

ORDINARY MEETING

OF

TAWA COMMUNITY BOARD

AGENDA

Time: 7.00pm
Date: Thursday, 12 December 2019
Venue: Tawa Community Centre
5 Cambridge Street
Tawa
Wellington

MEMBERSHIP

Jill Day
Graeme Hansen
Richard Herbert
Steph Knight
Jackson Lacy
Robyn Parkinson (Chair)
Anna Scott
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 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

1.1 Karakia

The Chairperson will open the meeting with a karakia.

Kia hora te marino	May peace be widespread.
Kia whakapapa pounamu te moana	May the sea be like greenstone;
Hei huarahi mā tatou I te rangi nei	a pathway for all of us this day.
Aroha atu, aroha mai	Let us show respect for each other,
Tātou i a tātou katoa.	love for one another.

At the appropriate time, the following karakia will be read to close the meeting.

Kia whakairia te tapu	Restrictions are moved aside,
Kia wātea ai te ara	so the pathway is clear to return to
Kia turuki whakataha ai	everyday activities.
Kia turuki whakataha ai	Let us be united.
Haumi e. Hui e. Tāiki e!	

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 14 November 2019 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.

2. Oral Reports

ORAL REPORTS 12 DECEMBER 2019

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. Pocie Update – Sarah Steed (Constable Steed)
 - b. Primary School Citizenship awards Update – Councillor Sparrow
 - c. 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	Helena Patuwai, Elected Member Support Advisor
Authoriser	Crispian Franklin, Manager, Elected Member Support Advisors

3. Reports

TAWA - PARKS, SPORT & RECREATION UPDATE

Purpose

1. This report is to update the Tawa Community Board on the performance of Council recreation facilities within Tawa, as well as advise them of any relevant upcoming projects of initiatives in relation to the area of parks, sport and recreation.

Summary

2. There has been strong growth in attendance at both the Tawa recreation centre and pool.
3. The outdoor courtyard improvements at Tawa Pool are scheduled to be completed before Christmas.
4. Lyndhurst sportsfields is currently being renewed, and scheduled for re-opening in mid-March.
5. The Victory Park and Coronation Park playgrounds are scheduled to be renewed in March/April 2020.
6. Council officers are supporting the Tawa Residents Association with their engagement for the community led Tawa Skate Park development project.

Recommendation/s

That the Tawa Community Board:

1. Receives the information.

Background

Tawa Pool

7. The outdoor courtyard area is currently being refurbished, with works expected to be completed before Christmas. This only leaves the completion of signage artwork in the Tawa Swim Club area, which is still being finalised with the Tawa Swim Club. Once this work is finalised the facility renewal will be complete and an open day event will be planned.
8. Across Council's pools and recreation centres a new bookings and membership system has recently been implemented. This resulted in a change in how the Learn to Swim (SwimWell) school is run from the start of term four. Rather than pay termly upfront, SwimWell customers now pay fortnightly by direct debit and all children SwimWell students get free access to use the pool at any time, not just for their weekly lessons.

9. Attendance for the five month period since the start of the financial year (July to November) was 39,370. This is an increase in attendance of 14% on the same period in 2017/18. A comparison to 2018/19 is not appropriate due to the fact the pool was closed for its five yearly renewal between July and August in 2018.

Tawa Recreation Centre

10. The Tawa recreation centre has achieved record attendance levels since the start of this financial year, for the five month period of July to November. At 18,676 attendees this is a 47% increase on the same time last year.
11. This growth has been due to new programming, including basketball clinics, increased usage for birthday parties and a higher level of community rentals.
12. This growth is despite ongoing problems with leaks in the gym roof, which when they occur often results in the need to close the facility for safety reasons.
13. New directional road signage has been installed to help customers locate the recreation centre.

Parks Project Work

14. Lawn renovations have recently been completed at both the Taylor Park and Larsen Place play areas.
15. The renewal of Lyndhurst sportfields is currently under way, with work due to be completed in December. A three month period to allow the new grass to take is required, resulting in a mid-March re-opening.
16. In the second half of the 2019/20 financial year, Drainage work is planned in the Taylor Terrace dog exercise area, as is minor furniture maintenance works in Willowbank Park.
17. Renewal work for both the Victory Park and Coronation Park playgrounds are scheduled to start in March / April.
18. **Engagement Support**
19. Officers are supporting the Tawa Residents Association with engagement around the community led Tawa Skate Park development project.

Next Actions

20. Council officers will advise the Tawa Community Board of any event to be held by the Tawa Swim Club and Tawa Pool team to launch the new Tawa Swim Clubroom and facility improvements.

Attachments

Nil

Author	Mathew Bialy, Recreation Facilities Manager
Authoriser	Paul Andrews, Manager Parks, Sport and Recreation Barbara McKerrow, Chief Operating Officer

SUPPORTING INFORMATION

Engagement and Consultation

Council officers are supporting the Tawa Residents Association with their engagement strategy in relation to the community led Skate Park development project.

In advance of the playground renewal projects the following community engagement methods were used: signage at the playgrounds, letter drops, website page and targeted meetings.

Treaty of Waitangi considerations

N/A

Financial implications

All projects are funded as part of the Annual Plan.

Policy and legislative implications

N/A

Risks / legal

N/A

Climate Change impact and considerations

N/A

Communications Plan

N/A

Health and Safety Impact considered

N/A

PLANNING FOR GROWTH UPDATE FOR TAWA COMMUNITY BOARD 12 DECEMBER 2019

Purpose

1. This report informs the Tawa Community Board on the Planning for Growth review.

Recommendation/s

That the Tawa Community Board:

1. Receives the information.

Background

2. Wellington City Council Planning for Growth presentation was presented to the Tawa Community Board in August 2019.
3. This memo provides an update to the Board..

Attachments

Attachment 1. Planning For Growth Update for Tawa Community Board 12 December 2019 Page 15

Author	Helena Patuwai, Elected Member Support Advisor
Authoriser	Crispian Franklin, Manager, Elected Member Support Advisors

SUPPORTING INFORMATION

Engagement and Consultation

A further Planning for Growth workshop will be held in the New Year.

Treaty of Waitangi considerations

N/A

Financial implications

N/A

Policy and legislative implications

N/A

Risks / legal

N/A

Climate Change impact and considerations

N/A

Communications Plan

N/A

Health and Safety Impact considered

N/A

Memorandum

Date: **4/12/19**
To: **Tawa Community Board**
From: **Kate Pascall, Principal Advisor Planning**
Cc:
Subject: **Planning for Growth Update**

Introduction

1. The purpose of this memo is to provide the Tawa Community Board with an update on the Planning for Growth Programme of work that is currently underway.
2. The Planning for Growth programme involves the development of a 30-year spatial plan (to replace the existing Wellington Urban Growth Plan 2014-2043) and includes a comprehensive review of the District Plan. This will enable a holistic review across the City of where and how growth should occur.
3. As previously reported to the Community Board, this work is in response to significant population growth of 50,000 – 80,000 more people over the next 30 years. Council is also required to provide for this growth under the National Policy Statement on Urban Development Capacity. Capacity modelling shows that there will be a shortfall of between 4,635 and 12,043 houses over the next 30 years.

City-wide Engagement on Scenarios

4. In April this year the Council undertook City-wide engagement on four growth scenarios to show different ways of accommodating an additional 80,000 people in the city over the next 30 years. The intent behind the scenarios was to get the community thinking about the different trade-offs and opportunities that growth brings, and for the Council to understand what the community's aspirations are for the City over this period.
5. The scenarios were as follows:
 1. Inner City focus
 2. Suburban centres focus
 3. A new greenfield suburb in Ohariu Valley
 4. Greenfield extensions into Takapu Valley, Horokiwi, and Owhiro Bay

6. A total of 1,372 formal submissions were received on the scenarios. These submissions came from individuals, interest groups, and organisations in the public and private sector.
7. Overall the feedback showed a strong preference for keeping the City compact. The Suburban Centres Focus (scenario 2) was considered by respondents to be the best scenario for balancing the trade-offs, closely followed by the Inner City Focus. There was very little support for any new greenfield areas over and above those currently planned for (Upper Stebbings and Lincolnshire Farm).
8. A summary of the engagement feedback can be viewed on the Planning for Growth website https://planningforgrowth.wellington.govt.nz/__data/assets/pdf_file/0013/3046/J008852-Planning-For-Growth-summary_WEB.pdf.
9. The City Strategy Committee endorsed the development of the Spatial Plan on the basis of a combination of the Inner City and Suburban Centres scenarios at its meeting of 20 June 2019. The Committee Report and Minutes can be viewed on the Council website: <https://wellington.govt.nz/your-council/meetings/committees/disestablished-committees/city-strategy-committee/2019/06/20>.

What are we currently working on?

10. The team are currently developing the draft Spatial Plan. This includes integrating our work with the Let's Get Wellington Moving programme.
11. We are also completing more detailed analysis of the different suburbs, including Tawa, to understand the opportunities and constraints for accommodating growth. This includes high level analysis on the three waters network.
12. Engagement on the draft Spatial Plan will occur in March 2020. We are building on the excellent engagement from the first round in April this year and plan to get out into the community again to speak to a wide range of people. This approach of 'going to the people' (e.g. weekend markets) proved to be the most effective way of engaging face-to-face with people.
13. Key engagement activities will include:
 - **Building a digital interactive spatial plan** – the spatial plan will be highly visual with, online to display how our city is today, and how it will look in 30 years.
 - **Speaker series** – MC'd by RNZ's Bryan Crump, Prefab Hall on 20 and 27 Feb, and 5 March.
 - **Awareness strategy** – we are using online channels and street promotions that build awareness and curiosity.
 - **Community engagement** – taking it to the people in a pop-up 'tiny-house'. This will go to a location in each Ward with input from BIDs and community reps about good places

and times to set up. We have discussed this idea with the Tawa BID group, who are very keen to assist. A sketch of the tiny house is shown in **Attachment 1**.

- **Talking to High School students** – Tawa College is helping with youth engagement.
14. We are also in the initial stages of the District Plan Review. The Spatial Plan will provide significant direction for the more detailed District Plan which sets out the policies and rules for land use and subdivision. More detail about the District Plan review process and opportunities to engage on this will be provided in 2020.

Next Steps

15. As noted above, City-wide engagement on the draft spatial Plan will be undertaken in March 2020. We will provide a more formal report to the Tawa Community Board closer to the time to provide more detail about what the Spatial Plan includes.
16. We welcome any suggestions from the Board about opportunities to engage with the Tawa community.
17. Following the engagement, we will analyse the feedback and seek to have the Plan finalised and adopted by Council in June/July 2020.
18. Later in 2020 we will also release a draft District Plan for consultation. This will be a non-statutory process and enable the community to provide feedback on how the strategic direction of the Spatial Plan will be implemented through rules and design guidance.

Attachment 1: Concept drawing of the 'Tiny House' for March 2020 engagement



APPOINTMENT OF TRUSTEES TO THE TAWA BOROUGH SCHOLARSHIP TRUST

Purpose

1. To approve the appointment of two Tawa Community Board members to the Tawa Borough Scholarship Trust for the period ending 31 December 2019.

Recommendations

That the Tawa Community Board:

1. Receive the information.
2. Note that the Chair of the Tawa Community Board is automatically appointed as a member of the Tawa Borough Scholarship Trust in accordance with its Trust Deed.
3. Agree to nominate and appoint two trustees to the Tawa Borough Scholarship Trust in accordance with its Trust Deed.
4. Agree that the term of the appointment will commence on 01 January 2020 and end on 31 December 2020.

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 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.

Discussion

4. The two additional trustees are not required to be Tawa Community Board members and can be residents of the area served by the Tawa College.
5. The trustees are also responsible for managing the trust in accordance with the current legislation governing charitable trusts.

Options

6. N/A.

Next Actions

7. The Chair of the Tawa Community Board will make the necessary arrangements for the newly appointed trustees to be added as signatories on the Trust's bank account.

Attachments

Attachment 1. Tawa Borough Scholarship Award Trust Report 2019

Page 22

Author	Helena Patuwai, Elected Member Support Advisor
Authoriser	Crispian Franklin, Manager, Elected Member Support Advisors

SUPPORTING INFORMATION

Engagement and Consultation

Not applicable.

Treaty of Waitangi considerations

There are no Treaty of Waitangi considerations.

Financial implications

There are no financial implications arising as a result of this report.

Policy and legislative implications

The trustees are also responsible for managing the trust in accordance with the current legislation governing charitable trusts.

Risks / legal

There are no risks associated with the appointment of the trustees. The Chair will need to make the necessary arrangements with the bank so that the trustees can be added as signatories to the Trust's bank account. The trustees are also responsible for managing the trust in accordance with the current legislation governing charitable trusts.

Climate Change impact and considerations

There are no climate change impacts or considerations.

Communications Plan

Not applicable.

Health and Safety Impact considered

There are no health and safety impacts.

Tawa Borough Scholarship Award Trust Report 2019.

The purpose of the Tawa Borough Scholarship Award Trust, 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. The Chair of the Tawa Community Board or his nominee presents this award, at the year-end Tawa College Academic Prize giving.

For most of 2019 Richard Herbert (Chair), Jack Marshall, and Robert Tredger were the Tawa Community Board representatives appointed as trustees to the Tawa Borough Scholarship Award Trust. They were also the signatories to the Tawa Borough Scholarship Award Trust accounts held by Westpac Bank, Johnsonville.

Following the 2019 Local Government elections trustees Robert Tredger and Jack Marshall indicated their resignation as trustees following the investiture of the new Community Board. It is therefore recommended that the Tawa Community Board nominate two further trustees in accordance with the Trust Deed, one of which is automatically the Chair of the Tawa Community Board, and that the bank signatories be updated similarly.

Donations were received during the year from the Tawa Community Board amounting to \$1,753.80.

The balance of the Trust accounts as at 6 Nov 2019 stands at \$25,488.15 of which \$24,795.560 is on term deposit until 6 November 2020.

The Trustees approved the student recommended by Tawa College for the Tawa Borough Scholarship Trust Award and the \$600 award amount was also approved and transferred to the nominated College account.

The 2019 recipient of the award was Kitty Sneyd-Utting.

Richard Herbert presented the Award at the Tawa College Senior Prize giving on 31st October 2019.

Attached is the citation for the award recipient as provided by the College.

Trustees

Richard Herbert, Robert Tredger, Jack Marshall

**THE TAWA BOROUGH
MURRAY TROPHY**



SCHOLARSHIP and THE

Kitty Sneyd-Utting

Citation:

Kitty is an exceptional student. Her Level 1 and Level 2 Excellence endorsements included 116 Level 1 Excellence credits and 121 Level 2 Excellence credits. She gained 9 out of 12 Excellence subject endorsements across these two levels. To date this year she has earned Excellence credits (73) for every Internal submitted, except one. Kitty's success is not only because she is outstandingly capable, but also because she sets and meets the highest standards of self-discipline, motivation and dedication to task.

As well as achieving outstanding academic results, Kitty has been widely involved in cultural activities. In the music department Kitty has been an exemplary role model throughout her time at Tawa College. She has been a loyal and committed member of the Dawn Chorus, barbershop quartets and the national award winning vocal groups Maiden Tawa and a student leader in Blue Notes. Kitty has performed many roles in three school musical productions. Throughout all her involvement in music, Kitty has demonstrated leadership by example with a strong sense of responsibility and support for her fellow musicians and teachers.

Kitty has continued her dedication to music as a member of the Secondary Students Choir.

Kitty was exemplary in her role of prefect by her encouragement and support of others. She was a confident and enthusiastic member of the TC News team, bringing school events to life through the student produced videos.

Kitty was involved in the sports, football and cheerleading. This year she held the position of coach of the cheerleading team after 4 years in this sport. Through her ability to establish positive relationships with others, she was able to bring out the best in her team.

Kitty is a reliable, resilient, versatile and highly-principled person of exceptional determination, independence and integrity. Congratulations to the deserved winner of the Murray Trophy and Tawa Borough Scholarship

ESTABLISHMENT OF THE TAWA COMMUNITY BOARD GRANTS SUBCOMMITTEE

Purpose

1. The purpose of this report is to re-establish the Tawa Community Board Grants Subcommittee.

Recommendations

That the Tawa Community Board:

1. Receive the information.
2. Agree to re-establish the Tawa Community Board Grants Subcommittee for the 2019-2022 triennium and agree the terms of reference and delegations attached as Attachment 1 to this report.
3. Agree to nominate and appoint a total of five members of the Tawa Community Board to the Tawa Community Board Grants Subcommittee (four Tawa Community Board members and the Chair of the Tawa Community Board who is an ex-officio member) as outlined in the Terms of Reference (Attachment 1.)
4. Agree to nominate and appoint one member of the Tawa Community Board as Chair of the Tawa Community Board Grants Subcommittee.

Background

2. The Tawa Community Board Grants Subcommittee was established in June 1996 and has been in operation every triennium since its inception.
3. The Tawa Community Board Grants Subcommittee considers applications received for the Tawa Community Grants Fund and has delegated authority to decide on the distribution of these funds in accordance with the approved criteria for this fund. (See Attachment 2 for the Tawa Grants criteria.)
4. There is one round of funding for the Tawa Grants in the financial year with a total of \$15,000 available for allocation to various projects.
5. In the past, a total of five members of the Tawa Community Board were appointed to this subcommittee (four members plus the Chair of the Tawa Community Board.) The appointment of five members to the subcommittee allows for quorum to be maintained in decision making in the case where conflicts of interest may arise.

Discussion

6. The proposed terms of reference and delegations for the Tawa Community Grants Subcommittee are attached as Attachment 1 to this report.

Method of voting

7. The prescribed method of voting for the appointment of the members and Chair of the Tawa Grants Subcommittee will be done using "System A" as per Tawa Community Board's current standing orders (Standing order 2.6.1).

8. "System A" states that a person is elected or appointed to a role if he or she receives the votes of a majority of the members of the Tawa Community Board present and voting.
9. The voting process is as follows:
 - a) There is a first round of voting for all candidates; and
 - b) If no candidate is successful in that round, there is a second round of voting from which the candidate with the fewest votes in the first round is excluded; and
 - c) If no candidate is successful in the second round there is a third, and if necessary subsequent rounds of voting from which, each time, the candidate with the fewest votes in the previous round is excluded; and
 - d) In any round of voting, if 2 or more candidates tie for the lowest number of votes, the person excluded from the next round is resolved by lot.

Options

10. N/A.

Next Actions

11. N/A.

Attachments

- | | | |
|---------------|---|---------|
| Attachment 1. | Terms of Reference and Delegations - Tawa Community Board Grants Subcommittee | Page 28 |
| Attachment 2. | Tawa Community Grants Funding Criteria | Page 29 |

Author	Helena Patuwai, Elected Member Support Advisor
Authoriser	Crispian Franklin, Manager, Elected Member Support Advisors

SUPPORTING INFORMATION

Engagement and Consultation

None required.

Treaty of Waitangi considerations

There are no Treaty of Waitangi considerations.

Financial implications

Not applicable.

Policy and legislative implications

This report meets the requirements of the Local Government Act 2002.

Risks / legal

This report meets the requirements of the Local Government Act 2002.

Climate Change impact and considerations

Not applicable.

Communications Plan

Not applicable.

Health and Safety Impact considered

There are no health and safety impacts associated with this report.

Tawa Community Board Grants Subcommittee Terms of Reference and Delegations

Voting Membership:

The Subcommittee has a total of **five** members (four members appointed from the Tawa Community Board plus the Chair of the Tawa Community Board who is an ex-officio member.) The Tawa Community Board will make the appointments to the Tawa Community Board Grants Subcommittee.

Quorum:

The quorum shall be not less than two members.

Chair:

The Chairperson of the Tawa Community Boards Grants Subcommittee will be elected by the Tawa Community Board.

Frequency of Meetings:

The Subcommittee will meet as required.

Sunset Clause:

The Subcommittee will discontinue at the conclusion of the 2016/2019 Triennium.

General Purpose:

The Tawa Community Board Grants Subcommittee considers applications received for the Tawa Community Grants Fund, and has delegated authority to decide on the distribution of such funds.

Terms of Reference:**Objective:**

To adjudicate on the applications for the Tawa Community Grants Fund during the 2016/2019 triennium.

Outcome:

To achieve an equitable distribution of grants funding in line with the criteria and the characteristics and merits inherent in individual grant applications.

Responsibilities:

To ensure that decisions reached regarding grants funding are in line with the criteria, and to adjudicate on the individual grant applications in a fair and equitable manner.

Criteria for the Tawa Community Grants Funding

1. The applicant is based in Tawa and the project directly benefits residents in the Tawa Ward.
2. The applicant group must not have excess reserve funds.
3. The preference is for projects to be completed within 12 months.
4. There is a preference for new or expanded activities.
5. Grants will not be made for purposes that the Tawa Community Board considers to be subsidising subscriptions, rent or debt - except in exceptional circumstances.
6. Grants may be made for charitable, educational, welfare, community development, cultural, recreational, sporting, activity development, equipment or training programmes.
7. Preference will be given to grants that help develop economically or socially disadvantaged groups.
8. Applications for individuals representing New Zealand in a recognised sporting, cultural or other approved event may be considered.

2020-2022 SCHEDULE OF ORDINARY MEETINGS

Purpose

1. To seek the Tawa Community Board's approval for a schedule of ordinary meetings for the period February 2020 to September 2022.

Recommendations

That the Tawa Community Board:

1. Receive the information.
2. Adopt the schedule of monthly meetings to be held on the second Thursday of every month for the period February 2020 to September 2022.
3. Agree to meet at 7pm in the Boardroom, Tawa Service Centre or an alternative approved venue should the Boardroom at the Tawa Service Centre not be available.

Background

2. Part 7 of the Local Government Official Information and Meetings Act 1987 and Clause 19 Schedule 7 of the Local Government Act 2002 requires a local authority to hold meetings at the times and places that it appoints. If the local authority adopts a schedule of meetings, the schedule may cover any future period that the local authority considers appropriate.
3. Meetings must be conducted in accordance with Part 7 of the Local Government Official Information and Meetings Act 1987.

Discussion

4. The proposed schedule for the Board has been prepared for 2020 (refer to Attachment 1.) The adoption of this schedule will allow for the planning of the Board's work programme and enable elected members to plan its commitments accordingly.
5. As the Council has no scheduled meetings each July, no meeting has been scheduled for the Tawa Community Board in July 2020-2022 in accordance with past practice.
6. The careful scheduling of meetings should reduce the need for additional meetings. Should the need arise for an additional meeting; this may be scheduled in consultation with the Chief Executive and the Chair.
7. Meetings of the Tawa Community Board have been held in the Boardroom of the Tawa Community Centre over the past triennia. However, due to the earthquake on 14 November 2016, the Tawa Community Centre is being used by Council and there is a greater likelihood that more parts of the Tawa Community Centre will be used by Council in the foreseeable future.
8. As a result, it is proposed that the Linden Social Centre (10 Linden Avenue, Linden) is used as an alternative venue for Tawa Community Board meetings in the event that the Boardroom at 5 Cambridge Street, Tawa, is not available.

Options

9. Should the Tawa Community Board not wish to meet on the second Thursday of every month, the Board has the option to change the frequency of its meetings to a six weekly meeting cycle by resolution.

Next Actions

10. Once the Board has adopted its 2020-2022 meeting schedule, the meetings will be publicly notified in accordance with legislation.

Attachments

Attachment 1. 2020-2022 Proposed schedule of meetings for the Tawa Community Board Page 33

Author	Helena Patuwai, Elected Member Support Advisor
Authoriser	Crispian Franklin, Manager, Elected Member Support Advisors

SUPPORTING INFORMATION

Engagement and Consultation

The Tawa Community Board's decision regarding the frequency of its meetings and the adoption of its meeting cycle is being sought.

Treaty of Waitangi considerations

There are no Treaty of Waitangi implications.

Financial implications

There are costs associated with advertising the Board meetings.

Policy and legislative implications

Part 7 of the Local Government Official Information and Meetings Act 1987 and Clause 19 Schedule 7 of the Local Government Act 2002 requires a local authority to hold meetings at the times and places that it appoints, and if the local authority adopts a schedule of meetings the schedule may cover any future period that the local authority considers appropriate.

Risks / legal

Meetings must be conducted in accordance with Part 7 of the Local Government Official Information and Meetings Act 1987.

Climate Change impact and considerations

There are no climate change impact considerations.

Communications Plan

Meetings will be advertised in accordance with Part 7 section 46 of the Local Government Official Information and Meetings Act 1987.

Health and Safety Impact considered

Any health and safety impacts will be considered.

Calendar for Year 2020

January							February							March						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4							1	1	2	3	4	5	6	7
5	6	7	8	9	10	11	2	3	4	5	6	7	8	8	9	10	11	12	13	14
12	13	14	15	16	17	18	9	10	11	12	13	14	15	15	16	17	18	19	20	21
19	20	21	22	23	24	25	16	17	18	19	20	21	22	22	23	24	25	26	27	28
26	27	28	29	30	31		23	24	25	26	27	28	29	29	30	31				
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Calendar for Year 2021

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Calendar for Year 2022

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CAMP ELSDON ANNUAL REPORT FOR 2019 AND APPOINTMENT OF THE TAWA COMMUNITY BOARD REPRESENTATIVE TO CAMP ELSDON

Purpose

1. To provide the Tawa Community Board members with an update of the activities of Camp Elsdon for the 2018/2019 financial year.
2. To appoint one member of the Tawa Community Board as a representative on the Camp Elsdon Board of Management.

Recommendations

That the Tawa Community Board:

1. Receive the information.
2. Agree to nominate and appoint one member of the Tawa Community Board as a representative on the Camp Elsdon Board of Management
3. Agree to nominate and appoint one member of the Tawa Community Board as an alternate representative on the Camp Elsdon Board of Management.

Background

3. 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.
4. In November 2018, the Tawa Community Board appointed Richard Herbert as its representative to the Camp Elsdon Board of Trustees for the remainder of the 2016-2019 triennium.

Discussion

5. A copy of the 30 June 2019 Annual Report and Financial Statements of Camp Elsdon is attached to this report.
6. At its inaugural meeting held on 14 November 2019, Wellington City Council delegated to the Tawa Community Board the authority to appoint a Board member as a representative on the Camp Elsdon Board of Management.
7. At the start of each triennium, the Tawa Community Board needs to nominate and appoint its agreed representative.

Options

8. In the event that the Board's appointed representative is unable to attend any of the Camp Elsdon management meetings, it is proposed that the Board agree to nominate and appoint a member as an alternate so that the Tawa Community Board has representation at all times.

Next Actions

9. The Chair of the Tawa Community Board will advise the Camp Elsdon Board of Management of the relevant appointments following this meeting.

Attachments

Attachment 1. Camp Elsdon Performance Report 30 June 2019

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Author	Helena Patuwai, Elected Member Support Advisor
Authoriser	Crispian Franklin, Manager, Elected Member Support Advisors

SUPPORTING INFORMATION

Engagement and Consultation

Not applicable.

Treaty of Waitangi considerations

There are no Treaty of Waitangi considerations.

Financial implications

There are no financial implications as a result of these appointments.

Policy and legislative implications

Not applicable.

Risks / legal

The appointed representative and alternate representative to the Camp Elsdon Board of Management will need to be aware of their obligations under the Health and Safety at Work Act 2015.

Climate Change impact and considerations

There are no climate change impact and considerations.

Communications Plan

Not applicable.

Health and Safety Impact considered

The appointed representative and alternate representative to the Camp Elsdon Board of Management will need to be aware of his/her obligations under the Health and Safety at Work Act 2015.

Performance Report

Camp Elsdon Incorporated
For the year ended 30 June 2019

Prepared by Anna Scott Accounting

Contents

3	Entity Information
6	Approval of Performance Report
7	Statement of Service Performance
9	Statement of Financial Performance
10	Statement of Financial Position
11	Statement of Cash Flows
12	Statement of Accounting Policies
14	Notes to the Performance Report
18	Independent Auditor's Report

Entity Information

Camp Elsdon Incorporated For the year ended 30 June 2019

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.

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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

Tawa Community Board (represented by Richard Herbert)

Lions Club of Tawa (represented by Peter Birse)

Mana Cycles Inc. (represented by Robert Lawrence)

Board of Management

John Kyne Chairperson (appointed to Board 5 July 2018, and as acting chair 2 August 2018, and as chair 29th October 2018)

Denis Rogerson Treasurer (on leave from Board August – December 2018, appointed treasurer 29th Oct 2018)

Tony Tomlin Vice Chairperson

Richard Herbert Secretary

Bob Moffitt (deceased 16 July 2019)

Joy Tau

Peter Birse Chair Works Committee and Staff Committee

Mark Harris H&S representative

Robert Lawrence

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.

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Entity Information

Physical Address

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

Postal Address

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

Phone 04 2378987

Fax 04 2378977

Email: info@campelsdon.co.nz

Website: www.campelsdon.co.nz

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Approval of Performance Report

Camp Elsdon Incorporated
For the year ended 30 June 2019

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 2019.

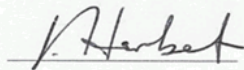
APPROVED



John Kyne

Board Chairperson

Date 9/10/2019



Richard Herbert

Acting Finance Committee Chairperson

Date 9/10/2019

Statement of Service Performance

Camp Elsdon Incorporated For the year ended 30 June 2019

Description of Outcomes

Outcomes

The main outcomes sought by Camp Elsdon in 2018 – 2019 are;

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

Outputs

Outputs achieved during 2018 – 2019

1) Upgrade and Maintenance of Camp Facilities

- a) A total of \$33,080 was spent across all repairs and maintenance categories.
- b) Cabin block exterior painted (\$6714)
- c) Cabin block showers upgraded
- d) Cottage redecorated
- e) Bottom field shower block repairs ongoing (\$2070)
- f) Capital works including
 - Electrical box cover mains switchboard (\$2004)
 - Relocate gas bottles including fencing bottom field shower block (\$1290)
 - Wildlands driveway (\$6320)
 - Defibrillator (\$3200)
 - Heat pumps cottage and managers house (\$4700)

2) Operational Improvements

- a) General Manager appointed to drive operational performance and to free up Board members time to for their governance role
- b) Employment agreements reviewed and updated

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Statement of Service performance

3) Accommodation for community groups

Group Type	2018/19		2017/18		2016/2017	
	Number of groups	Nights occupancy	Number of groups	Nights occupancy	Number of groups	Nights occupancy
School	31	2,817	28	2,455	27	2762
Sports	14	1,220	25	1,177	14	1799
Church	13	1,116	13	695	16	895
Family reunion	18	1,661	29	1,691	18	830
Cultural	10	545	4	284	7	464
Other - corporate	10	455	5	158	4	191
Total	96	7,814	104	6,460	86	6941

Internal rate of discount

Revenue (before discount)	\$	155,045
Charitable purpose discount	\$	32,748
Revenue (after discount)	\$	122,297

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Statement of Financial Performance

Camp Elsdon Incorporated For the year ended 30 June 2019

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

	NOTES	2019	2018
Revenue			
Donations, fundraising and other similar revenue	1	-	2,056
Lease income and other revenue	1	11,403	8,549
Revenue from providing goods or services	1	490,988	460,606
Interest, dividends and other investment revenue	1	8,144	5,122
Subscriptions	1	139	122
Total Revenue		510,674	476,455
Expenses			
Volunteer and employee related costs	2	179,742	132,149
Costs related to providing goods or services	2	261,261	240,886
Other expenses	2	87,646	36,293
Total Expenses		528,649	409,328
Surplus/(Deficit) for the Year		(17,975)	67,127
Other comprehensive Revenue and Expense			
Revaluation of property		-	(332,674)
Total Comprehensive income		(17,975)	(265,547)

The accompanying notes form part of this performance report

Performance Report Camp Elsdon Incorporated

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Page 9 of 18

Statement of Financial Position

Camp Elsdon Incorporated As at 30 June 2019

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

	NOTES	30 JUN 2019	30 JUN 2018
Assets			
Current Assets			
Bank accounts and cash	3	97,728	77,364
Debtors and prepayments	3	9,562	33,766
Investments	3	260,493	295,579
Total Current Assets		367,783	406,709
Non-Current Assets			
Property, Plant and Equipment	5	497,345	498,910
Total Non-Current Assets		497,345	498,910
Total Assets		865,128	905,619
Liabilities			
Current Liabilities			
Creditors and accrued expenses	4	33,648	47,908
Deposits/Income in advance	4	10,202	23,771
Employee costs payable	4	27,986	22,674
Total Current Liabilities		71,837	94,353
Total Liabilities		71,837	94,353
Total Assets less Total Liabilities (Net Assets)		793,291	811,265
Accumulated Funds			
Accumulated surpluses or (deficits)	6	40,222	58,196
Reserves	7	753,069	753,069
Total Accumulated Funds		793,291	811,265

The accompanying notes form part of this performance report

Performance Report Camp Elsdon Incorporated

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Statement of Cash FlowsCamp Elsdon Incorporated
For the year ended 30 June 2019

'How the entity has received and used cash'

	2019	2018
Cash flows from operating activities		
Cash as received from		
Receipts from providing goods or services	510,119	449,979
Donations, fundraising and other similar receipts;	-	-
Interest, dividends and other investment receipts.	11,076	1,573
Fees, subscriptions and other receipts from members	139	122
Net GST	(1,745)	-
Cash as applied to		
Payments to suppliers and employees	502,405	336,202
Net GST		-
Net cash flows from operating activities:	17,184	115,472
Cash flows from investing and financing activities		
Cash as received from		
Receipts from the sale of property, plant and equipment	-	-
Cash Flows from other Investing and Financing activities	35,086	
Proceeds from loans borrowed from other parties	-	
Capital contributed from owners or members		
Cash as applied to		
Payments to acquire property, plant and equipment	31,906	37,259
Payments to purchase investments	-	226,194
Repayments of loans borrowed from other parties		
Capital repaid to owners or members	-	
Net cash flows from investing and financing activities:	3,180	(263,453)
Net increase (decrease) in cash:	20,364	(147,981)
Opening bank accounts and cash	77,364	225,345
Closing bank accounts and cash	97,728	77,364
Cash is represented by		
Bank accounts & Cash	97,728	77,364

The accompanying notes form part of this performance report

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Performance Report - Camp Elsdon Incorporated

Page 11 of 19

Statement of Accounting Policies

Camp Elsdon Incorporated For the year ended 30 June 2019

'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

There have been no changes in accounting policies for this year.

Fixed Assets and Depreciation

All fixed assets are recorded at cost less accumulated depreciation. With the exception of 'buildings at revaluation' which was revalued during the 30 June 2018 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

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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.

Tier 2 Accounting standards applied

The entity has applied PBE IPSAS 17 in its accountng for land and buildings, by opting to revalue buildings held.

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Notes to the Performance Report

Camp Elsdon Incorporated For the year ended 30 June 2019

	2019	2018
1. Analysis of Revenue		
Donations, fundraising and other similar revenue	-	2,056
Lease income and other revenue	11,403	8,549
Revenue from providing goods or services	490,988	460,606
Interest, dividends and other investment revenue	8,144	5,122
Revenue received from members		
Subscriptions	139	122
Total Revenue received from members	139	122
	2019	2018
2. Analysis of Expenses		
Volunteer and employee related costs	179,742	132,149
Costs related to providing goods or services		
Website IT costs	1,138	-
Linen consumables	1,362	-
Kitchen consumables	407	-
Equipment under \$500	713	-
Animal expenses	90	658
Paypal fee (0.45c per transaction + 3.4%)	623	247
Cleaning	80,495	48,373
Eftpos and Touch screen Rental	2,191	2,877
Consulting & Accounting	24,744	20,266
Repairs and Maintenance	33,087	45,663
Staff and Board related expenses	2,213	2,189
Advertising	847	3,108
Bank Fees	1,861	1,438
Cost of Goods Sold	-	57
Electricity and Gas	41,402	46,680
Entertainment	400	-
General Camp Operating Expenses	383	2,103
General Camp Operating Expenses H&S	2,937	3,213
Insurance	33,419	23,710
Land Rent to DOC	3,200	3,200
Laundry Tokens purchase	118	220
Motor Vehicle Expenses	2,933	1,440
Office Expenses - Phones and Internet	3,586	3,845
Office Expenses - Postage & Stationery	1,083	1,290
Office Expenses - WiFi	5,282	5,729
Office Expenses Admin	1,417	5,889
Rates	14,110	16,739

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Notes to the Performance Report

Publication subscriptions / Memberships	1,222	1,953
Total Costs related to providing goods or services	261,261	240,886

Other expenses

Provision for Bad debts	1,720	-
Depreciation	33,471	33,207
Interest Expense	-	-
Legal expenses and compensation	52,150	1,800
Loss on disposal of fixed assets	305	1,286
Total Other expenses	87,646	36,293

	2019	2018
--	-------------	-------------

3. Analysis of Assets**Bank accounts and cash**

BNZ - Direct Debit Card - Tom	500	-
BNZ - Direct Debit Card - Dave	500	111
BNZ - Direct Debit Card -Chris	464	(12)
PayPal Business Account	6	106
BNZ - Camp Elsdon Inc	93,682	60,393
Cash on Hand	180	180
Westpac Bonus Saver (Sinking)	2,395	16,586
Total Bank accounts and cash	97,728	77,364

Debtors and prepayments

Accrued income	2,055	4,987
Accounts Receivable	7,577	28,779
less Provision for Doubtful Debts	(1,720)	-
Prepayments	1,650	-
Total Debtors and prepayments	9,562	33,766

Investments

BNZ - TD 3 Due 061019 3.4%	50,000	100,000
BNZ - TD 2 Due 231219 3.25%	80,000	100,000
Westpac TD 9mth 140220 3.15%SF	130,493	95,579
Total Investments	260,493	295,579

	2019	2018
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4. Analysis of Liabilities**Creditors and accrued expenses****Accounts Payable and Accruals**

Accounts Payable	18,524	31,031
Accruals	9,775	6,986
Total Accounts Payable and Accruals	28,299	38,017

GST	2,604	5,707
PAYE Payable	2,744	4,184
Total Creditors and accrued expenses	33,647	47,908

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Notes to the Performance Report

	2019	2018
Deposits/Income in advance		
Income in advance	-	23,771
Deposits paid in advance	10,202	-
Total Deposits/Income in advance	10,202	23,771
Employee costs payable		
Wages Deductions Payable	-	90
Wages Payable - Payroll	27,986	22,584
Total Employee costs payable	27,986	22,674
Other current liabilities		
Rounding	1	-
Total Other current liabilities	1	-

5. Property Plant and Equipment Schedule

Asset Type	Opening Value	Depreciation	Closing Value
Buildings	387,165	16,944	372,245
Leasehold Improvements	58,960	2,499	62,781
Motor Vehicles	3,704	943	2,761
Office Equipment	2,341	1,104	3,240
Plant and Machinery	46,741	11,981	45,093
Work in Progress	0	0	11,225
Total	498,911	33,471	497,345

2019 2018

6. Accumulated Funds

Accumulated Funds		
Opening Balance	58,196	(8,931)
Surplus/deficits for the year		
Current year earnings	(17,975)	67,127
Total Surplus/deficits for the year	(17,975)	67,127
Closing balance	40,222	58,196
Closing balance	40,222	58,196

2019 2018

7. Breakdown of Reserves

Discretionary reserves		
Revaluation Fixed Assets	753,069	753,069
Total Discretionary reserves	753,069	753,069

The revaluation reserve reflects historical fixed asset revaluation increments.

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Notes to the Performance Report**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)	\$1,200.00

9. Contingent Liabilities and Guarantees

There are no contingent liabilities at year end.

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 2019.

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Independent auditor's report

To the Members of Camp Elsdon Incorporated

Qualified Opinion

We have audited the accompanying performance report of Camp Elsdon Incorporated, 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 2019, the statement of financial position as at 30 June 2019, and the statement of accounting policies and notes to the performance report.

In our opinion, except for the possible effects of the matter 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 2019, 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 revenue from providing goods and services such as camp fees, laundry tokens, and Wi-Fi services. Control over such revenue prior to being recorded is limited and there are no practical audit procedures to determine the effect of this limited control, as the booking schedules maintained in hard copy format are not reconciled to transactions within Xero. In this respect alone, we have not obtained all the information and explanations that we have required.

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.

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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

Independent auditor's report



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 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 Markhams

Moore Markhams Wellington Audit | Qualified Auditors, Wellington, New Zealand
9 October 2019

Independent auditor's report

RESOURCE CONSENT APPLICATIONS AND APPROVALS FOR 28 AUGUST 2019 TO 27 NOVEMBER 2019

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. Receives the information.

Background

2. This report advises the Community Board of resource consents lodged and decisions made during the period 28 August 2019 to 27 November 2019.

Discussion

3. For the period from 28 August 2019 to 27 November 2019, there were ten applications received by the Council.

Service Request	Address	Applicant
454036	11 Takapu Road, Takapu Valley	First Gas Limited
Land use consent for permanent protection works for gas pipeline in bed of Takapu stream.		
449354	6A Bell Street, Tawa	Armi Marie Martin Manuguid
Subdivision and land use consent for two lot fee simple subdivision and a new dwelling.		
450326	6 Huia Street, Tawa	Transformations (Wellington) Limited
Land use consent for multi-unit development.		
451194	4 Ryan Grove, Tawa	Brad Lawrence Tiffen
Subdivision consent for two lot fee simple around existing dwellings.		
451540	67 Main Road, Tawa	Tawa Squash Club
Land use consent for additions and alterations to existing building and earthworks.		
452824	27 Ranui Terrace, Tawa	Nikau Family Trust

Subdivision and land use consent for two lot fee simple and new dwelling.		
453079	32 Coates Street, Tawa	Peg Investments Limited
Subdivision and land use consent for removal of existing garage, construction of three new dwellings and associated earthworks.		
454085	26 Main Road, Tawa	Waitomo Energy Limited
Land use consent for new unmanned petrol station.		
450729	5 Tawa Terrace, Tawa	Leh Soon Yong
Change of condition to SR 392239 relating to subdivision.		
453637	56 Taylor Terrace, Tawa	Simon David Rayner
Boundary activity for new deck.		
4. For the period from 28 August 2019 to 27 November 2019, there were sixteen applications approved under delegated authority.		
174415	22 The Drive, Tawa	Leonardus Wihelmus Bakker
Retrospective land use consent for a second unit on site with no onsite parking.		
433821	122 Main Road, Tawa	First Commercial Reality
Land use consent for mixed-use multi-unit development.		
433986	27 Ranui Terrace, Tawa	Nikau Family Trust
Subdivision for two lot fee simple.		
445623	20 Tawa Terrace, Tawa	LDA Trustee Company Limited
Subdivision and land use consent for five lot fee simple, multi-unit development and associated earthworks.		
446310	24 Main Road, Tawa	Thompson Property Group
Land use consent for two new commercial buildings.		
446614	1 Kiwi Crescent, Tawa	Stephen Grant Loader
Subdivision and land use consent for two lot fee simple, a new dwelling and associated earthworks.		
447530	34 Chester Road, Tawa	Joshua Tarrant Sklenars
Land use consent for replacement of retaining wall.		

447857	60 Peterhouse Street, Tawa	William Stokes
Land use consent for new dwelling and earthworks.		
449354	6A Bell Street, Tawa	Armi Marie Martin Manuguid
Subdivision and land use consent for two lot fee simple subdivision and a new dwelling.		
451194	4 Ryan Grove, Tawa	Brad Lawrence Tiffen
Subdivision consent for two lot fee simple around existing dwellings.		
451540	67 Main Road, Tawa	Tawa Squash Club
Land use consent for additions and alterations to existing building and earthworks.		
447932	0 Linden Avenue, Tawa	Two Degrees Networks Limited
Certificate of compliance for establishing, operating and maintaining a telecommunications facility.		
447251	4 William Earp Place, Tawa	Tawa Limited Partnership
Change of conditions to SR 346205 and SR 385480 relating to parking and subdivision.		
450729	5 Tawa Terrace, Tawa	Leh Soon Yong
Change of condition to SR 392239 relating to subdivision.		
448614	60 Raroa Terrace, Tawa	Ministry of Education
Outline plan waiver for refurbishment of classrooms.		
453637	56 Taylor Terrace, Tawa	Simon David Rayner
Boundary activity for new deck.		

Attachments

Nil

Author	Kristina Kolpashnikova, Customer Service and Business Support Manager
Authoriser	Bill Stevens, Resource Consents Team Leader Moana Mackey, Acting Chief City Planner

CURRENT AND UPCOMING CONSULTATIONS AND ENGAGEMENTS

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

Upcoming consultations/community engagement/feedback

Current Consultations:

- There are no current consultations.

Options

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

Attachments

Nil

Author	Helena Patuwai, Elected Member Support Advisor
Authoriser	Crispian Franklin, Manager, Elected Member Support Advisors

SUPPORTING INFORMATION

Engagement and Consultation

The above engagements and consultations are in line with the Council's Significance and Engagement Policy and Section 83 of the Local Government Act 2002.

Treaty of Waitangi considerations

N/A

Financial implications

N/A

Policy and legislative implications

N/A

Risks / legal

N/A

Climate Change impact and considerations

N/A

Communications Plan
N/A

Health and Safety Impact considered

N/A

TAWA COMMUNITY BOARD DISCRETIONARY FUND - MONTHLY ALLOCATIONS AUGUST - NOVEMBER 2019

Purpose

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

Recommendation/s

That the Tawa Community Board:

1. Receives the information.
2. Note the Discretionary Fund for 2018/2019 financial year is now \$2500.00 for the following projects:

Description	
Piano project – Artist to paint piano – payment in progress	\$1050.00
Photoframes	\$500.00
WREMO Afternoon tea	\$200.00
Tawa Borough Scholarship Trust - payment in progress	\$750.00
Total:	\$2325.51

3. Agrees that any unused portion of the funds from these projects for the 2018-19 financial year will be re-allocated to the Tawa Borough Scholarship Fund.

Background

2. The Tawa Community Board's Discretionary Fund is administered by Wellington City Council and is approximately \$10-11,000 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 July –October 2019 the following was spent from the Tawa Community Board Discretionary fund. These fund relate to accrued expenses in 2018/2019
 - \$575.51
5. The Board is not required to pass these recommendations if they do not wish to.
6. A further report will be bought to the next meeting for the month for November.
7. The financial report shows Dcretionary Funding starting balance for 2019-2022 and accruals outstanding from the 2018/2019.
 - 2019-2022 Starting balance for Tawa Discretionary Fund \$11,540.00
 - Purchases made in July-October 2019 and accrued in 2018/2019 financial year

\$575.51

- Outstanding accruals for 2018/2019 \$2325.51

Attachments

Attachment 1. Tawa Community Board Discretionary Fund June-July 2019 Page 70

Author	Helena Patuwai, Elected Member Support Advisor
Authoriser	Crispian Franklin, Manager, Elected Member Support Advisors

SUPPORTING INFORMATION

Engagement and Consultation

Not applicable

Treaty of Waitangi considerations

Not applicable

Financial implications

Proactively 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

Tawa Community Board - Discretionary Fund 2019/20 to November 19

Please note that figures here have been stated exclusive of GST where possible.

Discretionary Fund 2018/19 - Financial results up to November 2019

Starting balance of Fund 2019/2020	\$	11,540.00
Outstanding accruals	\$	2,500.00
Note A:Purchases made in 2019/20 Sept-Nov	\$	575.51
	\$	<u>1,924.49</u>

Transaction Date	Item Description	Amount	Additional Commentary
22/07/2019	Reimbursement - Peter Gilberd Wall	- 171.16	Park Picnic. Been paid already
12/08/2019	Menzshed	- 300.00	Menzshed Tawa
20/10/2019	Piano Shift	- 104.35	City Transport Shift Piano
To be paid	Piano - Liz Langham Project	1,050.00	Paint Piano Rox invoice to be processed 9 May resolution
To be paid	Photo frames - Malcolm Sparrow	500.00	Photo frames
To be paid	Tawa Borough Scholarship	750.00	Transfer funds to the Tawa Borough Scholarship Fund
To be paid	WREMO morning tea - Margaret Lucas	200.00	No receipt received
		<u>1,924.49</u>	

FORWARD PROGRAMME

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

Thursday, 13 February 2019
<p>Oral Reports:</p> <ul style="list-style-type: none">○ To be confirmed○ Fire Report○ Tawa Community Board Members Reports (standing item) <p>Written Reports:</p> <ul style="list-style-type: none">○ Resource Consent Applications and Approvals Report○ Upcoming Areas of Consultation, Engagement or Surveys (if any) (standing item)○ Tawa Community Board Discretionary Fund Update (standing item)○ Forward Programme (standing item)

Attachments

Nil

Author	Helena Patuwai, Elected Member Support Advisor
Authoriser	Crispian Franklin, Manager, Elected Member Support Advisors

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