

Agenda

Oxford-Ohoka Community Board

Wednesday 5 November 2025

7pm

Oxford Town Hall
56 Main Street
Oxford

Members:

Sarah Barkle
Mark Brown
Tim Fulton
Wayne Godfrey
Ray Harpur
Niki Mealings
Pete Merrifield
Thomas Robson



WAIMAKARIRI
DISTRICT COUNCIL

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AGENDA FOR THE MEETING OF THE OXFORD-OHOKA COMMUNITY BOARD TO BE HELD AT THE OXFORD TOWN HALL, 56 MAIN STREET, OXFORD ON WEDNESDAY 5 NOVEMBER 2025 AT 7PM.

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

BUSINESS

PAGES

1. **APOLOGIES**

2. **PUBLIC FORUM**

3. **CONFLICTS OF INTEREST**

4. **CONFIRMATION OF MINUTES**

Nil.

5. **DEPUTATIONS AND PRESENTATIONS**

5.1. **Mark Brown – Oxford Medical Centre**

M Brown will be in attendance to update the Board on developments at Oxford Medical Centre's new building.

6. **ADJOURNED BUSINESS**

Nil.

7. **REPORTS**

7.1. **EV Charger Upgrade – Clarification on Additional Car Park Marking – Gina Maxwell (Business and Project Advisor)**

7-13

RECOMMENDATION

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** Report No. 251022200905.
- (b) **Notes** that the Oxford-Ohoka Community Board approved Meridian's Electric Vehicle Changer Upgrade work, at the Board's meeting in March 2024.
- (c) **Approves** Option One (section 4.2) to undertake the ground marking of a fourth car park at Pearson Park for Electric Vehicle charging, as part of Meridian's planned Electric Vehicle Charger upgrade works prior to February 2026, noting that this Option is consistent with Council's original agreement with Meridian to provide land to enable Electric Vehicle charging infrastructure in Oxford, whilst Meridian fund the installation, upgrades, maintenance and insurance associated with the infrastructure.
- (d) **Notes** that staff will continue to monitor usage patterns to assess future infrastructure needs and provide appropriate updates to the Community Board.

7.2. **Applications to the Oxford-Ohoka Community Board's 2025/26 Discretionary Grant Fund – Kay Rabe (Governance Advisor)**

14-28

RECOMMENDATION

THAT the Oxford-Ohoka Community Board:

- (e) **Receives** report No. 250925182568.
- (f) **Approves** a grant of \$.....to the Noaia Charitable Trust towards the cost of equipment hire and promotion for its Community Market to be held in Tuahiwi in early December 2025.
- OR**
- (g) **Declines** the application from the Noaia Charitable Trust.

8. **CORRESPONDENCE**

Nil.

9. **CHAIRPERSON'S REPORT**

9.1. **Chairperson's Report for October 2025**

The Chairperson will provide a verbal update.

RECOMMENDATION

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** the verbal report from the Oxford-Ohoka Community Board Chairperson.

10. **MATTERS FOR INFORMATION**

- 10.1. **Minor Amendments to the Northern Pegasus Bay Bylaw – Report to Council Meeting 2 September 2025 – Circulates to all Boards**
- 10.2. **Amendments to Standing Orders for Council, Committees, Sub-Committees, Joint Committees and Hearing Panels – Report to Council Meeting 2 September 2025 – Circulates to all Boards.**
- 10.3. **Health, Safety and Wellbeing Report July 2025 to Current – Report to Council Meeting 2 September 2025 – Circulates to all Boards**
- 10.4. **Proposed Amendments to Roading and Stockwater Bylaw and Policies for Consistency with District Plan Decisions – Report to Council Meeting 30 September 2025 – Circulates to all Boards**
- 10.5. **Council Submissions to Central Government Consultations for August and September 2025 – Report to Council Meeting 30 September 2025 – Circulates to all Boards.**
- 10.6. **Wolffs Road Footbridge Society Incorporated Memorandum of Understanding – Report to Council Meeting 30 September 2025 – Circulates to the Oxford-Ohoka Community Board.**
- 10.7. **Health, Safety and Wellbeing Report August 2025 to Current – Report to Council Meeting 30 September 2025 – Circulates to the Kaiapoi-Tuahiwi Community Board.**
- 10.8. **Appointment of Portfolio Holders – Report to Council Meeting 29 October 2025 – Circulates to all Boards.**
- 10.9. **Council Meeting Schedule November 2025 – December 2026 – Report to Council Meeting 29 October 2025 – Circulates to all Boards.**

- 10.10. Approval of the Welcoming Waimakariri Plan for Public Consultation – Report to the Community and Recreation Committee Meeting 16 September 2025 – Circulates to all Boards.
- 10.11. Analysis of Youth Action Plan Early Engagement Responses – Report to Community and Recreation Committee Meeting 16 September 2025 – Circulates to all Boards.
- 10.12. Aquatics September Update – Report to Community and Recreation Committee Meeting 16 September 2025 – Circulates to all Boards.
- 10.13. Libraries Update to September 2025 – Report to Community and Recreation Committee Meeting 16 September 2025 – Circulates to all Boards.
- 10.14. Avian Botulism Management 2024/25 and a Bird Deterrent Proposal – Report to Utilities and Roding Committee Meeting 16 September 2025 – Circulates to all Boards.
- 10.15. Accountability Reporting for Waimakariri Biodiversity Trust Funding 2024/25 – Report to Utilities and Roding Committee Meeting 16 September 2025 – Circulates to all Boards.
- 10.16. May 2025 Flood Recovery Progress Update and Project Update on Infrastructure Resilience Fund for 2024/25 and 2025/26 – Report to Utilities and Roding Committee Meeting 16 September 2025 – Circulates to all Boards.

RECOMMENDATION

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** the information in items.10.1 to 10.16.

Note:

- 1. *The links for Matters for Information were previously circulated to members as part of the relevant meeting agendas.*

11. 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.

Any written information submitted by members will be circulated via email prior to the meeting.

12. CONSULTATION PROJECTS

12.1. Allin Drive and Pegasus View Park Play Spaces

<https://letstalk.waimakariri.govt.nz/allin-drive-and-pegasus-view-reserves>

Consultation closes Wednesday 12 November 2025.

13. BOARD FUNDING UPDATE

13.1. Board Discretionary Grant

Balance as at 30 October 2025: \$5,874.

13.2. General Landscaping Fund

Balance as at 30 October 2025: \$14,330, carry forward to be calculated.

14. **MEDIA ITEMS**

15. **QUESTIONS UNDER STANDING ORDERS**

16. **URGENT GENERAL BUSINESS UNDER STANDING ORDERS**

17. **MATTERS TO BE CONSIDERED WITH THE PUBLIC EXCLUDED**

Section 48, Local Government Official Information and Meetings Act 1987.

In accordance with section 48(1) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or section 7 of that Act (or sections 6, 7 or 9 of the Official Information Act 1982, as the case may be), it is moved:

That the public is excluded from the following parts of the proceedings of this meeting.

- 17.1 Ashley Gorge Reserve Advisory Group appointment of members and confirmation of current Terms of Reference

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

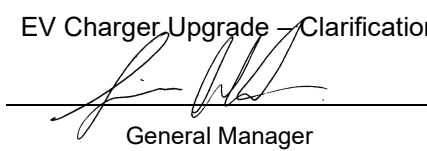
Item No.	Subject	Reason for excluding the public	Grounds for excluding the public-
17.1	Ashley Gorge Reserve Advisory Group appointment of members and confirmation of current Terms of Reference	Good reason to withhold exists under section 7	To protect information where the making available of the information would disclose a trade secret as per LGOIMA Section 7 (2)(b(i)).

NEXT MEETING

The next meeting of the Oxford-Ohoka Community Board is scheduled for 6.30pm, Wednesday 3 December 2025 at the Ohoka Community Hall.

Workshop

- *Members Forum*

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION****FILE NO and TRIM NO:** BAC-03-80-04/ 251022200905**REPORT TO:** OXFORD-OHOKA COMMUNITY BOARD**DATE OF MEETING:** 5 NOVEMBER 2025**AUTHOR(S):** Gina Maxwell, Business and Project Advisor**SUBJECT:** EV Charger Upgrade – Clarification on Additional Car Park Marking**ENDORSED BY:**
(for Reports to Council,
Committees or Boards)


General Manager



Chief Executive
1. SUMMARY

- 1.1. This report provides an update on the implementation of the Electric Vehicle (EV) charger upgrade at Pearson Park and seeks the Oxford-Ohoka Community Board's approval to mark a fourth car park for EV charging.
- 1.2. The upgrade, which was approved by the Oxford-Ohoka Community Board in March 2025, includes a 240kW Siemens DC dual charger, complementing the existing 50kW Tritium charger and increasing the site's total charging capacity to four EVs.
- 1.3. Pearson Park currently has two EV charging-only spaces and one mixed-use EV charging space. To fully utilise the new charger's dual-port capability, this report seeks approval that a fourth car park is marked by Meridian for EV charging, as part of their upgrade works.
- 1.4. Of the 14 car parks at Pearson Park (including one mobility space), the proposed fourth EV space will not significantly impact general parking availability. Two of the EV spaces will remain mixed-use, allowing flexibility for both EV users and general parking when not actively charging.
- 1.5. Pearson Park is the most utilised EV charging site in the district, with 754 charging sessions and 12,151.82 kWh delivered over the past year. These occupancy measures together with high average charging durations (2.49 hours per session) indicate strong community support of this infrastructure, particularly among residents (and visitors) without access to home charging.
- 1.6. Meridian Energy is targeting project completion by the end of February 2026 and civil works are expected to commence once the amended License to Occupy is signed.
- 1.7. Meridian installs and operates the EV chargers under a Licence to Occupy, with Council providing land access only. The proposed fourth car park will ensure that optimal use of the upgraded dual-port charger is enabled. It is noted that any future consideration for further expansion of the EV charging site will be subject to approval by the Community Board, and would be based on evidence relating to usage and community demand.

2. **RECOMMENDATION**

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** Report No. 251022200905.
- (b) **Notes** that the Oxford-Ohoka Community Board approved Meridian's Electric Vehicle Changer Upgrade work, at the Board's meeting in March 2024.
- (c) **Approves** Option One (section 4.2) to undertake the ground marking of a fourth car park at Pearson Park for Electric Vehicle charging, as part of Meridian's planned Electric Vehicle Charger upgrade works prior to February 2026, noting that this Option is consistent with Council's original agreement with Meridian to provide land to enable Electric Vehicle charging infrastructure in Oxford, whilst Meridian fund the installation, upgrades, maintenance and insurance associated with the infrastructure.
- (d) **Notes** that staff will continue to monitor usage patterns to assess future infrastructure needs and provide appropriate updates to the Community Board.

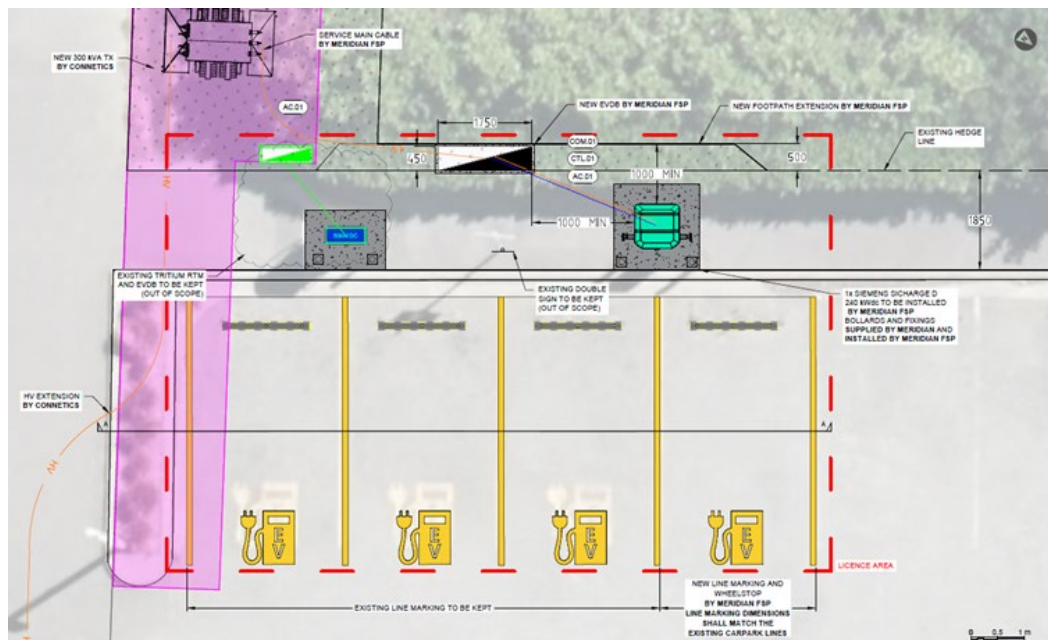
3. **BACKGROUND**

- 3.1. Pearson Park's EV infrastructure has evolved over time, beginning with the installation of a 22kW AC dual charger in November 2022, followed by a 50kW DC single Tritium charger in June 2023. Both installations were approved by the Oxford-Ohoka Community Board at the time, and the current site includes ground marking of three parks for EV charging purposes (2 EV charging only and 1 EV charging / mixed use) and signage to that effect as shown below.



- 3.2. In March 2024, the Board approved the upgrade of the single AC charger to a 240kW Siemens DC dual charger, capable of charging two vehicles simultaneously.
- 3.3. The licence agreement signed by Council dated 4 March 2021 allows Meridian to install additional EV chargers during the Operational Term, with prior consent from the Council. Once approved, the agreement is deemed amended to include the new chargers.

- 3.4. The partnership with Meridian Energy was established following Council's decision in July 2020 to support publicly accessible EV charging infrastructure on Council land. Council advertised the opportunity, and Meridian expressed interest. Meridian funds the infrastructure, including upgrades, maintenance and insurance, and operates the chargers on commercial terms. Council's role is limited to providing land access through a License to Occupy, and does not extend to carrying any responsibility relating to the infrastructure, maintenance, insurance or liability. Council has committed, through its adopted Integrated Transport Strategy adopted in 2024 to 'Enable, encourage and support more carbon neutral vehicle infrastructure (e.g. EV charging stations).
- 3.5. Meridian charges users commercial rates to recover costs associated with installation, maintenance, and insurance. The chargers are part of Meridian's national network and are managed entirely by them. The License to Occupy Agreement includes mechanisms for Council to approve or decline any proposed additions to the EV infrastructure. If Meridian requested any further expansion of the EV charging site, this will be discussed with the Community Board at that time and would be informed by evidence relating to usage data, community demand, and parking availability.
- 3.6. Usage data from December 2023 to November 2024 shows Pearson Park is our most patronised EV charging site in the district, with 754 charging sessions and 12,151.82kWh delivered. This is estimated at around 78,987 km of travel.
- 3.7. The average charging time per session is 2.49 hours which is significantly higher than other district sites such as Rangiora (1.96 hours), Kaiapoi (1.75 hours), and Woodend (0.56 hours). This suggests longer dwell times and a higher likelihood of overnight charging, indicating a strong support for this site for full charges.
- 3.8. Excluding Sundays, when the car park is unavailable due to the Oxford Farmers Market (a decision previously made by the Oxford-Ohoka Community Board regarding EV charging infrastructure at this site), the chargers were occupied for 1,961.41 hours between December 2023 to November 2024.
- 3.9. The Oxford Farmers Market holds a Licence to Occupy for the Pearson Park car park on Sundays, during which time the area is unavailable for public parking or EV charging. This arrangement ensures the market's continued operation and community presence, and it is important that any changes to parking or infrastructure at the site respect and maintain this existing agreement.
- 3.10. Meridian has requested to mark a fourth car park and is preparing a new annexure or letter of variation to the licence reflect this. The following figure shows Meridian's plan for the upgrade, including an additionally marked fourth carpark to the right, the new upgraded charger in green, and the licence area shown in red dash.



- 3.11. In previous discussions with the Community Board, the need for a fourth car park to support the upgraded dual-port charger was not considered (to clarify that the upgraded charger would enable two cars being charged as opposed to one as it the case with the current charger). This report now provides that clarity and seeks the Community Board's approval to mark the fourth carpark to ensure the infrastructure is optimally utilised.

4. **ISSUES AND OPTIONS**

- 4.1. The upgraded charger at Pearson Park will have dual-port capacity (whereby the charger to be replaced only has single port capacity), yet currently only one car park related to the charger that will be upgraded is marked for EV charging. Leaving an additional space unmarked would potentially limit the new charger's utilisation, cause confusion for customers, and may contribute to congestion or underuse of available infrastructure. Considering this, the following options are presented for consideration.
- 4.2. **Option 1: Approve that ground markings of a fourth car park are included in Meridian's EV Charger Upgrade works (Recommended Option)**
- 4.2.1. Under this option, the Oxford-Ohoka Community Board would approve Meridian's request to mark a fourth car park for EV charging adjacent to the existing EV parks, as part of their upgrade works. Existing signs for the parks remain the same as now, signing 2 parks for EV charging only (for the spaces serviced by the existing and remaining charger), and 2 parks, being the existing park and new park to be marked (for the spaces to be serviced by the soon-to-be upgraded charger) for mixed use in accordance with previous Community Board's decisions regarding use. Mixed use allows for general parking when not in use for charging.
- 4.2.2. This option aligns with the dual-port capacity of the existing charger and supports the high demand observed at the site. It maintains flexibility by allowing the spaces to be serviced by the soon-to-be upgraded charger to be used for general parking when not actively being used for charging, and it requires minimal administrative change.
- 4.2.3. Whilst Council does not actively undertake regular parking surveys to monitor parking occupancy across the wider off-street public parking supply in Oxford, anecdotally, staff are not aware of unacceptably high occupancy rates at the Pearson Park carpark and therefore consider that marking a fourth car park is unlikely to cause stress for other car park users. As mentioned above, the additional marked carpark will still be available for general use in any case.

- 4.2.4. This option is consistent with Council's original partnership and agreement with Meridian, in that Council provides the land to enable EV charging capability in Oxford to meet the community's needs, whilst Meridian funds the infrastructure, including installation, upgrades, maintenance, insurance and liability.

4.3. **Option 2: Decline Meridian's request to mark a fourth car park as part of their EV Charger upgrade works**

- 4.3.1. This option would retain the current configuration, with two EV charging only marked car parks and only one marked mixed-use/ EV charging space, despite the new charger's dual-port capacity.
- 4.3.2. Retaining the existing layout preserves a perception of a general parking space for broader community use (by not marking a fourth space), as opposed to for EV charging also, despite the upgraded charger's capacity to charge two vehicles. However, this option potentially limits the optimal utilisation of the new charger following installation, may lead to congestion or user frustration / confusion, and may not fully align with Meridian's expectations under their agreement with Council, which anticipates clear and consistent access to all charging ports.

4.4. **Option 3: Investigate options to consider charging a nominal lease fee for Meridian's use of a fourth carpark**

- 4.4.1. This option could see staff investigating options to potentially enable Council to charge Meridian a nominal lease fee for the fourth carpark (and approve ground markings of the fourth carpark). This would only apply to the fourth carpark, which is the subject of this report. It is not intended this would apply to the existing three carparks, which are subject to the existing Licence to Occupy Agreement with Meridian.
- 4.4.2. This option is not recommended for a number of reasons. Leasing one carpark is considered inconsistent with Council's approach to enabling EV charging infrastructure established in all other District centres, and Council's existing approach to these, at present. It is not in keeping with the spirit of Council's partnership and existing agreement with Meridian, and any possible investigation into such an option would need to be carefully considered to ensure Council does not breach any terms of established agreements with Meridian.
- 4.4.3. The Community Board has already approved the upgrade of the EV charger in question (which has dual charging capability), as well as agreed to the easement required for the works, in the absence of discussing with Meridian a potential option to charge for the use of an additional carpark. In addition, a decision (pending investigation of this option) to charge for one carpark would most likely trigger Meridian to request exclusive use of the carpark (as opposed to it being mixed use) and therefore require Council to formally restrict the space by insertion into the parking schedule (via a Committee decision); this could be further complicated by the Oxford Farmers Market's existing rights to the use of the wider area on Sundays.
- 4.4.4. A decision (pending investigation) to charge a nominal lease fee for the fourth carpark would come at an administrative cost to Council, and the return would only be marginal. It is also worth noting that as noted in 3.4 above, Meridian tendered for the contract with Council to provide EV charging infrastructure in the District in 2020 under the understanding of enabling this infrastructure for the District's community by way of Council providing land, and no other tenders were received at the time.

- 4.5. Considering the high utilisation and infrastructure capacity and in the interest of providing clarity to users of the space, **Option 1 is recommended**. This approach balances flexibility with functionality and ensures the site continues to meet community needs while maintaining alignment with Council's sustainability goals.
- 4.6. It is noted that currently, despite existing signage for EV charging at the site, Council's regulatory team does not actively enforce restricted EV only use of the parking spaces associated with the chargers. To date, no issues have been raised with Council regarding a misuse of the parks. The opportunity remains open that the spaces associated with the EV chargers are formally restricted for EV charging use only, by way of insertion into the parking schedule by resolution of the District Planning and Regulations Committee. This could come by request from Meridian to do so as enabled by their agreement with Council, as part of a consistent and considered approach to all EV charging facilities in the District through a wider 'special parking' review undertaken by the Council's Roding team, or due to any other relevant matters including continued monitoring of use.

Implications for Community Wellbeing

There are implications on community wellbeing by the issues and options that are the subject matter of this report, in that EV chargers in this location are in high demand, and marking a fourth space for charging will most likely provide clarity to customers and meet community needs.

- 4.7. The Management Team has reviewed this report and support the recommendations.

5. COMMUNITY VIEWS

5.1. Mana whenua

Te Ngāi Tūāhuriri hapū are not likely to be affected by or have an interest in the subject matter of this report.

5.2. Groups and Organisations

There are groups and organisations likely to be affected by, or to have an interest in the subject matter of this report. The Oxford Farmers Market retains Sunday access rights.

5.3. Wider Community

The wider community is likely to have an interest in ensuring that EV infrastructure is accessible, reliable, well-marked and signed, and well-utilised. The high usage data suggests strong community support for continued investment in EV charging facilities, particularly in areas where residents may not have access to home charging.

6. OTHER IMPLICATIONS AND RISK MANAGEMENT

6.1. Financial Implications

There are no financial implications of the decisions sought by this report. No cost to Council; Meridian covers installation and legal fees. Ground marking of an additional car park is part of the installation of the charger upgrade works.

This budget is included in the Annual Plan/Long Term Plan.

6.2. Sustainability and Climate Change Impacts

The recommendations in this report do have sustainability and/or climate change impacts. The availability and visibility of DC fast chargers and related parking spaces for charging at Council car parks may be perceived as a positive move and help raise awareness of / make more attractive the proposition of transitioning from petrol to EV vehicles for some in the community.

6.3. **Risk Management**

There are risks arising from the adoption/implementation of the recommendations in this report. Not marking an additional space for EV charging / mixed use does not meet Meridian's request to do so as part of the charger upgrade installation works, nor does it perceivably optimise the upgraded infrastructure's capacity for dual charging. Potential under-utilisation of EV charging car park spaces are more likely without additional marking.

6.4. **Health and Safety**

There are no health and safety risks arising from the adoption/implementation of the recommendations in this report.

7. **CONTEXT**

7.1. **Consistency with Policy**

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

7.2. **Authorising Legislation**

Local Government Act 2002;
Land Transport Act 1998.

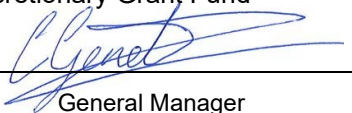
7.3. **Consistency with Community Outcomes**

7.4. The Council's community outcomes are relevant to the actions arising from recommendations in this report.

- People are supported to participate in improving the health and sustainability of our environment.
- Our district transitions towards a reduced carbon and waste district
- Infrastructure and services are sustainable, resilient, and affordable.
- Our district readily adapts to innovation and emerging technologies that support its transition to a circular economy

7.5. **Authorising Delegations**

The Oxford-Ohoka Community Board has authority to recommend changes to land use and parking.

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION****FILE NO and TRIM NO:** GOV-26-10-06 / 250925182568**REPORT TO:** OXFORD-OHOKA COMMUNITY BOARD**DATE OF MEETING:** 5 November 2025**AUTHOR(S):** Kay Rabe, Governance Advisor**SUBJECT:** Applications to the Oxford-Ohoka Community Board's 2025/26 Discretionary Grant Fund**ENDORSED BY:**
(for Reports to Council,
Committees or Boards)
General Manager
Chief Executive**1. SUMMARY**

1.1 The purpose of this report is to consider one application for funding received from:

Name of Organisation	Purpose	Amount requested (excluding GST)	Does the application comply with the Discretionary Grant Fund Criteria
Noaia Charitable Trust	Towards the cost of equipment hire and promotion costs of a Community Market	\$1,000	This application partially complies with the criteria
Total		\$1,000	

Attachments:

- i. An application from the Noaia Charitable Trust (Trim 250923180631).
- iii. A spreadsheet showing the grants for the previous two years.
- iv. Board funding criteria 2024/25 (Trim: 210603089866).

2. RECOMMENDATION**THAT** the Oxford-Ohoka Community Board:

- (a) **Receives** report No. 250925182568.
- (b) **Approves** a grant of \$.....to the Noaia Charitable Trust towards the cost of equipment hire and promotion for its Community Market to be held in Tuahiwi in early December 2025.

OR

- (c) **Declines** the application from the Noaia Charitable Trust.

3. **BACKGROUND**

- 3.1 The **Noaia Charitable Trust** is seeking funding towards the cost of equipment hire and promotion for its Community Market to be hosted in Tuahiwi in early December 2025.
- 3.2 The current balance of the Oxford-Ohoka Community Board's 2025/26 Discretionary Grant Fund is \$4,874.

4. **ISSUES AND OPTIONS**

Noaia Charitable Trust (the Trust)

4.1 Information provided by the Trust:

- 4.1.1 The Trust aims to grow whānau wellbeing and prosperity through developing meaningful and sustainable pathways for their people. The aim is to be the catalyst for their people, to realise and unleash their potential to the world.
- 4.1.2 The Trust will be hosting its third Community Market in Tuahiwi in early December 2025. This event has become the highlight of their taura, their whanau and the wider Waimakariri community. The market is unique as stall fees are not charged, and space and support are provided to enable people to participate freely. Students from the Trust programmes will also run stalls, selling planter boxes, furniture, and crafts they have built, which provides them with a practical opportunity to showcase the skills they have learnt. This, in turn, will build confidence and practical enterprise skills.
- 4.1.3 It is estimated that the market will directly benefit approximately 300 people from the Waimakariri District, with an estimated 20% from the Oxford-Ohoka Ward. This will be a free and inclusive community event that strengthens whanaungatanga. Local makers would have the opportunity to sell their products without the barrier of stall fees in the lead-up to Christmas. The benefit for the Trust is to build the mana of the Noaia Charitable Trust as a Kaupapa Māori provider committed to whanau, community and positive pathways for young people. The benefit to the wider district will be to boost local enterprise, attract people to the Waimakariri District and support local visibility and connectedness.
- 4.1.4 The Trust will be using operating funds and support from local whanau and community networks. The Trust has also applied to all the Community Boards requesting grant funding of \$1,000 per Board. If this application is unsuccessful, the market will continue; however, on a much smaller scale with less shelter, equipment or accessibility, which may limit community participation.

4.2 Council Evaluation:

- 4.2.1 The application complies with the Board's Discretionary Grant Application Criteria, as it is from a Charitable Trust. However, the Trust is requesting \$1,000, and grants are generally limited to \$750, with a maximum of \$1,000 per financial year. The Board should consider granting more than \$750 only in exceptional circumstances and should provide detailed reasons for exceeding the current limit.
- 4.2.2 Furthermore, the Board's Discretionary Grant Application Criteria states that the grant funding is limited to projects primarily within the Board area or benefiting the residents of the Ward. It should be noted that only 20% of the people attending/ participating in the market will be from the Oxford-Ohoka Ward.
- 4.2.3 This is the first time the Trust has applied for funding from any of the community boards.
- 4.3 The Board may approve or decline grants as per the grant guidelines.

4.4 **Implications for Community Wellbeing:**

There are social and cultural implications, as the Trust provides education opportunities and aims to grow whānau wellbeing and prosperity through developing meaningful and sustainable pathways for their people. This, in turn, will improve well-being and strengthen the community and the district.

4.5 The current balance of the Oxford-Ohoka Community Board's 2025/26 Discretionary Grant fund is \$5,384. If the application was granted, the balance would be \$4,384 for the rest of the 2025/26 financial year, which ends on 30 June 2025.

4.6 The Management Team has reviewed this report.

5. **COMMUNITY VIEWS**

5.1 **Mana Whenua**

Te Ngāi Tūāhuriri hapū is likely to be affected by or have an interest in the subject matter of this report, given that the Trust is an employment and training Kaupapa connecting taurā to whānau, hapū, whenua, mātauranga and mahi. The programmes focus on building whānau capability and capacity.

5.2 **Groups and Organisations**

No other groups or organisations are likely to be affected by or to have an interest in the subject matter of this report.

5.3 **Wider Community**

The wider community will likely be affected by or interested in the report's subject, as community events provide an opportunity for social interaction, improve mental wellbeing, and add to people's self-confidence.

6. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

6.1 **Financial Implications**

6.1.1 The 2025/26 Annual Plan included a budget provision of \$6,470 for the Board to approve grants to community groups during the 2025/26 financial year (July 2025 to June 2026).

6.1.2 Currently, the Board's 2025/26 Discretionary Grant Fund total is \$5,384, and if the application is approved, the balance of the Board's Discretionary Grant Fund will be \$4,384 for the rest of the 2025/26 financial year.

6.1.3 The application criteria specify that grants are customarily limited to \$750 per application, with a maximum of \$1,000 per financial year. However, groups can apply twice a year, provided the applications are for different projects. Where applicable, GST values are calculated and added to the appropriately registered groups if the decided benefits exceed the Board-resolved values.

6.2 **Sustainability and Climate Change Impacts**

The recommendations in this report do have sustainability and/or climate change impacts.

6.3 **Risk Management**

There are no risks associated with adopting and implementing the recommendations in this report.

6.4 **Health and Safety**

All health and safety-related issues will fall under the group's auspices.

7. CONTEXT

7.1 Consistency with Policy

These matters are not matters of significance in terms of the Council's Significance and Engagement Policy.

7.2 Authorising Legislation

Not applicable.

7.3 Consistency with Community Outcomes

People are friendly and caring, creating a strong sense of community in our District.
There are wide-ranging opportunities for people of different ages and cultures to participate in community life and recreational activities.

7.4 Authorising Delegations

Community Boards have delegated authority to approve Discretionary Grant Funding.

What happens now?

Return your completed application form (with financial records and any supporting information which you believe is relevant to this application) by posting to Private Bag 1005, Rangiora 7440, New Zealand, or hand delivering to your local Service Centre, or emailing to: IM@wmk.govt.nz

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's decision and if successful an invoice and your organisation's bank account details will be requested. This information is required within 10 days of the Board decision.
- On receipt of this information payment will be processed to your organisation's bank account.

Groups applying for Board Discretionary Grants 2025/2026

Name of group: _____

Address: _____

Contact person within organisation: _____

Position within organisation: _____

Contact phone number _____ Email: _____

Describe your project or event and what the grant funding will specifically be used for. (Use additional pages if needed)

What is the timeframe of the project/event? _____

Overall cost of project/event: _____ Amount requested: _____

How many people will directly benefit from this project? _____

Who are the 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 | ☐ Adults |
| ☐ Older adults | ☐ Whole community/ward | |

Provide estimated percentage of participants/people benefiting by community area:

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

Other (please specify): _____

What are the direct benefit(s) to the participants? 19

What is the benefit(s) to your organisation?

What are the benefits, economic or otherwise, to the Oxford-Ohoka community or wider district?

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 to, or intend to apply to for funding this project and the amount applied for.

What other Council funding sources have you applied to, or intend to apply to for funding this project and the amount applied for i.e other Community Boards, Annual or Long Term Plan, Community Grants and Enterprise North Canterbury.

Have you applied to the Oxford-Ohoka Community Board or any other Waimakariri Community Board for other project funding in the past 18 months? Yes No

If yes, please supply details:

If this application is declined, will this event/project still occur? ²⁰ Yes No

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

- Enclosed
- Financial Information (*compulsory – your application cannot be processed without financial statements*)
 - Bank Statement (*Bank Statements will remain confidential*)
 - Supporting costs, quotes or event budgets
 - 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 an Accountability Report.

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

PLEASE NOTE: *A signature is not required if you submit this form electronically. By entering your name in the signature box you are giving your authority to this application.*

Signed:  _____ Date: _____

NOIA CHARITABLE TRUST

Dear Sir/Madam

Registered charity

Charities Services confirms your organisation NOIA CHARITABLE TRUST, was registered as a charity on 14 January 2019.

Income tax

NOIA CHARITABLE TRUST is exempt from income tax and does not need to file income tax returns unless it has business income and carries out charitable purposes outside New Zealand.

You will still need to file NOIA CHARITABLE TRUST's financial information with Charities Services.

This exemption does not apply to GST or PAYE.

Donee status

NOIA CHARITABLE TRUST is an approved donee organisation and has been added to the approved donee organisation list at ird.govt.nz/donee

This means individuals can claim a donation tax credit and companies and Māori authorities can claim a deduction for donations to your organisation.

Resident withholding tax (RWT)

NOIA CHARITABLE TRUST is also exempt from having RWT deducted from any interest and dividends it receives. The organisations IRD number has been added to the RWT exemption register on our website at ird.govt.nz/rwt-exemption.

For more information about tax obligations for charities, see our guide Charitable and donee organisations - IR255.

If Charities Services deregisters your organisation, we will cancel your charitable status and will update the approved donee organisation list and the RWT exemption register.

Find the best way to contact us at ird.govt.nz/contact-us.

Yours sincerely,

Bernadette Newman

Customer Segment Lead

Profit and Loss

Noaia Charitable Trust
For the year ended 30 June 2025

	2025
Trading Income	
Donations to Noaia	7,186.50
Grant Income	2,173.91
Interest Income	4,370.68
MOE - Ruataniwha	271,906.00
MSD Māori Trade Training Kaupapa	263,000.00
Other Revenue	141.57
Services Income	115,605.73
Social Enterprise	8,052.77
Te Puni Kōkiri	25,000.00
Training Funding	59,327.04
Total Trading Income	756,764.20
Cost of Sales	
Agri, Animal Welfare	3,572.22
Building materials	18,063.59
Cultural Programming	11,925.14
Hort, Plant & Food	3,181.11
Kai Costs	13,364.96
Programme Delivery	10,168.21
Programme Support	3,023.78
Tauira Micro and Work Support Costs	27,718.04
Tauira PPE and Work Kit	(21.29)
Tauira Transport Costs	13,398.61
Wages	679,732.04
Total Cost of Sales	784,126.41
Gross Profit	(27,362.21)
Operating Expenses	
Accounting & Audit	6,840.13
Bank Fees	230.47
Board Costs	11,841.62
Cleaning	1,616.68
Donations Made	315.00
External Evaluation	2,612.50
Freight & Courier	164.54
General Expenses	(111.64)
Insurance	4,484.68
Interest Expense	875.55
Light, Power, Heating	3,123.43
Low Value Asset	677.39
Marketing	624.30

	2025
Networking and Engagement	398.00
PPE Staff	432.63
Printing & Stationery	4,596.72
Rent and Venue Hire	78,000.00
Repairs and Maintenance	11,923.69
Staff Expenses	928.90
Staff Professional Development	1,695.50
Subscriptions & Fees	14,594.79
Telephone & Internet	9,115.76
Travel - National	1,428.04
Total Operating Expenses	156,408.68
Net Profit	(183,770.89)

Caution: [THIS EMAIL IS FROM AN EXTERNAL SOURCE] DO NOT CLICK links or attachments unless you recognise the sender email

Tēnā koutou,

I wish to submit applications on behalf of Noaia Charitable Trust to all four community boards in our district. We are based in Tuahiwi, however, we provide service to rangatahi and whānau across the Waimakariri, including transport for rangatahi to and from our service.

The purpose of our applications is to hold a Christmas Community Market at the end of the year. This is outside of our normal operation and from our experience self-funding and hosting two previous markets this year, we know there is a lot of interest and community support. It is important to note that we do not charge stall fees to stall holders. This market is to give back to our community. The market provides an opportunity for rangatahi to sell items they have made during their time at Noaia and for whānau to also have stalls without the barrier of fees.

The funding will go toward marketing, promotion and equipment hire.

Please let me know if there is any further information that you require to consider our applications.

Ngā mihi,



Spreadsheet Showing Oxford-Ohoka Community Board Discretionary Grant for the 2025/26 Financial Year

	Meeting considered	Group	Project	Accountability Received	Amount Requested	Amount Granted	Running Balance
Oxford-Ohoka Community Board 10.139.100.2410		Carried forward 2024/25 = 285	2025/26 \$6,470				\$ 6,755.00
	2-Jul	Ohoka Rugby Club Year 6	Playing uniforms	From 2024/25	\$750	\$ 500.00	\$6,255
	2-Jul	Oxford Dark Sky	Purchase of Dark Sky Measure & traveling costs	31-Jul-25	\$713	\$381	\$5,874
	6-Aug	Ohoka Netball Club	Towards the purchase of uniforms		\$750	\$ 500.00	\$5,374
	12-Aug	Waimakariri Kennel Club	<i>Funds from 6 April 2023 returned as not spent</i>			\$500	\$5,874
	3-Sep	West Eyreton Friends of the School Committee	towards High-visibility safety vests		\$500	\$500	\$5,374
	3-Sep	North Canterbury Pony Club	Towards the purchase of ribbons and rosetts	Declined	\$750	\$0	\$5,384
	3-Sep	North Canterbury Kennel Association	Towards paint for Club rooms		750	\$500	\$4,874
	1-Nov	Noaia Charitable Trust	Community market for equipment and promotion		\$1,000		

Spreadsheet Showing Oxford-Ohoka Community Board Discretionary Grant for the 2024/25 Financial Year

	Meeting considered	Group	Project	Accountability Received	Amount Requested	Amount Granted	Running Balance
Oxford-Ohoka Community Board 10.139.100.2410			2024/25 \$6,330				\$ 6,330.00
	3-Jul	Ohoka School Aims Games Basketball Team	towards costs to travel to Turanga for the Games	27-Aug-24	\$1,000	\$ 300.00	\$6,030
	3-Jul	Oxford Museum/Oxford Historical Records Society	Towards duble sided teardrop flag	18-Sept-24	\$398	\$398	\$5,632
	3-Jul	Ohoka Rugby Club Under 11	towards attending the NZ Junior Rugby Festival	16-Dec-24	\$1,000	\$500	\$5,132
	3-Jul	View Hill School	Towards hosting a Dark Sky event	9-Jul-25	\$700	\$500	\$4,632
	7-Aug	Oxford Football Club	Purchase of field marking paint	24-Jan-25	\$1,000	\$500	\$4,132
	7-Aug	Oxford Community Trust	towards catering costs for Day Out event	event cancelled, funds returned	\$750	\$500	\$4,132
	4-Sept	Lees Valley House Holders	towards the purchase of two AEDs	18-Dec-24	\$3,724	\$500	\$3,632
	2-Oct	North Canterbury Inclusive Sports Festival	Host the festival at Mainpower	Funds not claimed	\$500	\$150	\$3,482
	2-Oct	Oxford Alpine Taekwondo	Towards safety gear for members	22-Apr-25	\$750	\$250	\$3,232
	7-Nov	Oxford 24-7 Youth Work	Tag Archary	20-Dec-24	\$750	\$750	\$2,482
	4-Dec	Swannanoa Home and School	Picnic Tables	26-Feb-25	\$750	\$380	\$2,102
	5-Feb	Silverstream Reserve Volunteer Group and Down by the River	Donation for Musicians		\$750	Declined	\$2,102
	5-Mar	Swannanoa Cricket Club	Plantings	not going	\$1,000		
	2-Apr	Oxford Alpine Taekwondo	Hosting 2025 TUNZ South Island Taekwondo Tournament		\$1,000	\$500	\$1,602
	2-Apr	Oxford Dementia Support Group	Hall hire and advertising		\$980	\$500	\$1,102
	7-May	Oxford Pony Club	NZPCA Conference	27.06.2025 only used \$467	\$640	\$600	\$502
	7-May	Ohoka Rugby Club Year 6	Playing uniforms	laid on table for 2025/26	\$750		
	7-May	Waimakariri Dog Training Club	towards compitition ribbons	4-Aug-25	\$500	\$ 500.00	\$2
		Inclusive sports				\$ 150.00	\$152
		Oxford Pony Club				\$ 133.00	\$285

GOVERNANCE

Oxford-Ohoka 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 considers a number of factors in its decision making. These include, but are not limited to; type of project, time frame, benefits to the community and costs. 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 community-based project groups, non-profit community organisations, registered charities or incorporated societies. Council funding is publicly accountable therefore the Board needs to demonstrate to the community where funding is going and what it is being spent on.

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 a project summary that includes costs, and shows the areas where funds will be spent, fund raising the group has undertaken towards the project, and other sources of funding that have been accessed. Please note that your application will not be processed if the required financial information is not provided. The Board reserve the right to request additional information.

Examples (but not limited to) of what the Board cannot fund:	Examples (but not limited to) of what the Board can fund:
✗ Wages	✓ New equipment/materials
✗ Debt servicing	✓ Toys/educational aids
✗ Payment for volunteers (including arrangements in kind eg petrol vouchers)	✓ Sporting equipment
✗ Stock or capital market investment	✓ Safety equipment
✗ Gambling or prize money	✓ Costs associated with events
✗ Funding of individuals (only non-profit organisations)	✓ Community training
✗ 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	

- The Board supports a wide range of community activities. However, an 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).
- The Board will consider grant applications every month. Applications must be received at least four weeks before Board meeting dates to be processed on time.
- Applications will only be accepted from community-based project groups, not-for-profit organisations, registered charities or incorporated societies. No application from an individual which benefits only one person will be accepted.
- Applications from Funding Committees and/or similar community-based groups associated with schools will be considered only if significant community benefit has been shown and proof is provided that the Ministry of Education does not fund the activity. However, schools themselves are not considered non-profit community-based organisations.
- Grant funding will not be allocated for events/projects that have already occurred, i.e. retrospectively.
- The grant funding is limited to projects primarily within the Board area or benefiting the residents of the ward.
- Grants are generally limited to \$750 with a maximum of \$1,000 in any financial year (July to June). However, a group may apply twice a year, provided it is for different projects. The Board will only consider granting more than \$750 in exceptional circumstances and will provide detailed reasons for exceeding the present limit.
- The application should clearly state the purpose for which the funds will be used. It should be noted that the board will not fund ongoing or annual operating expenditure associated with the administration or running of the applicant's club organisation or club.
- Organisations predominately funded by the Central Government must provide supporting evidence that the requested grant will not be spent on projects that the Central Government should/do fund.
- The applicant should submit relevant financial information to prove they can deliver the project. Financial information should include a balance sheet/profit and loss and, at least, a bank statement to enable the Board to make an informed decision.
- Applicants must declare any other funding sources for the proposed project for which funding is being sought, especially Council community grants, other Community Boards grants, and Enterprise North Canterbury funding.
- If the group does not provide the information to enable the grant to be paid within three months of approval of the grant being notified, the application will be regarded as closed, and funds will be released for reallocation by the Board.
- If funds are not spent on the specific project applied for within six months of the date of the event/project, the recipient will be required to return the funding to the Council.
- The Council must receive an Accountability Form within 20 working days after the event, completion of the project, or when the funds were spent outlining how the funds were applied. Relevant proof of purchase, such as receipts, bank statements, or invoices, must accompany the Accountability Form, and photos of the event or purchase are encouraged.
- Where possible, Boards request permission to use these photos on their Facebook page, the Council website, or other social media to encourage other community groups' participation.
- No new application will be accepted until the Board receives the Accountability Form and relevant documentation for previous funding granted.