

**ORDINARY MEETING**

**OF**

**TAWA COMMUNITY BOARD**

**AGENDA**

**Time:** 7: 00pm  
**Date:** Thursday, 6 December 2018  
**Venue:** Tawa Community Centre  
5 Cambridge Street  
Tawa  
Wellington

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**MEMBERSHIP**

Jill Day  
Graeme Hansen  
Richard Herbert (Chair)  
Liz Langham  
Margaret Lucas (Deputy Chair)  
Jack Marshall  
Robyn Parkinson  
Malcolm Sparrow

**Have your say!**

*You can make a short presentation to the Councillors at this meeting. Please let us know by noon the working day before the meeting. You can do this either by phoning 04-803-8334, emailing [public.participation@wcc.govt.nz](mailto:public.participation@wcc.govt.nz) or writing to Democracy Services, Wellington City Council, PO Box 2199, Wellington, giving your name, phone number, and the issue you would like to talk about.*

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## **1 Meeting Conduct**

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### **1.1 Whakatauki**

A whakatauki will be read to open the meeting.

### **1.2 Apologies**

The Chairperson invites notice from members of apologies, including apologies for lateness and early departure from the meeting, where leave of absence has not previously been granted.

### **1.3 Conflict of Interest Declarations**

Members are reminded of the need to be vigilant to stand aside from decision making when a conflict arises between their role as a member and any private or other external interest they might have.

### **1.4 Confirmation of Minutes**

The minutes of the meeting held on 8 November 2018 will be put to the Tawa Community Board for confirmation.

### **1.5 Tawa Community Board Service Award**

A Tawa Community Board Service Award may be presented.

### **1.6 Public Participation**

A maximum of 60 minutes is set aside for public participation at the commencement of any meeting of the Council or committee that is open to the public. Under Standing Order 3.23.3 a written, oral or electronic application to address the meeting setting forth the subject, is required to be lodged with the Chief Executive by 12.00 noon of the working day prior to the meeting concerned, and subsequently approved by the Chairperson.

### **1.7 Items not on the Agenda**

Any item not on the agenda may only be discussed if a motion to discuss the item is passed by a unanimous resolution of the meeting; and:

1. The item is a minor item relating to the general business of the local authority; and
2. The Chairperson explains at the beginning of the meeting, at a time when it is open to the public, that the item will be discussed at the meeting but no resolution, decision or recommendation may be made in respect of that item except to refer that item to a subsequent meeting for further discussion; and
3. The Chairperson explains to the meeting why the item is not on the agenda and the reason why discussion of the item cannot be delayed.



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## 2. Oral Reports

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### ORAL REPORTS 6TH DECEMBER

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#### **Purpose**

1. Oral reports provide an opportunity for Council officers, guests and Tawa Community Board members to share updates on relevant issues.
2. The following oral reports are scheduled to be delivered at this meeting:
  - a. Tawa Main Road parking space realignment proposal – Charles Kingsford
  - b. Outer Greenbelt Management Plan review public consultation proposal – Bec Ramsay
  - c. Tawa Primary Citizenship awards update – Malcolm Sparrow
  - d. Tawa Community Board members' updates.

#### **Recommendation/s**

That the Tawa Community Board:

1. Receives the information.
2. Thanks the presenters for their oral reports.

#### **Attachments**

Nil

Author	Ryan Wilson, Elected Member Support Advisor
Authoriser	Penny Langley, Democracy Services Manager



### 3. Reports

## RESOURCE CONSENT APPLICATIONS AND APPROVALS FOR 25 OCTOBER TO 19 NOVEMBER 2018.

### Purpose

1. In accordance with an agreement reached with the Tawa Community Board, the purpose of this report is to advise the Board of all resource consents lodged, along with decisions made by Officers acting under Delegated Authority, on Land Use and Subdivision resource consent applications.

### Recommendation

That the Tawa Community Board:

1. Receive the information.

### Background

2. This report advises the Community Board of resource consents lodged and decisions made during the period 25 October to 19 November 2018.

### Discussion

3. For the period from 25 October to 19 November 2018, there were eight applications received by the Council.

<b>Service Request</b>	<b>Address</b>	<b>Applicant</b>
422621	104 Woodburn Drive, Takapu Valley	King & Dawson Architects & Engineers Ltd
Land use consent for a new dwelling.		
421260	23 Hinau Street, Tawa	Paul McDonnell Homes 2015 Ltd
Subdivision consent for a five lot fee simple subdivision.		
422100	12 Woodman Drive, Tawa	Namindra Menike
Land use consent for an infill dwelling.		
421419	18 Tawa Street ,Tawa	Great Wellington Rail Ltd
Outline plan waiver for an upgrade/replacement of the main pedestrian shelter on the south platform.		
398498	49 Raroa Terrace, Tawa	3DR Architectural Design & Draughting

Boundary activity consent for a new dwelling with a recession plane breach.		
<b>407052</b>	<b>74 Victory Crescent, Tawa</b>	<b>Francis Maitland</b>
Boundary activity consent relating to the construction of a fence.		
<b>407659</b>	<b>4 Davidson Crescent, Tawa</b>	<b>Saw Design Ltd</b>
Boundary activity consent for a single storey addition to an existing dwelling.		
<b>409614</b>	<b>1 Raroa Terrace, Tawa</b>	<b>Design Services (Wellington) Ltd</b>
Boundary activity consent relating to additions to an existing dwelling.		

4. For the period from 25 October to 19 November 2018, there were eight applications approved under delegated authority.

<b>Service Request</b>	<b>Address</b>	<b>Applicant</b>
<b>419911</b>	<b>47 Nassau Avenue, Grenada North</b>	<b>Wellington Electricity Lines</b>
Land use consent for storage of electricity equipment for earthquake readiness.		
<b>419815</b>	<b>25 Raroa Terrace, Tawa</b>	<b>E Willcocks</b>
Subdivision consent for a two lot fee simple subdivision.		
<b>398498</b>	<b>49 Raroa Terrace, Tawa</b>	<b>Fraser Punt &amp; Michelle Smits</b>
Boundary activity consent for a new dwelling with a recession plane breach.		
<b>407659</b>	<b>4 Davidson Crescent, Tawa</b>	<b>Saw Design Ltd</b>
Boundary activity application for a single storey addition to an existing dwelling.		
<b>420414</b>	<b>102 Chester Road, Tawa</b>	<b>Sharp Builders</b>
Subdivision consent for a four lot fee simple subdivision and a land use consent for site coverage and building recession plane on Lot 4.		
<b>409614</b>	<b>1 Raroa Terrace, Tawa</b>	<b>Design Services (Wellington) Ltd</b>
Boundary activity relating to additions to an existing dwelling.		
<b>421419</b>	<b>18 Tawa Street, Tawa</b>	<b>Great Wellington Rail Ltd</b>
Outline plan waiver for an upgrade/replacement of the main pedestrian shelter on the south platform.		
<b>420501</b>	<b>11 Wilfred Street, Tawa</b>	<b>J.D.M Laureles Ltd</b>

Change of condition application relating to proposed changes to the approved house and subdivision layout.

### Attachments

Nil

Author	Nicole Tydda, Business Services Manager
Authoriser	Bill Stevens, Resource Consents Team Leader David Chick, Chief City Planner





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## **CURRENT OR UPCOMING COUNCIL CONSULTATIONS AND SURVEYS**

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### **Purpose**

1. To provide the Tawa Community Board with an update on the current items Council is seeking public feedback on and to advise the Board on upcoming consultations or surveys the Council is undertaking

### **Recommendation/s**

That the Tawa Community Board:

1. Receive the information.

### **Discussion**

2. Council are seeking feedback on the following:

#### **Current Consultations:**

- A new community for Upper Stebbings Valley – phase 2 – Wellington City Council would like your feedback on three scenarios for how a new community in Upper Stebbings valley could look and feel (closes 8.00pm 9 December 2018).
- Newtown Connections - Wellington City Council want your feedback on three packages of route options and street layouts in Newtown, Berhampore and Mt cook (closes 5.00pm 11 Decemner 2018).

#### **Upcoming consultations:**

- There are no upcoming consultations.

### **Options**

3. Should the Board wish to participate in the consultations, there is no requirement for the Board to formally ratify this.

### **Attachments**

Nil

Author	Ryan Wilson, Elected Member Support Advisor
Authoriser	Penny Langley, Democracy Services Manager

## **SUPPORTING INFORMATION**

**Engagement and Consultation**

Not applicable

**Treaty of Waitangi considerations**

Not applicable

**Financial implications**

Not applicable

**Policy and legislative implications**

Not applicable

**Risks / legal**

Not applicable

**Climate Change impact and considerations**

Not applicable

**Communications Plan**

Not applicable

**Health and Safety Impact considered**

Not applicable

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## **TAWA COMMUNITY BOARD DISCRETIONARY FUND - MONTHLY ALLOCATIONS (DECEMBER 2018)**

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### **Purpose**

1. To approve by resolution the spending of the Tawa Community Board Discretionary fund for December 2018.

### **Recommendation/s**

That the Tawa Community Board:

1. Receives the information.
2. Acknowledges that there are no requests for spending for the month of December 2018.

### **Background**

2. The Tawa Community Board's Discretionary Fund is administered by Wellington City Council and is approximately \$10,000 exclusive of GST per annum.
3. At every Board meeting, the Board decide whether to make any payments from its Discretionary Fund for projects that directly benefit residents or organisations in Tawa. The payments are authorised by passing a resolution stating the amount of the payment/s, what the payment/s is to be used for and who it is they are going to.

### **Discussion**

4. In December 2017 the following was spent from the Tawa Community Board Discretionary fund.
  - \$ 375.10 Creative services – Tawa Community Board Service Awards
  - \$1559.68 Creative services – Tawa Community Board Christmas Newsletter
5. Should the Board wish to spend additional funds, they are able to add this to the recommendation at the meeting.
6. The Board is not required to pass these recommendations if they do not wish to.
7. A further report will be bought to the next meeting for the month of February.
8. In preparation for February 2019, the Board is advised that the following was spent from the Tawa Community Board Discretionary fund in February 2018.
  - \$ 0.00

### **Attachments**

Nil

Author	Ryan Wilson, Elected Member Support Advisor
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**TAWA COMMUNITY BOARD**  
6 DECEMBER 2018

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Authoriser	Penny Langley, Democracy Services Manager
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## **SUPPORTING INFORMATION**

### **Engagement and Consultation**

Not applicable

### **Treaty of Waitangi considerations**

Not applicable

### **Financial implications**

Proactivley manage the process of the Tawa Community Board Discretionary fund

### **Policy and legislative implications**

Not applicable

### **Risks / legal**

Not applicable

### **Climate Change impact and considerations**

Not applicable

### **Communications Plan**

Not applicable

### **Health and Safety Impact considered**

Not applicable



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## **TAWA BOROUGH SCHOLARSHIP CITATION**

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### **Purpose**

1. To advise the Tawa Community Board of the recipient of the annual award granted by the Trustees of the Tawa Borough Scholarship Trust.

### **Recommendation/s**

That the Tawa Community Board:

1. Receives the information.
2. Note the report of the Trustees of the Tawa Borough Scholarship Trust.

### **Background**

2. The Tawa Borough Scholarship Trust was established in 1989 after the Tawa Borough Council was amalgamated with Wellington City Council. Prior to amalgamation, the Tawa Borough Council donated the sum of \$10,000 to establish a trust fund for the purposes of creating an annual award to recognise students of Tawa College who excelled in sporting and/or cultural endeavours. The establishment of the Trust recognises the close association between Tawa College and the Council
3. The Trust Deed for the Tawa Borough Scholarship Trust made provision for two Trustees to be appointed by the Tawa Community Board, with the Chair of the Tawa Community Board automatically becoming a Trustee.
4. The recipient is recommended by the Tawa College on an annual basis and the Trustees are required to meet and approve the nomination made by the Tawa College.

### **Discussion**

5. The scholarship was presented to Johniel Bocacao at Tawa College's prize giving ceremony.
6. The report of the Trustees for 2018 is attached for the Board's information.
7. The Trustees granted a scholarship of \$600 and arranged for payment

### **Attachments**

Attachment 1. Tawa Borough Scholarship Trust Report 2018

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Author	Ryan Wilson, Elected Member Support Advisor
Authoriser	Penny Langley, Democracy Services Manager

## **SUPPORTING INFORMATION**

**Engagement and Consultation**

Not applicable

**Treaty of Waitangi considerations**

Not applicable

**Financial implications**

Not applicable

**Policy and legislative implications**

Not applicable

**Risks / legal**

Not applicable

**Climate Change impact and considerations**

Not applicable

**Communications Plan**

Not applicable

**Health and Safety Impact considered**

Not applicable



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### **Tawa Borough Scholarship Trust Report 2018.**

Richard Herbert (Chair), Jack Marshall, and Robert Tredger are the Tawa Community Board representatives appointed to the Tawa Borough Scholarship Trust. They are also the signatories to the Tawa Borough Scholarship Trust account held by Westpac Bank, Johnsonville.

The purpose of the Award, established in 1989 upon the demise of the Tawa Borough Council, is to acknowledge and provide a grant, in co-operation with the Tawa College, to 'a student (or students) who has (have) demonstrated all-around ability, with excellence firstly in sporting or cultural fields, and who in addition has (have) given worthwhile service to the College and/or Tawa Community'. This award is presented, by the Chair of the Tawa Community Board or his nominee, at the year-end Tawa College Academic Prize giving.

The student is recommended by the Tawa College, and was approved by the Trustees. On Friday 1<sup>st</sup> November, the Trustees considered the College's nomination for 2018, and approved a \$600 award amount.

### **The 2018 recipient of the award was Johniel Bocacao.**

Richard Herbert presented the Award at the Tawa College Prize giving.

Trustees

Robert Tredger, Richard Herbert, Jack Marshall.



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## **CAMP ELSDON ANNUAL REPORT FOR 2017/2018**

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### **Purpose**

1. To provide the Tawa Community Board members with an update of the activities of Camp Elsdon for the 2017/2018 financial year.

### **Recommendation/s**

That the Tawa Community Board:

1. Receive the information.

### **Background**

2. Camp Elsdon provides low cost accommodation for youth in a bush environment close to the cities of Porirua and Wellington. It is organised through school, churches, sports and community groups. Tawa Community Board is one of the core members of Camp Elsdon

### **Discussion**

3. A copy of the 30th Annual Report of Camp Elsdon is attached to this report.

### **Attachments**

Attachment 1. Camp Elsdon 2017/2018 Annual Report

Page 25

Author	Ryan Wilson, Elected Member Support Advisor
Authoriser	Penny Langley, Democracy Services Manager

## **SUPPORTING INFORMATION**

### **Engagement and Consultation**

Not Applicable

### **Treaty of Waitangi considerations**

Not Applicable

### **Financial implications**

Not applicable

### **Policy and legislative implications**

Not applicable

### **Risks / legal**

Not applicable

### **Climate Change impact and considerations**

Not applicable

### **Communications Plan**

Not applicable

### **Health and Safety Impact considered**

Not applicable



30TH  
ANNUAL REPORT  
2017 – 2018

A Registered Charitable Entity CC22812

## CONTENTS:

1. Agenda for 30<sup>th</sup> AGM meeting 29<sup>th</sup> October 2018
2. Minutes of 29<sup>th</sup> AGM meeting 16<sup>th</sup> November 2017
3. Chairman's Annual Report
4. Manager's Annual Report
5. Audited Performance Report for the year ended 30 June 2018

Camp Elsdon Incorporated  
Draft Agenda of 30<sup>th</sup> Annual General Meeting  
Monday 29<sup>th</sup> October 2018 at 5 p.m.  
(Tawa Community Centre, Board Room,  
5 Cambridge Street, Tawa)



1. **Welcome:**  
**Existing Board Members**  
John Kyne (chairperson), Tony Tomlin (vice-chairperson), Richard Herbert (secretary) (Tawa Community Board), Bob Moffitt, Joy Tau, Peter Birse (Tawa Lions), Mark Harris (Mana Cycles), Robert Lawrence, Denis Rogerson  
  
**Contributory (Non-Board) Members**  
Alastair Campbell (Tawa Lions), Mike Baker (Tawa Lions).  
  
**Public Participation:**  
Dave Molnar (manager), Chris Engel (assistant manager), Ann Scott (treasurer), Stephen Flude (PCC),
2. **Apologies:**
3. **Minutes of the last meeting (circulated):** Confirmation of Minutes of the 29th AGM held on 2nd November 2017.
4. **Matters Arising (from the Minutes of the 29th AGM):**
5. **Chairman's Annual Report:**
6. **Manager's Annual Report:**
7. **Financial Report (circulated):**
  - i. That the audited Camp Elsdon Performance Report for the year 2017-2018 be approved.
  - ii. That Contributory Membership subscription be retained at \$20 per annum.
8. **Appointment of Core Member:**
9. **Contributory Members be appointed to the Board:** That Contributory members John Kyne, Bob Moffat, Tony Tomlin, Joy Tau, Denis Rogerson and Robert Lawrence be appointed to the Board. [ Note Richard Herbert, Peter Birse and Mark Harris have automatic appointment by virtue of representing a Core member ]
10. **Election of Officers:** The constitution provides that the appointment of offices for chairperson, secretary, treasurer, be made by the Board at their next Meeting.
11. **Auditor:** That Moore Stephens Wellington Audit be appointed auditor.
12. **General Business:**





Camp Elsdon Incorporated  
Minutes of 29<sup>th</sup> Annual General Meeting  
Thursday 16<sup>th</sup> November 2017 at 5.30 p.m.  
(Camp Upper Campers Kitchen)

- 1 **Welcome :**
- Present:**
- Existing Board Members**  
Denis Rogerson (chairperson), Tony Tomlin (vice-chairperson), Richard Herbert (secretary)(Tawa Community Board), Joy Tau (treasurer), Bob Moffitt, Richard Compton, Peter Birse (Tawa Lions).
- Contributory (Non-Board) Members**  
Alastair Campbell (Tawa Lions), John Kyne (Tawa Lions)
- Public Participation:**  
Stephen Flude (PCC), Dave Molnar (manager), Chris Engel (assistant manager), Anna Scott (accounting advisor).
- 2 **Apologies:** Mark Harris (Mana Cycles), Mike Baker (Tawa Lions),  
Apologies Accepted. Moved Richard H / Seconded Joy **Carried**
- 3 **Minutes of the last meeting:** 28th AGM held 10th November 2016 be accepted.  
Moved Bob / Seconded Joy **Carried**
- 4 **Chairman's Report be accepted:** Moved Tony / Seconded Joy **Carried**
- 5 **Manager's Report be accepted :** Moved Bob / Seconded Peter **Carried**  
Denis thanked the managers and previous Board members for the good work that had been done to set the Camp up to a standard that we can now moved forward into the future knowing the Camp is in good heart.
- 6 **Financial Report be accepted :** Moved Bob / Seconded Tony **Carried**  
Approved subject to Audit and Completion of the Performance Report. The Financial report is currently being audited and will be circulated to members upon completion.

In introducing the accounts Denis also introduced Anna Scott who had recently come on board has the Camps financial advisor following the move to introduce the XERO financial reporting system and the stepping down of Joy as treasurer. Denis explained that the current years accounts, hastily also prepared by Anna, were still undergoing auditing and thus needed to be approved subject to audit. He also noted that the comparatives were not strictly comparable as the 2016 accounts had been prepared GST inclusive and the 2017 accounts were GST exclusive. This was necessary as the accounts were now based on the Charity Services tier 3 model financial reporting template and structured according to that template. Anna walked the meeting through the Financial Report.



- 7 **Appointment of Core Member:** That Mana Cycles Inc. be appointed as a Core Member of the Society. Moved Richard H / Seconded Peter Carried  
Abstentions recorded for Tony and Joy.

There was some discussion on the possible effect of the proposed Colonial Knob development and Mana Cycles involvement. Richard C asked if it was known whether as part of this development there was any accommodation planned like there was at the Christchurch development. Stephen Flude advised that development should be positive for the Camp and that there was no accommodation currently as part of the developer's plans but that further accommodation was a wider need in the community that other operators may pickup as an opportunity.

- 8 **Contributory Members be appointed to the Board:** That Contributory members Bob Moffitt, Tony Tomlin, Joy Tau, Denis Rogerson and Robert Lawrence be appointed to the Board. [ Noted that Richard Herbert, Peter Birse and Mark Harris have automatic appointment by virtue of representing a Core member ]  
Moved Richard H / Seconded Peter Carried

Denis acknowledged Richard Crompton's contribution to the Board, as he was not standing again, and especially his ongoing support of the Camp and voluntary assistance provided to the managers.

- 9 **Election of Officers:** Under the constitution this is undertaken at the next Board Meeting. A Health and Safety Officer will also be appointed at that time.

- 10 **Auditor:** That David Lowe be appointed auditor.  
Moved Denis / Seconded Bob Carried

11 **Motions**

- i. That Contributory Membership be retained at \$20 per annum  
Moved Richard H / Seconded Joy Carried
- ii. "That this AGM passes a vote of thanks to Bob Moffitt for his years of service as past chairman."  
Moved Denis / Carried by acclamation

In supporting this motion Alistair recounted that Bob (who had retired as chairman at the October Board meeting) was first appointed as the Tawa Lions representative on the Camp Elsdon Board in 1993, and had been chairperson since 2008, leading the Board through both bad times and good times.

- iii. "That this AGM passes a vote of thanks to Joy Tau, for her years as service and dedication as past treasurer."  
Moved Denis / Carried by acclamation

In supporting this motion Denis recounted that Joy had been the Camps treasurer for the past 27 years and marvelled at examples of the thoroughness and completeness in the way that Joy had gone about her accounts record keeping all of which was entirely manually maintained and in such neat handwriting and orderliness.

12 General Business:

- i. Stephen Flude from PCC acknowledged everyone’s effort in supporting the Camp. He was here as a personal representative, but continued to be the go-to contact person for the PCC.  
Stephen also highlighted a possible opportunity for the Camp when in early 2018 PCC was planning to call for applications for grants from a Children’s and Young persons grant fund.  
Stephen advised that the Mayor was interested in what we were doing so advised to keep him informed, and that he had enjoyed the experience working with the Camp.
  
- ii. Denis highlighted some of the plans for the coming year which included:
  - a. The introduction of the XERO financial reporting system,
  - b. The introduction of an online booking system,
  - c. The introduction of an Asset Management Planning tool,
  - d. Continued improvement of H&S and operational processes,
  - e. A review of the Camp’s Constitution,
  - f. A review of the Camp’s charitable purpose,
  - g. An expansion of the Camp’s charity purpose options from just providing youth accommodation to also including grants to youth groups that fit with its charities purpose,
  - h. To start to look at Camp based activities to engage youth who are staying at the Camp,
  - i. A prepare for the negotiation of the rollover of the Camp’s land lease before its tenure expiry in 2020.

13 Meeting Closed at 6.24 pm.

- Approved and Accepted :

Chairman:.....



Camp Elsdon Incorporated  
Chairman's Report  
for the 30<sup>th</sup> Annual General Meeting  
29<sup>th</sup> October 2018



Welcome to Camp Elsdon's 30th AGM

The last year has been a positive one for the Camp. Denis Rogerson took on the role of chairperson in the first half of 2017/18. Since August 2018 Denis has taken 6 months leave from the Board for overseas travel and recovery from a planned operation, and I have stepped in as acting chairperson.

Denis and the Board have been focused on the Camp's key role and charitable purpose - the provision of camp accommodation to young people and their whanau. In 17/18 the Camp hosted 104 community groups and provided 6,460 subsidised camp nights. The camp also ran at a surplus highlighting the importance and value of long term campers and other visitors to the camp's financial viability.

The year has been transformational as the Camp has moved into the electronic age with the adoption of XERO as its financial management system, moving to electronic banking, electronic payroll, online filing of GST returns, installation of security cameras, and a web site refresh. During the past year we also introduced WiFi as a service for campers, which is also providing an additional revenue stream for the Camp. Systems upgrades will continue this year with a new electronic booking system and telecoms upgrades being planned.

Since the last AGM we have also appointed new auditors, Moore Stephens Audit Wellington, who have done a sterling job in completing the audits for the prior 2016-17 period as well as the 2017-18 financial year – on both occasions the Camp received an unqualified opinion and few recommendations for improvements not already under action.

On behalf of the Board I wish to also acknowledge the help of Anna Scott for her work with the XERO implementation, liaising with the auditor, and for providing the monthly reports for Board meetings.

Sheena Kilmister is also new to the Elsdon Camp. She assists with accounts and getting the money in and properly accounted for. Her contribution is greatly appreciated.

During the past year there was an ongoing focus on building compliance and health and safety works which have included upgraded to the lower field toilet blocks, and main kitchen, and improved drainage issues. The Wildlands lease was also renewed for a further three years. Corrections teams have continued to be of great assistance with works around the grounds.

As already noted the Camp continues to be well patronised both by school and sports groups and international tourists and is generally looking well in appearance. This is a credit to the duty managers Dave and Chris who are the front face of the Camp and keep it ticking over and well maintained with the grateful backup assistance of camper Richard Compton.

I wish to acknowledge fellow Board members. The team brings considerable experience and a broad base of skills. This is backed up with enthusiasm, energy and commitment of time. The Board has been welcoming to and supportive of Denis and myself.

While an AGM is a time to reflect on and celebrate past achievements, I believe on this occasion of the Camps 30th AGM we can look forward with confidence.

The Board has recently submitted in support of the Porirua Adventure Park noting the opportunities it would provide for Youth and the Camp, and the need to protect and enhance the environment as the park is developed.

Whether or not the Park proceeds, the future presents both challenges and opportunities. The Board intends to concentrate on understanding the challenges and opportunities and determining the future direction for Camp Elsdon in the first half of 2019.

In the meantime we will implement a new management structure that will provide the camp with needed capability and capacity; with new and enhanced systems, processes and policies; and with additional "on the ground" support for Dave and Chris.

This "step up" is also designed to provide the Board with the headroom to perform its full governance role, and to be in a position to chart a positive and prosperous future for the Camp.

Thanks to the WCC for enabling us to meet at the Tawa Community Centre and to Richard Herbert for organising this occasion.

A special thanks to each of you for your attendance tonight and for your continued support of Camp Elsdon and our Youth.

John Kyne  
Acting Chairman  
Camp Elsdon Board of Management





21 October 2018  
Camp Elson Inc  
18 Raiha Street  
Elsdon, Porirua

Annual Managers Report. 2017 – 2018

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It gives me great pleasure to provide Annual Managers Report.

This report covers from July 2017 to June 2018

The year seems to have flown past again with the continuing maintenance to keep grounds and buildings to the required level on a daily basis. There have been a number of larger maintenance requirements needed to be carried out for various compliances, electrical, plumbing, drainage and the replacement of various appliances throughout the camp have taken a lot of resource and cost. I need to point out that what has been achieved with these works has been done with future proofing in mind and carried out by very competent and professional contractors.

The works committee is working well for me as the link between camp works and the board.

The focus on developing new and improved systems and procedures is both understandable and appreciated. I am pleased to see that this is progressing and will be a great benefit to the camp and staff.

The need to review the management system has been recognised and with the proposed new structure appointing a manager to implement the new systems and procedures will go a long way to achieving our goals. This person will also provide cover for the current managers and will allow more time to work on the much-needed improvements throughout the camp.

I am looking forward to the coming year and achieving many of the goals set, especially the improvements to the buildings.

We have enjoyed many group bookings throughout the year and have always had good feedback. Especially from the schools.

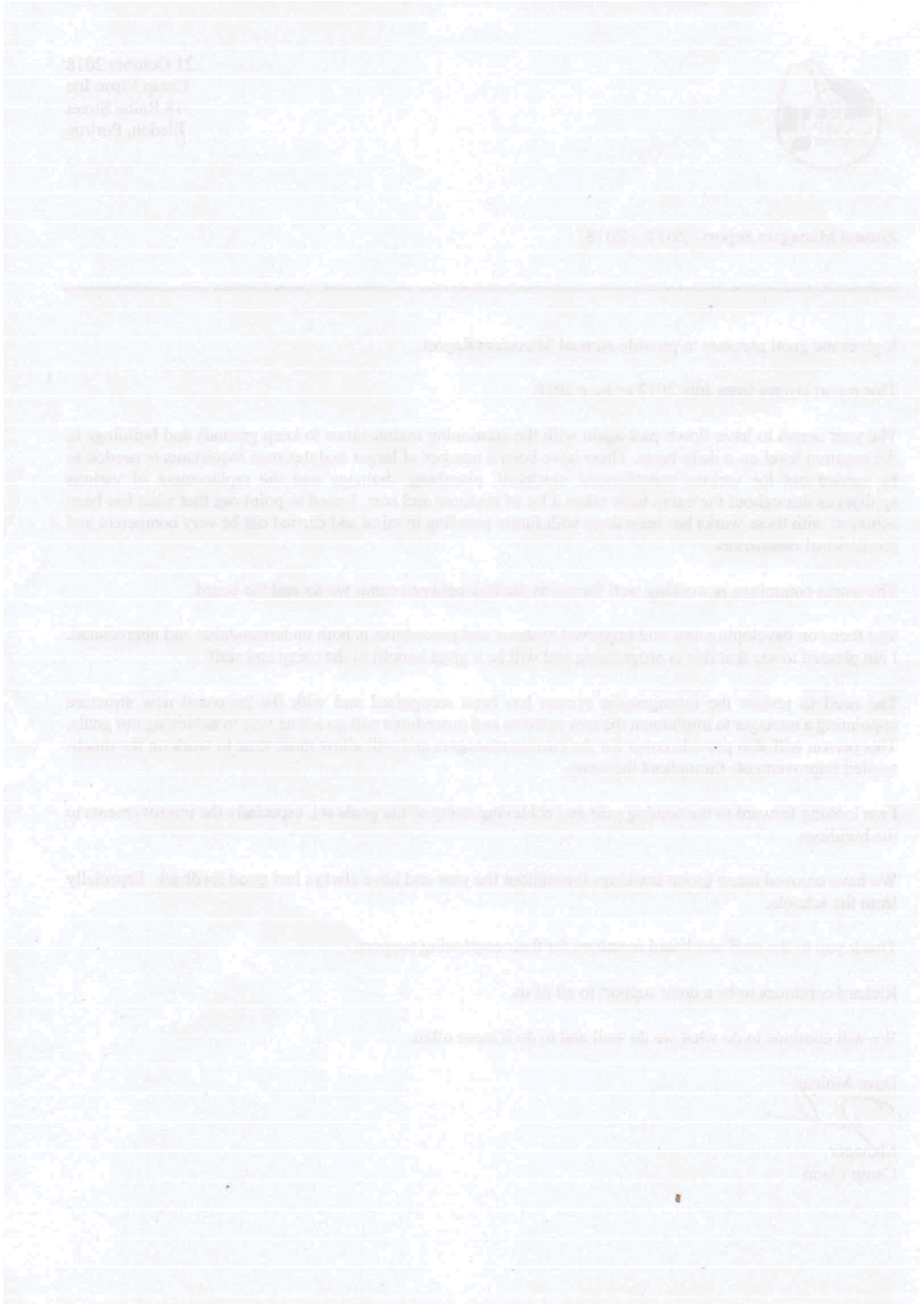
Thank you to the staff and board members for their continuing support.

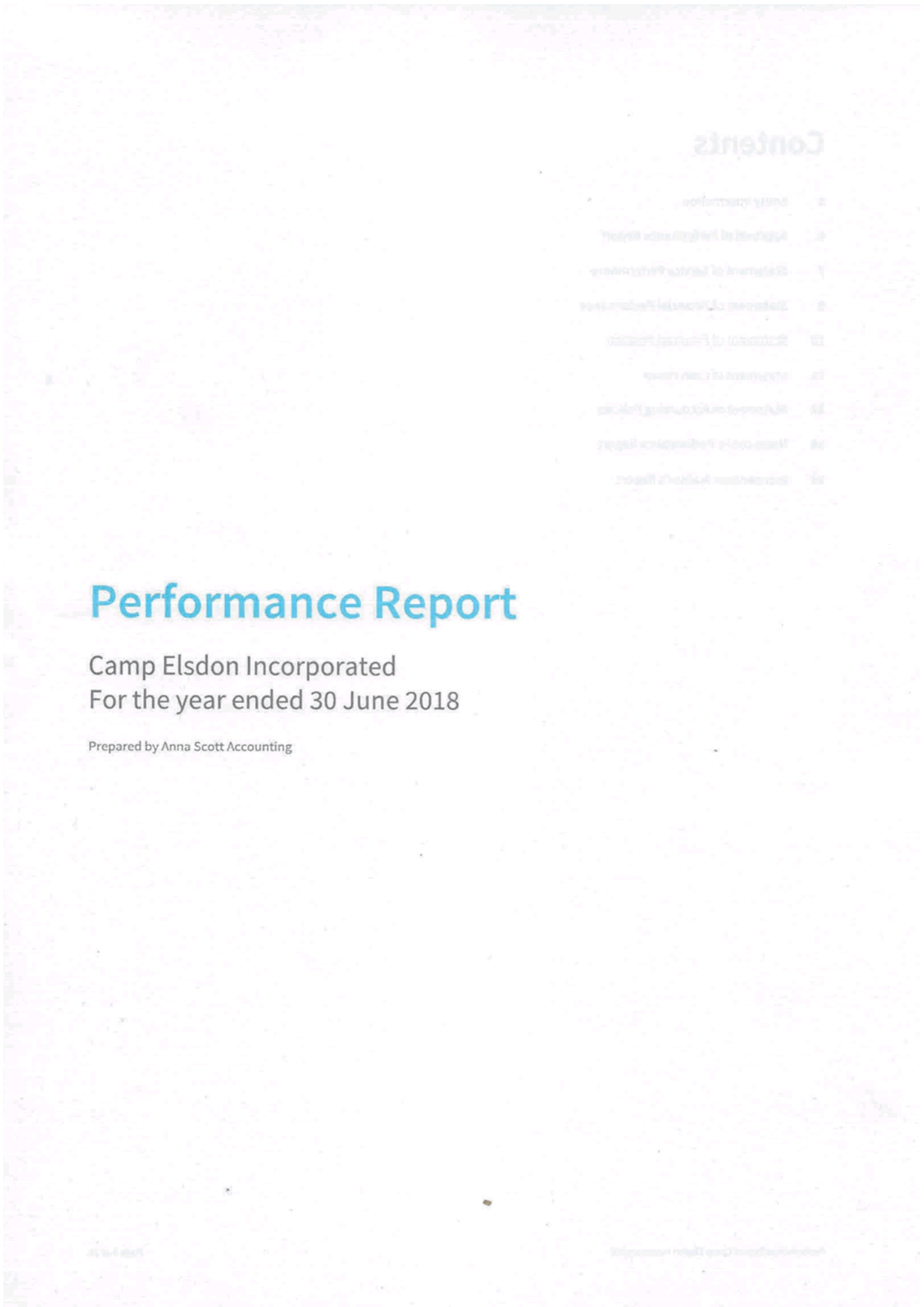
Richard continues to be a great support to all of us.

We will continue to do what we do well and to do it more often.

Dave Molnar

Manager  
Camp Elson





## Contents

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Performance Report

Camp Elsdon Incorporated  
For the year ended 30 June 2018



## Entity Information

### Camp Elsdon Incorporated For the year ended 30 June 2018

**Legal Name**

Camp Elsdon Incorporated

**Type of Entity**

Incorporated Society and Registered Charity

**Registration Number**

CC22812

**Purpose**

The objects of the Society shall be:

- (a) To take on and continue the activities hitherto engaged in by the Methodist Church of NZ by the leasing upon appropriate tenure, the maintenance, administration and development as a Youth Camp of the existing property and facilities contained in the Crown Lease 735/57.
- (b) To provide live-in and outdoor accommodation facilities for the use of members of the community at large.
- (c) To provide a Camp that will have a special character that will be conducive to the spiritual, mental and physical growth of all associated with it.
- (d) To encourage an appreciation of the sociological, geographical, historical and environmental sciences, with particular reference to the Porirua Basin and the Greater Wellington Region.
- (e) To encourage an appreciation of outdoor education and recreation.
- (f) To do such things as are incidental or conducive to the attainment of the above objects.



Performance Report Camp Elsdon Incorporated



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Entity Information

**Governance**

The Rules of Camp Elsdon Incorporated ('the Society') state that the membership of the Society's Board of Management shall be made up of core and contributing members, with no more than 9 core members at any one time. There are currently 3 core members and 8 contributing members.

The Board of Management appoints managers, assistant managers and other employees as may be appropriate or necessary to the running of the camp. There are currently 3 paid employees.

The Board meets monthly. The Board has the following sub committees; Health and Safety (from March 2017), Works and Staff.

**Core Members**

Lions Club of Tawa

Tawa Community Board

Mana Cycles Inc. (appointed 16 November 2017)

**Board of Management**

Denis Rogerson (Chair) (appointed December 2016) (Chair from 31 October 2017)

Tony Tomlin (Deputy Chair)

Richard Herbert (Secretary)

Bob Moffitt

Joy Tau

Peter Birse (appointed August 2016)

Mark Harris (appointed December 2016)

Robert Lawrence (appointed 5 October 2017)

Anna Scott (Board Treasurer)

**Main Sources of Cash and Resources**

Camp Elsdon derives income from the hire of accommodation being; dormitory type buildings, cabins, powered and non powered caravan and motor home sites and tent sites.

**Main methods used to raise funds**

Fees charged for accommodation.

**Reliance on Volunteers and Donated Goods or Services**

The Board of Management is comprised of all volunteer members. The Board assists with financial and administrative work.

**Physical Address**

Treasurer, 18 Raiha Street, Elsdon, Porirua, New Zealand, 5022



Performance Report Camp Elsdon Incorporated



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Entity Information

Postal Address

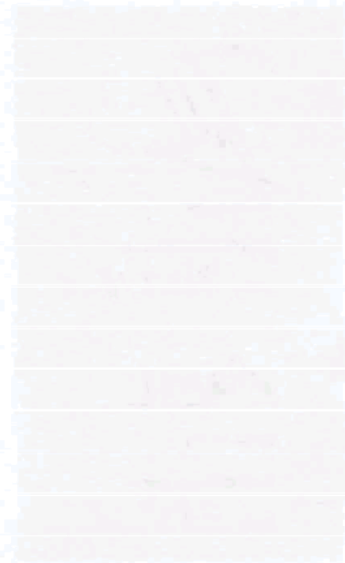
Treasurer, 18 Raiha Street, Elsdon, Porirua, New Zealand, 5022

Phone 04 2378987

Fax 04 2378977

Email: [info@campelsdon.co.nz](mailto:info@campelsdon.co.nz)

Website: [www.campelsdon.co.nz](http://www.campelsdon.co.nz)



## Approval of Performance Report

Camp Elsdon Incorporated  
For the year ended 30 June 2018

The Management Board are pleased to present the approved performance report including the historical financial statements of Camp Elsdon Incorporated for year ended 30 June 2018.

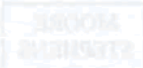
APPROVED



John Kyne  
Board Chairperson  
Date 28-7-18



Anna Scott  
Board Treasurer  
Date 28-7-18





## Statement of Service Performance

### Camp Elsdon Incorporated For the year ended 30 June 2018

#### Description of Outcomes

#### Outcomes

The main outcomes sought by Camp Elsdon in 2017 – 2018 are;

- 1) Continuing upgrade and maintenance of the Camp facilities
- 2) Operational improvement
- 3) Provision of accommodation for community groups.

#### Outputs

Outputs achieved during 2017 – 2018

#### 1) Upgrade and Maintenance of Camp Facilities

- a) A total of \$45,662 was spent across all repairs and maintenance categories.
- b) Good progress on addressing long standing building compliance issues; Wildlands building, bottom field toilet block and bottom field drainage
- c) Bottom field toilet upgrade(\$10874 to year end ) almost complete
- d) Capital works including;
  - Driveway (\$2464)
  - Field drainage (\$17310)
  - Security camera system (\$6583)
  - Wifi set up (\$4401)

#### 2) Operational Improvements

- a) Asset register reviewed
- b) Xero accounting system with associated procedures implemented and management reports formulated
- c) Accountant and bookkeeper appointed
- d) New auditor appointed and comprehensive audit undertaken with no major qualifications
- e) Volunteer agreement implemented
- f) Electricity and gas cost savings plan completed by Smartpower
- g) Staff first aid certifications completed
- h) Wildlands memorandum of understanding (lease) negotiated through to December 2020

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Statement of Service performance

3) Accommodation for community groups

Group Type	2017/18		2016/17		comparison indicative 2015/2016	
	Number of groups	Nights occupancy	Number of groups	Nights occupancy	Number of groups	
School	28	2,455	27	2,762	23	
Sports	25	1,177	14	1,799	15	
Church	13	695	16	895	9	
Family reunion	29	1,691	18	830	22 (including others)	
Cultural	4	284	7	464	not collected	
Other	5	158	4	191		
<b>Total</b>	<b>104</b>	<b>6,460</b>	<b>86</b>	<b>6,941</b>	<b>69</b>	

Internal rate of discount

Revenue (before discount)	\$	102,785
Charitable purpose discount	\$	16,913
Revenue (after discount)	\$	85,872

## Statement of Financial Performance

Camp Elsdon Incorporated  
For the year ended 30 June 2018

'How was it funded?' and 'What did it cost?'

	NOTES	2018	2017
<b>Revenue</b>			
Donations, fundraising and other similar revenue	1	2,056	-
Lease income and other revenue	1	8,549	-
Revenue from providing goods or services	1	460,606	477,906
Interest, dividends and other investment revenue	1	5,122	3,118
Subscriptions	1	122	35
<b>Total Revenue</b>		<b>476,455</b>	<b>481,059</b>
<b>Expenses</b>			
Volunteer and employee related costs	2	132,149	135,706
Costs related to providing goods or service	2	240,886	214,728
Other expenses	2	36,293	75,800
<b>Total Expenses</b>		<b>409,328</b>	<b>426,235</b>
<b>Surplus/(Deficit) for the Year</b>		<b>67,127</b>	<b>54,824</b>
<b>Other comprehensive Revenue and Expense</b>			
Revaluation of property		(332,674)	-
<b>Total Comprehensive income</b>		<b>(265,547)</b>	<b>54,824</b>

**CAMP ELSDON INCORPORATED**

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The accompanying notes form part of this performance report.

Performance Report Camp Elsdon Incorporated

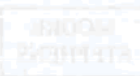
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## Statement of Financial Position

Camp Elsdon Incorporated  
As at 30 June 2018

'What the entity owns?' and 'What the entity owes?'

	NOTES	30 JUN 2018	30 JUN 2017
<b>Assets</b>			
<b>Current Assets</b>			
Bank accounts and cash	3	77,364	225,345
Debtors and prepayments	3	33,766	495
Other Current Assets	3	295,579	69,386
<b>Total Current Assets</b>		<b>406,709</b>	<b>295,226</b>
<b>Non-Current Assets</b>			
Property, Plant and Equipment	5	498,910	828,818
<b>Total Non-Current Assets</b>		<b>498,910</b>	<b>828,818</b>
<b>Total Assets</b>		<b>905,619</b>	<b>1,124,044</b>
<b>Liabilities</b>			
<b>Current Liabilities</b>			
		94,353	47,231
<b>Total Liabilities</b>		<b>94,353</b>	<b>47,231</b>
<b>Total Assets less Total Liabilities (Net Assets)</b>		<b>811,265</b>	<b>1,076,812</b>
<b>Accumulated Funds</b>			
Accumulated surpluses or (deficits)	6	58,196	(8,931)
Reserves	7	753,069	1,085,743
<b>Total Accumulated Funds</b>		<b>811,265</b>	<b>1,076,812</b>



The accompanying notes form part of this performance report.

Performance Report Camp Elsdon Incorporated

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## Statement of Cash Flows

Camp Elsdon Incorporated  
 For the year ended 30 June 2018

'How the entity has received and used cash'

	2018	2017
<b>Cash Flows from Operating Activities</b>		
Receipts from providing goods or services	449,979	485,113
Interest, dividends and other investment revenue	1,573	378
Revenue from members	122	35
Payments to suppliers and employees	(336,202)	(387,814)
Cash flows from other non cash operating activities	0	0
<b>Total Cash Flows from Operating Activities</b>	<b>115,472</b>	<b>97,712</b>
<b>Cash Flows from Investing and Financing Activities</b>		
Receipts from sale of property, plant and equipment	0	2,174
Payments to acquire property, plant and equipment	(37,259)	(37,344)
Purchase of term deposits	(226,194)	0
<b>Total Cash Flows from Investing and Financing Activities</b>	<b>(263,453)</b>	<b>(35,170)</b>
<b>Net Increase/ (Decrease) in Cash</b>	<b>(147,981)</b>	<b>62,542</b>
<b>Cash Balances</b>		
Bank accounts and cash at beginning of period	225,345	162,803
Bank accounts and cash at end of period	77,364	225,345
<b>Net change in bank accounts and cash for period</b>	<b>(147,981)</b>	<b>62,542</b>

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The accompanying notes form part of this performance report

Performance Report - Camp Elsdon Incorporated

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## Statement of Accounting Policies

Camp Elsdon Incorporated  
For the year ended 30 June 2018

'How did we do our accounting?'

### Basis of Preparation

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

### Goods and Services Tax (GST)

The entity is registered for GST. All amounts are stated exclusive of goods and services tax (GST) except for accounts payable and accounts receivable which are stated inclusive of GST.

### Income Tax

Camp Elsdon 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.

### Changes in Accounting Policies

The only change in accounting policy this year is regarding the basis for buildings valuation. These are now valued using rateable value rather than the earlier valuation report method (2011 quantity surveyors valuation) (which had become outdated).

### Fixed Assets and Depreciation

All fixed assets are recorded at cost less accumulated depreciation. With the exception of 'buildings at revaluation' which has been revalued this year to the Rateable valuation of 1 September 2016.

The society owns 2 ponies which live on the camp grounds. The value of the animals cannot be reliably measured and so are not recorded in the fixed asset register.

Depreciation of the assets has been calculated at the rates below.

The entity has the following asset classes:

Building Fitout cost 10% Diminishing Value

Leasehold improvements at cost 4% Straight Line.

Motor Vehicle cost. 13%-20% Diminishing Value

Equipment at cost. 13% - 50% Diminishing Value

Office equipment at cost 20% - 40% Diminishing Value

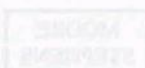
Building at revaluation 4% Straight line

Statement of Accounting Policies

**Revenue**

Camp site bookings are recorded on a cash received basis, with the exception of group bookings which are recorded on an accruals basis.

	2017	2018
Revenue	1,234,567	1,345,678
Operating expenses	(876,543)	(987,654)
Operating profit	358,024	358,024
Finance income	12,345	12,345
Finance expense	(6,789)	(6,789)
Profit before tax	363,580	363,580
Income tax expense	(45,678)	(45,678)
Profit after tax	317,902	317,902
Other income	10,000	10,000
Other expense	(5,000)	(5,000)
Net profit	322,902	322,902





## Notes to the Performance Report

### Camp Elsdon Incorporated For the year ended 30 June 2018

	2018	2017
<b>1. Analysis of Revenue</b>		
Donations, fundraising and other similar revenue	2,056	-
Lease income and other revenue	8,549	-
Revenue from providing goods or services	460,606	477,906
Interest, dividends and other investment revenue	5,122	3,118
<b>Revenue received from members</b>		
Subscriptions	122	35
<b>Total Revenue received from members</b>	<b>122</b>	<b>35</b>
	2018	2017
<b>2. Analysis of Expenses</b>		
<b>Volunteer and employee related costs</b>		
KiwiSaver Employer Contributions	2,235	-
Wages	129,914	135,706
<b>Total Volunteer and employee related costs</b>	<b>132,149</b>	<b>135,706</b>
<b>Costs related to providing goods or services</b>		
Animal expenses	658	-
Paypal fee (0.45c per transaction + 3.4%)	247	-
Cleaning	48,373	40,911
Eftpos and Touch screen Rental	2,877	-
Consulting & Accounting	20,266	-
Repairs and Maintenance	45,663	42,365
Staff and Board related expenses	2,189	-
Advertising	3,108	5,340
Bank Fees	1,438	1,642
Cost of Goods Sold	57	-
Electricity and Gas	46,680	47,016
General Camp Operating Expenses	2,103	6,507
General Camp Operating Expenses H&S	3,213	5,836
Insurance	23,710	20,431
Land Rent to DOC	3,200	3,200
Laundry Tokens purchase	220	-
Motor Vehicle Expenses	1,440	1,986
Office Expenses - Phones and Internet	3,845	3,475
Office Expenses - Postage & Stationery	1,290	1,617
Office Expenses - WiFi	5,729	1,221
Office Expenses Admin	5,889	17,811
Rates	16,739	15,368
Publication subscriptions / Memberships	1,953	-
<b>Total Costs related to providing goods or services</b>	<b>240,886</b>	<b>214,728</b>



Performance Report Camp Elsdon Incorporated

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Notes to the Performance Report

	2018	2017
<b>Other expenses</b>		
Depreciation	33,207	73,408
Interest Expense	-	-
Legal expenses	1,800	-
Loss on disposal fixed assets	1,286	2,392
<b>Total Other expenses</b>	<b>36,293</b>	<b>75,800</b>

**3. Analysis of Assets**

	2018	2017
<b>Bank accounts and cash</b>		
BNZ - Direct Debit Card - Dave	111	-
BNZ - Direct Debit Card -Chris	(12)	-
PayPal Business Account	106	-
BNZ - Camp Elsdon Inc	60,393	199,136
Cash on Hand	180	180
Westpac Bonus Saver (Sinking)	16,586	26,029
<b>Total Bank accounts and cash</b>	<b>77,364</b>	<b>225,345</b>

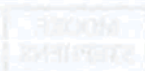
	2018	2017
<b>Debtors and prepayments</b>		
Accrued income	4,987	495
Accounts Receivable	28,779	-
<b>Total Debtors and prepayments</b>	<b>33,766</b>	<b>495</b>

	2018	2017
<b>Investments</b>		
BNZ - Term Deposit	100,000	-
BNZ - Term Deposit 2	100,000	-
Westpac TD (Sinking Fund)	95,579	69,386
<b>Total Investments</b>	<b>295,579</b>	<b>69,386</b>

**4. Analysis of Liabilities**

	2018	2017
<b>Creditors and accrued expenses</b>		
Income in advance	23,771	-
Accounts Payable and Accruals	61,620	37,771
Deposits paid in advance	-	8,100
GST	5,707	1,360
PAYE Payable	4,184	-
<b>Total Creditors and accrued expenses</b>	<b>95,283</b>	<b>47,231</b>

	2018	2017
<b>Employee costs payable</b>		
Wages Deductions Payable	90	-
Wages Payable - Payroll	(1,020)	-
<b>Total Employee costs payable</b>	<b>(930)</b>	<b>-</b>



## Notes to the Performance Report

	2018	2017
<b>5. Property, Plant and Equipment</b>		
<b>Buildings</b>		
Buildings at cost & revaluation	404,302	1,632,935
Accumulated depreciation - buildings	(17,137)	(896,078)
<b>Total Buildings</b>	<b>387,165</b>	<b>736,857</b>
<b>Motor Vehicles</b>		
Vehicles owned	5,801	4,418
Accumulated depreciation - vehicles owned	(2,096)	(2,136)
<b>Total Motor Vehicles</b>	<b>3,704</b>	<b>2,282</b>
<b>Furniture and Fittings</b>		
Furniture and fittings owned	6,720	5,780
Accumulated depreciation - furniture and fittings owned	(4,380)	(3,964)
<b>Total Furniture and Fittings</b>	<b>2,340</b>	<b>1,816</b>
<b>Plant and Equipment</b>		
Plant and machinery owned	123,486	111,724
Accumulated depreciation - plant and machinery owned	(76,746)	(65,373)
<b>Total Plant and Equipment</b>	<b>46,740</b>	<b>46,351</b>
<b>Other Fixed Assets</b>		
Leasehold improvements	61,417	41,643
Accumulated depreciation - Leasehold improvements	(2,457)	(132)
<b>Total Other Fixed Assets</b>	<b>58,960</b>	<b>41,511</b>
<b>Total Property, Plant and Equipment</b>	<b>498,910</b>	<b>828,818</b>

	2018	2017
<b>6. Accumulated Funds</b>		
<b>Accumulated Funds</b>		
Opening Balance	(8,931)	(90,962)
Accumulated Funds	-	(17,881)
<b>Accumulated surpluses or (deficits)</b>		
Accumulated Funds	-	17,881
<b>Total Accumulated surpluses or (deficits)</b>	<b>-</b>	<b>17,881</b>
<b>Surplus/deficits for the year</b>		
Current year earnings	67,127	54,824
Adjustments to opening equity	-	27,207
<b>Total Surplus/deficits for the year</b>	<b>67,127</b>	<b>82,031</b>
Closing balance	58,196	(8,931)
<b>Closing balance</b>	<b>58,196</b>	<b>(8,931)</b>

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 2018/19

Performance Report Camp Elsdon Incorporated

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Notes to the Performance Report

	2018	2017
<b>7. Breakdown of Reserves</b>		
<b>Discretionary reserves</b>		
Revaluation Fixed Assets	753,069	1,085,743
<b>Total Discretionary reserves</b>	<b>753,069</b>	<b>1,085,743</b>

The nature of the reserve is to revalue the fixed assets. Buildings have been revalued to Rateable valuation in the 2018 FY hence reduction in revaluation reserve.

**8. Operating Commitments**

An operating lease exists for the POS terminal at a cost of \$243 per month on a month by month basis.

A Lease agreement WN33C/454 between the Crown and Camp Elsdon Inc, whereby Camp Elsdon leases 5.3124.Ha of land for the Camp site from DOC. This lease runs to 31st December 2020 at \$3,200 pa plus GST. Future minimum lease payments are as follows:

Current (1 year)	\$3,200.00
Non Current (2-5 years)	\$4,800.00

**9. Contingent Liabilities and Guarantees**

Two noncompliance issues with Porirua City Council - an agreement has been made with the council and remedies are currently being implemented.

**10. Related Parties**

There were no related party transactions during the year as Porirua city council and Richard Compton are no longer board members.

**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.

**13. Correction of Errors**

No correction of errors was required in 2018.



Notes to the Performance Report

**14. Comparatives**

During the year, the society reviewed and improved coding and set up new general ledger accounts to better reflect operations. Due to the significant nature of these changes, comparatives have not been updated.

Examples of these changes include:

	2018	2017	
Lease income and other revenue	(8,549)	0	This was grouped under camp sales last year
Kiwisaver Employer Contributions	2,235	0	This was included in wages last year
Eftpos and touch screen rental	2,877	0	This was in office expenses admin last year
Consulting and accounting	20,266	0	This was in office expenses admin last year
Staff and board related expenses	2,189	0	This was in office expenses admin last year
Office expenses admin	5,889	17,811	See above
Publication subscriptions /memberships	1,953	0	This was included in advertising last year
Accounts payable	30,933	0	This was included in accruals last year
Deposits in advance	0	(8,100)	This is in income in advance this year
PAYE payable	(4,184)	0	This was included in accruals last year







## Independent auditor's report

To the Members of Camp Elsdon Incorporated

### Qualified Opinion

We have audited the accompanying performance report of Camp Elsdon Incorporated on pages 3 to 16, which comprises the entity information, the statement of service performance, the statement of financial performance and statement of cash flows for the year ended 30 June 2018, the statement of financial position as at 30 June 2018, and the statement of accounting policies and notes to the performance report.

In our opinion, except for the possible effects of the matters described in the Basis for Qualified Opinion section of our report:

- 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 Camp Elsdon Incorporated as at 30 June 2018, and its financial performance, and cash flows for the year then ended

in accordance with Public Benefit Entity Simple Format Reporting – Accrual (Not-For-Profit) issued by the New Zealand Accounting Standards Board.

### Basis for Qualified Opinion

Camp Elsdon Incorporated's reported income includes cash revenue from providing goods and services such as camp fees, laundry tokens, and wifi services. In common with similar organisations, control over such cash revenue prior to being recorded is limited and there are no practical audit procedures to determine the effect of this limited control.

We conducted our audit of the statement of financial performance, statement of financial position, statement of cash flows, statement of accounting policies and notes to the performance report in accordance with International Standards on Auditing (New Zealand) (ISAs (NZ)), and the audit of the entity information and statement of service performance in accordance with the International Standard on Assurance Engagements (New Zealand) ISAE (NZ) 3000 (Revised). Our responsibilities under those standards are further described in the 'Auditor's responsibilities for the audit of the performance report' section of our report.

We are independent of Camp Elsdon Incorporated in accordance with Professional and Ethical Standard 1 (Revised) 'Code of ethics for assurance practitioners' issued by the New Zealand Auditing and Assurance Standards Board, and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Other than our capacity as auditor we have no relationship with, or interests in, Camp Elsdon Incorporated.

Moore Stephens Wellington Audit is a partnership of MP Crudaj and MK Rana. Moore Stephens Wellington Audit is an independent member firm of Moore Stephens International Limited - an association of independent member firms in principal cities throughout the world. Moore Stephens independent member firms in New Zealand are located in Auckland - Christchurch - Dunedin - Hawke's Bay - Wairarapa - Wanganui - Wellington.



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AUDIT AND ASSURANCE

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AUDIT AND ASSURANCE

#### Board's responsibilities for the performance report

The Board 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 Camp Elsdon Incorporated 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) for such internal control as the Board 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 Board are responsible on behalf of Camp Elsdon Incorporated's for assessing Camp Elsdon Incorporated'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 Board either intend to liquidate Camp Elsdon Incorporated 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 decisions of users taken on the basis of the 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 Camp Elsdon Incorporated'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 Board and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on Camp Elsdon Incorporated'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

Independent auditor's report | 2

## MOORE STEPHENS

AUDIT AND ASSURANCE

evidence obtained up to the date of our auditor's report. However, future events or conditions may cause Camp Elsdon Incorporated to cease to continue as a going concern.

- Evaluate the overall presentation, structure and content of the performance report, including the disclosures, and whether the performance report represents the underlying transactions and events in a manner that achieves fair presentation.
- Perform procedures to obtain evidence about and evaluate whether the reported outcomes and outputs, and quantification of the outputs to the extent practicable, are relevant, reliable, comparable and understandable.

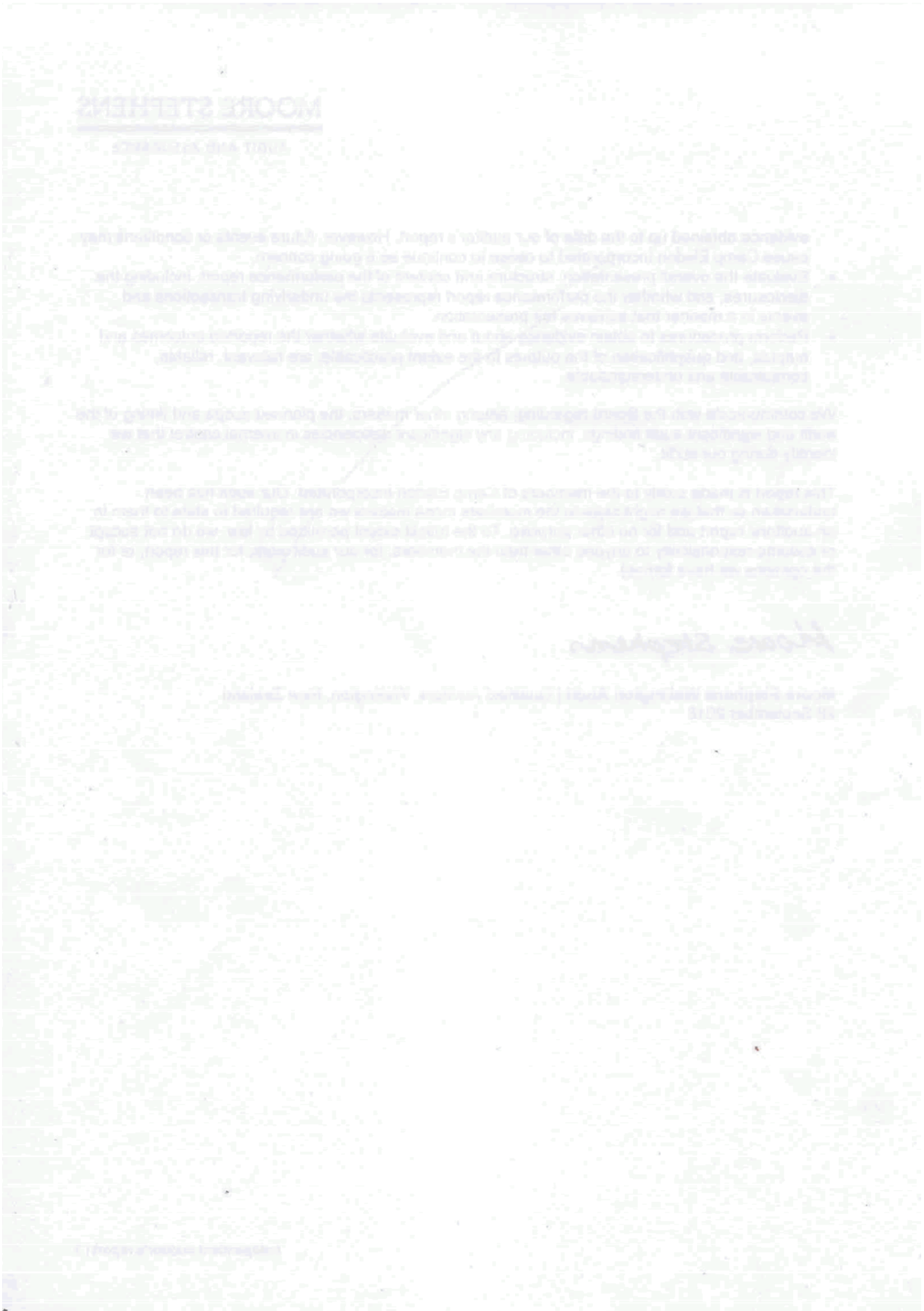
We communicate with the Board regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

This report is made solely to the members of Camp Elsdon Incorporated. Our audit has been undertaken so that we might state to the members those matters we are required to state to them in an auditors' 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, for our audit work, for this report, or for the opinions we have formed.

*Moore Stephens*

Moore Stephens Wellington Audit | Qualified Auditors, Wellington, New Zealand  
28 September 2018





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## **FORWARD PROGRAMME**

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### **Purpose**

1. To provide the Tawa Community Board with a draft work programme for its amendment and approval.

### **Recommendation/s**

That the Tawa Community Board:

1. Receive the information.
2. Approve its current draft work programme subject to any alterations, additions or deletions deemed necessary.

### **Discussion**

<b>Thursday, 7 February 2019</b>
<p><b>Oral Reports:</b></p> <ul style="list-style-type: none"><li>• Fire Update (alternate standing item)</li><li>• Tawa Community Board Members Reports (standing item)</li><li>• Olivia Stevens – Child Friendly Cities Follow up</li><li>• Porirua City Council Growth and Development update – Porirua City Council</li></ul> <p><b>Written Reports:</b></p> <ul style="list-style-type: none"><li>• Resource Consent Applications and Approvals Report (standing item)</li><li>• Upcoming Areas of Consultation, Engagement or Surveys (if any) (standing item)</li><li>• Forward Programme (standing item)</li><li>• Tawa Community Board Discretionary Fund Update (standing item)</li></ul>
<b>Thursday, 14 March 2019</b>
<p><b>Oral Reports:</b></p> <ul style="list-style-type: none"><li>○ Policing in Tawa Update (alternate standing item)</li><li>○ Tawa Community Board Members Reports (standing item)</li></ul> <p><b>Written Reports:</b></p> <ul style="list-style-type: none"><li>○ Resource Consent Applications and Approvals Report (standing item)</li><li>○ Upcoming Areas of Consultation, Engagement or Surveys (if any) (standing item)</li><li>○ Forward Programme (standing item)</li><li>○ Tawa Community Board Discretionary Fund Update (standing item)</li></ul>
<b>Thursday, 11 April 2019</b>
<p><b>Oral Reports:</b></p> <ul style="list-style-type: none"><li>○ Fire Update (alternate standing item)</li><li>○ Tawa Community Board Members Reports (standing item)</li></ul> <p><b>Written Reports:</b></p> <ul style="list-style-type: none"><li>○ Resource Consent Applications and Approvals Report (standing item)</li><li>○ Upcoming Areas of Consultation, Engagement or Surveys (if any) (standing item)</li></ul>

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| item)<br>○ Forward Programme (standing item) |
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**Attachments**

Nil

Author	Ryan Wilson, Elected Member Support Advisor
Authoriser	Penny Langley, Democracy Services Manager

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## **SUPPORTING INFORMATION**

### **Engagement and Consultation**

No consultation or engagement is required.

### **Treaty of Waitangi considerations**

There are no Treaty of Waitangi considerations associated with this report.

### **Financial implications**

There are no financial implications associated with this report.

### **Policy and legislative implications**

There are no policy and legislative implications associated with this report.

### **Risks / legal**

There are no risks or legal implications associated with this report.

### **Climate Change impact and considerations**

Not applicable

### **Communications Plan**

Not applicable

### **Health and Safety Impact considered**

Not applicable