b>Donations, fundraising and other similar receipts</b>			
Donations Received	2	4,115	7,000
Fund Grants Received	2	5,500	5,340
Sales Jackets		58	25
Sponsorship - Campbell & Associates		1,161	1,094
Sundry Income - Sale of Donated Assets		2,800	-
Mayoral Relief Fund - Flood / BDC Equipment Refund		-	2,000
BDC Equipment Hire Grant Returned		(1,498)	-
		<b>12,135</b>	<b>15,459</b>
<b>Fees, subscriptions and other receipts from members</b>			
Reimbursements Received	3	3,758	2,462
<b>Interest, dividends and other investment income receipts</b>			
Interest Received		436	350
		<b>16,330</b>	<b>18,271</b>
<b>Less Operating Payments</b>			
<b>Payments related to public fundraising</b>			
Giveaways to Attendees First Aid		120	218
<b>Volunteer and employee related payments</b>			
Conference - NZ LandSAR		1,799	-
Gifts		682	-
Food Subsidy - Dinners etc		420	1,150
		<b>2,901</b>	<b>1,150</b>
<b>Payments related to providing goods or services</b>			
Accountancy Fees		1,161	1,094
Administration Expenses		631	20
Charities Commission Fees		51	51
Fuel Vouchers		500	200
Motor Vehicle & Trailer Expenses		-	1,151
Postage & Stationery		79	268
Plant & Equipment - General repairs		28	817
Training Expenses		3,277	2,105
Uniforms		2,663	1,398
WanderSearch		24	267
Meeting & Dinner Expenses		226	258
		<b>8,640</b>	<b>7,628</b>
<b>Grants and donations paid</b>			
Westport Flood Costs		-	2,066
Donations		386	-
		<b>386</b>	<b>2,066</b>
		<b>12,047</b>	<b>11,062</b>
<b>Operating (Deficit) Surplus</b>		<b>4,283</b>	<b>7,209</b>

## WESTPORT LAND SEARCH &amp; RESCUE INCORPORATED



## Statement of Receipts and Payments (continued)

For the Year Ended 30 June 2023

Note	Actual 2023	Actual 2022
	\$	\$
<b>(Decrease)/Increase in Bank Account and Cash</b>	<b>4,283</b>	<b>7,209</b>
Bank Account and Cash at the beginning of the financial year	52,218	45,008
<b>Bank Account and Cash at the end of the financial year</b>	<b>56,501</b>	<b>52,218</b>
<b>Represented by:</b>		
Westpac Cheque Account	16,161	11,894
NBS Bank -30	340	10,017
NBS Deposit	40,000	30,307
<b>Total Bank Account and Cash at the end of the financial year</b>	<b>56,501</b>	<b>52,218</b>

## WESTPORT LAND SEARCH &amp; RESCUE INCORPORATED



## Statement of Resources and Commitments

As at 30 June 2023

	Note	2023 \$	2022 \$
<b>Schedule of Resources</b>			
<b>Bank Accounts and Cash</b>			
Westpac Cheque Account		16,161	11,894
NBS Bank -30		340	10,017
NBS Deposit		40,000	30,307
		<b>56,501</b>	<b>52,218</b>
<b>Money held on behalf of others</b>			
Vouchers on Hand		210	110
<b>Other resources</b>			
Accrued Interest		1,355	-
Sundry Debtors		32	2,183
Property, Plant and Equipment		2,760	3,616
<b>Schedule of Commitments</b>			
<b>Money Payable by the Entity</b>			
<b>Money payable by the entity</b>			
Sundry Creditors		1,271	801
Unspent WanderSearch Grant		1,500	-
<b>Schedule of Other Information</b>			
There is no significant other information.			

The Performance Report has been approved by the Members of the Committee, for and on behalf of the WESTPORT LAND SEARCH & RESCUE INCORPORATED:

## WESTPORT LAND SEARCH &amp; RESCUE INCORPORATED



## Depreciation Schedule

For the Year Ended 30 June 2023

	% PVT USE	Cost on HAND	OPENING WDV	ADJ & ADD	SALE PRICE	PROFIT (LOSS)	DISPOSAL DATE	RATE & TYPE	DEPN	ACC DEPN	CLOSING WDV
<b>Plant &amp; Equipment</b>											
25w VHF radio in TrustPower 4WD		1,854	62	-	-	-		20.00D	12	1,804	50
Storage Cabinet		600	26	-	-	-		20.00D	5	579	21
Telescopic Pole for VHF Aerial		207	9	-	-	-		20.00D	2	200	7
Wind or Feather Flags		583	27	-	-	-		20.00D	5	561	22
Tent Files		888	43	-	-	-		20.00D	9	854	34
Wanda Trak-receiver, aerials , headphones		2,059	157	-	-	-		20.00D	31	1,933	126
WamdaTrak pendant/beacons		1,429	109	-	-	-		20.00D	22	1,342	87
IT - Memory Map (topo & marine licence)		634	5	-	-	-		33.30D	2	631	3
Rope Rescue Kit		4,897	389	-	-	-		20.00D	78	4,586	311
Pouches for Tait VHF radios		645	53	-	-	-		20.00D	11	603	42
Tait VHF , 2X battereis & Charger for 4WD		1,217	102	-	-	-		20.00D	20	1,135	82
Gaiters, Vests, Raincoats, OP Tops		5,225	467	-	-	-		20.00D	93	4,851	374
Laptop (#4), Projector, Mouse & Speaker		969	12	-	-	-		33.30D	4	961	8
Floppy-jim Aerials		785	78	-	-	-		20.00D	16	723	62
WandaTrak pendant/beacons		863	85	-	-	-		20.00D	17	795	68
Tait TM8255 VHF Base Set		1,440	142	-	-	-		20.00D	28	1,326	114
GME MT410G-NZ 406MHz Locator Beacon		1,100	17	-	-	-		33.30D	6	1,089	11
WandaTrak pendant/beacons		868	94	-	-	-		20.00D	19	793	75
55" TV Monitor for SAR Base Ops Room		1,863	206	-	-	-		20.00D	41	1,698	165
55" LG TV/Monitor for Meeting		2,432	216	-	-	-		20.00D	43	2,259	173
Asus X550 LN Intel Laptop		1,512	6	-	-	-		50.00D	3	1,509	3
1 X Tait Communication Radios TM9355		1,455	331	-	-	-		25.00D	83	1,207	248
Shelving SAR Room		491	165	-	-	-		20.00D	33	359	132
3 X Laptop Probook 450 G5 Intel i5		4,775	249	-	-	-		50.00D	124	4,650	125
4x Thermarest Sleeping Pads, Hypothermia wraps & survival bags		680	6	-	-	-		67.00D	4	678	2
IAP Sign Board		316	29	-	-	-		40.00D	12	299	17
2 x Radio Aerials and fitting		1,438	531	-	-	-		25.00D	133	1,040	398
Tait Radio TP9355		1,086	-	-	-	-		100.00D	-	1,086	-
		<b>42,310</b>	<b>3,616</b>	-	-	-			<b>856</b>	<b>39,551</b>	<b>2,760</b>
<b>Total Assets</b>		<b>42,310</b>	<b>3,616</b>	-	-	-			<b>856</b>	<b>39,551</b>	<b>2,760</b>
<b>Fixed Asset Summary</b>											
Opening Value		3,616									
Depreciation		(856)									
<b>Closing Value</b>		<b>2,760</b>									



**WESTPORT LAND SEARCH & RESCUE INCORPORATED****Notes to and forming part of the Performance Report**

**For the Year Ended 30 June 2023**

## **1 Statement of Accounting Policies**

### **Reporting Entity**

WESTPORT LAND SEARCH & RESCUE INCORPORATED is a charitable trust, registered under the Incorporated Societies Act 1908 and registered under the Charities Act 2005.

The performance report of WESTPORT LAND SEARCH & RESCUE INCORPORATED has been prepared as determined by the External Reporting Board.

### **Statement of Compliance and Basis of Preparation**

WESTPORT LAND SEARCH & RESCUE INCORPORATED is permitted by law to apply Tier 4 PBE Accounting Requirements : PBE SFR-C (NFP) Public Benefit Entity Simple Format Reporting - Cash (Not-For-Profit) and has elected to do so. All transactions are reported in the Statement of Receipts and Payments and related Notes to the Performance Report on a cash basis, unless otherwise stated in the Specific Accounting Policies.

The information is presented in New Zealand dollars. All values are rounded to the nearest \$.

### **Specific Accounting Policies**

The following specific accounting policies which materially affect the measurement of the Statement of Receipts and Payments and Statement of Resource and Commitments have been applied:

(a) **Income Tax**

The charitable trust has charitable status and is exempt from income tax.

(b) **Goods and Services Taxation (GST)**

The amounts recorded in the performance report are inclusive of GST (if any). The charitable trust is not registered for GST.

(c) **Changes in Accounting Policies**

There have been no changes in accounting policies. All policies have been applied on a basis consistent with those from previous performance report.

## WESTPORT LAND SEARCH &amp; RESCUE INCORPORATED

## Notes to and forming part of the Performance Report (continued)



## For the Year Ended 30 June 2023

**2 Donations, fundraising and other similar receipts**

	2023	2022
	\$	\$
<b>Donations</b>		
Buller Gorge Marathon Trust	600	-
Anonymous	14	-
Mrs E Dobson - WanderSearch	-	500
Mawson - WanderSearch	400	-
Charleston Westport Coastal Trail Trust	1,000	-
Oparara Wilderness Run	-	1,500
Martin & Co Flood Donation	-	5,000
J Phibbs - WanderSearch	100	-
Old Ghost Road Ultra	2,000	-
<b>Total Donations</b>	<b>4,114</b>	<b>7,000</b>
<b>Grants &amp; Funding</b>		
Fund Grants Received	-	150
NZ Landsar Qtly Admin	3,000	3,000
NZ LANDSAR Wandatrak Grant	-	1,500
Food Income - Dinner, Pot Luck, BBQ etc	-	690
NBS Grant - Awards Prize	2,500	-
<b>Total Grants &amp; Funding</b>	<b>5,500</b>	<b>5,340</b>

**3 Reimbursements Received**

	2023	2022
	\$	\$
NZLSAR - Training & Catering Reimb	3,250	479
Tai Poutini Polytech - Training & Catering Reimb	-	297
PCHQ - Hui Reimbursement	508	-
West Coast Regional Council Defence Claim	-	1,686
<b>Total Fees, subscriptions and other receipts from members</b>	<b>3,758</b>	<b>2,462</b>

**4 Interest, dividends and other investment income receipts**

	2023	2022
	\$	\$
Interest Received (accrual basis)	1,791	350
<b>Total Interest, dividends and other investment income receipts</b>	<b>1,791</b>	<b>350</b>

**5 Related Parties**

There were no significant transactions or transactions that were on terms and conditions that are likely to be different from the terms and conditions of transactions in similar circumstances, involving related parties during the financial year (2022: Nil).

**6 Events Occurring After Balance Date**

There were no events that have occurred after the balance date that would have a significant impact on the Performance Report (2022: Nil).



**Buller Amateur Radio Emergency  
Communications (AREC)**

**QUOTE**

30 JANUARY 2024

**TO:**  
Westport Land Search & Rescue Inc

**FOR:**  
Supply HF Aerial

DESCRIPTION		RATE	AMOUNT
Materials & Labour			
Wire			\$296.00
Cable			\$232.00
Connectors			\$119.30
Rope			\$187.00
Insulators			\$54.00
Fittings			\$96.20
Labour			
(3 People)	8.5 Hrs	\$20.00	\$510.00
Transport			\$142.30
<b>TOTAL</b>			<b>\$1,636.80</b>

Buller Amateur Radio Emergency Communications (AREC)



### COMMUNITY GRANTS APPLICATION

The Buller District Council Community Grants Fund is for community groups/organisations that are carrying out projects that align with Council’s Community Outcomes.

Name of your organisation: Westport Municipal Band

Legal status of organisation: Incorporated Society

Postal address: [Redacted]

Email: [Redacted] Postcode: 7825

**Contact details:**

Name	Position in organisation	Daytime phone number
Main contact:	Rebecca Keoghan	[Redacted]
Secondary contact:	Gina Hogarth	[Redacted]

**Why was your organisation set up (what are your organisation’s main objectives)?**

To teach and freely promote the art of music amongst band members and the wider community, encouraging and assisting to develop an appreciation of music. To promote social and other activities to further the aforementioned objectives and to render aid to any member or dependent of any member in distressed circumstances.

**What are you seeking funding for?** Please summarise and include how was the need identified, what are your key partners, who will benefit, how will it benefit the community or the participants.

Please do not say ‘see attached’ – If you wish to attach a project outline or plan then please do so, but summaries your project here.

Grant funding is sought to retrospectively cover the 2023-2024 Marsh Ltd annual insurance invoice, or contribute towards the 2024-2025 invoice, due in September. This covers the Municipal Band Hall and assets.

**How many people will positively be impacted?**

This can be participants, audiences, clients, people that will use your service, or people who will be impacted This needs to be a number, do not include many, few, don't know. If you don't know exact numbers, please provide an estimate.

The band has approximately 15 regular members

---

**How long will your project/service run?** Start date: Annual payment Finish date:

**Which of the Buller District Community Outcomes will your project contribute towards?**

If your project does not support a Community Outcome insert NA. Copies of the Community Outcomes can be downloaded from Council's [website](#) or contact Community Services staff for more information.

**Please include how you will evaluate and measure the positive impact for each Community Outcome.**

This can be quantitative or qualitative and reporting on these is part of your accountability statement.

<p><b>Social</b> Our communities are vibrant, healthy, safe and inclusive.</p>	<p>How will your project support this? The second part of the bands objective/mission is to promote social and other activities to further the objectives and render aid to any member in distressed circumstances. Receiving this grant will reduce the financial burden on band members enabling the continued operation to achieve the aforementioned objective. In turn this supports a vibrant, healthy, safe and inclusive community.</p>
	<p>How will you measure this? The number of band members</p>
<p><b>Affordability</b> Our communities are supported by quality infrastructure, facilities and services that are efficient, fit-for-purpose, affordable and met our current and future needs.</p>	<p>How will your project support this? N/A</p>
	<p>How will you measure this? N/A</p>

<p><b>Prosperity</b></p> <p><b>Our district is supported by quality technology and an innovative and diverse economy that creates opportunities for self-sufficiency, sustainable growth and employment</b></p>	<p>How will your project support this?</p> <p>N/A</p>
	<p>How will you measure this?</p> <p>N/A</p>
<p><b>Culture</b></p> <p><b>Our lifestyle is treasured, our strong community spirit is nurtured, and our inclusive and caring communities understand our whakapapa and heritage and support lifelong learning</b></p>	<p>How will your project support this?</p> <p>The bands objective is to teach and freely promote the art of music amongst members and to the community. The insurance payment allows the continued operation of the band without financial burden on members, which provides a service to the community. This supports a strong community spirit and life long learning of music.</p>
	<p>How will you measure this?</p> <p>The number of events the band attends per financial year to achieve their objective</p> <p>The number of free tutoring hours/ financial year</p> <p>The number of band practice hours/ financial year</p>
<p><b>Environment</b></p> <p><b>Our distinctive environment and natural resources are healthy and valued.</b></p>	<p>How will your project support this?</p> <p>N/A</p>
	<p>How will you measure this?</p> <p>N/A</p>

**Your budget**

Please identify all the expenses related to this funding application. These can include materials, venue hire, promotion, equipment hire, fees, running costs, and wages.

Your expenses	Detail	Amount (\$)
Insurance	Marsh Invoice I02205441	\$ 3,721.34
<b>Total cost:</b>		<b>\$ 3,721.34</b>

Please identify all contributions to this project. These can include own funds, income from fundraising events, other grants, ticket sales, sale of artwork, sponsorship, or donations.

Your contributions	Detail	Amount (\$)
<b>Total contribution</b>		<b>\$ 0.00</b>
<b>Cost less contribution</b>		<b>\$ 3,721.34</b>
<b>Amount you are requesting from this Community Grant</b>		<b>\$ 3,721.34</b>

**If you are holding funds in your accounts, please outline why these cannot be used for this project or use.**

The funds held in the bands bank account support the annual operation of the band, including general maintenance of the hall and instruments, annual brass band affiliation and financial review fees and local and national contests to name a few. Funds are typically raised through hall hires, concerts, donations and sponsorship and allow the band to operate without band members having to pay fees. If the bands funds were used to contribute towards the insurance this would cause a significant financial burden. It is also noted that the annual insurance fee continues to rise significantly. The 2019-2020 invoice was \$2738.71 and 2023-2024 \$3721.34, an increase of approximately \$1000.00.

**What will be the effect if Council does not support your application (please select only one option) ?**

- Not go ahead
  - Downscaling
  - Use own funds
  - Postponing
  - Apply to other funds
  - Other:
- 

**Does your organization receive funding or support from Buller District Council this financial year? Yes / No**

If yes, please specify below. This can include annual plan funding, use of Council facilities, administration support, support with materials, running costs, hire, fees, promotion, or support by Council staff.

No

**Have you received funding from Buller District Council Community Grants in the past? Yes / No**

If yes, please complete this table. If you have received funding more than once, please refer to the most recent amount you received.

Year	Project	Amount (\$)	Have you submitted an accountability statement for this project?
2022	Annual Insurance	3,335.00	YES



**Information for applicants:**

- All accountability statements for previous funding must be submitted before any new applications are considered.
- If you are unsure if an accountability statement has been submitted, please contact the Buller District Council Community Services Officer on (03) 788 9683.
- Complete one application form per project.
- Applications are evaluated by the Community Grants Committee.
- Council's Community Services Officer is available if you require assistance, phone (03) 788 9683.
- Ensure you attach all the required supporting documents.
- The Community Outcomes can be downloaded from Council's website <https://bullerdc.govt.nz/district-council/publications/long-term-plan/community-outcomes/>
- Failure to include all relevant information may delay the processing of your application.
- If you are unsure of the closing date, please contact Customer Services for confirmation as late applications will not be accepted.
- Please keep a copy of the application to complete the accountability statement.
- This document will be available to the public as part of the meeting agenda. Please refer to [www.bullerdc.govt.nz/privacy](http://www.bullerdc.govt.nz/privacy) or contact Council for a copy of Council's Privacy Statement.


**Checklist for your application:**

- Filled out and signed application form. Please ensure that you have completed ALL sections of the application. If information is not provided, it may delay your application.
- Two letters of community support for your organisation, signed, dated and less than six months old, from people not involved or connected in any way with the running of your organisation.
- A copy of your organisation's latest annual accounts. If you do not have annual accounts, please attach a statement of income and expenditure for the past 12 months. If neither of these documents are available please explain why below, and attach a copy of your organisations latest bank account statement/s.

**Declaration:**

I/We hereby declare the information supplied in this application is correct. If the application is successful, I/we agree to provide an accountability report to Buller District Council stating that the money received has been spent on the project or service as requested. I/we agree to participate in any funding audit of our organisation conducted by Buller District Council.

I/we also consent to Buller District Council collecting, retaining and using the contact details of our organisation that have been listed in this application. I/we confirm we have the authority to provide these details and to commit the organisation to this application. Where funds are approved, I/we agree to include Buller District Council's logo in all promotions carried out.

Name	Signature
Main contact: Rebecca Keoghan	
Secondary contact: Gina Hogarth	

**Send your completed application to:**  
**Buller District Council, PO Box 21, Westport 7866**  
**or email to [grants@bdc.govt.nz](mailto:grants@bdc.govt.nz)**

The personal information that you provide in this form will be held and protected by Buller District Council in accordance with our privacy policy (available at [bullerdc.govt.nz/privacy](http://bullerdc.govt.nz/privacy) and at council libraries and service centres) and with the Privacy Act 2020. Council's privacy policy explains how we may use and share your personal information in relation to any interaction you have with the council, and how you can access and correct that information. We recommend you familiarise yourself with this policy.

Buller District Council  
Community Grant Funding Committee  
Brougham Street  
Westport 7825

10 January 2024

To Whom It May Concern,

**RE: Letter of Support for Westport Municipal Band**

On behalf of the Buller Community Singers Incorporated, I write to express our support for the grant funding application of the Westport Municipal Band.

We continue to have an excellent relationship with the band through jointly providing two concerts a year for the enjoyment of the community. We find the band to be well run and organised with strong leadership that is supportive of our collective endeavours.

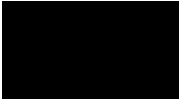
We endorse funding for them to be able to continue to operate as they do an excellent job of providing entertainment which is very much appreciated by the public. We also note their regular performances at civic occasions and are aware of their commitment to providing brass tuition for those interested.

We trust that they are successful in their application. If you require any further comment I can be contacted on the number below.

Regards,



Kathy Dobson  
Chairperson,  
Buller Community Singers

P: 

Westport RSA  
139-141 Palmerston Street  
PO Box 54  
Westport



Telephone: [REDACTED]  
EMAIL: [REDACTED]

17 January 2024

To whom it may concern

I would like to express the Westport RSA's support for The Westport Municipal Band's application to the Buller District Council for funding to cover insurance costs and allow them to focus on music rather than fundraising.

The Municipal Band provides musical support to our community at several events such as ANZAC Day, Christmas Parade, and Community Concerts. We believe if the Band was unable to provide musical support to these events it would certainly leave a markable whole in proceedings that would be noticed.

Yours sincerely

[REDACTED]

Chris Hartigan  
President

**WESTPORT MUNICIPAL BAND SOCIETY INCORPORATED**

**2023**

**PERFORMANCE REPORTS**

**WESTPORT MUNICIPAL BAND SOCIETY INCORPORATED**

**PERFORMANCE REPORTS  
 FOR THE YEAR ENDED 28 FEBRUARY 2023**

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The information on this statement has been prepared without review and should be read subject to the disclaimer on the accountants statement page.

## WESTPORT MUNICIPAL BAND SOCIETY INCORPORATED

### ACCOUNTANT'S STATEMENT FOR THE YEAR ENDED 28 FEBRUARY 2023

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#### COMPILATION REPORT TO THE COMMITTEE

##### **Scope**

On the basis of the information supplied, we have compiled the Performance Reports of the Westport Municipal Band Society Incorporated for the year ended 28 February 2023 in accordance with the New Zealand Institute of Chartered Accountants Service Engagement Standard 2: Compilation of Financial Information.

The Performance Reports have been prepared in accordance with the Tier 3 Public Benefit Entity Simple Format Reporting - Accrual (Not-For-Profit) standard as described in Note 2 in the Statement of Accounting Policies.

##### **Responsibilities**

A compilation is limited primarily to the collection, classification and summarisation of financial information supplied by the client who remains solely responsible for the information contained in the Performance Reports. The client has also determined the accounting policies are appropriate to meet its needs and the purpose for which the Performance Reports have been prepared.

##### **No audit or review engagement undertaken**

We use accounting expertise and quality control policies and procedures to undertake the compilation of the Performance Reports from the information supplied. Our procedures are governed by the NZICA code of ethics but do not include verification or validation processes. No audit or review engagement has been performed and accordingly no assurance is expressed.

##### **Disclaimer**

Neither Buller Chartered Accountants Limited nor any of its employees accept any responsibility for the accuracy of the materials from which the Performance Reports have been prepared.

Further, the Performance Reports have been prepared at the request of and for the purpose of the client only and neither Buller Chartered Accountants Limited nor any of its employees accept any responsibility on any ground whatsoever, including liability in negligence, for the contents of the Performance Reports to any other person.

**BULLER CHARTERED ACCOUNTANTS LIMITED**  
24 Wakefield Street  
WESTPORT

**Dated: 7 July 2023**



**WESTPORT MUNICIPAL BAND SOCIETY INCORPORATED**

**STATEMENT OF RESPONSIBILITY  
FOR THE YEAR ENDED 28 FEBRUARY 2023**

The Westport Municipal Band Society Incorporated Committee accept responsibility for the preparation of these Performance Reports and the judgements used in them.

We have been responsible for establishing and maintaining a system of internal controls designed to provide reasonable assurance as to the integrity and reliability of financial and non-financial reporting.

We are of the opinion that these Performance Reports fairly reflect the financial position and operations of the Westport Municipal Band Society Incorporated for the year ended 28 February 2023.

Signed for and on Behalf of the Society's Committee:



Graham G. Mason

President



Gina Hogarth

Dated: 7 July 2023

# WESTPORT MUNICIPAL BAND SOCIETY INCORPORATED

## ENTITY INFORMATION FOR THE YEAR ENDED 28 FEBRUARY 2023

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### Legal Name of Entity

Westport Municipal Band Society Incorporated

### Type of Entity & Legal Basis

Incorporated Society & Registered Charity

### Registration Number



### Entity's Purpose/Mission

To teach and promote freely the art of music amongst band members and the wider community, encouraging and assisting to develop an appreciation of music. To promote social and other activities to further the aforementioned objectives and to render aid to any member or dependent of any member in distressed circumstances.

### Entity Structure

The Society is governed by a Committee elected at the Annual General Meeting each year comprising a President, Secretary, Treasurer, Musical Director, Band Sergeant, and general members.

### Main Sources of the Entity's Cash & Resources

The Society's activities are funded by donations, grants from local body government and philanthropic organisations, building and equipment hire and fundraising activities.

### Main Methods Used by the Entity to Raise Funds

The main methods used by the Society to raise funds are stated in the previous section. The Society does not engage a third party for fundraising activities.

### Entity's Reliance on Volunteers & Donated Goods or Services

The Society relies on gifts of volunteer time and expertise to complete work in the essential roles of governance, fundraising, administration and accounting.

### Additional Information

There is no additional information considered essential to users overall understanding of the Society.

**WESTPORT MUNICIPAL BAND SOCIETY INCORPORATED**

**STATEMENT OF SERVICE PERFORMANCE  
 FOR THE YEAR ENDED 28 FEBRUARY 2023**

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**Description of the Entity's Outcomes**

The Society continued to maintain the band hall throughout the year holding regular practice sessions and attending local events to encourage both new members and the public to develop an appreciation of music.

**Description & Quantification of the Entity's Outputs**

	2023	2022
Tutoring hours	115	75
Practice session hours	118	136
Local events attended	8	3
Competitions attended	1	2

**WESTPORT MUNICIPAL BAND SOCIETY INCORPORATED**
**STATEMENT OF FINANCIAL POSITION  
 AS AT 28 FEBRUARY 2023**

	<u>Note:</u>	2023 \$	2022 \$
<b><u>CURRENT ASSETS</u></b>			
Bank Accounts & Cash	1	15,314	14,891
Debtors & Prepayments	2	1,989	916
Other Current Assets	3	44	1,030
<b><u>Total Current Assets</u></b>		17,347	16,837
<b><u>NON-CURRENT ASSETS</u></b>			
Property, Plant & Equipment	4	70,219	72,806
<b><u>TOTAL ASSETS</u></b>		87,566	89,643
<b><u>CURRENT LIABILITIES</u></b>			
Creditors & Accrued Expenses		165	353
Unused Donations & Grants With Conditions		2,682	2,870
<b><u>TOTAL LIABILITIES</u></b>		2,847	3,223
<b><u>NET ASSETS</u></b>		\$84,719	\$86,420
Represented By:			
<b><u>ACCUMULATED FUNDS</u></b>			
Accumulated Surpluses or (Deficits)	15	84,719	86,420
<b><u>TOTAL ACCUMULATED FUNDS</u></b>		\$84,719	\$86,420

The information on this statement has been prepared without review and should be read subject to the disclaimer on the accountants statement page.

**WESTPORT MUNICIPAL BAND SOCIETY INCORPORATED**
**STATEMENT OF FINANCIAL PERFORMANCE  
 FOR THE YEAR ENDED 28 FEBRUARY 2023**

	<u>Note:</u>	2023 \$	2022 \$
<b><u>REVENUE</u></b>			
Revenue From Providing Goods & Services	5	2,392	3,194
Donations, Fundraising & Other Similar Revenue	6	8,634	15,015
Interest, Dividends & Other Investment Revenue	7	8	6
Other Revenue	8	283	-
<b><u>TOTAL REVENUE</u></b>		11,317	18,215
<b><u>Less EXPENSES</u></b>			
Costs Related to Providing Goods & Services	9	9,456	14,215
Other Expenses	10	3,562	3,802
<b><u>TOTAL EXPENSES</u></b>		13,018	18,017
<b><u>NET SURPLUS (DEFICIT) FOR THE YEAR</u></b>		(\$1,701)	\$198

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**WESTPORT MUNICIPAL BAND SOCIETY INCORPORATED**

**STATEMENT OF CASH FLOWS  
 FOR THE YEAR ENDED 28 FEBRUARY 2023**

	2023	2022
	\$	\$
<b><u>CASH FLOWS FROM OPERATING ACTIVITIES</u></b>		
<b><u>Cash was received from:</u></b>		
Donations, Fundraising & Other Similar Receipts	7,626	15,015
Receipts From Providing Goods & Services	2,044	3,578
Interest, Dividends & Other Investment Revenue	8	6
Net GST	934	-
Other Revenue	283	-
	10,895	18,599
<b><u>Cash was applied to:</u></b>		
Payments to Suppliers & Employees	9,497	14,323
Net GST	-	953
Other Expenses	975	958
	10,472	16,234
<b><u>NET CASH FLOWS FROM OPERATING ACTIVITIES</u></b>	<b>\$423</b>	<b>\$2,365</b>
Net Increase (Decrease) in Cash	423	2,365
Opening Cash	14,891	12,526
<b><u>CLOSING CASH</u></b>	<b>\$15,314</b>	<b>\$14,891</b>
<b><u>Represented by:</u></b>		
Bank Accounts & Cash	\$15,314	\$14,891

The information on this statement has been prepared without review and should be read subject to the disclaimer on the accountants statement page.



# WESTPORT MUNICIPAL BAND SOCIETY INCORPORATED

## STATEMENT OF ACCOUNTING POLICIES FOR THE YEAR ENDED 28 FEBRUARY 2023

The Statement of Accounting Policies are an integral part of and are to be read in conjunction with the Performance Reports.

### 1. ENTITY REPORTING

Westport Municipal Band Society Incorporated is an Incorporated Society established under the Incorporated Societies Act 1908 on 20 May 1931 and was registered as a charitable entity under the Charities Act 2005 on 10 April 2011.

### 2. BASIS OF PREPARATION

Westport Municipal Band Society Incorporated has elected to apply Tier 3 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 Reports are reported using the accrual basis of accounting. The Performance Reports are prepared under the assumption that the entity will continue to operate for the foreseeable future.

### 3. MEASUREMENT SYSTEM

The measurement system adopted is that of historical cost. All amounts are presented in New Zealand dollars.

### 4. PARTICULAR ACCOUNTING POLICIES

The particular accounting policies adopted in the preparation of these Performance Reports are as follows:

#### (a) Valuation of Assets

##### i) Accounts Receivable

Accounts Receivable are stated at their estimated net realisable value.

##### ii) Bank Accounts & 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).

##### iii) Fixed Assets

All fixed assets are recorded at cost less accumulated depreciation to date.

**WESTPORT MUNICIPAL BAND SOCIETY INCORPORATED****STATEMENT OF ACCOUNTING POLICIES  
FOR THE YEAR ENDED 28 FEBRUARY 2023**

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**(b) Depreciation**

Depreciation has been charged using the maximum rates allowed by the Inland Revenue Department.

**(c) Taxation**

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

**(d) Goods & Services Tax**

These Performance Reports have been prepared on a GST exclusive basis, with the exception of accounts payable and accounts receivable which are stated inclusive of GST.

**5. STATEMENT OF CHANGES IN ACCOUNTING POLICIES**

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

## WESTPORT MUNICIPAL BAND SOCIETY INCORPORATED

### NOTES TO THE PERFORMANCE REPORTS FOR THE YEAR ENDED 28 FEBRUARY 2023

	2023	2022
	\$	\$
The Notes to the Performance Reports are an integral part of and are to be read in conjunction with the Performance Reports.		
<b>1. <u>BANK ACCOUNTS &amp; CASH</u></b>		
Nelson Building Society	15,314	14,891
	\$15,314	\$14,891
<b>2. <u>DEBTORS &amp; PREPAYMENTS</u></b>		
Accounts Receivable	1,020	-
Prepaid Expenditure	969	916
	\$1,989	\$916
<b>3. <u>OTHER CURRENT ASSETS</u></b>		
GST Suspense Account	\$44	\$1,030
<b>4. <u>FIXED ASSETS</u></b>		

The aggregate latest available valuation of buildings adjusted for additions (disposals) since valuation is \$268,000 (Government Valuation: 1 September 2019).

This Year					
Asset Class	Opening Carrying Amount	Purchases & Additions	Sales & Disposals	Depreciation & Impairment Expense	Closing Carrying Amount
Buildings	36,820	-	-	-	36,820
Plant & Equipment	35,986	-	-	2,587	33,399
	\$ 72,806	\$ -	\$ -	\$ 2,587	\$ 70,219

Last Year					
Asset Class	Opening Carrying Amount	Purchases & Additions	Sales & Disposals	Depreciation & Impairment Expense	Closing Carrying Amount
Buildings	36,820	-	-	-	36,820
Plant & Equipment	38,830	-	-	2,844	35,986
	\$ 75,650	\$ -	\$ -	\$ 2,844	\$ 72,806

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## WESTPORT MUNICIPAL BAND SOCIETY INCORPORATED

### NOTES TO THE PERFORMANCE REPORTS FOR THE YEAR ENDED 28 FEBRUARY 2023

	2023	2022
	\$	\$
5. <b><u>REVENUE FROM PROVIDING GOODS &amp; SERVICES</u></b>		
Hall, Crockery & Furniture Hire	2,157	3,194
Entry Fees	235	-
	<u>\$2,392</u>	<u>\$3,194</u>
6. <b><u>DONATIONS, FUNDRAISING &amp; OTHER SIMILAR REVENUE</u></b>		
Carolling, Donations & Other Fundraising	4,111	11,854
Grant - Buller District Council	3,335	3,161
Grant - WestReef Services	1,000	-
Grant - The Trusts Community Foundation	188	-
	<u>\$8,634</u>	<u>\$15,015</u>
7. <b><u>INTEREST, DIVIDENDS &amp; OTHER INVESTMENT REVENUE</u></b>		
Interest Received	<u>\$8</u>	<u>\$6</u>
8. <b><u>OTHER REVENUE</u></b>		
Other Revenue	<u>\$283</u>	<u>-</u>
9. <b><u>COSTS RELATED TO PROVIDING GOODS &amp; SERVICES</u></b>		
Affiliation Fees	1,030	1,030
Contest Expenses	261	7,591
General Expenses	216	224
Insurance	2,847	2,739
Heat, Light & Power	1,892	1,744
Printing, Stationery & Postages	20	178
Repairs & Maintenance	2,921	456
Subscriptions	269	253
	<u>\$9,456</u>	<u>\$14,215</u>
10. <b><u>OTHER EXPENSES</u></b>		
Depreciation	2,587	2,844
Accounting & Audit Fees	975	958
	<u>\$3,562</u>	<u>\$3,802</u>

The information on this statement has been prepared without review and should be read subject to the disclaimer on the accountants statement page.



**WESTPORT MUNICIPAL BAND SOCIETY INCORPORATED**
**NOTES TO THE PERFORMANCE REPORTS  
 FOR THE YEAR ENDED 28 FEBRUARY 2023**

	2023	2022
	\$	\$

**11. CONTINGENT LIABILITIES & COMMITMENTS**

As at 28 February 2023 there were no known contingent liabilities, or commitments outstanding (2022: \$Nil).

**12. SIGNIFICANT EVENTS AFTER BALANCE DATE**

There were no known events to have occurred subsequent to balance date which would have a material effect on the Performance Reports.

**13. RELATED PARTY TRANSACTIONS**

There were no material transactions involving related parties during the year (2022: \$Nil).

**14. ACCUMULATED FUNDS**
**This Year**

	Capital Contributed by Owners	Accumulated Surpluses or Deficits	Reserves	Total
<b>Opening Balance</b>	-	86,420	-	86,420
Surplus/(Deficit)	-	(1,701)	-	(1,701)
<b>Closing Balance</b>	-	<b>\$84,719</b>	-	<b>\$84,719</b>

**Last Year**

	Capital Contributed by Owners	Accumulated Surpluses or Deficits	Reserves	Total
<b>Opening Balance</b>	-	86,222	-	86,222
Surplus/(Deficit)	-	198	-	198
<b>Closing Balance</b>	-	<b>\$86,420</b>	-	<b>\$86,420</b>

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Non-Profit Westport Municipal Band [REDACTED]

Client [REDACTED]  
Mon 29 Jan 2024 12:40:19 NZDT

Date	Description	Status	Debit	Credit	Balance
14/10/23	IB Marsh Ltd I02205441 84783		\$3,721.34		\$10,168.28
14/10/23	Opening balance as of 14/10/23				\$13,889.62

Summary Description	Amount
Opening balance as of 14/10/23	\$13,889.62
Total Credit	\$0.00
Total Debit	\$3,721.34
Closing Balance as of 14/10/23	\$10,168.28
Available Balance	\$17,528.30



**STATEMENT OF ACCOUNT**

As At 26/9/2023 06:48 AM

**Christchurch Branch**  
PO Box 1591  
Christchurch Mail Centre  
Christchurch  
New Zealand  
8140  
Tel 64 3 977 4383  
Fax 64 3 977 4399

**A/C No: NZL-CHC-84783**  
**Page 1 of 1**

**Westport Municipal Band**

P O Box 447  
Westport

ATTN: Attention: The Treasurer

Servicer: Nicola Frayle

**STATEMENT CURRENCY: NZD**

INVOICE DATE	INVOICE NO.	OUR REF.	RISK	DESCRIPTION ORIGINAL INSURED	POLICY NO.	AMOUNT DUE
21/06/2023	I02205441	1171402/004	Community Groups	Renew MD, PL & SL 2023 - 2024	0000118	3,721.34
<b>TOTAL DUE: NZD</b>						<b>3,721.34</b>

**Please forward your payment immediately.** Disregard this statement if you have already made the payment.

**Payment Options**Credit Card - Please visit [www.marsh.co.nz](http://www.marsh.co.nz)

We no longer accept cheques

Direct Credit -

**Remittance Options**

Email -

**Postal Address - Marsh Limited**  
PO Box 2221  
Shortland Street  
Auckland 1140



## COMMUNITY GRANTS APPLICATION

The Buller District Council Community Grants Fund is for community groups/organisations that are carrying out projects that align with Council's Community Outcomes.

Name of your organisation: Westport Whitebait Festival

Legal status of organisation: Charitable Trust

Postal address: [REDACTED]

Email: [REDACTED] Postcode: 7825

**Contact details:**

Name	Position in organisation	Daytime phone number
Main contact: Graham Howard-M	Chairperson	[REDACTED]
Secondary contact: Michelle Rodle	Festival Director	[REDACTED]

**Why was your organisation set up (what are your organisation's main objectives)?**

The Westport Whitebait Festival Trust was set up to run and facilitate a community festival annually at Labour Weekend.

**What are you seeking funding for?** Please summarise and include how was the need identified, what are your key partners, who will benefit, how will it benefit the community or the participants.

Please do not say 'see attached' – If you wish to attach a project outline or plan then please do so, but summaries your project here.

Application is seeking funding as a contribution towards a concept plan draft and council consent for a community urban design area. The preferred area for this project is to utilise the existing grassed area at the front of the NBS Theatre. The committee would like a concept plan created for structures for an undercover market/gathering/events area. This will include seating and landscaping. An area of recognition of the Chinese Miners would also be encouraged.

**How many people will positively be impacted?**

This can be participants, audiences, clients, people that will use your service, or people who will be impacted This needs to be a number, do not include many, few, don't know. If you don't know exact numbers, please provide an estimate.

4000-5000

**How long will your project/service run?** Start date: Feb 2024

Finish date: Oct 2024

**Which of the Buller District Community Outcomes will your project contribute towards?**

If your project does not support a Community Outcome insert NA. Copies of the Community Outcomes can be downloaded from Council's [website](#) or contact Community Services staff for more information.

**Please include how you will evaluate and measure the positive impact for each Community Outcome.**

This can be quantitative or qualitative and reporting on these is part of your accountability statement.

<p><b>Social</b> Our communities are vibrant, healthy, safe and inclusive.</p>	<p>How will your project support this? The area will make a social, entertaining, gathering area for use by locals, tourists and many individuals and groups along with bringing new events to the area too. This area can be utilised in a huge range of events, markets, group gatherings or just a lovely space to chill.</p>
	<p>How will you measure this? Measuring the number of people visiting the area and groups and activities that take place there. Also by any new events being attracted or starting up.</p>
<p><b>Affordability</b> Our communities are supported by quality infrastructure, facilities and services that are efficient, fit-for-purpose, affordable and met our current and future needs.</p>	<p>How will your project support this? Quality infrastructure being created in the area for cover will be a great asset for the community. It will provide all weather gatherings, market days and events.</p>
	<p>How will you measure this? Having plans designed and created to ensure safety and a cost effective concept.</p>

<p><b>Prosperity</b> Our district is supported by quality technology and an innovative and diverse economy that creates opportunities for self-sufficiency, sustainable growth and employment</p>	<p>How will your project support this? As a small community we have a huge amount of small businesses, talented craftspeople and self employed that rely on extra funds from sideline businesses, selling crafts or providing services. This area will create a cover/base for community markets/events in the perfect location with the shopping area, cafes and other attractions which will also benefit other businesses in the town.</p>
	<p>How will you measure this? This will be measured by the amount of people utilising the are and attending markets and events.</p>
<p><b>Culture</b> Our lifestyle is treasured, our strong community spirit is nurtured, and our inclusive and caring communities understand our whakapapa and heritage and support lifelong learning</p>	<p>How will your project support this? This project will benefit all cultures by creating a wonderful gathering space to be used by all ages and cultures</p>
	<p>How will you measure this?</p>
<p><b>Environment</b> Our distinctive environment and natural resources are healthy and valued.</p>	<p>How will your project support this?</p>
	<p>How will you measure this?</p>

**Your budget**

Please identify all the expenses related to this funding application. These can include materials, venue hire, promotion, equipment hire, fees, running costs, and wages.

Your expenses	Detail	Amount (\$)
Concept Plan		
BDC Consent		
Seating		
<b>Total cost:</b>		<b>\$3,000.00</b>

Please identify all contributions to this project. These can include own funds, income from fundraising events, other grants, ticket sales, sale of artwork, sponsorship, or donations.

Your contributions	Detail	Amount (\$)
Pergola Structures		
Landscaping		
Chinese Garden		
<b>Total contribution</b>		<b>\$13,000.00</b>
<b>Cost less contribution</b>		<b>\$10,000.00</b>
<b>Amount you are requesting from this Community Grant</b>		<b>\$3,000.00</b>

**If you are holding funds in your accounts, please outline why these cannot be used for this project or use.**

Funds in accounts are already designated to the running of the annual festival

**What will be the effect if Council does not support your application (please select only one option) ?**

- Not go ahead
  - Downscaling
  - Use own funds
  - Postponing
  - Apply to other funds
  - Other:
- 

**Does your organization receive funding or support from Buller District Council this financial year? Yes / No**  
 If yes, please specify below. This can include annual plan funding, use of Council facilities, administration support, support with materials, running costs, hire, fees, promotion, or support by Council staff.

**Have you received funding from Buller District Council Community Grants in the past? Yes / No**  
 If yes, please complete this table. If you have received funding more than once, please refer to the most recent amount you received.

Year	Project	Amount (\$)	Have you submitted an accountability statement for this project?
			Not applicable



**Information for applicants:**

- All accountability statements for previous funding must be submitted before any new applications are considered.
- If you are unsure if an accountability statement has been submitted, please contact the Buller District Council Community Services Officer on (03) 788 9683.
- Complete one application form per project.
- Applications are evaluated by the Community Grants Committee.
- Council's Community Services Officer is available if you require assistance, phone (03) 788 9683.
- Ensure you attach all the required supporting documents.
- The Community Outcomes can be downloaded from Council's website <https://bullerdc.govt.nz/district-council/publications/long-term-plan/community-outcomes/>
- Failure to include all relevant information may delay the processing of your application.
- If you are unsure of the closing date, please contact Customer Services for confirmation as late applications will not be accepted.
- Please keep a copy of the application to complete the accountability statement.
- This document will be available to the public as part of the meeting agenda. Please refer to [www.bullerdc.govt.nz/privacy](http://www.bullerdc.govt.nz/privacy) or contact Council for a copy of Council's Privacy Statement.

**Checklist for your application:**

- Filled out and signed application form. Please ensure that you have completed ALL sections of the application. If information is not provided, it may delay your application.
- Two letters of community support for your organisation, signed, dated and less than six months old, from people not involved or connected in any way with the running of your organisation.
- A copy of your organisation's latest annual accounts. If you do not have annual accounts, please attach a statement of income and expenditure for the past 12 months. If neither of these documents are available please explain why below, and attach a copy of your organisations latest bank account statement/s.

**Declaration:**

I/We hereby declare the information supplied in this application is correct. If the application is successful, I/we agree to provide an accountability report to Buller District Council stating that the money received has been spent on the project or service as requested. I/we agree to participate in any funding audit of our organisation conducted by Buller District Council.

I/we also consent to Buller District Council collecting, retaining and using the contact details of our organisation that have been listed in this application. I/we confirm we have the authority to provide these details and to commit the organisation to this application. Where funds are approved, I/we agree to include Buller District Council's logo in all promotions carried out.

Name	Signature
Main contact: <b>Graham Howard-Mills</b>	
Secondary contact: <b>Michelle Rodley</b>	

**Send your completed application to:  
Buller District Council, PO Box 21, Westport 7866  
or email to [grants@bdc.govt.nz](mailto:grants@bdc.govt.nz)**

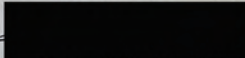
The personal information that you provide in this form will be held and protected by Buller District Council in accordance with our privacy policy (available at [bullerdc.govt.nz/privacy](http://bullerdc.govt.nz/privacy) and at council libraries and service centres) and with the Privacy Act 2020. Council's privacy policy explains how we may use and share your personal information in relation to any interaction you have with the council, and how you can access and correct that information. We recommend you familiarise yourself with this policy.

To Whom It May Concern

I Charles Richard Bruning are happy to support the Westport Whitebait Festival Trusts application in securing funding for the purpose of drafting concept plans for the village Square/NBS Theatre for Councils consideration.

The Westport Whitebait Festival Trusts concept aligns with ANWC's community wellness incentive.

Yours Sincerely

  
Charles Richard Bruning

  
Email 

To Whom It May Concern

Advance Northern West Coast is happy to support the Westport Whitebait Festival Trusts application in securing funding for the purpose of drafting Concept plans for the Village Square/NBS Theatre for Councils consideration.

The Westport Whitebait Festival Trusts concept aligns with ANWC's community wellness initiative.

Signed  
Graham Howard-Mills  
Chairperson  
ANWC

# Profit and Loss

## BULLER REAP CENTRE

### For the year ended 31 December 2024

Class is Umbrella Groups.

SubClass/Project is Umbrella Whitebait Festival.

	2024
<b>Trading Income</b>	
Other Revenue	11,958.39
<b>Total Trading Income</b>	<b>11,958.39</b>
<b>Gross Profit</b>	
	<b>11,958.39</b>
<b>Operating Expenses</b>	
IT Expenses	15.60
<b>Total Operating Expenses</b>	<b>15.60</b>
<b>Net Profit</b>	<b>11,942.79</b>



**How many people will positively be impacted?**

This can be participants, audiences, clients, people that will use your service, or people who will be impacted This needs to be a number, do not include many, few, don't know. If you don't know exact numbers, please provide an estimate.

14 children x 3 holiday programmes = 42 participants (x 2 days each is 84 contact days)

**How long will your project/service run?** Start date: July 2024

Finish date: February 2025

**Which of the Buller District Community Outcomes will your project contribute towards?**

If your project does not support a Community Outcome insert NA. Copies of the Community Outcomes can be downloaded from Council's [website](#) or contact Community Services staff for more information.

**Please include how you will evaluate and measure the positive impact for each Community Outcome.**

This can be quantitative or qualitative and reporting on these is part of your accountability statement.

<p><b>Social</b> Our communities are vibrant, healthy, safe and inclusive.</p>	<p>How will your project support this? Giving young people a safe option for two days during the school holidays, which also frees up whānau to continue in work.</p>
	<p>How will you measure this? Participation of a full cohort of young people on the programme - reporting will include information about the activities undertaken over the two days, including anecdotal feedback from participants where available.</p>
<p><b>Affordability</b> Our communities are supported by quality infrastructure, facilities and services that are efficient, fit-for-purpose, affordable and met our current and future needs.</p>	<p>How will your project support this? We will provide a service at a much reduced or zero cost to participants. We work hard to ensure cost is not a barrier. For both the school and holiday programmes, we ask for a small fee which is used as a tool to ensure commitment. If this small fee (eg \$20) cannot be paid, we waive the fee. We rely on our community partners, particularly schools and Oranga Tamariki, to refer young people and to advise on charging this fee. In the attached budget the level of funding applied to each person is explained. WIO programmes are expensive to deliver and high impact, but with funding support we can target those who need the most support to enable access to our quality services.</p>
	<p>How will you measure this? We will record the number of people who attend holiday programmes through referrals and the number who are supported to pay the engagement fee.</p>



<b>Prosperity</b> Our district is supported by quality technology and an innovative and diverse economy that creates opportunities for self-sufficiency, sustainable growth and employment	How will your project support this?
	How will you measure this?
<b>Culture</b> Our lifestyle is treasured, our strong community spirit is nurtured, and our inclusive and caring communities understand our whakapapa and heritage and support lifelong learning	How will your project support this?
	How will you measure this?
<b>Environment</b> Environment Our distinctive environment and natural resources are healthy and valued.	How will your project support this? A central pou of our mahi is connecting people to natural environments to inspire a desire to restore and sustain those environments. All programmes will take place in local natural environments including outdoor activities, study of the environments and action for those environments. Through progression, we can build this connection and capacity for action to contribute to the development of future community leaders who will be equipped to create communities where people and nature thrive.
	How will you measure this? - Number of hours spent in natural environments - Activities that intentionally connect people to nature

**Your budget**

Please identify all the expenses related to this funding application. These can include materials, venue hire, promotion, equipment hire, fees, running costs, and wages.

<b>Your expenses</b>	<b>Detail</b>	<b>Amount (\$)</b>
<b>Transport to Buller</b>	Travel to and from Tasman - includes vehicle and staff costs	\$ 4,200.00
Accommodation for staff	<b>Includes overnight payment to staff</b>	\$ 1,600.00
Tutor time on programme	Wages for tutor team, includes planning time	\$ 5,040.00
Transport during the programme	<b>Includes staff and participants</b>	\$ 420.00
<b>Overheads</b>	Audits, concessions, insurance, MSD approval, etc	\$ 420.00
Admin and recruitment costs	Working with OT, schools to ensure programme meets community needs	\$ 1,680.00
Group Equipment and Gear	All group and personal equipment needed to participate	\$ 840.00
<b>Total cost:</b>		<b>\$ 14,200.00</b>

Please identify all contributions to this project. These can include own funds, income from fundraising events, other grants, ticket sales, sale of artwork, sponsorship, or donations.

<b>Your contributions</b>	<b>Detail</b>	<b>Amount (\$)</b>
<b>Oranga Tamariki</b>		5,400.00
<b>Fees</b>	\$20 per participant (where this is affordable)	840.00
<b>Whenua Iti contribution</b>		2,960.00
<b>Total contribution</b>		<b>\$ 9,200.00</b>
<b>Cost less contribution</b>		<b>\$ 5,000.00</b>
<b>Amount you are requesting from this Community Grant</b>		<b>\$ 5,000.00</b>

**If you are holding funds in your accounts, please outline why these cannot be used for this project or use.**

While it appears that we have funds in reserve these are in fact grant funds that have been paid in advance and as such they are tagged to other existing projects. We run hundreds of programmes across the top of the south and on the West Coast each year, which means we have apparently large incomes but also large outgoings.

We hold a small amount in reserve to support our organisation should we face short term financial difficulty. Please also note we are trying to build on the OT programme that is already running to scale the gains for Buller.

We realise this is a big commitment from council, however the ability to leverage other funds in this case is significant. While we are not permanently based on the Coast, we have been working in the community for over 7 years, and are keen to continue our long term commitment and engagement on the West Coast.

**What will be the effect if Council does not support your application (please select only one option) ?**

- Not go ahead  
 Downscaling  
 Use own funds  
 Postponing  
 Apply to other funds  
 Other:
- 

**Does your organization receive funding or support from Buller District Council this financial year? Yes / No**

If yes, please specify below. This can include annual plan funding, use of Council facilities, administration support, support with materials, running costs, hire, fees, promotion, or support by Council staff.

Whenua Iti worked with the Flood Recovery team to deliver activities for tamariki and rangatahi during the school holidays in 2022 with a focus on targeting young people in transitional housing or who were in other ways significantly impacted by the floods. The model was similar to the one proposed here with partners including Oranga Tamariki, REAP, schools and other local agencies.

We are open to discussing other ways to make this project happen and to make it more sustainable.

We have met with council staff on many occasions and there is broad support for our work in the community.

**Have you received funding from Buller District Council Community Grants in the past? Yes / No**

If yes, please complete this table. If you have received funding more than once, please refer to the most recent amount you received.

Year	Project	Amount (\$)	Have you submitted an accountability statement for this project?
			Not applicable

**Information for applicants:**

- All accountability statements for previous funding must be submitted before any new applications are considered.
- If you are unsure if an accountability statement has been submitted, please contact the Buller District Council Community Services Officer on (03) 788 9683.
- Complete one application form per project.
- Applications are evaluated by the Community Grants Committee.
- Council's Community Services Officer is available if you require assistance, phone (03) 788 9683.
- Ensure you attach all the required supporting documents.
- The Community Outcomes can be downloaded from Council's website <https://bullerdc.govt.nz/district-council/publications/long-term-plan/community-outcomes/>
- Failure to include all relevant information may delay the processing of your application.
- If you are unsure of the closing date, please contact Customer Services for confirmation as late applications will not be accepted.
- Please keep a copy of the application to complete the accountability statement.
- This document will be available to the public as part of the meeting agenda. Please refer to [www.bullerdc.govt.nz/privacy](http://www.bullerdc.govt.nz/privacy) or contact Council for a copy of Council's Privacy Statement.


**Checklist for your application:**

- Filled out and signed application form. Please ensure that you have completed ALL sections of the application. If information is not provided, it may delay your application.
- Two letters of community support for your organisation, signed, dated and less than six months old, from people not involved or connected in any way with the running of your organisation.
- A copy of your organisation's latest annual accounts. If you do not have annual accounts, please attach a statement of income and expenditure for the past 12 months. If neither of these documents are available please explain why below, and attach a copy of your organisations latest bank account statement/s.

**Declaration:**

I/We hereby declare the information supplied in this application is correct. If the application is successful, I/we agree to provide an accountability report to Buller District Council stating that the money received has been spent on the project or service as requested. I/we agree to participate in any funding audit of our organisation conducted by Buller District Council.

I/we also consent to Buller District Council collecting, retaining and using the contact details of our organisation that have been listed in this application. I/we confirm we have the authority to provide these details and to commit the organisation to this application. Where funds are approved, I/we agree to include Buller District Council's logo in all promotions carried out.

<b>Name</b>	
Main contact: Mark Bruce-Miller	
Secondary contact: Margaret Woolgrove	

**Send your completed application to:  
Buller District Council, PO Box 21, Westport 7866  
or email to [grants@bdc.govt.nz](mailto:grants@bdc.govt.nz)**

The personal information that you provide in this form will be held and protected by Buller District Council in accordance with our privacy policy (available at [bullerdc.govt.nz/privacy](http://bullerdc.govt.nz/privacy) and at council libraries and service centres) and with the Privacy Act 2020. Council's privacy policy explains how we may use and share your personal information in relation to any interaction you have with the council, and how you can access and correct that information. We recommend you familiarise yourself with this policy.



# BULLER HIGH SCHOOL

## Te Kura Tuarua o Kawatiri

33 Derby Street  
WESTPORT 7825  
Telephone: (03) 789 7299  
Email: [office@buller.ac.nz](mailto:office@buller.ac.nz)  
Website: [www.buller.ac.nz](http://www.buller.ac.nz)

PO Box 87  
WESTPORT 7866  
NEW ZEALAND

29<sup>th</sup> of January 2024

To Whom it May Concern

### **Supporting Whenua Iti Outdoors (WIO) application for funding from BDC**

I am delighted to support this application that will enable tamariki from the West Coast to take part in holiday programmes based on the coast. WIO programmes blend outdoor activities with nature connection, cultural, wellbeing and community elements to improve educational, social, health and environmental outcomes.

For many years, students from the West Coast have taken part in WIO programmes with strong cultural elements that blend Te Ao Māori with outdoor activities. The standout programme on the coast is Rangatahi Rising. This programme has constantly evolved and improved to enable rangatahi to engage more fully in outdoor activities.

Whenua Iti programmes acts as a catalyst for positive change and as WIO has strong partnerships with local schools and community organisations, these changes can be further supported either by WIO or through the partner organisation.

Whenua Iti Outdoors is a well trusted organisation that always puts safety first. Their staff are highly trained, supported and engaged in the delivery of their successful programmes. They have an outstanding reputation and are seen as leaders within their industry.

I fully support the efforts of Whenua Iti Outdoors as it seeks external funding to run this holiday programme. Without funding this programme will not be able to go ahead, which will be a huge loss for students and families on the coast.

Ngā mihi,

**Ainslie Duncan**

Head of Student Services

Buller High School

OFFICE OF THE MAYOR  
TANIA GIBSON

19 September 2023

Margaret Woolgrove  
project & Fundraising Coordinator  
Whenua Ito Outdoors  
Experimental Education NZ

Dear Margaret

As Mayor and the Youth Portfolio Holder for the Grey District I am writing in support of the Whenua Ito Outdoors Programmes. The programmes are a great opportunity for the young people in our district to experience something new. With our landscape and natural beauty, we have the perfect environment for our youngsters to experience these programmes which even though many live in, do not get the chance to experience the activities and nature on offer. We have some areas in our district that are low socio-economic and rising expenses for families without expansion and funding these families may not get the chance their peers do. As I understand Whenua Ito is now providing a small range of programmes, but we would love for the Whenua Ito Outdoor programmes to be expanded for more of our youth to have a chance to be able to participate.

Within the holiday periods we do not have a lot of options for affordable, adventurous and safe options for our youth. Many parents are also working and may not have family support in the area. They need options that stimulate our children and get them in to the outdoors communicating with each other and meeting new people rather than being on devices and technology. We need to get our youth interacting more with each other in social situations and challenging themselves and to allow them to see what they can achieve. I myself am a working parent who sees great advantages to expanding Whenua Ito and my children have experienced a Whenua Ito programme and experienced activities that they would not normally have had the opportunity to do. I wish for other youth and age groups to have the option and not miss out as I know that the current one's available book up quickly.

I definitely encourage and support the Whenua Ito Outdoors Programmes to be expanded and receive more funding on the West Coast and that our youth have the same opportunities that youth in other areas of the country are receiving.

Kind regards



**Tania Gibson**

Grey District Mayor

*Heart of the West Coast*





## Mahana School

15 Mahana School Road, RD1, Upper Moutere, 7173

Phone: (03) 5432887

email: [office@mahana.school.nz](mailto:office@mahana.school.nz)

website: [www.mahana.school.nz](http://www.mahana.school.nz)

**Mahanatanaga in our Hearts, the World in our Hands**

15.09.23

To whom it may concern.

It is my utmost pleasure to write this letter of support for Whenua Iti Outdoors.

Whenua Iti Outdoors are highly skilled and enthusiastic facilitators. The activities within their programmes target personal and social development whilst engaging with adventure, environment and cultural learning platforms. They deliver carefully designed programmes to meet the needs of our various aged groups of young people. Their focus on creating positive learning environments that challenge and provide learning opportunities for all our tamariki that take part are very appropriate and very much appreciated. These outdoor opportunities allow for growth with personal responsibility and self belief, communication, resilience and help foster positive attitudes.

Mahana School has engaged Whenua Iti Outdoors for many years and many programmes. Examples include 'Mini Environmental Adventure' and 'Mini Outdoor Adventure' for looking closely at our natural world, gaining confidence and team building for our younger ākonga; 'Tamariki Tiaki' for multiple locations such as the Motueka Sandspit and the Ruiwaka Resurgence provided vital connections to these local environments looking at geographical and cultural aspects; other activities have also been included as part of camps where our senior class went caving in Golden Bay and 'Beach Skills' having fun with cooperative activities as well as learning to be safe and abseiling at Kaiteriteri.

It is our experience that our individuals and classes experience positive change as a direct result of participating in the programmes on offer. They have also provided activities specifically tailored for us following consultation around our needs. Safety is always at the forefront of planning and practice and we have enjoyed the cultural expertise along with the wide range of outdoor experiences that allow us to see our local resources in a new light, or for some, for the first time. Add in the wow factor and fun that comes hand in hand with WIO activities from their instructors and this continues to be a recipe for success for us.

Access to such high quality programmes, under the care of such expertise, is a vital part of our tamariki's schooling and learning experience throughout their time at Mahana School. This is not something we can provide ourselves and I commend Whenua Iti on the outstanding quality and care they provide for us and our local communities.

Yours faithfully

Paul Shand  
Principal Tumuaki Mahana School



# Performance Report

Whenua Iti Trust Incorporated  
For the year ended 31 December 2022

Prepared by Smart Business Centre Motueka Limited



## Contents

3	Entity Information
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8	Statement of Financial Performance
9	Statement of Financial Position
10	Statement of Cash Flows
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20	Statement of Accounting Policies
21	Notes to the Performance Report
25	Independent Auditor Report

## Entity Information

### Whenua Iti Trust Incorporated For the year ended 31 December 2022

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

#### Legal Name of Entity

Whenua Iti Trust Incorporated

#### Entity Type and Legal Basis

Registered Charitable Trust

#### Registration Number

Charities Register

██████████

Incorporation No.

██████████

NZBN

████████████████████

#### Entity's Purpose or Mission

Mission: Whenua Iti Outdoors delivers experiential learning programmes in the outdoors that focus on personal and social development. The organisation's mission is 'to achieve positive change in individuals and communities'.

The values upheld by Whenua Iti Outdoors are:

- Whakamana: we inspire, we encourage, we instil confidence.
- Manaakitanga: we show respect, generosity and care for others.
- Kaitiakitanga: we model guardianship, stewardship and trusteeship of our land and our people.
- Whānaungatanga: we share experiences and together we strengthen each other and our communities.

Vision Statement: "Experiential learning, inspiring positive change"

#### Entity Structure

Whenua Iti Outdoors is governed by a Board of Trustees: Pip Lynch (Chair), Phil Sharpin, Cheryl Heta, David Ross, Gareth Wheeler, Lisa Dunn, Tiegan Maru, Eli Grace-Webb and Michelle Brassil Jones. The Board finished the year with 9 Trustees.

Operations Structure:

Day to day operations are overseen by the Management team including the General Manager Mark Bruce-Miller, the Safety and Operations Manager Ross Morton, the Education Manager Liana Crowskey, the Office Manager Ruth Buchanan and the Partnership and Funding Manager Nettie Stow. Programmes are developed and delivered by a team of 28 experienced instructors who are supported by a team of 14 full time and part time office and site-based staff.

#### Main Sources of Entity's Cash and Resources

Contracts, Grants, Course Fees.

#### Main Methods Used by Entity to Raise Funds

Whenua Iti Outdoors operates under a strategic mix of business and charitable funding streams with contracts and fee paying being a large portion of the income stream. Funding activities include applying for grants at local and national level and opportunities for donations.

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This statement is to be read in conjunction with the accompanying Notes and the Independent Auditors Report.

**Entity's Reliance on Volunteers and Donated Goods or Services**

Due to the high health and safety requirements, volunteer opportunities are limited to Governance roles and opportunities for skill development for trainee instructors.

Whenua Iti Outdoors is supported through a range of donated or subsidized products in the form of equipment or services such as software, office equipment or outdoor equipment.

**Physical Address**

375 Main Road Lower Moutere  
RD 2, Upper Moutere  
Nelson 7175

**Postal Address**

375 Main Road Lower Moutere  
RD 2, Upper Moutere  
Nelson 7175

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This statement is to be read in conjunction with the accompanying Notes and the Independent Auditors Report.



# Approval of Financial Report

## Whenua Iti Trust Incorporated For the year ended 31 December 2022

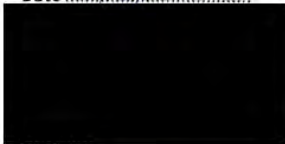
The Trustees are pleased to present the approved financial report including the historical financial statements of Whenua Iti Trust Incorporated for year ended 31 December 2022.

APPROVED



Trustee *J. Champion*

Date *11/4/23*



Trustee

Date *11/4/23*



# Statement of Service Performance

## Whenua Iti Trust Incorporated For the year ended 31 December 2022

'What did we do?', 'When did we do it?'

### Description of Entity's Outcomes

Individual Outcomes:

Improved wellbeing through:

- Improved hauora / holistic health through personal development, connection to community and to the natural world
- Improved access to education pathways
- Improved essential employability skills

Community Outcomes:

- Increased levels of connection and sense of belonging across our communities
- Increased confidence and resilience across our communities
- Increase of positive employment and training outcomes across our communities
- Increased levels of care for our communities and the natural environment
- Increased levels of active recreation in natural settings across our communities

	2022	2021
<b>Description and Quantification of the Entity's Outputs</b>		
Participant Days	13,442	12,854
Approximate individual student participation	5,886	4,210

### The opportunities provided include:

- Equity of access to programmes for individuals and groups
- Trades Academy programmes
- School camps
- Educational programmes for tamariki and rangatahi
- Employability programmes
- Tailored programmes for communities
- Corporate programmes

### Programme breakdown

- 132 multi day programmes
- 101 single day programmes
- 6 one on one sessions

### Social Outcomes:

We continue to see incredible personal and educational outcomes across our programmes. 246 students took part in our longer 4-week Trades Academy programmes, contributing towards students' NCEA Level 2 and 3 achievement, and boosting social confidence, leadership and other essential employability skills. The Ākonga pilot programme was extended to include another 2 local secondary schools, designed to address the increasing issue of students disengaging from school. We extended our West Coast programme delivery, a highlight being the West Coast Trades Academy Lifeskills programme for participants with supported learning needs. We commenced a collaborative project with Sport New Zealand and Halberg Trust, improving access for participants with physical disabilities on our programmes. The highly successful Ignite programme continued with 30 young male teens from Motueka High School, focused on furthering their personal development. With growing demand for programming, we hired 5 new adventure instructor apprentices and 2 cultural trainee tutors who will complete Skills Active

This statement is to be read in conjunction with the accompanying Notes and the Independent Auditors Report.

training alongside field-based training.

#### Cultural Outcomes:

In 2022 we ran 34 kaupapa Māori programmes. In partnership with Ngāti Koata we were able to deliver two rangatahi wānanga to increase rangatahi self-confidence, cultural connection and a strong sense of belonging to the iwi and significant whenua. In September we were able to deliver the Manaaki Kai: Young Leaders in Hospitality project, engaging local businesswoman Renee Kahukura of The Kai Table to work alongside Manaaki Tāpoi students. Eight rangatahi joined a week-long cadetship, learning facilitation and leadership skills alongside our Year 9 and 10 Waka Journeys. We were fortunate to have two staff training noho, one in July at Whakatū marae and another in December at Arahura marae near Hokitika. WIO is now an approved PLD provider to support Te Tiriti and te ao Māori competency development within schools. A group of staff established Tiaho Mai, a rōpu working to advise and support the organisation in its application and delivery of kaupapa Māori. Our lead kaiako Māori, Matua Mike Elkington scooped up Recreation Aotearoa's Supreme Te Tohu Manu Kura Award for outstanding leadership in the Outdoor Recreation sector.

#### Environmental Outcomes:

Our Community Nursery has been extended to double the growing space, and together with participants across all age groups, we raised 7299 eco-sourced native seedlings that will be distributed to local landowners and restoration projects. We established a new māra (garden) area onsite with rongoā (Māori medicine) species. Together with Tasman District Council and Forest & Bird Youth we delivered a community tree planting day at Moturoa (Rabbit Island) along the Waimeha /Waimea inlet. Students on our programmes checked over 677 traps. We participated in Mission Zero, a new Businesses for Climate Action initiative which aims to energise and support Te Taihū business on their journey towards zero carbon. We hosted the Local Connections Day for the NZ Association of Environmental Education national conference. We developed the Tamariki Tiaki programme to connect local schools with environmental sites of local significance, including Awa (river), Ngāhere (bush), Whenua (land) & Wairepo (wetland) with the aim of nurturing younger participants' sense of kaitiakitanga, weaving in pūrakau, science and nature connection activities.

	2022	2021
<b>Course Delivery Costs</b>		
Course Delivery Expenses	78,577	116,272
Course Food Expense	102,265	79,649
Travel & Accommodation	42,553	8,420
Wages & Salaries	1,998,326	1,764,470
<b>Total Course Delivery Costs</b>	<b>2,221,720</b>	<b>1,968,811</b>

#### Additional Information

Please see WIO social impact report available from [www.whenuaiti.org.nz](http://www.whenuaiti.org.nz) for further measures.

This statement is to be read in conjunction with the accompanying Notes and the Independent Auditors Report.

# Statement of Financial Performance

## Whenua Iti Trust Incorporated For the year ended 31 December 2022

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

	NOTES	2022	2021
<b>Revenue</b>			
Donations, fundraising and other similar revenue	1	844,296	805,902
Revenue from providing goods or services	1	1,444,461	1,618,377
Interest, dividends and other investment revenue	1	1,012	994
Other revenue	1	81,773	159,428
<b>Total Revenue</b>		<b>2,371,542</b>	<b>2,584,701</b>
<b>Expenses</b>			
Volunteer and employee related costs	2	2,154,761	1,862,322
Costs related to providing goods or service	2	462,010	415,257
Grants and donations made	2	1,634	569
Other expenses	2	114,307	146,343
<b>Total Expenses</b>		<b>2,732,712</b>	<b>2,424,491</b>
<b>Surplus/(Deficit) for the Year</b>		<b>(361,170)</b>	<b>160,210</b>

This statement is to be read in conjunction with the accompanying Notes and the Independent Auditors Report.

# Statement of Financial Position

## Whenua Iti Trust Incorporated As at 31 December 2022

'What the entity owns?' and 'What the entity owes?'

	NOTES	31 DEC 2022	31 DEC 2021
<b>Assets</b>			
<b>Current Assets</b>			
Bank accounts and cash	3	442,777	627,287
Debtors and prepayments	3	15,167	7,858
<b>Total Current Assets</b>		<b>457,944</b>	<b>635,146</b>
<b>Non-Current Assets</b>			
Property, Plant and Equipment		1,062,740	1,013,983
<b>Total Non-Current Assets</b>		<b>1,062,740</b>	<b>1,013,983</b>
<b>Total Assets</b>		<b>1,520,684</b>	<b>1,649,129</b>
<b>Liabilities</b>			
Current Liabilities	4	598,484	438,759
Non-Current Liabilities		73,000	-
<b>Total Liabilities</b>		<b>671,484</b>	<b>438,759</b>
<b>Total Assets less Total Liabilities (Net Assets)</b>		<b>849,200</b>	<b>1,210,370</b>
<b>Accumulated Funds</b>			
Accumulated surpluses or (deficits)		759,200	1,120,370
Reserves		90,000	90,000
<b>Total Accumulated Funds</b>		<b>849,200</b>	<b>1,210,370</b>

This statement is to be read in conjunction with the accompanying Notes and the Independent Auditors Report.

## Statement of Cash Flows

### Whenua Iti Trust Incorporated For the year ended 31 December 2022

'How the entity has received and used cash'

	2022	2021
<b>Cash Flows from Operating Activities</b>		
Donations, fundraising and other similar receipts	845,401	796,010
Receipts from providing goods or services	1,489,707	1,703,018
Interest, dividends and other investment receipts	1,012	994
Cash receipts from other operating activities	107,948	187,691
GST	(32,222)	59,011
Payments to suppliers and employees	(2,709,342)	(2,410,089)
<b>Total Cash Flows from Operating Activities</b>	<b>(297,495)</b>	<b>336,636</b>
<b>Cash Flows from Investing and Financing Activities</b>		
Receipts from sale of property, plant and equipment	130	3,026
Proceeds from loans borrowed from other parties	73,000	-
Payments to acquire property, plant and equipment	(129,704)	(145,860)
Repayments of loans borrowed from other parties	-	(57,362)
Cash Flows from Other Investing and Financing Activities	169,559	73,828
<b>Total Cash Flows from Investing and Financing Activities</b>	<b>112,985</b>	<b>(126,368)</b>
<b>Net Increase/ (Decrease) in Cash</b>	<b>(184,510)</b>	<b>210,268</b>
<b>Cash Balances</b>		
Cash and cash equivalents at beginning of period	627,287	417,019
Cash and cash equivalents at end of period	442,777	627,287
Net change in cash for period	(184,510)	210,268

This statement is to be read in conjunction with the accompanying Notes and the Independent Auditors Report.



## Depreciation Schedule

### Whenua Iti Trust Incorporated For the year ended 31 December 2022

NAME	ASSET NUMBER	COST	OPENING VALUE	PURCHASES	LOSS	RATE	METHOD	DEPRECIATION	CLOSING ACCUM DEP	CLOSING VALUE
<b>Computer Software</b>										
Gravity Lab Software Programme	FA-0411	89,081	-	89,081	-	50.00%	DV	-	-	89,081
<b>Total Computer Software</b>		<b>89,081</b>	<b>-</b>	<b>89,081</b>	<b>-</b>			<b>-</b>	<b>-</b>	<b>89,081</b>
<b>Furniture &amp; Fittings</b>										
Table	FA-0092	284	1	-	1	20.00%	DV	-	-	-
Table	FA-0096	444	12	-	-	12.00%	DV	1	433	11
Whiteboard	FA-0098	229	-	-	-	33.00%	DV	-	-	-
Desk	FA-0100	189	5	-	-	12.00%	DV	1	184	5
Carpet	FA-0101	2,364	-	-	-	39.60%	DV	-	-	-
Toilet & Handbasin	FA-0102	973	1	-	1	26.40%	DV	-	-	-
Chairs	FA-0107	999	17	-	-	24.00%	DV	4	986	13
Underdesk Storage Units	FA-0108	960	184	-	-	12.00%	DV	22	798	162
Display Stand	FA-0109	565	109	-	-	12.00%	DV	13	469	96
Hallway Heat Pump	FA-0110	4,425	194	-	-	24.00%	DV	47	4,277	148
Office Blinds	FA-0111	957	18	-	-	30.00%	DV	6	944	13
Blinds Resource Room	FA-0112	608	27	-	-	25.00%	DV	7	588	20
Blackout Curtains	FA-0114	545	29	-	-	25.00%	DV	7	523	22
Curtains for Hall	FA-0115	521	32	-	-	25.00%	DV	8	497	24
New Oven	FA-0116	893	84	-	-	25.00%	DV	21	830	63
Lounge Suites x2	FA-0117	2,433	408	-	-	20.00%	DV	82	2,106	327
Boardroom Table	FA-0118	2,585	762	-	-	20.00%	DV	152	1,975	610
Boardroom Chairs (8)	FA-0119	765	225	-	-	20.00%	DV	45	585	180
Vertical Chiller 2 Door	FA-0120	3,246	1,530	-	-	13.00%	DV	199	1,915	1,331



## Depreciation Schedule



NAME	ASSET NUMBER	COST	OPENING VALUE	PURCHASES	LOSS	RATE	METHOD	DEPRECIATION	CLOSING ACCUM DEP	CLOSING VALUE
Height Adjustable Desk	FA-0159	769	457	-	-	13.00%	DV	59	371	398
Workspace Sentar Mesh Chair x 12	FA-0165	763	404	-	-	16.00%	DV	65	424	340
Mitsubishi GL80 Wall Heat Pump	FA-0250	4,379	2,289	-	-	20.00%	DV	458	2,548	1,831
Desk - Delta 1800 Straight & Ergoplan 900 Round Table	FA-0290	533	386	-	-	13.00%	DV	50	197	336
Haier 450lt Fridge/Freezer	FA-0292	1,043	550	-	-	25.00%	DV	137	630	412
Cupboard - Delta 1800	FA-0303	686	537	-	-	10.00%	DV	54	203	483
Office Chairs x 6	FA-0361	1,053	926	-	-	16.00%	DV	148	275	778
Toshiba Heat Pump	FA-0366	3,050	2,593	-	-	20.00%	DV	519	976	2,074
Ajax Alarm + 4 Motion Sensors	FA-0368	2,552	2,127	-	-	25.00%	DV	532	957	1,595
<b>Total Furniture &amp; Fittings</b>		<b>38,813</b>	<b>13,908</b>	<b>-</b>	<b>2</b>			<b>2,636</b>	<b>23,693</b>	<b>11,270</b>
<b>Land &amp; Buildings</b>										
Tutor's Office	FA-0017	4,294	4,294	-	-		None	-	-	4,294
Tutor's Office	FA-0029	48,131	48,131	-	-	0.00%	DV	-	-	48,131
Tutors Office Extension	FA-004	10,909	10,909	-	-	0.00%	DV	-	-	10,909
Waste Water System	FA-005	3,683	3,683	-	-	0.00%	DV	-	-	3,683
Waste Water System	FA-007	43,757	43,757	-	-	0.00%	DV	-	-	43,757
Amenities Block	FA-0121	29,495	13,401	-	-	0.00%	SL	-	16,094	13,401
Trust Centre	FA-0122	91,990	42,796	-	-	0.00%	DV	-	49,194	42,796
Gear Shed	FA-0123	94,443	50,901	-	-	0.00%	DV	-	43,542	50,901
Hall Extension	FA-0124	27,784	15,114	-	-	0.00%	DV	-	12,670	15,114
Driveway	FA-0125	7,921	2,354	-	-	4.80%	DV	113	5,680	2,241
Office Power Outlets	FA-0126	541	97	-	-	9.00%	DV	9	453	88
Land	FA-0127	51,529	51,529	-	-	0.00%	DV	-	-	51,529
Land Revaluation (2002)	FA-0128	81,740	81,740	-	-		None	-	-	81,740
Land Revaluation (2005)	FA-0129	44,890	44,890	-	-		None	-	-	44,890



NAME	ASSET NUMBER	COST	OPENING VALUE	PURCHASES	LOSS	RATE	METHOD	DEPRECIATION	CLOSING ACCUM DEP	CLOSING VALUE
New Building - Costs to Date	FA-0130	199,488	199,488	-	-	0.00%	DV	-	-	199,488
New Sign	FA-0131	7,956	1,434	-	-	12.00%	DV	172	6,694	1,262
Carpark and Paths	FA-0132	4,970	3,105	-	-	3.60%	DV	112	1,977	2,993
Environmental Education Building	FA-0133	2,216	2,216	-	-	0.00%	DV	-	-	2,216
Hall Upgrade	FA-0134	15,111	15,111	-	-	0.00%	DV	-	-	15,111
Image Creators Entry Sign	FA-0135	1,850	877	-	-	10.00%	DV	88	1,060	790
Toilet Block Upgrade	FA-0136	28,107	28,107	-	-	0.00%	DV	-	-	28,107
Driveway/Ccarpark Area	FA-0151	5,130	4,372	-	-	4.00%	DV	175	933	4,197
Vinyl	FA-0230	918	462	-	-	20.00%	DV	92	549	370
Carpet	FA-0231	2,127	444	-	-	40.00%	DV	178	1,861	267
Chip & Seal Entrance	FA-0286	19,371	17,495	-	-	4.00%	DV	700	2,575	16,795
Zip & Floodlight	FA-0288	2,248	1,319	-	-	20.00%	DV	264	1,193	1,055
<b>Total Land &amp; Buildings</b>		<b>830,598</b>	<b>688,027</b>	-	-			<b>1,902</b>	<b>144,473</b>	<b>686,125</b>
<b>Motor Vehicles</b>										
Trailer covered registration P906B	FA-0007	3,295	847	-	-	25.00%	DV	212	2,660	635
Toyota Coaster BMZ531	FA-0014	28,263	13,509	-	-	16.00%	DV	2,161	16,916	11,347
Canadian Canoe Trailer	FA-0137	2,274	169	-	-	9.50%	DV	16	2,121	153
Kayak Trailer Modifications	FA-0138	1,207	63	-	-	14.40%	DV	9	1,153	54
Toyota 4WD Van	FA-0140	21,145	265	-	-	26.00%	DV	69	20,949	196
Nissan Bus (CJ)	FA-0141	19,556	257	-	-	26.00%	DV	67	19,366	190
Shuttle Trailer	FA-0142	2,396	112	-	-	20.00%	DV	22	2,306	90
Kea Trailer	FA-0143	889	43	-	-	20.00%	DV	9	854	35
Toyota HiLux	FA-0144	54,774	54,774	-	-	0.00%	DV	-	-	54,774
Toyota HiLux Accessories	FA-0145	1,630	25	-	-	40.00%	DV	10	1,615	15
Toyota 12 Seat Minibus HBW322	FA-0146	37,541	4,196	-	-	30.00%	DV	1,259	34,604	2,937

## Depreciation Schedule



NAME	ASSET NUMBER	COST	OPENING VALUE	PURCHASES	LOSS	RATE	METHOD	DEPRECIATION	CLOSING ACCUM DEP	CLOSING VALUE
Toyota 12 Seat Minibus HBW329	FA-0147	37,541	4,196	-	-	30.00%	DV	1,259	34,604	2,937
Briford Cycle Transporter + Signage	FA-0148	9,739	2,213	-	-	20.00%	DV	443	7,969	1,770
Briford Trailer regn 8702S	FA-0149	1,800	521	-	-	20.00%	DV	104	1,383	417
Ute Signage	FA-0152	950	228	-	228	30.00%	DV	-	-	-
Toyota Coaster LUXRY1	FA-0169	23,989	12,702	-	-	16.00%	DV	2,032	13,320	10,670
Ute Signage	FA-0195	880	257	-	257	30.00%	DV	-	-	-
Toyota Hiace FLL264	FA-0274	16,170	5,942	-	-	30.00%	DV	1,783	12,010	4,160
Chiller Trailer	FA-0296	9,826	7,530	-	-	13.00%	DV	979	3,275	6,551
Toyota Prius 2014 (LLD817)	FA-0352	23,240	11,388	-	-	30.00%	DV	3,416	15,269	7,971
Toyota Hiace Minibus (KYD614)	FA-0353	43,072	21,105	-	-	30.00%	DV	6,332	28,298	14,774
Signwriting 2 x 2017 Toyota Hiace	FA-0369	6,780	5,424	-	-	30.00%	DV	1,627	2,983	3,797
2017 Toyota Hiace KWN207	FA-0386	42,383	31,787	-	-	30.00%	DV	9,536	20,132	22,251
2017 Toyota Hiace - KWR523	FA-0387	42,383	31,787	-	-	30.00%	DV	9,536	20,132	22,251
Safari Single Axle 8x5 Trailer and Cage	FA-0388	2,774	-	2,774	-	25.00%	DV	636	636	2,138
Trailer 8x4 1000 Shuttle.	FA-0397	3,962	-	3,962	-	25.00%	DV	743	743	3,219
Safari Single Axle 8x5 Trailer - no cage	FA-0405	2,765	-	2,765	-	25.00%	DV	115	115	2,650
Briford Trailer	FA-0414	5,576	3,833	-	-	25.00%	DV	958	2,701	2,875
<b>Total Motor Vehicles</b>		<b>446,799</b>	<b>213,171</b>	<b>9,501</b>	<b>485</b>			<b>43,332</b>	<b>266,113</b>	<b>178,855</b>
<b>Plant &amp; Equipment</b>										
Rheem Kitchen Zip	FA-0002	2,111	692	-	-	20.00%	DV	138	1,557	553
Chilly Bins x 2	FA-0003	504	39	-	-	40.00%	DV	16	481	24
NRS Jackets x 13	FA-0004	870	71	-	-	40.00%	DV	29	827	43
Edelrid Helmets & Headlamp	FA-0006	835	69	-	-	40.00%	DV	27	793	41



## Depreciation Schedule

NAME	ASSET NUMBER	COST	OPENING VALUE	PURCHASES	LOSS	RATE	METHOD	DEPRECIATION	CLOSING ACCUM DEP	CLOSING VALUE
Samsung Galaxy Tab A 8.0 x 3	FA-0008	1,233	6	-	6	67.00%	DV	-	-	-
Whiteboards x 2	FA-0010	998	95	-	-	40.00%	DV	38	941	57
Headlamps x 18 with 36 Batteries & Chargers	FA-0011	1,615	167	-	-	40.00%	DV	67	1,515	100
Deuter Sleeping Bags x 15	FA-0012	1,534	166	-	-	40.00%	DV	66	1,435	99
Packhorse Kayak	FA-0015	5,283	2,164	-	-	20.00%	DV	433	3,552	1,731
Garmin inReach Explorer x 2	FA-0016	1,346	524	-	-	20.00%	DV	105	927	419
Multi Kai Cooker	FA-0019	713	400	-	-	13.00%	DV	52	365	348
Computer Monitors second hand x 4	FA-0020	449	27	-	-	50.00%	DV	13	435	13
Tendons, Pulleys & Green Tape	FA-0021	2,269	284	-	-	40.00%	DV	114	2,099	171
Tait VHF hand-held radios x 6 & 1 x 6 bay charger	FA-0023	5,875	736	-	-	40.00%	DV	294	5,433	442
HP Probook Laptops x 2	FA-0024	3,692	221	-	-	50.00%	DV	111	3,581	111
Dishwasher	FA-0025	609	245	-	-	20.00%	DV	49	413	196
Chest Freezer	FA-0026	522	162	-	-	25.00%	DV	40	401	121
Climbing & Sundry Equipment	FA-0030	4,418	1,079	-	-	20.00%	DV	216	3,555	863
Caving Gear	FA-0031	12,961	-	-	-	33.00%	DV	-	-	-
Sea Kayaks, Paddles & Spraydecks	FA-0032	34,084	1,771	-	-	20.00%	DV	354	32,667	1,417
Life Jackets	FA-0034	3,752	134	-	-	40.00%	DV	54	3,671	81
Wetsuits	FA-0037	4,603	-	-	-	67.00%	DV	-	-	-
Clothing	FA-0040	3,880	-	-	-	67.00%	DV	-	-	-
Torpedo7 Jackets	FA-0041	1,460	3	-	3	67.00%	DV	-	-	-
Raincoats	FA-0042	1,607	3	-	3	67.00%	DV	-	-	-
Tools	FA-0043	3,314	40	-	-	40.00%	DV	16	3,290	24
Website Development	FA-0045	3,200	3,200	-	-	0.00%	DV	-	-	3,200
Student Database	FA-0046	3,179	1	-	1	48.00%	DV	-	-	-



## Depreciation Schedule

NAME	ASSET NUMBER	COST	OPENING VALUE	PURCHASES	LOSS	RATE	METHOD	DEPRECIATION	CLOSING ACCUM DEP	CLOSING VALUE
Macpac Packs	FA-0048	4,755	483	-	-	33.00%	DV	159	4,431	324
Macpac Pack	FA-0049	641	84	-	-	33.00%	DV	28	585	56
Sleeping Bags	FA-0050	3,252	68	-	-	10.00%	DV	7	3,191	61
Sit-on Kayaks	FA-0051	10,451	740	-	-	20.00%	DV	148	9,859	592
High Ropes	FA-0052	20,629	8	-	-	39.60%	DV	3	20,624	5
Poles	FA-0053	1,060	17	-	-	21.60%	DV	4	1,047	13
Low Ropes	FA-0054	9,724	2	-	-	39.60%	DV	1	9,723	1
Abseil Tower	FA-0058	23,924	3,588	-	-	10.00%	DV	359	20,694	3,230
TV Monitor	FA-0059	444	-	-	-	33.00%	DV	-	-	-
Country Clipper Jazee	FA-0073	8,296	1,258	-	-	16.00%	DV	201	7,240	1,056
Washing Machine	FA-0077	774	202	-	-	13.00%	DV	26	598	176
Birdchase Laser	FA-0079	1,791	23	-	-	40.00%	DV	9	1,777	14
Safe with Digital Keypad	FA-0081	1,043	551	-	-	8.00%	DV	44	536	507
Alarm Systems	FA-0082	2,464	274	-	274	25.00%	DV	-	-	-
Freezer	FA-0084	909	175	-	-	20.00%	DV	35	769	140
Castiron Firepit	FA-0085	500	139	-	-	16.00%	DV	22	383	117
Laptop (Mark)	FA-0088	1,946	33	-	33	50.00%	DV	-	-	-
Network Upgrade	FA-0089	4,787	100	-	-	50.00%	DV	50	4,737	50
Computers (6)	FA-0091	10,270	308	-	-	50.00%	DV	154	10,116	154
UV1200 Unit with Housing	FA-0154	1,658	1,196	-	-	8.00%	DV	96	557	1,100
Polaris & Apollo Tents x 5 each	FA-0156	2,446	352	-	352	40.00%	DV	-	-	-
Clothesline	FA-0158	564	193	-	-	25.00%	DV	48	419	145
Silva Field Compass x 15	FA-0160	501	172	-	-	25.00%	DV	43	372	129
Fridge Freezer	FA-0184	903	333	-	-	25.00%	DV	83	653	250
Head Torches x 7	FA-0207	602	113	-	-	40.00%	DV	45	534	68
Polaris & Apollo Tents x 2 each	FA-0222	1,061	214	-	214	40.00%	DV	-	-	-
Ropes	FA-0236	574	124	-	-	40.00%	DV	50	500	74



## Depreciation Schedule

NAME	ASSET NUMBER	COST	OPENING VALUE	PURCHASES	LOSS	RATE	METHOD	DEPRECIATION	CLOSING ACCUM DEP	CLOSING VALUE
Polaris Tents x 10	FA-0242	3,196	729	-	729	40.00%	DV	-	-	-
HP 850 G5 Laptop for Mark	FA-0258	3,160	461	-	461	50.00%	DV	-	-	-
Sleeping Bags & Liners x 32	FA-0260	3,405	164	-	-	67.00%	DV	110	3,351	54
Mattresses x 24	FA-0263	4,705	226	-	-	67.00%	DV	152	4,630	75
Bike Helmets x 20	FA-0266	571	27	-	-	67.00%	DV	18	562	9
Signs	FA-0272	1,455	535	-	-	30.00%	DV	160	1,081	374
Computers (NUC) + Add-ons x 5	FA-0273	4,813	752	-	-	50.00%	DV	376	4,437	376
Multiple Casualty Simulation Kit	FA-0275	872	42	-	-	67.00%	DV	28	858	14
Bikes x 15	FA-0278	10,929	2,754	-	-	40.00%	DV	1,102	9,277	1,652
Eco Bezhig 540 Red Kayak	FA-0284	2,047	1,157	-	-	20.00%	DV	231	1,121	926
Iphone for Ross	FA-0285	721	52	-	-	67.00%	DV	35	704	17
HP ZBook Laptop - with graphics	FA-0289	2,608	516	-	-	50.00%	DV	258	2,350	258
HP Probook Laptop	FA-0294	1,856	445	-	-	50.00%	DV	222	1,633	222
Ropes	FA-0301	876	333	-	-	40.00%	DV	133	676	200
Skimpy Kayak Skirtz Blue Water SML/MED x 12	FA-0304	1,296	86	-	-	67.00%	DV	58	1,268	28
Polaris Tents x 10	FA-0306	3,196	1,278	-	-	40.00%	DV	511	2,429	767
HP Probook Laptops x 4 & Thunderbolt Docking Stations.	FA-0315	8,567	3,391	-	-	50.00%	DV	1,696	6,871	1,696
Tents x 18	FA-0329	8,528	4,435	-	4,435	40.00%	DV	-	-	-
Kayaks x 12	FA-0341	10,436	3,059	-	-	67.00%	DV	2,050	9,426	1,010
HP 21.5" Monitors x 6	FA-0348	1,470	858	-	-	50.00%	DV	429	1,041	429
Garmin GPS x 3	FA-0349	1,223	-	-	-		Full	-	-	-
Edelrid Helmets x 18	FA-0354	910	99	-	-	67.00%	DV	66	877	33
Computers 4 x Intel NUC	FA-0355	4,183	1,133	-	-	50.00%	DV	566	3,617	566
HP Probooks + HP Docks x 3	FA-0357	8,023	4,680	-	-	50.00%	DV	2,340	5,683	2,340



## Depreciation Schedule



NAME	ASSET NUMBER	COST	OPENING VALUE	PURCHASES	LOSS	RATE	METHOD	DEPRECIATION	CLOSING ACCUM DEP	CLOSING VALUE
APC Smart UPS	FA-0358	1,352	789	-	-	50.00%	DV	394	958	394
Polaris Tents Imperial Blue x25	FA-0359	8,309	5,539	-	-	40.00%	DV	2,216	4,985	3,323
HP ProBook Laptops + Monitors + Docking Stations x 6	FA-0360	15,010	8,756	-	-	50.00%	DV	4,378	10,632	4,378
Helmets x 27	FA-0363	1,650	1,558	-	-	67.00%	DV	1,044	1,136	514
Dell Monitors x 4	FA-0367	1,280	853	-	-	50.00%	DV	427	853	427
Rain Jackets x 32	FA-0370	2,652	1,615	-	-	67.00%	DV	1,082	2,119	533
Headlamp and Batteries x 10	FA-0372	1,000	609	-	-	67.00%	DV	408	799	201
Shedline Instant Marquee	FA-0374	3,171	2,431	-	-	40.00%	DV	972	1,712	1,459
Monitors x 4 + Dock	FA-0379	1,699	1,487	-	-	50.00%	DV	743	956	743
Stand Up Paddle Boards x 16 + Paddles	FA-0381	11,340	10,707	-	-	67.00%	DV	7,173	7,807	3,533
Mokau Paddles x 14	FA-0382	1,110	1,048	-	-	67.00%	DV	702	764	346
Polaris Tents x 30	FA-0383	10,500	10,150	-	-	40.00%	DV	4,060	4,410	6,090
Waterproof Backpacks & Bags	FA-0384	1,012	956	-	-	67.00%	DV	640	697	315
Kapow Internet Solar Panels	FA-0391	2,408	2,119	-	-	16.00%	DV	339	628	1,780
Shedline Marquee	FA-0392	6,072	-	6,072	-	20.00%	DV	1,214	1,214	4,858
Marquee Branded Wall	FA-0393	1,300	-	1,300	-	40.00%	DV	433	433	867
Kayak Helmets x 24	FA-0394	2,066	-	2,066	-	40.00%	DV	689	689	1,377
Samsung Galaxy Phone & Tablet	FA-0395	1,143	-	1,143	-	67.00%	DV	638	638	505
Sheer reduction blocks, PA Pulleys & 12 mm Mailons	FA-0396	1,736	-	1,736	-	40.00%	DV	579	579	1,157
HP Laptop - WIOLT18	FA-0398	2,213	-	2,213	-	50.00%	DV	830	830	1,383
HP Laptop - WIOLT19	FA-0399	2,247	-	2,247	-	50.00%	DV	749	749	1,498
Samsung Dryer	FA-0400	2,294	-	2,294	-	25.00%	DV	335	335	1,959
Office Chairs x 8	FA-0401	2,184	-	2,184	-	16.00%	DV	204	204	1,980
Kayak Flow with Hatch x 4	FA-0402	2,928	-	2,928	-	20.00%	DV	244	244	2,684



## Depreciation Schedule

NAME	ASSET NUMBER	COST	OPENING VALUE	PURCHASES	LOSS	RATE	METHOD	DEPRECIATION	CLOSING ACCUM DEP	CLOSING VALUE
Upright Fridge	FA-0403	3,444	-	3,444	-	25.00%	DV	287	287	3,157
Bikes for WIO x 15	FA-0406	16,348	-	16,348	-	40.00%	DV	545	545	15,803
Gear Bags x 22	FA-0407	2,360	-	2,360	-	67.00%	DV	132	132	2,228
Shedline Marquee	FA-0410	6,072	-	6,072	-	25.00%	DV	1,518	1,518	4,554
<b>Total Plant &amp; Equipment</b>		<b>426,830</b>	<b>98,878</b>	<b>52,407</b>	<b>6,512</b>			<b>47,364</b>	<b>276,029</b>	<b>97,409</b>
<b>Total</b>		<b>1,832,120</b>	<b>1,013,983</b>	<b>150,989</b>	<b>6,998</b>			<b>95,235</b>	<b>710,308</b>	<b>1,062,740</b>

This statement is to be read in conjunction with the accompanying Notes and the Independent Auditors Report.

# Statement of Accounting Policies

## Whenua Iti Trust Incorporated For the year ended 31 December 2022

'How did we do our accounting?'

### Basis of Preparation

Whenua Iti Trust Incorporated 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. 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.

The reporting entity known as Whenua Iti Trust, is identified by the rules of incorporation and governed by the Board of Whenua Iti Trust, and includes all activities carried out under the control of the Board.

Whenua Iti Trust is incorporated under the Incorporated Societies Act 1908. It is also registered with the Charities Commission, Registration No. CC10134.

The measurement base adopted is historical cost. Accrual accounting is used to recognise expenses and revenues when they occur.

### 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

Whenua Iti Trust Incorporated 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.

### Depreciation

Depreciation rates are based on the estimated life of the assets as detailed in the Statement of Property, Plant & Equipment.

### Valuation of Property, Plant & Equipment

Property, Plant & Equipment are recorded at cost or valuation less accumulated depreciation.

### Liabilities

Liabilities are carried at the amount of cash required to settle them.

### 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.

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This statement is to be read in conjunction with the accompanying Notes and the Independent Auditors Report.

# Notes to the Performance Report

## Whenua Iti Trust Incorporated For the year ended 31 December 2022

	2022	2021
<b>1. Analysis of Revenue</b>		
<b>Donations, fundraising and other similar revenue</b>		
Grants Received	294,170	312,474
Government Grants	489,591	442,935
Donations Received	56,035	39,494
Sponsorship	4,500	11,000
<b>Total Donations, fundraising and other similar revenue</b>	<b>844,296</b>	<b>805,902</b>
<b>Revenue from providing goods or services</b>		
Course Fees	421,470	315,998
Government Funding	140,884	352,549
ExpedNZ	19,530	-
Hire of Facilities	11,821	8,383
Trades Academy Income	850,756	941,448
<b>Total Revenue from providing goods or services</b>	<b>1,444,461</b>	<b>1,618,377</b>
<b>Interest, dividends and other investment revenue</b>		
Interest Received	1,012	994
<b>Total Interest, dividends and other investment revenue</b>	<b>1,012</b>	<b>994</b>
<b>Other revenue</b>		
Covid Subsidy	71,338	150,435
Sundry Income	10,435	8,993
<b>Total Other revenue</b>	<b>81,773</b>	<b>159,428</b>
	<b>2022</b>	<b>2021</b>

## 2. Analysis of Expenses

<b>Volunteer and employee related costs</b>		
Accident Compensation Levy	3,792	2,715
Contractors	61,891	51,242
Staff Expenses	4,138	1,790
Staff Training	35,402	21,400
Staff Uniforms	5,890	9,704
Recruitment Costs	2,242	2,581
Wages & Salaries	1,998,326	1,764,470
Supervision	529	-
Travel & Accommodation	42,553	8,420
<b>Total Volunteer and employee related costs</b>	<b>2,154,761</b>	<b>1,862,322</b>
<b>Costs related to providing goods or services</b>		
Advertising/Marketing	20,159	1,824
Audit Fees - Activities and Moderation	25,405	23,747
Board Working Account	1,947	3,467

This statement is to be read in conjunction with the accompanying Notes and the Independent Auditors Report.

	2022	2021
Computer Expenses	14,167	6,813
Course Delivery Expenses	78,577	116,272
Course Food Expense	102,265	79,649
Electricity	3,053	2,431
Entertainment / Gifts	7,506	3,638
Facilities Improvements	18,063	-
General Expenses	3,107	2,849
Hire of Plant & Equipment	12,196	10,652
Insurance	30,098	22,966
License and Subscription Fees	1,422	1,496
Low Value Assets	8,812	11,219
Motor Vehicle Expenses	58,307	50,492
Outdoor Equipment Repair / Upgrade	11,707	9,795
Petty Cash Expenses	2,130	759
Printing and Photocopier Lease	4,670	4,295
Rates	1,397	1,347
Repairs & Maintenance	22,352	38,282
Research & Programme Development	16,026	5,195
Safety & First Aid	3,857	3,831
Stationery & Postage	5,436	5,240
Telephone & Internet	8,601	8,998
Valuation Fees	750	-
<b>Total Costs related to providing goods or services</b>	<b>462,010</b>	<b>415,257</b>
<b>Grants and donations made</b>		
Donations/Sponsorship	1,634	569
<b>Total Grants and donations made</b>	<b>1,634</b>	<b>569</b>
<b>Other expenses</b>		
Bank Charges	436	119
Assets Written Off/Loss on Disposal	6,998	2,716
Accountancy & Bookkeeping Fees	8,938	8,052
Audit Fees - Financial	2,700	2,569
Depreciation	95,235	102,568
Feasibility Study Costs	-	28,555
Interest on Loans	-	163
Legal Expenses	-	1,600
<b>Total Other expenses</b>	<b>114,307</b>	<b>146,343</b>
	2022	2021
<b>3. Analysis of Assets</b>		
<b>Bank accounts and cash</b>		
NBS Board Operating Funds 33	2,463	3,543
NBS Board Reserve Funds 31	87,970	80,633
NBS Cheque Account	157,665	467,038

This statement is to be read in conjunction with the accompanying Notes and the Independent Auditors Report.

NBS Debit Cards - Staff	8,164	5,603
NBS EXPED NZ	73,033	6
NBS Fees in Advance 30	5,045	5,008
NBS GST/PAYE Account 16	44,211	31,692
NBS WIT Community Fund 32	11,200	6,596
NBS WIO Board Repayment - 34	53,027	27,169
<b>Total Bank accounts and cash</b>	<b>442,777</b>	<b>627,287</b>
Debtors and prepayments	11,261	7,858
	<b>2022</b>	<b>2021</b>

#### 4. Analysis of Liabilities

<b>Current Liabilities</b>		
<b>Creditors and accrued expenses</b>		
Accounts Payable	75,915	56,330
GST	32,960	64,932
Income Received in Advance	405,035	239,054
<b>Total Creditors and accrued expenses</b>	<b>513,910</b>	<b>360,317</b>
<b>Employee costs payable</b>		
Provision for Holiday Pay	84,574	78,443
<b>Total Employee costs payable</b>	<b>84,574</b>	<b>78,443</b>
<b>Total Current Liabilities</b>	<b>598,484</b>	<b>438,759</b>

#### 5. Accumulated Funds

<b>This Year</b>	Accumulated Surpluses or Deficits	Reserves	Total
Opening Balance	1,120,370	90,000	1,210,370
Surplus/(Deficit)	(361,170)		(361,170)
<b>Closing Balance</b>	<b>759,200</b>	<b>90,000</b>	<b>849,200</b>

#### Last Year

Opening Balance	960,160	90,000	1,050,160
Surplus/(Deficit)	160,210		160,210
<b>Closing Balance</b>	<b>1,120,370</b>	<b>90,000</b>	<b>1,210,370</b>

#### Breakdown of Reserves

		<b>2022</b>	<b>2021</b>
Reserve	Reserve - Discretionary	90,000	90,000
<b>Total Reserves</b>		<b>90,000</b>	<b>90,000</b>

This statement is to be read in conjunction with the accompanying Notes and the Independent Auditors Report.



## 6. Commitments

There are no commitments as at 31 December 2022 (Last Year - \$Nil).

## 7. Contingent Liabilities and Guarantees

There are no contingent liabilities or guarantees as at 31 December 2022 (Last Year - \$Nil).

## 8. Assets Used as Security for Liabilities

Securities held over certain vehicles where loans repaid but security not discharged.

	2022	2021
<b>9. Income from Government Organisations</b>		
Ministry of Youth Development	195,774	98,560
Ministry of Social Development	46,685	20,310
Ministry of Social Development Te Manatu Whakahiato Ora	-	62,250
Oranga Tamariki	82,892	144,367
Other Government Organisations including Department of Internal Affairs, Department of Conservation, Ministry of Education, Top of the South Trades Academy, West Coast Trades Academy	1,350,186	1,529,454
<b>Total Income from Government Organisations</b>	<b>1,675,537</b>	<b>1,854,941</b>

## 10. Related Parties

There were no transactions involving related parties during the financial year.

## 11. 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 (Last Year - nil).

## 12. Ability to Continue Operating

The entity will continue to operate for the foreseeable future.

This statement is to be read in conjunction with the accompanying Notes and the Independent Auditors Report.



## **INDEPENDENT AUDITOR'S REPORT**

### **To the members of Whenua Iti Trust Incorporated**

#### **Report on the Performance Report**

##### **Opinion**

We have audited the Performance Report of Whenua Iti Trust Incorporated on pages 3 to 24 which comprise the statement of financial position as at 31 December 2022, the entity information, the statement of service performance, and statement of financial performance and statement of cashflows for the year then ended, and a summary of significant 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 accompanying performance report presents fairly, in all material respects,
  - the entity information for the year then ended;
  - the service performance for the year then ended; and
  - the financial position of Whenua Iti Trust Incorporated as at 31 December 2022, and of its financial performance, and cash flows for the year then ended in accordance with Public Benefit Entity Simple Format Reporting – Accrual (Not-For Profit) issued in New Zealand by the New Zealand Accounting Standards Board.

##### **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 below in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the 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 Members, 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 associated firm Smart Business Centre Motueka Limited carries out other assignments for the Whenua Iti Trust Incorporated in the area of compiling financial statements. The firm has no other relationship with, or interests in, the Whenua Iti Trust Incorporated.

##### **Restriction on Responsibility**

This report is made solely to the members, as a body, in accordance with the Constitution of the Whenua Iti Trust Incorporated. Our audit work has been undertaken so that we might state to the members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the members as a body, for our audit work, for this report, or for the opinions we have formed.

##### **The Trustee's Responsibility for the Financial Statements**

The Trustees are responsible 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 on behalf of the entity which comprises, the entity information; the statement of service performance; the statement of financial performance, statement of financial position, statement of cash flows, a summary of significant accounting policies and other explanatory information in accordance with Public Benefit Entity Simple Format Reporting – Accrual (Not-ForProfit) issued in New Zealand by the New Zealand Accounting Standards Board.and
- c) such internal control as [the Trustees] determine is necessary to enable the preparation of the performance report that is free from material misstatement, whether due to fraud or error.

In preparing the Performance Report, the Trustees are responsible for assessing the Trust'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 intends to liquidate the Trust or to cease operations, or has no realistic alternative but to do so.

#### **Auditor's Responsibilities for the Audit of the Financial Statements**

Our objectives are to obtain reasonable assurance about whether the Performance Report as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's 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 economic decisions of users taken on the basis of these financial statements.

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 financial statements, 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 Trust's internal control.
- 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 Trust's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements 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 auditor's report. However, future events or conditions may cause the Trust to cease to continue as a going concern.
- evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.

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.

*Smart Assurance Services Limited*

*John Patrick Murphy*  
*Smart Assurance Services Limited*  
 Chartered Accountant  
 Motueka, New Zealand  
 11 April 2023



## COMMUNITY GRANTS APPLICATION

The Buller District Council Community Grants Fund is for community groups/organisations that are carrying out projects that align with Council's Community Outcomes.

Name of your organisation: Homebuilders West Coast Trust

Legal status of organisation: Charitable Trust - CC2482

Postal address: [REDACTED]

Email: [REDACTED] Postcode: 7825

### Contact details:

Name	Position in organisation	Daytime phone number
Main contact: <u>Sara Menzies</u>	<u>Resource Worker</u>	[REDACTED]
Secondary contact: <u>Corraine Scoble</u>	<u>Chief Executive</u>	[REDACTED]

### Why was your organisation set up (what are your organisation's main objectives)?

To provide quality social services for children and families/whanau across Buller and the West Coast.  
Our Mission Statement "Together we strengthen the wellbeing of children, families and community".

**What are you seeking funding for?** Please summarise and include how was the need identified, what are your key partners, who will benefit, how will it benefit the community or the participants.

Please do not say 'see attached' – If you wish to attach a project outline or plan then please do so, but summarise your project here.

We are seeking funding for building insurance for our office at 69 Russell Street, Westport. This is important to ensure that the building is protected in case of any unforeseen events. We want to make sure that the building/and staff can continue to serve the community without any financial setbacks. Now that we are finally in the new building after two years of being displaced we would like to give staff and clients confidence and security that the home of our organisation facilities and services are secure.

**How many people will positively be impacted?**

This can be participants, audiences, clients, people that will use your service, or people who will be impacted This needs to be a number, do not include many, few, don't know. If you don't know exact numbers, please provide an estimate.

80-100 Families in Buller.

**How long will your project/service run?** Start date: 01/04/2024 Finish date: ongoing

**Which of the Buller District Community Outcomes will your project contribute towards?**

If your project does not support a Community Outcome insert NA. Copies of the Community Outcomes can be downloaded from Council's [website](#) or contact Community Services staff for more information.

**Please include how you will evaluate and measure the positive impact for each Community Outcome.**

This can be quantitative or qualitative and reporting on these is part of your accountability statement.

<p><b>Social</b> Our communities are vibrant, healthy, safe and inclusive.</p>	<p>How will your project support this? The community having access to quality Social Services in their time of need ensures that children and families are safe, can aim to be healthy and can access support.</p>
	<p>How will you measure this? We will measure this by the number of referrals and enquiries received into our service.</p>
<p><b>Affordability</b> Our communities are supported by quality infrastructure, facilities and services that are efficient, fit-for-purpose, affordable and met our current and future needs.</p>	<p>How will your project support this?</p>
	<p>How will you measure this?</p>

<p><b>Prosperity</b> Our district is supported by quality technology and an innovative and diverse economy that creates opportunities for self-sufficiency, sustainable growth and employment</p>	How will your project support this?
	How will you measure this?
<p><b>Culture</b> Our lifestyle is treasured, our strong community spirit is nurtured, and our inclusive and caring communities understand our whakapapa and heritage and support lifelong learning</p>	How will your project support this?
	How will you measure this?
<p><b>Environment</b> Our distinctive environment and natural resources are healthy and valued.</p>	How will your project support this?
	How will you measure this?



**Your budget**

Please identify all the expenses related to this funding application. These can include materials, venue hire, promotion, equipment hire, fees, running costs, and wages.

Your expenses	Detail	Amount (\$)
Building Insurance	Insurance for office building	\$10811.10 ex gst
<b>Total cost:</b>		\$ 10811.10

Please identify all contributions to this project. These can include own funds, income from fundraising events, other grants, ticket sales, sale of artwork, sponsorship, or donations.

Your contributions	Detail	Amount (\$)
Fund raising		\$1811.10
Apply to other funders.		\$5000.00
<b>Total contribution</b>		\$6811.10
<b>Cost less contribution</b>		\$4000.00
<b>Amount you are requesting from this Community Grant</b>		\$4000.00

If you are holding funds in your accounts, please outline why these cannot be used for this project or use.

All funds are tagged for future service delivery.
---

What will be the effect if Council does not support your application (please select only one option) ?

- Not go ahead
- Downscaling
- Use own funds
- Postponing
- Apply to other funds
- Other:

Does your organization receive funding or support from Buller District Council this financial year? Yes / No

If yes, please specify below. This can include annual plan funding, use of Council facilities, administration support, support with materials, running costs, hire, fees, promotion, or support by Council staff.

Have you received funding from Buller District Council Community Grants in the past? Yes / No

If yes, please complete this table. If you have received funding more than once, please refer to the most recent amount you received.

Year	Project	Amount (\$)	Have you submitted an accountability statement for this project?
2022	Nestpart office	\$3000.00	
	operating expenses.		Not applicable

**Information for applicants:**

- All accountability statements for previous funding must be submitted before any new applications are considered.
- If you are unsure if an accountability statement has been submitted, please contact the Buller District Council Community Services Officer on (03) 788 9683.
- Complete one application form per project.
- Applications are evaluated by the Community Grants Committee.
- Council's Community Services Officer is available if you require assistance, phone (03) 788 9683.
- Ensure you attach all the required supporting documents.
- The Community Outcomes can be downloaded from Council's website <https://bullerdc.govt.nz/district-council/publications/long-term-plan/community-outcomes/>
- Failure to include all relevant information may delay the processing of your application.
- If you are unsure of the closing date, please contact Customer Services for confirmation as late applications will not be accepted.
- Please keep a copy of the application to complete the accountability statement.
- This document will be available to the public as part of the meeting agenda. Please refer to [www.bullerdc.govt.nz/privacy](http://www.bullerdc.govt.nz/privacy) or contact Council for a copy of Council's Privacy Statement.

**Checklist for your application:**

- Filled out and signed application form. Please ensure that you have completed ALL sections of the application. If information is not provided, it may delay your application.
- Two letters of community support for your organisation, signed, dated and less than six months old, from people not involved or connected in any way with the running of your organisation.
- A copy of your organisation's latest annual accounts. If you do not have annual accounts, please attach a statement of income and expenditure for the past 12 months. If neither of these documents are available please explain why below, and attach a copy of your organisations latest bank account statement/s.

**Declaration:**

I/We hereby declare the information supplied in this application is correct. If the application is successful, I/we agree to provide an accountability report to Buller District Council stating that the money received has been spent on the project or service as requested. I/we agree to participate in any funding audit of our organisation conducted by Buller District Council.

I/we also consent to Buller District Council collecting, retaining and using the contact details of our organisation that have been listed in this application. I/we confirm we have the authority to provide these details and to commit the organisation to this application. Where funds are approved, I/we agree to include Buller District Council's logo in all promotions carried out.

Name	Signature
Main contact: <i>Sara Menzies</i>	
Secondary contact: <i>Deanne Stanton</i>	

Send your completed application to:  
**Buller District Council, PO Box 21, Westport 7866**  
 or email to [grants@bdc.govt.nz](mailto:grants@bdc.govt.nz)

The personal information that you provide in this form will be held and protected by Buller District Council in accordance with our privacy policy (available at [bullerdc.govt.nz/privacy](http://bullerdc.govt.nz/privacy) and at council libraries and service centres) and with the Privacy Act 2020. Council's privacy policy explains how we may use and share your personal information in relation to any interaction you have with the council, and how you can access and correct that information. We recommend you familiarise yourself with this policy.



111 Palmerston St., Westport 7825  
PO Box 236, Westport 7866  
Ph: (03) 789 7659  
Email: office@bullerreap.co.nz  
Website: www.bullerreap.co.nz

16<sup>th</sup> Jan 2024

Kia ora Koutou

Buller REAP is writing this letter of support for Homebuilders West Coast Trust for their application to Buller Community Grants towards their building insurance.

Homebuilders provide invaluable services to our communities and whanau. They have been working with our most vulnerable families for over 30 years and are a trusted organisation in the Buller.

Buller REAP would like to support Homebuilder's in this application and please feel free to contact us if required.

Ngā mihi nui



**Mary-Rose O'Loughlin**

Manager Buller REAP

111 Palmerston Street, Westport

*Mahia I runga I te rangimārie me te ngākau māhaki*

With a peaceful mind and respectful heart, we will always get the best results



Te Hā O Kawatiri



15/01/2024

Letter of Support for Homebuilders West Coast Trust.



We are writing to support Homebuilders West Coast Trust with funding applications through the Buller community grants.

Homebuilders West Coast Trust are seeking funding to help them with their building insurance.

Homebuilders do so much for the community with their varying contracts including family counselling and social workers in school. This funding will contribute to their business as usual and the amazing amount of support they provide in this community.

Nga mihi nui



Rehia McDonald

Kaiwhakahaere

BSW 

**Homebuilders West Coast Trust Board**  
**Te Whanau Kahu O Te Tai Poutini**



**Performance Report**

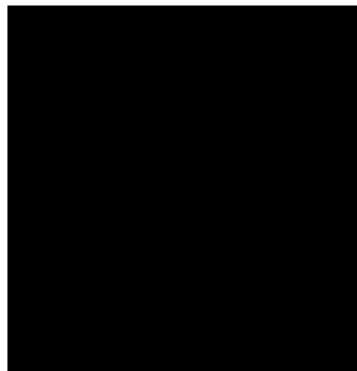
**For the year ended**  
**30 June 2023**

Mailing Address:

Street Address:

Contact number:

Email address:





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## Homebuilders West Coast Trust Board Entity Information

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

**For the year ended 30 June 2023**

Legal Name of Entity:	Homebuilders West Coast Trust Board	
Type of Entity:	Charitable Trust & Registered Charity	
Registration Number:	CC21182	
IRD Number:	[REDACTED]	
Entity's Purpose/Mission:	<p>Homebuilders West Coast Trust is a child and family support service with an office based in Westport and an office in Greymouth. We provide quality, essential social services to the children and families/whanau on the West Coast of New Zealand.</p> <p>The mission statement is :  <b>Together we strengthen the well-being of children, families and community.</b>  <b>E whakakaha ana tatau i te oranga o nga tamariki, o nga whanau, o te iwi whanui katoa</b></p>	
Entity Structure:	<p>Homebuilders West Coast Trust is governed by a Trust Board made up of appointed representatives. The Trust Board includes community volunteers. The day to day operations are managed by a Chief Executive appointed by the Board of Trustees.</p> <p>Homebuilders West Coast Trust was established in 2003 and registered as a charity 15 February 2008.</p>	
Main Sources of the Entity's Cash and Resources:	Homebuilders West Coast Trust has received its income from a mixture of government contracts, grant applications, donations and fundraising.	
Main Methods used by the Entity to Raise Funds:	Fundraising activities include a bi-annual wearable arts event in Westport and raffles. The Trust does not engage a third party for fundraising activities.	
Entity's Reliance on Volunteers and Donated Goods or Services:	The Trust relies on gifts of volunteer time and expertise to complete work in the essential roles of governance, mentoring for young persons and organising fundraising events, children's day events, and other events to raise awareness of the social issues Homebuilders is seeking to influence.	
Additional Information:	There is no additional information considered essential to users overall understanding of the Trust.	
Trustees:	Laura Coll McLaughlin Eric de Boer Eyvonne Diskin Joey Keen Brett Avery	Chairperson Vice-Chairperson Trustee / Treasurer Trustee / Secretary Trustee



**Homebuilders West Coast Trust Board**  
**Statement of Service Performance**  
 "What did we do?", "When did we do it?"  
 For the year ended 30 June 2023

**Description of the Entity's Output**

During the year Homebuilders continued to collaborate with other social agencies and provide intensive home-based support to families, assisting them to develop their own strengths and resilience to care for their children's health, welfare and education, enabling families to stay intact where possible. Homebuilders also continued to support the positive development of children through various youth programs.

<u>Quantity: What did we do?</u>	2023 Number/Value	2022 Number/Value
<b>Social Work</b>		
- Total number of new families receiving intervention	130	103
- Total number of care nights provided	38	-
- Total number of Fee for Service care nights provided	19	-
- Total number of children in care	5	-
- Total number of clients receiving intervention	129	150
<b>Counselling</b>		
- Total number of new clients receiving intervention	110	81
- Total number of new clients with no further action	48	54
<b>Family Violence Co-ordination</b>		
- Total number of agencies worked with	42	118
- Number of collaborative network meetings held	8	31
- Total number of training sessions provided	5	3
<b>Social Workers in Schools</b>		
- Total number of new clients referred	81	91
- Total clients receiving no further action	-	2
- Total number of social workers with a formal qualification	3	3
<b>Social Workers in Schools Programmes</b>		
- Total number of clients receiving intervention	76	84
- Total number of programmes delivered	26	20
<u>Quality: How well did we do ?</u>		
<b>Social Work</b>		
- Total number of families who have case management with goals set	129	150
- Total number of families who had one-off assistance - no further action	30	12
- Total number of families on wait list	-	23
- Total number of clients completing intervention	93	90
<b>Counselling</b>		
- Total number of counsellors who have a formal qualification	6	6
- Total number of clients who have case management with goals set	110	81



	2023 Number/Value	2022 Number/Value
<b>Social Workers in Schools</b>		
- Total open clients receiving intervention	81	91
- Of the clients closed, number who provided formal client satisfaction feedback	34	34
- Of the clients closed, number who achieved client results	79	78
<b>Social Workers in Schools Programmes</b>		
- Total number of clients who expressed satisfaction with the content and delivery of the service	28	84
<u>Outcomes: Was anyone better off ?</u>		
<b>Social Work</b>		
- Total number of families completing intervention with needs met (80% goals)	40 families	23 families
<b>Counselling</b>		
- Total number of clients completing intervention with needs met (80% goals)	58 clients	45 clients
<b>Social Workers in Schools</b>		
- Of the number who closed the number who achieved client results	79	65
- Total number of clients completing a programme with needs met	28	84

## Homebuilders West Coast Trust Board Statement of Financial Performance

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

For the year ended 30 June 2023

	Notes	Actual This Year \$	Actual Last Year \$
<b>Revenue</b>			
Donations, fundraising and other revenue	1	36,568	27,529
Revenue from providing goods and services	2	1,391,007	1,673,648
Interest revenue		15,366	1,597
Gain on asset disposal		-	1,517
<b>Total Revenue</b>		<b>1,442,941</b>	<b>1,704,291</b>
<b>Expenses</b>			
Volunteer and employee related costs	3	995,397	980,831
Costs relating to providing goods and services	4	261,085	197,408
Grants and donations made	5	7,613	10,807
Other expenses	6	39,184	27,585
Interest expense		7,405	3,220
<b>Total Expenses</b>		<b>1,310,684</b>	<b>1,219,851</b>
<b>Surplus for the year</b>		<b>132,257</b>	<b>484,440</b>

*The above Statement of Financial Performance should be read in conjunction with the accompanying notes.*



## Homebuilders West Coast Trust Board Statement of Financial Position

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

As at 30 June 2023

	Notes	Actual This Year \$	Actual Last Year \$
<b>Assets</b>			
<b>Current Assets</b>			
Bank accounts and cash	7	803,927	660,457
Investment - NBS Building Society		18,024	17,480
Investment - ASB Bank		309,122	300,000
Debtors and prepayments	8	8,207	24,406
<b>Total Current Assets</b>		<u>1,139,280</u>	<u>1,002,343</u>
<b>Non-current Assets</b>			
Property, Plant and equipment	11	641,590	603,388
<b>Total Non-Current Assets</b>		<u>641,590</u>	<u>603,388</u>
<b>Total Assets</b>		<u>1,780,870</u>	<u>1,605,731</u>
<b>Liabilities</b>			
<b>Current Liabilities</b>			
Creditors and accrued expenses	9	112,498	49,439
Employee costs payable		143,504	113,029
Grants received in advance	10	178,226	205,180
Bond received		-	990
Loan - Development West Coast		23,169	22,710
<b>Total Current Liabilities</b>		<u>457,397</u>	<u>391,348</u>
<b>Non-current Liabilities</b>			
Loan - Development West Coast		334,792	357,960
<b>Total Liabilities</b>		<u>792,189</u>	<u>749,308</u>
<b>Total Assets less Total Liabilities (Net Assets)</b>		<u>988,681</u>	<u>856,424</u>
<b>Accumulated Funds</b>			
Opening balance		856,424	371,984
Plus Surplus for the Year		132,257	484,440
<b>Total Accumulated Funds</b>		<u>988,681</u>	<u>856,424</u>

Signed for and on behalf of the Board of Trustees

\_\_\_\_\_  
(Chairperson)

\_\_\_\_\_  
(Chief Executive)

Dated: 18/12/23

The above Statement of Financial Position should be read in conjunction with the accompanying notes





## Homebuilders West Coast Trust Board

### Statement of Cash Flows

"How the entity has received and used cash"

For the year ended 30 June 2023

	Notes	Actual This Year \$	Actual Last Year \$
<b>Cash Flows from Operating Activities</b>			
<b>Cash was provided from:</b>			
Donations, fundraising and other similar receipts		38,568	27,529
Receipts from providing goods and services		1,382,532	1,804,567
Bond Received		-	950
Interest received		12,981	704
Net GST received		8,081	17,447
		1,442,162	1,851,237
<b>Cash was applied to:</b>			
Volunteer and employee related costs		(964,923)	(947,382)
Costs related to providing goods and services		(248,730)	(193,100)
Grants and donations made		(7,613)	(10,807)
Other expenses		(7,507)	(7,575)
Interest paid		(7,405)	(3,219)
		(1,236,178)	(1,162,083)
<b>Net Cash Flows from Operating Activities</b>		<b>205,984</b>	<b>689,154</b>
<b>Cash Flows from Investing and Financing Activities</b>			
<b>Cash was received from:</b>			
Receipts from the sale of plant and equipment		-	1,517
Loan - Development West Coast		-	390,000
		-	391,517
<b>Cash was applied to:</b>			
Loan repayments		(22,709)	(9,330)
Payments to acquire property, plant and equipment		(30,139)	(607,210)
Interest reinvested in Nelson Building Society		(544)	(204)
Interest reinvested in ASB Bank		(9,122)	-
Increase in investments		-	(300,000)
<b>Net Cash Flows to Investing and Financing Activities</b>		<b>(62,514)</b>	<b>(525,227)</b>
<b>Net increase in Cash</b>		143,470	163,926
<b>Opening Cash</b>		660,457	496,531
<b>Closing Cash</b>		<b>803,927</b>	<b>660,457</b>
<b>This is represented by:</b>			
Bank Accounts and Cash		-	-
<b>Total Cash &amp; Cash Equivalents</b>	7	<b>803,927</b>	<b>660,457</b>

The above Statement of Cash Flows should be read in conjunction with the accompanying notes



## Homebuilders West Coast Trust Board Statement of Accounting Policies

"How did we do our accounting?"

For the year ended 30 June 2023

### Basis of Preparation

This 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 of equal to or less than \$2,000,000. All transactions in the Performance Report are reported using the accrual basis of accounting. The Performance Report is prepared under the assumption that the Trust will continue to operate in the foreseeable future.

### Revenue Recognition

All revenue is recognised in the Statement of Financial Performance in the period that it is earned.

### Grant Received in Advance

Grants received in advance comprise grants received from grantors where the conditions relating to the grants have not been fulfilled at balance date. The grants are recorded as revenue as the conditions are fulfilled.

### Goods and Services Tax (GST)

The Trust is registered for GST. All amounts are recorded exclusive of GST, except for Debtors and Creditors which are stated inclusive of GST.

### Income Tax

The entity is wholly exempt from New Zealand income tax because it is a registered charity.

### Measurement Base

The measurement system adopted is that of historical cost and all amounts are presented in New Zealand dollars.

### Debtors

Debtors are stated at their estimated net realisable value.

### Bank Accounts and Cash

Bank accounts and cash in the Statement of Cash Flows comprise bank balances with original maturities of 90 days or less.

### Property, Plant and Equipment

Property, plant and equipment items are recorded at cost less accumulated depreciation. This includes those costs that relate directly to bringing the asset to the location where it will be used and making sure it is in the appropriate condition for its intended use.

Plant and equipment acquired with individual values under \$300 are not capitalised, they are recognised as an expense in the Statement of Financial Performance.

Gains or losses on disposal of plant and equipment are determined by comparing the proceeds received with the current value of the asset. This gain or loss arising from the disposal of an item of plant and equipment is recognised in the Statement of Financial Performance.

Plant and equipment are depreciated on a straight line basis to write off the assets over their estimated useful lives. Land is not depreciated. The depreciation rates adopted by the Board and used in the Performance Report are as follows:

Buildings	40 years
Computer & Electronic Equipment	5 years
Motor Vehicles	5 years
Furniture & Fittings	15 years
Other Plant & Equipment	10-15 years

### Loan

The loan is recorded at the amount received less repayments made.

### Statement of Changes in Accounting Policies

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



## Homebuilders West Coast Trust Board Notes to the Performance Report

For the year ended 30 June 2023

### Analysis of Income

#### 1. Revenue from donations, fundraising and other similar receipts

	Actual This Year \$	Actual Last Year \$
Donations or koha from the public	19,994	13,650
Fundraising revenue	16,574	3,679
Grants not directly related to service delivery	-	10,000
<b>Total revenue from donations, fundraising and other</b>	<b><u>36,568</u></b>	<b><u>27,529</u></b>

#### 2. Revenue from providing goods or services

	Actual This Year \$	Actual Last Year \$
<b>Grants or contracts for service with central or local government</b>		
Oranga Tamariki Contracts	1,018,834	1,076,269
Ministry of Social Development Contracts	85,339	61,257
Poutini Waioira Contract	10,469	322,050
Ministry of Justice Contract	2,985	-
NZ Lotteries Grant Board	88,780	93,200
COGS Grant	10,000	10,000
Buller District Council	23,148	2,609
Buller District Council - Community HUB	103,814	53,000
NZ Police Childrens Flexi Fund	2,966	1,157
	<b><u>1,346,335</u></b>	<b><u>1,619,542</u></b>
<b>Grants or contracts for service with non-governmental agencies</b>		
West Coast Community Trust	9,000	-
The Trusts Community Foundation	-	12,077
Lion Foundation	10,000	10,000
Pub Charity	-	5,141
Tindall Foundation	-	(4,000)
Blackadder Trust	-	-
Sport Support Buller	750	-
FDR Centre	952	1,729
	<b><u>20,702</u></b>	<b><u>24,947</u></b>
<b>Other Revenue</b>		
Sales to the public - fees received	4,234	60
Insurance recovery	-	16,684
Hire of facilities/rental agreements	19,736	12,415
Greymouth Creative Space	-	-
	<b><u>23,970</u></b>	<b><u>29,159</u></b>
<b>Total revenue from providing goods or services</b>	<b><u>1,391,007</u></b>	<b><u>1,673,648</u></b>

Trustees wish to acknowledge and thank all the above entities who provided generous financial support to the Trust during the year.



Analysis of Expenses		
	Actual This Year \$	Actual Last Year \$
<b>3. Volunteer and employee related costs</b>		
ACC Levies	4,714	4,001
Wages	925,490	925,419
Contractors	26,815	25,352
Volunteer expenses	2,280	9,130
Staff training	31,033	10,853
Staff/Board welfare	5,065	6,276
<b>Total volunteer and employee related costs</b>	<b>995,397</b>	<b>980,831</b>
<b>4. Costs related to providing goods and services</b>		
<b>Social work and respite care</b>		
Caregivers Travel & Reimbursement	136	1,616
Subscriptions	3,842	2,664
Vehicle / Travel Expenses	11,488	8,430
	<u>15,466</u>	<u>12,710</u>
<b>Family counselling</b>		
Counsellor Expenses	3,048	929
Subscriptions	1,358	789
	<u>4,406</u>	<u>1,718</u>
<b>Social worker in schools programme</b>		
General Expenses	2,496	4,474
Programmes	5,664	5,767
Travel	7,388	7,462
	<u>15,548</u>	<u>17,703</u>
<b>BBBS/HB Youth mentoring programme</b>		
Activity Expenses	-	114
	<u>-</u>	<u>114</u>
<b>Kawatiri Family Harm Prevention programme</b>		
Family Violence Network / General Expenses	804	89
Vehicle / Travel Expenses	1,206	-
Project Costs	12,034	10,969
	<u>14,044</u>	<u>11,058</u>
<b>Rising Rangatahi programme</b>		
General Expenses	-	870
	<u>-</u>	<u>870</u>
<b>Ministry for Women Expenses</b>	-	-
<b>Mana in Mahi Expenses</b>	8,890	8,227
<b>Greymouth Creative Space Expenses</b>	-	-
<b>Community HUB Expenses</b>	4,415	8,721
<b>NZ Police Childrens Flexi Fund Expenses</b>	1,236	1,157

## Notes to the Performance Report (continued)

	Actual This Year \$	Actual Last Year \$
<b>Administration and overhead costs</b>		
Advertising	3,703	2,664
Printing & Stationery	11,478	10,078
Telephone	13,544	14,401
Information Technology	5,737	2,505
Subscriptions	1,989	809
Fundraising Expenses	3,519	-
General Expenses	2,215	3,513
Bank Charges	50	83
Insurance	13,109	10,256
Professional Services	27,049	14,943
Repairs & Maintenance / Minor Equipment	36,288	19,586
Replacement Items - Flood	-	1,690
Electricity & Heating	4,806	4,234
Rates	5,030	2,285
Vehicle/Travel Expenses	7,520	6,173
Health & Safety	1,510	3,724
MSD & OT Covid Fund Expenses	-	109
Lottery Covid Community Wellbeing Expenses	11,817	1,487
	<u>149,362</u>	<u>98,540</u>
<b>Lease and rental expense</b>		
Rent of premises	47,718	38,590
	<u>47,718</u>	<u>38,590</u>
<b>Total costs relating to providing goods and services</b>	<u><u>261,085</u></u>	<u><u>197,408</u></u>
<b>5. Grants and donations made</b>		
Wishes in Westport grants and donations	5,671	9,777
Lend A Hand grants and donations	1,330	824
Sport Support Buller Expenses	612	206
<b>Total grants and donations made</b>	<u><u>7,613</u></u>	<u><u>10,807</u></u>
<b>6. Other Expenses</b>		
Accountancy	4,207	4,075
Audit Fees	3,300	3,500
Depreciation	31,677	20,010
Loss on asset disposal	-	-
	<u><u>39,184</u></u>	<u><u>27,585</u></u>
<b>7. Bank accounts and cash</b>		
	Actual This Year \$	Actual Last Year \$
Cash on hand	-	200
ASB Current account	532,448	392,638
ASB Call account	271,479	267,619
	<u><u>803,927</u></u>	<u><u>660,457</u></u>

## Notes to the Performance Report (continued)

## 8. Debtors and prepayments

	Actual This Year \$	Actual Last Year \$
Debtors	2,619	21,098
Accrued income	2,772	931
Prepayments	2,816	2,377
	<u>8,207</u>	<u>24,406</u>

## 9. Creditors and accrued expenses

	Actual This Year \$	Actual Last Year \$
Owing for Building improvements	45,698	-
Creditors	44,176	35,161
Accrued expenses	3,500	3,500
ASB Visa Credit card	1,235	970
GST payable	17,889	9,808
	<u>112,498</u>	<u>49,439</u>

## 10. Grants received in advance

	Actual This Year \$	Actual Last Year \$
Kawatiri Family Harm Prevention funds in advance	40,065	40,663
SWIS programme funds in advance	-	24,598
Lottery Funds in advance	114,140	102,920
Tindall Foundation Grant funds in advance	4,000	4,000
Poutini Waiora Navigator Contract funds in advance	-	10,469
Buller District Council Covid Preparedness funds in advance	-	10,000
NZ Police FlexiFunding funds in advance	-	2,530
Lion Foundation grant in advance	8,000	10,000
Kawatiri Men's Health Group Funds in Advance	12,021	-
	<u>178,226</u>	<u>205,180</u>

## 11. Property, Plant &amp; Equipment

## This Year

Asset Class	Opening carrying amount	Purchases	Sales/Disposals	Depreciation This Year	Closing Carrying Amount
Furniture & Fittings	13,550	2,682	-	1,565	14,668
Electronic Equipment	21,700	6,727	-	6,139	22,287
Vehicles	31,495	6,957	-	9,142	29,310
Plant & Equipment	4,794	738	-	1,337	4,194
Land & Buildings	531,850	52,776	-	13,494	571,131
	<u>603,388</u>	<u>69,879</u>	<u>-</u>	<u>31,677</u>	<u>641,590</u>

## Last Year

Asset Class	Opening carrying amount	Purchases	Sales/Disposals	Depreciation This Year	Closing Carrying Amount
Furniture & Fittings	7,946	6,988	-	1,384	13,550
Electronic Equipment	18,727	7,934	-	4,961	21,700
Vehicles	21,146	17,125	-	6,777	31,495
Plant & Equipment	4,174	1,780	-	1,160	4,794
Land & Buildings	531,850	537,578	-	5,728	531,850
	<u>51,993</u>	<u>571,406</u>	<u>-</u>	<u>20,010</u>	<u>603,388</u>

There were building improvements made during the 2023 financial year to the 69 Russell Street, Westport premises. The latest rateable valuation of the property is land \$151,000, buildings \$344,000. Total \$495,000. The total book value of the property exceeds this amount but is intended to be recovered through future use.





## Notes to the Performance Report (continued)

**12. Contingent Liabilities and Commitments**

The Trust renewed their lease agreement with Future Knowledge Ltd Greymouth to 01 February 2026.

The Trust entered into a lease agreement with FujiFilm for the provision of a copier for both the Westport and Greymouth offices for a term of 48 months from April 2022 to March 2026.

The Trust entered into a rental agreement with Just Water New Zealand Ltd for the provision of a water cooler for a term of 36 months from June 2020 to June 2023.

The Trust entered into a rental agreement with Future Knowledge Limited for property rental in Greymouth. The term is for 3 years to 01 February 2023, with two rights of renewal for 3 years each.

Minimum lease and rental payments can be summarised as follows:

	Actual This Year	Actual Last Year
	\$	\$
Future Knowledge Ltd Greymouth	98,301	20,881
FujiFilm Ltd	22,931	31,275
Just Water New Zealand Ltd	-	322
<b>Total Minimum Lease and Rental Payments Due</b>	<u><u>121,232</u></u>	<u><u>52,478</u></u>

As at 30 June 2023 there were no other contingent liabilities or commitments outstanding. (2022: \$Nil)

**13. Related Parties**

There were no material transactions involving related parties during the 2023 financial year. (2022 - Nil)

**14. Loan - Development West Coast**

A loan of \$390,000 was taken out in January 2022 with Development West Coast to assist in financing the purchase of the Russell Street property. The loan is secured by first mortgage over the property. Interest is 2% per annum. Repayments are \$2,510 per month (interest and principal). \$30,120 is payable in the year to 30 June 2024.

**15. Subsequent Events**

There have been no subsequent events after balance date that would affect the financial statements to 30 June 2023.





## ***Independent Auditor's Report***

to the members of Homebuilders West Coast Trust Board

### **Our Qualified Opinion**

We have audited the performance report of Homebuilders West Coast Trust Board (the Trust) which comprises the financial statements, the entity information and service performance. The complete set of financial statements comprise the statement of financial position as at 30 June 2023, the statement of financial performance and statement of cash flows for the year then ended, and the statement of accounting policies and other explanatory information.

In our opinion, except for the possible effects of the matter described in the *Basis for Qualified Opinion* section of our report: the accompanying performance report presents fairly, in all material respects:

- (a) the entity information for the year ended 30 June 2023;
- (b) the financial position of the Trust as at 30 June 2023 and its financial performance and cash flows for the year ended on that date
- (c) the service performance for the year ended 30 June 2023 consistent with the Trust's service performance criteria

in accordance with the accounting standard, Public Benefit Entity Simple Format Reporting – Accrual (Not-For-Profit) issued by the New Zealand Accounting Standards Board.

### **Basis for Qualified Opinion**

In common with other organisations of a similar nature, control over the revenues from donations, fundraising and similar income prior to being banked is limited. It was not practicable to extend our examination of such income beyond the accounting for amounts received as shown by the accounting records of the Trust, or to determine the effect of the limited control.

We conducted our audit of the financial statements in accordance with International Standards on Auditing (New Zealand) (ISAs (NZ)) and the audit of the service performance information in accordance with the ISAs and New Zealand Auditing Standard (NZ AS) 1 *The Audit of Service Performance Information* (NZ). Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Performance Report* section of our report. We are independent of the Trust in accordance with Professional and Ethical Standard 1 *International Code of Ethics for Assurance Practitioners (including International Independence Standards)* (New Zealand) 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 qualified opinion.

Other than in our capacity as auditors we have no relationship with, or interests in, the Trust.

### **Trustees' Responsibilities for the Performance Report**

The Trustees are responsible, on behalf of the Trust for:

- (a) the preparation and fair presentation of the entity information, financial statements and service performance information in accordance with Public Benefit Entity Simple Format Reporting – Accrual (Not-For-Profit);
- (b) service performance criteria that are suitable in order to prepare service performance information in accordance with Public Benefit Entity Simple Format Reporting – Accrual (Not-For-Profit); and
- (c) such internal control as those charged with governance determine is necessary to enable the preparation of the financial statements and service performance report information that are free from material misstatement, whether due to fraud or error.

In preparing the performance report the Trustees are responsible for assessing the Trust'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 Trust or to cease operations, or have no realistic alternative but to do so.

### **Auditor's Responsibilities for the Audit of the Performance Report**

Our objectives are to obtain reasonable assurance about whether the entity information, financial statements as a whole and the service performance information are free from material misstatement, whether due to fraud or error, and to issue an auditor's 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 NZAS 1 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 economic decisions of users taken on the basis of this performance report.

A further description of our responsibilities for the audit of the performance report is located on the External Reporting Board website: <https://www.xrb.govt.nz/standards-for-assurance-practitioners/auditors-responsibilities/>.

This report is made solely to the Trustees as a body. Our audit work has been undertaken so that we might state to the Trust's members those matters which we are required to state in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Trust and the Trust's members, as a body, for our audit work, for this report or for the opinions we have formed.

*Audit Professionals Limited*  
Chartered Accountants  
18 December 2023

Dunedin



## COMMUNITY GRANTS APPLICATION

The Buller District Council Community Grants Fund is for community groups/organisations that are carrying out projects that align with Council's Community Outcomes.

Name of your organisation: NZ Council of Victim Support Groups Inc.

Legal status of organisation: Incorporated Society/Charitable Trust

Postal address: [REDACTED]

Email: [REDACTED] Postcode: 7866

### Contact details:

Name	Denise Graham	Position in organisation	Daytime phone number
Main contact:	Denise Graham	Grants Specialist	[REDACTED]
Secondary contact:	Kathy Luke	Database & Donor Care Coordinator	[REDACTED]

### Why was your organisation set up (what are your organisation's main objectives)?

We provide free 24/7 support services for people directly affected by crime, suicide and traumatic events, including their whānau and witnesses. We support people at their time of crisis and through the justice system so that they feel informed, empowered, safe, and able to cope with the impact.

**What are you seeking funding for?** Please summarise and include how was the need identified, what are your key partners, who will benefit, how will it benefit the community or the participants.

Please do not say 'see attached' – If you wish to attach a project outline or plan then please do so, but summaries your project here.

We are seeking a contribution towards our West Coast office's operating costs including salary costs of our Team Leader and Support Workers, our volunteer programme costs including recruitment, training, supervision, health and wellbeing, and reimbursement of their expenses when working with victims of crime, suicide, family harm, and traumatic events.

We have a memorandum of understanding with NZ Police and Women's Refuge and work closely with Sexual Abuse Agencies, Family Violence Agencies, Ministry of Justice, Ministry of Social Development, Te Whatu Ora, Te Aka Whai Ora, Ministry of Ethnic Affairs, Neighbourhood Support, Grief Support Services, local counsellors, Iwi and local community support agencies.

Our timely, personalised support and intervention helps victims to keep contributing to their community in their paid and voluntary work, keeps whānau together and reduces the ongoing economic and social costs of mental health issues like post-traumatic stress disorder.

The whole community benefits because of our local support networks who care and are generous in volunteering their time.

**How many people will positively be impacted?**

This can be participants, audiences, clients, people that will use your service, or people who will be impacted This needs to be a number, do not include many, few, don't know. If you don't know exact numbers, please provide an estimate.

1,244

**How long will your project/service run?** Start date: 1.07.2024 Finish date: 30.06.2025

Our free 24/7 services are ongoing

**Which of the Buller District Community Outcomes will your project contribute towards?**

If your project does not support a Community Outcome insert NA. Copies of the Community Outcomes can be downloaded from Council's [website](#) or contact Community Services staff for more information.

**Please include how you will evaluate and measure the positive impact for each Community Outcome.**

This can be quantitative or qualitative and reporting on these is part of your accountability statement.

<p><b>Social</b> Our communities are vibrant, healthy, safe and inclusive.</p>	<p>How will your project support this?</p> <p>Our kaupapa is to support and empower victims to be safe, heal, and participate at every step of their journey. We have a highly trained and responsive workforce that works cohesively and collectively together, our staff, our volunteers, and victims.</p> <p>We know crime, suicide and traumatic events can turn someones world upside down. We want them to know they are not alone and that there are people in the community to help them. Our highly trained staff, support workers, and volunteers work with victims to identify their needs, create support plans, and empower them to make their own choices.</p>
	<p>How will you measure this?</p> <p>Through feedback from our independent client satisfaction survey. Key findings from our 2022/2023 survey showed that 95% of people said that Victim Support was helpful or very helpful. 94% experienced at least one of these positive outcomes: feeling listened to, supported, more informed, better able to make decisions, better able to cope, and less stressed. 37% said they likely would have dropped out of the criminal justice process if it weren't for Victim Support.</p>
<p><b>Affordability</b> Our communities are supported by quality infrastructure, facilities and services that are efficient, fit-for-purpose, affordable and met our current and future needs.</p>	<p>How will your project support this?</p> <p>Our services are free and available 24/7</p>
	<p>How will you measure this?</p> <p>Through the number of people who access our services.</p>



<b>Prosperity</b> Our district is supported by quality technology and an innovative and diverse economy that creates opportunities for self-sufficiency, sustainable growth and employment	How will your project support this?  Through the recruitment of volunteers from the local community and the employment of staff who will be based at the Westport Police Station.
	How will you measure this? By the number of staff we have employed in the region.
<b>Culture</b> Our lifestyle is treasured, our strong community spirit is nurtured, and our inclusive and caring communities understand our whakapapa and heritage and support lifelong learning	How will your project support this?  Our organisation is Te Tiriti lead and through our commitment to our Te Whiringa framework. Te Whiringa establishes four imperatives to provide culturally responsive and mana-enhancing support to Māori, who are overrepresented as victims of crime.
	How will you measure this?  Through the number of our people who have completed training and wānanga on the role of Te Tiriti in our work through the organisation Groundwork. This training is being rolled out across our organisation for all staff and volunteers.
<b>Environment</b> Our distinctive environment and natural resources are healthy and valued.	How will your project support this?  N/A however we all play a part in caring for our environment.
	How will you measure this?

**Your budget**

Please identify all the expenses related to this funding application. These can include materials, venue hire, promotion, equipment hire, fees, running costs, and wages.

Your expenses	Detail	Amount (\$)
Staff related expenses	Salaries	920,360.00
Volunteer expenses	Recruitment, training, supervision, reimbursements	22,700.00
Administration expenses	ICT consumables, office running costs	\$ 11,650.00
Operational Travel	Meetings, training, visits to victims, court support	59,600.00
Overhead charges	Service delivery	724,896.25
<b>Total cost:</b>		<b>\$ 1,739,206.25</b>

Please identify all contributions to this project. These can include own funds, income from fundraising events, other grants, ticket sales, sale of artwork, sponsorship, or donations.

Your contributions	Detail	Amount (\$)
Central Government Funding	Ministry of Justice, Ministry of Social Development	1,123,803.75
Grants	Trusts & Foundations, Councils,	244,287.69
<b>Total contribution</b>		<b>\$ 1,368,091.44</b>
<b>Cost less contribution</b>		<b>\$ -371,114.81</b>
<b>Amount you are requesting from this Community Grant</b>		<b>\$ 8,000.000</b>

**If you are holding funds in your accounts, please outline why these cannot be used for this project or use.**

Our funds are tagged for operating expenses, salaries, learning & development, people & wellbeing, ICT innovation upgrades, revitalising our volunteer programme, and the roll out of our Te Whiringa (Te Tiriti o Waitangi) framework.



**What will be the effect if Council does not support your application (please select only one option) ?**

- Not go ahead  
 Downscaling  
 Use own funds  
 Postponing  
 Apply to other funds  
 Other:
- 

**Does your organization receive funding or support from Buller District Council this financial year? No if yes, please specify below. This can include annual plan funding, use of Council facilities, administration support, support with materials, running costs, hire, fees, promotion, or support by Council staff.**

**Have you received funding from Buller District Council Community Grants in the past? Yes / No**  
 If yes, please complete this table. If you have received funding more than once, please refer to the most recent amount you received.

Year	Project	Amount (\$)	Have you submitted an accountability statement for this project?
2022	OPEX/Volunteer Programmes	4,000.00	Yes

**Information for applicants:**

- All accountability statements for previous funding must be submitted before any new applications are considered.
- If you are unsure if an accountability statement has been submitted, please contact the Buller District Council Community Services Officer on (03) 788 9683.
- Complete one application form per project.
- Applications are evaluated by the Community Grants Committee.
- Council's Community Services Officer is available if you require assistance, phone (03) 788 9683.
- Ensure you attach all the required supporting documents.
- The Community Outcomes can be downloaded from Council's website <https://bullerdc.govt.nz/district-council/publications/long-term-plan/community-outcomes/>
- Failure to include all relevant information may delay the processing of your application.
- If you are unsure of the closing date, please contact Customer Services for confirmation as late applications will not be accepted.
- Please keep a copy of the application to complete the accountability statement.
- This document will be available to the public as part of the meeting agenda. Please refer to [www.bullerdc.govt.nz/privacy](http://www.bullerdc.govt.nz/privacy) or contact Council for a copy of Council's Privacy Statement.



**Checklist for your application:**

- Filled out and signed application form. Please ensure that you have completed ALL sections of the application. If information is not provided, it may delay your application.
- Two letters of community support for your organisation, signed, dated and less than six months old, from people not involved or connected in any way with the running of your organisation.
- A copy of your organisation's latest annual accounts. If you do not have annual accounts, please attach a statement of income and expenditure for the past 12 months. If neither of these documents are available please explain why below, and attach a copy of your organisations latest bank account statement/s.

**Declaration:**

I/We hereby declare the information supplied in this application is correct. If the application is successful, I/we agree to provide an accountability report to Buller District Council stating that the money received has been spent on the project or service as requested. I/we agree to participate in any funding audit of our organisation conducted by Buller District Council.

I/we also consent to Buller District Council collecting, retaining and using the contact details of our organisation that have been listed in this application. I/we confirm we have the authority to provide these details and to commit the organisation to this application. Where funds are approved, I/we agree to include Buller District Council's logo in all promotions carried out.

Name		Signature
Main contact:	Denise Graham	
Secondary contact:	Kathy Luke	

**Send your completed application to:  
Buller District Council, PO Box 21, Westport 7866  
or email to [grants@bdc.govt.nz](mailto:grants@bdc.govt.nz)**

The personal information that you provide in this form will be held and protected by Buller District Council in accordance with our privacy policy (available at [bullerdc.govt.nz/privacy](http://bullerdc.govt.nz/privacy) and at council libraries and service centres) and with the Privacy Act 2020. Council's privacy policy explains how we may use and share your personal information in relation to any interaction you have with the council, and how you can access and correct that information. We recommend you familiarise yourself with this policy.



Our kaupapa is to support and empower victims to be safe, heal, and participate at every step of their journey. We have a highly trained and responsive workforce that works cohesively and collectively together, our staff, our volunteers, and victims.

Your investment in our mahi will enable the provision of our ongoing exceptional services to victims of crime, suicide, and traumatic events in the Buller and Westport communities. Some of the 24/7 free services we offer are:

- **Emotional Support** by listening, normalizing, validating, supporting you to identify ways to cope.
- **Practical Assistance** by developing a support plan, accessing financial assistance from the Victims Assistance Scheme, and advocacy.
- **Information** on what happens next, understanding your rights, and helping you make informed choices.
- **Criminal Justice System Support** helping you understand the court system, Victim Notification Register applications, victim impact statements and supporting you at key moments during court, parole hearings and coronial inquests.
- **Referrals** to other community agencies and counselling. Although Victim Support is not a specialist sexual violence agency, we can provide interim support and then refer you to a specialist sexual violence agency.

In the past 12 months we have responded to the needs of 1,244 people in the region compared to 1,140 in the previous year. Although no one wants to see these numbers increase, we can be confident that they are all being well supported during their time of need. Some of these incidents included aggravated robbery, family harm fatal motor vehicle crashes, fire, fraud, home invasion, homicide, rape and sexual attacks, sudden deaths, workplace accidents, and suicides. Being a victim of a crime or traumatic event has a much wider negative social impact on the community than just that of the victim.

Although we do receive some Government funding there is still a huge shortfall across our operating expenditure, and we are reliant on the generosity of community funders such as the Buller District Council.

Your past support is both valued and appreciated and has been vital in supporting people who are going through the worst time in their lives. We hope you will consider favourably this application so that in 2024 we can continue to make a real difference in people's lives and how they contribute to their community.

Ngā manaakitanga



Denise Graham  
Grants Specialist



Greymouth High & District Court, 60 Guinness Street  
DX WX10403, Greymouth 7840, New Zealand  
Tel: 03 769 9140  
[suzi.kiely@justice.govt.nz](mailto:suzi.kiely@justice.govt.nz)  
[www.justice.nz](http://www.justice.nz)

10 August 2023

To whom it may concern

I am the Court Victim Advisor for Greymouth and Westport District Courts. The Greymouth Court has jurisdiction and act as a High Court, Family Court, Youth Court and Civil Court.

My job involves keeping victims of crime informed of the court process and how the case that directly relates to them is progressing. Upon a first appearance for a defendant in Court, I make contact with the victim. During my contact, I make sure they are fully supported by specific agencies including Victim Support.

We have a wide range of criminal offences that Victim Support are regularly attending including but not limited to Homicides, Domestic Violence, Road Crashes and Assaults.

Due to the nature of my work, I have regular contact with Sonja Hoetjes, the manager of West Coast Victim Support and her staff. They support the majority of these victims and their families during extremely stressful and traumatic situations.

Victim Support do an excellent job. Without their service, victims of crime, including children, adults and their whanau would be at risk of suffering severe trauma related issues.

Yours sincerely



Suzi Kiely  
Court Victim Advisor  
Court Services for Victims



West Coast Police  
PO Box 368  
Greymouth

9th August 2023

**TO WHOM IT MAY CONCERN**

This letter has been prepared to support funding applications as they relate to West Coast Victim Support.

The work that Victim Support does on the West Coast is a key part of the Police response to the impacts of crime and trauma, and our commitment to reducing victims and victimisation within our communities. It aligns with the local West Coast priorities identified under the grant scheme administered through local distribution committees. In particular the impact on youth and families' issues relating to economic downturn in rural isolation; and access to services at times requiring critical intervention by Victim Support as a result of an emergency incident or event.

The request for funding is supported by the West Coast Police.



for Sergeant Kirsten NORTON  
OC CIB West Coast CIB





# *West Coast Women's Refuge*

24 Hr Crisis Line (03) 789 8025 or 0800 208339 F (03) 789 5501

Email: westcoast-refuge@xtra.co.nz, P.O Box 319, Westport 7866

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5<sup>th</sup> August 2023

*To Whom It May Concern*

*West Coast Womens Refuge would like to emphasize our complete endorsement of Victim Support West Coast.*

*We work collaboratively with Victim Support here on the Coast and have a great working relationship with them.*

*As you may be aware the West Coast covers a vast geographical area, the services are limited and usually they go above and beyond their scope to service the needs of our communities.*

*I can honestly say that Victim Support is a valued resource and an essential service to the people of the West Coast it would be a great loss to the community and other agencies if Victim Support was to discontinue.*

*We here at West Coast Women's Refuge strongly support this service continuing and look forward to many more years of working together to service the needs of our very unique communities Coast Wide.*

*If you would like to discuss this matter further please feel free to call me [REDACTED]*

*Yours Sincerely*

[REDACTED]

*Trish McMurtrie  
Manager*



**2023/2024 Budget**  
**Wellington/Tasman/Marlborough/West Coast**



**INCOME**

Grants Received

Air Rescue Services	16,234.62
Redwood Trust	5,000.00
Buller & West Coast REAP	2,000.00
West Coast Community Trust	3,363.00
Wellington City Council	10,000.00
Kiwi Gaming Foundation	10,944.23
<u>Trust House Foundation</u>	5,653.85
Sargood Bequest	20,000.00

Applications Scheduled/Pending

Nikau Foundation (Wellington, Hutt Valley, Kapiti Mana)	15,000.00
Air Rescue Services Limited (Wellington, Hutt Valley, Kapiti Mana)	16,961.60
Four Winds Foundation	15,384.00
Hutt Mana Charitable Trust (Kapiti-Mana)	5,653.85
One Foundation Limited (Hutt Valley)	20,692.31
Kiwi Gaming Foundation (Hutt Valley)	20,944.23
The Rata Foundation (Tasman/Marlborough/West Coast)	25,000.00
Buller District Council (Tasman/Marlborough/West Coast)	8,000.00
Nelson City Council (Tasman/Marlborough/West Coast)	10,000.00
Trust House Limited (Kapiti-Mana)	23,456.00
Catalytic Foundation (Wellington)	10,000.00
National Office - Central Government and Other Contracts*	1,123,803.75
	<b>1,368,091.44</b>

**EXPENSES**

Staff related Expenses	\$ 920,360.00
Volunteer Expenses	\$ 22,700.00
Administration Expenses	\$ 11,650.00
Operational Travel	\$ 59,600.00
Overhead Charges	\$ 724,896.25
	<b>\$ 1,739,206.25</b>

**PROJECTED REGIONAL SHORTFALL \*\*\***

**-\$ 371,114.81**

Breakdown of Overheads

Service Delivery	83,922.00
Contact Services	144,609.13
People & Capability, Health & Wellbeing	81,578.84
Finance & Administration	75,578.00
Fundraising & Communication	116,820.88
Learning & Development	66,698.62
ICT	36,733.79
Other	118,955.00
<b>Overheads</b>	<b>724,896.25</b>

**Notes**

\* Victim Support receives funding for contracted services with the Ministries of Justice, Health, and Social Development. This funding is insufficient to meet all operating costs, and Victim Support relies on additional funding from the community to retain our services free of charge to clients.

\*\*\* The shortfall will be covered by fundraising and reserves. We will continue to seek further grants and fundraising opportunities to minimise the impact on reserves.

<b>Community Grants</b>	
<b>Question</b>	<b>Answer</b>
<b>Buller Budget Advisory Service</b>	
Does Citizen advise offer this service and what's the difference?	No, Citizens Advise are not related to us. They refer clients to us and vice versa.
Does citizen advise use our premises too?	Citizens Advise have a totally separate office in the Clock Tower to us and pay their own rent.
What is the rent paid by Buller Budget and what is paid by Citizen Advice. Is application actually on behalf of both organisations?	Only Buller Budget Advisory are applying for the amount of \$8,616.00 (as per our agreement with Buller District Council). Citizens Advise had applied for their rent in the October round.
<b>Carters Beach Hall Subcommittee &amp; Inangahua Junction Reserve and Hall Sub-Committee</b>	
Clarification for what/or if funding comes from reserves subcommittee & community facilities	<p>Subcommittees are encouraged to apply for funding for upgrades to their facilities.</p> <p>Repairs and maintenance costs, running costs of the hall and rates should not be applied for.</p> <p>These are costs that would ideally come from any profit the halls are making or paid for by Council directly.</p>
Are there guidelines around what a subcommittee can apply?	<p>We encourage our subcommittees to seek community grants for engaging activities aimed at improving our current facilities. For new capital upgrades, such as installing a new playground, funding can be pursued through the Reserve Contribution Funds, which operate separately from grants and have their own set of criteria.</p> <p>'Reserve Contributions may be used to fund capital expenditure on Council reserves in cases where provision of that funding complies with the Resource Management Act 1991 permitted use of financial contributions.'</p>
<b>Grey Valley Rugby Club</b>	
What competition do they play in?	Local Rugby Games/Competitions.

Numbers of Buller residents playing for them?	20 within Buller – Adults and Kids.
<b>Hato Hone St John Youth</b>	
How are funds allocated to show it's been used within the Buller District?	Funds are paid into the Buller Area Committee Bank Account – Invoices are sent to Buller Committee. This shows what funds are allocated and used for.
<b>Westport Land Search &amp; Rescue</b>	
Is there any money left within CD to pay for this?	No may be needed
<b>Homebuilders West coast Trust</b>	
Clarify how much are the rates?	67A - \$1,104.60, 69A - \$1,104.60, 69 - \$4,255.70
Why are they not able to fund this themselves?	As per our phone discussion, and your question as to why Homebuilders cannot fund the building insurance ourselves, all of our future funds are tagged for future service delivery.



**BULLER DISTRICT COUNCIL**

**24 APRIL 2024**

**AGENDA ITEM: 9**

**Prepared by:** Nicola Woodward  
Manager Community Engagement

**Reviewed by:** Krissy Trigg  
Group Manager Community Services

**Attachments:** Attachment 1 - Reefton Boxing  
Attachment 2 - Reefton Rugby JAB – Boys  
Attachment 3 - Reefton Rugby JAB - Girls

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**RURAL TRAVEL FUND: ACCOUNTABILITY REPORT**

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**1. ACCOUNTABILITY REPORTS RECEIVED**

Copies of the following accountability reports received are attached.

- Reefton Boxing Club
- Reefton Rugby Club – Boys
- Reefton Rugby Club – Girls

**2. DRAFT RECOMMENDATION**

**That the Buller District Council receives the correspondence for information.**





good record keeping process is undertaking in future.

**4. In your opinion did the rural travel fund assist your team/ organisation in order to increase participation in your local sport competition in rural areas?**

Yes, without the rural travel fund we would have been very restricted in our ability to participate in local sports and competitions. We would not have been able to make the connections and relationships we have built with other local Boxing Clubs. Our youth would have been disadvantaged and not been able to participate in some of the local competitions offered. We are very thankful.

**Declaration**

We hereby declare that the information supplied here on behalf of our organisation is correct.

- We agree that the Buller District Council can retain and use these details and disclose them to Sport NZ for the purpose of review of the rural travel fund. This consent is given in accordance with the Privacy Act 2020.
- We agree that this document will be available to the public as part of the meeting agenda. Please refer to [www.bullerdc.govt.nz/privacy](http://www.bullerdc.govt.nz/privacy) or contact Council for a copy of Council's Privacy Statement.

**Name and signature of two people:**

First contact \_\_\_\_\_ Lorelei Norris \_\_\_\_\_ Second contact \_\_\_\_\_ Dean Giddens \_\_\_\_\_

\_\_\_\_\_  
Signature \_\_\_\_\_

Position \_\_\_\_\_ Secretary \_\_\_\_\_ Position \_\_\_\_\_ President \_\_\_\_\_

Date \_\_\_\_\_ 17/4/24 \_\_\_\_\_ Date \_\_\_\_\_ 17/4/24 \_\_\_\_\_

**Send your completed application to:**  
**Buller District Council, PO Box 21, Westport 7866**  
 or email  
[mira.schwill@bdc.govt.nz](mailto:mira.schwill@bdc.govt.nz)



## SPORT NZ RURAL TRAVEL FUND ACCOUNTABILITY FORM

**Please attach:**

- Receipts of RTF allocations
- RTF bank account statements
- Any other supporting documentation

Name of organisation:

Reefion Rugby club JAB

Amount of travel subsidy:

\$2477.52

Estimated cost of travel per year for club/organisation:

\$4830 = (just bus hire)

1. Please give details of how money was spent by providing a detailed breakdown of what the money was spent on (ie. cost of petrol, cars and/or bus hire)

Bus Hire \$ 2477.52

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

2. Indicate the distance travelled to local sport competition with these funds?

6x return trips Reefion / Westport  
80km one way = 960km for the season

3. Provide a brief description of the benefits that have been achieved with these funds?

We were able to provide a bus as a return travel option through out the season, this was well used + full most weekends. Approx 16 children would not have had transport to Westport for games had this not been provided.

4. In your opinion did the rural travel fund assist your team/ organisation in order to increase participation in your local sport competition in rural areas?

Yes, as before Approx 16 kids would not have been able to travel for games.

**Declaration**

- We hereby declare that the information supplied here on behalf of our organisation is correct.
- We agree that the Buller District Council can retain and use these details and disclose them to Sport NZ for the purpose of review of the rural travel fund. This consent is given in accordance with the Privacy Act 2020.
- We agree that this document will be available to the public as part of the meeting agenda. Please refer to [www.bullerdc.govt.nz/privacy](http://www.bullerdc.govt.nz/privacy) or contact Council for a copy of Council's Privacy Statement.

**Name and signature of two people:**

First contact	<u>Katie Thomson</u>	Second contact	<u>Damon Kohus</u>
Signature	<u>[Signature]</u>	Signature	<u>[Signature]</u>
Position	<u>JAB Coordinator</u>	Position	<u>President</u>
Date	<u>24/7/23</u>	Date	<u>24/7/23</u>

Send your completed application to:  
 Buller District Council, PO Box 21, Westport 7866  
 or email  
[grants@bdc.govt.nz](mailto:grants@bdc.govt.nz)

Westport Cabs Ltd



Invoice: IV0000000010

Tax Invoice

Invoice date: 01/07/2023

Bill to:  
Reefton Area School  
Reefton

Due:  
08/07/2023

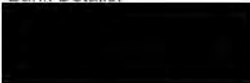
Purchase Order:  
Katie Thompson

ITEM	DESCRIPTION	UNITS	UNIT PRICE (inc GST)	TAX TYPE	AMOUNT (inc GST)
	Bus Hire -26/04/2023	Qty 1	805.00	GST	805.00
	Bus Hire -06/05/2023	Qty 1	805.00	GST	805.00
	Bus Hire 13/05/2023	Qty 1	805.00	GST	805.00
	Bus Hire -27/05/2023	Qty 1	805.00	GST	805.00
	Bus Hire -17/06/2023	Qty 1	805.00	GST	805.00
	Bus Hire 01/07/2023	Qty 1	805.00	GST	805.00

GST: \$630.00  
Total (inc GST): \$4,830.00  
Amount Paid: \$0.00  
**AMOUNT DUE: \$4,830.00**

**Notes**

Bank Details:



(Please pay within 7 days of this invoice)  
Thank you for your continuous support.

*PAID  
2/7/2023  
Katie Thompson*





## SPORT NZ RURAL TRAVEL FUND ACCOUNTABILITY FORM

**Please attach:**

- Receipts of RTF allocations
- RTF bank account statements
- Any other supporting documentation

**Name of organisation:**

Rugby Girls  
Reefton Rugby Club JAB

**Amount of travel subsidy:**

\$3720 =

**Estimated cost of travel per year for club/organisation:**

For these girls based on .50¢ per km.  
 $10,970 \times .50¢ = \$5485-$

1. Please give details of how money was spent by providing a detailed breakdown of what the money was spent on (ie. cost of petrol, cars and/or bus hire)

Petrol Vouchers \$ 3720 =  
\_\_\_\_\_  
\_\_\_\_\_

2. Indicate the distance travelled to local sport competition with these funds?

390km return trip to Nelson x 23 = 8970km  
532km return trip to Takaka x 1 = 532km  
494km return trip to Blenheim x 2 = 988km

3. Provide a brief description of the benefits that have been achieved with these funds?

160km return trip to Westport x 3 = 480km  
= .34c paid per km travelled  
Thankyou!

10,970km TRAVELLED

5 Girls from Reefton have been supported to travel over 10,000km to play rugby this season in the Nelson/Tasman U18 Womens/Girls competition.  
4 out of these girls have also been nominated for the Tasman U18 Girls team.



4. In your opinion did the rural travel fund assist your team/ organisation in order to increase participation in your local sport competition in rural areas?

→ Definitely these girls would not have had this level of rugby locally + to be put forward for the Tasman U18 team is a massive outcome (waiting for team naming). These funds definitely supported these families + enabled this to happen

**Declaration**

- We hereby declare that the information supplied here on behalf of our organisation is correct.
- We agree that the Buller District Council can retain and use these details and disclose them to Sport NZ for the purpose of review of the rural travel fund. This consent is given in accordance with the Privacy Act 2020.
- We agree that this document will be available to the public as part of the meeting agenda. Please refer to [www.bullerdc.govt.nz/privacy](http://www.bullerdc.govt.nz/privacy) or contact Council for a copy of Council's Privacy Statement.

**Name and signature of two people:**

First contact	<u>Katie Thompson</u>	Second contact	<u>Damian Kohvs</u>
Signature		Signature	<u>Verbal</u>
Position	<u>U18 coordinator</u>	Position	<u>President</u>
Date	<u>18.8.23</u>	Date	<u>18.8.23</u>

Send your completed application to:  
Buller District Council, PO Box 21, Westport 7866  
or email  
[grants@bdc.govt.nz](mailto:grants@bdc.govt.nz)

Travel Date	From	To	For	How many	Driver	Petrol Vouchers Paid	Running total	\$3720 TOTAL
13 March 23								
3/4/23	Reefton	Nelson ✓	Training	4		\$1,000.00	\$1,000 Brought Invoiced	\$2,720
17/4/23	Reefton	Nelson ✓	Training	4		\$150.00	\$850	
19/4/2023	Reefton	Pictou ✓	Prescason Game	4		\$150.00	\$700.00	
24/4/2023	Reefton	Nelson ✓	Training	4		\$150.00	\$550.00	
26/4/2023	Reefton	Nelson ✓	10s Toumy	4		\$150.00	\$400.00	
8/5/23	Reefton	Nelson ✓	Training	2		\$150	\$250.00	
10/5/23	GAME	CANCELLED						
17/05/2023	Reefton	Nelson ✓	V NCG	4		\$150.00	\$100.00	
17/5/23	Reefton	Nelson ✓	Training	2		\$1,000.00	\$1,100.00 Brought Invoiced	\$1,720
22/5/253	Reefton	Nelson ✓	Training	2		\$150.00	\$950.00	
24/5/23	Reefton	Nelson ✓	V OCC	4		\$150.00	\$800	
29/5/23	Reefton	Nelson ✓	Training	3		\$150	\$650	
31/5/23	H & S	Course	V Waimea	COULDNT G				
5/6/23	KINGS	Birthday	Training	cancelled				
7/6/23	Reefton	Blenheim ✓	V Marlborough Girls	4		\$150.00	\$500	
12/6/23	Reefton	Westport ✓	Training	4		\$50.00	\$450	
14/6/23	Reefton	Nelson ✓	V Motueka replay	4		\$150.00	\$300.00	
19/6/23	Reefton	Nelson ✓	Training	3		\$100	\$200	
19/6/23	Reefton	Westport ✓	Training	2		\$50.00	\$150	
21/6/23	Reefton	Takaka ✓	V Motueka	3		\$150	0	
21/6/23	Reefton	Takaka ✓	V Motueka	2		\$1,000	\$1,000 Brought Invoiced	\$720
26/6/23	Reefton	Nelson ✓	Training	4		\$150	\$850	
28/6/23	Reefton	Nelson ✓	V NCG	4		\$680	\$680	
5/7/23	Holidays					\$150	\$540	
12/7/23	Holidays							
19/7/4/23	Reefton	Nelson ✓	Training	3		\$80	\$460	
22/7/23	Reefton	Nelson ✓	V OCC	5		\$150	\$310 \$50 each	
24/7/23	Reefton	Nelson ✓	Training	2		\$720	\$1,030 Brought & Invoiced	0
26/7/23	Reefton	Nelson ✓	V Waimea	2		\$100	\$930	
31/7/23	Reefton	Nelson ✓	Training			\$100	\$830	
31/7/23	Reefton	Westport ✓	Training			\$50	\$780	
2/8/23	Reefton	Nelson ✓	V Marlborough			\$80	\$700	
2/8/23	Reefton	Nelson ✓	V Marlborough			\$80	\$620	
7/8/23	Reefton	Nelson ✓	Training			\$100	\$520	
9/8/2023	Reefton	Nelson ✓	Semi Finals			\$80 each	\$360	
15/08/2023	Reefton	Nelson ✓	Training			\$80 each	\$200	
19/08/2023	Reefton	Blenheim ✓	Finals v OCC			\$70 each	-\$10	

PAID 19/7/23



JAB RUGBY

**Tax Invoice**

Invoice Number INV04091  
 Invoice Date 19/07/2023  
 GST Number 103909499

Code	Description	Quantity	Units	Unit Price	Price
	JAB VOUCHERS	1	@	626.09	626.09
JAB VOUCHERS\$720		Total Before GST			626.09
		GST			93.91
		<b>TOTAL</b>			<b>\$720.00</b>

Please pay on invoice by 20th of the month following.

Strictly to be paid on the 20th of the following month from statement date.



Goods remain the properties of Fuel & Moore Ltd until payment is made in full.  
 Fuel & Moore Ltd reserve the right to collect unpaid goods by peaceful means.

Please detach and return with your payment to  
 FUEL & MOORE LTD

19/07/2023  
 JAB RUGBY, INV04091

FUEL & MOORE LTD

**TOTAL DUE \$720.00**



Amount Being Paid \_\_\_\_\_

PAID  
6/7/23



**Tax Invoice**

JAB RUGBY

Invoice Number INV04020  
 Invoice Date 20/06/2023  
 GST Number 103909499

Code	Description	Quantity	Units	Unit Price	Price
	VOUCHERS	1	@	869.57	869.57
		Total Before GST			869.57
		GST			130.44
		<b>TOTAL</b>			<b>\$1,000.01</b>

Please pay on invoice by 20th of the month following.

Strictly to be paid on the 20th of the following month from statement date.



Goods remain the properties of Fuel & Moore Ltd until payment is made in full.  
 Fuel & Moore Ltd reserve the right to collect unpaid goods by peaceful means.

Please detach and return with your payment to  
 FUEL & MOORE LTD

20/06/2023  
 JAB RUGBY, INV04020  
**TOTAL DUE \$1,000.01**

FUEL & MOORE LTD



Amount Being Paid \_\_\_\_\_



PAID

19/5/23

FUEL &amp; MOORE LTD

**Tax Invoice**

REEFTON RUGBY CLUB

Order Number JAB GIRLS  
 Invoice Number INV03951  
 Invoice Date 16/05/2023  
 GST Number 103909499

Code	Description	Quantity	Units	Unit Price	Price
	MTA VOUCHERS (\$1000)	1	@	869.57	869.57
	JAB GIRLS RUGBY				
		Total Before GST			869.57
		GST			130.44
		<b>TOTAL</b>			<b>\$1,000.01</b>

Please pay on invoice by 20th of the month following.

Strictly to be paid on the 20th of the following month from statement date.

Goods remain the properties of Fuel & Moore Ltd until payment is made in full.  
 Fuel & Moore Ltd reserve the right to collect unpaid goods by peaceful means.

Please detach and return with your payment to  
 FUEL & MOORE LTD

16/05/2023

REEFTON RUGBY CLUB, INV03951

TOTAL DUE \$1,000.01

FUEL &amp; MOORE LTD

Amount Being Paid \_\_\_\_\_

PAID 4/4/23



JAB RUGBY

**Tax Invoice**

Order Number	GIRLS RUGBY
Invoice Number	INV03852
Invoice Date	4/04/2023
GST Number	103909499

Code	Description	Quantity	Units	Unit Price	Price
	MTA VOUCHERS	1	@	869.57	869.57
	\$1000 MTA VOUCHERS FOR JAB RUGBY	Total Before GST			869.57
		GST			130.44
		<b>TOTAL</b>			<b>\$1,000.01</b>

Please pay on invoice by 20th of the month following.

Strictly to be paid on the 20th of the following month from statement date.



Goods remain the properties of Fuel & Moore Ltd until payment is made in full. Fuel & Moore Ltd reserve the right to collect unpaid goods by peaceful means.

-----  
Please detach and return with your payment to

FUEL & MOORE LTD

4/04/2023

JAB RUGBY, INV03852

TOTAL DUE \$1,000.01

FUEL & MOORE LTD



Amount Being Paid \_\_\_\_\_



**BULLER DISTRICT COUNCIL**

**24 APRIL 2024**

**AGENDA ITEM: 10**

**Prepared by:** Nicola Woodward  
Manager Community Engagement

**Reviewed by:** Krissy Trigg  
Group Manager Community Services

**Attachments:**

1. Buller Gymnastic Club
2. Buller Hockey Association
3. Reefton Basketball Club
4. Reefton Boxing Academy
5. Reefton Rugby Club - Boys
6. Reefton Rugby Club – Girls
7. Rural Travel Fund Questions
8. Councillor Recommendations Rural Travel Fund

---

**RURAL TRAVEL FUND (RTF): FUNDING APPLICATIONS**

---

**1. BACKGROUND AND SUMMARY**

**Six Rural Travel Fund applications were received, totalling \$22,820.00.**

The 2023/2024 financial year allocation for the Rural Travel Fund is **\$12,150.00**, with one funding round per year.

Annual RTF funding allocation	\$12,150.00
Plus, funds carried over from the 2022/2023 round	\$178.21
Minus funds for promotion (5% off the annual RTF allocation allowed as per contract)	\$178.21.
<b>Total Balance available</b>	<b>\$12,150.00</b>

**2. DRAFT RECOMMENDATION**

**The Buller District Council considers the funding applications and advises of its decision.**

No	Organisation	Purpose of Grant	Funds Requested (\$)	Funds Allocated (\$)
1	<b>Buller Gymnastics Club Inc.</b>	To assist parents from Reefton, Barrytown and Karamea with travel costs.	\$1,320.00	
2	<b>Buller Hockey Association</b>	To reimburse participants living outside of Westport for their travel expenses to attend training, events, and tournaments.	\$2,000.00	
3	<b>Reefton Basketball Association</b>	To pay for travel costs from Reefton to Westport to attend the Buller/Westport competition.	\$1,000.00	
4	<b>Reefton Boxing Gym</b>	To pay for travel costs to Christchurch to meet with other local clubs for training and club days.	\$7,500.00	
5	<b>Reefton Rugby Club - Boys</b>	To provide bus transport to and from Westport for away games.	\$6,000.00	
6	<b>Reefton Rugby Club - Girls</b>	To pay for travel costs from Reefton to Nelson/Marlborough to compete	\$5,000.00	
<b>Total</b>			<b>\$22,820.00</b>	




## SPORT NZ RURAL TRAVEL FUND APPLICATION FORM 2022-2023


### 1. Details

Name of organisation: Buller Gymnastics Club Inc


Contact person: Nikki D'Silva

Postal address: 

PO Box address: 

Telephone: 

### 2. Contact Names

Name Joey Keen Phone 

Name Hicki Allen Phone 

### 3. Organisation Details

Are you a club or a school? Club

How many members belong to your club/school? 85

How many participants aged between 5 & 18 will this travel subsidy benefit? 11

How many participants are aged between 5-11 yrs 11

How many participants are aged between 12-18 yrs 1

Please detail how many applicants are female 10

Please detail how many applicants are male 1

Does your application involve a partnership with a local school / club YES/NO

Do you have any disabled individuals who are being supported by this fund?

If yes, how many will receive support from the RTF No.

- What percentage of your members live in the vicinity of the local authority you are applying for the rural travel fund? 100 %
- What is this funding going to be used for? (briefly explain)

We have gymnastic club members who travel from Reefton, Barrytown & Karamea weekly to attend classes which run all year long in term time. This is a lot of travel time & expense for these families. We would be extremely grateful to be able to offer them assistance. There are no other gymnastics clubs in Westport, Reefton or Greymouth.

We would provide families with petrol vouchers to help with transport costs.

**4. Financial Details**

- Are you registered for GST?  YES  NO  
(If yes please write your GST Number in the space provided below)  
GST NO.

--	--	--	--	--	--	--	--	--	--

- How much money are you applying for?

\$ 1320 Sport NZ funding

\$40 per child per term for 3 terms.

\$ / other funders

\$ / your contribution

\$ 1320 TOTAL

- If you have applied for funding from other organisations please supply details below.

Organisation - (including other councils)	Amount requested (\$)	Results date (if known)
Bullew District Council (for coach training, and coaches attending competitions x3)	\$4,180	Approved \$4,180
West Melton, Benheim & Hukuika		

**Please attach to your application**

- Latest financial statements from your organisation (i.e. P&L, financial statement)
- A deposit slip (in case your application is approved)
- Evidence of your endorsement from your local affiliated club/school (if required)
- Evidence of endorsement from your local affiliated club for this application (only relevant if the group applying is the regional body)

**Checklist for applicants**

- Have you answered every question?
- Have you attached the relevant documents with your application?
- Send your application form with the relevant documents to your local authority by 27 February 2023.

**Declaration**

- We hereby declare that the information supplied here on behalf of our organisation is correct.
- We give consent to the Buller District Council to collect the personal contact details and information provided in this application. We agree that the Buller District Council can retain and use these details and disclose them to Sport NZ for the purpose of review of the rural travel fund. This consent is given in accordance with the Privacy Act 2020.
- We agree that this document will be available to the public as part of the meeting agenda. Please refer to [www.bullerdc.govt.nz/privacy](http://www.bullerdc.govt.nz/privacy) or contact Council for a copy of Council's Privacy Statement.

Name: Mikki Diskin

Position in organisation / title: Chairperson

Signature:  Date: 29/01/2024

Name: Heidi Allen

Position in organisation / title: Admin

Signature:  Date: 29/01/2024

**Send your completed application to:**  
**Buller District Council, PO Box 21, Westport 7866**  
 or email  
**grants@bdc.govt.nz**

- Do you have endorsement from your local affiliated club/school for this application for funding (this is only relevant if the group applying is the regional body)? **YES/ NO**  
(briefly explain and attach evidence of this)

N/A





17<sup>th</sup> February 2020

To whom it may concern,

**Confirmation of Bank Account Number**

Please accept this letter as confirmation of Account Details with NBS  
Westport for:



NBS - Supporting our community since 1862



**GO MOBILE TODAY!**  
NBS Mobile App is available NOW

ATTACHMENT 1




	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sept-23	Oct-23	Nov-23	Dec-23	ANNUAL TOTALS
Balance Brought Forward	651,91												
Subs	685	2045	1270	1970	1425,11	704	2345	920	595	3499	794	195	16447,11
Holiday Programme Sponsorship													0
Grants & Funding				595,2			4270	280	680	200		5777,09	10842,29
Competition Fees					400	80	0,53	0,61	0,64	0,53	0,13	0,59	1440
Interest						0,38		690,5	479,1				3,41
Learders & uniforms					158		200	604,5					1327,6
Fundraising											935,2		1739,7
Acro Dance													0
Competition Fees refund						80							80
Miscellaneous - Refunds													0
Total Income	685	2045	1270	2565,2	1983,11	864,38	6815,53	2495,61	1754,74	3699,53	1729,33	5972,68	31880,11
Hall Hire					560			440		520			1320
Coaching Fees				2546		854	1442		513	1666,01	592,67	1775,17	9188,85
Travel Expenses							187,1			470			657,1
Travel Vouchers Grant							200					400	
Coaching Resource Expenses						480		100					100
Competition Fees							4,25				1228,36		1708,36
Stationary													0
Equipment Repairs								20					77
Subs refunds					158,7					350,75		57	1521,07
Learders / uniforms										1170,32			416,59
Sundry										100		157,89	0
Insurance													0
Health & Safety			14,26										14,26
Friendly Manager			33,9					3518		67,85		135,7	373,15
Equipment Purchases										287,5			3805,5
Incorporation Fees													0
Windingup Tax					0,04	0,17	0,23	0,27	0,28	0,23	0,05	0,26	1,53
Affiliation Fees			765,13			723,04			768,1	980			3237,07
Transfer to On Call Account													0
Holiday Programme Coach Wages													0
Secretary Honorarium													0
Total Expenditure	0	0	813,29	2546	718,74	1858,01	1833,58	4078,27	1767,83	5261,91	1821,08	2526,02	23224,73
Profit/Loss	685	2045	456,71	19,2	1264,37	-993,63	4981,95	-1582,66	-13,09	-1562,38	-91,75	3446,66	8655,38
Cheque Account	1336,91	3381,91	3838,62	3857,82	5122,19	4128,56	9110,51	7527,85	7514,76	5952,38	5880,63	9307,29	
On Call Account	4108,61	4129,87	4133,73	4133,73	4142,23	4146,45	4150,81	4156,14	4161,31	4165,66	4171,84	4177,2	
Total Club Funds	5445,52	7511,78	7972,35	7991,55	9264,42	8275,01	13261,32	11683,99	11676,07	10119,04	10032,47	13484,49	




**SPORT NZ RURAL TRAVEL FUND APPLICATION FORM 2022-2023**

*2023 - 2024*

**1. Details**

- Name of organisation: Buller Hockey Association
- Contact person: Desiree Samuels
- Postal address: 
- PO Box address: 
- Telephone: 

**2. Contact Names**

- Name Desiree Samuels Phone 
- Name \_\_\_\_\_ Phone \_\_\_\_\_

**3. Organisation Details**

- Are you a club or a school? Club
- How many members belong to your club/school? 82
- How many participants aged between 5 & 18 will this travel subsidy benefit? 82
- How many participants are aged between 5-11 yrs 57
- How many participants are aged between 12-18 yrs 25
- Please detail how many applicants are female 41
- Please detail how many applicants are male 41
- Does your application involve a partnership with a local school / club YES/ NO
- Do you have any disabled individuals who are being supported by this fund?  
If yes, how many will receive support from the RTF No

- ③ What percentage of your members live in the vicinity of the local authority you are applying for the rural travel fund? 88 %
- ③ What is this funding going to be used for? (briefly explain)

This fund aims to reimburse participants of the Buller Hockey Association who reside outside of Westport & need to travel for B.H.A events, trainings & tournaments.  
 Our goal is to support the Buller Districts young players in fully participating in all hockey related activities.

**4. Financial Details**

- ③ Are you registered for GST? YES / **NO**  
 (If yes please write your GST Number in the space provided below)  
 GST NO.

--	--	--	--	--	--	--	--	--	--

- ③ How much money are you applying for?
  - \$ 2500 Sport NZ funding
  - \$ — other funders
  - \$            your contribution
  - \$ 2500 TOTAL

- ③ If you have applied for funding from other organisations please supply details below.

Organisation - (including other councils)	Amount requested (\$)	Results date (if known)
<u>Nil.</u>		

- Do you have endorsement from your local affiliated club/school for this application for funding (this is only relevant if the group applying is the regional body)? **YES/ NO**  
(briefly explain and attach evidence of this)

N/A.

**Please attach to your application**

- Latest financial statements from your organisation (i.e. P&L, financial statement) *T.B.C.*
- A deposit slip (in case your application is approved)
- Evidence of your endorsement from your local affiliated club/school (if required) *N/A*
- Evidence of endorsement from your local affiliated club for this application (only relevant if the group applying is the regional body) *NA*

**Checklist for applicants**

- Have you answered every question?
- Have you attached the relevant documents with your application?
- Send your application form with the relevant documents to your local authority by 27 February 2023.

**Declaration**

- We hereby declare that the information supplied here on behalf of our organisation is correct.
- We give consent to the Buller District Council to collect the personal contact details and information provided in this application. We agree that the Buller District Council can retain and use these details and disclose them to Sport NZ for the purpose of review of the rural travel fund. This consent is given in accordance with the Privacy Act 2020.
- We agree that this document will be available to the public as part of the meeting agenda. Please refer to [www.bullerdc.govt.nz/privacy](http://www.bullerdc.govt.nz/privacy) or contact Council for a copy of Council's Privacy Statement.

Name: Desiree Samuels

Position in organisation / title: Treasurer

Signature:  Date: 20/01/24

Name: \_\_\_\_\_

Position in organisation / title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Send your completed application to:**  
Buller District Council, PO Box 21, Westport 7866  
or email  
[grants@bdc.govt.nz](mailto:grants@bdc.govt.nz)



**2022 Special Purpose  
Financial Statements**

**BULLER HOCKEY ASSOCIATION  
INCORPORATED**

## BULLER HOCKEY ASSOCIATION INCORPORATED

## Contents of the Special Purpose Financial Statements

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For the Year Ended 31 October 2022

Contents of the Special Purpose Financial Statements	1
Independent Assurance Practitioners Review Report	2 - 3
Statement of Responsibilities	4
Statement of Income & Expenses	5
Statement of Changes in Accumulated Funds	6
Balance Sheet	7
Depreciation Schedule	8
Notes to and forming part of the Special Purpose Financial Statements	9

BULLER HOCKEY ASSOCIATION INCORPORATED

Statement of Responsibilities

For the Year Ended 31 October 2022

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**Responsibilities**

The Committee of the Buller Hockey Association Incorporated accept responsibility for the preparation of these Special Purpose Financial Statements and the judgements used in them.

We have been responsible for establishing and maintaining a system of internal control designed to provide reasonable assurance as to the integrity and reliability of financial and non-financial reporting.

We are of the opinion that these Special Purpose Financial Statements fairly reflect the financial position and operations of the Buller Hockey Association Incorporated for the year ended 31 October 2022.

Signed for and on Behalf of the Committee:

-----  
Chairperson

-----  
Treasurer

Dated:

## BULLER HOCKEY ASSOCIATION INCORPORATED

## Statement of Income &amp; Expenses

For the Year Ended 31 October 2022

Note	2022	2021
	\$	\$
<b>INCOME</b>		
Fundraising		-
Subs - Clubs - Seniors	4,060	6,021
Subs - Clubs - Juniors	1,190	1,630
Subs - Summer League & Renegade	535	805
Home Tournaments Income	715	-
Review Fees Donated	1,120	1,309
Sponsorship & Donations	500	1,726
Interest Received	1,110	712
	9,230	12,203
<b>Grants</b>		
Westland Milk Products Ltd	5,000	5,000
Buller District Council	-	1,000
NZ Community Trust	-	2,000
	5,000	8,000
Unspent Grant Returned	-	-
	5,000	8,000
<b>TOTAL INCOME</b>	<b>14,230</b>	<b>20,203</b>
<b>Less Expenses</b>		
Advertising	150	253
Review Fees	1,809	1,884
Depreciation	4,863	4,863
Prizegiving Expenses, Engraving & Trophies	65	228
General Expenses	421	557
Insurance	452	382
Juniors - Food & Refreshments	113	378
Light, Heat & Power	1,589	1,685
NZ Hockey Federation Fees	4,463	2,841
Tasman Affiliation Fees	605	336
Repairs & Maintenance - Plant & Equipment	-	171
Subscriptions	506	414
Turf Fees - PERC	6,500	6,989
Turf Fees - Other Provinces	270	896
Travel Expenses	1,500	4,953
Tournament & Umpire Expenses	-	-
Uniforms & Equipment	4,720	2,899
<b>Total Expenses</b>	<b>28,026</b>	<b>29,729</b>
<b>Net Profit (Loss)</b>	<b>(13,796)</b>	<b>(9,526)</b>

The accompanying notes form part of these unaudited Special Purpose Financial Statements and should be read in conjunction with the reports contained therein.

## BULLER HOCKEY ASSOCIATION INCORPORATED

## Statement of Accumulated Funds

For the Year Ended 31 October 2022

	2022	2021
	\$	\$
Income and Expenses		
Net Profit (Loss)	(13,796)	(9,526)
Total Recognised Revenues and Expenses	(13,796)	(9,526)
Accumulated Funds at the Beginning of the Year	186,335	195,861
Accumulated Funds at the End of the Year	<u>172,539</u>	<u>186,335</u>

## BULLER HOCKEY ASSOCIATION INCORPORATED

## Balance Sheet

As at 31 October 2022

	2022	2021
	\$	\$
<b>Current Assets</b>		
Cash on Hand	220	220
Bank - Cheque Account	2,024	6,056
Bank - Grants Account	7,131	7,084
Bank - Savings Account	11,111	15,390
Bank - Junior Account	8,960	8,750
Bank - Term Deposits	51,993	51,345
Accrued Interest	497	179
Sundry Debtors	440	-
Prepayments	-	352
<b>Total Current Assets</b>	<b>82,376</b>	<b>89,376</b>
<b>Non-Current Assets</b>		
Property, Plant & Equipment	94,214	99,077
<b>Total Assets</b>	<b>176,590</b>	<b>188,453</b>
<b>Current Liabilities</b>		
Sundry Creditors	3,951	394
Fundraising U13 Held on behalf	-	1,724
<b>Total Liabilities</b>	<b>3,951</b>	<b>2,118</b>
<b>Net Assets</b>	<b>172,639</b>	<b>186,335</b>
<b>Accumulated Funds</b>		
Accumulated Funds	172,539	186,335
<b>Total Accumulated Funds</b>	<b>172,539</b>	<b>186,335</b>



## BULLER HOCKEY ASSOCIATION INCORPORATED

## Depreciation Schedule

For the Year Ended 31 October 2022

	% PVT USE	Cost on HAND	OPENING WDV	ADJ & ADD	SALE PRICE	PROFIT (LOSS)	DISPOSAL DATE	RATE & TYPE	DEPN	ACC DEPN	CLOSING WDV
Plant & Equipment											
Uniforms & Equipment		5,000	5,000	-	-	-		.00D	-	-	5,000
Uniforms & Equipment		5,579	5,579	-	-	-		.00D	-	-	5,579
Goals X 1		10,653	10,653	-	-	-		.00D	-	-	10,653
Goals X 2		6,210	6,210	-	-	-		.00D	-	-	6,210
6m X 3m Container		5,000	2,987	-	-	-		5.00P	250	2,263	2,737
Irrigation System		83,722	62,095	-	-	-		5.00P	4,106	25,813	57,909
Electric Scoreboard		8,546	6,553	-	-	-		5.00P	427	2,420	6,126
		124,710	99,077	-	-	-			4,863	30,496	94,214
TOTAL		124,710	99,077	-	-	-			4,863	30,496	94,214
Fixed Asset Summary											
Opening Value		103,940									
Depreciation		(4,863)									
Closing Value		99,077									

**BULLER HOCKEY ASSOCIATION INCORPORATED****Notes to and forming part of the Special Purpose Financial Statements**


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For the Year Ended 31 October 2022

**Statement of Accounting Policies****Reporting Entity**

BULLER HOCKEY ASSOCIATION INCORPORATED is an incorporated society, established under the Incorporated Societies Act 1908 on 9 September 1998.

**Statement of Compliance and Basis of Preparation**

These Special Purpose Financial Statements have been prepared in accordance with A Special Purpose Framework for use by For-Profit Entities (SPFR for FPEs) published by the New Zealand Institute of Chartered Accountants.

These Special Purpose Financial Statements have been specifically prepared solely to meet the information needs of the members, funding providers and the Registrar of Incorporated Societies and therefore may not be suitable for any other purpose.

The accounting principles recognised as appropriate for the measurement and reporting of the Statement of Income & Expenses and Balance Sheet on a historical cost basis are followed by the Buller Hockey Association Incorporated, unless otherwise stated in the Specific Accounting Policies.

The information is presented in New Zealand dollars. All values are rounded to the nearest \$.

**Specific Accounting Policies**

The following specific accounting policies which materially affect the measurement of the Statement of Income & Expenses and Balance Sheet have been applied:

**Accounts Receivable**

Accounts Receivable are stated at their estimated net realisable value.

**Fixed Assets**

Fixed Assets are recorded at cost less accumulated depreciation. The initial stock of uniforms and equipment has been capitalised and thereafter any additional expenditure has been written off. Uniforms, equipment and goals are not depreciated.

Depreciation has been calculated using the straight line basis based on an estimated useful life of twenty years. Full details are set out on page eight of the Special Purpose Financial Statements.

An item of plant and equipment is derecognised upon disposal or when no further future economic benefits are expected from its use or disposal. Any gain or loss arising on derecognition of the asset (calculated as the difference between the net disposal proceeds and the carrying amount of the asset) is included in income & expenses in the year the asset is derecognised.

**Income Tax**

Buller Hockey Association Incorporated is exempt from income tax.

**Goods and Services Taxation (GST)**

These Special Purpose Financial Statements have been prepared on a GST inclusive basis as the Buller Hockey Association Incorporated is not registered for GST.

**Changes in Accounting Policies**

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

**Covid-19**

On 11 March 2020, the World Health Organisation declared the outbreak of COVID-19 (a novel Coronavirus) a pandemic. Due to ongoing border closures and the possibility of future lockdown measures, there remains a level of global uncertainty around the financial impact of the pandemic.

At this time the full impact of the COVID-19 pandemic is not able to be determined but it is not expected to be significant.



## SPORT NZ RURAL TRAVEL FUND APPLICATION FORM 2022-2023

### 1. Details

- Name of organisation: Reefion Basketball Ass
- Contact person: Zie Rosanowski
- Postal address: [REDACTED]
- PO Box address: [REDACTED]
- Telephone: [REDACTED]

### 2. Contact Names

- Name Zie Rosanowski Phone [REDACTED]
- Name Katie Thomson Phone [REDACTED]

### 3. Organisation Details

- Are you a club or a school? club
- How many members belong to your club/school? 50+ kids
- How many participants aged between 5 & 18 will this travel subsidy benefit? 10 approx
- How many participants are aged between 5-11 yrs —
- How many participants are aged between 12-18 yrs 100%
- Please detail how many applicants are female —
- Please detail how many applicants are male 100%
- Does your application involve a partnership with a local school / club  YES /  NO
- Do you have any disabled individuals who are being supported by this fund?  
If yes, how many will receive support from the RTF N/A

- What percentage of your members live in the vicinity of the local authority you are applying for the rural travel fund? 100 %
- What is this funding going to be used for? (briefly explain)

We have no Basketball camp in Reefton. We do offer turn up + play for 1 term of the year.

We would like to enter a secondary grade Boys team into the Buller/Westport competition

Funds would be used to support families transporting the team

**4. Financial Details**

- Are you registered for GST? **YES** / **NO**  
(If yes please write your GST Number in the space provided below)  
GST NO.

--	--	--	--	--	--	--	--	--	--

- How much money are you applying for?

\$ 1000 Sport NZ funding

\$ — other funders

\$ — your contribution

*Picked up by Parents*

\$ 1000 **TOTAL**

- If you have applied for funding from other organisations please supply details below.

Organisation - (including other councils)	Amount requested (\$)	Results date (if known)

- Do you have endorsement from your local affiliated club/school for this application for funding (this is only relevant if the group applying is the regional body)? **YES** / NO  
(briefly explain and attach evidence of this)

Team supported by Bulter  
Basketball (shree) due to  
time constraints only verbal  
support given not a letter



**Please attach to your application**

- Latest financial statements from your organisation (i.e. P&L, financial statement)
- A deposit slip (in case your application is approved)
- Evidence of your endorsement from your local affiliated club/school (if required)
- Evidence of endorsement from your local affiliated club for this application (only relevant if the group applying is the regional body)

**Checklist for applicants**

- Have you answered every question?
- Have you attached the relevant documents with your application?
- Send your application form with the relevant documents to your local authority by 27 February 2023.

**Declaration**

- We hereby declare that the information supplied here on behalf of our organisation is correct.
- We give consent to the Buller District Council to collect the personal contact details and information provided in this application. We agree that the Buller District Council can retain and use these details and disclose them to Sport NZ for the purpose of review of the rural travel fund. This consent is given in accordance with the Privacy Act 2020.
- We agree that this document will be available to the public as part of the meeting agenda. Please refer to [www.bullerdc.govt.nz/privacy](http://www.bullerdc.govt.nz/privacy) or contact Council for a copy of Council's Privacy Statement.

Name: Katie Thomsan

Position in organisation / title: Treasurer

Signature:  Date: 22/3/24

Name: Zie Kosonowski

Position in organisation / title: President

Signature:  Date: 22/3/24

**Send your completed application to:**  
**Buller District Council, PO Box 21, Westport 7866**  
 or email  
**[grants@bdc.govt.nz](mailto:grants@bdc.govt.nz)**





22<sup>nd</sup> March 2024

**SPORT NZ RURAL TRAVEL FUND**

To Whom it may concern

On behalf of the Buller Basketball Association, I would like to endorse the application of travel assistance for the Reefton Basketball Committee on behalf of their teams to compete in our 2024 basketball season club competitions.

Our Miniball grades start 10<sup>th</sup> September (12 weeks), our Junior grade season starts 20<sup>th</sup> May (11 weeks) and the Secondary grade starts 10<sup>th</sup> April (10 weeks).

For an isolated area, travel costs can be a major implication to participating in organized sport. We thank the Buller District Council and Sport New Zealand for the opportunity to apply for funding to reduce that barrier.

Kind regards

Sheree Cargill  
BBA Administration Manager

Miniball Grade Co-ordinator

Junior Grade Co-ordinator





## SPORT NZ RURAL TRAVEL FUND APPLICATION FORM 2022-2023

### 1. Details

- ③ Name of organisation: Reefton Boxing Gym
- ③ Contact person: Lorelei Norris
- ③ Postal address: [REDACTED]
- ③ PO Box address: \_\_\_\_\_
- ③ Telephone: [REDACTED]

### 2. Contact Names

- ③ Name Dean Giddens Phone [REDACTED]
- ③ Name Ian Jensen Phone [REDACTED]

### 3. Organisation Details

- ③ Are you a club or a school? Club
- ③ How many members belong to your club/school? 21
- ③ How many participants aged between 5 & 18 will this travel subsidy benefit? 11
- ③ How many participants are aged between 5-11 yrs 5
- ③ How many participants are aged between 12-18 yrs 6
- ③ Please detail how many applicants are female 5
- ③ Please detail how many applicants are male 16
- ③ Does your application involve a partnership with a local school / club YES/  NO
- ③ Do you have any disabled individuals who are being supported by this fund?  
If yes, how many will receive support from the RTF \_\_\_\_\_

- 3 What percentage of your members live in the vicinity of the local authority you are applying for the rural travel fund? 90 %
- 3 What is this funding going to be used for? (briefly explain)

Reefton Boxing Gym is a newly formed club as of June 2023. Our club provides a safe and welcoming environment to teach and coach boxing to youth. Our programme will enable young people to compete around New Zealand. Part of our core values are to model and teach respect for each other and with our community. We want our members to strive for success, learn about self care including nutrition and exercise and the benefits of this. Because we are only a small club we need to travel to meet up with other small local clubs in Blenheim and Christchurch for training and club days. These planned sport events allow our youth the practice their boxing techniques as they train for regional and national competition boxing fights.

We plan to travel to Blenheim and Christchurch 5 times each this year. Costing us \$200 in fuel and \$600 in accomodation while we are there.

Because we are a new club and our bank account was only opened in January 2024 we do not yet have any financial statements.

**4. Financial Details**

- 3 Are you registered for GST? YES /  NO  
(If yes please write your GST Number in the space provided below)  
GST NO.

--	--	--	--	--	--	--	--	--	--

- 3 How much money are you applying for?
  - \$ 7,500 Sport NZ funding
  - \$ \_\_\_\_\_ other funders
  - \$ 500 your contribution
  - \$ 8,000 **TOTAL**

- 3 If you have applied for funding from other organisations please supply details below.

Organisation - (including other councils)	Amount requested (\$)	Results date (if known)

- Do you have endorsement from your local affiliated club/school for this application for funding (this is only relevant if the group applying is the regional body)? YES/NO *NA*  
(briefly explain and attach evidence of this)

**Please attach to your application**

- Latest financial statements from your organisation (i.e. P&L, financial statement)
- A deposit slip (in case your application is approved)
- Evidence of your endorsement from your local affiliated club/school (if required)
- Evidence of endorsement from your local affiliated club for this application (only relevant if the group applying is the regional body)

**Checklist for applicants**

- Have you answered every question?
- Have you attached the relevant documents with your application?
- Send your application form with the relevant documents to your local authority by 27 February 2023.

**Declaration**

- We hereby declare that the information supplied here on behalf of our organisation is correct.
- We give consent to the Buller District Council to collect the personal contact details and information provided in this application. We agree that the Buller District Council can retain and use these details and disclose them to Sport NZ for the purpose of review of the rural travel fund. This consent is given in accordance with the Privacy Act 2020.
- We agree that this document will be available to the public as part of the meeting agenda. Please refer to [www.bullerdc.govt.nz/privacy](http://www.bullerdc.govt.nz/privacy) or contact Council for a copy of Council's Privacy Statement.

Name: Lorelei Norris Dean Giddens

Position in org:  President

Signature:  Date: 19/01/2024

Name: Dean Giddens Lorelei

Position in organisation / title: President Treasurer

Signature:  Date: 19/01/2024

**Send your completed application to:**  
**Buller District Council, PO Box 21, Westport 7866**  
 or email  
**[grants@bdc.govt.nz](mailto:grants@bdc.govt.nz)**





## SPORT NZ RURAL TRAVEL FUND ACCOUNTABILITY FORM

**Please attach:**

- Receipts of RTF allocations
- RTF bank account statements
- Any other supporting documentation

Name of organisation:

Reefion Rugby club JAB

Amount of travel subsidy:

\$2477.52

Estimated cost of travel per year for club/organisation:

\$4830 = (just bus hire)

1. Please give details of how money was spent by providing a detailed breakdown of what the money was spent on (ie. cost of petrol, cars and/or bus hire)

<u>Bus Hire</u>	\$	<u>2477.52</u>
_____	\$	_____
_____	\$	_____

2. Indicate the distance travelled to local sport competition with these funds?

6x return trips Reefion / Westport  
80km one way = 960km for the season

3. Provide a brief description of the benefits that have been achieved with these funds?

We were able to provide a bus as a return travel option through out the season, this was well used + full most weekends. Approx 16 children would not have had transport to Westport for games had this not been provided.



4. In your opinion did the rural travel fund assist your team/ organisation in order to increase participation in your local sport competition in rural areas?

Yes, as before Approx 16 kids would not have been able to travel for games.

**Declaration**

- We hereby declare that the information supplied here on behalf of our organisation is correct.
- We agree that the Buller District Council can retain and use these details and disclose them to Sport NZ for the purpose of review of the rural travel fund. This consent is given in accordance with the Privacy Act 2020.
- We agree that this document will be available to the public as part of the meeting agenda. Please refer to [www.bullerdc.govt.nz/privacy](http://www.bullerdc.govt.nz/privacy) or contact Council for a copy of Council's Privacy Statement.

**Name and signature of two people:**

First contact	<u>Katie Thomson</u>	Second contact	<u>Damian Kohus</u>
Signature		Signature	<u>Carbal</u>
Position	<u>JTB Coordinator</u>	Position	<u>President</u>
Date	<u>24/7/23</u>	Date	<u>24/7/23</u>

Send your completed application to:  
Buller District Council, PO Box 21, Westport 7866  
or email  
[grants@bdc.govt.nz](mailto:grants@bdc.govt.nz)

## Westport Cabs Ltd



Invoice: IV0000000010

## Tax Invoice

Invoice date: 01/07/2023

**Bill to:**  
Reefton Area School  
Reefton

**Due:**  
08/07/2023

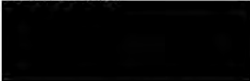
**Purchase Order:**  
Kalie Thompson

ITEM	DESCRIPTION	UNITS	UNIT PRICE (inc GST)	TAX TYPE	AMOUNT (inc GST)
	Bus Hire -26/04/2023	Qty 1	805.00	GST	805.00
	Bus Hire -06/05/2023	Qty 1	805.00	GST	805.00
	Bus Hire 13/05/2023	Qty 1	805.00	GST	805.00
	Bus Hire -27/05/2023	Qty 1	805.00	GST	805.00
	Bus Hire -17/06/2023	Qty 1	805.00	GST	805.00
	Bus Hire 01/07/2023	Qty 1	805.00	GST	805.00

GST: \$630.00  
Total (inc GST): \$4,830.00  
Amount Paid: \$0.00  
**AMOUNT DUE: \$4,830.00**

**Notes**

Bank Details:



(Please pay within 7 days of this invoice)  
Thank you for your continuous support.





## SPORT NZ RURAL TRAVEL FUND APPLICATION FORM 2022-2023

### 1. Details

- Name of organisation: Reefton Rugby club
- Contact person: Katie Thomson
- Postal address: [REDACTED]
- PO Box address: [REDACTED]
- Telephone: [REDACTED]

### 2. Contact Names

- Name Katie Thomson Phone [REDACTED]
- Name Scott Rosonawski Phone [REDACTED]

### 3. Organisation Details

- Are you a club or a school? Yes
- How many members belong to your club/school? 50+ JAB Total
- How many participants aged between 5 & 18 will this travel subsidy benefit? 5-10
- How many participants are aged between 5-11 yrs 0
- How many participants are aged between 12-18 yrs 5-10
- Please detail how many applicants are female 100%
- Please detail how many applicants are male —
- Does your application involve a partnership with a local school / club YES/ NO
- Do you have any disabled individuals who are being supported by this fund?  
If yes, how many will receive support from the RTF N/A

- What percentage of your members live in the vicinity of the local authority you are applying for the rural travel fund? 100 %
- What is this funding going to be used for? (briefly explain)

- Girls aged 14-18 years  
 help pay for travel costs from Reefton Nelson/Marlborough to compete in the Nelson USW women's rugby competition

- Compensate parents for travel to games, development + practices in Nelson.

**4. Financial Details**

- Are you registered for GST? YES / **NO**  
 (If yes please write your GST Number in the space provided below)

GST NO.

--	--	--	--	--	--	--	--	--	--

- How much money are you applying for?

\$ 5000 Sport NZ funding

\$ \_\_\_\_\_ other funders

\$ \_\_\_\_\_ your contribution

*Remainder will sit with parents*

\$ 7000 TOTAL

- If you have applied for funding from other organisations please supply details below.

Organisation - (including other councils)	Amount requested (\$)	Results date (if known)



- Do you have endorsement from your local affiliated club/school for this application for funding (this is only relevant if the group applying is the regional body)? **YES/NO**  
(briefly explain and attach evidence of this)

supported by Reefton Rugby club  
 supported by Stoke Rugby club  
 (team they play for)

No U16 women's camp on the  
 West coast

Season runs April - Aug (Preseason)  
 March

36 + trips

390km return trip  $\times$  .50 p/km  
 $\$195 = \$7020$

**Please attach to your application**



- Latest financial statements from your organisation (i.e. P&L, financial statement)
- A deposit slip (in case your application is approved)
- Evidence of your endorsement from your local affiliated club/school (if required)
- Evidence of endorsement from your local affiliated club for this application (only relevant if the group applying is the regional body)

**Checklist for applicants**

- Have you answered every question?
- Have you attached the relevant documents with your application?
- Send your application form with the relevant documents to your local authority by ~~27 February 2023.~~ 2024

**Declaration**

- We hereby declare that the information supplied here on behalf of our organisation is correct.
- We give consent to the Buller District Council to collect the personal contact details and information provided in this application. We agree that the Buller District Council can retain and use these details and disclose them to Sport NZ for the purpose of review of the rural travel fund. This consent is given in accordance with the Privacy Act 2020.
- We agree that this document will be available to the public as part of the meeting agenda. Please refer to [www.bullerdc.govt.nz/privacy](http://www.bullerdc.govt.nz/privacy) or contact Council for a copy of Council's Privacy Statement.

Name: Katie ThomsonPosition in organisation / title: JAB coordinatorSignature:  Date: 22/3/24Name: Scott KosonowskiPosition in organisation / title: PresidentSignature:  Date: 22/3/24

**Send your completed application to:**  
**Buller District Council, PO Box 21, Westport 7866**  
**or email**  
**[grants@bdc.govt.nz](mailto:grants@bdc.govt.nz)**



Rural Travel Fund	
Question	Answer
<b>Buller Hockey</b>	
How many are coming from outside Westport coming in?	Seven
How much travel allowance will individuals get?	Pending on the km's (This would be based on the km travelled based IRD Website milage allowance).  Teir 1 rate 95cents per km
<b>Reefton Boxing</b>	
Did they get funding in the last round?	Funding round yearly so able to apply. Received funding of \$1,800.00 last year about. Accountability report pending.
<b>Reefton Girls Rugby</b>	
Which club are they representing?	Reefton Rugby Club.
Clarification of the RTF rules with regards to travel out of the district.	
	If the application is <b>coming from a club and not from an individual that is located</b> within the Buller District Council and the purpose of the travel meets the guidelines (i.e., regular competitions) and is not for a one-off event (i.e., to at end a national competition etc.,) then the application would be eligible for rural travel funding

ATTACHMENT 8

Number	Organization Name	Amount requested	Application		How many participants aged between 5-18 will this travel subsidy benefit?	Meets eligibility criteria? (Y/N)	Staff comments	Other funding sources																Committee recommendation								
			Purpose	Accountability received				Eligibility	Janie	Beaife	Neel	Linda	Graine	Tom	Andrew	Colin	Phil	Aineola	Grant	Joanne	Funding recommendation (Y/N/M)	Amount recommended	Comments									
								Y/N/M	Amount	Y/N/M	Amount	Y/N/M	Amount	Y/N/M	Amount	Y/N/M	Amount	Y/N/M	Amount	Y/N/M	Amount	Y/N/M	Amount	Y/N/M	Amount	Y/N/M	Amount					
1	Butler Gymnastics Club Inc.	\$1,320.00	To assist parents from Reelfton, Barrytown and Killybegs with travel costs.	Yes	11	Y	Barrytown is not in Butler.	Y	\$1,300	M								Y	\$1,320		Y	Partial	Y	\$1,200.00			MAYBE	\$600.00				
2	Butler Hockey Association	\$2,000.00	To reimburse participants living outside of Westport for their travel expenses to attend training, events, and tournaments.	N/A	82	Y		Y	\$2,000	Y	\$2,000							Y	\$2,000		Y	Partial	Y	\$2,000.00			Y	\$2,000.00				
3	Reelfton Basketball Association	\$1,000.00	To pay for travel costs from Reelfton to Westport to attend the Butler/Westport competition.	N/A	10	Y		Y	\$1,000	Y	\$1,000							Y	\$1,000		Y	Partial	Y	\$1,000.00			Y	\$1,000.00				
4	Reelfton Boxing Gym	\$7,500.00	To pay for travel costs to CHCs to meet with other local clubs for training and club days.	N/A	11	Y	Applicant confirmed that the requested funds are only used for travel.	Y	\$2,500	N								Y	\$3,000		Y	Partial	N	\$0.00			MAYBE	\$2,000.00				
5	Reelfton Rugby Club - Boys	\$6,000.00	To provide bus transport to and from Westport for away games.	Yes	50	Y		Y	\$2,800	M	\$4,000							Y	\$4,800		Y	Partial	Y	\$3,975.00			Y	\$4,500.00				
6	Reelfton Rugby Club - Girls	\$5,000.00	To pay for travel costs from Reelfton to Nelson/Marlborough to compete	Yes	10	Y		Y	\$2,500	N								Y			Y	Partial	Y	\$3,975.00			MAYBE	\$2,050.00				
<b>TOTALS</b>		<b>\$22,800.00</b>																														\$0.00
Priority Available		\$10,150.00																														\$11,150.00
Difference		\$10,670.00																														\$12,150.00

## BULLER DISTRICT COUNCIL

24 APRIL 2024

AGENDA ITEM: 11

**Prepared by** Jamie Cleine  
Buller District Mayor

**Attachments** 1 **LGNZ Membership Information**  
2 **RWSG Minutes 2 & 13 February 2024**  
3 **Mayors Correspondence**

### MAYOR'S REPORT

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#### 1. REPORT SUMMARY

This report is to provide commentary of significant events and meetings attended by the Mayor. Mayoral inwards and outwards correspondence is provided for information and discussion.

The report also seeks approval for on-going membership of Local Government New Zealand.

#### 2. DRAFT RECOMMENDATION

**That Council:**

1. **Receive the report for discussion and information.**
2. **Notes Inwards and Outwards Correspondence and provide direction for any responses required.**
3. **Approves payment of LGNZ membership fee for 2024/25 year.**
4. **Approves the submission on the Fast Track Approvals Bill made to Parliament Environment Committee on the 19 April 2024.**

#### 3. COUNCIL

##### 3.1 LOCAL GOVERNMENT NEW ZEALAND (LGNZ) MEMBERSHIP

LGNZ is a membership body for councils across Aotearoa and represents the interests of local authorities in New Zealand. All elected members are covered by their council's membership. In return, elected members and council gain benefit from LGNZ's expertise, support and

programmes providing benefit to the sector as a whole. The Mayor Taskforce for Jobs funding is enabled by a partnership between LGNZ and Ministry of Social Development, this has provided approximately \$1.5m in funding to local businesses and job seekers.

The Akona professional development suite of resources is now included as part of standard membership, previously this required an additional subscription.

A one-page summary of LGNZ work is included as **Attachment 1**.

Full details of membership benefits are available at <https://www.lgnz.co.nz/about-lgnz/membership/benefits-of-membership/>

Council is a current member of LGNZ, and this is maintained by payment of an annual subscription fee. The payment of the membership fee of \$43,427.25 for 2024/25 is now due and Council is asked to consider approving payment to maintain BDC membership.

### **3.2 MAYORS TASKFORCE FOR JOBS (MTFJ)**

#### **MTFJ Buller Coordinator Julie Moore & Pastoral Support Ruby Erickson comments:**

We have regular meetings with our MSD Work Broker to discuss those looking for employment and those businesses that have recently employed but are unaware of MSD products such as Mana-in-Mahi, Flexi wage etc.

We have invited local MSD Case Managers and Work Brokers to our Employment Expo in May, this gives them the opportunity to make connections.

We are working alongside the coordinator of the Salvation Army Driver Programme to see how we can work together to give Job Seekers opportunity to gain their licence.

Regular planning meetings with Development West Coast and Greymouth Mayors Taskforce for Jobs on organising our Employment Expo in May. We have confirmed registrations of 31 local employers so far.

Visited Reefton Area School and will be taking our Driving Simulator to them next term for their senior students.

We currently have 21 Sustainable Outcomes and 15 Placement Made and are working with 3 motivated job seekers and we are confident they will be successful in finding employment soon.

Ruby has been working with a young man who lost his hospitality job and was extremely anxious about being on the benefit. Ruby supported him to fill out employment application forms for local supermarkets. He has just successfully completed a two-week trial at a local supermarket. MTFJ Buller will work closely with the supermarket to ensure he has a future there.

#### **Mayors Comment:**

This month I had the pleasure of attending the blessing ceremony of fourteen new Kainga Ora houses in Westport. These were all built locally by SouthPeak homes who have been very active supporters of young people into trades and MTFJ. Some of the apprentices who have almost completed their qualifications were in attendance to see their hard work appreciated by the dignitaries.

I also hosted Viv Rickard, Deputy Chief Executive of MSD for a meeting in Westport. This was a great opportunity to discuss the benefits MTFJ has brought to the local employment prospects of our young people. We had a good discussion about how each MTFJ programme is unique to each district and how the outcomes can be achieved with what are often small investments. A common theme is the value of the pastoral care and support that MTFJ provides to help navigate the issues young people face in beginning and sustaining employment.

## **4. EXTERNAL MEETINGS**

### **4.1 Resilient Westport Steering Group (RWSG)**

The group met on 22 March at the Canterbury Regional Council offices in Christchurch. The minutes of this meeting were not available prior to deadline of this Mayors report. The minutes from 2 February and 13 February 2024 are included as **Attachment 2**.

### **4.2 LGNZ Zone 5&6 Meeting**

This meeting was held at Chateau on The Park Hotel in Christchurch 21 & 22 March 2024. Notes from the key speakers included:

**Micheal Lovett, Deputy Chief Executive & Hamiora Bowkett, Director of Water Policy - Department of Internal Affairs**

- Local Water Done Well Policy development, focus on funding and financing tool framework to optimise investments for greatest impact.
- Three Waters National Transition Unit (NTU) in final stages of disestablishment.
- NTU data to be provided in useable form to Councils via an online portal. Information will be grouped at national, entity and council specific levels.
- NTU had established a “system of record” which is accessible to councils to manage IT systems in any future three waters entity if established.
- Water services delivery plans will be required by mid-2025.
- Economic regulator for water services will be live by 1 July 2025.
- Councils unable or unwilling to comply with water services delivery plans or financial regulation will be subject to “step in powers” available to government under the LGA 2002.

**4.3 LGNZ COMBINED SECTOR/RURAL & PROVINCIAL SECTOR MEETING**

This conference was held at Shed 6 in Wellington on 11 & 12 April. Notes from the key speakers included:

**Andy Burnham, Mayor of Greater Manchester, UK.**

- Manchester has become something of a poster child for city deals with central government.
- Progressive local councils have been working together to create a new political system to be a voice of the north of England. He says devolution is England is irreversible – and a place-based, bottom-up approach is the way forward. “We’ve got a crisis in local government funding – local government is always at the back of the queue and that has very serious consequences. Councils are the last line of defence for communities.”

**Hon Matt Doocoy, Minister of Tourism & Hospitality**

- Govt understand how important tourism is for our regions, and how it positively contributes so much to New Zealand.



- He notes that when you're facing a deficit, you need to cut your cloth but equally, we need to grow the economy and tourism and hospitality are our second biggest export earner. We should be patting our regional tourism operators and local government on the back for the resilience of that sector to bounce back and deliver for New Zealand. Tourism is a key a driver for local economies and an employer for local communities.
- Looking to Asia and education sector opportunities to grow tourism in the shoulder seasons.
- International visitor demand is high, but supply side limitations (airline seats) are constraining volumes.
- Tourism Infrastructure Fund is a good idea and likely to increase International Visitor Levy to ensure sustainable funding.

**Geoff Cooper, General Manager Strategy, Infrastructure Commission**

- New Zealand's 30-year infrastructure needs. Local government own 26% of infrastructure, and that infrastructure is ageing.
- He said it's not possible to build ourselves out of our problems. Of all high-income countries, we're in the lowest 10% in terms of the efficiency of our infrastructure spending – so we need to get away from left and right political projects and focus on good projects that are independently vetted, ones that stay on the agenda.

**Fast Track Consenting Bill** – the government's plan to speed up infrastructure and development projects. Mike Wakefield and Hamish Harwood from Simpson Grierson provided an overview of the bill, going into what it means for councils and communities.

- More than just a fast track consenting process, creates more of a “one stop shop” as this Bill has hierarchy across several other legislation.
- Application process will be via a five person panel who consider/approve applications into the process and onwards to the Minister.
- Bill currently has three opportunities for Local Government consultation or input. Pre application, via the Minister and via the expert panel, however, as drafted Council has only 10 working days to provide any feedback which is extremely short period to consider any implications on ratepayers.
- Litigation, protests, and community division is highly likely be escalated as there is very little requirement to consider community support or impacts beyond economic benefits.

### **Infometrics' CE and Principal Economist Brad Olsen**

- Laid out the drivers behind rates rises. He talked about the significant cost increases councils have faced over the past three years. The cost of building a bridge? 38% more expensive than the last long-term planning cycle.
- He noted that while local government are responsible for 25% of infrastructure, we get a fraction of the funding pie to finance it. For a two-person household, the national average bill for rates is \$2,800 – compared to the same average household contribution to govt taxes, a whopping \$37,000 in comparison.
- In last LTP cycle costs of a Council “basket of goods” has increased 15-30%.
- Labour costs increased 13%.
- Interest costs as a percentage of operating costs rose to 9%.

## **5. LOCAL EVENTS & RELATIONSHIP MEETINGS**

I have attended various local events and relationship meetings over the period.

Some highlights included:

- FreshWater New Zealand Conference, Wellington (the conference paid my way). I was part of a discussion panel with Mayor Neil Holdom (New Plymouth) and Campbell Barry (Hutt City) to talk about three waters infrastructure challenges for small councils.
- Labour list MP Damien O'Connor, to provide brief on local issues.
- I joined Cr Annelise Pfahlert in catching up with Keana Anderson and Lyra Barlow who have shown great leadership as Yr 13 Buller High students in leading the youth run/adult supported Kawatiri YouthVoice. Their enthusiasm was great to see especially as they work hard to ensure a solid succession plan as new youth move through the year groups.
- I attended the very inspiring keynote speech from Jehan Casinader at the invitation of Homebuilders West Coast. The audience was very engaged in the men's mental health message and anecdotes from his own career in TV journalism. I applaud any initiative to bring high calibre speakers to Westport to inspire and support our community.

- I attended the blessing ceremony for fourteen new homes soon to be occupied as part of the latest Kainga Ora (KO) project in Westport. I took the opportunity to acknowledge the developer and KO Regional Manager Julie Campbell and her team for their commitment to investing into Westport affordable housing. I also commented on the investment made into trades apprentices via the Mayors Taskforce For Jobs programme that has supported development of local capability to build medium scale projects.
- I welcomed the Irish Ambassador to New Zealand, Jane Connelly to my office. Ms Connelly had travelled up the West Coast to spend a few days in the district and had checked out Karamea and Reefton on the trip. I also appreciated locals Antoinette (who is Irish) & Glen Pratt popping in to say hello to the ambassador and sharing their observations as having close family roots in both countries. It was interesting to discuss the similarities between Ireland and New Zealand economies, in particular pastoral agriculture and an innovative tech sector. We went for a walk around to EPIC where the ambassador received a great introduction to the local innovation hub and how tech companies based in Westport can be active in NZ and abroad. Ireland also shares many of the constraints we experience in the health sector with health services being heavily reliant on staffing from overseas with retention of locally trained professionals a real challenge.
- Reefton for Mayors Chats which was well attended by local residents for a constructive conversation about rates rises.
- Inangahua Community Board meeting which was hosted by the Ikamatua community for the first time in many years.
- Resilient Westport Masterplanning project stakeholder workshops. This kicks off what will be a very important plan for future generations of Westport and is intended to work alongside the flood protection parts of the Resilient Westport projects. There will be opportunity for community input over the next year as we work through stage two of the process. There will also be increased communication to the community on all aspects of the Resilient Westport package.

## 6. CORRESPONDENCE

For Council consideration – see attached **Attachment 3**.

<b>Incoming Correspondence 2024</b>	<b>From</b>	<b>Subject</b>
6 March 2024	May Chalmers, Chairperson	Karamea 150 year celebration invitation
25 March 2024	Helen Bollinger on behalf of RHAG	Ziman House -Public Forum
28 March 2024	Justin Tipa, Ngai Tahu	Invitation - Local Water Done Well
28 March 2024	Hon Chris Bishop	Targeted Change to RMA
3 April 2024	Minister Chris Bishop	Fast-Track Approval Bill
4 April 2024	Minister Simeon Brown	Changes to Legislation – Māori Wards
4 April 2024	Peter Haddock, WCRC	West Coast Regional Council Representation Review
5 April 2024	Minister Simeon Brown	Local Water Done Well – stage 2
8 April 2024	Gary Jeffery	Waste Incineration
11 April 2024	Ron Lymburn	Footpaths, Adderley Street
15 April 2024	John Clark	Library – Cutting Costs
15 April 2024	Gary Jeffery	Rubbish Disposal

<b>Outgoing Correspondence 2024</b>	<b>To</b>	<b>Subject</b>
20 March 2024	Carol Keoghan	Letter of Support – Sergeants Hill Hall Funding Applications
3 April 2024	Reefton Health Action Group	Public Forum Response
6 April 2024	Mayor Phil Mauger	Regional CCO – LWDW
6 April 2024	Mayor Tania Gibson	Regional CCO – LWDW
6 April 2024	Mayor Marie Black	Regional CCO – LWDW
6 April 2024	Mayor Sam Broughton	Regional CCO – LWDW
6 April 2024	Mayor Tim King	Regional CCO – LWDW
6 April 2024	Mayor Dan Gordon	Regional CCO – LWDW
6 April 2024	Mayor Helen Lash	Regional CCO – LWDW
5 April 2024	Gabrielle Huria, Te Kura Pini CEO	Local Water Done Well
5 April 2024	Phil Wheble – Te Whatu Ora	Reefton Health Services, Ziman House
16 April 2024	Peter Haddock/Darryl Lew WCRC	Representation Review Letter
17 April 2024	Ron Lymburn	Response Letter – Adderley St Footpaths
19 April 2024	Environment Committee - Parliament	Submission from Buller District Council on the fast-track approvals bill

# We champion, connect and support local government



## CHAMPION/

- + We advocate for the national interests of local government on critical issues.
  - > For example, our advocacy meant councils could choose to delay adopting their LTP given the changes to water services reform. So far, eight councils have decided to delay by up to three months and 11 councils deferred for a year.
  - > We've advocated strongly for the Minister of Local Government to be included in Cabinet – which is the approach taken by the current government.
- + We generate a national conversation about key local government challenges by commissioning research and developing thought leadership.
  - > In March, LGNZ released research by Infometrics analysing increases in local government infrastructure costs that are driving rates rises.
  - > We've commissioned NZIER to estimate the costs of four reforms on local government, to show how unfunded mandates contribute to councils' costs. This research is due out in June.
- + LGNZ speaks out for local government in the media – on issues like rates rises, local government funding and harassment of elected members.
  - > For example, since December we've generated more than 100 media mentions on why rates are increasing and how local government needs new funding and financing tools.
  - > We regularly talk to Local Democracy reporters to help them understand the issues behind the headlines and make their coverage more balanced.
- + Our expertise helps you to decode policy and make submissions. For members using the analysis and evidence in our submissions, we estimate you save time or costs worth:
  - > \$34,000 for the submission on the NPS-Natural Hazards and Inquiry into Community-Led Retreat and Adaptation Funding
  - > \$27,300 for the submission on the Emergency Management Bill
  - > \$82,100 for the submission on the Natural and Built Environments and Spatial Planning Bills
  - > \$43,800 for the freedom camping guidance.
- + We operate in a political environment – but we're nonpartisan and build a strong relationship with the government of the day that supports members' engagement.
  - > We met with the PM in March and have locked in quarterly meetings for 2024, along with regular meetings with the Local Government Minister, Regional Development Minister and Minister for RMA and Infrastructure.
  - > We've established an LGNZ Transport Forum to drive transport advocacy.
  - > We meet regularly with senior officials in key central government agencies.

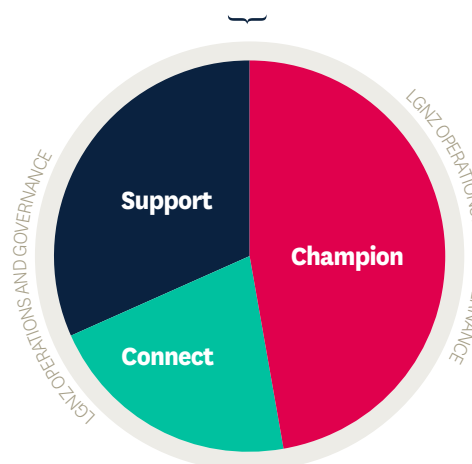
## CONNECT/

- + Our sector and zone meetings connect local government leaders and put you in front of central government politicians and experts.
  - > We've secured Ministers and key stakeholders for recent Metro, Rural & Provincial and Regional sector meetings.
- + Our networks – Te Maruata, Young Elected Members and CBEC – connect their members and provide targeted support.
  - > Each network holds in-person hui. This year the CBEC Conference is being held in tandem with SuperLocal24.
- + Our must-attend conference brings everyone in local government together.
  - > More than 800 people attended SuperLocal 23, with very positive feedback about the venue, sessions, networking opportunities and overall experience.

## SUPPORT/

- + We're the home of Mayors Taskforce for Jobs, which has placed thousands of young people into employment and training.
- + Through Ākōna, we tailor professional development and induction for local government's exact needs and provide every elected member access.
  - > Ākōna's range of courses and resources has grown exponentially since it launched, thanks to councils' input. The online learning platform includes 17 e-modules as well as in person and online workshops, with an average of three new courses rolled out every quarter.
- + We develop templates and guides that you can use or adapt – from standing orders to codes of conduct.
  - > We've had more than 300 downloads of our governance guides in the past four months.
- + We support elected members and councils when they are stuck. We're who you call when things get tough and messy. We work behind the scenes to support elected members, councils and local democracy.
  - > We provide free, anonymous counselling for members. 97% of people who accessed therapy in the 2023 calendar year and provided feedback said that it was helpful.
- + Member councils receive financial benefits from participating in initiatives like our Street Light Profiles or the Moata Carbon portal.
- + LGNZ is a partner in the Road Efficiency Group –Te Ringa Maimoa, which is a unique partnership focused on better activity management and decision making while building capability across the transport sector.

## WHERE OUR EFFORT GOES



# OUR VISION/ To create the most active and inclusive local democracy in the world.



## Our purpose:

### WE SERVE MEMBERS BY CHAMPIONING, CONNECTING AND SUPPORTING LOCAL GOVERNMENT

#### CHAMPION/

- > Advocate for local government on critical issues.
- > Build relationships with ministers and officials.
- > Decode policy and make submissions.
- > Speak out for local government in the media.

#### CONNECT/

- > Bring members together at zone, sector and conference events or via networks like Te Maruata and YEM.
- > Create strong feedback loops between members and LGNZ's work.

#### SUPPORT/

- > Provide professional development uniquely tailored to local government.
- > Support councils and elected members when they are stuck.
- > Support elected members to deal with pressure and harassment.

## Our long-term goals:

#### 01.

Local government and central government are trusted partners.

#### 02.

Localism is entrenched as the best way to deliver for our communities.

#### 03.

Elected members are connected, engaged and highly capable.

#### 04.

Te Tiriti partnerships between local government and Māori are authentic, strong and respected.

#### 05.

More New Zealanders value and participate in local government.

#### 06.

A sustainable and fit-for-purpose LGNZ.

## Our work:

#### CHAMPION/

- + Focus our advocacy effort on the big issues impacting local government and key priorities that matter to both local and central government.
- + Build a partnership with the new Government by creating connections and developing solutions.
- + Advocate for Choose Localism.

#### CONNECT/

- + Lift engagement with our members.
- + Bring localism to life at SuperLocal24.
- + Revitalise our Te Ao Māori/Te Tiriti based approach.

#### SUPPORT/

- + Fulfil the potential of our Ākōna learning and development platform.
- + Roll out the revitalised CouncilMARK/Te Korowai.
- + Create resolution service to address complaints and build trust.

## WHAT MEMBERS SAY ABOUT LGNZ >>

“LGNZ provides opportunities to connect with my peers and learn from them as well as the ability to come together and negotiate with Central Government to get better policy and funding outcomes for the people we collectively serve. Without this work our community would be significantly disadvantaged.”

“LGNZ is like the dinner table at my parents' house at Christmas time – a place where we can debate the issues of the moment, even if we don't always agree. A place where we meet and get support from those that know what we are going through. And a place where we can reflect, laugh and relax (often over a beverage or two).”

“It's been a lifeline at times to see, know and learn what is happening across the country, we can draw strength and ideas for our council and best of all build great networks.”

“During the last year, 42 councils were impacted when an engineering technologist used other engineers' signatures to sign off on producer statements and certificates of design. While that person has now pleaded guilty to charges of forgery, LGNZ offered strong leadership and support, connecting councils together, and helping to carefully explain the impact to households across many communities.”

“The value of LGNZ to me is in the context of relationship and a safe place to go to when guidance is required and the knowledge that our sector body is representing the vision and goals of our communities. LGNZ needs to remain grounded in its purpose to ensure it continues to demonstrate valued and visible outcomes.”

“LGNZ's forums create the ability to connect with people who 'get it,' in what can be an isolating role, I find this invaluable.”

“An increased feeling of support and connection – I'm part of a team that delivers!”

“In addition to the networks like Te Maruata and YEM, mayors and chairs have the additional support provided by the sector meetings. I find this invaluable for seeking support in what can be a very challenging job, and it also enables councils facing the same issues to work collectively together through LGNZ rather than individually reinventing wheels for every topic that comes up. These sector meetings also provide access to ministers in a way that would not necessarily be possible for an individual mayor or chair.”

“There are multiple opportunities for networking for councillors to discuss and compare issues their councils are facing, and to seek other forms of support.”

“The advocacy role to Government is huge. My council does not have the resources or the influence to ensure our experience on the ground is heard. By being part of LGNZ we become a national force, with significant mana and authority.”

“Most councillors arrive at the table with very little understanding of how local government works and the LGNZ induction is a useful training session alongside the induction process run by each council. This is often where network formation begins as well. Ākōna provides a method for continued up-skilling.”

“LGNZ submits on a far greater range of policy than my council does which means despite us not having the time or resources to flag all issues with government, we know that LGNZ is doing this on our behalf. In addition, the policy submissions that LGNZ prepares are often used as a basis for our own submissions, saving time for officers.”

“Ākōna has saved my council money because we've been able to reduce other training.”

“I think it is worth considering what the status quo would look like if LGNZ or an equivalent did not exist. I think councils would quickly get together and create an LGNZ equivalent because it would be glaringly obvious that it is necessary!”



## Resilient Westport Steering Group Minutes

Friday, 2 February 2024 10am-12noon

### Present:

Mike Mendonça (Chair)	Darryl Lew, CEO WCRC
Peter Haddock, Chair WCRC	Steve Gibling CEO BDC
Jamie Cleine, Mayor BDC	Katherine Biggs, NEMA
Andrew Basher, Deputy Mayor BDC	Paul Barker, DIA

### In attendance:

Paul Zaanan	Penny Bicknell
Daniel Bellam, DIA	

#### 1. Welcome and introduction

The Chair welcomed Steering Group members.

#### 2. Apologies

Apologies were accepted from Cr Brett Cummings, Deputy Chair WCRC, Francois Tumahai, Ngāti Waewae and Simon Chambers, NEMA.

#### 3. Declarations of interest

The Chair advised a change in personal employment circumstances (he has accepted a position at Porirua City Council). Any conflict will be handled as outlined in the Steering Group's terms of reference.

Steering Group administrative tasks will pass to Penny Bicknell (Secretariat).

#### 4. Confirmation of minutes

The minutes of the previous meeting (8 December 2023) were confirmed.

#### 5. Status report

The Steering Group was updated on the programme status. The Secretariat noted there will be timeframe amendments and a re-assessment of the Government political landscape.

#### 6. Programme risk register

The Steering Group was updated on the programme risk register (attached).

#### 7. Update DIA

DIA gave an overview of the policy and Ministerial environment including the Government's 100-day plan priorities and Coalition agreement.

DIA also gave an overview of the draft dashboard template which focuses on key financial reporting but can also incorporate summary risk information which is already reported to the Steering Group. It was suggested that the Secretariat use this dashboard for consolidated reporting to the Steering Group.

There was interest in running a workshop on benefits realisation that draws on Government experience in benefits reporting as part of business cases.

DIA gave an update of liaison with other Government agencies in the context of developing low risk land in Westport.

The Steering Group:

- a. **noted** that the Chair will recirculate the benefits realisation work undertaken as part of the original business case.

- b. **noted** that Ministers stipulated in their June 2023 letter that their expectations must be met before funding for flood protection work – including structural work – can be drawn down;
- c. **noted** that unresolved elements of the redesign can be addressed by processes set out in the Te Uru Kahika review;
- d. **agreed** to adopt key revisions to the structural flood protection proposal from the initial business case that arise from the ten Te Uru Kahika review report recommendations, including: differing levels of protection across the flood protection design, minimising use of timber and/or concrete walls and further work to identify most appropriate flood protection at Carters Beach;
- e. **agreed** to adopt the Te Uru Kahika suggestion to use a risk register to ensure issues can be identified and managed using a staged approach to implementation; and
- f. **noted** that a preliminary design proposal will likely need to be considered and approved by ministers before significant payments are authorised.

Further, WCRC and BDC will work towards:

- planning for the interface with the stormwater system in Westport and the impact of different freeboard impacts on the Buller Bridge (with Waka Kotahi); and
- addressing many of the 18 technical risks identified in the Te Uru Kahika review through further refinements that may be required at the preliminary design phase.

#### 8. Update WCRC

WCRC gave an update on the 'quick wins' completed work, work planned for the next three months and ring bank design work. WCRC would like to deliver invoices for approval before expenses are incurred.

#### 9. Update BDC

##### Planning

BDC provided an update on options for land development, and the benefits and challenges associated with each option.

The Steering Group:

- **noted** that it would be beneficial for Council approaches to be generally consistent with DIA advice briefing to Ministers.
- **noted** that stormwater provisions need to be designed at the same time as structural flood protection work and that there is no current funding for a stormwater upgrade.
- **agreed** that BDC will report back to the Steering Group with advice around the integration and likely costs of stormwater upgrades.

##### Communications and Engagement

BDC presented the reports *Resilient Westport – Communications and Engagement Strategy and Implementation Plan* and *Resilient Westport – Master Planning, Comms and Engagement – Future Resourcing*.

The Steering Group

- **adopted** the strategy in principle.
- **directed** that no funding be allocated to additional branding or logos.

- **noted** the risk of deferring this decision on communications with the community.
- **requested** that BDC report back to an online meeting of the steering group with more specificity around the cost of the work across the life of the programme, reporting arrangements, and links to key project milestones.

**Next meetings**

- 13 February on line specifically to progress *Resilient Westport – Master Planning, Comms and Engagement – Future Resourcing*
- 22 March 1pm at Chateau on the Park in Christchurch following the LGNZ Zone 5/6 meeting. WCRC members plan to join the meeting by zoom.

**10. The meeting closed at 12:12pm**

## Resilient Westport Steering Group Minutes

**Tuesday, 13 February 2024 12noon-1pm, online**

**Present:**

Mike Mendonça (Chair)	Paul Barker, DIA
Peter Haddock, Chair WCRC	Steve Gibling CEO BDC
Jamie Cleine, Mayor BDC	Katherine Biggs, NEMA
Andrew Basher, Deputy Mayor BDC	Brett Cummings, Deputy Chair WCRC

**In attendance:**

Monica Rogers, DIA	Penny Bicknell
Daniel Bellam, DIA	

**1. Welcome and introduction**

The Chair welcomed Steering Group members.

**2. Apologies**

Apologies were accepted from Darryl Lew, CEO WCRC, Francois Tumahai, Ngāti Waewae and Simon Chambers, NEMA.

**3. Resilient Westport – Master Planning, Comms and Engagement – Future Resourcing**

The reports were revisited as resolved at the meeting on 2 February. The Steering Group **noted**:

- Further analysis is required to understand costings, reporting arrangements, and links to key project milestones.
- Key projects are now at a critical point, and there is now a risk that progress will be inhibited by process requirements.
- That the DIA and Council representatives agreed to meet in person as early as possible to ensure that the issues around project and programme reporting and decisions relating to funding are addressed in a timely fashion.

DIA, WCRC and BDC committed to resolving these outstanding issues prior to the next meeting.

**4. Management of Steering Group Agenda and Presentations**

The Steering Group **agreed** to make publicly available meeting agenda and presentations following the conduct of meetings. Any sensitive material will be assessed against LGOIMA prior to release.

**5. Next meeting**

22 March 1pm at Chateau on the Park in Christchurch following the LGNZ Zone 5/6 meeting. WCRC members plan to join the meeting by zoom.

**6. Closure.**

The meeting closed at 12:46pm.



M Chalmers

Karamea Historical Society Inc

PO Box 160

Karamea 7864

6<sup>th</sup> March 2024

Dear Jamie

On behalf of the Karamea 150 year committee, I would like to invite you to our celebrations on the 15<sup>th</sup> to 17<sup>th</sup> of November. Karamea was first settled on 26<sup>th</sup> Nov 1874 as a special settlement so for it be still thriving 150 years later is no mean feat to our settlers.

We have a number of folk registering and I'm sure there will be a lot more yet, when they know about the celebrations.

Please find enclosed a copy of our registration form if you would like to come

Looking forward to hearing from you.

Yours sincerely

A handwritten signature in black ink that reads 'M Chalmers'.

May Chalmers

Chairperson.

	<h1 style="text-align: center;">Celebrations</h1> <h2 style="text-align: center;">15<sup>th</sup> - 17<sup>th</sup> November 2024</h2>
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### REGISTRATION FOR DISTRICT AND SCHOOL REUNION

SURNAME \_\_\_\_\_ (MAIDEN NAME \_\_\_\_\_)

CHRISTIAN NAME \_\_\_\_\_

PARTNERS NAME (if attending) \_\_\_\_\_

CONTACT ADDRESS (Postal or email) \_\_\_\_\_

CONTACT PHONE (Mobile if Possible) \_\_\_\_\_

SCHOOL INFO (Where applicable) Student Staff PTA Board/Committee

Years of attendance from \_\_\_\_\_ to \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

NUMBER OF ATTENDEES: Adults \_\_\_\_\_ Children 0-5 yrs \_\_\_\_\_

Children 6-12 yrs \_\_\_\_\_ Children 13-18 yrs \_\_\_\_\_

Childs Name \_\_\_\_\_

Childs Name \_\_\_\_\_

Childs Name \_\_\_\_\_

Childs Name \_\_\_\_\_

Childs Name \_\_\_\_\_

**Registration fee – All weekend inclusive:**

Adult -	\$100
Child 13-18yrs -	\$40
Child 5-12yrs -	\$20
Child under 5 -	free of charge

Payment should made to Karamea Historical Society Inc - 150<sup>th</sup> Reunion

Bank NBS

Account # 03 1354 0291559 30

Please use your Christian Name as Particulars – Your Surname as Reference and, most importantly, your phone number, as shown above, as Code.

**Office use**

Name \_\_\_\_\_ Reg Number \_\_\_\_\_ Date \_\_\_\_\_



## Timetable -

### FRIDAY 15 NOVEMBER

6 pm - Registration at school followed by social Meet and Greet in School Hall – light refreshments will be served. Cash bar available. One complimentary beverage.

### SATURDAY 16 NOVEMBER

9 am – Parade from Market Cross to school. Late registrations at the School Hall.

10 am – Official Welcome, speeches by local VIP's

Cake Cutting.

12pm – Old Fashioned Picnic – bring your own or purchase from food carts and fundraiser sausage sizzle.

Timetabled Photos – New school will be open to view static, themed displays of Karamea's history.

Tabloid Sports? Area of origin teams?

8pm – Dance at School Hall - Light refreshments, finger food supper, tea and coffee, one complimentary beverage. Cash bar available.

### SUNDAY FUNDAY 17 NOVEMBER

Interdenominational Church service – School Hall

Judging of Beard growing ( must be clean shaven on 01/03/2024) and styling competition. (No need to be clean shaven)

Judging of Historical fashion in the Field and Hair Style competitions – Adults and Children.

Wood Chopping Challenge, Lolly Scramble, Viking Ship Burning and more.

Timetable of additional events will be available when you collect your registration package.

### General Information

Please arrange your own accommodation, some places are nearly booked out already. A caravan or camper might be an option. Maori point camping ground is closed.

If you have any old photos of schooling, Karamea or local folk, could you please make a copy and name it, especially the people in it, for the museum. Thanks. The museum will be open all weekend.

Dates to remember:

26<sup>th</sup> November 1874 to 26<sup>th</sup> November 2024 – 150 YEARS of organised settlement.

June 1875 to June 2025- 150 YEARS of schooling in Karamea.

### Registrations close on 10<sup>th</sup> October 2024

Completed forms may be emailed to [karamea150years@gmail.com](mailto:karamea150years@gmail.com)

or posted to:

Karamea Historical Society – 150 Years

PO Box 160

Karamea 7864

PLEASE SPREAD THE WORD!

If you know of others who may like to attend, please forward this form to them.

WE LOOK FORWARD TO SEEING YOU HERE!

To Mayor Jamie Cleine and the Buller District Council

Dear Mayor and Councillors,

This letter aims to set out two concepts.

The first is the background story to the Petition that will be presented to you 27<sup>th</sup> March 2024, by members of the Reefton Hospital Action Group; namely Moira Lockington, Bernadette Snowdon, Suzanne Archer and Zoe Gough.

More than 2000 people have signed this petition requesting the reopening of Ziman House and the return of palliative and respite care. It is clearly a request that resonates with many.

The second aim is to request BDC's support and advocacy to reinstate Aged Residential Care at Ziman House, and palliative and respite care.

As you will know, Reefton's Ziman House Aged Care Unit was emptied of its inhabitants by the then WCDHB in 2022.

The reasons are well-documented : the looming threat of covid, understaffing, internal politics and a lack of duty of care by the employers themselves ~ the then WCDHB. (Sherriff report -Jan '22)

The DHB gave little notice to the residents of Ziman House or to their whanau before the evacuation. Nor was there any offer of consultation with our community to formulate a solution to keep our kaumatua close to their whanau and turangawaewae.

It is understood that a motivation for moving the elderly occupants of Zimon House at short notice was a fear of Reefton's staunchness, a staunchness which was brought to the fore during the time of the Hands around the Hospital demonstration when closure loomed in 1988.

Sadly, in 2022 the DHB misread Reefton's staunchness as a threat when it is in fact an asset and a strength which the DHB could have drawn on, and still could.

Regardless of the reasons for the actions of the DHB, it is well-known that the residents of Ziman House were happy and well-cared for and they did not want to leave their community.

This is illustrated by Ramona Waghorn who demanded a lawyer when she realised she was being taken away.

When no lawyer surfaced she tootled up to the police station in her mobility scooter to seek sanctuary.

Sadly, the station was shut and Ramona was taken away to Hokitika where she recently ended her days at the age of 95 . Of the ten Ziman House residents removed only two are still alive.

As you may see from the photos overhead, Ziman House has indeed been fully refurbished but remains empty.

It is potentially a marvellous resource. It is cleaned daily. Given the shortage of Aged Residential Care accommodation around the West Coast, this may only be seen as an obscene social and economic waste.

It is also actively harmful to the aged, their families and our whole community.

Current research shows that the aged thrive by being cared for in their own communities with daily contact with their own people.

The March 2024 report by Aged Care Commissioner Carolyn Cooper stated that: *“harm can be caused by separation of couples and whānau where consumers must seek care in another region a long distance from their home.*

*“There are significant negative impacts on the wellbeing of older people associated with living a long distance away from their spouse/partner and whānau/ family.”*

This is no secret in Reefton where geographical inequalities in Aged Care remain active despite the rhetoric from Poutini Whatu Ora, Takiwa etc.

In a letter to the CDHB about the closure of Ziman House, the Nurses Union stated in October 2023 that:

*“ The feedback we have received from staff is that they believe that the facility should be reopened as an aged care facility.*

*“Staff and the community feel strongly about the facility reopening and staff believe that recruitment of the required amount of RNs would be possible.*

*“Staff feel that there has been no attempt at recruiting to Reefton so it is premature to rely on the inability to recruit as a justification for the change.”*

RHAG fully agrees with this statement after looking on Te Whatu Ora’s recruitment website to see advertising for 8 vacancies, none of them in Reefton. Is Whatu Ora advertising elsewhere for RNs for Reefton? If not, this would explain why no-one has applied for jobs here, as their management claimed at our last meeting.

The Aged Care Commissioner’s report also indicated that *“kaumātua have special status”* and that *“kaumātua knowledge is an important resource for the community.”*

Regardless of how they identify culturally the aged folk of our district are treasures. They embody the history of the district and we feel the loss because as you may know, Reefton folk savour their history.

RHAG's recent survey has identified eleven local residents who will potentially require residential care in the very near future

Five local people who would have benefited from local residential care have recently been obliged to leave their turangawaewae.

At least one local person would currently benefit from respite and one person from hospital step down service

Palliative care for all ages remains a priority.

We believe that the required number of RNs (5.5) to enable the reopening of Ziman are out there and could be recruited if Reefton's plight was advocated by Council to Poutini Whatu Ora and the Minister of Health.

We look forward to Council's response on this.

Yours sincerely,

Helen Bollinger on behalf of RHAG.

Te Rūnanga o **NGĀI TAHU**

28 March 2024

Tēnā koe,

Thank you for the invitation to speak at the Zone 5 and 6 LGNZ conference last week.

It was clear from questions and our kōrero afterwards that Ngāi Tahu and Te Waipounamu councils share the same aspirations for our communities; ensuring equitable access across all communities to safe, affordable, sustainable water services and infrastructure resilient to the challenges of climate change and extreme weather events.

The scale of the challenge required to meet the new Government's expectations around water quality, infrastructure investment and financial sustainability without burdening the current and future generations of taxpayers, is significant. Ngāi Tahu is particularly concerned for how we ensure that those councils with large geographic districts and low population bases are not left behind.

My invitation, as extended last week, is that we work together to meet these challenges. Building on the constructive working relationships we already have, and the experience of the past three years we are again proposing to help coordinate a cooperative approach to water services delivery (the "coalition of the willing" I spoke of last week).

I hope that your council will be part of discussions as to how we might work together to progress this important kaupapa. Can I ask your office to contact Gabrielle Huria, Te Kura Taka Pini Chief Executive ([gabrielle.huria@ngaitahu.iwi.nz](mailto:gabrielle.huria@ngaitahu.iwi.nz)), to confirm your interest, and we will be in touch again to discuss next steps.

Ngā mihi nui,

A handwritten signature in black ink, appearing to read 'J. Tipa'.

Justin Tipa  
**Kaiwhakahaere**

Te Rūnanga o Ngāi Tahu  
PO Box 13-046, Christchurch, New Zealand

## Hon Chris Bishop

Minister of Housing  
Minister for Infrastructure  
Minister Responsible for RMA Reform  
Minister for Sport and Recreation  
Leader of the House  
Associate Minister of Finance



28 MAR 2024

Tēnā koe

### Inviting your views on targeted changes to the Resource Management Act 1991 (RMA)

I am writing to you as the Minister Responsible for RMA Reform to inform you about the Government's plans for the resource management system and to invite your input.

On Friday I announced the Government's plan to address resource management reform. In short, we are determined to make it easier to build houses and grow businesses, deliver high quality infrastructure and grow the primary sector, while ensuring the protection of our environment and Treaty settlements.

Our plan is extensive and ambitious, and we are tackling it in three phases. You can read my speech here: <https://tinyurl.com/yjb7hz5h>.

Phase One of our plan was to repeal the Natural and Built Environment Act and Spatial Planning Act, which we delivered before Christmas.

Phase Two started by introducing a new one-stop-shop fast-track consenting regime, which aims to make it easier and faster to build the infrastructure and major projects New Zealand needs to get our country moving.

We will also be making targeted changes to the RMA, in the form of two Bills that will have real impact in the short term.

The first Bill will give effect to some urgent coalition commitments that need to be progressed quickly to give certainty to industry, councils, and resource consent applicants. I expect to introduce the first Bill to Parliament in May 2024.

For the second Bill, I am inviting your views on what changes should be included. I will be looking to include changes that are targeted, practicable and in line with the government's stated policy priorities. I expect to introduce the second Bill to Parliament later in 2024.

My focus is on changes that will have real impact in the short term. These will be ahead of Phase Three which involves the long-term solution to replace the RMA. Complex or fundamental changes to the system are unlikely to be progressed this year and will need to be considered as part of our Phase Three work.

If you have any suggestions about what should be included in the second Bill, please send them to [rmreform@mfe.govt.nz](mailto:rmreform@mfe.govt.nz) by 5 April 2024, so that we can continue to progress this important work at pace. All suggestions will be collated by officials at the Ministry for the Environment.



Ongoing engagement will be required throughout the reform programme, particularly with local government, Māori, and key industry groups. I look forward to continuing to work with you as it develops.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Chris Bishop', written in a cursive style.

Hon Chris Bishop  
**Minister Responsible for RMA Reform**

## Hon Chris Bishop

Minister of Housing  
Minister for Infrastructure  
Minister Responsible for RMA Reform  
Minister for Sport and Recreation  
Leader of the House  
Associate Minister of Finance



3 April 2024

Tēnā koe,

After being introduced to Parliament on 7 March 2024, the Fast-Track Approvals Bill (Bill) is now being considered by the Environment Select Committee.

I'm getting in touch as I understand that you were invited to, or had a high level of interest in, nominating projects for inclusion as a 'listed projects' in the Bill. These 'listed projects' will be included in Schedules 2A and 2B of the Bill once the Select Committee process has concluded.

The Government has now established a process to identify listed projects for inclusion in the Bill. This will involve a group of independent experts - the Fast-Track Projects Advisory Group (the Advisory Group) who will be assessing and making recommendations to Ministers on which projects to include in the Bill.

You can nominate a project for listing by submitting it to the Advisory Group for consideration via the Ministry for the Environment (MfE) website ([Fast-track consenting applications - Ministry for the Environment - Citizen Space](#)). You will need to identify which schedule you would like the project to be on and provide supporting information.

The Advisory Group will then undertake an assessment of the projects against the referral criteria in the Bill. It will be supported by a group of officials from the Ministry of Business Innovation and Employment and MfE.

The Advisory Group will then make its recommendations to Ministers who will make decisions on what projects to include in the Bill. These projects will be added to the Bill either through the Select Committee process or later in the Parliamentary process.

The application portal on the MfE website will be live from 3 April to 3 May 2024.

Yours sincerely

A handwritten signature in blue ink that reads "Chris Bishop".

**Hon Chris Bishop**  
Minister Responsible for RMA Reform

## Hon Simeon Brown

Minister for Energy  
 Minister of Local Government  
 Minister of Transport  
 Minister for Auckland  
 Deputy Leader of the House



*By email*

Dear Mayors and Chairs,

### **How Cabinet decisions relating to 2025 Local Elections will affect councils with no Māori wards**

I am writing to give you an update on the Government's progress implementing coalition agreements on changes to the legislation for Māori wards and constituencies. This letter also outlines the proposed timing for changes, and the next steps and options for your council.

The Government will introduce a Bill this year to restore binding polls on the establishment of Māori wards. The Bill will include a bespoke transitional arrangement for councils that established them since 2021 without an opportunity for a binding poll. As your council does not have Māori wards, it will not be affected by this transitional mechanism. However, your council may still be affected by processes of the Bill, such as the 5% elector-initiated poll, in the future.

The Bill will also make changes to the delivery timeframe for postal voting and make other timeframe changes for local elections processes.

#### ***Reinstatement of the pre-2021 binding poll provisions***

The Government will introduce a Bill in the next few months to restore binding polls on the establishment of Māori wards (and constituencies). The intention is that the changes will be enacted by the end of July 2024. There will be an opportunity to make submissions to select committee on this Bill.

From the next term of local government, councils will be able to initiate binding polls on Māori wards. Electors will also be able to petition their council to hold a binding poll. The policy settings for binding polls will be restored to as they were prior to 2021, including the 5% threshold for petitions calling for a binding poll.

#### ***Transitional arrangements for affected councils***

The Bill will provide a transitional mechanism for councils that established Māori wards since 2021 without an opportunity for a binding poll. These councils will have the choice to:

- Reverse their decision on Māori wards; or
- Hold a binding poll in conjunction with the 2025 local elections.

The outcome of the first option would take effect at the 2025 local elections, and the second option would take effect at the 2028 local elections.

In the event of a 'no' result in the binding poll at the 2025 local elections, councils will have the ability to undergo a representation review before the 2028 local elections.

#### ***Local elections timeframes***

The Bill will also make changes to some of the statutory timeframes for the 2025 local elections and future elections and polls, including increasing the voting period from 22.5 to 32.5 days. The postal delivery period for voting papers will increase to 14 days to accommodate challenges with delivering mail within current statutory timeframes. This will seek to ensure that NZ Post can deliver voting papers to all electors within legislated

timeframes. My officials can provide more information on the proposed timing changes if you wish.

***Contacts for more information***

Officials from the Department of Internal Affairs and the Local Government Commission will be available to discuss these options and provide advice and support on how your council will be affected.

For questions about the Bill, and the changes to Māori ward processes (including transitional arrangements) and election timelines, please contact: Rowan Burns, Policy Manager, Governance and Democracy Team, Department of Internal Affairs, [rowan.burns@dia.govt.nz](mailto:rowan.burns@dia.govt.nz), 027 302 5426.

For questions about how to manage representation review processes, please contact the Local Government Commission. You can contact the Commission by email at [info@LGC.govt.nz](mailto:info@LGC.govt.nz), or by phone at (04) 460 2228.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Simeon Brown', written in a cursive style.

Hon Simeon Brown  
**Minister of Local Government**



388 Main South Rd, Paroa  
P.O. Box 66, Greymouth 7840  
The West Coast, New Zealand  
Telephone (03) 768 0466  
Toll free 0508 800 118  
Email [info@wrc.govt.nz](mailto:info@wrc.govt.nz)  
[www.wrc.govt.nz](http://www.wrc.govt.nz)

4 April 2024

Mayor & Chief Executive  
Westland District Council  
Via email: [jamie.cleine@bdc.govt.nz](mailto:jamie.cleine@bdc.govt.nz); [kirstin.mckee@bdc.govt.nz](mailto:kirstin.mckee@bdc.govt.nz)

Dear Mayor Jamie Cleine & Simon Pickford

### West Coast Regional Council Representation Review

West Coast Regional Council is undertaking a Representation Review, as required by the Local Electoral Act 2001 (LEA). The Council last completed a representation review in 2018.

We are required to adopt an Initial Proposal for community consultation no later than 31 July 2024. As part of developing this initial proposal, we are undertaking preliminary engagement including seeking comments and feedback from constituent territorial authorities and iwi groups.

Current situation:

As you will be aware West Coast Regional Council comprises seven councillors elected from three constituencies:

Buller	2
Grey	3
Westland	2

A map showing these constituencies is attached. These constituency boundaries align with the territorial authority district boundaries, as required by LEA s.19U. These arrangements are unchanged from previous reviews, held in 2012 and 2018.

The latest population data supplied by Stats NZ (table below) indicates that all three West Coast constituencies fall within the +/-10% margin for the population per member ratio, as required by the fair representation provisions of the legislation (LEA s.19V).

CONSTITUENCY	Population	Members	Population-member ratio	Difference from quota	% Difference from quota
Buller Constituency	9,670	2	4,835	141	3.00
Grey Constituency	14,250	3	4,750	56	1.19
Westland Constituency	8,940	2	4,470	-224	-4.78
<b>Total</b>	<b>32,860</b>	<b>7</b>	<b>4,694</b>		

As the fair representation provisions are within the allowable margins, and we are not aware of any significant factors impacting on fair and effective representation of the region's communities of interest, the Council's initial view is that the current representation arrangements remain fit for purpose.

If you have any views or comments about the current representation arrangements, or suggestions for future changes, I would appreciate your feedback, if possible by no later than Monday 15 April 2024.

Please note this is targeted and informal pre-consultation engagement, and any views expressed at this stage will not impact on any subsequent submissions made as part of the the review process. At this stage the Council is simply looking for feedback and ideas to consider as it develops its initial proposal, which will then be open for formal consultation.

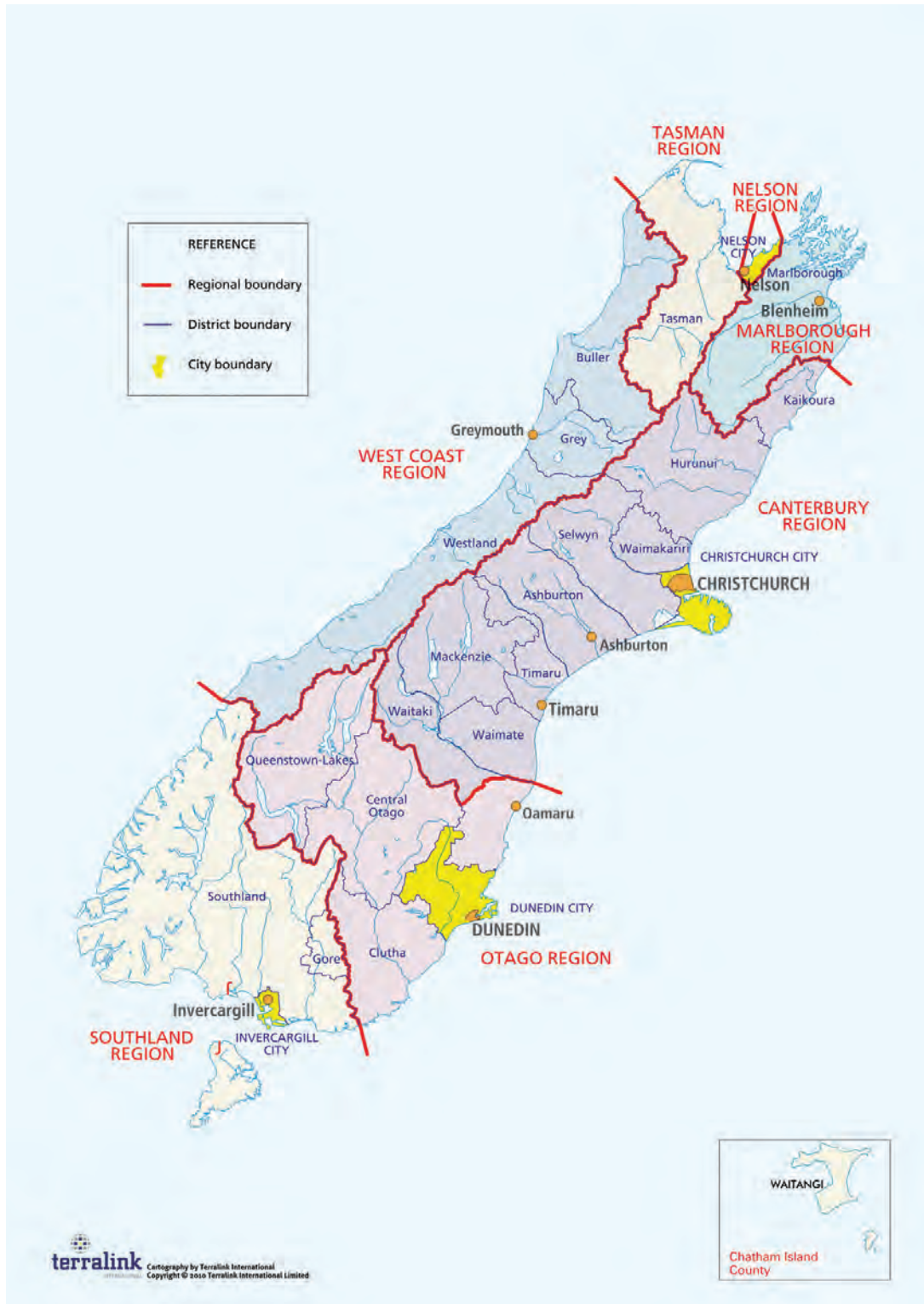
Kind regards

A handwritten signature in black ink, appearing to be 'P. Haddock', is written above a horizontal dotted line.

Chair Peter Haddock  
West Coast Regional Council



# Ngā Mahere ā Rohe Constituency Map



## Hon Simeon Brown

Minister for Energy  
 Minister of Local Government  
 Minister of Transport  
 Minister for Auckland  
 Deputy Leader of the House



To: All Council Mayors + Greater Wellington Regional Council Chair

Dear Mayor / Chair

### **Local Water Done Well stage 2: Establishing the framework and transitional arrangements for the new water services system**

This morning I will be making an announcement about the next stage of Local Water Done Well (LWDW).

I wanted to provide you with a heads-up in advance of my announcement, and to share key information that will be of interest.

Cabinet has agreed to the first set of policies that will establish the Local Water Done Well framework and the transitional arrangements for the new water services system.

This includes streamlined processes for setting up water services council-controlled organisations (water services CCOs), requirements for councils to develop Water Services Delivery Plans, and steps towards future economic regulation.

The policies will be introduced through legislation to be passed by mid-2024, as part of the second stage of our implementation plan.

Attached to this letter you will find information prepared for councils, covering:

- Water Services Delivery Plans
- Steps towards future economic regulation
- Streamlined processes for establishing water services CCOs
- Indicative policy, legislation and related council activity timings for LWDW
- Retaining current Better Off and Transition Support funding arrangements.

I also wanted to acknowledge the important role that you have played in getting to this point, and in the work that lies ahead of us.

### **Role of local government in implementing LWDW**

The Coalition Government strongly believes in empowering communities and supporting local governance in managing and delivering water services.

We believe that communities are best placed to make decisions about things that directly affect them – like the future of their water assets, and ensuring sustainable, high-quality management of water services.

And underpinning all of this, we believe in setting clear expectations and bottom lines. This means stronger support and oversight from central government, to promote efficiency and accountability within the sector.

Today's announcement is another step forward in delivering on these fundamental elements of LWDW – and empowering local government to lead the way in delivering the changes required for your communities.

My expectation is that discussions and decisions are already happening at a local level, both within and between councils.

#### **Today's announcement and next steps**

The Cabinet decisions I will be announcing today will be given effect to in legislation, which is expected to be introduced and enacted around the middle of the year, subject to Parliamentary timelines.

There will be an opportunity to provide feedback as part of the select committee process.

Around the middle of this year is also when I expect to provide details on a range of options for councils to choose from to access long-term borrowing for investment in water services, in many cases by working together.

These funding and financing tools will be implemented through further legislation setting out the enduring settings for LWDW to be introduced in December 2024 and passed by mid-2025.

The Government recognises that certainty around timings, and details of the new regime, is needed quickly – for councils, for your communities and for the water sector.

I look forward to sharing further details as our policy is developed, and to seeing the progress of conversations between councils about your future service delivery arrangements.

#### **Current Better Off and Council Transition Support funding arrangements will be retained**

The Government has reviewed all funding under the previous Government's water reform programme and considered opportunities to retain existing funding arrangements to support LWDW.

The existing funding arrangements were designed to work for the previous government's model, and it makes sense to relook at these to ensure this money is being spent to support the transition to LWDW.

Cabinet has agreed to retain and redirect existing funding programmes, and has asked the Department of Internal Affairs to work with councils to align these to LWDW.

This includes retaining current Better Off funding for all councils, but for officials to work with councils to identify opportunities to redirect unspent Better Off funding to increase investment in water infrastructure or to help establish new water services delivery organisations.

Current Council Transition Support funding will also be retained to enable councils to use this funding for work relating to LWDW.

This includes supporting the establishment of new water services delivery organisations, or other planning work to support the transition to LWDW.

The Department will work with councils on any changes to current contractual arrangements to reflect decisions in relation to aligning funding to LWDW.

I have asked my officials to follow up with councils to provide further details.

#### **Support for councils' early discussions about possible future service delivery arrangements**

As previously indicated, I have instructed officials at the Department to be available to assist with early discussions that councils may be having about their possible future service delivery arrangements.

Please contact Hamiora Bowkett, Executive Director, Water Services Policy, Legislation and Stewardship, by emailing [waterservices@dia.govt.nz](mailto:waterservices@dia.govt.nz), should your council wish to set up initial discussions with Department officials.

Yours sincerely,

A handwritten signature in blue ink, appearing to read "Simeon Brown".

Hon Simeon Brown

**Minister of Local Government**



April 2024

## Local Water Done Well: Information for councils

This document provides an overview of policy decisions that will be reflected in the proposed Local Government Water Services (Transitional Provisions) Bill, which will soon be considered for introduction to Parliament. It also contains information on other transitional matters that may be of interest to councils.

It is based on Cabinet decisions announced by the Minister of Local Government in April 2024.

### Introduction

Measures to be introduced through new legislation in mid-2024 will establish the Local Water Done Well framework and the transitional arrangements for the new water services system.

The measures include requirements for councils to develop Water Services Delivery Plans, steps towards future economic regulation, and streamlined processes for setting up water services council-controlled organisations (water services CCOs).

### Water Services Delivery Plans

#### What are they?

The overarching purpose of the Plans is for councils – individually or jointly – to publicly demonstrate their intention and commitment to deliver water services in ways that are financially sustainable, meet regulatory quality standards for water network infrastructure and water quality, and unlock housing growth.

#### What do they mean for councils?

Through the development of these Plans, councils will provide an assessment of their water infrastructure, how much they need to invest, and how they plan to finance and deliver it through their preferred service delivery model.

Ringfencing of water services and revenue from other council activities is a key feature of the Plans.

The Plans will be a way for councils to provide transparency to their communities about the costs and financing of water services, and empower them to make decisions about managing and delivering high-quality water services that reflect their local needs and circumstances.

The Plans can also be prepared jointly, and so provide an opportunity for councils to have conversations with other councils about joint arrangements for water services delivery.

## What information do they need to cover?

The Plans cover information across three key areas:

<b>1. Financial and asset information</b>	Information about each council's financial and asset information and performance measures, pricing and other related policies, methodologies, and assumptions
<b>2. Investment required</b>	Planned levels of investment, approach to operations, and whether these are sufficient to deliver proposed level of service, meet infrastructure standards and meet regulatory standards
<b>3. Service delivery arrangements</b>	Councils' proposed service delivery arrangements – including proposals for joint arrangements, across more than one council

To demonstrate financial sustainability, councils will have to show what needs to be invested to deliver water services to regulated standards and to provide for growth. They will also have to show how they will fund and finance long-term investment in water infrastructure, including renewals and operating costs.

## What is the process and timeline for producing a Plan?

Activity	Indicative timing / milestone
DIA releases Plan guidance Councils formally begin development of Plans	Mid-2024   Local Government Water Services (Transitional Provisions) Bill enacted
<b>DIA/council check-in</b> Councils identify contact point(s), whether they will be submitting an individual or joint Plan, whether they need technical support	+ 3 months (following Bill enactment)
DIA/council check-in(s) to monitor progress	+ 6-9 months (following Bill enactment)
<b>Councils submit final Plan to DIA</b>	Within 12 months (of Bill enactment)
DIA accepts the Plan meets statutory requirements or refers back to council for further work	Following submission of Plan
Council publishes Plan on council website	Once Plan is accepted by DIA

## What happens if council(s) don't submit a Plan?

There will be a series of check-ins by the Department of Internal Affairs throughout the Plan development process to ensure councils are on track in preparing and submitting an acceptable plan. There will be guidance and some 'light touch' technical support provided by DIA.

During the Plan preparation process, councils may request, and the Minister of Local Government will be able to appoint, a Crown Facilitator who could provide additional assistance (at councils' expense). For example, the Crown Facilitator could assist and advise a council on how to prepare a Plan, or work across a group of councils to facilitate or negotiate a joint Plan (including providing an arbitration role if requested and agreed by councils).



If a council fails to submit a plan by the statutory deadline, the Minister of Local Government will be able to appoint someone to prepare a Plan on that council's behalf, and (if necessary) to direct the council to adopt and submit this Plan (a 'regulatory backstop' power). Again, any expenses associated with this appointee and the preparation of the Plan would be covered by the council.

### Key information



Plans are one-off, transitional documents, to set a pathway forward to sustainability.



Plans can be developed by individual councils, or jointly where groups of councils are planning to jointly establish a water organisation.



Plans must include drinking water, wastewater and stormwater – but councils have flexibility about transferring stormwater in proposed new service delivery arrangements.



It will be up to councils to determine how best to engage with their communities as part of the Plan development process.



Plans have no regulatory function – LTPs continue to be councils' primary planning and accountability document.



Plans cover a 10-year timeframe, with detailed information provided on the first three years.

## Steps towards future economic regulation

Economic regulation is a key feature of Local Water Done Well. It is intended to ensure consumers pay efficient, cost-reflective prices for water services, that those services are delivered to an acceptable quality, and that water services providers are investing sufficiently in their infrastructure.

Development of an economic regulation system for water services will be led by the Ministry of Business, Innovation and Employment. Relevant provisions would be included in the third Local Water Done Well Bill (to be passed in mid-2025), and implemented by the Commerce Commission after that point.

Through the Water Service Delivery Plans, councils will be asked to provide baseline information about their water services operations, assets, revenue, expenditure, pricing, and projected capital expenditure, as well as necessary financing arrangements.

This is not a regulatory information gathering exercise, but is a useful first step to build the capability of councils and prepare the Commerce Commission ahead of the full economic regulation regime being introduced from the middle of next year.

All councils that have water service delivery responsibilities (either directly or through existing council-controlled organisations) will be subject to these requirements. As well as the Plans being published, information collected through them will be shared with the Commerce Commission, to help them with the development of the future regulatory regime.

The Bill will also provide for some councils to be subject to an early form of information disclosure by the Commerce Commission, prior to the full economic regulation regime.

This will build on the information collected through the Plans, and is intended to be for councils that have more advanced asset/financial management practices, or those that moved quickly to establish new organisations and are ready for a faster track toward more detailed oversight.

## **Streamlined processes for establishing council-controlled organisations**

Under Local Water Done Well, a range of structural and financing tools will be available to councils to use for water services including a new class of financially independent council-owned organisations.

These options will be included in the third Local Water Done Well Bill, with policy decisions expected to be announced in mid-2024. This Bill is expected to be introduced in December 2024, and passed in mid-2025.

However, it is recognised that some councils may want to move quickly to start shifting the delivery of water services into more financially sustainable models. The Local Government Water Services (Transitional Provisions) Bill will include provisions that help streamline the process for establishing water services CCOs, as currently provided for under the Local Government Act 2002.

The Bill will contain a bespoke set of consultation and decision-making arrangements that will enable councils to streamline this process, while continuing to provide the opportunity for community input. These streamlined arrangements are voluntary for councils to choose to use, as an alternative to some of the standard requirements in the Local Government Act.

The arrangements include provisions that:

- Clarify that councils can set up joint committees that can consult on a proposal across multiple districts (instead of each council carrying out separate consultation), and to make recommendations to participating councils
- Set minimum consultation and information requirements – so one round of consultation is required, and information only needs to be provided on the analysis of two options (status quo + preferred option)
- Enable councils to consider the collective benefits/impacts of a proposal (across multiple districts), in addition to the interests of their individual districts – and to factor in the view of other participating councils.

## **Current Better Off and Transition Support funding arrangements will be retained**

Cabinet has agreed to retain existing funding arrangements under the previous Government's water reform programme, and has asked the Department of Internal Affairs to work with councils and Iwi Collectives to align these to Local Water Done Well.

This includes:

Local Water Done Well: Information for councils (April 2024)

- Retaining current Better Off funding for all councils, but for the Department of Internal Affairs to work with councils to identify opportunities to redirect unspent Better Off funding to increase investment in water infrastructure or to help establish new water services delivery organisations.
- Retaining current Council Transition Support funding to enable councils to use this funding for work relating to Local Water Done Well, including supporting the establishment of new water services delivery organisations, or other planning work to support the transition to Local Water Done Well.

The Department of Internal Affairs will work with councils on any changes to current contractual arrangements to reflect decisions in relation to aligning funding to LWDW.

The Department of Internal Affairs will follow up with individual councils to provide further details.

## Next steps

The Government will provide details in mid-2024 on the broader range of structural and financing tools, including through the New Zealand Local Government Funding Agency (LGFA), which will be available to councils to ensure they can access the long-term debt required for investment in water services infrastructure. These tools will be implemented through further legislation that will establish the enduring settings for the new system.

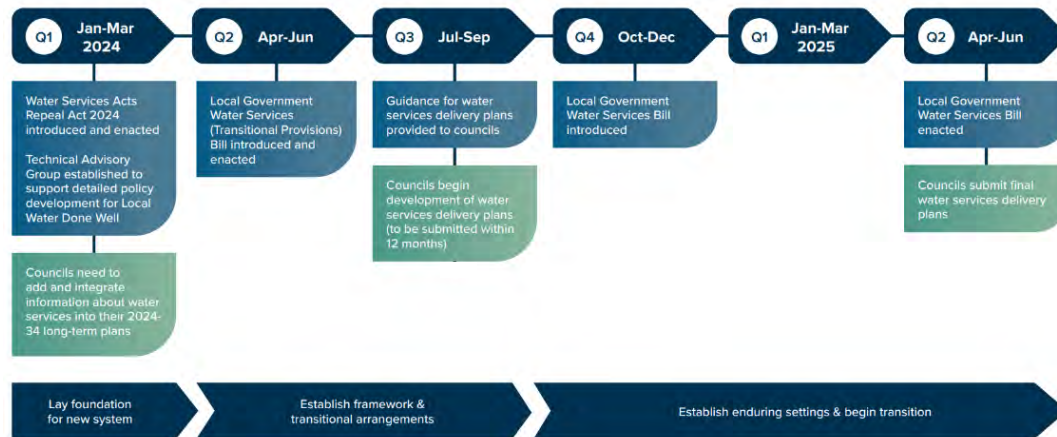
Policy areas to be included in further legislation include:

- Setting long-term requirements for financial sustainability
- Providing for a range of structural and financing tools, including a new class of financially independent council organisations
- Planning, accountability and reporting frameworks for water services
- Considering the empowering legislation for Taumata Arowai to ensure the regulatory regime is efficient, effective, and fit-for-purpose, and standards are proportionate for different types of drinking water suppliers
- Providing for a complete economic regulation regime
- Considering additional Ministerial powers of assistance and intervention in relation to water services, and regulatory powers to ensure effective delivery of financially sustainable water services.

## Indicative timeline

The below timeline provides an indicative outline of policy, legislation and related council activity. It is subject to parliamentary processes and timetables.

## Local Water Done Well: Information for councils (April 2024)



## Further information

Once the proposed Local Government Water Services (Transitional Provisions) Bill has been introduced to Parliament, it will be available at [www.legislation.govt.nz](http://www.legislation.govt.nz).

For further information about Local Water Done Well, visit [www.dia.govt.nz/Water-Services-Policy-and-Legislation](http://www.dia.govt.nz/Water-Services-Policy-and-Legislation)

**Questions?** Contact [waterservices@dia.govt.nz](mailto:waterservices@dia.govt.nz)

THE mayor and BDC COUNCIL

there will be no need to slash and burn to decide how to reduce our rates.

As I have said before, most cities are now burning there rubbish lock stock and barrel, with enough heat to reduce the smoke to nearly zero.

The heat then generates a lot of electricity which can flow onto the natioanal grid. I have read that thid is now happening somewhere near Auckland and even Whanagei who ony collect one container of rubbish per week.I even suggest it to the girl with the south American accent when she wanted sort out the rubbish problem. But still nothing. The first thing would be to stop recycling and stop sending rubbish to Nelson with it costing far too much with a dumping cost included

The electticiry generation alone would reduce thertes subsationallyas well as the recycling cost/ Most Scandilovian countries burn all therir rubbish with the heat used for power etc. Perhaps John Hill can suggest something better? Could even join up with the rest of the West Coast to avoid more dumps and excessive methane production.

Your Gary Jeffery



██████████ STREET  
WESTPORT  
28<sup>th</sup> MARCH 2024

MR. J. CLEINE  
MAYOR & COUNCILLORS

AS A RESIDENT OF ADDERLEY WE HAVE JUST HAD THE WATER TUBS REMOVED FROM OUR SECTIONS A GOOD JOB DONE BY WESTREEF.

WITH THE NEW KAWATIRI HEALTH CENTRE NOW OPEN WE GET MORE ROAD AND FOOT TRAFFIC IN THIS AREA. A PART OF TOWN THAT IS FORGOTTEN ABOUT NO ONE SEEMS TO CARE. (I DO).

I HAVE ENCLOSED SOME PHOTOS OF THE AREAS OF CONCERN. THE GRASS AT 36 ADDERLEY YOUR FOOTPATH THE OWNER NEEDS TO CLEAN IT UP AS WITH 18 24 26 28 32.

WE ONLY HAVE A FOOTPATH ON ONE SIDE OF THE STREET IF IT WAS PUT DOWN IN ASPHALT YOU WOULD NOT HAVE TO COME BACK EVER AGAIN.

I AM SURE YOU CAN PUT THIS STREET <sup>^</sup> ONLY 3 BLOCKS BENTHAM/RINTOUL. IN

THE NEW DOCTOR COMMENTED ABOUT THE FOOTPATH MY RESPONSE WAS WE ARE ON THE LONG TERM PLAN, (500 YEAR ONE) SHE LAUGHED AND WALKED ON.

I AM SURE THIS STREET IS TREATED AS SECOND CLASS CITIZENS NO ONE CARES.

I WOULD LIKE FOR ONE OF STAFF TO CALL AND DISCUSS MY CONCERNS.

RATE PAYER FOR 57 YEARS

R. J. Lynburn







Mayor Jamie

John Clark

[REDACTED]

14 April 2024

### Cutting Costs at the Library.

The library on Saturday morning is a great place - golden oldies playing Scrabble in the back room, young citizens reading with their parents.

But on weekdays I often spend an hour there and often I'm the only patron - maybe regulars Catherine and Peter the jigsaw maestro, lately a few tourists skipping that is good, they bring in a bit of money.

12 (?) librarians, that is a lot of librarians!

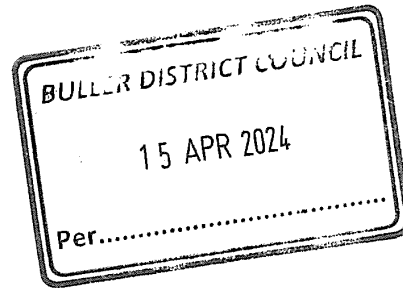
My suggestion is leave Saturday morning alone, keep the library open 2-3 days on weekdays.

On another subject, I think the rubbish collection (and recycling) is fine like it is.

Mayor and BDC

This Morning News I heard the announcer say that the Auckland city were going to turn their rubbish into electricity, which was what I was saying in my recent letter. Perhaps all council members need to read my letter now?

Yours Gary Jeffery





**OFFICE OF THE MAYOR**  
Jamie Cleine

3 April 2024

Reefton Health Action Group  
C/- Helen Bollinger

Via email: [REDACTED]

Dear Moira, Zoe, Bernadette and Suzanne,

**Public Forum Response – Reefton Health Action Group (RHAG)**

Thank you for speaking at public forum on 27 March to present a petition on behalf of the Reefton Health Action Group (RHAG).

I commend you all for the work you have done to achieve such a well-supported petition.

Please be assured that the support of Buller District Council in advocating on behalf of the Reefton Community is a core role of local government and is something we can and should do together.

In the first instance I will consult with West Coast Tasman MP Maureen Pugh on what can be done to re-open Ziman house. I will also work with Reefton based Councillors Graeme Neylon and Linda Webb on further advocacy as appropriate.

Please feel free to keep in touch on any further developments.

Best Regards

**Jamie Cleine**

Buller District Mayor  
Phone 027 423 2629 | Email [jamie.cleine@bdc.govt.nz](mailto:jamie.cleine@bdc.govt.nz)

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**OFFICE OF THE MAYOR**  
Jamie Cleine

5 April 2024

Mayor Phil Mauger  
Christchurch City Council

Via email: [phil.mauger@ccc.govt.nz](mailto:phil.mauger@ccc.govt.nz)

Dear Mayor Mauger

As I'm sure you are aware the Governments recent repeal of Three Waters legislation has resulted in a re-think of how small districts such as Buller can deliver affordable water services to our communities. One avenue preferred by the government in their Local Water Done Well policy is legislation that enables voluntary formation of CCOs by Local Government authorities to achieve economies of scale and a financially sustainable water services model. On behalf of my Council, we are keen to ascertain if pursuing this avenue or some other shared services model with the Buller District Council aligns with your council's objectives.

In the first instance we invite in principal agreement from your council to explore the establishment of a Regional Council Controlled Organisation (RCCO) for water services or alternative collaboration with the Buller District Council to achieve a financially sustainable water service.

If your Council is open to working with Buller I would appreciate an opportunity to meet, alongside our respective teams for an initial conversation on the potential benefits of establishing such an entity. Your insights and perspective are invaluable as we evaluate this opportunity to enhance our collective impact and explore a financially sustainable water services model across the South Island.

It will be a significant piece of work to develop a collaborative CCO model for our small Council. For this reason it seems important we get an early indication of in-principal support before committing the resources to developing any options further, thus focusing our efforts with like-minded Councils.

Given the relatively short timeframe indicated by government to develop any potential CCO model and the likely complexity involved I would like to begin this work alongside your council as soon as possible. With this in mind, I would appreciate an indication of your Council position and level of interest in working with Buller by early May 2024.

In the interests of disclosure, I have also written to other councils that neighbour Buller or have a significant population base and have invited discussion with Ngāi Tahu.



I look forward to your response and appreciate your consideration of this opportunity.

Best Regards,



**Jamie Cleine**

Buller District Mayor  
Phone 027 423 2629 | Email [jamie.cleine@bdc.govt.nz](mailto:jamie.cleine@bdc.govt.nz)

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**OFFICE OF THE MAYOR**  
Jamie Cleine

5 April 2024

Mayor Tania Gibson  
Grey District Council

Via email: [mayor@greydc.govt.nz](mailto:mayor@greydc.govt.nz)

Dear Mayor Gibson

As I'm sure you are aware the Government's recent repeal of Three Waters legislation has resulted in a re-think of how small districts such as Buller can deliver affordable water services to our communities. One avenue preferred by the government in their Local Water Done Well policy is legislation that enables voluntary formation of CCOs by Local Government authorities to achieve economies of scale and a financially sustainable water services model. On behalf of my Council, we are keen to ascertain if pursuing this avenue or some other shared services model with the Buller District Council aligns with your council's objectives.

In the first instance we invite in-principal agreement from your council to explore the establishment of a Regional Council Controlled Organisation (RCCO) for water services or alternative collaboration with the Buller District Council to achieve a financially sustainable water service.

If your Council is open to working with Buller I would appreciate an opportunity to meet, alongside our respective teams for an initial conversation on the potential benefits of establishing such an entity. Your insights and perspective are invaluable as we evaluate this opportunity to enhance our collective impact and explore a financially sustainable water services model across the South Island.

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Given the relatively short timeframe indicated by government to develop any potential CCO model and the likely complexity involved I would like to begin this work alongside your council as soon as possible. With this in mind, I would appreciate an indication of your Council position and level of interest in working with Buller by early May 2024.

In the interests of disclosure, I have also written to other councils that neighbour Buller or have a significant population base and have invited discussion with Ngāi Tahu.

I look forward to your response and appreciate your consideration of this opportunity.

Best Regards,



**Jamie Cleine**

Buller District Mayor  
Phone 027 423 2629 | Email [jamie.cleine@bdc.govt.nz](mailto:jamie.cleine@bdc.govt.nz)

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**OFFICE OF THE MAYOR**  
Jamie Cleine

5 April 2024

Mayor Marie Black  
Hurunui District Council

Via email: [marie.black@hurunui.govt.nz](mailto:marie.black@hurunui.govt.nz)

Dear Mayor Black

As I'm sure you are aware the Governments recent repeal of Three Waters legislation has resulted in a re-think of how small districts such as Buller can deliver affordable water services to our communities. One avenue preferred by the government in their Local Water Done Well policy is legislation that enables voluntary formation of CCOs by Local Government authorities to achieve economies of scale and a financially sustainable water services model. On behalf of my Council, we are keen to ascertain if pursuing this avenue or some other shared services model with the Buller District Council aligns with your council's objectives.

In the first instance we invite in principal agreement from your council to explore the establishment of a Regional Council Controlled Organisation (RCCO) for water services or alternative collaboration with the Buller District Council to achieve a financially sustainable water service.

If your Council is open to working with Buller I would appreciate an opportunity to meet, alongside our respective teams for an initial conversation on the potential benefits of establishing such an entity. Your insights and perspective are invaluable as we evaluate this opportunity to enhance our collective impact and explore a financially sustainable water services model across the South Island.

It will be a significant piece of work to develop a collaborative CCO model for our small Council. For this reason it seems important we get an early indication of in-principal support before committing the resources to developing any options further, thus focusing our efforts with like-minded Councils.

Given the relatively short timeframe indicated by government to develop any potential CCO model and the likely complexity involved I would like to begin this work alongside your council as soon as possible. With this in mind, I would appreciate an indication of your Council position and level of interest in working with Buller by early May 2024.

In the interests of disclosure, I have also written to other councils that neighbour Buller or have a significant population base and have invited discussion with Ngāi Tahu.

I look forward to your response and appreciate your consideration of this opportunity.

Best Regards,

A handwritten signature in blue ink, appearing to read 'Jamie Cleine', is positioned below the closing text.

**Jamie Cleine**

Buller District Mayor  
Phone 027 423 2629 | Email [jamie.cleine@bdc.govt.nz](mailto:jamie.cleine@bdc.govt.nz)

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**OFFICE OF THE MAYOR**  
Jamie Cleine

5 April 2024

Mayor Sam Broughton  
Selwyn District Council

Via email: [mayor@selwyn.govt.nz](mailto:mayor@selwyn.govt.nz)

Dear Mayor Broughton

As I'm sure you are aware the Governments recent repeal of Three Waters legislation has resulted in a re-think of how small districts such as Buller can deliver affordable water services to our communities. One avenue preferred by the government in their Local Water Done Well policy is legislation that enables voluntary formation of CCOs by Local Government authorities to achieve economies of scale and a financially sustainable water services model. On behalf of my Council, we are keen to ascertain if pursuing this avenue or some other shared services model with the Buller District Council aligns with your council's objectives.

In the first instance we invite in principal agreement from your council to explore the establishment of a Regional Council Controlled Organisation (RCCO) for water services or alternative collaboration with the Buller District Council to achieve a financially sustainable water service.

If your Council is open to working with Buller I would appreciate an opportunity to meet, alongside our respective teams for an initial conversation on the potential benefits of establishing such an entity. Your insights and perspective are invaluable as we evaluate this opportunity to enhance our collective impact and explore a financially sustainable water services model across the South Island.

It will be a significant piece of work to develop a collaborative CCO model for our small Council. For this reason it seems important we get an early indication of in-principal support before committing the resources to developing any options further, thus focusing our efforts with like-minded Councils.

Given the relatively short timeframe indicated by government to develop any potential CCO model and the likely complexity involved I would like to begin this work alongside your council as soon as possible. With this in mind, I would appreciate an indication of your Council position and level of interest in working with Buller by early May 2024.

In the interests of disclosure, I have also written to other councils that neighbour Buller or have a significant population base and have invited discussion with Ngāi Tahu.

I look forward to your response and appreciate your consideration of this opportunity.

Best Regards,

A handwritten signature in blue ink, appearing to read 'Jamie Cleine'.

**Jamie Cleine**

Buller District Mayor  
Phone 027 423 2629 | Email [jamie.cleine@bdc.govt.nz](mailto:jamie.cleine@bdc.govt.nz)

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**OFFICE OF THE MAYOR**  
Jamie Cleine

5 April 2024

Mayor Tim King  
Tasman District Council

Via email: [tim.king@tasman.govt.nz](mailto:tim.king@tasman.govt.nz)

Dear Mayor King

As I'm sure you are aware the Governments recent repeal of Three Waters legislation has resulted in a re-think of how small districts such as Buller can deliver affordable water services to our communities. One avenue preferred by the government in their Local Water Done Well policy is legislation that enables voluntary formation of CCOs by Local Government authorities to achieve economies of scale and a financially sustainable water services model. On behalf of my Council, we are keen to ascertain if pursuing this avenue or some other shared services model with the Buller District Council aligns with your council's objectives.

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Given the relatively short timeframe indicated by government to develop any potential CCO model and the likely complexity involved I would like to begin this work alongside your council as soon as possible. With this in mind, I would appreciate an indication of your Council position and level of interest in working with Buller by early May 2024.

In the interests of disclosure, I have also written to other councils that neighbour Buller or have a significant population base and have invited discussion with Ngāi Tahu.

I look forward to your response and appreciate your consideration of this opportunity.

Best Regards,



**Jamie Cleine**

Buller District Mayor  
Phone 027 423 2629 | Email [jamie.cleine@bdc.govt.nz](mailto:jamie.cleine@bdc.govt.nz)

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**OFFICE OF THE MAYOR**  
Jamie Cleine

5 April 2024

Mayor Dan Gordon  
Waimakariri District Council  
Via email: [dan.gordon@wmk.govt.nz](mailto:dan.gordon@wmk.govt.nz)

Dear Mayor Gordon

As I'm sure you are aware the Governments recent repeal of Three Waters legislation has resulted in a re-think of how small districts such as Buller can deliver affordable water services to our communities. One avenue preferred by the government in their Local Water Done Well policy is legislation that enables voluntary formation of CCOs by Local Government authorities to achieve economies of scale and a financially sustainable water services model. On behalf of my Council, we are keen to ascertain if pursuing this avenue or some other shared services model with the Buller District Council aligns with your council's objectives.

In the first instance we invite in principal agreement from your council to explore the establishment of a Regional Council Controlled Organisation (RCCO) for water services or alternative collaboration with the Buller District Council to achieve a financially sustainable water service.

If your Council is open to working with Buller I would appreciate an opportunity to meet, alongside our respective teams for an initial conversation on the potential benefits of establishing such an entity. Your insights and perspective are invaluable as we evaluate this opportunity to enhance our collective impact and explore a financially sustainable water services model across the South Island.

It will be a significant piece of work to develop a collaborative CCO model for our small Council. For this reason it seems important we get an early indication of in-principal support before committing the resources to developing any options further, thus focusing our efforts with like-minded Councils.

Given the relatively short timeframe indicated by government to develop any potential CCO model and the likely complexity involved I would like to begin this work alongside your council as soon as possible. With this in mind, I would appreciate an indication of your Council position and level of interest in working with Buller by early May 2024.

In the interests of disclosure, I have also written to other councils that neighbour Buller or have a significant population base and have invited discussion with Ngāi Tahu.

I look forward to your response and appreciate your consideration of this opportunity.

Best Regards,

A handwritten signature in blue ink, appearing to read 'Jamie Cleine'.

**Jamie Cleine**

Buller District Mayor  
Phone 027 423 2629 | Email [jamie.cleine@bdc.govt.nz](mailto:jamie.cleine@bdc.govt.nz)

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**OFFICE OF THE MAYOR**  
Jamie Cleine

5 April 2024

Mayor Helen Lash  
Westland District Council

Via email: [helen.lash@westlanddc.govt.nz](mailto:helen.lash@westlanddc.govt.nz)

Dear Mayor Lash

As I'm sure you are aware the Governments recent repeal of Three Waters legislation has resulted in a re-think of how small districts such as Buller can deliver affordable water services to our communities. One avenue preferred by the government in their Local Water Done Well policy is legislation that enables voluntary formation of CCOs by Local Government authorities to achieve economies of scale and a financially sustainable water services model. On behalf of my Council, we are keen to ascertain if pursuing this avenue or some other shared services model with the Buller District Council aligns with your council's objectives.

In the first instance we invite in principal agreement from your council to explore the establishment of a Regional Council Controlled Organisation (RCCO) for water services or alternative collaboration with the Buller District Council to achieve a financially sustainable water service.

If your Council is open to working with Buller I would appreciate an opportunity to meet, alongside our respective teams for an initial conversation on the potential benefits of establishing such an entity. Your insights and perspective are invaluable as we evaluate this opportunity to enhance our collective impact and explore a financially sustainable water services model across the South Island.

It will be a significant piece of work to develop a collaborative CCO model for our small Council. For this reason it seems important we get an early indication of in-principal support before committing the resources to developing any options further, thus focusing our efforts with like-minded Councils.

Given the relatively short timeframe indicated by government to develop any potential CCO model and the likely complexity involved I would like to begin this work alongside your council as soon as possible. With this in mind, I would appreciate an indication of your Council position and level of interest in working with Buller by early May 2024.

In the interests of disclosure, I have also written to other councils that neighbour Buller or have a significant population base and have invited discussion with Ngāi Tahu.

I look forward to your response and appreciate your consideration of this opportunity.

Best Regards,

A handwritten signature in blue ink, appearing to read 'Jamie Cleine', is positioned above the printed name.

**Jamie Cleine**

Buller District Mayor  
Phone 027 423 2629 | Email [jamie.cleine@bdc.govt.nz](mailto:jamie.cleine@bdc.govt.nz)

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**OFFICE OF THE MAYOR**  
Jamie Cleine

5 April 2024

Gabrielle Huria  
Te Kura Pini Chief Executive

Via email: [gabrielle.huria@ngaitahu.iwi.nz](mailto:gabrielle.huria@ngaitahu.iwi.nz)

Kia ora Gabrielle

It was great to meet Kaiwhakahaere Justin Tipa in Christchurch recently and to re-connect with you on the issue of three waters services. I really appreciate the open door that Ngāi Tahu has offered to the local government sector to collaborate on a sustainable solution. It was also heartening to hear your recognition of the challenges small Councils such as Buller face in meeting Local Water Done Well aspirations, and the risk we could become left out or left behind in the wake of much larger Districts.

As I'm sure you are aware the Governments recent repeal of Three Waters legislation has resulted in a re-think of how Buller can deliver affordable water services to our communities. One avenue preferred by the government in their Local Water Done Well policy is legislation that enables voluntary formation of CCOs by Local Government authorities to achieve economies of scale and a financially sustainable water services model.

On behalf of my Council, I would welcome a discussion and the support of Ngāi Tahu to ascertain if pursuing this avenue or some other shared services model with the Buller District Council aligns with Iwi objectives or those of our neighbouring councils.

Similar to the view expressed by you at the zone meetings, we recognise it will be a significant piece of work to develop a collaborative CCO model for our small Council. For this reason, it seems important we get an early indication of in-principal support from relevant councils before committing the resources to developing any options further, thus focusing our efforts with like-minded Councils.

To ensure Buller is proactive and included in any discussions I have written to the larger centre councils including Waimakariri, Christchurch City and Selwyn as well as our immediate neighbours Grey, Westland, Hurunui and Tasman to invite in principal agreement to explore the establishment of a Regional Council Controlled Organisation (RCCO) for water services or alternative collaboration with Buller to achieve financially sustainable water services.

I appreciate Ngāi Tahu has valuable insights and perspective that will be extremely important as we evaluate this opportunity to enhance our collective impact and explore what a financially sustainable water services model across the South Island might look like.

Given the relatively short timeframe indicated by government to develop any potential CCO model and the likely complexity involved I think there is some urgency to begin this work as soon as possible.

I reiterate our appreciation for the invite extended by Ngāi Tahu to collaborate and look forward to keeping touch on how we bring this together once I have an understanding on the appetite from the other Councils to include Buller.

Kind regards / Ngā mihi nui



**Jamie Cleine**

Buller District Mayor  
Phone 027 423 2629 | Email [jamie.cleine@bdc.govt.nz](mailto:jamie.cleine@bdc.govt.nz)

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**OFFICE OF THE MAYOR**  
Jamie Cleine

5 April 2024

Phil Wheble  
Interim Associate Director Operations  
Te Whatu Ora West Coast

Via email: [philip.wheble@wcdhb.health.nz](mailto:philip.wheble@wcdhb.health.nz)

Dear Phil,

**Reefton Health Services – Ziman House Aged Care Facility**

I am writing for an update on progress towards re-opening of Ziman House aged care facility in Reefton.

I have received a very well supported petition from the Reefton Community calling for the urgent reopening of Ziman House. It is highly desirable to have a local option for family members to receive aged care when they can no longer remain independent. It appears there has been great work done by your team to renovate the facility and it seems timely to re-visit the final barriers to re-opening as soon as possible.

You have previously indicated the closure was a temporary one due largely to staff resourcing issues. I understand that the availability of registered nurses in the aged care sector has somewhat improved in recent times and anticipated that this would have alleviated the staff recruitment barrier to the reopening of Ziman.

Finally, I believe the community would work very constructively with you in providing any assistance in recruitment or support to the re-opening effort where appropriate.

I strongly support the wishes of the community and would appreciate your urgent update and commitment to the re-opening of Ziman House.

Yours sincerely

**Jamie Cleine**

Buller District Mayor  
Phone 027 423 2629 | Email [jamie.cleine@bdc.govt.nz](mailto:jamie.cleine@bdc.govt.nz)

cc MP Maureen Pugh

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**OFFICE OF THE MAYOR**  
Jamie Cleine

16 April 2024

Chair Peter Haddock &  
CEO Darryl Lew  
West Coast Regional Council

Via email: [peter.haddock@wrc.govt.nz](mailto:peter.haddock@wrc.govt.nz)

Dear Peter & Darryl

Thank you for the opportunity to provide early feedback on the WCRC representation review via your correspondence of 4 April 2024.

I circulated your letter to all elected members of Buller District Council and requested they provide any feedback to me for collating and advising to WCRC. I have received only one response and this was neutral and did not suggest any changes.

On that basis, please be advised that Buller District Council has no specific feedback to provide in relation to the representation review Initial Proposal for community consultation that you have shared with us.

Best Regards,

**Jamie Cleine**

Buller District Mayor  
Phone 027 423 2629 | Email [jamie.cleine@bdc.govt.nz](mailto:jamie.cleine@bdc.govt.nz)

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**OFFICE OF THE MAYOR**  
Jamie Cleine

17 April 2024

Ron Lymburn  
[REDACTED]  
**Westport 7825**

Dear Ron

Thank you for your letter about footpaths in Adderley St. I appreciate the effort you have made to capture photographs of the problem areas.

Please be assured that Council value the pride and effort many residents make in taking care of their streets and properties. We do our best to satisfy our residents expectations whilst being cognisant of the cost and priority of workplans.

You raise a good point that the Kawatiri Health facility has created additional foot traffic in the Adderley St area which may have increased the urgency of maintenance to footpath routes to the area.

I will pass your letter and details to the Council infrastructure team who can follow up with you on what is planned for the area.

Best Regards,

**Jamie Cleine**

Buller District Mayor  
Phone 027 423 2629 | Email [jamie.cleine@bdc.govt.nz](mailto:jamie.cleine@bdc.govt.nz)

**Our Values:** Community Driven | One Team | Future Focused | Integrity | We Care

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**WEST COAST**  
UNTAMED NATURAL WILDERNESS



Committee Secretariat  
 Environment Committee  
 Parliament Buildings  
 Wellington

19 April 2024

Email: [en@parliament.govt.nz](mailto:en@parliament.govt.nz)

### **SUBMISSION FROM BULLER DISTRICT COUNCIL ON THE FAST-TRACK APPROVALS BILL**

Buller District Council (BDC) thanks the Environment Committee (the committee) for the opportunity to submit on the Fast-Track Approvals Bill (The Bill)

BDC is a territorial authority located on the West Coast of the South Island.

We are aware that the concerns we raise within this submission are likely to be very similar to those from other provincial councils across New Zealand but given our geographical area, we do have different challenges to some of those faced elsewhere in the country.

#### **The intent of the bill:**

- To create a 'one-stop-shop' to support the efficient delivery of infrastructure and development projects with significant regional and national benefits. While we agree that there's a need to ensure the efficient delivery of these significant projects, we do have concerns as to the overall process as it does not require robust evaluation and has the potential to result in significant impact to our environment as well as infrastructure.

#### **The purpose of the Bill:**

- The Council is concerned by the lack of reference to environment objectives – noting that this is a fundamental shift in environmental legislation, setting a clear direction that environmental impacts are subordinate to delivering economic growth.
- BDC believe that environmental objectives, such as responding to, and managing the effects of climate change, reducing emissions, protecting areas of significant indigenous vegetation as well as managing water quality, should be an important part of any environmental legislation in New Zealand. We believe that the purpose of the Bill should have environment objectives as well as consideration of consequences of the decisions.
- We recommend there are more comments and objectives in the Bill that considers an intergenerational approach. BDC has strong concerns that fast - track projects could have major unintended consequences on future generations if not carefully and thoroughly considered.



**Project Eligibility:**

- BDC supports the need for criteria to determine the eligibility of referred projects. The most important part that we see is the need to provide clear guidelines and a clear and structured framework and process for decisions that are being taken. We do support the broad criteria for referred projects, as it may be in the BDC's favour when putting forward potential projects and should allow us to be part of the discussion.
- We would question how the note around national or regional benefits has been defined. We would request that more information is given as to the criteria and what this actually means for our community.
- Community engagement or demonstrable support from the community could be an additional eligibility criteria to be included in the Bill.

**Decision Making Process:**

- The legislation ought to clearly outline the type of analysis or evidence Ministers must consider when diverging from the recommendations of the Panel, especially when significant environmental or community repercussions are at stake. We recommend that Ministerial deviation only occurs in exceptional circumstances meeting specific criteria specified in the Bill. Presently, there are no such criteria, which we find problematic and ask they be incorporated.
- BDC request that the decision made by the Ministers, along with the rationale for approving or rejecting the project, be provided to the wider community.

**Implications for Council:**

- The proposed bill allows Councils to offer feedback on both listed and referred projects. Although we appreciate this inclusion, we are concerned the 10-working day window allotted for Councils to submit their feedback is too short. Given the anticipated magnitude of these projects and the substantial technical evidence involved, assessing, and providing commentary will demand significant staff time which at present we are not resourced for. Coordinating an all-of-Council response within this timeframe poses a notable problem and would suggest the timeframe for comment is amended to 30 days, with recommendations on how Councils are meant to resource for this.
- The Council firmly endorses the proposed cost recovery provisions outlined in the Bill. These provisions empower local authorities to recuperate costs from the Environmental Protection Agency for providing information regarding ongoing or forthcoming applications. The incorporation of these cost recovery measures into the primary legislation is deemed essential and we support this.
- We're apprehensive that the fast-track process might override local planning decisions, allowing developments that don't align with the carefully established local direction. This could lead to unintended consequences, especially in terms of where growth occurs, and the infrastructure needed to support it. Buller District is one of the most socially deprived areas in the country, and affordability is of paramount importance to our community.
- The approvals and consents granted through the fast-track process could greatly impact Council infrastructure, both short and long term. It is crucial that during both the referral and decision-making stages, decision-makers thoroughly assess the proposals' effects on

Council infrastructure, ensuring they meet standards and are sustainable whilst also being affordable for the community.

**Concluding Remarks:**

**Buller District Council would like to thank you for the opportunity to provide this submission. We do appreciate the relationship we have built with Central Government and thank you for the support received in return.**

If there are any questions regarding this submission, please contact Mayor Jamie Cleine at [jamie.cleine@bdc.govt.nz](mailto:jamie.cleine@bdc.govt.nz). We do not wish to be heard in support of this submission.

**Ngā mihi**



**Jamie Cleine**

Buller District Mayor  
Phone 027 423 2629 | Email [jamie.cleine@bdc.govt.nz](mailto:jamie.cleine@bdc.govt.nz)

## **BULLER DISTRICT COUNCIL**

**24 APRIL 2024**

**AGENDA ITEM: 12**

**Prepared by** Simon Pickford  
Chief Executive Officer

### **CHIEF EXECUTIVE OFFICER'S REPORT**

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#### **1. REPORT SUMMARY**

This report provides an overview of activities across the previous month and a 'horizon-scan' of upcoming strategic focus areas and opportunities.

#### **2. DRAFT RECOMMENDATIONS**

**1. That the Council receive the report Chief Executive Officers Report**

#### **3. OVERVIEW OF INFORMATION**

This report provides information on activity which has occurred over March 2024, and key matters of interest to Council.

##### **3.1. LOCAL WATER DONE WELL**

The Minister of Local Government has announced the first steps of the rollout of the Local Water Done Well programme of reforms.

The upcoming Local Government Water Services (Transitional Provisions) Bill will spell out what the obligations around service delivery planning are (what and by when) and will provide a bespoke process for those local authorities wanting to move quickly to establish CCOs under the Local Government Act to do so. As previously approved by the Council, we have commenced a preliminary planning process to gauge the interest of Councils across the South Island of New Zealand in establishing a CCO. Further updates will be given in the coming months as we await the responses.

Service delivery plans will set out Council's proposed approach to the long-term delivery of each of drinking water, sewage treatment disposal, and stormwater treatment and disposal. Plans will need to demonstrate that services are meeting the applicable health and environmental standards in a financially sustainable way. Service delivery plans may differ from service to service. For example, a local authority might choose to be part of regional CCO that delivers water and wastewater services while choosing to retain stormwater treatment and disposal 'in house.' The plans are likely to have a planning horizon of ten years, with three years provided in detail. It should be noted that budget, and organisational implications of these plans to Council business have not been identified or assessed.

Engagement with the community about the proposed plans will be required. Service delivery plans will be due no later than one year from the date of commencement. We will need to consider how engagement on the deferred LTP and engagement on service delivery plans fit together.

The Local Government Water Services (Transitional Provisions) Bill will be introduced to Parliament in the next few weeks. We understand that there will be a Select Committee process, but the commitment to enact by the end of June suggests that any submission process will be open for a short time only, and we will look to produce a submission. The Government also expects to take policy decisions on the establishment of the financially separate, Council owned organisations in mid-year and we will come back to Council with the key findings from the bill when we have the insights.

### **3.2. EMERGENCY MANAGEMENT BILL**

The Government has decided not to proceed with the Emergency Management Bill in its current form.

The Minister for Emergency Management and Recovery has indicated he wants to consider the reviews into last year's severe weather events, and how the system partners with communities. The Minister intends to introduce a new Bill this term, alongside making system improvements using existing mechanisms in the Civil Defence Emergency Management Act.

### **3.3. RESILIENT WESTPORT – MASTER PLANNING**

The early engagement workshops with industry, Governance and other key stakeholders were held from 10 – 12 April at Epic Westport and marked the transition from Stage 1 – Visioning to Stage 2 – Master Planning. The

workshops have received an overwhelmingly positive response from attendees, so with that momentum the Project Team is currently putting together the next steps for future workshops and other opportunities for engagement, in line with the Resilient Westport Comms & Engagement Strategy.

### **3.4.RESOURCE CONSENTING**

The team is continuing to field interest from the development sector regarding subdivisions and new housing, which is an encouraging sign for the District. Navigating the complexities of planning legislation and hazard mitigation remains a challenge for both Council and the private sector, however our new Group Manager Regulatory Services is already collaborating with our in-house team and industry to improve lines of communication, reduce processing times and provide greater clarity. A work in progress, but early signs are positive.

### **3.5.BUILDING**

March 2024 saw 21 new building applications received which is an increase on previous months. Similarly, 23 building consents were granted for March, trending upwards on previous months. Processing of PIMs and LIMs remains at quite a steady to high volume.

### **3.6.ANIMAL CONTROL, ENVIRONMENTAL HEALTH, COMPLIANCE**

The team is preparing for a busy period in May/June with Dog Registrations commencing. Animal control matters and liquor licensing applications remain at a high volume, as a consistent trend.

### **3.7 KMTT (KOTAHITANGA MŌ TE TAI AO ALLIANCE'S RESTORING AND PROTECTING FLORA PROJECT)**

During March, the Flora project team had a strong focus on the invasive pampas grass. This large, clump-forming grass spreads widely and colonises disturbed areas very quickly, outcompeting native plants and risking causing severe erosion on cliffs, stream banks and gullies.

The Flora project team from MBC has controlled pampas across the District, including a full beach survey from Little Wanganui to Kohaihai, in Karamea. We have also controlled large infestations on the BDC road reserves around

Omau and Cape Foulwind, helping BDC avoid compliance notices from WCRC for this season. Over the next few months, a report will be prepared that details compliance weeds on road reserves so that the Council can effectively plan for next year's required weed control once the Flora project ends in May 2024.

### **3.8 REEFTON SERVICE CENTRE BUILDING**

Council has been approached by several community groups who would like to see the previously used BDC service centre set up for community use.

There will be a report put forward to Council at the end of May regarding the future use of this building.

### **3.9 LIBRARY**

This autumn, the library will undergo a refreshing carpet makeover, thanks to a much-needed renovation project. Scheduled in four stages, the makeover aims to maintain essential services while giving the facility a fresh new look. The old carpet is worn and stained, will be replaced with durable, square-tiled flooring with a lifespan of 15–20 years. With Flooring Plus from Westport overseeing the installation, the project is in capable hands.

Despite the challenges of relocating a library collection, Crown Relocations NZ will ensure a smooth transition, allowing library staff to focus on serving the community.

Although there will be some disruption to services during the renovation, efforts have been made to minimise inconvenience. Community engagement activities and certain services will relocate to nearby venues, ensuring continued access to library resources.

Throughout the process, patrons will be encouraged to utilise online services and plan ahead for book borrowing. Despite any temporary inconvenience, the library looks forward to reopening its doors with a fresh new look, ready to serve the community better than ever before.



## **BULLER DISTRICT COUNCIL**

**24 APRIL 2024**

**AGENDA ITEM: 13**

**Prepared by** Simon Pickford  
Chief Executive Officer

### **PORTFOLIO LEADS VERBAL UPDATE**

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#### **1. REPORT SUMMARY**

A summary of updates is verbally provided by each of the new Portfolio Leads and Council Representatives listed below.

#### **2. DRAFT RECOMMENDATION**

**That Council receive verbal updates from the following Chairs and Council Representatives, for information:**

- a. **Inangahua Community Board – Cr L Webb**
- b. **Regulatory Environment & Planning - Councillors Neylon and Basher**
- c. **Community Services - Councillors Howard and Pfahlert**
- d. **Infrastructure - Councillors Grafton and Weston**
- e. **Corporate Policy and Corporate Planning - Councillors Reidy and Sampson**
- f. **Smaller and Rural Communities - Councillors O’Keefe and Webb**
- g. **Iwi Relationships - Ngāti Waewae Representative Ned Tauwhare and Mayor Cleine**
- h. **Te Tai o Poutini Plan – Mayor J Cleine and Cr G Neylon**
- i. **Joint Committee Westport Rating District – Mayor J Cleine, Cr J Howard and Cr C Reidy**
- j. **WC Health Localities Project - Cr G Neylon**
- k. **Regional Transport Committee – Cr Phil Grafton**

# BULLER DISTRICT COUNCIL

24 APRIL 2024

AGENDA ITEM: 14

Prepared by Simon Pickford  
Chief Executive Officer

## PUBLIC EXCLUDED

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### 1. REPORT SUMMARY

Subject to the Local Government Official Information and Meetings Act 1987 S48(1) right of Local Authority to exclude public from proceedings of any meeting on the grounds that:

### 2. DRAFT RECOMMENDATION

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

Item No.	Minutes/Report of:	General Subject	Reason For Passing Resolution Section 7 LGOIMA 1987
PE 1	Douglas Marshall - Chief Finance Officer	Financial forecasts of dredge operations	(s 7(2)(h)) – enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities
PE 2	Douglas Marshall – Chief Finance Officer	Acceptance of tender for Wharf repair project from flood events	(s 7(2)(i)) - enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations);
PE 3	Simon Pickford - CEO	Confirmation of Previous Public Excluded Minutes	(s 7(2)(j)) - Prevent the disclosure or use of official information for improper gain or improper advantage.

Item No.	Minutes/Report of:	General Subject	Reason For Passing Resolution Section 7 LGOIMA 1987
PE 4	Simon Pickford - CEO	Update on Project Management Office	(s 7(2) (f)) - Maintain the effective conduct of public affairs through the protection of such members, officers, employees, and persons from improper pressure or harassment