Kaiapoi-Tuahiwi Community Board

Agenda

Monday 20 February 2017

4.00pm

Meeting Room 1 (upstairs)
Ruataniwaha Kaiapoi Civic Centre
176 Williams Street, Kaiapoi

Members:
Jackie Watson (Chair)
Chris Greengrass (Deputy Chair)
Neville Atkinson
Roger Blair
Philip Redmond
Martin Pinkham
Sandra Stewart
Board Members
KAIAPOI-TUAHIWI COMMUNITY BOARD

AGENDA FOR THE MEETING OF THE KAIAPOI-TUAHIWI COMMUNITY BOARD TO BE HELD IN MEETING ROOM 1 (UPSTAIRS), RUATANIWHA KAIAPOI CIVIC CENTRE, 176 WILLIAMS STREET, KAIAPOI ON MONDAY 20 FEBRUARY 2016 AT 4PM.

Karyn Ward
Community Board Advocate

RECOMMENDATIONS IN REPORTS ARE NOT TO BE CONSTRUED AS COUNCIL POLICY UNTIL ADOPTED BY THE COUNCIL

BUSINESS

1 APOLOGIES

2 CONFLICTS OF INTEREST

3 ACKNOWLEDGEMENTS

Acknowledgement of the passing of Karen Eastwood, Woodend-Sefton Community Board Member.

New Year’s Honours List

Dr John Hyndman, Clarkville, Member of the New Zealand Order of Merit (MNZM) recognised for his services to health and innovation in the development of a low-cost portable anaesthetic machine.

4 CONFIRMATION OF MINUTES

4.1 Minutes of the Kaiapoi-Tuahiwi Community Board – 19 December 2016

RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board:

(a) Confirms the circulated minutes of the Kaiapoi-Tuahiwi Community Board meeting, held 19 December 2016, as a true and accurate record.

5 MATTERS ARISING FROM THE MINUTES

6 DEPUTATIONS AND PRESENTATIONS

6.1 Shannon Boorer, John Yin, Claire Nicholls (Environment Canterbury) and Kathy Graham (Waimakariri District Council) will provide an update on planned improvements for Waimakariri Metro bus services, and outline benefits for local residents.
6.2 Lee Burbery (Senior Groundwater Scientist, Institute of Environmental Science and Research Limited (ESR)) will outline the research being undertaken at Silverstream.

7 ADJOURNED BUSINESS

Nil.

8 REPORTS

8.1 Proposal that the Rangiora-Kaiapoi cycle/walkway be made a centennial memorial to the Battle of Passchendaele – K Stevenson (Roading Manager)

RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board recommends:

THAT the Council:

(a) Receives report No 170125006380.
(b) Approves the Rangiora - Kaiapoi cycle/walkway being made a centennial memorial to the Battle of Passchendaele.
(c) Approves the Rangiora - Kaiapoi cycle/walkway being formally named the “Passchendaele Memorial Cycle/Walkway”.
(d) Notes that Paisley Road will remain legal road with no name change.
(e) Circulates this report to the Utilities and Roading Committee.

8.2 Road Naming – Silverstream, Kaiapoi – S Morrow (Land Information Officer)

RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board:

(a) Receives report No 170208011386.
(b) Approves the alteration to the following existing road names which are part of the Silverstream subdivision in Kaiapoi:
   1. Montagu Place
   2. Durells Crescent

8.3 Applications to the Kaiapoi-Tuahiwi Community Board Discretionary Grants 2016-2017 – K Ward (Community Board Advocate)

RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board:

(a) Receives report No.170118003876.
(b) Approves a grant of $.................... to Canterbury Justices of the Peace Association Inc. towards the cost of a pull-up banner.
OR
(c) Declines the application from Canterbury Justices of the Peace Association Inc.

(d) Approves a grant of $..................... to Community Wellbeing North Canterbury Trust / Kaiapoi Community Support towards the cost of purchasing a commercial chest freezer.

OR
(e) Declines the application from Community Wellbeing North Canterbury Trust/ Kaiapoi Community Support.

(f) Approves a grant of $..................... to Reflections Community Trust towards the cost for Kaiapoi Photographic Club to take photos at the Kaiapoi Children’s Day for future promotional purposes and archival records.

OR
(g) Declines the application from Reflections Community Trust.

8.4 Summary of Discretionary Grant accountability to 31 December 2016

RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board:
(a) Receives report No. 170112002111.
(b) Circulates a copy of this report to all of the Community Boards.

8.5 Property Lease/Licence Renewals 01 January 2017 to 31 December 2017 – M Ball (Property Officer)

RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board:
(a) Receives attached report number 170106000677.
(b) Notes the upcoming renewals, status and nature of the lease/licence agreements.

9 REFERRED FROM COUNCIL

9.1 Northern Pegasus Bay Bylaw 2016 Implementation – V Spittal (Senior Policy Analyst)

(refer to attached copy of report no. 161116117879 to the Council meeting of 6 December 2016)

RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board:
(e) Appoints Board member ............. as its representative to the Northern Pegasus Bay Bylaw 2016 Implementation Working Party.
10 CORRESPONDENCE

10.1 Letter requesting representation from the Board on the Northern Pegasus Bay Bylaw Implementation Working Party. (See item 9.1)

11 CHAIRPERSON’S REPORT

11.1 Chair’s Diary for December 2016 - January 2017

RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board:
(a) Receives report No. 170214013355.

12 MATTERS REFEERRED FOR INFORMATION

12.1 Promotion of Waimakariri District – 2015/16 Annual Report (S Markham, Manager Strategy and Engagement) – Report to Audit and Risk Committee – 13 December 2016 (Trim No. 161201124351)

12.2 Annual Report of Te Kōhaka o Tuhaitara Trust for the year ended 30 June 2016 (J Millward, Manager Finance and Business Support) – Report to Audit and Risk Committee – 13 December 2016 (Trim No. 161125121596)

12.3 Annual Report for Enterprise North Canterbury for the year ended 30 June 2016 (J Millward, Manager Finance and Business Support) – Report to Audit and Risk Committee – 13 December 2016 (Trim No. 161125121846)

12.4 Capital Projects Report for the period ended 30 September 2016 (P Christensen, Finance Manager) – Report to Audit and Risk Committee – 13 December 2016 (Trim No. 161114116589)

12.5 Oxford-Ohoka Community Board meeting minutes – 8 December 2016 (Trim No. 161215129634)

12.6 Woodend-Sefton Community Board meeting minutes – 12 December 2016 (Trim No. 161212127949)

12.7 Rangiora-Ashley Community Board meeting minutes – 14 December 2016 (Trim No. 161214129383)

12.8 Draft submission to the Health Select Committee on the Health (Fluoridation of Drinking Water) Amendment Bill (G Meadows, Policy Manager) – Report to Council – 7 February 2017 (Trim No. 161220131266)

12.9 Aquatic Facilities Update Report (T Brough, Dudley Park Aquatic Centre Manager) – Report to Community and Recreation Committee – 14 February 2017

12.10 Library Update (P Ashbey, Libraries Manager) – Report to Community and Recreation Committee – 14 February 2017

12.11 Capital Projects Report for the period ended 31 December 2016 (P Christensen, Finance Manager) – Report to Audit and Risk Committee – 14 February 2017
RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board receives the information in items 12.1-12.11.

Note: Items were circulated to Board members separately 15 February 2017.

13 MEMBERS’ INFORMATION EXCHANGE

The purpose of this exchange is to provide a short update to other members in relation to activities/meetings that have been attended or to provide general Board related information.

14 CONSULTATION PROJECTS

14.1 Draft Annual Plan
Submissions open between Friday 10 March to Tuesday 11 April.

15 REGENERATION PROJECTS

15.1 Waimakariri Residential Red Zone Recovery Plan
The Department of the Prime Minster and Cabinet has released its decision on the Waimakariri Residential Red Zone Recovery Plan. Use this link to find out more information: http://www.dpmc.govt.nz/future-use

15.2 Town Centre
Updates on the Kaiapoi Town Centre projects are emailed regularly to Board members. These updates can be accessed using the link below:


15.3 New Arterial Road
Regular updates on the progress of the new Arterial Road will be posted on the Council’s website. There are also links to intersection layout plans for each of the new intersections. The updates can be located using the link below:


15.4 Kaiapoi Regeneration Steering Group
The first meeting of the Kaiapoi Regeneration Steering Group will be held in Meeting Room 1, Ruataniwha Kaiapoi Civic Centre on Monday 6 March at 4pm. This meeting is open to the public.
16 BOARD FUNDING UPDATE

16.1 Board Discretionary Grant
Balance as at 15 February 2017: $2,934

16.2 General Landscaping Budget
Balance as at 15 February 2017: $73,240.99

17 MEDIA ITEMS

18 QUESTIONS UNDER STANDING ORDERS

19 URGENT GENERAL BUSINESS UNDER STANDING ORDERS

NEXT MEETING

The next meeting of the Kaiapoi-Tuahiwi Community Board is scheduled for 4pm, Monday 20 March 2017 at the Ruataniwha Kaiapoi Civic Centre.

Workshop

1. Members’ Forum.  
   Opportunity for members to share potential new ideas and initiatives.

2. Crime prevention through environment design.  C Brown (Community Green Space Manager).

3. Media, Communications and the Board.  M McIlraith (Communications and Engagement Manager)

4. Kaiapoi South-East Regeneration areas roading workshop.  K Stevenson (Roading Manager) and G Lake (Roading Recovery Programme Manager)
MINUTES OF THE MEETING OF THE KAIAPOI-TUAHIWI COMMUNITY BOARD HELD
MEETING ROOM 1 (UPSTAIRS), RUATANIWHA KAIAPOI CIVIC CENTRE,
176 WILLIAMS STREET, KAIAPOI ON MONDAY 19 DECEMBER 2016 AT 4PM.

PRESENT

J Watson (Chair), C Greengrass (Deputy Chair), N Atkinson, R Blair, P Redmond,
M Pinkham and S Stewart.

IN ATTENDANCE

Councillor A Blackie, C Sargison (Manager Community and Recreation), K Stevenson
(Roading Manager), M McIlraith (Communications and Engagement Manager), D Lewis
(Construction Management Engineer), K Graham (Journey Planner/Road Safety
Coordinator), G Barnard (Parks Community Assets Officer), S Morrow (Rates Officer
Land Information), J Fraser (Principal Planning Analyst), O Davis (Drainage Asset
Manager), J McBride (Civil Projects Team Leader), K Ward (Community Board Advocate)
and L Courtney (Governance Secretary).

The meeting adjourned for a photography session at 6.01pm and resumed at 6.18pm.

At the commencement of the meeting, the Chair acknowledged the recent passing of
Woodend-Sefton Community Board member Karen Eastwood. The Board held a
minute’s silence.

1 APOLOGIES

Nil.

2 CONFLICTS OF INTEREST

Nil.

3 CONFIRMATION OF MINUTES

3.1 Minutes of the Kaiapoi-Tuahiwi Community Board – 21 November 2016

P Redmond raised an error in item 3.1 (a), line 4, where the reference to
M Pinkham should be P Redmond.

Moved M Pinkham seconded C Greengrass

THAT the Kaiapoi-Tuahiwi Community Board:

(a) Amends item 3.1 (a), line 4 of the minutes changing M Pinkham to
P Redmond.

(b) Confirms, as a true and accurate record, the circulated minutes of the
Kaiapoi-Tuahiwi Community Board meeting held 21 November 2016.

CARRIED

4 DEPUTATIONS AND PRESENTATIONS

4.1 Neil Price and Ian Thompson (Trustees, Waimakariri Passchendaele Trust)
and David Ayers (Chair, Waimakariri Passchendaele Trust) spoke to the
Board with a proposal that the Rangiora-Kaiapoi cycle/walkway be made a
centennial memorial to the Battle of Passchendaele. D Ayers advised they
had already raised their proposal with the Rangiora-Ashley Community
Board.
2017 would mark the 100 year anniversary of the Battle of Passchendaele, which is located in the municipality of Zonnebeke, West Flanders. The battle had the greatest loss of life in a single battle for New Zealand troops. The Waimakariri District has a twinning relationship with Zonnebeke, which acknowledges this shared history.

Most of the proposed walk/cycleway is a paper road except one part along a formed metal road, Paisley Road. The proposal from the Trust is that Passchendaele is used in the naming of the off-road part of the walk/cycleway. It was suggested that memorial elements including information boards be erected at points along the pathway, explaining the history of the battle and how it links to the Rangiora and Kaiapoi communities. D Ayers added that a report would to come to the Board.

N Price, as President of the Kaiapoi RSA, added the RSA supported the Trust's proposal and that it would be a unique element in the District.

I Thompson, as President of the Rangiora RSA, supported previous comments. He added the Rangiora RSA would be involved in the upcoming commemorations, as well as local high school students; the RSA would be sponsoring one student to attend the commemorations in Passchendaele, Belgium in October 2017.

N Atkinson queried whether the Trust wanted to name the entire proposed urban cycleways network. D Ayers replied the Trust was only proposing the Passchendaele name for the Rangiora-Kaiapoi section as the off road section works better for naming. N Atkinson commented that in the future the walk/cycleway may cross all the major towns in the District which would make it an appropriate name/memorial.

P Redmond asked whether a sculptural memorial had been considered by the Trust. D Ayers replied the Trust have had discussions with an iron sculpture artist regarding a possible memorial/memorial elements.

The Chair thanked the representatives for their presentation.

4.2 Adrian Bell, resident of Busby Place, spoke to the Board about the Crab Apple tree outside his property being considered for removal.

A Bell spoke to a prepared speech (Trim No. 161220131139). He commented that his request for the tree to be removed has been ongoing over a number of months. He disagreed with the timeframe of the fruit fall outlined in clause 3.1 of the report, as fruit fall was evident when staff inspected the area this month. He estimated that fruit fall occurred over approximately six months of the year and believed that 2017 would be worse due to the tree being older and larger. A Bell commented that Council staff offered to provide a service to remove the fallen fruit which would be at a cost of $500 per annum. He believed removing the tree would save the Council having to provide such a service. A Bell outlined some of the issues caused to himself and his neighbours, and raised Health and Safety concerns from people slipping on the fallen fruit. He concluded that he would like the Crab Apple tree replaced with a Cherry tree.

P Redmond queried what species the other trees in the neighbourhood were. It was stated that they were of the Malus variety. Most of the trees in the neighbourhood were of the Malus variety but the tree outside A Bell’s property was the largest.
M Pinkham asked if Crab Apple trees were currently a planting option in the Council’s street trees policy. G Barnard replied that they were not.

R Blair asked if A Bell was aware of the issues cherry blossom trees can pose. A Bell was aware that roots could be an issue.

The Chair invited A Bell to stay and listen to the discussion and decision on the report being considered later in meeting.

4.3 Bev Hansen, resident of Fairweather Crescent, spoke to the Board regarding tree removal in Fairweather Crescent.

B Hansen commented the Cherry tree outside her property had been assessed for root pruning but could not be carried out as it would cause the tree to become unstable, therefore a health and safety hazard. The roots of the tree have also been covered with soil, to try to mitigate the damage to the lawn but the roots only pushed through the soil. She had been advised that the root pruning should have been carried out when the tree was younger and smaller. B Hansen has struggled to mow her lawn and maintain her berm to the same high standard of her neighbourhood. She is happy for the current Cherry tree to be replaced with another Cherry tree.

P Redmond asked if all trees in the neighbourhood were planted at the same time. B Hansen believed they were. P Redmond noted the other Cherry trees in the neighbourhood did not seem to cause the same issues as the tree outside B Hansen’s property. B Hansen was not certain why the tree outside her property was such an issue, but suggested that maybe the other trees had been planted deeper.

S Stewart asked whether B Hansen supported the street garden option as noted in report of item 6.2 of the agenda. B Hansen replied she was happy with this option as long as it made the current lawn area flat and attractive.

The Chair invited B Hansen to stay and listen to the Board’s discussion and decision regarding the tree removal later in the meeting.

4.4 Kathy Graham (Journey Planner/Road Safety Coordinator) and Dan Lewis (Construction Management Engineer) spoke to the Board regarding the Urban Cycleways project.

D Lewis spoke to a PowerPoint presentation outlining the proposed plans for the Rangiora-Kaiapoi walk/cycling path, and sought the Board’s support/comments. He also outlined how the proposed paths linked to current pathways in the Woodend, Pegasus and Ravenswood areas as well as the Tuhaitara Coastal Track and Ashley River stop bank.

He commented that Paisley Road, which is currently a metal road, is proposed to be sealed for a shared pathway and for the Fernside Road end to be blocked to through traffic. The proposal has the support of local residents.

D Lewis showed a photograph of a pathway in Selwyn which best represents the pathway proposed for the Rangiora-Woodend track. He explained the proposed track for the intersection of Rangiora-Woodend, Boys, Tuahiwi and Harris Roads, locally known as five cross roads. Staff are working with property owners for access to privately owned land the track is proposed to cross. Having ownership of the land will allow for the approach to the intersection to be clearer and to have better lines of sight, making it safer for those approaching the difficult intersection.
S Stewart commented the trees on the north side of Kippenberger Avenue were planted as part of a Year 2000 project and are often trimmed because of the powerlines. She asked if staff would consider recommending that Mainpower bury the lines along the north side of the avenue, which would allow the trees to mature better, and reinstate trees on the south side. K Graham commented this was beyond the scope of the Urban Cycleways project.

Regarding Fernside and Flaxton Roads: N Atkinson asked whether the path should be ‘future proofed’ as the intersection is a main access to the Southbrook Resource Recovery Park (Transfer Station). D Lewis replied that had been considered with the proposal to close Mulcocks Road to through traffic and to make the walk/cycleway crossing of Fernside Road away from the railway crossing which would also allow for better visibility. He added that once more detailed designs were completed, a safety audit would be carried out to identify areas that required improvement.

N Atkinson requested costings for the crossing to be underground, acknowledging it would be a more costly option. However, he believed it would be a safer option. There was a lot to consider especially with the many different kinds of traffic at that intersection including heavy vehicles, cars with trailers, as well as trains.

P Redmond asked if the path could be moved to the west. D Lewis replied that it was possible. K Graham added that a balance needed to be reached regarding the usability of the path and users’ safety. The wider aim of project is to increase the general use of cycles in the district.

C Greengrass asked if bars at the crossing sites were in the plans. K Graham replied they were.

M Pinkham asked if staff had considered extending the project north. D Lewis replied it had been considered, acknowledging it was not ideal for a cycleway to become on-road after being off-road but the project is currently limited by its budget. More walk/cycleways would be planned for the future. K Graham added that the more cyclists were on the road, the greater awareness there would be among drivers in the district, which would encourage the extension of the current walk/cycleways.

There was discussion regarding various options for a walk/cycleway along Flaxton Road.

5 ADJOURNED BUSINESS

Nil.

6 REPORTS

Items 6.2 to 6.4 were taken at this time. Note the minutes have been recorded in accordance with the order of the agenda as circulated.

6.1 Kaiapoi Regeneration Steering Group – C Sargison (Manager Community and Recreation)

C Sargison spoke to the report. He highlighted that the executive management including Crown involvement of the Draft Project Structure was yet to be determined, and noted an error with clause 3.10 as the
appointment of Chair is in the recommendation. He distributed, for the Board’s information, material that would be posted on the Council’s website including Frequently Asked Questions.

N Atkinson queried the involvement of the Regional Council Environment Canterbury (ECan). C Sargison replied that the Waimakariri Residential Red Zone Recovery Plan (Recovery Plan) affects a lot of riverbanks. He noted it has been beneficial having ECan as part of the Kaiapoi Riverbanks Steering Group but acknowledged it was the Board’s discretion regarding membership.

Moved R Blair seconded C Greengrass

**THAT** the Kaiapoi-Tuahiwi Community Board:

(a) **Receives** report No.161129123237.

(b) **Recommends** that the Council:

(c) **Approves** the establishment of a Regeneration Steering Group.

(d) **Approves** the Terms of Reference for the Regeneration Steering Group (161129123269).

(e) **Approves** the appointment of the following to the Regeneration Steering Group:

- Mayor
- Council Portfolio Holder (Chair)
- Kaiapoi - Tuahiwi Community Board (full Board)
- Kaiapoi-Woodend Ward Councillors
- Te Ngāi Tuāhuriri Rūnanga (representative/s)
- Te Kōhaka o Tūhaitara Trust (representative)
- Environment Canterbury (representative)
- Chief Executive (Waimakariri District Council)
- Manager, Community & Recreation
- Implementation Programme Manager, District Regeneration

(f) **Notes** the Draft Project Structure.

**CARRIED**

R Blair was pleased that A Blackie would Chair the group being the Council regeneration portfolio holder. The establishment of this Steering Group was further good progress in post-earthquake recovery of the area.

C Greengrass agreed with R Blair’s comments.

A Blackie was pleased the whole Board was included in the membership and would therefore be privy to all information regarding the Recovery Plan.

N Atkinson commented the large group may seem cumbersome but it was better being open to a comprehensive membership of all interested parties rather than omitting any, and then those invited could decide on attendance as appropriate to their respective interests. The group would be important for the town and would receive close local attention; and would require a significant budget. He again questioned the involvement of ECan but acknowledged it was better to open the invitation and let them decide on their level of involvement.
6.2 Proposed Street Tree removal 86 Fairweather Crescent, Kaiapoi – G Barnard (Parks Community Assets Officer)

G Barnard spoke to the report acknowledging the issues being caused by the large root system of the Cherry tree. He referred members to the 2015 consultation carried out in the Mansfield subdivision regarding the retention or removal of the neighbourhood’s Cherry trees. The Board had decided to retain the trees. G Barnard spoke to the street garden option. He commented the Cherry tree outside 86 Fairweather Crescent was one of the larger trees in the neighbourhood with prolific flowering.

N Atkinson commented that issues with the Cherry trees have been raised with the Board a number of times over the last few years and suggested that budgeting be allocated to stage a replacement programme for the trees causing issues, so trees are not replaced all at once and the effect of the trees is maintained. He requested a report with recommendations on how to stage the replacement of trees with a variety that will cause fewer issues. J Watson concurred with N Atkinson’s request.

C Sargison stated that a report could be brought to the Board with costings in relation to a street garden and a staged replacement tree programme. He commented there was an on-going cost with street gardens and this option would potentially set a precedent for other residents’ tree issues.

P Redmond commented that he only saw a few other trees with the same issue, and was not convinced that creating a street garden would set a precedent. He requested an immediate, short term solution for the residents of 86 Fairweather Crescent. G Barnard replied that covering the roots with soil would only be effective for 12-18 months, but suggested a small scale garden would last longer until a more permanent solution can be planned and organised.

M Pinkham believed the tree was the largest in the street and did not support the development of a street garden as a solution, as it would deviate from the initial plan of the subdivision.

N Atkinson queried the timeframe for replacing trees without affecting the aesthetics of the street. G Barnard replied that trees have been replaced in the neighbourhood in the last 18 months and this had not affected the aesthetics of the street. As long as trees are replaced in a staged programme, over a long period of time, the overall effect of the trees would not be affected.

R Blair supported the request for a report regarding the gradual replacement of trees over a period of time.

S Stewart queried the colour of blossoms. G Barnard replied that a replacement tree would be chosen to blend in well with the existing trees.

Moved M Pinkham seconded P Redmond

THAT the Kaiapoi-Tuahiwi Community Board:

(a) Receives report No. 161208127142.
(b) Approves the removal of the Cherry tree situated in the berm adjacent to 86 Fairweather Crescent and replace with another cherry tree with suitable characteristics.
(c) Requests staff prepare a report to the Board on a staged tree replacement programme for the Mansfield Park subdivision.

CARRIED
6.3 Proposed Street Tree removal Kaiapoi Anglican Cemetery, Isaac Wilson Road, Kaiapoi – G Barnard (Parks Community Assets Officer)

G Barnard spoke to the report, highlighting issues raised regarding leaf drop. The Magnolia trees are twenty metres from the property but do create minor shading issues. It was noted anecdotally that the trees had been planted as a memorial to a young local woman but this could not be confirmed, as no Council records existed regarding the history of these particular trees.

C Greengrass asked if the resident could be asked to return the fallen leaves to under the tree. G Barnard replied that they could be asked.

Moved N Atkinson seconded S Stewart

THAT the Kaiapoi-Tuahiwi Community Board:
(a) Receives report No.161207126109.
(b) Approves the retention of the two Council owned Southern Magnolia trees situated on the south east boundary of 2 Parnham Lane, (known as the Kaiapoi Anglican Cemetery) Kaiapoi.
(c) Notes that the retention of the Magnolia trees are consistent with section 3.3 of the Council’s standard operating procedure for the removal of trees.

CARRIED

N Atkinson accepted it was unknown who planted the Magnolia trees, highlighting he did not support removing trees just because they were a nuisance. He supported C Greengrass’ suggestion.

S Stewart agreed with N Atkinson’s comments. She believed the hedge around the cemetery was funded by the family of the deceased young person and retaining the trees retained the continuity of the avenue affect.

A Blackie commented on discussions regarding trees over the last number of years, noting the same kinds of issues being raised.

6.4 Proposed Street Tree removal 5a Busby Place, Kaiapoi – G Barnard (Parks Community Assets Officer)

The report was taken as read.

N Atkinson queried the level of maintenance for the issues raised by local resident Adrian Bell. G Barnard would investigate immediate measures, for example pruning the tree, until the report was ready for the Board.

P Redmond asked how the tree in question compared to the other the trees in the street. G Barnard replied that although it was similar to the other trees, it was the largest tree in the street. He commented that it was sheltered from the North West winds which may have attributed to its larger size.

Moved J Watson seconded C Greengrass

THAT the Kaiapoi-Tuahiwi Community Board:
(a) **Lies** report No. 161207126109 on the table until the Board receives a further report on a staged tree replacement programme for the Mansfield Park subdivision

**CARRIED**

6.5 **Road Naming - Sovereign Lakes, Kaiapoi – S Morrow (Rates Officer Land Information)**

S Morrow took the report as read.

J Watson queried why the names were chosen. S Morrow replied the developer selected them from the Board’s preapproved road naming list.

R Blair asked how many houses were in the lane. S Morrow replied 11-12 new houses.

Moved C Greengrass seconded M Pinkham

**THAT** the Kaiapoi-Tuahiwi Community Board:

(a) **Receives** report No 161129123209.

(b) **Approves** McKee Lane as the name for a road to be created on Lot 602 DP 500061.

**CARRIED**

6.6 **Appointments to Advisory Groups and Outside Organisations – K Ward (Community Board Advocate)**

K Ward spoke to the report.

R Blair asked if any of the groups were based in Tuahiwi. K Ward replied there were none currently, but this did not preclude such appointments being made in the future if Tuahiwi-based groups made this request.

Moved J Watson seconded P Redmond

**THAT** the Kaiapoi-Tuahiwi Community Board:

(a) **Receives** Report No. 161025109369.

(b) **Approves** the appointment of Board Member C Greengrass as a Board representative and liaison person, to the Pines-Kairaki Beach Association.

(c) **Approves** the appointment of Board Member R Blair as a Board representative and liaison person, to the Darnley Club.

(d) **Approves** the appointment of Board Member J Watson as a Board representative and liaison person, to the Silverstream Advisory Group.

(e) **Approves** the appointment of Board Member M Pinkham as a Board representative and liaison person, to the Cam River Rehabilitation Subcommittee.

(f) **Approves** the appointment of Board Member P Redmond as a Board representative and liaison person, to Kaiapoi Beautiful Towns Group.

(g) **Approves** the appointment of Board Member C Greengrass as a Board representative and liaison person, to Kaiapoi and Districts Historical Society.

(h) **Approves** the appointment of Board Member C Greengrass as a Board representative and liaison person, to the Kaiapoi Landmarks Team.
(i) Approves the appointment of Board Member R Blair as a Board representative and liaison person, to the North Canterbury Neighbourhood Support.

(j) Approves the appointment of Board Member N Atkinson as a Board representative and liaison person, to the Northern Bulldogs Rugby League Club.

(k) Approves the appointment of Board Member J Watson as a Board representative and liaison person, to the Waimakariri Arts Trust.

(l) Approves the appointment of Board Member P Redmond as a Board representative and liaison person, to the Waimakariri Health Advisory Group.

(m) Approves the appointment of Board Members N Atkinson and S Stewart as Board representatives and liaisons, to the Kaiapoi River Rehabilitation Working Party.

(n) Approves the appointment of Board Member R Blair as a Board representative and liaison person, to Grey Power, North Canterbury.

(o) Approves the appointment of Board Member M Pinkham as a Board representative and liaison person, to the Kaiapoi Promotion Association.

(p) Approves the appointment of Board Member N Atkinson as a Board representative and liaison person, to the Christchurch International Airport Community Liaison Group.

CARRIED

Moved J Watson  seconded C Greengrass

THAT the meeting adjourned for a photography session at 6.01pm. The meeting recommenced at 6.18pm.

7 MATTERS REFERRED FROM COUNCIL

7.1 Reconvene Kaiapoi River Rehabilitation Working Party – J Fraser (Utilities Planner) and O Davies (Drainage Asset Manager)

(referred to copy of report no. 161115117130 to the Council meeting of 5 December 2016)

O Davies spoke to the report, highlighting the planting trials in the tidal zones. He stated this was an opportunity to get the community onside with regard to river rehabilitation and projects which enhance/support the environment.

J Fraser stated that planting was planned for 12-14 January 2017 and would be up-river of the St Margaret’s rowing pontoon. An agreement had been reached with Environment Canterbury (ECan) that funding included covering costs of cleaning the river and riverbed, and debris around the Courtenay confluence. She advised that public consultation material was almost ready and would be presented to the working party for discussion at its first meeting in January 2017.

Regarding clause 1.5 of the report: S Stewart requested the river water be tested before any trial work began. She noted that no monitoring of the lower reaches of the Kaiapoi River had occurred and believed the most important aspect of the project was improving the water quality of the river/rivers. For that to happen, baseline data was required. This would
mean that ECan’s monitoring units need to be in place on the piles of the Mafeking Bridge before the trial began. The units would measure the salt content in the water, to better understand when salt wedge occurs.

N Atkinson commented that the Waimakariri Water Zone Committee had identified low flows in the Waimakariri River attributed to salt wedge. He questioned what alternative plans were in place in case ECan raised the minimum Waimakariri River cubic metres per second (cumecs) flow level, including alternative timing of the trial and other plantings that could be carried out. O Davies replied, as he understood from Dr Adrian Meredith, that salt wedge is prevalent during low flows and high tides. He acknowledged N Atkinson’s comments of the risk that the trials would be a wasted effort if the conditions of the planting experiments changed mid-trial.

M Pinkham queried the methodology of removal and disposal of spoil. O Davies outlined a few of the options.

Regarding the proposed consultation material: S Stewart questioned the purpose “to improve water clarity” and would like to see it changed from “clarity” to “quality”, as a river can be clear but full of nitrates. C Sargison commented that the brochure would be fully discussed by the working party.

8 CORRESPONDENCE

Nil.

9 CHAIRPERSON’S REPORT

9.1 Chair’s Diary for November-December 2016

Moved J Watson seconded P Redmond

THAT the Kaiapoi-Tuahiwi Community Board:
(a) Receives report No.161212128105.

CARRIED

10 MATTERS REFERRED FOR INFORMATION

10.1 Oxford-Ohoka Community Board meeting minutes – 3 November 2016
(Trim No. 161028111115)

10.2 Rangiora-Ashley Community Board meeting minutes – 9 November 2016
(Trim No. 161018107108)

10.3 Woodend-Sefton Community Board meeting minutes – 15 November 2016
(Trim No. 161109115482)

10.4 Report on expenditure due to reactive maintenance work carried out on Rangiora, Kaiapoi and Pegasus Water Supply Wells – S de Roo (Utilities Engineering Officer) – Utilities and Roading Committee, 22 November 2016 (Trim No. 161109115696)

10.5 West Kaiapoi New Arterial Road Update – K Stevenson (Roading Manager) and J McBride (Civil Projects Team Leader) – Public Excluded Utilities and Roading Committee, 22 November 2016
10.6 Earthquake Infrastructure Recovery Programme – December 2016 Update – G Boot (Senior Engineering Advisor) - Council, 6 December 2016 (Trim No. 161124121388)

10.7 Northern Pegasus Bay Bylaw 2016 Implementation – V Spittal (Senior Policy Analyst) - Council, 6 December 2016 (Trim No. 161116117879)

10.8 Contract 16/47 Parnham Lane Pump Station Rising Main Renewal Tender Report – G Stevenson (Utilities Projects Team Leader) – Public Excluded Council, 6 December 2016

Moved J Watson seconded C Greengrass

THAT the Kaiapoi-Tuahiwi Community Board receives the information in items 10.1-10.8.

CARRIED

11 MEMBERS’ INFORMATION EXCHANGE

Nil.

12 CONSULTATION PROJECTS

Nil.

13 REGENERATION PROJECTS

The Department of the Prime Minster and Cabinet released its decision on the Waimakariri Residential Red Zone Recovery Plan. Refer to the link for more information: http://www.dpmc.govt.nz/future-use

Updates on the Kaiapoi Town Centre projects are emailed regularly to Board members. These updates can be located at the link below:


14 BOARD FUNDING UPDATE

14.1 Board Discretionary Grant

Balance as at 14 December 2016: $2,934

At its November meeting the Board allocated $500 to You Me We Us towards the cost of paying for a performer and advertising for a Waitangi Day celebration.

14.2 General Landscaping Budget

Balance as at 14 December 2016: $73,240.99

The Board noted the balances.

15 MEDIA ITEMS

- Report coming to a future Board meeting regarding a replacement tree plan for Mansfield Park.
• It was noted that a workshop regarding a Communications Plan for the Board was scheduled for February 2017.

16 QUESTIONS UNDER STANDING ORDERS

There were no questions under Standing Orders.

17 URGENT GENERAL BUSINESS UNDER STANDING ORDERS

There was no urgent general business under Standing Orders.

NEXT MEETING

The next meeting of the Kaiapoi-Tuahiwi Community Board is scheduled for 4pm, Monday 20 February 2017 at the Ruataniwaha Kaiapoi Civic Centre.

THERE BEING NO FURTHER BUSINESS, THE MEETING WAS CLOSED AT 6.39PM.

CONFIRMED

________________
Chairperson

________________
Date
Workshop (items 2 and 3 6.40-6.54pm)

1. Photography session for the Communications and Engagement Department.
Photographs were taken at 6.01-6.18pm after item 6.6.

Nil.

3. Christmas Lights. A representative from Philips, J McBride (Civil Projects Team Leader) and K Stevenson (Roading Manager).
Modern LED technology was demonstrated by Morgann Le Bars, a representative of Philips, and urban lighting design options for Kaiapoi were discussed.

Deferred to January 2017.

Briefing – Public Excluded

5. Kaiapoi Town Centre Plan Review. S Markham (Manager Strategy and Engagement).
Deferred to January 2017.

Incorporated into item 7.1; public exclusion was not required.
1. SUMMARY

1.1. The purpose of this report is to seek the Board's support for the Rangiora-Kaiapoi cycle/walkway to be made a centennial memorial to the Battle of Passchendaele.

1.2. At the December Board meeting Neil Price and Ian Thompson (Trustees, Waimakariri Passchendaele Trust) and David Ayers (Chair, Waimakariri Passchendaele Trust) spoke to the Board and presented a proposal that the Rangiora-Kaiapoi cycle/walkway be made a centennial memorial to the Battle of Passchendaele.

1.3. A similar presentation was made to the Rangiora Ashley Community Board and their support for the proposal will be sought at their February meeting.

1.4. 2017 marks the 100 year anniversary of the Battle of Passchendaele, which is located in the municipality of Zonnebeke, West Flanders. The battle had the greatest loss of life in a single battle for New Zealand troops. The Waimakariri District has a twinning relationship with Zonnebeke, which acknowledges this shared history.

1.5. The Waimakariri Passchendaele Trust propose that the Rangiora-Kaiapoi cycle/walkway be a permanent memorial to those who died during the battle and that the cycle/walkway be called the 'Passchendaele Way' or similar.

1.6. It was suggested that memorial elements including information boards be erected at points along the pathway, explaining the history of the battle and how it links to the Rangiora and Kaiapoi communities.

1.7. On the face of it this proposal appears very worthwhile and an ideal opportunity to provide a permanent memorial to this significant historical event and in an area that will be easily accessible to the community. It is likely to attract more users to the cycle/walkway especially if there are information boards erected at points along the path.

1.8. It is noted that the views of the wider community have not been sought on this proposal so the Board could support the proposal without seeking wider community views or it could request that wider community views are sought before making a decision.
2. **RECOMMENDATION**

**THAT** the Kaiapoi Tuahiwi Community Board recommends to Council that it:

(a) **Accepts** report No. 170125006380.

(b) **Approves** the Rangiora - Kaiapoi cycle/walkway being made a centennial memorial to the Battle of Passchendaele.

(c) **Approves** the Rangiora - Kaiapoi cycle/walkway being formally named the "Passchendaele Memorial Cycle/Walkway".

(d) **Notes** that Paisley Road will remain legal road with no name change.

(e) **Circulates** this report to the Utilities and Roading Committee.

3. **ISSUES AND OPTIONS**

3.1. Representatives of the Waimakariri Passchendaele Trust have spoken to both the Rangiora Ashley Community Board and the Kaiapoi Tuahiwi Community Board with a proposal that the Rangiora-Kaiapoi cycle/walkway be made a centennial memorial to the Battle of Passchendaele.

3.2. The proposal includes naming the cycle/walkway and erecting memorial elements including information boards at points along the pathway.

3.3. As the path is predominately off road there are many opportunities where memorial elements could be located. This would provide some additional interest to recreational walkers and cyclists.

3.4. Regarding naming there are a number of options. The Trust suggested ‘Passchendaele Way’ or similar. The whole cycle/walkway could be named the “Passchendaele Memorial Cycle/Walkway” with appropriate signage and promotion through the Council’s website and social media channels.

3.5. It is noted that part of the cycle/walkway is on Paisley Road which is a formed legal road providing access to properties. Paisley Road will remain legal road with no name change.

3.6. It is recommended that the Board supports the proposal and recommends to Council that the cycle/walkway be made a centennial memorial to the Battle of Passchendaele and be named the “Passchendaele Memorial Cycle/Walkway”.

3.7. The Board might want to consider whether it should seek wider community views on the naming of the cycle/walkway as others may have views or suggestions on the name. However if wider views are sought and other ideas are submitted the difficulty is then deciding how to evaluate the various suggestions.

3.8. The Management Team has reviewed this report and it supports the recommendations.

4. **THE COMMUNITY VIEWS**

4.1. The views of the wider community have not been sought on the naming of the Rangiora to Kaiapoi cycle/walkway. However the Waimakariri Passchendaele Trust has provided a very good proposal that is likely to be well supported throughout the wider community. The Battle of Passchendaele is part of our history and this proposal is a good way of preserving that history.
5. **FINANCIAL IMPLICATIONS AND RISK**

5.1. The full cost of implementing this proposal and the source of funding has not been assessed or discussed with the Waimakariri Passchendaele Trust. It is expected that the Waimakariri Passchendaele Trust would take responsibility, in conjunction with the Council, for the installation and ongoing maintenance of information boards and other displays along the path. The cost is likely to be modest.

6. **CONTEXT**

6.1. **Policy**

This matter is not a matter of significance in terms of the Council’s Significance Policy.

6.2. **Community Outcomes**

Businesses in the District are diverse, adaptable and growing

There is a safe environment for all

Transport is accessible, convenient, reliable, affordable and sustainable

Ken Stevenson
Roading Manager
1. **SUMMARY**

1.1. The purpose of this report is to consider altering the names of existing roads which have been created as part of the Silverstream subdivision in Kaiapoi.

1.3. The proposed alterations to the existing road names were supplied by Michelle Sheehan and Jean Turvey.

Attachments:

i. Plan of the Silverstream Estates subdivision outlining the existing street locations.

ii. Copy of letters from Michelle Sheehan and Jean Turvey.

iii. Waimakariri District Council policy for road naming (S-CP4505).

2. **RECOMMENDATION**

**THAT** the Kaiapoi Tuahiwi Community Board:

(a) **Receives** report No 170208011386.

(b) **Approves** the alteration to the following existing road names which are part of the Silverstream subdivision in Kaiapoi:

1. Montagu Place

2. Durells Crescent

3. **ISSUES AND OPTIONS**

3.1. The current spelling of the name Montague Place was supplied by the developer Silverstream Estates Ltd and was approved at the Kaiapoi Community Board on 14 May 2012. However the daughter of John Wilson Montagu has advised that the spelling of this name is incorrect.

3.2. Durrells Crescent was approved by the Kaiapoi Community Board on the 16 April 2012 and has been identified as being spelt incorrectly by Jean Turvey, a local historian on street names. She has advised that the street is named after Alfred Durell who owned a portion of the land known as Kaiapoi Island since 1863.
3.3. The Kaiapoi Tuahiwi Community Board has the power to approve the naming of new roads.

3.4. Options Considered

3.4.1. Approve the alterations to the existing road names as proposed

3.4.2. Retain the current spelling of the existing road names.

3.5. The Management Team has reviewed this report.

4. COMMUNITY VIEWS

4.1. There are currently nine properties with access from Montague Place with at least seven of these with completed dwellings.

4.2. At present there is only one property using Durrells Crescent as an address, but this street is due to be developed further as part of a future stage of the subdivision.

4.3. If there are any changes to the existing street names then the owners of these properties will need to be notified by the council and there may be some costs associated with this.

4.4. These names were deemed to be correct at time of approval as supplied by the developer but Council staff considers it important to have these names spelt properly.

5. FINANCIAL

5.1. The developer will meet the cost of the road name blades and any other associated costs required with altering the name.

6. CONTEXT

6.1. A strong sense of community.


6.3. Policy/Delegation Reference - Authority to approve the naming of roads and streets.

Scott Morrow
LAND INFORMATION OFFICER
Attention: Scott Morrow,

Dear Sir,

I am writing to bring to your attention the incorrect spelling of a street name in the Silverstream Subdivision.

The spelling of Montague in our family did not have an "e." My father John Wilson Montague was for many years the chief Engineer at the Kaiapoi Woollen Mills, and was a councillor in the 1950's.

Dad was always very emphatic our surname did not have an "e," so I was disappointed to see the incorrect spelling.

I would appreciate you amending this.

Yours faithfully,

(Ken) Michelle Sheehan.
26 January 2017

Scott Morrow,
Land Information Officer
Waimakariri District Council
Private Bag 1005
Rangiora

Dear Scott

Silverstream Street Name

I have noticed that the names on the blades for the uncompleted Durells Cres are spelt in different ways. The blade nearest the footbridge has Durrells Crs, the one in the middle is Durells Crs, and the one at the east end is Durrells Crs.

I have two references that have Mr Durell's name with one 'r'

1. “Province of Canterbury New Zealand list of sections purchased to April 30, 1863.” Page 22.
   Number of Section 1021, bought by Willock on The Ohoka and Durell's Crossing Road

2. In "The Press" is a report of a Land Sale in April 1891. The property offered was a portion of the well-known fertile Kaiapoi Island land, owned by Mr Alfred Durell of London.

Thanks

Yours faithfully

Jean Turvey,
17 Hills Street,
Kaiapoi
NAMING OF ROADS AND STREETS (INCLUDING PRIVATE ROADS) POLICY

1 Introduction
The Waimakariri District Council is responsible for naming (and renaming) roads within its boundaries. Roads are named to reflect the identity of the local area and to ensure ease of identification for the Council, the public and key public and private services such as emergency, postal and courier services.

2 Policy Context
This policy applies where proposed roads and other vehicular accesses are being created either through subdivision development or the formation of existing unformed legal roads and to the naming of existing unnamed roads/vehicular accesses both public and private. This policy should form part of any subdivision design and approval process reference material.

3 Policy Objective
This policy specifies Council’s requirements for the naming of roads and vehicle accesses throughout the District to provide a consistent and comprehensive approach to naming of roads in the District.

The Waimakariri District Council is responsible for the naming of roads by the Local Government Act 1974 section 319(j).

4 Policy Statement
4.1 The Council’s four Community Boards have the delegated authority for the naming of new streets and roads and altering existing street names within their respective wards.

4.2 Re-naming of streets and roads will only be undertaken if the Council considers the change will result in a clear benefit to the community.

4.3 Where a street is named for the first time or a street name is altered then the District Land Registrar, the Chief Surveyor, NZ Fire Service, Telecom, MainPower, valuation service provider, NZ Police, Civil Defence, and the Canterbury Regional Council shall be informed of the new name or change.

4.4 Where an existing street is extended, the street extension will be the same name as that of the existing street.

4.5 All new private roads in the Waimakariri District shall be named in consultation with the applicant, and at the applicant’s expense, and relevant road signs shall be suitably annotated “Private Road”.

All private roads that are to be named, are to have a minimum of four lots with access from the private road.

4.6 A new street or road shall not be named the same or similar to a street or road already in existence in the District.

4.7 Council’s ‘List of Approved but Unallocated Road Names’

The list of unallocated potential road names for the Waimakariri District is maintained by Customer Services. Names approved for addition to the List of Approved but Unallocated...
NAMING OF ROADS AND STREETS (INCLUDING PRIVATE ROADS) POLICY

Road Names will remain there until they are either allocated to a road or removed as the result of a review of the list.

From time to time a road name may no longer need to be used as two or more roads may be jointed into one road or a road may be permanently closed. In both of these cases, the road name(s) may be put back on the list for potential reallocation, usually for a new or renamed road in the same general area.

The list of Approved but Unallocated Road Names will be reviewed by the Community Boards every six years.

4.8 Naming of streets in new subdivisions:

The rights of the subdivision developer to promote preferred road names for the subdivision will be taken into consideration, but the decision regarding road names will be made by the Community Boards by applying the clauses of this policy.

4.9 Approval Criteria and Weighting

The following factors shall be taken into account when selecting street, road or private road names in the Waimakariri District:

(a) The proposed name has local historical, cultural, environmental or geographical significance - e.g. Torlesse, Boys, Ashley, Cam.

(b) Maori names of local significance chosen in conjunction with local iwi representatives to ensure appropriateness of meaning and correct spelling.

(c) Significant and well known or previously well known names of farms, properties or run holdings – e.g. Coldstream, Carleton.

(d) Names of local residents who have achieved prominence in their chosen fields such as arts, sport, commerce, science, politics, local government, military, etc (e.g. Kippenberger, Kirk), or who have been long term residents.
NAMING OF ROADS AND STREETS (INCLUDING PRIVATE ROADS) POLICY

4.10 Road Type

The road type should be one that most accurately reflects the type of roadway that is being named. The list below should be used where appropriate, however, this list is not exclusive – refer to AS/NZS 4819:2011.

<table>
<thead>
<tr>
<th>Road Type</th>
<th>Abbreviation</th>
<th>Description</th>
<th>Open ended</th>
<th>Cul-de-sac</th>
<th>Pedestrian only</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alley</td>
<td>Aly</td>
<td>Usually narrow roadway in a city or town.</td>
<td>√</td>
<td>√</td>
<td></td>
</tr>
<tr>
<td>Arcade</td>
<td>Arc</td>
<td>Covered walkway with shops along the sides.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Avenue</td>
<td>Ave</td>
<td>Broad roadway, usually planted on each side with trees.</td>
<td>√</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Boulevard</td>
<td>Blvd</td>
<td>Wide roadway, well paved, usually ornamented with trees and grass plots.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Circle</td>
<td>Cir</td>
<td>Roadway that generally forms a circle; or a short enclosed roadway bounded by a circle.</td>
<td></td>
<td></td>
<td>√</td>
</tr>
<tr>
<td>Close</td>
<td>Cl</td>
<td>Short enclosed roadway.</td>
<td></td>
<td></td>
<td>√</td>
</tr>
<tr>
<td>Court</td>
<td>Crt</td>
<td>Short enclosed roadway, usually surrounded by buildings.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Crescent</td>
<td>Cres</td>
<td>Crescent shaped roadway, especially where both ends join the same thoroughfare.</td>
<td></td>
<td></td>
<td>√</td>
</tr>
<tr>
<td>Drive</td>
<td>Dr</td>
<td>Wide main roadway without many cross-streets</td>
<td>√</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Esplanade</td>
<td>Esp</td>
<td>Level roadway along the seaside, lake, or a river.</td>
<td>√</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Glade</td>
<td>Gld</td>
<td>Roadway usually in a valley of trees.</td>
<td>√</td>
<td></td>
<td>√</td>
</tr>
<tr>
<td>Green</td>
<td>Grn</td>
<td>Roadway often leading to a grassed public recreation area</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grove</td>
<td>Grv</td>
<td>Roadway that features a group of trees standing together.</td>
<td></td>
<td></td>
<td>√</td>
</tr>
<tr>
<td>Highway</td>
<td>Hwy</td>
<td>Main thoroughfare between major destinations.</td>
<td>√</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lane</td>
<td>Lane</td>
<td>Narrow roadway between walls, buildings or a narrow country roadway.</td>
<td>√</td>
<td>√</td>
<td>√</td>
</tr>
<tr>
<td>Loop</td>
<td>Loop</td>
<td>Roadway that diverges from and rejoins the main thoroughfare.</td>
<td>√</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mall</td>
<td>Mall</td>
<td>Wide walkway, usually with shops along the sides.</td>
<td></td>
<td></td>
<td>√</td>
</tr>
<tr>
<td>Mews</td>
<td>Mews</td>
<td>Roadway in a group of houses.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parade</td>
<td>Pde</td>
<td>Public roadway or promenade that has good pedestrian facilities along the side.</td>
<td>√</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Place</td>
<td>Pl</td>
<td>Short, sometimes narrow, enclosed roadway.</td>
<td></td>
<td></td>
<td>√</td>
</tr>
<tr>
<td>Promenade</td>
<td>Prom</td>
<td>Wide, flat walkway, usually along the water’s edge.</td>
<td></td>
<td></td>
<td>√</td>
</tr>
<tr>
<td>Quay</td>
<td>Qy</td>
<td>Roadway alongside or projecting into water.</td>
<td>√</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rise</td>
<td>Rise</td>
<td>Roadway going to a higher place or position.</td>
<td>√</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Road</td>
<td>Rd</td>
<td>Open roadway primarily for vehicles.</td>
<td>√</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Square</td>
<td>Sq</td>
<td>Roadway which generally forms a square shape, or an area of roadway bounded by four sides.</td>
<td></td>
<td></td>
<td>√</td>
</tr>
<tr>
<td>Steps</td>
<td>Stps</td>
<td>Walkway consisting mainly of steps.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Street</td>
<td>St</td>
<td>Public roadway in an urban area, especially where paved and with footpaths and buildings along one or both sides.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Terrace</td>
<td>Tce</td>
<td>Roadway on a hilly area that is mainly flat.</td>
<td></td>
<td></td>
<td>√</td>
</tr>
</tbody>
</table>
NAMING OF ROADS AND STREETS (INCLUDING PRIVATE ROADS) POLICY

<table>
<thead>
<tr>
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<th>Abbreviation</th>
<th>Description</th>
<th>Open ended</th>
<th>Cul-de-sac</th>
<th>Pedestrian only</th>
</tr>
</thead>
<tbody>
<tr>
<td>Track</td>
<td>Trk</td>
<td>Walkway in natural setting.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Walk</td>
<td>Walk</td>
<td>Thoroughfare for pedestrians.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Way</td>
<td>Way</td>
<td>Short enclosed roadway.</td>
<td></td>
<td>√</td>
<td>√</td>
</tr>
<tr>
<td>Wharf</td>
<td>Whrf</td>
<td>A roadway on a wharf or pier.</td>
<td>√</td>
<td>√</td>
<td>√</td>
</tr>
</tbody>
</table>

*AS/NZS 4819:2011 Appendix B, Road Types – New Zealand

5 Links to other policies and community outcomes
This policy should be read in conjunction with:

5.1 Local Government Act 1974 s319(j).
5.2 AS/NZS 4819:2011 Geographic information – Rural and urban addressing.
5.3 Community Outcome:

There are wide ranging opportunities for people to contribute to the decision-making by public organisations that affects our District.

- Public organisations make information about their plans and activities readily available
- Public organisations make every effort to accommodate the views of people who contribute to consultations

5.4 Waimakariri District Council, District Plan, Chapter 38, Road Names.

6 Adopted by and date
This Policy was approved by the Council’s Resource Management and Regulation Committee and subsequently adopted by the Council on 2 April 2013.

7 Review
Review every six years or sooner on request.
1. SUMMARY

1.1. The purpose of this report is to consider three applications for funding that have been received from:

<table>
<thead>
<tr>
<th>Name of Organisation</th>
<th>Purpose</th>
<th>Amount requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>Canterbury Justices of the Peace Association Inc.</td>
<td>Towards the cost of a pull-up banner</td>
<td>$235.75</td>
</tr>
<tr>
<td>Community Wellbeing North Canterbury Trust / Kaiapoi Community Support</td>
<td>Towards the cost of purchasing a commercial chest freezer</td>
<td>$327.43</td>
</tr>
<tr>
<td>Reflections Community Trust</td>
<td>Towards the cost for Kaiapoi Photographic Club to take photos at the Kaiapoi Children’s Day for future promotional purposes and archival records</td>
<td>$75.00</td>
</tr>
</tbody>
</table>

Total: $638.18

1.2. Current balance: $2,934

Attachments:

i. Application from Canterbury Justices of the peace Association Inc. (Trim 170109000788)
ii. Application from Community Wellbeing North Canterbury Trust/ Kaiapoi Community Support (Trim 170118003919)
iii. Application from Reflections Community Trust (Trim 170207010753)
iv. Spreadsheet showing previous two years grants.
v. Board funding criteria 2016/2017. (Trim 160630062676)

2. RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board:

(a) Receives report No.170118003876.
(b) Approves a grant of $..................... to Canterbury Justices of the Peace Association Inc. towards the cost of a pull-up banner.

OR

(c) Declines the application from Canterbury Justices of the Peace Association Inc.

(d) Approves a grant of $..................... to Community Wellbeing North Canterbury Trust/ Kaiapoi Community Support towards the cost of purchasing a commercial chest freezer.

OR

(e) Declines the application from Community Wellbeing North Canterbury Trust/ Kaiapoi Community Support.

(f) Approves a grant of $..................... to Reflections Community Trust towards the cost for Kaiapoi Photographic Club to take photos at the Kaiapoi Children’s Day for future promotional purposes and archival records.

OR

(g) Declines the application from Reflections Community Trust.

3. ISSUES AND OPTIONS

3.1. Canterbury Justices of the Peace Association Inc. are seeking funding to provide a pull-up banner for identifying the presence of JPs on duty at the Kaiapoi Library JP Service Desk. This project will potentially benefit all residents within the Board’s community area. The Association has also applied to Oxford-Ohoka Community Board and the Rangiora-Ashley Community Board for banners to be used at the libraries in their community areas. Rangiora-Ashley Community Board approved the application made to them at their 8 February 2017 meeting. No previous application has been made to any Board within the last 18 months. This is an ongoing project so it will occur if the application is declined.

3.2. Community Wellbeing North Canterbury Trust/ Kaiapoi Community Support is seeking funds to upgrade a planned purchase of a commercial chest freezer to a large size for the Community Pantry to utilise. The Community Pantry distributes more than 60 food parcels per month to families and whānau living within the Kaiapoi-Woodend ward. Donations towards the pantry are increasing so consequently a large reliable commercial chest freezer is now required. This will increase the variety and amount of food available to distribute, and hence the wellbeing and support of residents utilising the service. Pub Charity has donated $2,169.57 towards this project but the balance of the sum required still needs to be found; this is the amount their application to the Discretionary grant is for ($327.43). More than 700 families from the community area will benefit. The project will occur if the application is declined. The application form states this organisation has not applied to any Community Board in the last 18 months but staff records show that an application was made to the former Kaiapoi Community Board in June 2015 for the costs of an advertising sandwich board. The application was granted; all accountability forms were returned.

3.3. Reflections Community Trust is seeking funds towards the cost for Kaiapoi Photographic Club to take photos at the Kaiapoi Children’s Day for future promotional purposes and archival records. The Board will need to determine whether the application is contrary to the criteria which states the Board is unable to fund wages. The Trust wishes to utilise the photos for archival records and promotional purposes as they hope to establish Kaiapoi Children’s Day as an annual event that will contribute to positive economic and...
social benefits within the local community. Approximately 500 people from all demographic groups are expected to attend Kaiapoi Children’s day, the majority probably being residents from the local community area. The project will still occur if the application is declined. A preliminary budget has been included within the application documents. Reflections Community Trust has successfully applied to three Boards within the last 18 months for funds to contribute to various aspects of the Trust's 2016 Waimakariri Light Party: the former Kaiapoi, Rangiora, and Woodend-Ashley Community Boards. All Accountability Forms have been returned.

3.4. The Board may approve or decline grants in accordance with the grant guidelines.

3.5. The Management Team has reviewed this report.

4. COMMUNITY VIEWS

4.1. Community organisations in applying to the Board's Discretionary Grant, are seeking to assist sectors of the community.

5. FINANCIAL IMPLICATIONS AND RISKS

5.1. The Annual Plan for 2016/17 includes budget provision for the Kaiapoi-Tuahiwi Community Board to approve grants to community groups up to a total of $4,850. The requested grants for consideration in February 2017 total $563.18.

5.2. The current balance of the grant fund is $2,934. If the requested funding is approved at this meeting the Board's grant fund will hold a balance of $2,370.82.

5.3. The application criteria specify that grants are normally limited to a maximum of $500 any one financial year (July to June) but the group can apply up to twice in that year, providing it is for different projects.

5.4. GST is paid to appropriately registered groups where applicable above the Board resolved values.

6. CONTEXT

6.1. Policy
This matter is not a matter of significance in terms of the Council’s Significance and Engagement Policy.

6.2. Legislation
Not applicable.

6.3. Community Outcomes

6.3.1. People are friendly and caring, creating a strong sense of community in our District.

6.3.2. There are wide ranging opportunities for people of different ages to participate in community and recreational activities.

Karyn Ward
Community Board Advocate
KAIAPOI-TUAHIWI COMMUNITY BOARD DISCRETIONARY GRANT APPLICATION

Groups Applying for Board Discretionary Grants 2016/2017

Name of Group: CANTERBURY JUSTICES OF THE PEACE ASSOCIATION INC.

Address: 66 FRANKLEIGH STREET, SOMERFIELD, CHRISTCHURCH 8024

Contact Person within Organisation: K. G. SHIELDS SP

Position within Organisation: Registrar

Contact phone number: 03 337 1025 Email: registrar@spcanterbury.org.nz

Describe what the project is and what the grant funding be used specifically for? (Use additional pages if needed)

TO PROVIDE A PULL UP BANNER FOR IDENTIFYING THE PRESENCE OF JP's ON DUTY AT THE SERVICE DESK IN THE KAIAPOi LIBRARY.

What is the timeframe of the project? ON GOING

Overall Cost of Project: $ 235.75 inc GST

Amount Requesting: $ 235.75

How many people will directly benefit from this project?

Who is the range of people benefiting from this project? (You can tick more than one box)

- People with disabilities (mental or physical)
- Cultural/ethnic minorities
- District
- Preschool
- School/youth
- Older adults
- Whole community/ward

Provide estimated percentage of participants by Ward:

Kaiapoi-Tuahiwi 100 % Oxford-Ohoka % Rangiora-Ashley % Woodend-Sefton %

Other (please specify):

If this application is declined will this event/project still occur? Yes No

If No – what are the consequences to the community/organisation?

THE SERVICE DESK IS AN ONGOING PROJECT BUT WITH 10 JP's ALREADY IN EXISTENCE, AND MORE EXPECTED WE DON'T HAVE FUNDS TO PROVIDE A BANNER AT EACH LOCATION.
KAIAPOI-TUAHIWI COMMUNITY BOARD DISCRETIONARY GRANT APPLICATION

What are the direct benefit(s) to the participants?

BEING ABLE TO EASILY IDENTIFY WHERE AND WHEN A SP IS ON DUTY AT THE KAIAPOI LIBRARY.

What is the benefit(s) to your organisation?

MAINTAINING AN ONGOING PRESENCE IN THE KAIAPOI-TUAHIWI COMMUNITY.

What are the benefit(s) to the Kaiapoi-Tuahiwi community or wider district?

BEING MADE AWARE OF WHERE AND WHEN SP SERVICES ARE AVAILABLE AT THE KAIAPOI LIBRARY.

Is your group applying under the umbrella of another organisation (that is Charity/Trust registered?)

Yes / No

If yes, name of parent group

What is the relationship between your group and the parent group?

What other fundraising has your group undertaken towards this project/event? List any other organisations you have applied or intend to apply to for funding this project and amount applied for this project:

NO OTHER FUNDRAISING OR FUNDING APPLICATIONS MADE FOR THIS BANNER.

Have you applied to the Kaiapoi-Tuahiwi Community Board or any other Waimakariri Community Board for other project funding in the past 18 months?

Yes / No

If yes, please supply details:

Enclosed

Financial Balance Sheet and Income & Expenditure Statement (compulsory – your application cannot be processed without financial statements)

Supporting costs/quotes (not compulsory)

Other supporting information

I am authorised to sign on behalf of the group/organisation making this application.

I declare that all details contained in this application form are true and correct to the best of my knowledge.

I accept that information provided in this application may be used in an official Council report available to the public.

PLEASE NOTE - If submitting your application electronically, entering your name in the Signature box below will be accepted as your signature.

Signed: [Signature]

Date: 03/01/2017

THE REGISTRAR
CANTERBURY JUSTICES OF THE PEACE ASSOCIATION (INC)
66 FRANKLEIGH STREET
SPREYDON, CHRISTCHURCH 8024
PH. (03) 337 1025 or 021 593 082
Canterbury Justices of the Peace Association (Inc)
Statement of Receipts and Payments
For the Year Ended: 31st August 2016

Operating Receipts

Grants and fundraising

<table>
<thead>
<tr>
<th>Description</th>
<th>Actual This Year</th>
<th>Actual Last Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Air Rescue Trust - Federation Conference</td>
<td>$5,301</td>
<td>$3,744</td>
</tr>
<tr>
<td>Rata Foundation - Administration Grant</td>
<td>$6,000</td>
<td>$9,000</td>
</tr>
<tr>
<td>Rata Foundation - Chathams Training</td>
<td>$4,150</td>
<td></td>
</tr>
<tr>
<td>Federation - Communications Grant</td>
<td>$1,686</td>
<td>$1,743</td>
</tr>
<tr>
<td><strong>Total Grants and fundraising</strong></td>
<td><strong>$16,137</strong></td>
<td><strong>$14,457</strong></td>
</tr>
</tbody>
</table>

Fees, subscriptions and receipts from members

<table>
<thead>
<tr>
<th>Description</th>
<th>Actual This Year</th>
<th>Actual Last Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subscriptions</td>
<td>$23,636</td>
<td>$29,692</td>
</tr>
<tr>
<td>Donations</td>
<td>$829</td>
<td>$776</td>
</tr>
<tr>
<td>Merchandise Sales</td>
<td>$218</td>
<td>$29,397</td>
</tr>
<tr>
<td><strong>Total Fees, subscriptions and receipts from members</strong></td>
<td><strong>$24,853</strong></td>
<td><strong>$30,397</strong></td>
</tr>
</tbody>
</table>

Receipts from goods and services

<table>
<thead>
<tr>
<th>Description</th>
<th>Actual This Year</th>
<th>Actual Last Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federation - Rostering Agreement</td>
<td>$1,500</td>
<td>$1,500</td>
</tr>
<tr>
<td>Mid Winter Luncheon</td>
<td>$1,630</td>
<td>$3,130</td>
</tr>
<tr>
<td><strong>Total Receipts from goods and services</strong></td>
<td><strong>$3,130</strong></td>
<td><strong>$4,637</strong></td>
</tr>
</tbody>
</table>

Receipts from bank interest

<table>
<thead>
<tr>
<th>Description</th>
<th>Actual This Year</th>
<th>Actual Last Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Merchandise</td>
<td>$2,057</td>
<td>$2,217</td>
</tr>
<tr>
<td><strong>Total Receipts from bank interest</strong></td>
<td><strong>$2,057</strong></td>
<td><strong>$2,217</strong></td>
</tr>
</tbody>
</table>

Other receipts

<table>
<thead>
<tr>
<th>Description</th>
<th>Actual This Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Judicial Studies Course Refund</td>
<td>$1,500</td>
</tr>
<tr>
<td><strong>Total Other receipts</strong></td>
<td><strong>$1,500</strong></td>
</tr>
</tbody>
</table>

**Total Operating Receipts**

- **Actual This Year**: $47,508
- **Actual Last Year**: $49,678

Operating Payments

Volunteer and employee related payments

<table>
<thead>
<tr>
<th>Description</th>
<th>Actual This Year</th>
<th>Actual Last Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Honorariums</td>
<td>$16,082</td>
<td>$15,000</td>
</tr>
<tr>
<td>Court Rosteror</td>
<td>$1,492</td>
<td>$1,493</td>
</tr>
<tr>
<td>Registrar Expenses</td>
<td>$1,920</td>
<td>$18,494</td>
</tr>
<tr>
<td><strong>Total Volunteer and employee related payments</strong></td>
<td><strong>$18,494</strong></td>
<td><strong>$19,987</strong></td>
</tr>
</tbody>
</table>

Payments related to provision of goods and services

<table>
<thead>
<tr>
<th>Description</th>
<th>Actual This Year</th>
<th>Actual Last Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration and overhead costs</td>
<td>$2,532</td>
<td>$2,308</td>
</tr>
<tr>
<td>Signing centres, Newsletter, Website, Yellow Pages</td>
<td>$913</td>
<td>$2,164</td>
</tr>
<tr>
<td>Training expenses less refunded from Federation</td>
<td>$362</td>
<td>$446</td>
</tr>
<tr>
<td>Merchandise</td>
<td>$223</td>
<td>$13</td>
</tr>
<tr>
<td>Advertising</td>
<td>$207</td>
<td></td>
</tr>
<tr>
<td>Chatham island training</td>
<td>$1,322</td>
<td>$5,352</td>
</tr>
<tr>
<td><strong>Total Payments related to provision of goods and services</strong></td>
<td><strong>$5,352</strong></td>
<td><strong>$5,352</strong></td>
</tr>
</tbody>
</table>

Donations paid

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capitation fees</td>
<td>$8,402</td>
</tr>
<tr>
<td>Annual meeting</td>
<td>$1,668</td>
</tr>
<tr>
<td>Mid winter luncheon</td>
<td>$1,690</td>
</tr>
<tr>
<td>Federation conference</td>
<td>$7,297</td>
</tr>
<tr>
<td>Southern regional conferences</td>
<td>$948</td>
</tr>
<tr>
<td>Judicial studies course</td>
<td>$1,500</td>
</tr>
<tr>
<td>Bicentennial government reception</td>
<td>$2,905</td>
</tr>
<tr>
<td>Federation 2018 conference deposit</td>
<td>$1,000</td>
</tr>
<tr>
<td>Justices quarterly</td>
<td>$22,705</td>
</tr>
<tr>
<td><strong>Total Donations paid</strong></td>
<td><strong>$22,705</strong></td>
</tr>
</tbody>
</table>

**Total Operating Payments**

- **Actual This Year**: $46,551
- **Actual Last Year**: $43,764

Increase/(Decrease) in Bank Accounts

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Westpac Cheque Account</td>
<td>$369</td>
</tr>
<tr>
<td>RaboDirect Savings Account</td>
<td>$9,899</td>
</tr>
<tr>
<td>RaboDirect Term Deposit</td>
<td>$23,969</td>
</tr>
<tr>
<td>RaboDirect Centennial Term Deposits</td>
<td>$20,617</td>
</tr>
<tr>
<td><strong>Total Bank Accounts at End of Year</strong></td>
<td><strong>$53,924</strong></td>
</tr>
</tbody>
</table>

**Total Bank Accounts at End of Year**

- **Actual This Year**: $53,924
- **Actual Last Year**: $52,967
Canterbury Justices of the Peace Association (Inc)
Statement of Resources and Commitments
As at 31st August 2016

### SCHEDULE OF RESOURCES

<table>
<thead>
<tr>
<th>Description</th>
<th>This Year</th>
<th>Last Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank Accounts</td>
<td>$53,924</td>
<td>$52,967</td>
</tr>
<tr>
<td>Money owed to Association</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interest receivable</td>
<td>$1,092</td>
<td>$980</td>
</tr>
<tr>
<td>Subscriptions in arrears</td>
<td>$636</td>
<td>$1,292</td>
</tr>
<tr>
<td>Southern conference prepaid</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Judicial studies course fees</td>
<td>$500</td>
<td>$500</td>
</tr>
<tr>
<td>Centennial conference deposit</td>
<td>$1,000</td>
<td></td>
</tr>
<tr>
<td>Other resources</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stock of plaques</td>
<td>$113</td>
<td>$113</td>
</tr>
<tr>
<td>President's collar</td>
<td>$1,785</td>
<td>$1,785</td>
</tr>
<tr>
<td>Computer, data projector, lap-top at value as at August 2015</td>
<td>$2,815</td>
<td>$2,815</td>
</tr>
</tbody>
</table>

### SCHEDULE OF COMMITMENTS

<table>
<thead>
<tr>
<th>Description</th>
<th>This Year</th>
<th>Last Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Money payable by Association</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Honorariums</td>
<td>$15,381</td>
<td>$15,082</td>
</tr>
<tr>
<td>Other Commitments</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subscriptions in advance</td>
<td>$203</td>
<td>$205</td>
</tr>
</tbody>
</table>

### SCHEDULE OF OTHER INFORMATION

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rata Foundation - Unused portion of Chathams Grant</td>
<td>$2,828</td>
</tr>
</tbody>
</table>

**Accounting Policies**

**Basis of Preparation**

Canterbury Justices of the Peace Association Inc. is permitted by law to apply PBE SFR-C (NFP) Public Benefit Entity Simple Format Reporting - Cash (Not for Profit) and has elected to do so. All transactions are reported in the Statement of Receipts and Payments and related Notes to the Performance Report on a cash basis.

**Goods and Services Tax (GST)**

Canterbury Justices of the Peace Association (Inc) is not registered for GST. Therefore amounts recorded in the Performance Report are inclusive of GST (if any).
Audit Report

I have audited the financial statements for Canterbury Justice of the Peace Association (Inc) for the period ended 31 August 2016. Due to the inherent nature of the organisation certain income items cannot be verified prior to the entry into the records. In my opinion, subject to the foregoing limitations, the income and expenditure and the balance sheet fairly reflect the financial position as 31 August 2016.

There have been no changes in the nature of the activities for the period ended 31 August 2016.

The financial reports have been prepared under the Tier 4 requirements for Charitable enterprises

Jason Macgregor (CA)
3 October 2016
Tax Invoice
GST No. 99-564-830

To:
Canterbury Justice of Peace Assoc.

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Quantity</th>
<th>Amount ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>26/11/2016</td>
<td>Design and Setup (one off)</td>
<td>1</td>
<td>$65.00</td>
</tr>
<tr>
<td></td>
<td>Premium Pull up banner</td>
<td>1</td>
<td>$205.00</td>
</tr>
</tbody>
</table>

Sub Total $270.00

GST $40.50

TOTAL $310.50

PLEASE MAKE YOUR PAYMENT TO:
Sign Plus Ltd
06-0230-0208376-00
CERTIFICATE OF INCORPORATION

CANTERBURY JUSTICES OF THE PEACE ASSOCIATION INC
219280

This is to certify that CANTERBURY JUSTICES OF THE PEACE ASSOCIATION INC was incorporated under the Incorporated Societies Act 1908 on the 13th day of November 1923.

Registrar of Incorporated Societies
22nd day of April 2008

For further details visit www.societies.govt.nz

Certificate printed 22 Apr 2008 16:54:25 NZT
This is to certify that Canterbury Justices of the Peace Association Incorporated was registered as a charitable entity under the Charities Act 2005 on 30 June 2008.

Certificate of Registration

Canterbury Justices of the Peace Association
Incorporated

Registration number: CC30869

Sid Ashton
Chair

Trevor Garrett
Chief Executive
<table>
<thead>
<tr>
<th>DATE</th>
<th>NOTES</th>
<th>COINS</th>
<th>CHEQUES AS PER BACK</th>
<th>SUB TOTAL</th>
<th>LESS CHARGES</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Credit

The Canterbury Justices of the Peace

Ass

Total

93 Armagh Street

Christchurch, NZ

Westpac

Deposit

If more than three cheques record details on reverse

Base Branch

Paid In By: (Please print name)

Westpac Bank Limited

The cheque has been countersigned
KAIAPOI-TUAHIWI COMMUNITY BOARD DISCRETIONARY GRANT APPLICATION

Criteria for application

- Grant applications will be considered every month by the Kaiapoi-Tuahiwi Community Board. Applications are recommended to be received three weeks prior to Board meeting dates for processing.
- Generally funding grants will be a maximum of $500 in any one financial year (July 2016 to June 2017) but the group can apply up to twice in that year, providing it is for different projects.
- The grant funding is limited to projects within the Board area or primarily benefiting the residents of the ward.
- Applications will only be accepted from non-profit community-based organisations, registered charities or incorporated societies.
- The group should have strong links with the community of the Kaiapoi-Tuahiwi Ward.
- The applications should clearly state the purpose for which the money is to be used.
- The applicants should submit a 1-2 page balance sheet and an income and expenditure statement which shows their current financial assets and liabilities. Applications cannot be processed until financial information is received.
- Where possible, or feasible, applicants must declare other sources from which funding has been applied for, or granted from, for the project being applied to the Kaiapoi-Tuahiwi Community Board.
- The Board support a wide range of community activities but the application will only be considered if it is deemed of the nature listed in the table of examples of what the Board can fund (see previous page).
- An accountability form must be provided to Council outlining how the funds were applied, within six months of the grant being allocated, when funds are spent, or prior to a new application. A new application will not be accepted until the previous accountability form has been completed and returned. The group should maintain accurate records around the grant including, but not limited to: receipts, bank statements and invoices. In the event that funds are not spent on the project or activity applied for the recipient may be required to return the grant funding to the Council.

What happens now?

Return your completed application form (with financial records and any supporting information which you believe is relevant to this application) to:

Community Board Advocate
Kaiapoi-Tuahiwi Community Board
C/- Waimakariri District Council
Private Bag 1005
Rangiora 7440

Or hand deliver to either
- Rangiora Service Centre, 215 High Street, Rangiora.
- Ruataniwha Kaiapoi Civic Centre, 176 Williams Street, Kaiapoi.

What happens next?

- Your application will be processed and presented to the Board at the next appropriate meeting.
- Following the meeting a letter will be sent to notify you of the Board decision and if successful an invoice and your organisation’s bank account details will be requested.
- On receipt of this information payment will be processed to your organisation’s bank account.
Information to assist groups with their application

The purpose of the Board discretionary grants is to assist projects that enhance community group capacity and/or increase participation in activities.

When assessing grant applications the Board consider a number of factors in their decision making. These include, but are not limited to; type of project, time frame, benefits to the community and costs being contributed. The more information you as a group can provide on the project and benefits to participants the better informed the Board is. You are welcome to include a cover letter as part of your application. The decision to grant funds is the sole discretion of the Board.

The Board cannot accept applications from individuals. All funding is paid to non-profit community based organisations, registered charities or incorporated societies. Council funding is publicly accountable therefore the Board need to demonstrate to the community where funding is going and what it is being spent on. This is one of the reasons the Board require a copy of your financial profit/loss statements and balance sheet for the previous/current financial year. Staff cannot process your application without financial records.

The Board encourages applicants, where practically possible, to consider using local businesses or suppliers for any services or goods they require in their application. The Board acknowledges that this may result in a higher quote.

It would be helpful to the Board to receive an expense summary for projects that cost more than the grant being requested to show the areas funds are being spent and a paragraph on what fund raising the group has undertaken towards the project, or other sources considered (ie voluntary labour, businesses for supplies).

Examples (but not limited to) of what the Board cannot fund:

- Wages
- Debt servicing
- Payment for volunteers (including arrangements in kind eg petrol vouchers)
- Stock or capital market investment
- Gambling or prize money
- Funding of individuals (only non-profit organisations)
- Payment of any legal expenditure or associated costs
- Purchase of land and buildings
- Activities or initiatives where the primary purpose is to promote, commercial or profit-oriented interests
- Payment of fines, court costs or mediation costs,IRD penalties

Examples (but not limited to) of what the Board can fund:

- New equipment
- Toys/educational aids
- Sporting equipment
- Safety equipment
- Costs associated with events
- Community training
Groups Applying for Board Discretionary Grants 2016/2017

Name of Group: Community wellbeing Noah Centre/ Canterbury Trust/Kaiapoi Community Support

Address: 116 Williams St, Kaiapoi

Contact Person within Organisation: Nikki Carter

Position within Organisation: Team leader - Volunteer Projects

Contact phone number: 0221831277 Email: n.kc@wellbeingnic.org.nz

Describe what the project is and what the grant funding be used specifically for? (Use additional pages if needed)

The community pantry @ Kaiapoi Community Support needs to upgrade its chest freezer. The volume of food we are receiving via donations is increasing and we need a large commercial reliable freezer. The community pantry is giving out in excess of 60 food parcels per month to those families and whanau living in the Kaiapoi/ Tuahiwi/ Woodend/Wakura areas.

We have received $2169.57 from Pub Charity and need another $327.43 to purchase a really large commercial chest freezer.

What is the timeframe of the project? [NOW]

Overall Cost of Project: $2495.00 Amount Requesting: $327.43

How many people will directly benefit from this project? In excess of 700 families per year

Who is the range of people benefiting from this project? (You can tick more than one box)

- People with disabilities (mental or physical)
- Cultural/ethnic minorities
- District
- Preschool
- School/youth
- Older adults
- Whole community/ward

Provide estimated percentage of participants by Ward:

Kaiapoi-Tuahiwi 100% Oxford-Ohoka % Rangiora-Ashley % Woodend-Sefton %

Other (please specify): 

If this application is declined will this event/project still occur? [Yes] [No]

If No - what are the consequences to the community/organisation?
KAIPAOI-TUAHIWI COMMUNITY BOARD DISCRETIONARY GRANT APPLICATION

What are the direct benefit(s) to the participants?
Increased variety and amount of food distributed to those who utilise the Kaipaoi Community Pantry

What is the benefit(s) to your organisation?
Benefits include increased wellbeing and full tummies for those in our community

What are the benefit(s) to the Kaipaoi-TuaHiwi community or wider district?
Increased support and wellbeing at the most basic level

Is your group applying under the umbrella of another organisation (that is Charity/Trust registered?)
[ ] Yes [ ] No

If yes, name of parent group
Community Wellbeing North Canterbury Trust

What is the relationship between your group and the parent group?
Part of our organisation, managed by me @ KCS

What other fundraising has your group undertaken towards this project/event? List any other organisations you have applied or intend to apply to for funding this project and amount applied for this project:
Yes - Pub Charly has donated $2168.57

Have you applied to the Kaipaoi-TuaHiwi Community Board or any other Waimakariri Community Board for other project funding in the past 18 months?
[ ] Yes [x] No

If yes, please supply details:

Enclosed
[ ] Financial Balance Sheet and Income & Expenditure Statement (compulsory - your application cannot be processed without financial statements)
[ ] Supporting costs/quotes (not compulsory)
[ ] Other supporting information

I am authorised to sign on behalf of the group/organisation making this application.
I declare that all details contained in this application form are true and correct to the best of my knowledge.
I accept that successful applicants will be required to report back to the Community Board by completing a simple Accountability Report.
I accept that information provided in this application may be used in an official Council report available to the public.

PLEASE NOTE - If submitting your application electronically, entering your name in the Signature box below will be accepted as your signature:
Signed: [Signature]
Date: [17/1/2017]
Hi Nicki

Thank you for your inquiry.

We have available the following stock ex our depot Auckland arriving in the next week:

CF 700: $2,495 incl. GST & Freight.
FR 505: $1,880 incl. GST & Freight.

Please find attached images and specifications for your reference.

Thank you.

Regards

Abhi
community❤
wellbeing
North Canterbury Trust

FINANCIAL STATEMENTS
For The Year Ended 30 June 2016

Our community is at the heart of everything we do.
COMMUNITY WELLBEING NORTH CANTERBURY TRUST

Contents

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2-3 Entity Information

4 Statement of Service Performance

5 Statement of Financial Performance

6 Statement of Movements in Equity

7 Statement of Financial Position

8 Statement of Cash Flows

9-13 Notes to Financial Statements

14 Audit Report
COMMUNITY WELLBEING NORTH CANTERBURY TRUST

BUSINESS DIRECTORY
AS AT 30 JUNE 2016

Nature of Business  Provision of Community, Educational and Social Services in North Canterbury - Charitable Trust

Address  29 High Street
Rangiora, Christchurch

IRD Number  60-339-643

Charities Reg No  CC20409

Trustees  Julia Howard (Chair)
Julie Coster
Jan Patterson
Catherine McMillan
Peter Allen
David Brandts-Giesen

Auditor  Ashton Wheelans
Chartered Accountants
Level 2 283 Victoria Street
Christchurch

Bankers  Kiwibank Limited
Westpac Banking Corporation
COMMUNITY WELLBEING NORTH CANTERBURY TRUST

ENTITY INFORMATION
AS AT 30 JUNE 2016

Entity Type and Legal Basis
Charitable Trust and Registered Charity

Registration Number
CC20409

Entity's Purpose or Mission
To provide quality services that respond effectively to existing and emerging social and community needs.

Entity Structure
Trust Structure:
The Board comprises of no fewer than five (5) and no more than eight (8) Trustees, excluding Co-opted Trustees. The Trustees are made up from the following:
• One (1) Trustee who is a Waimakariri District Council Councillor and who is appointed by the Waimakariri District Council, and
• One (1) Trustee who is a Hurunui District Council Councillor and who is appointed by the Hurunui District Council
• No fewer the four (4) and no more than (5) “Community Trustees” and who are appointed by the Trust,
• One (1) Trustee appointed by local Iwi. Although this appointment is not mandatory, the Trust pursues all available options to promote local Iwi making an appointment and that the appointee is best suited to representing the services of the Trust within the local Iwi.
• The Trust, from time to time, co-opts additional trustees
Currently there are six trustees on the Board.

Operational Structure:
Our operations are managed by a team of 28 employees and approximately 100 volunteers. We employ a manager, four team leaders and a team of trained professionals who deliver the following services:
• Family Social Work
• Restorative Justice
• Early Childhood Education
• Youth Drug and Alcohol Counselling
• School Attendance
• Family Counselling
• Youth Work
Our Volunteers helps us to run the following:
- Community Panels
- Foodbank
- Drivers service

Main Sources of Entity's Cash and Resources
Community Wellbeing receives its income from a mix of government contracts, donations, grants and fundraising.

Main Methods Used by Entity to Raise Funds
Each year Community Wellbeing holds its annual Wellbeing week which includes collecting funds running a raffle and holding small fundraising events.

Entity's Reliance on Volunteers and Donated Goods or Services
Community Wellbeing receives in excess of 8,500 volunteer hours each year. A significant amount of food is donated and distributed to the community through the Kaiapoi-based foodbank.
COMMUNITY WELLBEING NORTH CANTERBURY TRUST

STATEMENT OF SERVICE PERFORMANCE
AS AT 30 JUNE 2016

Description of the Entity's Outcomes:
July 2015 to June 2016- 105 client surveys received:
• 99% reported that they were seen quickly enough
• 99% said that they were treated with respect
• 100% said that they had their needs met
• 90% said that they now know of more places to go for support

Client Outcomes:
• 194 clients completed interventions with needs met
• 86% of clients did not reoffend while with our services

Clients Comments:
• "Beautiful people – Awesome place to come"
• "Think you guys are providing an excellent service. Really surprised at the holistic aspect which I LOVE!"
• "For myself I have never been in a situation like this – asking for a hand out. You provide an excellent service. For myself, a humbling experience"
• "Always felt safe"
• "The team were amazing – so helpful friendly and made you feel good about yourself – so supportive and not judgemental. Thank you for helping me and my whanau".

Description and Quantification of the Entity’s Outputs:

<table>
<thead>
<tr>
<th>Services</th>
<th>Numbers of clients annually receiving support</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family Social Worker</td>
<td>77</td>
</tr>
<tr>
<td>KCS Social Worker</td>
<td>55</td>
</tr>
<tr>
<td>Family Counselling Oxford &amp; Kaiapoi</td>
<td>48</td>
</tr>
<tr>
<td>Family Social Worker</td>
<td>51</td>
</tr>
<tr>
<td>Family Counselling Amberley / Rangiora</td>
<td>44</td>
</tr>
<tr>
<td>Children’s counselling</td>
<td>19</td>
</tr>
<tr>
<td>Restorative Justice</td>
<td>Referrals 184</td>
</tr>
<tr>
<td></td>
<td>Pre Conference 108</td>
</tr>
<tr>
<td></td>
<td>Conference 49</td>
</tr>
<tr>
<td></td>
<td>Police Divers on 25</td>
</tr>
<tr>
<td>Strengthening Families</td>
<td>29</td>
</tr>
<tr>
<td>Community Pantry Food parcels</td>
<td>579</td>
</tr>
<tr>
<td>Visits &amp; enquiries to KCS</td>
<td>3684</td>
</tr>
</tbody>
</table>
COMMUNITY WELLBEING NORTH CANTERBURY TRUST

STATEMENT OF FINANCIAL PERFORMANCE
FOR THE YEAR ENDED 30 JUNE, 2016

<table>
<thead>
<tr>
<th>Note</th>
<th>2016</th>
<th>2015</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td><strong>Revenue</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fundraising revenue</td>
<td>3,193</td>
<td>2,777</td>
</tr>
<tr>
<td>Donations and other similar revenue</td>
<td>468,198</td>
<td>401,899</td>
</tr>
<tr>
<td>Revenue from providing services</td>
<td>1,203,386</td>
<td>1,102,028</td>
</tr>
<tr>
<td>Interest</td>
<td>6,547</td>
<td>8,478</td>
</tr>
<tr>
<td><strong>Total Operating Income</strong></td>
<td>1,681,324</td>
<td>1,515,182</td>
</tr>
<tr>
<td><strong>Less: Expenses</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Audit fee</td>
<td>3,378</td>
<td>3,350</td>
</tr>
<tr>
<td>Employment Expenses</td>
<td>1,094,047</td>
<td>1,052,963</td>
</tr>
<tr>
<td>Volunteer Expenses</td>
<td>11,973</td>
<td>940</td>
</tr>
<tr>
<td>Depreciation</td>
<td>21,517</td>
<td>17,495</td>
</tr>
<tr>
<td>Loss on disposal property, plant and equipment</td>
<td>1,541</td>
<td>-</td>
</tr>
<tr>
<td>Rental</td>
<td>147,497</td>
<td>142,736</td>
</tr>
<tr>
<td>Other costs relating to providing services</td>
<td>270,316</td>
<td>310,879</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td>1,550,319</td>
<td>1,528,393</td>
</tr>
<tr>
<td><strong>Net Surplus / (Deficit)</strong></td>
<td>131,005</td>
<td>(13,211)</td>
</tr>
</tbody>
</table>

The above statement should be read in conjunction with the accompanying notes & Audit Report.
COMMUNITY WELLBEING NORTH CANTERBURY TRUST

STATEMENT OF MOVEMENTS IN EQUITY
FOR THE YEAR ENDED 30 JUNE 2016

<table>
<thead>
<tr>
<th></th>
<th>2016</th>
<th>2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>EQUITY AT BEGINNING OF THE YEAR</td>
<td>262,596</td>
<td>275,807</td>
</tr>
<tr>
<td>Net Surplus / (Deficit) for the year</td>
<td>131,005</td>
<td>(13,211)</td>
</tr>
<tr>
<td>EQUITY AT END OF THE YEAR</td>
<td>393,601</td>
<td>262,596</td>
</tr>
</tbody>
</table>

The above Statement should be read in conjunction with the accompanying notes & Audit Report.
COMMUNITY WELLBEING NORTH CANTERBURY TRUST

STATEMENT OF FINANCIAL POSITION
AS AT 30 JUNE 2016

<table>
<thead>
<tr>
<th>NOTE</th>
<th>2016</th>
<th>2015</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

ASSETS

Current Assets
- Petty Cash: 320
- Kiwibank Accounts: 522,507
- Westpac Account: 21,953
- Prepayments: 5,972
- Accounts Receivable: 90,290
Total Current Assets: 641,042

Non-Current Assets
- Property, Plant and Equipment: 42,476

TOTAL ASSETS: 683,518

LIABILITIES

Current Liabilities
- GST Payable: 5,121
- Sundry Creditors: 79,568
- Revenue in Advance: 181,309
- Provision for Holiday Pay: 23,919
Total Current Liabilities: 289,917

Non-Current Liabilities: -

TOTAL LIABILITIES: 289,917

NET ASSETS: 393,601

TRUST FUNDS

Accumulated Funds
- Opening Balance: 262,596
- Net Surplus / (Deficit): 131,005
Total Trust Funds: 393,601

TOTAL TRUST FUNDS: 393,601

For and on behalf of the Trust:

Trustee

Trustee

The above Statement should be read in conjunction with the accompanying notes & Audit Report.
COMMUNITY WELLBEING NORTH CANTERBURY TRUST

STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 JUNE 2016

<table>
<thead>
<tr>
<th></th>
<th>2016</th>
<th>2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash Flows from Operating Activities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash was received from:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Donations, fundraising</td>
<td>408,299</td>
<td>363,945</td>
</tr>
<tr>
<td>Receipts from providing goods or services</td>
<td>1,203,386</td>
<td>1,102,028</td>
</tr>
<tr>
<td>Interest</td>
<td>6,547</td>
<td>8,478</td>
</tr>
<tr>
<td>Goods and Services Tax (net)</td>
<td>-</td>
<td>7,446</td>
</tr>
<tr>
<td></td>
<td>1,618,232</td>
<td>1,481,897</td>
</tr>
<tr>
<td>Cash was applied to:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Payments to suppliers and employees</td>
<td>1,513,105</td>
<td>1,544,008</td>
</tr>
<tr>
<td>Goods and Services Tax (net)</td>
<td>7,186</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>1,520,291</td>
<td>1,544,008</td>
</tr>
<tr>
<td>Net Cash Flows from Operating Activities</td>
<td>97,941</td>
<td>(62,111)</td>
</tr>
</tbody>
</table>

Cash Flows from Investing and Financing Activities

Cash was received from: -

Cash was applied to: Payments to acquire property, plant and equipment

<table>
<thead>
<tr>
<th></th>
<th>2016</th>
<th>2015</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>5,573</td>
<td>20,942</td>
</tr>
<tr>
<td></td>
<td>5,573</td>
<td>20,942</td>
</tr>
<tr>
<td>Net Cash Flows from Investing and Financing Activities</td>
<td>(5,573)</td>
<td>(20,942)</td>
</tr>
</tbody>
</table>

Net Increase / (Decrease) in Cash

<table>
<thead>
<tr>
<th></th>
<th>2016</th>
<th>2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Opening Cash</td>
<td>452,412</td>
<td>535,465</td>
</tr>
<tr>
<td>Closing Cash</td>
<td>544,780</td>
<td>452,412</td>
</tr>
</tbody>
</table>

This is represented by: Bank accounts and Cash

<table>
<thead>
<tr>
<th></th>
<th>2016</th>
<th>2015</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>544,780</td>
<td>452,412</td>
</tr>
</tbody>
</table>

The above Statement should be read in conjunction with the accompanying notes & Audit Report.
COMMUNITY WELLBEING NORTH CANTERBURY TRUST

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2016

1. STATEMENT OF ACCOUNTING POLICIES

Basis of Preparation
Community Wellbeing North Canterbury Trust has applied PBE SFR-A (NFP) Public Benefit Entity Simple Format Reporting - Accrual (Not-For-Profit) on the basis it does not have public accountability and has total annual operating expenses of less than $2,000,000. All transactions are reported using the accrual basis of accounting. The financial statements have been prepared on a going concern basis.

The measurement base adopted is historical cost.
On the 7th June 2016 the trust changed its name from Wellbeing North Canterbury Community Trust to Community Wellbeing North Canterbury Trust.

Specific Accounting Policies
The accounting policies used in the preparation of these financial statements are set out below.

(a) Revenue Recognition
Fundraising revenue is recorded as received.
Donations and other similar revenue are recorded as revenue when the Trust has rights to the funding, unless there are unfulfilled conditions attached, in which case the amount relating to the unfulfilled conditions is treated as a liability and released to revenue as the conditions are fulfilled.
Provision of service revenue is recorded by reference to the stage of completion of the service at balance date.

Interest revenue earned on cash and cash equivalents and investments is recorded as revenue in the period it is earned.

(b) Accounts Receivable
Accounts Receivable represents items that the Trust has issued invoices for, but has not received payment for at year end. They are initially recorded at fair value and subsequently recorded at the amount the Trust realistically expects to receive.

(c) Depreciation
Depreciation is calculated using following rates:

<table>
<thead>
<tr>
<th>Asset Type</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Buildings</td>
<td>4.0 - 20.0% DV</td>
</tr>
<tr>
<td>Plant and Equipment</td>
<td>15.0 - 60.0% DV</td>
</tr>
<tr>
<td>Motor Vehicles</td>
<td>26.0% DV</td>
</tr>
<tr>
<td>Furniture and Fittings</td>
<td>14.4 - 60.0% DV</td>
</tr>
</tbody>
</table>

(d) Fixed Assets
Fixed Assets are stated at cost less aggregated depreciation.

(e) Goods and Services Tax (GST)
The financial statements have been prepared exclusive of GST, with the exception of accounts receivable and accounts payable which are recognised inclusive of GST.

(f) Income Tax
The entity has charitable status and therefore is exempt from income tax.

(g) Unspent Grants
Grants received but not spent in full are recorded as liabilities at balance date where a use it or return condition is attached.

CHANGES IN ACCOUNTING POLICIES
There have been no changes in accounting policies. All policies have been applied on bases consistent with those used in previous years.
### COMMUNITY WELLBEING NORTH CANTERBURY TRUST

#### NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

**FOR THE YEAR ENDED 30 JUNE 2016 (continued)**

<table>
<thead>
<tr>
<th>2. Donations and other similar revenue</th>
<th>2016</th>
<th>2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Air Rescue Services</td>
<td>15,000</td>
<td>5,000</td>
</tr>
<tr>
<td>Christchurch Earthquake Recovery Trust</td>
<td>7,700</td>
<td>6,680</td>
</tr>
<tr>
<td>COGS</td>
<td>20,785</td>
<td>14,652</td>
</tr>
<tr>
<td>Hanmer Springs Thermal Pools</td>
<td>5,000</td>
<td>-</td>
</tr>
<tr>
<td>Mainpower</td>
<td>6,500</td>
<td>-</td>
</tr>
<tr>
<td>NZ Lotteries Grant Board</td>
<td>91,498</td>
<td>93,374</td>
</tr>
<tr>
<td>Pub Charity</td>
<td>22,440</td>
<td>-</td>
</tr>
<tr>
<td>Rata Foundation</td>
<td>148,400</td>
<td>103,445</td>
</tr>
<tr>
<td>Rotary</td>
<td>2,018</td>
<td>-</td>
</tr>
<tr>
<td>Southern Trust</td>
<td>10,000</td>
<td>24,417</td>
</tr>
<tr>
<td>Foodbank Donations</td>
<td>27,551</td>
<td>17,667</td>
</tr>
<tr>
<td>Other Donations</td>
<td>20,612</td>
<td>22,941</td>
</tr>
<tr>
<td>Waimakariri District Council</td>
<td>90,694</td>
<td>113,723</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>468,198</strong></td>
<td><strong>401,899</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3 Revenue from providing services</th>
<th>2016</th>
<th>2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ministry of Education</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Maori Education</td>
<td></td>
<td>1,670</td>
</tr>
<tr>
<td>- Early Childhood Education Funding</td>
<td></td>
<td>315,247</td>
</tr>
<tr>
<td>- Equity Funding</td>
<td></td>
<td>40,300</td>
</tr>
<tr>
<td>- Training Incentive Allowance</td>
<td></td>
<td>14,156</td>
</tr>
<tr>
<td>Ministry of Health</td>
<td>119,386</td>
<td>119,386</td>
</tr>
<tr>
<td>Department of Internal Affairs</td>
<td>43,759</td>
<td>57,328</td>
</tr>
<tr>
<td>Work and Income New Zealand</td>
<td>138,195</td>
<td>121,008</td>
</tr>
<tr>
<td>Ministry of Social Development</td>
<td>266,732</td>
<td>263,449</td>
</tr>
<tr>
<td>Restorative Justice Otautahi</td>
<td>135,402</td>
<td>65,718</td>
</tr>
<tr>
<td>Te Ora Hou Otautahi</td>
<td>61,200</td>
<td>49,104</td>
</tr>
<tr>
<td>Room Hire</td>
<td>58,609</td>
<td>47,492</td>
</tr>
<tr>
<td>Sundry</td>
<td>884</td>
<td>7,170</td>
</tr>
</tbody>
</table>

**Total**                                                **1,203,386** | **1,102,028**
COMMUNITY WELLBEING NORTH CANTERBURY TRUST

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2016 (continued)

<table>
<thead>
<tr>
<th>Ministry of Education Equity Funding</th>
<th>Income</th>
</tr>
</thead>
<tbody>
<tr>
<td>Component A: Low Socio Economic</td>
<td>27,876</td>
</tr>
<tr>
<td>Component B: Special Needs</td>
<td>13,675</td>
</tr>
<tr>
<td></td>
<td><strong>41,551</strong></td>
</tr>
</tbody>
</table>

Karanga Mai Early Learning Centre received equity funding for the 12 months ended 30 June 2016 amounting to $41,551. The centre is attached to the Karanga Mai Teen Parent Unit. Transportation is provided to enable teenage parents and their children to attend the college and childcare centre. The childcare centre shares the cost of transport with the college. The childcare centre’s share equated to $35,649 for the year. The remaining $5,699 from equity funding has been used to support initiatives aimed at increasing engagement, participation and empowerment of our young parents as their baby’s first teacher. These have included home visits, facilitation of new born babies’ groups, community outings, noho marae stay and parent education.

Ministry of Education Support Grants for Provisional Registered Teachers
Number of Support Grants received for Provisionally Registered Teachers: $Nil
Value of Support Grants received for Provisional Registered Teachers: $Nil

<table>
<thead>
<tr>
<th>4 Employment expenses</th>
<th>2016</th>
<th>2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries and wages</td>
<td>$1,055,807</td>
<td>$1,013,785</td>
</tr>
<tr>
<td>Kiwisaver contributions</td>
<td>$28,154</td>
<td>$27,334</td>
</tr>
<tr>
<td>ACC levies</td>
<td>$10,136</td>
<td>$11,874</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$1,094,097</strong></td>
<td><strong>$1,052,993</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>5 Volunteer expenses</th>
<th>2016</th>
<th>2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Volunteer expenses</td>
<td>$7,712</td>
<td>$709</td>
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<tr>
<td>Vouchers</td>
<td>$4,261</td>
<td>$231</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>$11,973</strong></td>
<td><strong>$940</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>6 Other costs related to providing services</th>
<th>2016</th>
<th>2015</th>
</tr>
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<tbody>
<tr>
<td>Administration expenses</td>
<td>$109,903</td>
<td>$98,232</td>
</tr>
<tr>
<td>Other overhead</td>
<td>$160,413</td>
<td>$212,647</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$270,316</strong></td>
<td><strong>$310,879</strong></td>
</tr>
</tbody>
</table>

The services overhead contribution has been removed from income this year along with the corresponding expense from service overheads.
COMMUNITY WELLBEING NORTH CANTERBURY TRUST

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2016 (continued)

7 PROPERTY, PLANT AND EQUIPMENT

<table>
<thead>
<tr>
<th>This Year</th>
<th>Opening Balance</th>
<th>Additions</th>
<th>Disposals</th>
<th>Current Year Depreciation</th>
<th>Closing Net Book Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Buildings</td>
<td>2,229</td>
<td>-</td>
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<tr>
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<td>5,570</td>
<td>1,541</td>
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<td>Motor Vehicles</td>
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<td>Furniture and Fittings</td>
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<tr>
<td></td>
<td>59,964</td>
<td>5,570</td>
<td>1,541</td>
<td>21,517</td>
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<table>
<thead>
<tr>
<th>Last Year</th>
<th>Opening Balance</th>
<th>Additions</th>
<th>Disposals</th>
<th>Current Year Depreciation</th>
<th>Closing Net Book Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Buildings</td>
<td>2,774</td>
<td>-</td>
<td>-</td>
<td>544</td>
<td>2,230</td>
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<tr>
<td>Plant and Equipment</td>
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<td>20,942</td>
<td>-</td>
<td>6,982</td>
<td>28,158</td>
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<tr>
<td>Motor Vehicles</td>
<td>21,266</td>
<td>-</td>
<td>-</td>
<td>6,628</td>
<td>14,638</td>
</tr>
<tr>
<td>Furniture and Fittings</td>
<td>18,279</td>
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<td>-</td>
<td>3,341</td>
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<tr>
<td></td>
<td>56,517</td>
<td>20,942</td>
<td>-</td>
<td>17,495</td>
<td>59,964</td>
</tr>
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</table>

8 REVENUE IN ADVANCE

<table>
<thead>
<tr>
<th></th>
<th>2016</th>
<th>2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Air Rescue Services</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>COGS</td>
<td></td>
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</tr>
<tr>
<td>Lion Foundation</td>
<td>1,563</td>
<td>4,053</td>
</tr>
<tr>
<td>Methodist Mission</td>
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<tr>
<td>Ministry of Social Development</td>
<td>97,888</td>
<td>106,978</td>
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<tr>
<td>NZ Lotteries Grants Board</td>
<td>26,746</td>
<td>28,244</td>
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<tr>
<td>Rata Foundation (formerly Canterbury Community Trust)</td>
<td>32,155</td>
<td>60,555</td>
</tr>
<tr>
<td>Restorative Justice Otautahi</td>
<td>-</td>
<td>15,972</td>
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<td>St John of God Hauora Trust</td>
<td>-</td>
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</tr>
<tr>
<td>Te Ore Hou Otautahi</td>
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<tr>
<td>Waimakariri District Council</td>
<td>13,596</td>
<td>13,636</td>
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<tr>
<td></td>
<td>181,309</td>
<td>235,783</td>
</tr>
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</table>
COMMUNITY WELLBEING NORTH CANTERBURY TRUST

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2016 (continued)

9 CONTINGENT LIABILITIES
There are no contingent liabilities at year end (2015: Nil).

10 COMMITMENTS

There were no capital commitments at balance date, (2015: Nil).

Operating Commitments

The Trust has lease obligations for the following rented premises:

Level 1, 29 High Street, Rangiora - 4 years remaining
116 Williams Street, Kaiapoi - 1 year remaining

<table>
<thead>
<tr>
<th></th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current</td>
<td>97,940</td>
</tr>
<tr>
<td>Non-Current</td>
<td>332,200</td>
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<tr>
<td></td>
<td>430,140</td>
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</table>

Rooms in Oxford are rented on a short term basis and are not part of the current and non-current amounts disclosed.

11 GOING CONCERN

The Trust is reliant on the continued financial support of sponsorship, donations, grant funders and fundraising activities. The trustees are aware of the need to trade in a solvent manner and to continue to exhaust all available funding options. As at balance date the Trust is solvent with sufficient cash reserves to meet its ongoing commitments and obligations for the next twelve months.

12 RELATED PARTIES

There were no related party transactions during the year, (2015: Nil).

13 EVENTS AFTER BALANCE DATE

There were no significant events after the balance date that impact these financial statements.
INDEPENDENT AUDITOR’S REPORT

To the Trustees of COMMUNITY WELLBEING NORTH CANTERBURY TRUST

We have audited the performance report of Community Wellbeing North Canterbury Trust on pages 2 to 13, which comprise the statement of financial position as at 30 June 2016, the entity information, statement of service performance, statement of financial performance and statement of cash flows, for the year then ended, and a summary of significant accounting policies and other explanatory information.

Trustees’ Responsibility for the Financial Statements
The trustees are responsible for the preparation of the performance report in accordance with Public Benefit Entity Standards Simple Format Reporting Standard – Accrual (Not-For-Profit) issued in New Zealand by the New Zealand Accounting Standards Board, and for such internal control as the trustees determine is necessary to enable the preparation of the performance report that are free from material misstatement, whether due to fraud or error.

Auditor’s Responsibility
Our responsibility is to express an opinion on these performance report based on our audit. We conducted our audit in accordance with International Standards on Auditing (New Zealand). These standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the performance report. The procedures selected depend on the auditor’s judgement, including the assessment of the risks of material misstatement of the performance report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the trust’s preparation Public Benefit Entity Standards Simple Format Reporting Standard – Accrual (Not-For-Profit) issued in New Zealand by the New Zealand Accounting Standards Board of the performance report in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the trust’s Internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates, as well as evaluating the overall presentation of the performance report.

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

Other than in our capacity as auditor we have no relationship with, or interests in, the Community Wellbeing North Canterbury Trust.

Basis for Qualified Opinion on Financial Performance
Control over income from foodbank donations and other donations as stated on page 10 prior to being recorded is limited, and there are no practical audit procedures to determine the effect of this limited control.

Qualified Opinion
In our opinion, except for adjustments that might have been found to be necessary had we been able to obtain sufficient evidence concerning income from foodbank donations and other donations, the performance report on 2 to 13 is prepared, in all material respects, in accordance with the Public Benefit Entity Standards Simple Format Reporting Standard – Accrual (Not-For-Profit).
INDEPENDENT AUDITOR’S REPORT

Community Wellbeing North Canterbury Trust

Restriction on Distribution or Use

This report is made solely to the Trustees. Our audit has been undertaken so that we might state to the Trustees those matters we are required to state to them in an auditor’s report and for no other purpose. To the fullest extent permitted by the law, we do not accept or assume responsibility to anyone other than the Trustees as a body, for our audit work, for this report, or for the opinions we have formed.

ASHTON WHEELANS
L2, 83 Victoria Street
CHRISTCHURCH
Ph: +64 3 3667154

10 October 2016
3 February 2017

Community Board Advocate
Kaiapoi-Tuahiwi Community Board
C/- Waimakariri District Council
Private Bag 1005, Rangiora 7440

Dear Sir/Madam

RE: APPLICATION FOR FUNDING – KAIAPOI CHILDREN’S DAY

On behalf of the Trustees of the Reflections Community Trust ("the Trust"), I attach our completed Discretionary Grant Application, together with supporting documentation, for your attention.

The Trustees are requesting a grant from the Kaiapoi Community Board in the sum of $75.00 being the amount quoted by Kaiapoi Photographic Club to take photographs at Kaiapoi Children’s Day for future promotional purposes and also as a record of the fun event.

Sunday 5 March 2017 is National Children’s Day. Kaiapoi Children’s Day is a new event under the direction of the Reflections Community Trust, and is to be held on Sunday 5 March 2017 at Trousselot Park, Kaiapoi to celebrate this special day.

The concept of Kaiapoi Children’s Day is to hold a free fun event, with the focus being on the community coming together to celebrate and treasure our children of Kaiapoi.

A grant from the Kaiapoi Community Board would directly benefit the many pre-schoolers and children in the Kaiapoi and surrounding areas.

I thank you in advance for considering our application and look forward to hearing from you in due course.

Yours faithfully

Julie Knowles
Trust Administrator
Tel: 021 157 6914
**KAIAPOI-TUAHIWI COMMUNITY BOARD DISCRETIONARY GRANT APPLICATION**

**Information to assist groups with their application**

The purpose of the Board discretionary grants is to assist projects that enhance community group capacity and/or increase participation in activities.

When assessing grant applications the Board consider a number of factors in their decision making. These include, but are not limited to: type of project, time frame, benefits to the community and costs being contributed. The more information you as a group can provide on the project and benefits to participants the better informed the Board is. You are welcome to include a cover letter as part of your application. The decision to grant funds is the sole discretion of the Board.

The Board cannot accept applications from individuals. All funding is paid to non-profit community based organisations, registered charities or incorporated societies. Council funding is publicly accountable therefore the Board need to demonstrate to the community where funding is going and what it is being spent on. This is one of the reasons the Board require a copy of your financial profit/loss statements and balance sheet for the previous/current financial year. Staff cannot process your application without financial records.

The Board encourages applicants, where practically possible, to consider using local businesses or suppliers for any services or goods they require in their application. The Board acknowledges that this may result in a higher quote.

It would be helpful to the Board to receive an expense summary for projects that cost more than the grant being requested to show the areas funds are being spent and a paragraph on what fund raising the group has undertaken towards the project, or other sources considered (ie voluntary labour, businesses for supplies).

---

**Examples (but not limited to) of what the Board cannot fund:**

- Wages
- Debt servicing
- Payment for volunteers (including arrangements in kind eg petrol vouchers)
- Stock or capital market investment
- Gambling or prize money
- Funding of individuals (only non-profit organisations)
- Payment of any legal expenditure or associated costs
- Purchase of land and buildings
- Activities or initiatives where the primary purpose is to promote, commercial or profit-oriented interests
- Payment of fines, court costs or mediation costs, IRD penalties

**Examples (but not limited to) of what the Board can fund:**

- New equipment
- Toys/educational aids
- Sporting equipment
- Safety equipment
- Costs associated with events
- Community training
KAIAPOI-TUAIHIWI COMMUNITY BOARD DISCRETIONARY GRANT APPLICATION

Criteria for application

- Grant applications will be considered every month by the Kaiapoi-Tuahiwi Community Board. Applications are recommended to be received three weeks prior to Board meeting dates for processing.
- Generally funding grants will be a maximum of $500 in any one financial year (July 2016 to June 2017) but the group can apply up to twice in that year, providing it is for different projects.
- The grant funding is limited to projects within the Board area or primarily benefiting the residents of the ward.
- Applications will only be accepted from non-profit community-based organisations, registered charities or incorporated societies.
- The group should have strong links with the community of the Kaiapoi-Tuahiwi Ward.
- The applications should clearly state the purpose for which the money is to be used.
- The applicants should submit a 1-2 page balance sheet and an income and expenditure statement which shows their current financial assets and liabilities. Applications cannot be processed until financial information is received.
- Where possible, or feasible, applicants must declare other sources from which funding has been applied for, or granted from, for the project being applied to the Kaiapoi-Tuahiwi Community Board.
- The Board support a wide range of community activities but the application will only be considered if it is deemed of the nature listed in the table of examples of what the Board can fund (see previous page).
- An accountability form must be provided to Council outlining how the funds were applied, within six months of the grant being allocated, when funds are spent, or prior to a new application. A new application will not be accepted until the previous accountability form has been completed and returned. The group should maintain accurate records around the grant including, but not limited to: receipts, bank statements and invoices. In the event that funds are not spent on the project or activity applied for the recipient may be required to return the grant funding to the Council.

What happens now?
Return your completed application form (with financial records and any supporting information which you believe is relevant to this application) to:

Community Board Advocate
Kaiapoi-Tuahiwi Community Board
C/- Waimakariri District Council
Private Bag 1005
Rangiora 7440

Or hand deliver to either
- Rangiora Service Centre, 215 High Street, Rangiora.
- Ruataniwha Kaiapoi Civic Centre, 176 Williams Street, Kaiapoi.

What happens next?
- Your application will be processed and presented to the Board at the next appropriate meeting.
- Following the meeting a letter will be sent to notify you of the Board decision and if successful an invoice and your organisation's bank account details will be requested.
- On receipt of this information payment will be processed to your organisation's bank account.
**KAIAPOI-TUAHIWI COMMUNITY BOARD DISCRETIONARY GRANT APPLICATION**

**Groups Applying for Board Discretionary Grants 2016/2017**

**Name of Group:** REFLECTIONS COMMUNITY TRUST  

**Address:** PO Box 215, KAIAPOI  

**Contact Person within Organisation:** JULIE KNOWLES  

**Position within Organisation:** TRUST ADMINISTRATOR  

**Contact phone number:** 021 157 6914  

**Email:** reflections.trust@gmail.com

**Describe what the project is and what the grant funding be used specifically for?** (Use additional pages if needed)

*PLEASE SEE DOCUMENT 1 ATTACHED*

What is the timeframe of the project? **05/03/17 (12pm - 3pm)**

**Overall Cost of Project:** $7,829.72  
**Amount Requesting:** $75.00

**How many people will directly benefit from this project?** **Approximately 500 Attendees**

**Who is the range of people benefiting from this project?** (You can tick more than one box)

- People with disabilities (mental or physical)  
- Cultural/ethnic minorities  
- District  
- Preschool  
- School/youth  
- Older adults  
- Whole community/ward

**Provide estimated percentage of participants by Ward:**

- Kaiapoi-Tuahiwi: 70%  
- Oxford-Ohoka: 25%  
- Rangiora-Ashley: 10%  
- Woodend-Sefton: 5%

**Other (please specify):** PEGASUS - 5%  
CHRISTCHURCH - 5%

**If this application is declined will this event/project still occur?** **Yes**

**If No - what are the consequences to the community/organisation?**  

**N/A**
KAIAPOI-TUAHIWI COMMUNITY BOARD DISCRETIONARY GRANT APPLICATION

What are the direct benefit(s) to the participants?

KAIAPOI CHILDREN'S DAY WILL PROVIDE A FUN AFTERNOON FOR FAMILIES AND THEIR CHILDREN BY PROVIDING SAFE, FAMILY FUN ENTERTAINMENT AND ACTIVITIES CELEBRATING THE IMPORTANCE OF NATIONAL CHILDREN'S DAY AND BRINGING THE LOCAL COMMUNITY TOGETHER.

What is the benefit(s) to your organisation?


What are the benefit(s) to the Kaiapoi-Tuahiwi community or wider district?

SEE DOCUMENT 2 ATTACHED

Is your group applying under the umbrella of another organisation (that is Charity/Trust registered)?

[ ] Yes [X] No

If yes, name of parent group

N/A

What is the relationship between your group and the parent group?

N/A

What other fundraising has your group undertaken towards this project/event? List any other organisations you have applied or intend to apply to for funding this project and amount applied for this project:

PLEASE SEE DOCUMENT 3 ATTACHED - THE PRELIMINARY BUDGET HIGHLIGHTS WHERE FUNDS ARE TO BE GENERATED FROM.

Have you applied to the Kaiapoi-Tuahiwi Community Board or any other Waimakariri Community Board for other project funding in the past 18 months? [X] Yes [ ] No

If yes, please supply details:

KAIAPOI COMMUNITY BOARD - 2016 WAIMAKARIRI LIGHT PARTY ($450.00)

Enclosed [X] Financial Balance Sheet and Income & Expenditure Statement (compulsory - your application cannot be processed without financial statements)

[X] Supporting costs/quotes (not compulsory)

[X] Other supporting information

I am authorised to sign on behalf of the group/organisation making this application.

I declare that all details contained in this application form are true and correct to the best of my knowledge.

I accept that successful applicants will be required to report back to the Community Board by completing a simple Accountability Report.

I accept that information provided in this application may be used in an official Council report available to the public.

PLEASE NOTE: If submitting your application electronically, entering your name in the Signature box below will be accepted as your signature.

Signed: [Signature] PETER ANTHONY GARDYNE (CHAIRMAN)

Date: 03/02/2017
SUPPORTING DOCUMENTATION

1. Description of Kaiapoi Children's Day Project and what grant funding will be used for
2. Benefits to the Kaiapoi-Tuahiwi Community or Wider District
3. Preliminary Budget for Kaiapoi Children’s Day
4. Quote from Kaiapoi Photographic Club
5. Resolution
6. Kaiapoi Children’s Day Promotional Poster
7. Statements of Income and Expenditure for the year ended 31/03/2016
8. Certificate of Incorporation
9. Charities Commission Certificate of Registration
10. Inland Revenue Certificate of Exemption
11. Westpac Deposit Slip
Document 1

Describe what the project is and what the grant funding will be used specifically for

Sunday 5 March 2017 is National Children’s Day.

The Reflections Community Trust will be holding a special celebration event (Kaiapoi Children’s Day) on Sunday 5 March 2017 between 12.00pm and 3.00pm at Trousselot Park, Kaiapoi, North Canterbury. The event will be free to attend, with the focus being on the community coming together to celebrate and treasure our children of Kaiapoi.

What the grant funding will be specifically used for

Our discretionary grant application to the Kaiapoi-Tuahiwi Community Board is for funding for the amounted quoted by the Kaiapoi Photographic Club to take photographs at Kaiapoi Children’s Day for both future promotional purposes (the Trust would like this to become an annual event) and also as a record of the fun event. The Reflections Community Trust has a long-standing relationship with the Kaiapoi Photographic Club. The Club have for many years taken photographs at another event organised by the Reflections Community Trust (the annual Waimakariri Light Party held in Kaiapoi on 31 October).

Further Details of our project – Kaiapoi Children’s Day

What is Children’s Day?

Many countries in the World celebrate Children’s Day. It was initiated in 1999 with the first one being held in the year 2000. In New Zealand, it is a National Day, usually celebrated on the first Sunday in March.

It is a day set aside to celebrate, nurture and treasure our children - promoting five important messages:

• Giving Time
• Praise and Encouragement
• Listening and Talking
• Love and Affection
• New Experiences

Entertainment and Activities at Kaiapoi Children’s Day

Families are encouraged to come along and bring picnics, have fun and enjoy the multitude of family orientated entertainment and activities on offer at Kaiapoi Children’s Day.

Local Schools, Preschools, Community and Church groups will also attend and hold various activities for children to engage in, and at the same time take the opportunity to raise awareness of their groups and/or raise funds to grow their own organisations.
Planned entertainment and activities on offer will include:

- **Skate Skool Ltd (Cheapskates)** - Running a programme provided by four instructors, with free skate gear hire and trick tips (This activity is utilising the already provided skate park area at Trousselot Park.)

- **Kaiapoi High School Basketball Coaches** - Running a programme with techniques and games. (This activity is utilising the already provided basketball court at Trousselot Park.)

- **Pedalmania** - Crazy bikes available for children to ride.

- **Big Bounce Hire** - A Kaiapoi business providing two bouncy castles.

- **Starz in your Eyez character mascots** (Peppa Pig and Mickey Mouse) - A new North Canterbury business. These character mascots were hugely popular at the recent Rangiora Celebration evening and Rangiora Santa Parade.

- **Angel Faery Kathleen** - A Kaiapoi based Puppeteer who will be performing puppet shows using marionettes.

- **Marynita Phillips** - Roving Emcee on the day.

**Pre-Schools and Schools:**

- **Bella Montessori** - A Kaiapoi Montessori pre-school who carry out rock painting with preschoolers.

- **Organic Kids In home education and care** - will run activities for younger children.

- **Kaiapoi High School Kapa Haka Group** - Will attend and perform music, songs and storytelling.

- **St Patricks School** - will have their student Team Leaders running activities.

**Church Groups:**

- **Riverside Community Church** - will run activities for younger children.

**Community Group Information Stalls:**

- **Girl Guiding NZ** - will provide a fun activity for children.

- **St Johns Youth** - will provide first aid and activities on the day.

- **Eco Educate** - Education around rubbish recycling, love food hate waste – run by Lesley Ottey in conjunction with the Waimakariri District Council – Lesley will have worm farms for children to explore.
Food will be available to purchase during the event from the Kaiapoi Baptist Church Fusion Youth Group (sausage sizzle) and Mr Whippy will attend with his ice cream van.
What are the benefits to the Kaiapoi-Tuahiwi Community or wider district?

Trousselot Park in Kaiapoi is a fantastic venue for Kaiapoi Children’s Day. It is the centre of the Kaiapoi community and a popular venue for parents to take their children to play. The park has playground equipment suited to younger children, as well as a skate area that caters for a range of ages and a basketball half-court. There is also quite a large grassy area, Band Rotunda and a rose garden. This event will allow the local community and also people from outside the area, an avenue to escape day to day life and enjoy spending time outdoors with their families.

Community events bring big benefits to the local community. Besides being fun, Kaiapoi Children’s Day will offer a host of economic and social benefits to the Kaiapoi community.

The social benefits of local events are less visible than the economic benefit, but are just as, if not more important. Fun-day events provided by community organisations foster community pride, teach people new things and strengthen relationships. The economic benefit of providing local events is the growth of local tourism and economic benefit to local businesses in the district.

Kaiapoi Children’s Day will bring the local community together and instill a sense of community pride as a large majority of the event participants are members of the Kaiapoi community. Kaiapoi Children’s Day will celebrate the children of our local community and also promote community pride.

Local events also provide free marketing for local business as visitors talk about their fun, positive experiences – Kaiapoi businesses have suffered greatly over the past few years’ post-earthquake, as closures and infrastructure repairs have taken their toll on struggling businesses. Many of our local businesses are locally owned so their struggles are felt by the whole community.

Kaiapoi Children’s Day will foster stronger relationships within the local community as we build connections with suppliers, volunteers, interested residents, businesses, community groups and likeminded people. These connections are the ‘glue’ that hold the district together – this is our social capital that makes for healthy communities.
## 2017 Kaiapoi Children’s Day - Preliminary Budget

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<th>Income</th>
<th>ACTUAL</th>
<th>Expenses</th>
<th>FUNDED</th>
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<tbody>
<tr>
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<td></td>
<td></td>
</tr>
<tr>
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<td></td>
<td>Administrator wages (40 hours @ $25 per hour)</td>
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</tr>
<tr>
<td>Sausage Sizzle - Kaiapoi Baptist Fusion Group</td>
<td>25.00</td>
<td>Advertising</td>
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<tr>
<td>Mr Whippy</td>
<td>55.00</td>
<td>Facebook Promotion</td>
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<tr>
<td><strong>Business Donations</strong></td>
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<tr>
<td>Blackwells Department Store - TBC</td>
<td>500.00</td>
<td>Entertainment</td>
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<td>New World Kaiapoi - TBC</td>
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<td>Emcee Fee - Marynita</td>
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<tr>
<td><strong>Total Business Donations</strong></td>
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<td>Event Coordinator wages (40 hours @ $20 per hr)</td>
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<td>Wages</td>
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<td>Pub Charity - confirmed</td>
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<td>Reflections Community Trust Funds</td>
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</tr>
<tr>
<td><strong>TOTAL EXPENSES</strong></td>
<td></td>
<td></td>
<td>$7,829.72</td>
</tr>
<tr>
<td><strong>TOTAL INCOME</strong></td>
<td></td>
<td></td>
<td>7,819.76</td>
</tr>
</tbody>
</table>

### Breakdown of Entertainment

<table>
<thead>
<tr>
<th>Entertainment</th>
<th>FUNDED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Skate Skool Ltd (Cheapskates)</td>
<td>$1,150.00</td>
</tr>
<tr>
<td>Pedalmania (Pedalmania)</td>
<td>$405.00</td>
</tr>
<tr>
<td>Bouncy Castle (Bouncy Castle)</td>
<td>$562.00</td>
</tr>
<tr>
<td>Basket Ball Coaches (KHS)</td>
<td>$150.00</td>
</tr>
<tr>
<td>Angel Farey (Puppets)</td>
<td>$150.00</td>
</tr>
<tr>
<td>KHS Kapa Haka Group (Music, songs, Storyreading)</td>
<td>$150.00</td>
</tr>
<tr>
<td>Starz in their Eyes - peppa pig &amp; mickey mouse</td>
<td>$765.00</td>
</tr>
</tbody>
</table>

### Business Donations

- Signage: $327.76
- Thank you advert - Northern Outlook: $400.00
- Advertising: $55.00
- Mr Whippy: $82.00
- Facebook Promotion: $36.00
- Reception - Northern Outlook: $400.00
- Total Business Donations: $955.00

### Event Coordinator wages

- Event Coordinator wages (40 hours @ $20 per hr): $800.00

### Mileage

- Mileage (Event Coordinator): $50.00

### Other Costs

- Kaiapoi Photographic Club: $75.00
- Photocopying/ site plan/Misc Costs: $350.00
- Stationery: $58.96
- Sound System: $600.00
- St Johns: $75.00
- Pub Charity - confirmed: $2,913.76

### Pub Charity - CONFIRMED

- Pub Charity - confirmed: $2,913.76

### Entertainment

- Skate Skool Ltd (Cheapskates): $1,150.00
- Pedalmania: $405.00
- Bouncy Castle: $562.00
- Angel Farey (Puppets): $150.00
- Starz in their Eyes - peppa pig & mickey mouse: $765.00
- Signage: $327.76
- Emcee Fee: $150.00
- Sound System: $600.00

### Total Entertainment

- Total Entertainment: $3,332.00

### Additional Costs

- Kaiapoi Community Board Application - TBC: $75.00
- Kaiapoi Photographic Club: $75.00
- New World - TBC
  - Basket Ball Coaches (KHS): $150.00
  - KHS Kapa Haka Group (Music, songs, Storyreading): $150.00
  - St John Donation: $75.00

### Total Costs

- Total Costs: $7,829.72

### Net Income

- Net Income: $-9.96
Motion to Apply for Funding

It was agreed at a meeting held on 19 January 2017 of Reflections Community Trust to apply to the Kaiapoi Community Board for a donation of Seventy-Five Dollars ($75.00) to cover the cost of the below mentioned for Kaiapoi Children's Day 2017 to be held on 5 March 2017.

This application to the Kaiapoi Community Board would be used to cover costs towards:

Kaiapoi Photographic Club – charge for taking photos at Kaiapoi Children’s Day Event - $75.00

Funding for the event will be met with funding from various funders, sponsorship, donations and Trust contribution.

I certify that this is a true and correct record of a resolution passed at this meeting.

Sue Edwards
Secretary
Reflections Community Trust
KAIAPOI CHILDREN’S DAY

SUNDAY 5 MARCH 2017
12.00pm to 3.00pm
Trousselot Park, Charles Street, Kaiapoi

*FREE ENTRY*

Bring a picnic lunch to share with your family while taking part in some awesome activities to celebrate National Children’s Day:

*Cheapskates Skool (Skateboarding)*
*Pedalmania (Crazy Bikes)*
*Local Basketball Coaches*
*Puppet Show*
*Bouncy Castles*

*Special guests – Peppa Pig and Mickey Mouse*

LOCAL Preschools, Schools and Community Groups all running family fun activities on the day, and more...

Mr Whippy and Sausage Sizzle available to purchase on the day

Organised by:

Email: reflections.trust@gmail.com

"Kaiapoi Children's Day"
3rd July 2016

To The Treasurer
Reflections Community Trust

Dear Jannene,

I have reviewed the books for the Reflections Community Trust for the year ended 31st March 2016 with the information provided and have found everything to be correct.

Once again all records have been kept in excellent order with easy to follow referencing.

The results summary is as follows:

<table>
<thead>
<tr>
<th>Category</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>RCT General</td>
<td>loss</td>
</tr>
<tr>
<td>Light Party</td>
<td>profit</td>
</tr>
<tr>
<td>Christmas Meal</td>
<td>profit</td>
</tr>
<tr>
<td>Overall</td>
<td>profit</td>
</tr>
</tbody>
</table>

Assets
Westpac Bank Account $11,104.00

Yours faithfully,

Glenda Greenwood
29 Cam Road
Kawana
# Profit & Loss

**Reflec**tion Community Trust  
**St General**  
1 April 2016 to 31 March 2017

<table>
<thead>
<tr>
<th>Income</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Interest Received</td>
<td>99</td>
</tr>
<tr>
<td>Sanitary</td>
<td>51</td>
</tr>
<tr>
<td>Total Income</td>
<td>150</td>
</tr>
</tbody>
</table>

| Gross Profit | 123   |

<table>
<thead>
<tr>
<th>Loss Operating Expenses</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Accountancy Fees</td>
<td>133</td>
</tr>
<tr>
<td>Advertising, Promotion</td>
<td>9</td>
</tr>
<tr>
<td>Audit / Review Fees</td>
<td>19</td>
</tr>
<tr>
<td>Contract Payments</td>
<td>6</td>
</tr>
<tr>
<td>Insurance</td>
<td>44</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>27</td>
</tr>
<tr>
<td>Other expenses</td>
<td>51</td>
</tr>
<tr>
<td>Postage, Stationary</td>
<td>5</td>
</tr>
<tr>
<td>Printing and photocopying</td>
<td>7</td>
</tr>
<tr>
<td>Subscriptions</td>
<td>52</td>
</tr>
<tr>
<td>Training</td>
<td>4</td>
</tr>
<tr>
<td>Wages, Salaries</td>
<td>376</td>
</tr>
<tr>
<td>Total Operating Expenses</td>
<td>2,339</td>
</tr>
</tbody>
</table>

| Net Profit             | (2,152) |

---

**NOTE:** Image Quality is due to condition of Original
# Profit & Loss

## Income
- CERT grant: £11,257
- Commission & stall fees: £330
- Donations: £11,816
- Gate Sales: £3,330
- Grant: £4,030
- PUB Charity Donation: £0
- **Total Income**: £36,483

## Gross Profit
- **Gross Profit**: £23,455

## Operating Expenses
- Administration expenses: £29
- Advertising, Promotion: £120
- Consumables: £830
- Contract payments: £7
- Entertainment hire: £1,410
- First Aid: £7
- Miscellaneous: £58
- Other expenses: £148
- Postage, Stationery: £17
- Printing and photocopying: £75
- Wages, Salaries: £3,816
- **Total Operating Expenses**: £4,677

## Net Profit
- **Net Profit**: £7,777
# Profit & Loss

## Reflections Community Trust

**Christmas Meal**

1 April 2016 to 31 March 2016

<table>
<thead>
<tr>
<th></th>
<th>31 March</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Incomes</strong></td>
<td></td>
</tr>
<tr>
<td>Donations</td>
<td>1,190</td>
</tr>
<tr>
<td>Lunch sales</td>
<td>1,185</td>
</tr>
<tr>
<td><strong>Total Income</strong></td>
<td>2,375</td>
</tr>
<tr>
<td><strong>Gross Profit</strong></td>
<td>2,375</td>
</tr>
<tr>
<td><strong>Plus Other Income</strong></td>
<td></td>
</tr>
<tr>
<td>Sponsorship</td>
<td>1,215</td>
</tr>
<tr>
<td><strong>Total Other Income</strong></td>
<td>1,215</td>
</tr>
<tr>
<td><strong>Less Operating Expenses</strong></td>
<td></td>
</tr>
<tr>
<td>Administration expenses</td>
<td>161</td>
</tr>
<tr>
<td>Advertising, Promotion</td>
<td>143</td>
</tr>
<tr>
<td>Consumables</td>
<td>1,663</td>
</tr>
<tr>
<td>Contract payments</td>
<td>101</td>
</tr>
<tr>
<td>Printing and photocopying</td>
<td>99</td>
</tr>
<tr>
<td>Wages, Salaries</td>
<td>187</td>
</tr>
<tr>
<td><strong>Total Operating Expenses</strong></td>
<td>2,354</td>
</tr>
<tr>
<td><strong>Net Profit</strong></td>
<td>1,283</td>
</tr>
</tbody>
</table>
# Profit & Loss

**Reflections Community Trust**  
**All Events**  
**1 April 2015 to 31 March 2016**

<table>
<thead>
<tr>
<th>Income</th>
<th>Christmas Meal</th>
<th>Light Party</th>
<th>RCT General</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>CERT grant</td>
<td>-</td>
<td>11,257</td>
<td>-</td>
<td>11,257</td>
</tr>
<tr>
<td>Commission &amp; stall fees</td>
<td>-</td>
<td>330</td>
<td>-</td>
<td>330</td>
</tr>
<tr>
<td>Donations</td>
<td>1,190</td>
<td>11,516</td>
<td>-</td>
<td>12,707</td>
</tr>
<tr>
<td>Gate Sales</td>
<td>-</td>
<td>3,320</td>
<td>-</td>
<td>3,320</td>
</tr>
<tr>
<td>Grant</td>
<td>-</td>
<td>4,030</td>
<td>-</td>
<td>4,030</td>
</tr>
<tr>
<td>Interest Received</td>
<td>-</td>
<td>-</td>
<td>99</td>
<td>99</td>
</tr>
<tr>
<td>Lunch sales</td>
<td>1,185</td>
<td>-</td>
<td>-</td>
<td>1,185</td>
</tr>
<tr>
<td>Pub Charity Donation</td>
<td>-</td>
<td>3,000</td>
<td>-</td>
<td>3,000</td>
</tr>
<tr>
<td>Sundry</td>
<td>-</td>
<td>-</td>
<td>34</td>
<td>34</td>
</tr>
<tr>
<td><strong>Total Income</strong></td>
<td>2,375</td>
<td>33,452</td>
<td>133</td>
<td>35,961</td>
</tr>
</tbody>
</table>

| Gross Profit                  | 2,375          | 33,452      | 133         | 35,961    |

| Plus Other Income             |                |             |             |           |
| Sponsorship                   | 1,215          | -           | -           | 1,215     |
| **Total Other Income**        | 1,215          | -           | -           | 1,215     |

| Less Operating Expenses       |                |             |             |           |
| Accountancy Fees              | -              | -           | 138         | 138       |
| Administration expenses       | 161            | 24          | -           | 185       |
| Advertising, Promotion        | 143            | 1,320       | 91          | 1,554     |
| Audit / Review Fees           | -              | -           | 100         | 100       |
| Consumables                   | 1,663          | 830         | -           | 2,493     |
| Contract payments             | 101            | 771         | 43          | 914       |
| Entertainment hire            | -              | 17,866      | -           | 17,866    |
| First Aid                     | -              | 75          | -           | 75        |
| Insurance                     | -              | -           | 1,047       | 1,047     |
| Miscellaneous                 | -              | 508         | 273         | 780       |
| Other expenses                | 343            | 51          | -           | 394       |
| Postage, Stationery           | -              | 107         | 60          | 167       |
| Printing and photocopying     | 99             | 75          | 7           | 181       |
| Subscriptions                 | -              | -           | 150         | 150       |
| Training                      | -              | -           | 10          | 10        |
| Wages, Salaries               | 187            | 3,856       | 316         | 4,359     |
| **Total Operating Expenses**  | 2,354          | 25,776      | 2,285       | 30,415    |

| Net Profit                    | 1,236          | 7,677       | (2,152)     | 6,761     |
CERTIFICATE OF INCORPORATION

REFLECTIONS COMMUNITY TRUST
1208209

This is to certify that REFLECTIONS COMMUNITY TRUST was incorporated under the Charitable Trusts Act 1957 on the 22nd day of April 2002.

Mandy McDonald
Registrar of Incorporated Societies
17th day of July 2016

For further details visit www.societies.govt.nz
Certificate of Registration

Reflections Community Trust

Registration number: CC22246

This is to certify that Reflections Community Trust was registered as a charitable entity under the Charities Act 2005 on 28 March 2008.

Chair
Charities Commission

Chief Executive
Charities Commission
27 FEB 2003

REFLECTIONS COMMUNITY TRUST

P O BOX 215
KAIAPOI 8252

DEAR Sir/Madam

Resident Withholding Tax on Interest and Dividends Certificate of Exemption

IRD/Exemption number: 84-478-644

Here is your Certificate of Exemption from resident withholding tax on interest and dividends (IR 15C). Please keep it in a safe place. You will have to show it to those paying you interest or dividends, or you may have to return it to Inland Revenue if requested.

This certificate exempts you from paying resident withholding tax but does not exempt you from paying income tax. You must still file an income tax return.

If you no longer qualify for an exemption please send this certificate back to us with a written explanation. You must do this within five working days of the date you were no longer entitled to an exemption.

Yours faithfully

D Butler
Commissioner of Inland Revenue
## Westpac

Rangiora
Cnr Ashley & High Streets, Rangiora, NZ

<table>
<thead>
<tr>
<th>DATE</th>
<th>NOTES</th>
<th>COINS</th>
<th>TOTAL CASH</th>
<th>CHEQUES AS REVERSE</th>
<th>TRANSFER FROM ACCOUNT NO.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**PAID IN BY:** (PLEASE PRINT NAME)

FOR THE CREDIT OF

REFLECTIONS

**TOTAL** $111030671.11

**TRIM:** 170207010753 / GOV-26-08-05
<table>
<thead>
<tr>
<th>Month</th>
<th>Group</th>
<th>Project</th>
<th>Amount Requested</th>
<th>Amount Granted</th>
<th>Running Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>August</td>
<td>Pegasus Residents Group Inc.</td>
<td>Towards costs for activities at a Christmas event, &quot;Christmas on the Lake&quot;.</td>
<td>$500</td>
<td>$400.00</td>
<td>$2,910.00</td>
</tr>
<tr>
<td>August</td>
<td>Reflections Community Trust</td>
<td>towards the costs of funding Pedalmania to be part of the Waimakariri Light Party 2016 event</td>
<td>$390</td>
<td>$390.00</td>
<td>$2,510.00</td>
</tr>
<tr>
<td>September</td>
<td>Okuku Pony Club</td>
<td>Towards accommodation costs while attending the Springfield Trophy event</td>
<td>$500</td>
<td>$500.00</td>
<td>$1,620.00</td>
</tr>
<tr>
<td>September</td>
<td>Southbrook School PTA</td>
<td>Towards the costs of hiring Ethel &amp; Bethel to run a bingo fundraiser event</td>
<td>$500</td>
<td></td>
<td></td>
</tr>
<tr>
<td>September</td>
<td>Vision West Community Trust</td>
<td>Towards the cost of photoelectric smoke alarms in social housing</td>
<td>$500</td>
<td></td>
<td></td>
</tr>
<tr>
<td>September</td>
<td>Rangiora Croquet Club Inc.</td>
<td>Towards the part funding of a second set of Quadway Hoops</td>
<td>$500</td>
<td>$500.00</td>
<td>$8,510.00</td>
</tr>
<tr>
<td>September</td>
<td>Okuku Pony Club</td>
<td>Towards accommodation costs while attending the Springfield Trophy event</td>
<td>$500</td>
<td></td>
<td></td>
</tr>
<tr>
<td>September</td>
<td>Reflections Community Trust</td>
<td>toward the cost of a dog agility display for the Waimakariri Light Party 2016</td>
<td>$350.00</td>
<td>$200.00</td>
<td>$8,310.00</td>
</tr>
<tr>
<td>November</td>
<td>Presbyterian Support Upper South Island</td>
<td>Towards the costs of establishing an outdoor garden area for the Totara Club.</td>
<td>$1,000.00</td>
<td>$500.00</td>
<td>$7,810.00</td>
</tr>
<tr>
<td>November</td>
<td>Ashley Playcentre</td>
<td>Towards the purchase of a John Deere ride-on tractor.</td>
<td>$500.00</td>
<td>$500.00</td>
<td>$7,310.00</td>
</tr>
<tr>
<td>November</td>
<td>Cust-West Eyreton Playcentre</td>
<td>Towards the purchase of a tablet, Microsoft Office programme and virus protection.</td>
<td>$500.00</td>
<td>$500.00</td>
<td>$6,810.00</td>
</tr>
<tr>
<td>November</td>
<td>Rangiora Playcentre</td>
<td>To purchase a profile holder and a non-slip entrance mat.</td>
<td>$456.21</td>
<td>$456.21</td>
<td>$6,353.79</td>
</tr>
<tr>
<td>February</td>
<td>Rangiora Toy Library</td>
<td>Towards the purchase of one LikeABike Jumper balance bike</td>
<td>$380.00</td>
<td>$380.00</td>
<td>$5,973.79</td>
</tr>
<tr>
<td>February</td>
<td>Rangiora and Districts Early Records Society Inc.</td>
<td>Towards the cost of conservation framing of a sale map for the Red Lion Hotel</td>
<td>$500.00</td>
<td>$500.00</td>
<td>$5,473.79</td>
</tr>
<tr>
<td>Month</td>
<td>Organization</td>
<td>Project Description</td>
<td>Amounts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>------------</td>
<td>---------------------------------------------------</td>
<td>--------------------------------------------------------------------------------------</td>
<td>---------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>February</td>
<td>Canterbury Justices of the Peace Association Inc.</td>
<td>Towards the cost of a pull-up banner</td>
<td>$235.75</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$235.75</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$5,238.04</td>
<td></td>
<td></td>
</tr>
<tr>
<td>August</td>
<td>Reflections Community Trust</td>
<td>Towards the costs of hiring a clown/street performer for the Waimakariri Light Party</td>
<td>$450</td>
<td></td>
<td></td>
</tr>
<tr>
<td>August</td>
<td>Vision West Community Trust</td>
<td>Towards the cost of photoelectric smoke alarms in social housing</td>
<td>$390</td>
<td></td>
<td></td>
</tr>
<tr>
<td>August</td>
<td>Big Brothers Big Sisters of North Canterbury</td>
<td>Towards entry costs to Laserstrike for children being mentored</td>
<td>$500</td>
<td></td>
<td></td>
</tr>
<tr>
<td>August</td>
<td>Kaiapoi Pony Club</td>
<td>Towards training and equipment for the Springston Trphy event</td>
<td>$500</td>
<td></td>
<td></td>
</tr>
<tr>
<td>August</td>
<td>Kaiapoi Community Garden Trust</td>
<td>Towards advertising costs for the Annual Spring Open Day</td>
<td>$500</td>
<td></td>
<td></td>
</tr>
<tr>
<td>September</td>
<td>Kaiapoi Community Garden Trust</td>
<td></td>
<td>$276</td>
<td></td>
<td></td>
</tr>
<tr>
<td>November</td>
<td>You Me We Us</td>
<td>towards the cost of paying for a performer and advertising for a Waitangi Day celebration</td>
<td>$500</td>
<td></td>
<td></td>
</tr>
<tr>
<td>February</td>
<td>Reflections Community Trust</td>
<td>Toward the cost for Kaiapoi Photographic Club to take photos at the Kaiapoi Children's day for future promotional purposes and archival records</td>
<td>$75.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>July</td>
<td>Oxford Area School - Senior Netball team</td>
<td>towards costs associated with attending the South Island Secondary Schools Netball Tournament in Nelson</td>
<td>$500</td>
<td></td>
<td></td>
</tr>
<tr>
<td>July</td>
<td>Little by Little</td>
<td>towards costs associated with a new community initiative</td>
<td>$250.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>July</td>
<td>Oxford Play Centre</td>
<td>towards purchase of a lawn mower</td>
<td>$250.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>July/August</td>
<td>Under Our Feet Charitable Trust</td>
<td>Towards the purchase of compost and seedlings</td>
<td>$250.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Notes:**
- Amounts in $ are approximate and should be verified with the original document.
- The totals in the table are rounded to the nearest whole number.
- The table includes entries up to October 2016.
<table>
<thead>
<tr>
<th>Month</th>
<th>Organization</th>
<th>Purpose</th>
<th>Amounts</th>
</tr>
</thead>
<tbody>
<tr>
<td>July</td>
<td>North Canterbury Family Violence Network</td>
<td>To fund a presentation to raise family violence awareness among Oxford Area School youth</td>
<td>$ 500.00</td>
</tr>
<tr>
<td>August</td>
<td>Under Our Feet Charitable Trust</td>
<td>Towards the purchase of compost and seedlings</td>
<td>$ 250.00</td>
</tr>
<tr>
<td>September</td>
<td>Okuku Pony Club</td>
<td>Towards accommodation costs while attending the Springston Trophy event</td>
<td>$ 500.00</td>
</tr>
<tr>
<td>September</td>
<td>Eyreton Pony Club</td>
<td>towards the cost of fencing a learner's area</td>
<td>$ 450.00</td>
</tr>
<tr>
<td>February</td>
<td>Canterbury Justices of the Peace Association Inc.</td>
<td>Towards the cost of a pull-up banner</td>
<td>$ 235.75</td>
</tr>
<tr>
<td>Month considered</td>
<td>Group</td>
<td>Project</td>
<td>Amount Requested</td>
</tr>
<tr>
<td>------------------</td>
<td>-----------------------------------------------</td>
<td>--------------------------------------------------</td>
<td>------------------</td>
</tr>
<tr>
<td>July</td>
<td>Woodend Spring Flower Show</td>
<td>Towards the purchase of new signs</td>
<td>$ 500.00</td>
</tr>
<tr>
<td>August</td>
<td>Woodend Playcentre</td>
<td>Towards the cost of a First Aid Course for parents of the playcentre</td>
<td>$ 700.00</td>
</tr>
<tr>
<td>September</td>
<td>Woodend Before and After School Programme</td>
<td>New sports equipment</td>
<td>$ 500.00</td>
</tr>
<tr>
<td>October</td>
<td>Ashley Playcentre</td>
<td>Towards the cost of a First Aid Course for parents of the playcentre</td>
<td>$ 500.00</td>
</tr>
<tr>
<td>December</td>
<td>North Canterbury Neighbourhood Support</td>
<td>to purchase name badges for the committee members</td>
<td>$ 300.00</td>
</tr>
<tr>
<td>February</td>
<td>Sefton Community Newsletter</td>
<td>Towards costs associated with transition to new printing team</td>
<td>$ 500.00</td>
</tr>
<tr>
<td>March</td>
<td>Pegasus Bay School PTA</td>
<td>Towards costs for senior playground</td>
<td>$ 500.00</td>
</tr>
<tr>
<td>April</td>
<td>Waimakariri Arts Trust - Kaiapoi Art Expo</td>
<td>Towards venue hire and music provided for the 2016 Kaiapoi Art Expo and Schools' Art Expo</td>
<td>$ 500.00</td>
</tr>
<tr>
<td>April</td>
<td>North Canterbury Riding for the Disabled</td>
<td>for three volunteers to undertake an introductory course towards their Assistant Coaches Certificate</td>
<td>$ 498.00</td>
</tr>
<tr>
<td>June</td>
<td>Woodend Bowling Club Inc.</td>
<td>Towards the upgrading of covered kitchen lighting</td>
<td>$ 335.80</td>
</tr>
</tbody>
</table>

**Total** | **$ 6,120.00** | **$ 4,110.00** |
<table>
<thead>
<tr>
<th>Date</th>
<th>Group/Event</th>
<th>Activity Description</th>
<th>Amount</th>
<th>Total Amount</th>
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</thead>
<tbody>
<tr>
<td>August</td>
<td>International Day of Older Persons Group</td>
<td>Towards costs associated with International Day of Older Persons</td>
<td>$250.00</td>
<td>$5,870.00</td>
</tr>
<tr>
<td></td>
<td>The Ashley Lodge No. 28</td>
<td>Towards the hire of Pedalmania for the Waimakariri Light Part 2015</td>
<td>$375.00</td>
<td>$4,995.00</td>
</tr>
<tr>
<td>August</td>
<td>Reflections Community Trust</td>
<td>Towards costs associated with establishing an exercise programme for seniors</td>
<td>$388.00</td>
<td>$4,820.00</td>
</tr>
<tr>
<td>August</td>
<td>Rangiora Community Garden</td>
<td>Towards the purchase of materials for 3 new signs</td>
<td>$482.00</td>
<td>$4,513.00</td>
</tr>
<tr>
<td>October</td>
<td>The Ashley Lodge No. 28</td>
<td>Towards costs associated with the replacement of defibrillators in each of the four ambulances based in Rangiora</td>
<td>$500.00</td>
<td>$5,370.00</td>
</tr>
<tr>
<td>October</td>
<td>Reflections Community Trust</td>
<td>Towards annual venue hire and refreshments for meetings of the Rangiora Support Group</td>
<td>$500.00</td>
<td>$4,263.00</td>
</tr>
<tr>
<td>October</td>
<td>The Ashley Lodge No. 28</td>
<td>Towards venue hire for ReStyle Me, a fundraising event for Ashgrove School</td>
<td>$500.00</td>
<td>$3,913.00</td>
</tr>
<tr>
<td>October</td>
<td>Reflections Community Trust</td>
<td>Gate signage at the Rangiora A&amp;P Showgrounds entrance for Santa’s Grotto</td>
<td>$520.50</td>
<td>$3,913.00</td>
</tr>
<tr>
<td>October</td>
<td>The Ashley Lodge No. 28</td>
<td>To hire deep fryers and cooking oil for the Ashgrove Twilight Gala</td>
<td>$425.00</td>
<td>$3,913.00</td>
</tr>
<tr>
<td>October</td>
<td>Reflections Community Trust</td>
<td>towards the costs associated with running the ‘Old Fashioned Family Picnic’</td>
<td>$741.00</td>
<td>$3,563.00</td>
</tr>
<tr>
<td>October</td>
<td>The Ashley Lodge No. 28</td>
<td>towards new kilts for band members</td>
<td>$550.00</td>
<td>$3,913.00</td>
</tr>
<tr>
<td>October</td>
<td>Reflections Community Trust</td>
<td>towards advertising costs of a fundraising event as part of its 21st Birthday celebrations</td>
<td>$797.00</td>
<td>$3,913.00</td>
</tr>
<tr>
<td>December</td>
<td>North Canterbury Neighbourhood Support Group</td>
<td>towards the costs associated with purchasing a new pull up banner</td>
<td>$250.00</td>
<td>$2,934.00</td>
</tr>
<tr>
<td>December</td>
<td>Rangiora Playcentre</td>
<td>Towards materials for a fundraising event</td>
<td>$379.00</td>
<td>$2,934.00</td>
</tr>
<tr>
<td>December</td>
<td>Rangiora Community Board</td>
<td>Towards the purchase of materials for 3 new signs</td>
<td>$379.00</td>
<td>$2,934.00</td>
</tr>
</tbody>
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2015/2016 Community and Ward Advisory Board Discretionary Grant
<table>
<thead>
<tr>
<th>Month</th>
<th>Organization</th>
<th>Purpose</th>
<th>Amounts</th>
</tr>
</thead>
<tbody>
<tr>
<td>February</td>
<td>Rangiora Toy Library</td>
<td>towards the purchase of new toys, specifically, a replacement tractor</td>
<td>$456.25 $456.25 $2,477.75</td>
</tr>
<tr>
<td>April</td>
<td>Waimakariri Arts Trust - Kaiapoi Art Expo</td>
<td>Towards the hire and installation of lighting for the 2016 Kaiapoi Art Expo and Schools' Art Expo</td>
<td>$500.00</td>
</tr>
<tr>
<td>April</td>
<td>North Canterbury Riding for the Disabled</td>
<td>towards costs associated with relocating to the Millton Memorial Reserve</td>
<td>$500.00 $500.00 $1,977.75</td>
</tr>
<tr>
<td>April</td>
<td>North Canterbury Family Violence Network</td>
<td>towards costs of a Safety and Respect presentation and follow-up barbeque for Rangiora High School and/or Rangiora New Life School secondary students</td>
<td>$500.00 $500.00 $1,477.75</td>
</tr>
<tr>
<td>June</td>
<td>Cat Care Incorporated</td>
<td>Towards the costs of a Microchipping Day</td>
<td>$250.00</td>
</tr>
<tr>
<td>June</td>
<td>Disability, Carers and Friends Group</td>
<td>For the purchase of a trestle table and costs of catering for a Dance Social</td>
<td>$500.00 $250.00 $1,227.75</td>
</tr>
<tr>
<td>June</td>
<td>Rangiora Croquet Club Inc</td>
<td>For part funding one set of Quadway Hoops</td>
<td>$500.00 $300.00 $927.75</td>
</tr>
<tr>
<td>June</td>
<td>The Rangiora and District Early Records Society Inc</td>
<td>For costs associated with set up, production and installation of four ACM vinyl signs to replace existing</td>
<td>$327.75</td>
</tr>
<tr>
<td>June</td>
<td>Seftonian Battle Sport</td>
<td>For new sporting and Safety equipment for players, specifically 4 x trebuchets and 2 x armour</td>
<td>$500.00</td>
</tr>
<tr>
<td>June</td>
<td>Social Services Waimakariri</td>
<td>Toward the costs of catering for a community forum event</td>
<td>$200.00 $200.00 $727.75</td>
</tr>
<tr>
<td>June</td>
<td>Waimakariri Arts Trust - Kaiapoi Art Expo resubmission</td>
<td>Towards the hire and installation of lighting for the 2016 Kaiapoi Art Expo and Schools' Art Expo</td>
<td>$500.00 $327.75 $400.00</td>
</tr>
<tr>
<td>June</td>
<td>Community College North Canterbury</td>
<td>For the venue hire and supplies of a youth open night</td>
<td>$400.00 $400.00 $-</td>
</tr>
<tr>
<td>July</td>
<td>You Me We Us</td>
<td>Towards advertising of the September 4th Observance Day</td>
<td>$496.80 $496.80 $5,623.20</td>
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</tbody>
</table>

Total: $6,120.00
<table>
<thead>
<tr>
<th>Month</th>
<th>Organisation</th>
<th>Project Description</th>
<th>Budget</th>
<th>Amount</th>
<th>Remaining</th>
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<tbody>
<tr>
<td>August 2015</td>
<td>Hinemoa-Kaipoi Hockey Club</td>
<td>Towards assisting team members with the cost of travel to a tournament in Fiji</td>
<td>$500.00</td>
<td>$500.00</td>
<td>$4,623.20</td>
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<tr>
<td>August 2015</td>
<td>Canterbury Youth Development Programme</td>
<td>Towards providing breakfast three mornings per week for eight weeks and food for the Longest Day Challenge in Kaiapoi</td>
<td>$500.00</td>
<td>$250.00</td>
<td>$4,373.20</td>
</tr>
<tr>
<td>September 2015</td>
<td>Arthritis New Zealand Society Incorporated</td>
<td>Towards venue hire and advertising associated with running self-management sessions and workshops in Kaiapoi</td>
<td>$500.00</td>
<td>$500.00</td>
<td>$3,873.20</td>
</tr>
<tr>
<td>September 2015</td>
<td>Kaiapoi District Historical Society Incorporated</td>
<td>Towards the cost of installing updates of PastPerfect (a museum programme) and linking four computers for volunteers to work on at the same time</td>
<td>$500.00</td>
<td>$500.00</td>
<td>$3,373.20</td>
</tr>
<tr>
<td>November 2015</td>
<td>You Me We Us</td>
<td>For advertising of Kaiapoi’s 2016 Waitangi Day celebrations</td>
<td>$500.00</td>
<td>$500.00</td>
<td>$2,523.20</td>
</tr>
<tr>
<td>December 2015</td>
<td>North Canterbury Neighbourhood Support</td>
<td>Towards costs associated with running the ‘Old Fashion Family Picnic’</td>
<td>$300.00</td>
<td>$350.00</td>
<td>$2,023.20</td>
</tr>
<tr>
<td>March 2016</td>
<td>Kaiapoi Photographic Club Inc</td>
<td>Toward printing costs for Club members involved in a photographic exhibition - Waimakariri - from the Mountains to the Sea</td>
<td>$500.00</td>
<td>$500.00</td>
<td>$2,523.20</td>
</tr>
<tr>
<td>March 2016</td>
<td>Satisfy Food Rescue</td>
<td>To purchase a sandwich board to identify Satisfy Food Rescue in the community</td>
<td>$350.00</td>
<td>$350.00</td>
<td>$2,023.20</td>
</tr>
<tr>
<td>March 2016</td>
<td>Waimakariri Arts Trust - Kaiapoi Art Expo</td>
<td>Towards the hire and installation of lighting for the 2016 Kaiapoi Art Expo and Schools’ Art Expo</td>
<td>$500.00</td>
<td>$500.00</td>
<td>$1,523.20</td>
</tr>
<tr>
<td>March 2016</td>
<td>You Me We Us</td>
<td>Towards advertising costs for a ‘Pop Up cinema’ event</td>
<td>$500.00</td>
<td>$500.00</td>
<td>$1,523.20</td>
</tr>
<tr>
<td>Date</td>
<td>Organisation</td>
<td>Purpose</td>
<td>Amounts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>------------</td>
<td>---------------------------------------------------</td>
<td>-------------------------------------------------------------------------</td>
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<td></td>
<td></td>
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<tr>
<td>April</td>
<td>Social Services Waimakariri</td>
<td>towards catering costs for a community forum to discuss establishing a Community House and capacity for a Children's Team for the community</td>
<td>$200.00 $200.00 $1,323.20</td>
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<tr>
<td>April</td>
<td>North Canterbury Family Violence Network</td>
<td>towards the costs associated with a presentation to Kaiapoi High School about family violence and a bbq to follow</td>
<td>$500.00 $500.00 $823.20</td>
<td></td>
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<tr>
<td>November</td>
<td>Waimakariri Arts Trust - Kaiapoi Art Expo</td>
<td>Towards running costs, in particular, the music provided over the weekend for 2016 Kaiapoi Art Expo.</td>
<td>$300.00 $250.00 $3,860.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>November</td>
<td>Oxford Table Tennis</td>
<td>Towards the purchase of tables for a photo and information panel about the Oxford Historic Jail</td>
<td>$250.00 $250.00 $3,610.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>November</td>
<td>Keep Oxford Beautiful</td>
<td>towards the purchasing of a Lazy Boy recliner chair and disability aids for patients</td>
<td>$350.00 $250.00 $3,110.00</td>
<td></td>
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<tr>
<td>November</td>
<td>Friends of Oxford Hospital</td>
<td>towards the cost of running a two day show jumping course for its club members</td>
<td>$250.00 $250.00 $2,860.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>November</td>
<td>North Canterbury Neighbourhood Support</td>
<td>towards costs associated with running the 'Old Fashion Family Picnic' purchase of a banner-stand</td>
<td>$250.00 $250.00 $2,610.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>November</td>
<td>West Eyreton School</td>
<td>Towards two weather shelters for the new courts</td>
<td>$345.00 $250.00 $2,360.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>November</td>
<td>Oxford Tennis Club</td>
<td>To purchase three alloy framed umbrellas for use at the View Hill Domain</td>
<td>$500.00 $250.00 $2,110.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>November</td>
<td>View Hill Improvement Society</td>
<td>To purchase three alloy framed umbrellas for use at the View Hill Domain</td>
<td>$477.00 $250.00 $1,860.00</td>
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</tr>
<tr>
<td>April/May</td>
<td>Waimakariri Arts Trust - Kaiapoi Art Expo</td>
<td>towards the floral arrangements for the 2016 Kaiapoi Art Expo and Schools' Art Expo</td>
<td>$500.00 $250.00 $1,610.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>Organisation</td>
<td>Project Description</td>
<td>Amount</td>
<td></td>
<td></td>
</tr>
<tr>
<td>------------</td>
<td>---------------------------------------</td>
<td>--------------------------------------------------------------------------------------</td>
<td>----------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>April/May</td>
<td>Oxford Community Trust</td>
<td>for stationery and art supplies for Oscar School Holiday programme</td>
<td>$560.03</td>
<td></td>
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<tr>
<td></td>
<td>Oxford Area School - Senior Netball</td>
<td>towards costs associated with attending the South Island Secondary Schools Netball Tournament in Nelson</td>
<td>$500.00</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Friends of Oxford Hospital</td>
<td>towards purchase of window screen blinds for patients rooms</td>
<td>$250.00</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Little by Little</td>
<td>towards costs associated with a new community initiative</td>
<td>$250.00</td>
<td></td>
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<tr>
<td></td>
<td>Oxford Netball Club</td>
<td>for the purchase of two portable netball goals</td>
<td>$199.90</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Oxford O.S.C.A.R.</td>
<td>for First Aid training of staff</td>
<td>$175.00</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>West Eyreton School</td>
<td>towards graphic design work for a banner</td>
<td>$295.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Social Services Waimakariri</td>
<td>towards costs of catering for a community forum event</td>
<td>$200.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Oxford Play Centre</td>
<td>towards purchase of a lawn mower</td>
<td>$250.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Oxford Plunket</td>
<td>for the purchase of child safety gates and new toys for the Oxford Plunket Rooms</td>
<td>$500.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cust Netball Club</td>
<td>Towards the purchase of uniforms and equipment to enable childrens’ participation</td>
<td>$500.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Under Our Feet Charitable Trust</td>
<td>Towards the purchase of compost and seedlings</td>
<td>$250.00</td>
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<td></td>
</tr>
<tr>
<td></td>
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</tbody>
</table>
Information to assist groups with their application

The purpose of the Board discretionary grants is to assist projects that enhance community group capacity and/or increase participation in activities.

When assessing grant applications the Board consider a number of factors in their decision making. These include, but are not limited to; type of project, time frame, benefits to the community and costs being contributed. The more information you as a group can provide on the project and benefits to participants the better informed the Board is. You are welcome to include a cover letter as part of your application. The decision to grant funds is the sole discretion of the Board.

The Board cannot accept applications from individuals. All funding is paid to non-profit community based organisations, registered charities or incorporated societies. Council funding is publicly accountable therefore the Board need to demonstrate to the community where funding is going and what it is being spent on. This is one of the reasons the Board require a copy of your financial profit/loss statements and balance sheet for the previous/current financial year. Staff cannot process your application without financial records.

The Board encourages applicants, where practically possible, to consider using local businesses or suppliers for any services or goods they require in their application. The Board acknowledges that this may result in a higher quote.

It would be helpful to the Board to receive an expense summary for projects that cost more than the grant being requested to show the areas funds are being spent and a paragraph on what fund raising the group has undertaken towards the project, or other sources considered (ie voluntary labour, businesses for supplies).

Examples (but not limited to) of what the Board cannot fund:

- Wages
- Debt servicing
- Payment for volunteers (including arrangements in kind eg petrol vouchers)
- Stock or capital market investment
- Gambling or prize money
- Funding of individuals (only non-profit organisations)
- Payment of any legal expenditure or associated costs
- Purchase of land and buildings
- Activities or initiatives where the primary purpose is to promote, commercial or profit-oriented interests
- Payment of fines, court costs or mediation costs, IRD penalties

Examples (but not limited to) of what the Board can fund:

- New equipment
- Toys/educational aids
- Sporting equipment
- Safety equipment
- Costs associated with events
- Community training
Criteria for application

- Grant applications will be considered every month by the Kaiapoi-Tuahiwi Community Board. Applications are recommended to be received three weeks prior to Board meeting dates for processing.

- Generally funding grants will be a maximum of $500 in any one financial year (July 2016 to June 2017) but the group can apply up to twice in that year, providing it is for different projects.

- The grant funding is limited to projects within the Board area or primarily benefiting the residents of the ward.

- Applications will only be accepted from non-profit community-based organisations, registered charities or incorporated societies.

- The group should have strong links with the community of the Kaiapoi-Tuahiwi Ward.

- The applications should clearly state the purpose for which the money is to be used.

- The applicants should submit a 1-2 page balance sheet and an income and expenditure statement which shows their current financial assets and liabilities. Applications cannot be processed until financial information is received.

- Where possible, or feasible, applicants must declare other sources from which funding has been applied for, or granted from, for the project being applied to the Kaiapoi-Tuahiwi Community Board.

- The Board support a wide range of community activities but the application will only be considered if it is deemed of the nature listed in the table of examples of what the Board can fund (see previous page).

- An accountability form must be provided to Council outlining how the funds were applied, within six months of the grant being allocated, when funds are spent, or prior to a new application. A new application will not be accepted until the previous accountability form has been completed and returned. The group should maintain accurate records around the grant including, but not limited to: receipts, banks statements and invoices. In the event that funds are not spent on the project or activity applied for the recipient may be required to return the grant funding to the Council.

What happens now?

Return your completed application form (with financial records and any supporting information which you believe is relevant to this application) to:

Community Board Advocate
Kaiapoi-Tuahiwi Community Board
C/- Waimakariri District Council
Private Bag 1005
Rangiora 7440

Or hand deliver to either

- Rangiora Service Centre, 215 High Street, Rangiora.
- Ruataniwha Kaiapoi Civic Centre, 176 Williams Street, Kaiapoi.

What happens next?

- Your application will be processed and presented to the Board at the next appropriate meeting.
- Following the meeting a letter will be sent to notify you of the Board decision and if successful an invoice and your organisation’s bank account details will be requested.
- On receipt of this information payment will be processed to your organisation’s bank account.
1. SUMMARY

1.1. The purpose of this report is to update the Kaiapoi-Tuahiwi Community Board on the Board’s Discretionary Grant applications for the first half of the 2016-2017 financial year, including accountability forms received to date.

Attachments:

i. Accountability Forms and supporting documents from Reflections Community Trust (Trim 161209127281)
ii. Accountability forms and supporting documents from Kaiapoi Community Garden Trust (Trim 161220131240)
iii. Accountability forms and receipts from Canterbury Youth Development Programme (Trim 160919096223)
iv. Accountability forms and photographs from Kaiapoi Photographic Club (Trim 160809077839)
v. Accountability forms and supporting documents from Waimakariri Arts Trust- Kaiapoi Art Expo (Trim 160909093304)
vi. Accountability forms and photographs from North Canterbury Family Violence Network (Trim 161115117023)

2. RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board:

(a) Receives report No. 170112002111.

(b) Circulates a copy of this report to all of the Community Boards.

3. ISSUES AND OPTIONS

3.1. The Council allocated the Kaiapoi-Tuahiwi Community Board (and former pre-8 October 2016 election Kaiapoi Community Board) a set amount of funds to distribute by application to non-profit groups, registered charities and incorporated societies who have strong links to and benefit the communities of the Board’s community area. The allocation for the 2016-2017 financial year was $4,850.

3.2. A previous summary of all returned accountability forms from 30 January 2016 to 30 June 2016 was presented to the former Kaiapoi Community Board on 18 July 2016. At that time 12 applications had been approved within the 2015-2016 financial year.
3.3. There were four applicants that had received funds by 18 July, when the last summary update report was presented to the Board, but had yet to return an accountability form. A fifth group, Social Services Waimakariri, returned the accountability form before sending an invoice to receive their grant (invoice received 8/07/2016).

<table>
<thead>
<tr>
<th>Group</th>
<th>Amount granted</th>
<th>Month funds granted</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Canterbury Youth Development Programme</td>
<td>$500</td>
<td>August 2015</td>
<td>The accountability form arrived 19/09/2016 after email reminder</td>
</tr>
<tr>
<td>Kaiapoi Photographic Club Inc.</td>
<td>$500</td>
<td>March 2016</td>
<td>The accountability form arrived 8/08/2016 after email reminder</td>
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<td>Waimakariri Arts Trust – Kaiapoi Art Expo</td>
<td>$500</td>
<td>March 2016</td>
<td>Event was not held until 23-24 July 2016. Accountability form arrived 9/09/2016</td>
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<tr>
<td>North Canterbury Family Violence Network</td>
<td>$500</td>
<td>April 2016</td>
<td>Event was not held until Term 3. Accountability form received 9/11/2016</td>
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</table>

3.4. All successful applicants who received grants in the 2015-2016 financial year have now returned an accountability form.

3.5. Summary of the outstanding returned accountability forms 1 July 2015 – 31 June 2016 Waimakariri District Council’s financial year:

3.5.1. Canterbury Youth Development Programme received $500 from the Community Board’s Discretionary Grant towards the cost of running the Cactus programme at Kaiapoi High School. Funds granted were put towards food costs for the breakfast for the ‘Longest Day event’. Students attending were motivated and inspired to perform to the best of their ability while at school. This is making positive change to the school culture as well as within the community.

3.5.2. Kaiapoi Photographic Club Inc. used their grant of $500 towards the costs of printing, framing and mounting images used in a photographic exhibition called “Waimakariri – from the Mountains to the Sea” held at Art on the Quay during winter 2016. The exhibition could not have taken place without the assistance of the grant or been enjoyed by the large numbers of locals and visitors in the area. The feedback was positive and it was expected new members would join the club as a direct result of this exhibition.

3.5.3. Waimakariri Arts Trust, Kaiapoi Art Expo was granted $500 towards lighting hire and installation for the Kaiapoi Art Expo. This in turn contributed towards a successful event with more than 3,000 people visiting the exhibition and the town. It was an opportunity for not only local artists to exhibit (32% from the Kaiapoi/Clarkville area) but also for residents to participate as volunteers. Local school students also participated with the schools’ public choice going to a student at Clarkville School and the runner up being from Kaiapoi High School.
3.5.4. North Canterbury Family Violence Network (NCFVN) received $500 from the Community Board towards a presentation on family violence and post-presentation barbeque at Kaiapoi High School. This presentation, delivered and supported by members of the NCFVN, was directed to 75 Year 13 students. The aim was to teach how to identify different forms of family harm including the various forms of partner abuse and how to seek help. This presentation will have contributed to positive social change, and empowered students to consider what acceptable behaviour within their own relationships is.

3.6. There were five applicants that had received funds 1 July 2016 to 31 December 2016, this being the first half of the current financial year. Two, Reflections Community Trust and Kaiapoi Community Garden Trust, have returned an accountability form. The accountability forms from the following groups are still outstanding but delaying up to six months or until after the event takes place is allowed in grant criteria:

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<tr>
<th>Group</th>
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<td>Big Brothers Big Sisters of North Canterbury</td>
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<tr>
<td>Kaiapoi Pony Club</td>
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<td>Received invoice 31/08/2016.</td>
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<tr>
<td>You We Me Us</td>
<td>$500</td>
<td>November 2016</td>
<td>Event not being held until 6 February 2017.</td>
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</table>

3.7. Summary of the returned accountability forms from successful applicants returned 1 June 2016 to 31 December 2016, being the first half of the 2016/2017 financial year of the Waimakariri District Council:

3.7.1. Reflections Community Trust were granted $390 towards costs to pay an entertainer, Lou Lou the Clown/ Sport Susie, to entertain attendees for the Waimakariri Light Party held 31 October 2016. Some 5000 people attended the event. The funding was publicly acknowledged in the list of Funders logos, the de-brief document, print advertising, social media, and on the day through the emcee. Survey results show that 39% of those attending came from Kaiapoi while attendees from Clarkville, Tuahiwi and the Pines Beach were included in the 11% that made up ‘Other’.

3.7.2. Kaiapoi Community Garden Trust was granted $276 towards advertising their Spring Open Day. The Trust found this was the most successful public event they have ever run with approximately 70 people attending throughout the morning. The focus was ‘families’ and many did attend and enjoy the available activities. “A wonderful, relaxed morning of learning, creating, enjoying each other’s company, and meeting new members of the Community was the result of our Spring Open Day 2016.”

3.8. Staff will continue to keep in contact with the groups to make sure the accountability forms are returned within six months of the grant been allocated, as outlined in the letter sent to successful applicants. If the group make any applications in the future, they will
be reminded that it will not be considered by the Board until the accountability form from past applications has been completed and returned.

3.9. The Management Team has reviewed this report.

4. COMMUNITY VIEWS

4.1. Not applicable.

5. FINANCIAL IMPLICATIONS AND RISKS

5.1. The Board allocates funds to groups who meet the criteria set out in the application form.

5.2. Groups must complete and return an accountability form within six months to be eligible for future applications.

6. CONTEXT

6.1. Policy

This matter is not a matter of significance in terms of the Council’s Significance Policy.

6.2. Legislation

It is a delegation of the Board to distribute this fund as per clause 12 of the Delegation to Community Boards, S-DM 1041.

6.3. Community Outcomes

6.3.1. People are friendly and caring, creating a strong sense of community in our District.

6.3.2. There are wide ranging opportunities for people of different ages to participate in community and recreational activities.

Karyn Ward
Community Board Advocate
9 December 2016

Community Board Advocate
Kaiapoi Community Board
C/- Waimakariri District Council
Private Bag 1005, Rangiora 7440

RE: YOUR REFERENCE: GOV-26-01-06/160816082597
ACCOUNTABILITY REPORT FOR LOU LOU THE CLOWN/SPORT SUSIE – WAIMAKARIRI LIGHT PARTY 2016

On behalf of the Trustees of the Reflections Community Trust ("the Trust"), I attach our completed Accountability Report, together with supporting documentation, for your attention.

The Trust would like to thank the Kaiapoi Community Board for providing funding in the sum of $390.00 towards Lou Lou the Clown/Sport Susie (aka Louise Kerr) at the Waimakariri Light Party. It was very much appreciated.

Around 5,000 people attended the Waimakariri Light Party this year, and by all accounts the gathering was a positive and fun experience for all.

A list of sponsors was read out by our MC during the Light Party. Also, our “Thank you to our sponsors” sign was displayed on stage during the event (a copy of this is found on the back page of the attached Debrief to Sponsors, Funders and Supporters.) It has also been published on our Facebook page https://www.facebook.com/waimaklightparty/ and our website http://www.waimaklightparty.org/our-sponsors.html

Once again, thank you to the Kaiapoi Community Board for its generous support.

If you have any queries, please do not hesitate to contact me.

Kind Regards
Yours faithfully

Julie Knowles
Trust Administrator
Documents Attached

3. Westpac Bank Statement showing multiple payments of $12,541.09 made on 2 November 2016 with breakdown of multiple payments showing payment of $450.00 paid to Fool of Fun Entertainment.
4. Debrief Report to Sponsors, Funders and Supporters
5. 2016 Waimakariri Light Party Survey Results
7. Facebook acknowledgement of Kaiapoi Community Board’s sponsorship.
8. Copy of 5 November 2016 Edition of Northern Outlook – thank you to sponsors advert
9. Photo of “Sport Susie” performing at Waimakariri Light Party on 31 October 2016:
Kaiapoi Community Board
Accountability Form for 2016/2017 Discretionary Grant Recipients
For funding provided during the period July 2016 – September 2016

This form is to tell the Board what you spent the money on

The purpose of the accountability form is to provide transparency in relation to public funds granted to community groups and to provide the Board with feedback on the event/project and its impact in the community.

Please complete when the project is completed and return within six months of funds being granted. You must return this form in order to be eligible for future funding. The Board would also appreciate any photos, where practically possible, of the event/project. The information provided will be used in a report to the Board that will be publically available.

Name of group: REFLECTIONS COMMUNITY TRUST 
Date funded on 24/08/16
Amount allocated: $390.00
Purpose for grant: FUNDING FOR LOU LOU THE CLOWN/SPORT SUSIE (LOUISE KERR) AT THE WAIMAKARIRI LIGHT PARTY

Please give details of how money was spent:
LOU LOU THE CLOWN/SPORT SUSIE (FULL COST $450.00) $390.00

A description of the activities undertaken and benefits that have been achieved with these funds.
FUNDS WERE USED TO HIRE THE SERVICES OF LOU LOU THE CLOWN/SPORT SUSIE FOR THE WAIMAKARIRI LIGHT PARTY HELD ON 31 OCTOBER 2016. AROUND 5,000 PEOPLE ATTENDED THE LIGHT PARTY. ATTACHED IS A DEBRIEF TO SPONSORS REPORT, PHOTOS, AND RESULTS OF A SURVEY TAKEN ON THE DAY.

Two authorised signatories to complete the details below:

Date 09/12/16 First contact name: JULIE KNOX
Signature: TRUST ADMINISTRATOR Position 021 152 6914
Phone: 21 BRIDGET LANE Address: RANGIORA 7400

Date 09/12/16 Second contact name: PETER GARDING
Signature: CHAIRMAN Position 03 327 8913
Phone: 108 TRAIN ROAD Address: ROI, KAIAPOI

Return to: Community Board Advocate Waimakariri District Council Private Bag 1005 Rangiora 7440

TRIM: 161209127281 / GOV-26-01-06

Accountability Form
Kaiapoi Community Board Discretionary Grant
## Fool of Fun Entertainment - Louise Kerr

1 Aldersgate Street  
Kaiapoi  
North Canterbury  
7630  
Phone: (03) 327 7358  Mobile: 027 312 0700  
Email: louisebkerr@gmail.com  

**Bank Account (ANZ Bank):** 06-0821-0331501-00  
**Make Cheques out to:** Fool of Fun Entertainment  

### Invoice To:  
Reflections Community Trust

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<th>AMOUNT</th>
</tr>
</thead>
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<td>Entertainer Louise Kerr - Roving Clown Entertainment 'Lou Lou the Clown' or 'Sport Suzie'</td>
<td></td>
</tr>
</tbody>
</table>
Description: clowning, juggling, unicycling, circus tricks  
Roving Entertainment Prices - $150 and hour  
4.30pm to 7.30pm | $450.00 |

**TOTAL**  
$ 450.00

**THANK YOU FOR YOUR BUSINESS!**  

---

TRIM: 161209127281 / GOV-26-01-06
**Your transactions**

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As soon as you receive this statement, please check the transactions and let us know if anything is incorrect. Any transactions that have been listed under deposits or withdrawals within the last few business days of this summary may be subject to clearance. If any of these items are not paid, your balance will be adjusted, and you will be advised in your next statement.

**CLOSING BALANCE** $17,733.82

Reconciling your account: The final balance on your Non-Profit Organisation summary may differ from your own records because of unpresented items. To reconcile, take the closing balance on this summary, add deposits made after the date of this summary and take away any withdrawals that are outstanding.

You can get a copy of the current disclosure statement for Westpac New Zealand Limited from [www.westpac.co.nz](http://www.westpac.co.nz) or any Westpac branch in New Zealand free of charge.
Bank Accounts › Westpac cheque Account ›
Transaction: Spend Money
Westpac cheque Account
03-0674-0193865-00

Reconciled 21 Nov 2016
View Details ›

Options
- Unreconcile
- Edit Transaction
- Remove & Redo
- Copy

What's this?
To Multiple Payees
Date 2 Nov 2016
Reference
Total 12,541.09
Amounts do not include Tax

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Subtotal 12,541.09
TOTAL 12,541.09

History & Notes
Reconciled by Jannene Johnson on 21 Nov 2016 at 20:27 p.m. Debit payment to Multiple Payees on 2 November 2016 for -12,541.09.
Show History (3 entries) Hide History (3 entries) Add Note
Note
2500 characters left
Waimakariri Light Party 2016
Monday 31 October 2016 - 4.30pm to 7.30pm
Wylie Park, Kaiapoi

Debrief Report to Sponsors, Funders and Supporters

The local community once again came out in force to join in the fun at the Waimakariri Light Party at Wylie Park, Kaiapoi on Monday 31 October 2016.

The Waimakariri Light Party, now in its 12th year of providing a safe, fun, non-scary alternative to traditional Halloween activities, was attended by around 5,000 pre-schoolers, children, teenagers, parents and grandparents, who came together and braved the gusty north easterly wind to enjoy the variety of entertainment, activities, rides, food and coffee on offer. Over 700 bags of lollies were handed out by our volunteers to the many children and young people who attended.

The fun at the Waimakariri Light Party, kicked off at 4:30pm with a multitude of entertainment activities including:

**AMAC Entertainment** who entertained with their:
- Bungy Units
- Water Walkers
- Bumper Boats, Large Air slide combo
- Monkey Man Bouncer

**Bubbling with Energy** provided:
- Radical Run Obstacle Course, 12 Inflatable Bumper Balls
- Bungee Fun Run, Regency Castle
- Inflatable Climbing Wall, Clown Slide
- Inflatable Fly Wall, Gladiator Dual
- Mickey Train
This year we had even more bouncy castles for the children to enjoy. Local Kaiapoi family business Big Bounce, entertained the children with their Mega Slide bouncy castle and Multi Combo bouncy castle.

Go Jump kept the children busy on four of their popular bouncy castles - Frozen, Superheroes, Princess and Spiderman.

Express Hire Limited brought along their photo booth for fun photos. Kaiapoi High School (Kapa Haka Group) provided art, craft and movement activities including face painting, stencil painting, rock painting, poi making, and entertained children with four games to take part in. North Canterbury Sports and Recreation Trust provided a family orientated activity assault course for all to enjoy.

Pedalmania’s crazy fun bikes proved very popular with children. Both Fairytale Promotions and Driveworld Playground provided mini jeeps for children and their families to enjoy.

Children enjoyed both pony rides and a petting farm courtesy of Weedram Farm Park.

Another popular activity were Wreckem Balls - children were strapped in a bubble, enjoyed a proper workout and had fun!

After a successful appearance at the Waimakariri Light Party last year, the Waimakariri Dog Training Club were back again this year running two demonstrations showing their dogs’ agility skills, with team members putting their dogs through their paces through tunnels, hoops and weaving around posts.

Funkdafied Dance Group wowed the crowds with a spectacular dance performance by its children members.

And other highlights from the Waimakariri Light Party this year included:

- **Kaiapoi Menz Shed** with their hand made stilts entertaining the children and families alike;
- **Sport Susie** and **Silly Billy the clown** entertaining the crowds;
- **Josh Grimaldi** working through the crowds on his unicycle, and entertaining with his illusionist tricks.

Food and refreshments were also on hand at the Waimakariri Light Party:

- **Kaiapoi Volunteer Fire Brigade** – held a fundraiser sausage sizzle.
- **Snowie Canterbury** – sold their sugar free flavoured ice.
- **Rangiora Scout Group** – sold hot chips and sausages as a fundraiser for their group.
- **Kaiapoi Baptist Church (Fusion Youth Group)** – walked through the crowds selling candy floss.
- **Joy Johnson** – Rangiora Baptist Church - tempted the crowds with homemade sweet treats.
- **Mr Whippy** was also in attendance serving delicious ice cream.
• **Bean Extreme** and **Tamper Black Coffee** were both on hand to provide coffee; and
• **Rangi’s Kitchen** and **Debz Frybread** both provided scrumptious hot food.

Local community groups and businesses attended to promote their organisations:

- **Eco Educate** (run by Waimakariri Council) providing education around rubbish recycling.
- **Person 2 Person Help Trust** - provided an area for a rest and chat with comfy sofas.
- The **Police** teamed up with **North Canterbury Neighbourhood Support**, and had children enjoying being detained in the back of the Police van.
- **Kaiapoi St John Ambulance Service** were on hand to provide first aid.
- **Kaiapoi Volunteer Fire Service** attended with two of their fire engines and brought along an evacuation maze which children loved crawling through.
- **Ashley Coastguard** attended with their boat and held life jacket safety checks during the Light Party.
- **Bella Montessori** had an area for pre-schoolers to play with various toys and activities.
- **Organic Kids** had a stand providing information on child in-home education and care.

Our fantastic master of ceremonies, **Marynita Phillips**, did a wonderful job of keeping the crowds entertained and actively involved with competitions and spot prizes to give away, while also acknowledging our awesome sponsors and funders. A highlight of the night was our **non-scary fancy dress competition** with three age categories - 5 and under, 6 to 8 years old, and 9 plus, judged by Matt Doocey, MP for Waimakariri, Reflections Community Trust Chairman, Peter Gardyne, and Organic Kids Owner, Louise Main, with great prizes to be won.

A big thank you to **Kaiapoi Photographic Club** for taking fantastic photos throughout the event.

Every year, our volunteers carry out a random survey asking attendees their opinion on the Light Party. Their feedback helps the Committee to ascertain whether changes need to be made to make the following year’s event even better. Comments made by participants included:

- Awesome event – it’s so affordable for families
- Maybe hold the event for a bit longer
- Hard to find rubbish bins
- Bikes were awesome
- Very well organised – never queued for too long
- More hot food
- More activities for under twos
- Great range of activities

Finally, the Waimakariri Light Party be would not be the fantastic event that it is without the generous support and donation of time from our volunteers. Thank you to everyone who volunteered at this year’s Waimakariri Light Party. With special thanks to **Community Patrol Kaiapoi**, **Rangiora Lions**, **Belfast Kaiapoi Rotary Club**, **Men@Work**. A special thanks to **Frukor Beverages** who donated bottles of water for our many volunteers.

We also acknowledge the generous support of grant funding organisations, local churches and local businesses who provided funding, and sponsored goods for prizes for the 2016 Waimakariri Light Party.
Thank you

To all the donors, sponsors and volunteers who have made the Waimakariri Light Party a huge success. Many children & youth have benefited from your generosity & willingness to help an event that celebrates a positive alternative to Halloween in a safe & fun way.

<table>
<thead>
<tr>
<th>Support received from local Churches</th>
<th>Highway Church</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kaiapoi Anglican Parish</td>
<td>Kaiapoi Baptist Church</td>
</tr>
<tr>
<td>Kaiapoi Baptist Church</td>
<td>Kaiapoi Co-operating Parish</td>
</tr>
<tr>
<td>Riverside Christian Fellowship</td>
<td>Rangiora Baptist Church</td>
</tr>
<tr>
<td>John Knox Presbyterian Church</td>
<td>Waimakariri Anglican Parish</td>
</tr>
<tr>
<td></td>
<td>Waimakariri Catholic Parish</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Thanks to everyone for your help financial &amp; voluntary</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Antigua Boat Sheds</td>
<td>Kaeapoi Crossing Pharmacy</td>
</tr>
<tr>
<td>ANZ, Kaiapoi</td>
<td>Kaeapoi Volunteer Fire Brigade</td>
</tr>
<tr>
<td>Blackwell's Department Store</td>
<td>Kaeapoi Mill &amp; Storage</td>
</tr>
<tr>
<td>Blakeley's of Kaiapoi</td>
<td>Kaeapoi Photographic Club</td>
</tr>
<tr>
<td>BNZ, Kaiapoi</td>
<td>Larsen's Art 'n' Sign Studio</td>
</tr>
<tr>
<td>Clip n Climb</td>
<td>McAlpines Mitre 10 Rangiora</td>
</tr>
<tr>
<td>Collins &amp; Co Chartered Accountants</td>
<td>McDonald's Kaeapoi</td>
</tr>
<tr>
<td>Community Patrol, Kaiapoi</td>
<td>Men@Work</td>
</tr>
<tr>
<td>Express Hire Ltd</td>
<td>Mr Whippy</td>
</tr>
<tr>
<td>Flip out Trampolines</td>
<td>Orana Wildlife Park</td>
</tr>
<tr>
<td>Frucor Beverages</td>
<td>Palms Reading Cinema</td>
</tr>
<tr>
<td>GraceWorks Demolition</td>
<td>Pier Law, Kaeapoi</td>
</tr>
<tr>
<td>Hanmer Springs Thermal Pools &amp; Spa</td>
<td>Rangiora Lions</td>
</tr>
<tr>
<td>Helmore Stewart Lawyers</td>
<td>Rangiora Town Hall Cinemas</td>
</tr>
<tr>
<td>Helloworld Kaiapoi</td>
<td>Rivertown Cafe</td>
</tr>
<tr>
<td>Joy Johnson</td>
<td>Sandblaster</td>
</tr>
<tr>
<td></td>
<td>Sanders Contracting Ltd</td>
</tr>
<tr>
<td></td>
<td>Shauna McClelland Employer Lawyer</td>
</tr>
<tr>
<td></td>
<td>Sutton Tools (NZ) Ltd</td>
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<tr>
<td></td>
<td>Seedlings Transplant</td>
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<td>Smith Hire</td>
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<td></td>
<td>St John Volunteers, Kaiapoi</td>
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<td></td>
<td>The Ark Early Learning Centre</td>
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<tr>
<td></td>
<td>Trade Aid</td>
</tr>
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<td></td>
<td>Waimakariri Aquatic Facilities</td>
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<td></td>
<td>Waimakariri District Council</td>
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<tr>
<td></td>
<td>Waimakariri Alpine Jet</td>
</tr>
<tr>
<td></td>
<td>Wentworth Carrying</td>
</tr>
<tr>
<td></td>
<td>Westpac, Kaiapoi</td>
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<tr>
<td></td>
<td>Willowbank Wildlife Reserve</td>
</tr>
<tr>
<td></td>
<td>Woodford Glen Speedway</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Support received from Funders</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Kaiapoi Community Board</td>
<td></td>
</tr>
<tr>
<td>Rangiora Community Board</td>
<td></td>
</tr>
<tr>
<td>Woodend Community Board</td>
<td></td>
</tr>
</tbody>
</table>

Certified Organisations

Foodstuffs

The Lion Foundation

Waimakariri District Council

Creative Communities

Pub Charity

Trust Aoraki

Kaiapoi Community Board

Rangiora Community Board

Woodend Community Board
2016 Waimakariri Light Party Survey Results

89 surveys were completed with a total of 166 participants recording details.

How did you hear about the Waimakariri Light Party?

<table>
<thead>
<tr>
<th>Website</th>
<th>Newspaper</th>
<th>School</th>
<th>Posters / Signs</th>
<th>Friends</th>
<th>Facebook</th>
<th>Known/other*</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>10</td>
<td>7</td>
<td>.18</td>
<td>53</td>
<td>41</td>
<td>31</td>
</tr>
<tr>
<td>3%</td>
<td>6%</td>
<td>4%</td>
<td>11%</td>
<td>32%</td>
<td>25%</td>
<td>19%</td>
</tr>
</tbody>
</table>

* Including church notices, previously attended event, found out about through other community groups

What Age bracket are you?

<table>
<thead>
<tr>
<th>Pre-schooler</th>
<th>5 – 8 years</th>
<th>9 – 11 years</th>
<th>12 – 14 years</th>
<th>15 – 18 years</th>
<th>Older</th>
</tr>
</thead>
<tbody>
<tr>
<td>27</td>
<td>54</td>
<td>29</td>
<td>15</td>
<td>6</td>
<td>35</td>
</tr>
<tr>
<td>16%</td>
<td>33%</td>
<td>17%</td>
<td>9%</td>
<td>3%</td>
<td>22%</td>
</tr>
</tbody>
</table>

Where do you normally live?

<table>
<thead>
<tr>
<th>Kaiapoi</th>
<th>Rangiora</th>
<th>Woodend</th>
<th>Pegasus</th>
<th>Christchurch</th>
<th>Other*</th>
</tr>
</thead>
<tbody>
<tr>
<td>65</td>
<td>47</td>
<td>15</td>
<td>2</td>
<td>19</td>
<td>18</td>
</tr>
<tr>
<td>39%</td>
<td>28%</td>
<td>9%</td>
<td>1%</td>
<td>12%</td>
<td>11%</td>
</tr>
</tbody>
</table>

* Including Ashley, Clarkville, Oxford, Swannanoa, Pines Beach, Ohoka and Tuahiwi

Ethnicity

<table>
<thead>
<tr>
<th>NZ European</th>
<th>Maori</th>
<th>Pacific</th>
<th>Asian</th>
<th>British</th>
<th>Other*</th>
</tr>
</thead>
<tbody>
<tr>
<td>94</td>
<td>51</td>
<td>7</td>
<td>6</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td>57%</td>
<td>31%</td>
<td>4%</td>
<td>3%</td>
<td>2%</td>
<td>3%</td>
</tr>
</tbody>
</table>

* Including American

How much would you be prepared to pay to attend the Waimakariri Light Party?

<table>
<thead>
<tr>
<th>$2.00 per person entry</th>
<th>$5.00 per person entry</th>
<th>A charge per family*</th>
<th>A charge per activity**</th>
</tr>
</thead>
<tbody>
<tr>
<td>83</td>
<td>44</td>
<td>36</td>
<td>3</td>
</tr>
<tr>
<td>50%</td>
<td>26%</td>
<td>22%</td>
<td>2%</td>
</tr>
</tbody>
</table>

* 3 people suggested $10.00 per family, 1 person suggested $6.00 to $8.00 per family, 1 person suggested $20.00 per family
** One person suggested $1.00 per activity

Additional Comments

- Awesome event - it's so affordable for families
- Too cheap at $2.00
- More hot food
- Stall holders need to check if kids have wrist bands
- Send notices to schools
- Need pedestrian crossing at entrance
- Need queueing barriers
- Cheap compared to A&P Show
- Liked the bungee trampoline
- Loved everything
- More shelter from wind needed
- More activities for under twos
- Bikes were awesome
- This was super fun. Thanks for an epic light party!
- Hard to find rubbish bins
- Fair price, awesome for community
- Titanic bouncy castle please! – Special request!
- More parking needed
- Very well organised – never queued for too long
- Have a special needs child – hard waiting in queues
- Great range of activities
- Well done and well organised
- Maybe hold event for a bit longer
- Having a great time but queues too long
- Impressed with everything about the Light Party
- Need more things for babies to do
- Great staff and the lollies are free
- Had a great time. Can't wait for 2017 Light Party

Multiple comments regarding awesome event, lots of fun, value for money, love the pony rides, loves the crazy bikes, love the bouncy castles, need queueing barriers, and too windy.
Waimakariri is a strong centre for business. Recently, I joined the Associate Minister for Primary Industries, Hon Jo Goodhew, to visit Derrick and the team at Rangiora Nursery in Eyreton. The family-run business is a major supplier of forest and shelter tree-stock to the New Zealand market.

Acknowledging the strength of our Fire Services at the Kaiapoi Volunteer Fire Brigade Annual Honours Evening. Our 34-strong Kaiapoi volunteers are committed to keeping our community safe.

As supporters of our local businesses, my wife, Viki, and I were thrilled to share in the celebrations with Wellbeing North Canterbury which won the Professional and Technical Services Award category at the Enterprise North Canterbury Business Awards in Ohoka.

Announcing two new classrooms for Fernside School, comprising an investment of around $750,000. This year we have celebrated major redevelopment projects for our local schools.

Celebrating with the local community 10 years of planting and development at the Ohoka Bush Bash with Henrietta Bullen and Anne Bonnafant.

Waimakariri electorate is a dynamic place to represent. Turning the sod for the Northern Corridor project on 4 November with the Prime Minister, Rt Hon John Key, and Transport Minister, Hon Simon Bridges, was the latest highlight in a year of major milestones. The $240 million project is being built under the National-led Government's Roads of National Significance programme and will improve journey times for Waimakariri commuters and reduce traffic on local roads for North Christchurch residents.

Traffic congestion routinely comes up during my constituent connect meetings and the Northern Corridor and Western Belfast Bypass will be game-changers in supporting Waimakariri's growth.

When I look back over the past two years, the electorate's rapid growth and vibrant regeneration post-earthquake, and its mix of peri and urban areas, presented a unique set of circumstances as a new MP working and living in the electorate. Based on my experience during my first year, I learnt it is important to keep connected to all our communities, picking up on issues that are relevant to constituents. The 14 November earthquake showed us how we need to keep connected in our community to support each other.

As we approach the festive period, I wish you and your family a wonderful holiday season.
Come to the Light Party on Monday 31 October 2016 between 4.30pm and 7.30pm and meet Lou Lou the Clown! Thank you to the Kaiapoi Community Board for providing funding for Lou Lou the Clown to attend.
the McLean's to receive the medal – for excellence in agriculture and the spirit of the A&P Society – for their continuous contribution to the Amberley Show.

Marianne made it quite clear that medal was for George.

showing his first pet dog, Brutus, at the age of six as well as school art and years of leading pet lambs and calves around the show ring before riding his polo horse around the arena.

George has trialled a dog in with pets on Show Day.

Taking charge of the trialling from Lex Coope years, George has also been association president in 2014 Marianne providing great port and keeping him on track.
Kaiapoi Community Board

This form is to tell the Board what you spent the money on.

The purpose of the accountability form is to provide transparency in relation to public funds granted to community groups and to provide the Board with feedback on the event/project and its impact in the community.

Please complete when the project is completed and return within six months of funds being granted. You must return this form in order to be eligible for future funding. The Board would also appreciate any photos, where practically possible, of the event/project. The information provided will be used in a report to the Board that will be publically available.

Name of group: Kaiapoi Community Garden Trust

Date: 21/10/16

Amount allocated: $276.00

Purpose for grant: Promotion & Advertising of Open Day

Please give details of how money was spent:

Advertising x 2 in Advocate

$276.00

$  

$  

A description of the activities undertaken and benefits that have been achieved with these funds:

Please include, where possible, photographs and the number of people who attended or were assisted:

2016 Spring Open Day at the Community Garden turned out to be the most successful ever. At least 200 people attended during the course of the morning. Our focus for this Open Day was on families. Many attended & enjoyed the activities available - decorating tile bags, Aprons, making Warm Farm planting, seedlings & learning about the "love food hate waste" programme.

(continued)

Two authorised signatories to complete the details below:

Date 21/10/16

First contact name: Craig Greenross

Signature:  

Position: Treasurer

Phone: 021 781 932

Address: 30 Garwood St, Kaiapoi

Date 24/10/16

Second contact: Karin Adams

Signature:  

Position:  

Phone: 327 8861

Address: 94 Kyeers Rd, Kaiapoi

Return to: Community Board Advocate

Weimakariri District Council

Private Bag 1005

Rangiora 7440

Accountability Form

Kaiapoi Community Board Discretionary Grant
The information Lesley Oskay (Eco Educate) shared was appreciated by those she spoke to. The music was enjoyed by all. A wonderful relaxed morning of learning, creating, enjoying each other's company, and meeting new members of the community was the result of our 2nd Annual Open Day 2016.

Comments
- "Fabulous"
- "I really loved decorating my frog's pinny"
- "I liked making the worm farm"
- "I really enjoyed talking to Lesley"
- "My children loved decorating their tole bags"
- "W.G. came again"
11th September 2016

Community Board Advocate
Waimakariri District Council
Private Bag 1005
Rangiora 7440

Dear Community Board Members,

Firstly I must extend my apologies for the delay in returning this accountability for a grant that was awarded in August 2015. I was on the understanding that this report had been submitted but learnt recently this was not the case. I then faced a delay due to a serious illness suffered by one of my family members and by the admin support person for CYDP.

However please accept this accountability report for a grant to CYDP for the CACTUS programme conducted at Kaiapoi High school in 2015.

I can advise that the $500 grant was used to purchase food and groceries for breakfasts and “longest days” as part of the CACTUS programme.

Attached is a sample of the receipts for food that was purchased for term four 2015 and term one 2016.

Kaiapoi High school was the first school in Christchurch to operate the CACTUS programme, firstly as a pilot initiative and then as a continuing programme. It has proven to be very successful. The students are more positive and enjoy the physical attributes and motivation they receive. They are inspired to learn more in the classroom environment which is encouraged by the teachers. This creates a more positive environment within the school which is encouraged. The students have improved communication with their parents which is positive for the students and their families.

CACTUS is now under new management but is achieving great results with the students, families, parents and the community.

Once again I wish to thank you for your support of the community. If you require any further please do not hesitate to contact me On Ph 0211697011.

Bevan Seal
CYDP
Kaiapoi Community Board
Accountability Form for 2015/2016 Discretionary Grant Recipients
For funding provided during the period 1/7/15 - 30/6/16

This form is to tell the Board what you spent the money on

The purpose of the accountability form is to provide transparency in relation to public funds granted to community groups and to provide the Board with feedback on the event/project and its impact in the community.

Please complete when the project is completed and return within six months of funds being granted. You must return this form in order to be eligible for future funding. The Board would also appreciate any photos, where practically possible, of the event/project. The information provided will be used in a report to the Board that will be publicly available.

Name of group: Canterbury Youth Development Programme
Date: 11/9/2016 Amount allocated: $500

Purpose for grant: Castus programme at Kaiapoi High School

Please give details of how money was spent:

- Breakfast and Food for Students attending the Castus programme at Kaiapoi High School. 
- Uniform & transport
- Castus $500

A description of the activities undertaken and benefits that have been achieved with these funds. Please include, where possible, photographs and the number of people who attended or were assisted:

Students attending the Castus programme at Kaiapoi High School are motivated and inspired to achieve to the best of their ability while they are at school.

Castus is proving to make positive changes at Kaiapoi High School and the community.

(Use additional pages if necessary)

Two authorised signatories to complete the details below:

Date: 13/9/16
First contact name: Keven Seal
Signature: [signature]
Position: CEO
Phone: 021 169 7011
Address: 297 Wairakei Rd Christchurch

Date: [blank]
Second contact: [blank]
Signature: [signature]
Position: Admin
Phone: 023 3786892
Address: 21 Gyte Street Burwood

Return to: Community Board Advocate
Waimakariri District Council
Private Bag 1005
Rangiora 7440
Moorhouse

Phone: 377-1000
TAX INVOICE  GST NO: 104-066-232

Rec# 0240766001 Date 5/11/2015 10:56:08
Operator DEVARSHI A Lane 24
Customer Canterbury Youth Dev
Customer Code: 550002

<table>
<thead>
<tr>
<th>Item</th>
<th>Qty</th>
<th>Price EA</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHICKEN BREAST FILT</td>
<td>1</td>
<td>$5.75</td>
<td>$5.75</td>
</tr>
<tr>
<td>OLD EL PASO TORTILLA</td>
<td>1</td>
<td>$4.49</td>
<td>$4.49</td>
</tr>
<tr>
<td>LETTUCE EA</td>
<td>1</td>
<td>$1.89</td>
<td>$1.89</td>
</tr>
<tr>
<td>Onions Loose</td>
<td>0.15</td>
<td>$0.99</td>
<td>$0.15</td>
</tr>
<tr>
<td>PAPER TISSUE 3 PLY</td>
<td>1</td>
<td>$4.99</td>
<td>$4.99</td>
</tr>
<tr>
<td>PAMS KITCHEN GRATER 4</td>
<td>1</td>
<td>$7.49</td>
<td>$7.49</td>
</tr>
<tr>
<td>TRIDENT SCE.400HL SHI</td>
<td>1</td>
<td>$4.19</td>
<td>$4.19</td>
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<tr>
<td>BEST FOODS MAYO 1/4 L</td>
<td>1</td>
<td>$2.21</td>
<td>$2.21</td>
</tr>
<tr>
<td>VALIETTE CHEESE BLD</td>
<td>1</td>
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<td>$1.99</td>
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<tr>
<td>MINT FOIL WRAP REEA</td>
<td>1</td>
<td>$1.05</td>
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<tr>
<td>OIL SOYU CANOLA</td>
<td>1</td>
<td>$1.83</td>
<td>$1.83</td>
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<tr>
<td>BUDGET MILK 2L STANDA</td>
<td>1</td>
<td>$2.79</td>
<td>$2.79</td>
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<tr>
<td>PLASTIC C.OURT BAG CHA</td>
<td>1</td>
<td>$0.10</td>
<td>$0.10</td>
</tr>
</tbody>
</table>

Total including GST $49.66

Charge Account $49.66

(*) Today you saved $14.36

All prices include GST
Thank you for shopping with us
Our Policy: NZ's Lowest Food Prices

Our Shopping Hours are
<table>
<thead>
<tr>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
<th>Sun</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:00</td>
<td>7:00</td>
<td>7:00</td>
<td>7:00</td>
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<td>7:00</td>
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<td>11:00</td>
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<td>11:00</td>
<td>11:00</td>
<td>11:00</td>
<td>11:00</td>
</tr>
</tbody>
</table>
Moorhouse

Phone: 377-1000
TAX INVOICE GST NO: 104-066-232

Rec# 0191361703 Date 01/02/2016 10:58:32
Operator DEV1KA Lane 19
Customer Canterbury Youth Dev
Customer Code: 550002

HAGGI S.FRIY C.F.SCE.T 2 @ $2.79 EA = $5.58
MCHN CHICKN THES SH 1 @ $6.45 KG = $6.45
Thank you for not using any plastic bags today
Total including GST $12.03

Charge Account $12.03

(*) Today you saved -$1.00

All prices include GST
Thank You for shopping with us
Our Policy: NZ's Lowest Food Prices

Our Shopping Hours are
Mon Tue Wed Thu Fri Sat Sun
7:00 7:00 7:00 7:00 7:00 7:00 7:00
11:00 11:00 11:00 11:00 11:00 11:00 11:00

Moorhouse

Phone: 377-1000
TAX INVOICE GST NO: 104-066-232

Rec# 0191369436 Date 25/02/2016 09:26:20
Operator MANPREET K Lane 19
Customer Canterbury Youth Dev
Customer Code: 550002

PANS SUGAR 1.5KG 2 @ $2.29 EA = $4.58
PANS P.BUTTER EXTRA C 2 @ $1.99 EA = $3.98
JUST JAM RASPBERRY 45 2 @ $2.00 EA = $4.00
JUST JAM STRAWBERRY 4 2 @ $2.00 EA = $4.00
SANIT.MACHITE SPREAD 2 @ $1.99 EA = $3.98
NESTLE MILK BEVERAGE 2 @ $3.99 EA = $7.98
MEOHLEA SPREAD 500G 2 @ $3.99 EA = $7.98
SANIT.RICES CEREAL 4 2 @ $4.99 EA = $9.98
SANIT.SKIPPY CEREAL C 2 @ $2.49 EA = $4.98
PLASTIC C.OUT SAG CMA 2 @ $0.60 EA = $1.20

Total including GST $50.08

Charge Account $50.08

(*) Today you saved -$17.36

All prices include GST
Thank You for shopping with us
Our Policy: NZ's Lowest Food Prices

Our Shopping Hours are
Mon Tue Wed Thu Fri Sat Sun
7:00 7:00 7:00 7:00 7:00 7:00 7:00
11:00 11:00 11:00 11:00 11:00 11:00 11:00
Moorhouse

Phone: 377-1000
TAX INVOICE  GST NO: 104-065-232

Rec# 0050782671 Date 26/11/2015 09:20:45
Operator Alicia C Lane 5
Customer Canterbury Youth Dev
Customer Code: 550002

129 AVE S,C,TOMATO 2L 2 @ $7.28 EA = $14.56
135 CAROL EXTRA VIRGIN 2 @ $9.35 EA = $18.70
AXE GLOVES DISPOSAL 1 @ $12.39 EA = $12.39
VIEENAT RST,N,BAR CH 1 @ $1.98 EA = $1.98
VIEENAT RST,N,BAR 1 @ $1.98 EA = $1.98
MIN FOIL WRAP DISPEH 2 @ $6.49 EA = $12.98
RN GOLD PINEAPPLE EA 2 @ $4.25 EA = $8.50
RN BANNANAS FAIR TRADE 10 @ $3.99 EA = $39.90
RN STRAWBERRIES PROFEE 1 @ $2.45 EA = $2.45
RN PMS FRESH EXPRESS 5 @ $2.45 EA = $12.25
RN MAHARALI NEW ZELAND 0.9900 @ $4.39 EA = $4.39
RN GRAPES GREEN PREPA 1 @ $4.79 EA = $4.79
RN GRAPES GREEN PREPA 1 @ $4.79 EA = $4.79
RN GRAPES RED PREPA 1 @ $4.79 EA = $4.79
RN APPLES EYE KG 6 @ $2.35 EA = $14.10

Thank you for not using any plastic day
Total including GST $176.27
Charge Account $176.27

(*) Today you saved $14.76

Our Policy: Enterd Prices

Our Shopping Hours are
Mon Tue Wed Thu Fri Sat Sun
7:00 7:00 7:00 7:00 7:00 7:00 7:00
11:00 11:00 11:00 11:00 11:00 11:00 11:00

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Moorhouse

Phone: 377-1000
TAX INVOICE  GST NO: 104-065-232

Rec# 0280853348 Date 23/11/2015 10:14:39
Operator NICOLA K Lane 28
Customer Canterbury Youth Dev
Customer Code: 550002

TARAROA DIP 250G MEE 2 @ $3.29 EA = $6.58
TARAROA DIP 250G CREA 2 @ $3.29 EA = $6.58
JUST HURUS 175G 1 @ $2.49 EA = $2.49
JUST HURUS RST.CARRO 1 @ $2.49 EA = $2.49
GALAXY CHEESE BRIE 12 1 @ $2.99 EA = $2.99
GALAXY CHEESE CAXHER 1 @ $2.99 EA = $2.99
SANIT.SKIPPY CEREAL C 2 @ $2.95 EA = $5.90
PECKISH RICE CRACKERS 1 @ $1.79 EA = $1.79
PECKISH RICE CRACKERS 1 @ $1.79 EA = $1.79
SANIT.RUSIES CEREAL 4 2 @ $2.99 EA = $5.98
B-BIRD ORIGINAL CUT 1 @ $1.29 EA = $1.29
B-BIRD ORIGINAL CUT 1 @ $1.29 EA = $1.29
B-BIRD ORIGINAL CUT 1 @ $1.29 EA = $1.29
B-BIRD ORIGINAL CUT 1 @ $1.29 EA = $1.29
PMS PRETZELS 200G 1 @ $2.39 EA = $2.39
ANODUS VTA-HEAT KI 1 @ $1.90 EA = $1.90
GRIFINS HOP CRACKERS 1 @ $1.90 EA = $1.90
PAN CONF.JELLY BENS 1 @ $1.79 EA = $1.79
WHITTAKERS BLOCK FAIR 1 @ $1.79 EA = $1.79
PAN BAULIA KDX 250G S 1 @ $1.79 EA = $1.79
ORITOS 300G SHEET CH 1 @ $2.99 EA = $2.99
ORITOS 300G MACHI CH 1 @ $2.99 EA = $2.99
VALUE PACK PEANUTS 1 @ $2.99 EA = $2.99
GRAZE CRANBERRY MELEB 1 @ $0.89 EA = $0.89
WATTIES SPAGHETII 820 10 @ $2.48 EA = $12.36
PMS DIP 300G SALSA H 1 @ $2.59 EA = $2.59
GRIFINS HEALMATE CR 1 @ $2.49 EA = $2.49
PMS DIP 300G SALSA H 1 @ $2.59 EA = $2.59
FLORA SPREAD 500G ORI 2 @ $2.88 EA = $5.76
PLASTIC C.OUT BAG CH 5 @ $0.06 EA = $0.25

Total including GST $119.96
Charge Account $119.96

(*) Today you saved -$11.24

All prices include GST
Thank You for shopping with us
Our Policy: Enterd Prices

Our Shopping Hours are
Mon Tue Wed Thu Fri Sat Sun
7:00 7:00 7:00 7:00 7:00 7:00 7:00
11:00 11:00 11:00 11:00 11:00 11:00 11:00
Kaiapoi Photographic Club  
c/- 70 Adderley Terrace  
RD1  
Kaiapoi 7691  

Phone  (03) 327 4535  
Mobile  021 548 751  
Email  martin.pinkham@ihug.co.nz  

8 August 2016  

Community Board Advocate  
Kaiapoi Community Board  
Private Bag 1005  
Rangiora 7440  

Kaiapoi Community Board Discretionary Grant Accountability Return  

Please find enclosed a completed Kaiapoi Community Board Discretionary Grant Accountability from the Kaiapoi Photographic Club.  

The grant application was used to assist the club in holding an exhibition in the Art on the Quay art space at the Ruataniwha Centre in June and July 2016.  

The Club was very pleased with the feedback it received from the community, and we will probably have a number of new members as a result of the exhibition.  

The Art on the Quay facility is a wonderful asset to the community We were very appreciative of the Arts team, led by Jackie Watson, for their assistance and advice.  

The Club is extremely grateful to the Community Board, as the Club could not have afforded to host the exhibition without the support of the Community Board.  

We would appreciate it if you could pass on our thanks to the Community Board.  

Yours faithfully  

M J Pinkham  

Martin Pinkham  
Treasurer
Kaiapoi Community Board
Accountability Form for 2015/2016 Discretionary Grant Recipients
For funding provided during the period 1/7/15 - 30/6/16

This form is to tell the Board what you spent the money on

The purpose of the accountability form is to provide transparency in relation to public funds granted to community groups and to provide the Board with feedback on the event/project and its impact in the community.

Please complete when the project is completed and return within six months of funds being granted. You must return this form in order to be eligible for future funding. The Board would also appreciate any photos, where practically possible, of the event/project. The information provided will be used in a report to the Board that will be publically available.

Name of group: Kaiapoi Photographic Club
Date: 30 June 2016 Amount allocated: $500
Purpose for grant: Art on the Quay Exhibition

Please give details of how money was spent:
Art Print - Printing .............................................................. $378.00
Art Print - Matting ............................................................... $558.00
Drawing Room - Mounting clips ............................................ $25.00

A description of the activities undertaken and benefits that have been achieved with these funds. Please include, where possible, photographs and the number of people who attended or were assisted:

The funding from the Community Board funds allowed the Kaiapoi Photographic Club to prepare the images and mount them for an Art on the Quay photographic exhibition called “Waimakariri – From the Mountains to the Sea” from 30 June to 3 August 2016. This exhibition has been viewed by many locals and visitors. It is reported that many visitors to the Kaiapoi Art Expo week viewed the exhibition. Photographs of attendees, and some of the exhibitors are attached.

Two authorised signatories to complete the details below:

Date 4/8/16 .......................... Signature
First contact name Martin Pinkham .......................... Second contact Richard Laing
Position Treasurer ........................................ Position President
Phone 03 327 4535 .......................... Phone 03 327 0485
Address 70 Adderley Tce .......................... Address 10 Fergus St.
Kaiapoi ........................................ Kaiapoi ........................................

Return to: Community Board Advocate
Waimakariri District Council
Private Bag 1005
Rangiora 7440
"Waimakariri – From the Mountains to the Sea" - Kaiapoi Photographic Club

Art on the Quay Exhibition – 30 June to 3 August 2016
17 August 2016

Louise Courtney
Kaiapoi Community Board
Private Bag 1005
Rangiora 7440

Dear Louise

Thank you for your funding support towards the 2016 Corcoran French Kaiapoi Art Expo.

Please find enclosed our grant accountability form for $500.00 a donation received from Kaiapoi Community Board towards the running and operation costs of the 2015 Kaiapoi Art Expo.

Yet again the Kaiapoi Art Expo has proven to be a valued and popular event to the Waimakariri district. This year was the Expo showcased outstanding work from a selection of high caliber artists who attracted over 3,000 visitors to the Expo and encouraged them to purchase 149 artworks totaling $38,422.00. This brings the total to $281,890 worth of artwork sold over the past 11 years by the Waimakariri Arts Trust on behalf of artists.

Our sincere thanks to all exhibitors for showcasing your work and congratulations to those who were successful with sales and obtaining new commissions or exhibiting offers. The Expo was established to support you as well to provide opportunity for the community to be able to appreciate your creative talent.

Derek Adair with this year's entry of "Shag Rock" won the John Rhind Funeral Directors' Public Choice Award. This is the first year Derek Adair has taken the honours. The Bowden Environmental Schools' Expo showcased artwork from very talented students from 11 Waimakariri schools. The schools' public choice vote went to Alyssa Morel from Clarkville School for her special portrait.

We thank the support of our many sponsors, with special thanks to Corcoran French Lawyers, Rātā Foundation, Visit Waimakariri, Bowden Environmental, Blackwell's Department Store and John Rhind Funeral Directors.

The aim of the Waimakariri Arts Trust is to foster arts in Waimakariri. As a registered charitable trust we endeavour to provide all artists with an opportunity to display your creative talent. Exhibitors represent a true cross-section of the art community, from amateur through to professional artists. All art mediums are encouraged to exhibit.

We want to ensure the Kaiapoi Art Expo reflects the diverse creative activity we know is happening in the Waimakariri and help celebrate it. We pride ourselves on trying to achieve this.

Please find enclosed our debrief document which has some interesting facts and figures on this year's Expo. Over the weekend we provided each visitor with an optional survey and encouraged him or her to fill it in. We received over 200 responses and will collate the results and use feedback to shape next year's Expo ensuring it is bigger and better than this year's very successful Expo.

Yours sincerely

Dan Gordon
Chairman
Waimakariri Arts Trust
Kaiapoi Community Board
Accountability Form for 2015/2016 Discretionary Grant Recipients
For funding provided during the period 1/7/15 - 30/6/16

This form is to tell the Board what you spent the money on

The purpose of the accountability form is to provide transparency in relation to public funds granted to community groups and to provide the Board with feedback on the event/project and its impact in the community.

Please complete when the project is completed and return within six months of funds being granted. You must return this form in order to be eligible for future funding. The Board would also appreciate any photos, where practically possible, of the event/project. The information provided will be used in a report to the Board that will be publicly available.

Name of group: Waimakariri Arts Trust
Date: 24/7/16
Amount allocated: $500.00
Purpose for grant: Running costs associated with the running of the Kaiapoi Art Expo - Lighting installation

Please give details of how money was spent:
Lighting, hire and installation $500

A description of the activities undertaken and benefits that have been achieved with these funds. Please include, where possible, photographs and the number of people who attended or were assisted:
The funds contributed to the overall running of the very successful Kaiapoi Art Expo. Over 3,000 people visited the Expo and Kaiapoi.
90 Waimakariri artists exhibited over 360 artworks. 20 Waimakariri residents volunteered leading up to and during the Expo.
There were three local groups involved in the Expo...who were supported by the Trust.

(Use additional pages if necessary)

Two authorised signatories to complete the details below:

Date 24/7/16 Date 24/7/16
First contact name: Jackie Nelson Second contact: Theresa Smith
Signature: Henri Re Signature: Theresa Smith
Position: Deputy Chair Position: Coordinator
Phone: 021 350 9547 Phone: 021 659 139
Address: Kelby Pl, Choker Address: 10 Carol St, Avonside

Return to: Community Board Advocate
Waimakariri District Council
Private Bag 1005
Rangiora 7440
Kaiapoi Arts Week — 18 – 23 July 2016

Who
98 Waimakariri artists with 33 new artists and 65 returning artists
11 Waimakariri Schools
20 Arts Week events
350 attended the Corcoran French Lawyers Official Opening
3500 visitors to the Kaiapoi Art Expo

Results
568 exhibits on display plus 11 school panels
149 artworks sold with 68% of artists who sold work

Attendance and Sale Statistics
The Expo continues to maintain steady attendance and sales. This year the number of artists that sold work was the highest since 2010 with a massive 68% of artists who sold work.

<table>
<thead>
<tr>
<th>Year</th>
<th># of Artists</th>
<th># of art works exhibited</th>
<th>% of Artists that sold work</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016</td>
<td>98</td>
<td>568</td>
<td>68%</td>
</tr>
<tr>
<td>2015</td>
<td>88</td>
<td>509</td>
<td>55%</td>
</tr>
<tr>
<td>2014</td>
<td>105</td>
<td>523</td>
<td>54%</td>
</tr>
<tr>
<td>2013</td>
<td>110</td>
<td>672</td>
<td>53%</td>
</tr>
<tr>
<td>2012</td>
<td>100</td>
<td>544</td>
<td>59%</td>
</tr>
<tr>
<td>2011</td>
<td>103</td>
<td>634</td>
<td>23%</td>
</tr>
<tr>
<td>2010</td>
<td>126</td>
<td>649</td>
<td>21%</td>
</tr>
</tbody>
</table>

Artists and Artwork
The aim of the Waimakariri Arts Trust is to foster Arts in the Waimakariri.

<table>
<thead>
<tr>
<th></th>
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<td>Rangiora</td>
<td>40%</td>
<td>26%</td>
<td>36%</td>
<td>48%</td>
<td>42%</td>
<td>27%</td>
</tr>
<tr>
<td>Kaiapoi/Clarkville</td>
<td>32%</td>
<td>27%</td>
<td>28%</td>
<td>17%</td>
<td>47%</td>
<td>33%</td>
</tr>
<tr>
<td>Ashley/Laburn</td>
<td>2%</td>
<td>6%</td>
<td>7%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Woodend</td>
<td>3%</td>
<td>6%</td>
<td>7%</td>
<td>6%</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>Waikuku Beach (Woodend)</td>
<td>3%</td>
<td>7%</td>
<td>8%</td>
<td>4%</td>
<td>7%</td>
<td>9%</td>
</tr>
<tr>
<td>Pegasus Town (Woodend)</td>
<td>3%</td>
<td>6%</td>
<td>1%</td>
<td>0%</td>
<td>0%</td>
<td>1%</td>
</tr>
<tr>
<td>Oxford/Fernside/Swannanoa/Ohoka</td>
<td>5%</td>
<td>15%</td>
<td>10%</td>
<td>2%</td>
<td>5%</td>
<td>4%</td>
</tr>
<tr>
<td>Groups</td>
<td>1%</td>
<td>8%</td>
<td>2%</td>
<td>3%</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>RD Kaiapoi</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>15%</td>
</tr>
<tr>
<td>RD Rangiora</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>14%</td>
</tr>
<tr>
<td>Outside Waimakariri</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>11%</td>
</tr>
</tbody>
</table>

Schools’ Expo
The Bowden Environmental Schools’ Expo showcased artwork from very talented students from 11 Waimakariri schools. The schools’ public choice vote went to Alyssa Morel from Clarkville School for her special portrait. Runner up was Ashleigh Broadhurst from Kaiapoi High School.
Kaiapoi Arts Week – 18 – 23 July 2016

Funding
The Expo is funded through sponsorship, funding and artists’ contributions. This year the Kaiapoi Arts Week is funded through Enterprise North Canterbury (Visit Waimakariri), Mike Pero and Ashton Wheelans.

Public Choice
Again public were encouraged to vote for their favourite artwork. The winners were:
1st Derek Adair, Shag Rock
2nd Ivan Button, Rangiora Town Hall
3rd Mark Adams, High Country Hives

Other Awards
This year the Waimakariri Arts Trust voted the following as winners:
Outstanding Pencil - Katherine Jacob
Outstanding Photography - Abby Souter
Outstanding Abstract - Margryt Fennema
Outstanding Acrylic - Diana Gillanders
Outstanding Landscape - Jenny Burtt
Best New Artist - Rick Rubens
Outstanding Watercolour - Ivan Button
Outstanding Panel - Paula Jackson

Media & Advertising
This year the Trust increased advertising media to include social media and two radio campaigns to the already extensive marketing plan, which includes:
- Ads and media releases printed in local, North Canterbury and Christchurch newspapers and magazines
- Billboards erected around North Canterbury
- 44,000 postcards promoting the Expo and Arts Week distributed to residents around Canterbury
- Presence on a variety of event websites, radio notice boards and in school newsletters

Sponsors
Our sincere thanks to the organisations and businesses that supported the 2016 Kaiapoi Art Expo and Kaiapoi Arts Week.

Rātā Foundation - www.ratafoundation.org.nz
Visit Waimakariri
Corcoran French Lawyers
Bowden Environmental – Schools’ Expo Sponsor
John Rhind Funeral Directors – Public Choice Award Sponsor
Blackwell’s Department Store - Guest Artist Sponsor

Waimakariri District Council - Funder
Ashton Wheelans, Mike Pero, Property Lifestyle Concepts – Gold Sponsors
Canvas Technology, Essence North Canterbury, Investment World, Kaiapoi Club, Kaiapoi Mill, Unichem Fenwick’s Pharmacy – Silver Sponsors
Artprint - Derek Adair, Cameo Fine Arts, Ivan Button, Kaiapoi Florist and Gifts - Sponsors
Kaiapoi Community Board
Accountability Form for 2015/2016 Discretionary Grant Recipients
For funding provided during the period 1/7/15 - 30/6/16

This form is to tell the Board what you spent the money on.

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Please complete when the project is completed and return within six months of funds being granted. You must return this form in order to be eligible for future funding. The Board would also appreciate any photos, where practically possible, of the event/project. The information provided will be used in a report to the Board that will be publically available.

Name of group: North Canterbury Family Violence Network

Date: 22.09.2016 Amount allocated: $500

Purpose for grant: Presentation to KHS on Family Violence - bgg

Please give details of how money was spent:

| Resources | $143.18
| Bgg costs | $210.39
| Total     | $353.57

A description of the activities undertaken and benefits that have been achieved with these funds. Please include, where possible, photographs and the number of people who attended or were assisted:

as per attached sheet

Two authorised signatories to complete the details below:

Date 22.09.2016 Date 9.11.16
First contact name: Kereki Howe Second contact: Felicia Donovan
Signature: [Signature] Signature: [Signature]
Position: Project Facilitator Position: Family Violence services
Phone: 021 483 028 Phone: 03 311 5173
Address: [Address] Address: P0 Box 198 Rangiora

Return to: Community Board Advocate
Waimakariri District Council
Private Bag 1905
Rangiora 7440

150609091113
GOV-26-01-06
Accountability Form
Kaiapoi Community Board Discretionary Grant
Family Violence discussed at Kaiapoi High School
September 2016
These funds enabled the North Canterbury Family Violence Network (NCFVN) to provide a presentation to the Year 13 students at KHS.

Approximately 75 students and 8 staff attended the presentation, and five members of the NCFVN contributed to running the event.
The presentation was about identifying the varying forms of family harm, particularly intimate partner abuse.
Most people identify physical violence but possibly not emotional or sexual abuse, or the concepts of isolating a person from elements of strength (family, friends, work, no transport), possessiveness or intimidation.

The students participated fully in identifying various examples of abusive behaviour within relationships in the DVD shown through holding up cards and in discussion. Avenues for seeking help for self and others were also covered.

Students were then asked to provide feedback and to write an example of behaviour that was abusive and another that was positive and add to the heart signs. Members of the NCFVN and school staff were available for further discussion and support if needed while the bbq was served. Takeaway resources were also provided.

Through increased understanding of the dynamics of family harm and openly discussing this subject, this presentation will have contributed to a positive social change to improve NZ appalling family violence statistics, as well as empowering the students to consider carefully what is acceptable behaviour within their own relationships.

The NCFVN appreciates the support of the Kaiapoi Community Board to make this event possible.
1. SUMMARY

1.1. The purpose of this report is to advise Community Board Members of leases/licences that are due for renewal over 2017, and to also provide information on what Leases/Licences are held within their area.

1.2. The Property Unit manage over 300 property leases/licences on behalf of the Council and are held for generally recreation, community facilities, farming, roading and drainage activities. The following attachment shows those licences/leases within this Ward and highlights those that are due for renewal or review in the upcoming year (in blue).

1.3. The nature, vicinity and use of the land for both Lessee and Council often determine what value Council receives for the land/lease property.

1.4. Licences/Leases with $1 if demanded payment are associated to Council’s Community Recreation Team and are normally community based activities or sporting clubs that offer a service to the local community and in some instances assist in the maintenance of the leased land.

1.5. There are a number of gravel pit reserves in our district and in most instances they form part of neighbouring farm land. The rental amount can be lower due to the condition of the land and the saving to Council, in the maintenance costs associated to the land.

1.6. It has been indicated where rental has been set by way of Tender.

1.7. Due to the extended information now given in this report, it is attached by way of spreadsheet

Attachment:

i. Spreadsheet of Leases/Licences for Kaiapoi-Tuahiwi Community Board ward area.

2. RECOMMENDATION

THAT the Kaiapoi Tuahiwi Community Board:

(a) Receives attached report number 170106000677.

(b) Notes the upcoming renewals, status and nature of the lease/licence agreements.
3. **ISSUES AND OPTIONS**

3.1. Often land is adjacent to farm land, or can be land locked esplanade reserve in isolated areas, where the return achieved is often set at a rate that equates to a “best option” and sometimes the only lease option where it is beneficial to receive some nominal fee as well as ensuring the land is well maintained.

3.2. Where there is an economic return/high interest in the land, this is generally advertised through a tender process.

3.3. The Management Team has reviewed this report and supports the recommendations.

4. **COMMUNITY VIEWS**

4.1. Have not been specifically sought

4.2. Where the land has significant interest, the land is leased through the Council’s tendering process.

5. **FINANCIAL IMPLICATIONS AND RISKS**

5.1. Receiving nominal rental is quite often the best option, where the Lessee is maintaining the land, as well as fencing, vegetation and security.

5.2. Not to lease for a nominal fee can be detrimental to Council, through an increase in maintenance costs.

6. **CONTEXT**

6.1. **Policy**

6.2.1 This matter is not a matter of significance in terms of the Council’s Significance Policy.

6.2.2 Under Council’s Treasury Policy, where land is identified as surplus to requirements, and land is sold and generally applied to general rates or the activity the land related to.

6.2.3 Council is consulting with the community on a policy in respect of the rational for charges relating to Community Facilities and Reserves.

6.2.4 Under the Delegations to the Community Board (reference S-DM 1041);

15. Delegated authority on matters in the Community Board Ward in accordance with Council policies and guidelines in respect of the following matters:

- Granting of new leases or licences on reserve land; excluding the airfield. (The Board also receives an annual report on existing reserve land leases). Any easements for underground works/services is an operational matter under delegation of Utilities & Roading or Property staff.

Monese Ball
Property Officer
<table>
<thead>
<tr>
<th>Licence</th>
<th>Owner</th>
<th>Address</th>
<th>Description</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>LO1450058</td>
<td>PM Licence</td>
<td>Sims Road, infront of 34 Sims Road, Residential Encroachment</td>
<td>44 Sims Road, KAIAPOI</td>
<td>Indefinite</td>
<td>24/04/1998 12:00:00 AM</td>
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<tr>
<td>LP1510029</td>
<td>PM Licence</td>
<td>31 Balfour Ave</td>
<td>61 Featherston Avenue, KAIRAKI</td>
<td>Indefinite</td>
<td>23/04/1998 12:00:00 AM</td>
</tr>
<tr>
<td>LO1550022</td>
<td>PM Licence</td>
<td>61 Featherstone Avenue Kaaraki</td>
<td>51 Featherstone Avenue, KAIRAKI</td>
<td>Indefinite</td>
<td>31/05/1993 12:00:00 AM</td>
</tr>
<tr>
<td>LO1550046</td>
<td>PM Licence</td>
<td>Power Road unformed legal road</td>
<td>27 Power Road, RANGIORA</td>
<td>Indefinite</td>
<td>3/05/1993 12:00:00 AM</td>
</tr>
<tr>
<td>LO1550047</td>
<td>PM Licence</td>
<td>Mulcocks Road Water pipeline 19 to 77</td>
<td>77 Mulcocks Road, FLAXTON</td>
<td>Indefinite</td>
<td>18/09/2003 12:00:00 AM</td>
</tr>
<tr>
<td>LO1550084</td>
<td>PM Licence</td>
<td>307 Tuahiwi Road - Stormwater Drainage in Road Reserve</td>
<td>307 Tuahiwi Road, TUAHIWI</td>
<td>Indefinite</td>
<td>10/10/2005 12:00:00 AM</td>
</tr>
<tr>
<td>LO1450079</td>
<td>PM Licence</td>
<td>107 Island Road, Kendall Park</td>
<td>107 Island Road, KAIAPOI</td>
<td>Indefinite</td>
<td>1/04/2007 12:00:00 AM</td>
</tr>
</tbody>
</table>

- Large part formed from subdivision for a ROW. Only small part left up back and Lessee keeps very tidy.
<table>
<thead>
<tr>
<th>Licence</th>
<th>Description</th>
<th>Address</th>
<th>Expiry Dates</th>
<th>Notes</th>
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<tr>
<td>1450058</td>
<td>Licence</td>
<td>Sims Road, infront of 34 Sims Road, Residential Encroachment</td>
<td>24/04/1998 -</td>
<td></td>
</tr>
<tr>
<td>1510029</td>
<td>Licence</td>
<td>31 Dunns Ave</td>
<td>1/09/1994 -</td>
<td></td>
</tr>
<tr>
<td>1550022</td>
<td>Licence</td>
<td>61 Featherstone Avenue, Kaiaraki</td>
<td>3/05/1993 -</td>
<td></td>
</tr>
<tr>
<td>1550046</td>
<td>Licence</td>
<td>Power Road unformed legal road</td>
<td>1/09/2003 -</td>
<td>Large part formed from subdivision for a ROW. Only small part left up back and Lessee keeps very tidy.</td>
</tr>
<tr>
<td>1550047</td>
<td>Licence</td>
<td>Mulcocks Road Water pipeline 19 to 77</td>
<td>18/09/2003 -</td>
<td></td>
</tr>
<tr>
<td>1550084</td>
<td>Licence</td>
<td>307 Tuahiwi Road - Stormwater Drainage in Road Reserve</td>
<td>10/10/2005 -</td>
<td></td>
</tr>
<tr>
<td>1450079</td>
<td>Licence</td>
<td>107 Island Road, Kendall Park</td>
<td>1/04/2007 -</td>
<td></td>
</tr>
</tbody>
</table>
1. SUMMARY

1.1. The purpose of this report is for the Council to consider the establishment of a working party to prepare an Implementation Plan for the Northern Pegasus Bay Bylaw 2016, oversee the implementation of the approved Plan, and report on the Plan’s effectiveness after two years of operation. The working party would also be responsible for carrying out annual reviews of the two user agreements associated with the bylaw, developing a research and monitoring programme to inform future bylaw reviews and reporting back to Council on the effectiveness of the bylaw.

Attachments:


2. RECOMMENDATION

THAT the Council:

(a) Receives report No. 161116117879.

(b) Approves the establishment of the Northern Pegasus Bay Bylaw 2016 Implementation Plan Working Party.

(c) Approves the Terms of Reference for the Northern Pegasus Bay Bylaw 2016 Implementation Plan Working Party (Trim number 161115117053).

(d) Appoints Councillor Peter Allen to the working party, as Chairperson.

(e) Circulates this report to the Kaiapoi-Tuahiwi and Woodend-Sefton Community Boards to confirm their representatives on the working party.

(f) Approves staff seeking representation from the nominated organisations.
3. **ISSUES AND OPTIONS**

3.1. The *Northern Pegasus Bay Bylaw 2016* was adopted by Council on 5 July 2016 after an extensive public consultation process which attracted 291 submissions and involved two formal hearings. Enforcement of the bylaw was a significant issue for submitters and 150 comments relating to the implementation of the bylaw were collected throughout the consultation process.

3.2. The following new bylaw clause 21.2 was well supported by submitters: *a bylaw implementation plan will be developed and reviewed after two years of operation. The Council reserves the right to carry out an early review of any aspect of the bylaw that has not been found to have been effective in addressing identified user conflicts, health and safety concerns, matters of public nuisance and environmental issues*. 

3.3. The Hearing Panel considered the enforcement of the bylaw to be only one of a number of tools that could be used to improve the management of the coastal area. Other tools included education, publicity, community development to empower beach communities, research and monitoring and additional physical structures. It was recommended that an Implementation Plan, incorporating the above elements, be developed using a combined-agency approach.

3.4. The Hearing Panel made a number of recommendations at each hearing for the Council to consider. These were as follows:

**2016 Hearing**

3.4.1 Refer the issue of encouraging commercial horse operators to be involved with beach clean-up days onto the Implementation Plan Working Party.

3.4.2 Recommend to the Implementation Plan Working Party that the use of jet skis in the Estuary be monitored and revisited under clause 21.1 early review if there is found to be an issue.

3.4.3 Recommend to Council that the Ashley/Rakahuri Rivercare Group, among others, be invited to be represented on the Implementation Plan Working Party.

3.4.4 Refer the implementation comments received in the 2015 and 2016 consultation rounds onto the Implementation Plan Working Party for its consideration.

**2015 Hearing**

3.4.5 Recommend to Council that the development of a coastal users education programme be included in the terms of reference for the Implementation Plan Working Party and refer submitters’ comments about educational activities to this group for their consideration.

3.4.6 Recommend to Council that Environment Canterbury be represented on the Implementation Plan Working Party.

3.4.7 Refer Ms Alexander’s comments about the need to educate beach users about birds onto the Implementation Plan Working Party.

3.4.8 Delegate the annual review of the commercial horse trainers agreement to the Implementation Plan Working Party.

3.4.9 Delegate the annual review of the kite surfing agreement to the Implementation Plan Working Party.
3.4.10 Recommend to Council that the safety issue of long lines running over sand be considered during the development of a coastal users education programme by the Implementation Plan Working Party.

3.4.11 Recommend to Council that the development of an aircraft estuary education programme be included in the terms of reference for the Implementation Plan Working Party and refer comments from submitters and the Rangiora Airfield Advisory Group to this group for their consideration.

3.4.12 Recommend to Council that submitters suggestions for the further protection of the Ashley River /Rakahuri and Saltwater Creek Estuarine areas be forwarded to the Implementation Plan Working Party for their consideration and possible referral to Environment Canterbury.

3.4.13 Recommend to Council that the development of a bylaw monitoring programme be included in the terms of reference for the Implementation Plan Working Party and refer submitters comments about monitoring to this group for their consideration.

3.4.14 Recommend to Council that a review of the effectiveness of current bylaw enforcement be included in the terms of reference for the Implementation Plan Working Party and refer submitters comments about enforcement to this group for their consideration.

3.4.15 Recommend to Council that investigating ways of empowering beach communities to assist with effective implementation of the bylaw be included in the terms of reference for the Implementation Plan Working Party.

3.4.16 Recommend to Council that a review of physical structures necessary to enhance the enforcement of the bylaw be included in the terms of reference for the Implementation Plan Working Party and refer submitters comments about physical structures to this group for their consideration.

3.4.17 Recommend to Council that a review of beach signage be included in the terms of reference for the Implementation Plan Working Party and refer submitters comments about signage to this group for their consideration.

The terms of reference for the Implementation Plan Working Party include the elements contained within these recommendations.

3.5 Some of the voluntary organisations and members of the community, particularly the beach communities, that became involved in the bylaw process demonstrated specialised knowledge of and significant commitment to improving the beach environment. The Hearing Panel was keen to provide further opportunities for people to become involved with the implementation of the bylaw as local knowledge had proved to be invaluable to the bylaw process and community involvement was considered to be more effective than enforcement. The terms of reference allow the working party to co-opt individuals and group representatives onto sub-groups as considered necessary.

3.6 The need for monitoring the bylaw’s effectiveness was highlighted during the review and public consultation process. The opinions of those submitters who commented on the effectiveness of the 2010 bylaw were wide-ranging, with some stating it had failed to address environmental and safety concerns, others noting that some improvements had been made, particularly with regard to vehicle access, and others wanting to maintain the
status quo as they considered the bylaw to be working well. This has highlighted a need for a research and monitoring programme to be put in place so future decisions can be evidence-based. Roles and responsibilities for monitoring the effectiveness of the bylaw will be determined during the Implementation Plan preparation process.

3.7 Effectively implementing the bylaw is vital to its success. This will ensure the identified environmental, health and safety issues and user conflicts are resolved and that the good faith and enthusiasm of members of the local beach communities who have become engaged in the bylaw development process is maintained.

3.8 The Hearing Panel considered continuity between the bylaw process and the development of the Implementation Plan to be important. For this reason it is recommended that that Hearing Panel member, Councillor Peter Allen, be nominated as the chairperson of the Northern Pegasus Bay Bylaw 2016 Implementation Plan Working Party.

3.9 The Management Team/CE has reviewed this report and supports the recommendations.

4 COMMUNITY VIEWS

4.1 The development of an Implementation Plan was well supported by submitters to the Bylaw.

5 FINANCIAL IMPLICATIONS AND RISKS

5.1 Staff support for the development of the Implementation Plan will be provided using existing Policy and Strategy Unit and Green Space Unit staff resources. Once this has been completed staff support for the on-going work of the group will be provided by the Green Space Unit.

5.2 Enforcement is undertaken by Environment Canterbury via a ranger service. The cost of this service is split between the Waimakariri District Council and Environment Canterbury and in the 2016/17 financial year the Council's share of this service, funded from the recreation account, is $27,000. The Council has a level of service agreement with Ecan which will be reviewed as part of the Implementation Plan development process to ensure enforcement is targeted in the most effective way.

5.3 The development and maintenance of infrastructure including signs, bollards and walkway areas is necessary to ensure that the public is well informed of bylaw regulations. The cost of this is also shared between the Waimakariri District Council and Environment Canterbury. The Waimakariri District Council 2016/17 budget for these works is $40,300.

5.4 There may be other costs associated with the implementation of the bylaw that are not currently identified. Some projects, such as specific monitoring programmes, may be able to be funded from existing budgets. Others, such as research projects, may be able to be funded by other agencies, for example, the Canterbury University. There may be a need for additional funding for some strategies. The resources needed to implement the Plan will be identified and able to be considered by Council prior to its adoption.
6 CONTEXT

6.1 Policy

This matter is not a matter of significance in terms of the Council’s Significance Policy.

6.2 Legislation

The Implementation Plan is intended to support the Northern Pegasus Bay Bylaw 2016. The legislation and associated documents relevant to the bylaw are as follows:

- Treaty of Waitangi
- New Zealand Bill of Rights Act 1990
- Resource Management Act 1991
- Local Government Act 2002;
- Marine and Coastal Area (Tukutai Moana) Act 2011;
- Wildlife Act 1953;
- Marine Mammals Protection Act 1978;
- Conservation Act 1987;
- Ngai Tahu Claims Settlement Act 1998;
- Land Transport Act 1998;
- Reserves Act 1977;
- Dog Control Act 1996;
- Forest and Rural Fires Act 1977;
- New Zealand Coastal Policy Statement 2010;
- Regional Coastal Environment Plan for the Canterbury Region;
- Proposed Canterbury Conservation Management Strategy;
- Waimakariri District Council District Plan;
- Waikuku Beach Reserve Management Plan;
- WDC Memorandum of Understanding with Te Ngāi Tūāhuriri Rūnanga;
- Mahaanui Iwi Management Plan 2013;
- Kemp’s Deed
- WDC Northern Pegasus Bay 2010 Bylaw;
- WDC Dog Control Bylaw 2009;
- WDC Fire Control Bylaw 2014;

6.3 Community Outcomes

- Harm to people from natural and manmade hazards is minimised and our district has the capacity and resilience to respond to natural disasters;
- Harm to the environment from the spread of contaminants into ground and water is minimised;
- Conservation of significant areas of vegetation and/or habitats is encouraged;
- Different cultures are acknowledged and respected;
- People enjoy clean water at our beaches and rivers;
- There are wide ranging opportunities for people to enjoy the outdoors;
• There are wide ranging opportunities for people of different ages to participate in community and recreational activities;
• The particular recreational needs of children and young people are met;
• Local regional and national organisations make information about their plans and activities readily available;
• Local, regional and national organisations make every effort to take account of the views of people who participate in community engagement;
• The Council and Te Ngāi Tūāhuriri Rūnanga through the Memorandum of Understanding continue to build their relationship.

Veronica Spittal
SENIOR POLICY ANALYST
TERMS OF REFERENCE

Northern Pegasus Bay Bylaw 2016 Implementation Plan
Working Party

1. Membership

Each of the following shall be invited to select one representative to be a member of the Northern Pegasus Bay Bylaw 2016 Implementation Plan Working Party:

- Waimakariri District Council Councillor (Chair);
- Te Kōhaka o Tūhaitara Trust;
- Te Ngāi Tūāhuriri Rūnanga;
- Environment Canterbury;
- Department of Conservation;
- Kaiapoi-Tuahiwi Community Board;
- Woodend-Sefton Community Board;
- Ashley-Rakahuri Rivercare Group Inc.

2. Quorum

A quorum will be four of the Working Party members. At least one member of the Working Party must be present at any sub-group meeting.

3. Terms of Reference

3.1 The Northern Pegasus Bay Bylaw 2016 Implementation Plan Working Party will be responsible for:

- Developing a draft Northern Pegasus Bay Bylaw 2016 Implementation Plan for the Community and Recreation Committee to consider;
- Overseeing the implementation of the approved Plan;
- Establishing a Northern Pegasus Bay Bylaw 2016 research and monitoring programme in conjunction with other interested organisations;
- Reviewing the effectiveness of the Implementation Plan after two years of operation;
- Providing a report to Council on the need to carry out an early review of any aspect of the Implementation Plan or Northern Pegasus Bay Bylaw 2016 that has not been found to have been effective in addressing identified user conflicts, health and safety concerns, matters of public nuisance and environmental issues.
- Carrying out an annual review of the Kite Surfing User Agreement – Ashley River/Rakahuri Estuary as per clause 13.2 of the Bylaw.
- Carrying out an annual review of the Commercial Horse Trainers User Agreement – Woodend Beach Commercial Horse training Area as per clause 10.4 of the Bylaw.
3.2 The Implementation Plan will:

- Be consistent with the purpose of and values expressed in the Bylaw:
- Be consistent with other documents and agreements that sit alongside and support the Bylaw such as the proposed Fenton Reserves and Entitlements Agreement, the Commercial Horse Trainers User Agreement – Woodend Beach Commercial Horse Training Area, and the Kite Surfing User Agreement – Ashley River/Rakahuri Estuary;
- Consider wide-ranging implementation tools such as education, publicity, community development, research and monitoring, enforcement and physical structures;
- Include details of the resources required to deliver the Implementation Plan and anticipated time frames.

3.3 As part of developing the Implementation Plan, the Working Party will:

- Review the comments made by submitters to the 2015 and 2016 Northern Pegasus Bay Bylaw consultation processes relating to the implementation of the Bylaw;
- Co-ordinate, carry out or organise any necessary research;
- Consult with other organisations and individuals as required;
- Form sub-groups to work on developing various aspects of the Plan as considered necessary to achieve the desired outcome;
- Co-opt representatives from other organisations or other community members onto sub-groups as required. Examples include representatives of the Woodend Beach Commercial Horse Trainers, Waikuku Beach kite surfers, Pines Kairaki Beaches Association, Pegasus Residents’ Group Inc, Fenton Reserve Trustees, Woodend and Waikuku Beach communities and a community member familiar with the area north of the Ashley/Rakahuriri River Mouth;
- Identify ways of involving beach communities in the implementation of the Bylaw.

4. Objectives

4.1 To ensure the purpose of the Northern Pegasus Bay Bylaw 2016 is achieved.
4.2 To monitor and ensure the effectiveness of the user agreements associated with the Bylaw.
4.3 To ensure the success of the Northern Pegasus Bay Bylaw 2016 Implementation Plan.
Northern Pegasus Bay Bylaw 2016 Implementation Plan

Working Party

4.4 To co-ordinate the efforts of organisations working to enhance coastal values (including estuarine values) where these are relevant to the Bylaw.

4.5 To improve coastal management by encouraging and enabling beach communities to become involved with the implementation of the Bylaw.

4.6 To ensure future Northern Pegasus Bay bylaw reviews are evidence-based.

5. Meeting Frequency

As required, but the Working Party will meet at least monthly until the draft Implementation Plan is produced.

6. Staff Executive

The Working Party and any associated sub-groups will initially be supported by Waimakariri District Council staff from the Community Green Space and Policy and Strategy units and the development of the Implementation Plan will be project managed by Policy and Strategy. Once completed, the implementation of the Plan and other ongoing work of the Working Party will be co-ordinated by the Community Green Space Unit.

7. Duration

The ongoing need for the Northern Pegasus Bay Bylaw 2016 Implementation Plan Working Party will be reviewed after its final report to Council on the effectiveness of the Implementation Plan.

* * *
Our Reference: BYL-52 / 170116002824

18 January 2017

Jackie Watson
The Chair
Kaiapoi-Tuahiwi Community Board
C/o Karyn Ward

Dear Jackie

The Waimakariri District Council adopted the Northern Pegasus Bay Bylaw 2016 in July last year and is in the process of establishing a working party to oversee its implementation.

The Council would like to invite you to appoint a member to the working party to represent the views of your organisation.

I have attached a terms of reference for the working party which shows that the first task of the group is to develop an Implementation Plan for the Bylaw. This is expected to consider a wide range of implementation tools such as education, publicity, community development, research and monitoring, enforcement and physical structures and is scheduled to be completed by the end of May for sign off by the Council on 6 June 2017.

The working party will have an ongoing role in overseeing the implementation of the plan, monitoring its effectiveness and carrying out annual reviews of user agreements.

Councillor Peter Allen was appointed by the Council in December 2016 to be the Implementation Plan Working Party’s chairperson. Support with drafting the Implementation Plan will be provided by the Council’s Policy and Strategy staff and the ongoing work of the group will be supported by the Council’s Community Green Space Team.

The working party would be expected to meet at least monthly, at a time convenient to members, until the Implementation Plan is completed and from then on, as is required. The first meeting of the group will not be scheduled until after 20 February 2017 to allow community board representatives to be appointed at their next meetings.

I look forward to hearing from your organisation with regard to this matter.

Best wishes

Veronica Spittal
SENIOR POLICY ANALYST
Northern Pegasus Bay Bylaw 2016 Implementation Plan
Working Party

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TERMS OF REFERENCE

Northern Pegasus Bay Bylaw 2016 Implementation Plan
Working Party

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4.6 To ensure future Northern Pegasus Bay bylaw reviews are evidence-based.

5. Meeting Frequency
As required, but the Working Party will meet at least monthly until the draft Implementation Plan is produced.

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7. Duration
The ongoing need for the Northern Pegasus Bay Bylaw 2016 Implementation Plan Working Party will be reviewed after its final report to Council on the effectiveness of the Implementation Plan.

***
WAIMAKARIRI DISTRICT COUNCIL

REPORT

FILE NO: GOV-26-11-06 / 170214013355
REPORT TO: Kaiapoi-Tuahiwi Community Board
DATE OF MEETING: 21 February 2017
FROM: Jackie Watson, Chairperson Kaiapoi-Tuahiwi Community Board
SUBJECT: Chair’s Diary for December 2016 – January 2017

1. SUMMARY

<table>
<thead>
<tr>
<th>DATE</th>
<th>EVENT/MEETING</th>
</tr>
</thead>
<tbody>
<tr>
<td>23 January</td>
<td>Discussed the poor state of old Main North Road Waimakariri bridge with Roading Manager, Ken Stevenson. As the Waimakariri District Council and the Christchurch City Council hold joint responsibility for the Waimakariri bridges, he contacted Christchurch City Council and received assurance that minor repairs would be carried out in the short term. A start date of 12 February 2017 for major repairs has been scheduled into their work programme.</td>
</tr>
<tr>
<td>26 January</td>
<td>Councillor Neville Atkinson and I visited the storage area in Southbrook to view the obelisks and assorted sculptures that have been stored there since the 2010 Kaiapoi Earthquakes. We are pleased to report they are in good order.</td>
</tr>
<tr>
<td>31 January</td>
<td>Attended Pines and Kairaki Beaches Association meeting with Board member Chris Greengrass.</td>
</tr>
<tr>
<td>6 February</td>
<td>Kaiapoi’s Waitangi Day Celebration. Perfect weather for a successful event.</td>
</tr>
<tr>
<td>9 February</td>
<td>Informal meeting with Te Maire Tau to introduce him to members of the Board in an effort to create closer relationships with Te Ngai Tūāhuriri Rūnanga now that Tuahiwi is part of the Board’s ward.</td>
</tr>
</tbody>
</table>

2. RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board:

(a) Receives report No.170214013355.

Jackie Watson
CHAIRPERSON