

This document must be attached to your application form.

Checklist for eligibility	Yes/ No
<p>To be eligible to receive grant assistance from the Out of School Care Fund applicants must answer yes to all of the following criteria</p>	
<p>An approved OSCAR programme that serves lower decile areas that have difficulty covering programme costs from user pay income</p> <ul style="list-style-type: none"> <li>• Evidence of OSCAR accreditation and location</li> </ul> <p><b>OR:</b> New/ innovative project or programme that supports childhood activity/ learning and shows a commitment to local community/ family involvement</p> <ul style="list-style-type: none"> <li>• Evidence of community benefit for the programme, i.e. references from the community for the programme</li> <li>• Police checks of staff members</li> <li>• Evidence that the Out of School Care and Recreation (OSCAR) foundation has been contacted for their development fund assistance or that the organisation is in the process of attaining accreditation</li> </ul>	
<p><b>Health and safety factors</b></p> <ul style="list-style-type: none"> <li>• Staff to children ratios (1:10)</li> <li>• Hazard identification at programme venue</li> <li>• Adequacy of indoor floor space, outdoor recreation spaces and appropriate toilet facilities to meet the requirements of the programme</li> <li>• Sign in and out procedures implemented</li> <li>• First aid certified staff member</li> </ul>	
<p><b>Delivery</b></p> <ul style="list-style-type: none"> <li>• School Holiday Programmes deliver minimum five hours per day, three days per week</li> <li>• Before and after school care must deliver a minimum of 2 hours per day three days per week</li> <li>• Programme meets participation requirements of at least 20 children per day</li> <li>• Over 90% of programme participants live in Waitakere City</li> <li>• Not-for-profit organisation</li> </ul>	
<p><b>If the programme is extended to include three to five year olds</b></p> <ul style="list-style-type: none"> <li>• It must have the appropriate early childhood regulations license from the Ministry of Education (MOE) or have an exemption from the Ministry of Education to operate unlicensed (please attach appropriate evidence of license or exemption to application)</li> </ul>	
Checklist for documents that must be attached to the application form	Yes/ N/a
<p>If Oscar accredited:</p> <ul style="list-style-type: none"> <li>• CYF OSCAR certificate of approval</li> <li>• Current set of audited annual accounts or current financial statement with recent bank statements.</li> </ul>	
<p>If new programme:</p> <ul style="list-style-type: none"> <li>• Two references stating the community benefit of the programme to the area</li> <li>• Police checks of staff members</li> <li>• Evidence of contact with the OSCAR foundation for funding assistance and accreditation (email/ letter)</li> <li>• Current financial statement and recent bank statement</li> </ul>	
<p>Detailed information about the programme:</p> <ul style="list-style-type: none"> <li>• Who will benefit from the programme (age group, special needs, cultural or ethnic group), number of children to attend, how many children reside in Waitakere City, when will the programme take place (School holidays/ before care/ after care), how many days per week, start and finishing time, main venue location, what fees will be charged, what are the enrolment requirements (casual/ fulltime/ parent consent forms)</li> </ul>	
<p>If the programme has been extended to include three to five year olds:</p> <ul style="list-style-type: none"> <li>• Evidence of MOE license or letter of exemption from MOE to operate unlicensed</li> </ul>	

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## Fee Waivers Fund

The Fee Waivers Fund (FWF) is a regulatory fee waiver reimbursement for some fees and charges relating to facilities, projects or activities that are for local community use and provide local community benefits. These charges include resource and building consent fees (Please go to the following website for a list of all building fees

<http://www.waitakere.govt.nz/CnlSer/regfeesched.asp>).

**All fees must be paid before an application is made.** Applications must also be for no more than one third of all eligible fees paid.

An amount of \$5,000 (per financial year) has been set aside for distribution to the community. The amount is decided each year through the Councils Annual Plan (budgeting) process

<http://www.waitakere.govt.nz/AbtCnl/pp/annualplan.asp>

**The following factors are taken into account when assessing the eligible applications:**

- Community Assistance Fund (CAF) policy and guidelines requirements and criteria  
<http://www.waitakere.govt.nz/CnlSer/fn/funds.asp>
- The level of community benefit provided
- The level of community use and ongoing involvement with the facility, project or activity
- Status of the group applying (for example Charitable Trust, voluntary group)

**Fees that can be supported are:**

- Project Information Memorandum Fees
- Building Consent Fees: plan processing fee, planning check fee, inspection fee and code compliance certificate fee
- Land Use Consent Fee: (including site visit and formal report)

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**Please note:** applications will be considered ineligible if they do not enclose copies of receipts with the application form.

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# Community Assistance Fund Application Form



Send to: Council Grants Officer  
Waitakere City Council  
Private Bag 93109  
Henderson  
WAITAKERE 0850

Deliver to:  
Waitakere Central  
6 Henderson Valley Road  
Henderson  
Telephone (09) 839 0400  
Facsimile (09) 836 8001

## Waitakere City Council's Strategic Priorities

The Treaty of Waitangi vision is that people in the city are proud to uphold the Treaty of Waitangi.

**Sustainable Development** requires that all major programmes demonstrate ongoing social, economic, environmental and cultural benefit for current and future communities.

**First Call for Children** vision is a city where children and youth participate in the development of the city; play and hangout safely; have good healthcare, education and housing; are free from violence; develop their own cultural identity and enjoy the city's diversity; access integrated transport systems; enjoy clean air, water and green spaces and are free from poverty.

**Safe City** requires that in addition to formal occupational health and safety considerations, the general safety of the community is integral to all of the Council's activities and planning and the Council advocates for and supports safety initiatives with its planning partners.

**Lifelong learning** vision is a city where everyone can access flexible, creative and inspirational affordable learning and can participate in city life.

If you have any questions about the application process please call us on (09) 8390400 or email [info@waitakere.govt.nz](mailto:info@waitakere.govt.nz)

*Please read the Community Assistance Funds relevant policies & guidelines before filling out this form.*

## Tell us about Your Organisation

### Contact Details

Name of your organisation or group: .....

Contact address:

Street .....

PO Box .....

Town .....

Email address: .....

Website: .....

Telephone number: ( ) .....

Mobile: .....

Project address: *(if different from above)*

Street .....

Town .....

Telephone number: ( ) .....

Details of the **Two Main Contacts** for this application: *(These must be people who know about the activities that you are planning and who we can contact if necessary for further information)*

### Contact 1

Name .....

Position .....

Telephone Number: ( ) .....

Mobile: .....

Email address: .....

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**Contact 2**

Name \_\_\_\_\_ Position \_\_\_\_\_  
Telephone Number: ( ) \_\_\_\_\_ Mobile: \_\_\_\_\_  
Email address: \_\_\_\_\_

**Details of Two Referees:**

**Referee 1**

Name \_\_\_\_\_ Email address: \_\_\_\_\_  
Telephone Number: ( ) \_\_\_\_\_ Mobile: \_\_\_\_\_

**Referee 2**

Name \_\_\_\_\_ Email address: \_\_\_\_\_  
Telephone Number: ( ) \_\_\_\_\_ Mobile: \_\_\_\_\_

**Legal Status**

Is your organisation a legally constituted trust or incorporated society?  Yes  No  
If yes, please attach a copy of your constitution or incorporation.

If yes, please specify:  Trust  Incorporated Society  Other

How long has your organisation or group been in existence?

Is your organisation affiliated with, or part of, any national organisation?  Yes  No

If yes, please specify

If yes, your GST number is:

Please attach proof of your GST number

**Explain the purpose of your organisation, highlighting the services and programmes provided. Attach additional information if necessary**

How many people are involved in running your organisation?

Full time paid staff  Part time paid staff  Volunteers

What do your volunteers do?

Approximately how many people directly benefit from your organisations services?

Please provide the number of members in each age group category

0 - 20  21 - 65  Over 65

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**Additional information** Refer to the guidelines for full details on documents that you need to enclose with your application.

All applicants must enclose the following information:

- Copy of the organisation's latest bank statements
- Copy of Audited Annual Accounts for the last financial year.  
*(If these are unavailable please explain why and when they can be sent in)*
- Copy of Inland Revenue Tax Exemption
- Two written references or letters of support from the community

Out of School Care Programme must include:

- OSCAR accreditation or;
- Staff police check forms

**Declaration**

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

- (i) return a Certificate of Expenditure *(which will be sent to me in due course by Waitakere City Council)* and provide a copy of all receipts from the money spent.
- (ii) participate in any funding audit of my organisation or project conducted by Waitakere City Council.

I consent to the Waitakere City Council recording the personal information provided in this application and retaining and using this information to send me relevant Council information, such as newsletters.

I also undertake that I have obtained the consent of the other person named in this form to provide their details to Council.

I understand that my name and/or the name of my group may be released to the media or used in publicity material in connection with any funding granted by Council.

I am aware that I have the right to have access to and correction of the information held by Council.

This consent is given under the Privacy Act 1993.

Signed on behalf of my organisation in accordance with our rules:

Name: .....

Position: .....

Signature: ..... Date: .. / .. / ..

## Monitoring Information

This information will help monitor our grants. *(This information will not form part of the assessment application).*

How did you hear about the Waitakere City Council Community Fund?

- Newspaper                       Radio                       Word of mouth
- Letter or mailout               Internet                       Waitakere City Council
- Other *(please specify)* \_\_\_\_\_

## Sending us your form

Before placing your application in an envelope, check you have:

- Answered** all the required questions
- Included** the required additional information
- Signed** the declaration

## Conflict of Interest Policy

All committee members must review all applicant organisations and projects before the allocation meeting and consider whether a conflict of interest situation may arise. The following statement must be adhered to by all Committee members:

**Conflicts of Interest:** *Committee members may be disqualified from the discussion and voting on applications from organisations in which they have an involvement. Committee members will also be asked at the Fund Allocation Committee meeting to declare any other potential conflict of interest situations, e.g. close friendships with applicants, contractual relationships etc.*

At the beginning of the allocations meeting all committee members must declare any conflicts of interest with any applications. With those, members who have a conflict of interest being asked to step outside while that particular application is being considered. Members should not be involved in the decision making on any applications if their involvement could result in or be seen to bias the decision.

**Examples:** members that have friends/ relatives or are themselves involved with an applicant organisation; hold a position in an applicant organisation; have any contractual relationships or other dealings with the application organisation.

**For the group to consider:** Will this relationship of the committee member with the applicant impact on the funding decision? **(If in doubt, it is best not to be involved).**

Example of a table to use for the conflict of interest applicant and committee member review:

Applicant Group/ Organisation	Project Summary	Declaration of Conflict of Interest	Decision of Funding Allocation Committee
Massey Citizens Advice Bureau	<ul style="list-style-type: none"> <li>o Coordination and hosting of monthly social service providers networking forum</li> </ul>	Todd Jones	Stand down





Waitakere City Council  
*Te Taiao o Waitakere*

## Project Report Form

Reference number of organisation and project: \_\_\_\_\_ - \_\_\_\_\_

Approximately how many people participated in/or benefited from the project taking place? \_\_\_\_\_

Comments on the success of your project

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How has the project benefited your community and organisation?

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What was the total cost of your project and total income? \_\_\_\_\_

Please provide copies of any supporting information relating to how your grant was spent e.g. pamphlets, posters, photographs etc.

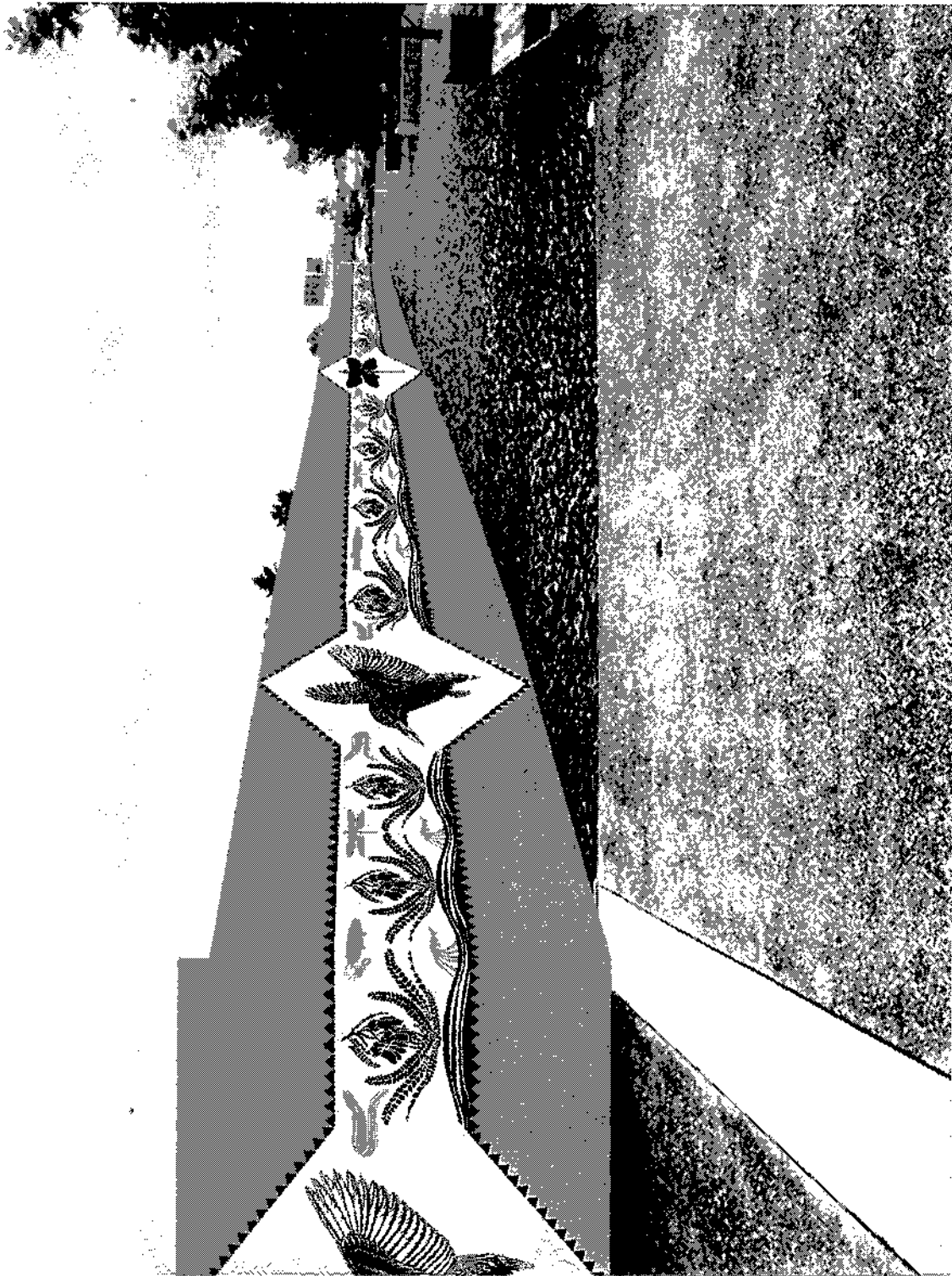
This report was completed by: \_\_\_\_\_

Contact phone/fax: \_\_\_\_\_

Address: \_\_\_\_\_

Return to the address listed below within two months of completion of your project. If you do not complete and return this form it will affect your eligibility for future funding and you may also be required to return the funding.

Return to:  
Waitakere City Council  
Private Bag 93 109  
Henderson  
Waitakere City  
Attn: Council Grants Officer



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# WATERCARE SERVICES LIMITED

## *DRAFT* STATEMENT OF CORPORATE INTENT

for the three year period commencing 1 July 2008



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services limited

# Watercare Services Limited

## DRAFT STATEMENT OF CORPORATE INTENT

### FOR THE THREE YEAR PERIOD COMMENCING 1 JULY 2008

## 1. INTRODUCTION

Watercare Services Limited (Watercare) is required to prepare and deliver to its shareholders, no later than 30 June in each year, a Statement of Corporate Intent (SCI) for the three year period commencing 1 July.

The SCI is the public and legislative expression of Watercare's accountability to its shareholders. It is the contract between Watercare's Board of Directors and its shareholders, and it is against this document that the Board reports to the shareholders and is held accountable. The SCI identifies the nature of Watercare's business and its strategic and operational issues. It sets the expectations of Watercare by the shareholders, and provides a tangible record of Watercare's performance by setting performance targets against which the Company must report.

## 2. BUSINESS PURPOSE

### 2.1 Vision Statement

*Watercare's vision is to be the most efficient water and wastewater utility in Australasia whilst meeting industry best practice. We will provide high quality water and wastewater services in the most cost effective way. Within our core business we want to stretch our capabilities and competencies to achieve leading practices in utility operations.*

### 2.2 Mission Statement

To provide water and wastewater services that are economically viable, environmentally sound, socially responsible and responsive to customer needs, thereby enhancing the services of the company to all people across the Auckland region.

### 2.3 Values

The core values of the Company, as embodied in the mission statement, are the guiding principles for all its activities and behaviour. They are the key drivers for the organisational culture of Watercare and can be summarised as;

- Economic viability
- Sustainability
- Social responsibility
- Responsiveness to customers

## 2.4 Commitment to Sustainability

Watercare recognises it has responsibilities, as a corporation, which go beyond its specific legislative requirement of managing "...its business efficiently with a view to maintaining prices ...at minimum levels consistent with the effective conduct of that business and the maintenance of the long term integrity of its assets."

Wherever practical Watercare tries to minimise the deleterious effects of its operations and looks to contribute to enhancing the environment in which Aucklanders live.

Watercare has six sustainability policies to support our core values;

- *ENVIRONMENTAL CARE*: To minimise the adverse impact of the company's operations on the environment.
- *HEALTH, SAFETY and WELL-BEING*: To be an industry best workplace.
- *STAKEHOLDER RELATIONSHIPS*: To be responsive to stakeholder requirements.
- *CUSTOMER SERVICE COMMITMENT*: To provide high quality products and meet customer service level requirements.
- *ASSET MANAGEMENT*: To manage and maintain the long-term integrity of assets.
- *ECONOMIC PERFORMANCE*: To manage the business efficiently at minimum prices.

Watercare's commitment to sustainable business practice requires high levels of disclosure of plans, practices and operations. Also, Watercare's position as a monopoly service provider in the Auckland region obliges the company to retain stakeholders' confidence that it is performing optimally.

Each year Watercare publishes an Asset Management Plan to ensure the region's water and wastewater needs are met in a timely and cost-effective manner and support regional growth and planning strategies.

Watercare publicly reports achievement against a comprehensive set of objectives each year in its Annual Report. A range of 'sustainability performance rulers' are used to provide a measure to compare current performance against prior years, and to assess improvement against objectives.