Woodend-Sefton Community Board

Agenda

Monday 11 June 2018

7.00pm

Pegasus Community Centre
Main Street
Pegasus

Members:
Shona Powell (Chair)
Andrew Thompson (Deputy Chair)
Andrea Allen
John Archer
Al Blackie
Rhonda Mather
John Meyer
Board Members
WOODEND-SEFTON COMMUNITY BOARD

AGENDA FOR THE MEETING OF THE WOODEND-SEFTON COMMUNITY BOARD TO BE HELD IN PEGASUS COMMUNITY CENTRE, MAIN STREET, PEGASUS ON MONDAY 11 JUNE 2018 AT 7PM.

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

BUSINESS

1 APOLOGIES

2 CONFLICTS OF INTEREST

3 CONFIRMATION MINUTES
   3.1 Minutes of the Woodend-Sefton Community Board – 14 May 2018

   RECOMMENDATION
   THAT the Woodend-Sefton Community Board:
   (a) Confirms the circulated minutes of the Woodend-Sefton Community Board meeting, held 14 May 2018, as a true and accurate record.

4 MATTERS ARISING

5 DEPUTATIONS AND PRESENTATIONS FROM THE COMMUNITY
   5.1 Beccie Bithray will provide an update on the work of Social Services Waimakariri.

6 ADJOURNED BUSINESS
   Nil.
7 REPORTS

7.1 General Landscaping Budget — Grant Stephens (Green Space Community Engagement Officer)

RECOMMENDATION

THAT the Woodend-Sefton Community Board:

(a) Receives report No. 180530060111.
(b) Notes the information provided regarding the process to provide road signage.
(c) Notes the board currently has $11,259.00 available to allocate to general landscape projects within the Woodend Sefton ward.
(d) Approves the allocation of $8000 towards a native planting in the south eastern corner of Sefton Domain.
(e) Approves the allocation of $1500 towards the installation of three concrete pads on which the donated concrete seats from the Sefton Library will be placed – final location to be determined in conjunction with the Sefton Domain Advisory Group and Green Space Staff.
(f) Approves the remaining allocation of $1700 towards the installation of a sign at the entrance to Sefton Domain. Design to be in keeping with standard Council signage.
(g) Notes that a total of $59.00 will remain within the budget unspent which will not be carried over into the next financial year.

7.2 Woodend Sefton Community Board Representation on the Forestry Project Control Group — Jeff Millward (Manager, Finance and Business Support)

RECOMMENDATION

THAT the Woodend-Sefton Community Board:

(a) Receives report No. 180511051693
(b) Appoints ……………….. as the Woodend-Sefton Community Board’s representative to the Forestry Harvest Project Control Group;
(c) Notes the terms of reference provides for a representative from the Woodend-Sefton and Kaiapoi-Tuahiwi Community Boards.

7.3 Building (Earthquake Prone Buildings) Amendment Act 2016 - Greig Wilson (Building Inspector) and Lynley Beckingsale (Policy Analyst)

RECOMMENDATION

THAT the Woodend-Sefton Community Board:

(a) Receives report No: 180530059664.
(b) Notes consultation with affected property owners is being undertaken.
7.4 Application to the Woodend-Sefton Community Board’s Discretionary Grant Fund 2017/2018 Sefton Community Newsletter – Edwina Cordwell (Governance Adviser)  

RECOMMENDATION

THAT the Woodend-Sefton Community Board:

(a) Receives report No. 180522056084.

(b) Approves a grant of $________ to Sefton Community Newsletter towards the cost of printing and distribution of the newsletter.

OR

(c) Declines the application from Sefton Community Newsletter.

7.5 Allocation of the balance of the Woodend-Sefton Community Board’s Discretionary Grant Fund: Edwina Cordwell (Governance Adviser)  

RECOMMENDATION

THAT the Woodend-Sefton Community Board:

(a) Receives report No. 180529059377.

(b) Notes that as of 10 June 2018 there is currently $1,635.97 remaining in the Board’s Discretionary Grant Fund.

(c) Notes there is one application for Discretionary Grant Funding totalling $385 to be considered at the 11 June 2018 Board meeting.

(d) Notes there will be a minimum balance of at least $1,250.95 remaining in the fund should this application be approved.

(e) Notes the Council has approved any unallocated funds to be carried over to the Woodend-Sefton Community Board’s 2018/19 Discretionary Grant.

8 CORRESPONDENCE

9 CHAIRPERSON’S REPORT

9.1 Chairperson’s Report for May - 2018  

RECOMMENDATION

THAT the Woodend-Sefton Community Board:

(a) Receives report No. 180605061728.
10 MATTERS FOR INFORMATION

10.1 Oxford-Ohoka Community Board meeting minutes – 3 May 2018 (Trim No. 180426045233).

10.2 Rangiora-Ashley Community Board meeting minutes – 16 May 2018 (Trim No. 180515052911).

10.3 Kaiapoi Tuahiwi Community Board meeting minutes – 16 April 2018 (Trim No. 180410038481).

10.4 Youth Council meeting minutes – 1 May 2018

10.5 Fees and Charges for Community Facilities Report to Council 29 May 2018 (Trim No. 180514052641).

10.6 Funding and Budget Options Kaiapoi River Dredging Proposals Report to Council 29 May 2018 (Trim No. 180514052211).


10.8 Capital Projects Report for the period ended 31 March 2018 Report to Audit and Risk Committee 22 May 2018 (Trim No. 180424044711).

10.9 Libraries Update Report to Community and Recreation Committee 22 May 2018 (Trim No. 180511051846).


RECOMMENDATION

THAT the Woodend-Sefton Community Board receives the information in items 10.1-10.10.

Note: Matters for Information were circulated to members separately.

11 MEMBERS’ INFORMATION EXCHANGE

11.1 March Diary for A Allen, A Thompson and R Mather (Trim No. 180605061742) 71-72

12 CONSULTATION PROJECTS

Alcohol in our District –
Consultation closes Monday 11 June 2018.

13 FOSTERING COMMUNITIES

14 REGENERATION PROJECTS

14.1 Town Centres, Woodend-Pegasus
Updates on the Woodend-Pegasus area projects are emailed regularly to Board members. These updates can be located using the link below:
15 BOARD FUNDING UPDATE

15.1 Board Discretionary Grant
    Balance as at 5 June 2018: $1,635.97.

15.2 General Landscaping Fund
    Balance as at 5 June 2018 $11,259.

16 MEDIA ITEMS

17 QUESTIONS UNDER STANDING ORDERS

18 URGENT GENERAL BUSINESS UNDER STANDING ORDERS

NEXT MEETING

The next meeting of the Woodend-Sefton Community Board is scheduled for 7pm, Monday 9 July 2018 at the Woodend Community Centre.

Workshop

- Members Forum
- Sarah Nichols (Governance Manager) Community Board Discretionary Grant Criteria and Form
- Sarah Nichols (Governance Manager) Community Board Plan Document
MINUTES OF THE MEETING OF THE WOODEND-SEFTON COMMUNITY BOARD
HELD IN THE WOODEND COMMUNITY CENTRE, SCHOOL ROAD, WOODEND ON
MONDAY 14 MAY 2018 AT 7.00PM.

PRESENT
S Powell (Chairperson), A Thompson (Deputy Chair), A Allen, J Archer, A Blackie, R
Mather and J Meyer.

IN ATTENDANCE
C Sargison (Community and Recreation Manager), Kathy Graham (Journey Planner/Road
Safety Co-ordinator), Mike O’Connell (Senior Policy Analyst) and E Stubbs (Minutes
Secretary).

1 APOLOGIES
Nil.

2 CONFLICTS OF INTEREST
Nil.

3 CONFIRMATION MINUTES
3.1 Minutes of the Woodend-Sefton Community Board – 9 April 2018
Moved A Allen Seconded J Archer
THAT the Woodend-Sefton Community Board:
(a) Confirms the circulated minutes of the Woodend-Sefton Community
Board meeting, held 9 April 2018, as a true and accurate record.
CARRIED

4 MATTERS ARISING
Nil.

5 DEPUTATIONS AND PRESENTATIONS FROM THE COMMUNITY
5.1 Heather Warwick - Enterprise North Canterbury (ENC) provided an update on
ENC projects, support and training for businesses. She spoke to a tabled
handout (Trim 180515052906). The purpose of ENC was to help businesses
thrive and attract new investment. It was a Council Controlled Organisation
(CCO) set up in 2002 and contracted by WDC to promote the Waimakariri
District since 2005. The ENC Board comprises: the Mayors of the Waimakariri
District Council and Hurunui District Council, the two Council CEOs and seven
local business owners.
H Warwick outlined the two ENC work streams - Business Support and District
Promotion and explained the funding models for those. Business Support
funding from WDC was $196,000. This was seed funding that generated
another $368,000. District Promotion funding was $400,000 with another
$180,000 from operators and sponsors.
H Warwick showed that employee growth in the District was up from 7,500
since 2000 to 13,500 in 2015. She noted that following the earthquakes ENC
had a proactive leadership role.
H Warwick outlined the role of business support highlighting that ENC has
worked with over 3,000 businesses to date. ENC provided:
- Capability assessments to local businesses
- Online resources for businesses
- Start up support
• Research and development grants through Callaghan Innovation and
• Business confidence surveys including local businesses every six

months.

H Warwick outlined the training and networking programme including the
training courses being run in 2018. Annually ENC holds three networking
functions each year to bring like-minded business together. Business centre
highlights included achieving $30,000 annually in bookings, new sponsorship
and the provision of a professional meeting and training space for the
business community.

The Business Awards showcased the District’s businesses. The gala dinner
for the previous awards had sold out in 48 hours. This year there was a new
award – Community Enterprise and H Warwick encouraged board members
to encourage entrants for that award. She commented that entering for the
awards acted as a planning tool for businesses. ENC was able to assist with
entries, as they were not judges for the awards.

The Business Attraction programme worked with businesses looking to
relocate or expand and provide start-up advice. She highlighted BrewPub as
a success of that process. ENC made introductions and linkages with existing
developers and developers were all given equal opportunity. H Warwick
explained the partnering for ENC and WDC for business development and
support.

In regards to tourism, H Warwick referred to statistics in the handout showing
the increase in Waimakariri tourism spend. International spend had doubled
in the last 5 years. Development of an off road cycle trail in the district, with
the first night in Kaiapoi, was a highlight. ENC had the official i-SITE for the
district with over $120,000 in sales through the i-SITE.

S Powell asked what the Community Board could do to assist ENC. H
Warwick said that she would leave business cards for members to give to
businesses to make sure they could get hold of ENC. They helped with
entry/exit plans and growing or struggling businesses. Their purpose was to
serve the business community.

A Blackie noted that the Board’s submission to the LTP had expressed
concern with the perception of ENC serving Rangiora and Kaiapoi and not
assisting the rest of the district. H Warwick did not agree with that perception.
They were owned by both WDC and HDC and they wanted to see businesses
in North Canterbury rather than across the river. Each area had its own
benefits and they worked with developers.

A Allen noted the doubling in international tourists and asked for H Warwick’s
views on Easter trading. H Warwick advised that ENC was neutral on the
matter due to its relationship with Council. On a personal level as a previous
business owner, she saw the benefits of Easter trading as well as Sunday
trading in general to provide a destination for shoppers.

A Thompson referred to Hanmer and asked if Waimakariri had a distinctive
tourism message. H Warwick commented that Waimakariri did not have an
icon like the Hanmer Pools. It was important to tell a story with specific
message and branding to create a sense of place. Waimakariri was good at
playing on the strength of events. With the potential cycle trail through the
district that would allow a spine with vertebrae to different areas and a story
for each. In 2020, once there was a clip-on to the bridge, Waimakariri would
be accessible by bike from Christchurch. They needed to maximise the
potential for cyclists to stop, eat and shop.

S Powell asked if ENC was promoted to small, home based business owners
and H Warwick replied yes. A number of small businesses’ first step out from
‘home-base’ was into shared office space above ENC and in Conway Lane.
J Archer referred to the rich cultural heritage of Te Ngāi Tūāhuriri Rūnanga and asked if there was tourism potential. H Warwick advised that there could be, in conjunction with the cycle trail. While the Rūnanga did not wish to promote the Kaiapoi Pa there was a Tuahiwi Marae education day or experience that could be incorporated. The Te Kōhaka o Tūhaitara Trust was to take over guardianship of the wetland in the area and was also a huge asset to the location. H Warwick noted that when the Enshi, China delegates had been hosted they had been most appreciative of the ocean.

A Thompson commented that cycle trails were generally a dedicated, continuous trail however the trail in Waimakariri was patchy. H Warwick outlined the location of the trail and advised that while the trails varied in widths and surfaces, there were not a lot of gaps. Work was occurring to collaborate and connect the trails. In the future, the Waimakariri Walk and Cycle guide and Visit Waimakariri brochure would be combined and would have the cycle trail included. 30,000 would be distributed around New Zealand.

S Powell noted there were some errors on the Visit Waimakariri website, she would email H Warwick separately. She thanked H Warwick for attending.

5.1 Kathy Graham (Journey Planner/Road Safety Co-ordinator) introduced Mike Seabourne (NZTA). M Seabourne noted that there were currently three projects related to Woodend - the Bypass, the Ashley to Belfast safety improvements either side of the township, and the project within the township.

M Seabourne noted that the township consultation should have started a month and a half ago, however the new draft Government Policy Statement on Land Transport (GPS) had delayed that process due to re-prioritising projects. Funding had been approved for the planning phase. M Seabourne asked for questions and feedback from the board members.

A Thompson advised that the concern was the conflict between the large transport thoroughfare and the use of the thoroughfare in a normal way for the daily activity of residents.

M Seabourne outlined the phases of the project noting that the current phase was to understand the problem. The concern was access across the state highway; it was a safety risk that required management. In terms of design, if it required better pedestrian control, where was the best place to concentrate that activity? M Seabourne commented that tonight was the start of that process. He did not want to raise expectations, as at the completion of this phase funding would still require approval. There was a balance between the community that lived in and around the State Highway and the need to keep traffic flowing on the highway. He noted that the Woodend Bypass was in the distant future and there was a need to do something in the interim. M Seabourne commented that the designation of land was a good sign. It had been required due to the growth of the district.

S Powell asked about consultation and M Seabourne advised that it was not a full consultation phase, the board was a central part and would be used as a starting point. The project scale was $1-5 million at this stage.

A Thompson asked if there was an example of SH1 town improvements that M Seabourne could refer to and M Seabourne replied that every small town on SH1 experienced the same issue. SH1 was economically vital and from that respect was ‘guarded jealously’. At the same time, the community view needed to be respected. M Seabourne noted that Woodend had a wide corridor, which meant that traffic flowed well however it also meant it was difficult to slow down traffic.

A Allen commented that the project was a ‘bandaid’ until the bypass was completed and asked from a ratepayer perspective was there any feasible date or deadline to work to.

M Seabourne replied no. It was in the 10 year plus horizon. He noted the WDC submission and Board submission to the GPS regarding the bypass.
R Mather noted the reference to speed through Woodend and commented the issue was bigger than speed. The bigger issue was the division of the community due to traffic volume and the inability to turn right whether by car, bike or pedestrian.

M Seabourne commented it was good feedback. There needed to be changes to traffic flow to create gaps. Traffic signals for a pedestrian crossing could create that gap.

J Archer noted that the designations had been completed 40 years ago, however the bypass had been continually pushed out and he asked why that was.

M Seabourne replied that it was because there was not enough money to do everything. Priorities were set by central government. S Powell commented that the board needed to set the bypass to the side, the purpose tonight was to look at road safety improvements through Woodend. They would continue to advocate for the bypass. R Mather made the comment that the bypass met the GPS criteria under safety, accessibility and the environment.

S Powell commented that in Woodend there was a lack of right turn bays and a lack of, or inadequate pedestrian refuges. Cycle access particularly related to the Pegasus roundabout was also inadequate. J Archer reiterated S Powell’s comments regarding pedestrian refuges and provided examples.

M Seabourne commented that part of the process was to look at options around where activities were centred. J Archer suggested the bus stop should be located near a safe crossing.

S Powell commented that the Woodend Beach / Rangiora Woodend Road / SH1 intersection was an issue. It was difficult to turn right onto SH1 and the speed limit into Woodend was too close for cars to have adequately slowed down.

R Mather commented that another difficult intersection was Chinnerys Road, which many used to travel to Rangiora. There was no right turn bay into Chinnerys Road. It was a site of many ‘nose to tails’ and turning at Woodend Road was a safer option. R Mather also commented that there appears to be sufficient room at this intersection for a right turning bay to be created.

M Seabourne advised that they would work with WDC engineers. R Mather asked about the Ravenswood ‘spine’ road as that would take a lot of Rangiora traffic out of Woodend. M Seabourne commented they would work with developers where they could and K Graham noted that road would have a local impact on the Rangiora Woodend Road.

J Archer commented on the reduced speed signs coming into Woodend from the south. They were too close to the town so traffic was still coming in at 100km/hr rather than 50km/hr./

M Seabourne suggested that creating a threshold to the town so that traffic were aware of the need to slow would help.

S Powell commented that a right turn on the roundabout into Pegasus was a concern as traffic, including trucks, going straight through did not slow down. There is also no safe pedestrian or cycle access between the Ravenswood commercial area and Pegasus or Woodend.

J Meyer referred to when the motorway to the west of Kaiapoi had been formed. He commented that peak time through Woodend was most of the day and there were serious concerns. He was still confident NZTA and the Government would take those concerns seriously.

R Mather requested that consultation included the Woodend Community Association (WCA) and the Pegasus Residents Group (PRG) as both these groups have been involved in previous discussions with NZTA regarding road safety in this area.
M Seabourne advised that consultation would be underway next month in a workshop type environment. He outlined the process,

- Design (would be a 6-9 month process)
- Design to agency for funding approval
- Get resource consent (if required)
- Construction

S Powell asked about consultation around the project as there was the expectation in the community for consultation and had been signalled as part of the Safer Roads Project.

M Seabourne was not afraid of that. The process could be iterative and the consultation needed to be at such a time that it was early enough to influence design, however did not start with a blank sheet. He noted that both the Safe Roads projects and the in-town project could consult at the same time rather than as disparate projects.

6 **ADJOURNED BUSINESS**

Nil.

7 **REPORTS**

7.1 **Woodend – Pegasus Area Strategy (Implementation Update) – Mike O’Connell (Senior Policy Analyst)**

M O’Connell spoke to the report noting that the strategy had been adopted in 2013. Included in the report was a table of updates and a previous report showing the status at that time. The framework included four themes:

- Connectivity
- Business
- Community
- Open Spaces

There were 44 projects across these four themes in various degrees of completion. Many of the projects related to the SH1 and the Woodend Bypass and he noted the previous discussion with the NZTA representative. There was the mention of other strategies including the Community Development Strategy and the District Development Strategy.

R Mather commented that the strategy was now five years old and there had been a lot done. Is there a point where there should be a review of what was left? M O’Connell agreed it was probably getting to the point where that was required.

C Sargison commented that the District Development Strategy (DDS) would overtake quite a lot of what was in the strategy. In addition, the Long Term Plan (LTP) would also have an effect and it would be September before NZTA would give indication of their intention for the bypass.

A Thompson asked if there was an answer to the question ‘have we made good progress with deliverables on the 2013 Strategy?’ C Sargison replied yes, for example Gladstone Park redevelopment. The work had spread into different departments particularly Utilities and Roading with a lot of work in roading, cycling, walking and Greenspace. The strategy had also fed into other pieces of work for example the Community Development Strategy.
S Powell referred to funding in the LTP for cycle facilities in Woodend and asked what they were. C Sargison advised that he would check that and advise.

S Powell referred to wording regarding the emergency access out of Pegasus ‘on hold until bypass complete’. It sounded like it had been decided however S Powell thought it would be consulted on at that point. She referred to a previous example at Gladstone Park where the wording suggested a decision had been made prior to consultation. C Sargison commented that the wording could be cryptic and no decision had been made.

Moved R Mather seconded J Archer

THAT the Woodend-Sefton Community Board:

(a) Receives report No. 180502047733.

(b) Notes the progress made in implementing the short to medium term actions as signalled in Attachment ii, Trim No. 180503048170.

R Mather was happy to move the report with assurance that there would be an update in the future. C Sargison advised there could be a workshop with the board following the DDS, LTP and NZTA decision.

J Archer found the strategy to be a complete document however some parts needed to be updated and/or corrected.

7.2 Memorial Seat: Janice Healey – Chris Brown (Community and Greenspace Manager)

C Sargison spoke to the report commenting that the family was working with staff and were funding the seat. The proposed location was a good place for a seat.

A Thompson noted that there had been a few requests for these types of memorials recently and asked if there was a need for a plan of how to manage the requests, for example how many seats, tables or parks and how to prioritise?

C Sargison commented that across the district when staff got these requests a landscape architect would look at it with the family. There were not a large number of requests and many wished to plant trees. Family members were willing to work with staff to find a good location. It was not relevant to have detailed plans as the nature of the requests required staff to work on a case-by-case basis and have flexibility. There had not been a problem yet.

Moved A Allen seconded R Mather

THAT the Woodend-Sefton Community Board:

(a) Receives report No. 180501047361.

(b) Approves the installation of a seat to be located on the north eastern side of the Waikuku Ashley Estuary Car Park (as shown on the plan in section 4.1) as a memorial location of seat for Greg Healey.

(c) Approves the design of the seat as per attachment.

CARRIED

A Allen commented that the design was aesthetically pleasing. She congratulated staff for dealing with a sensitive subject respectfully.

R Mather agreed that Council handled tricky and emotional requests well, she was pleased staff could accommodate family wishes.
7.3 **Ratification of the Board’s Submission to the Waimakariri District Council’s Long Term Plan 2018-2028 – Edwina Cordwell (Governance Adviser)**

S Nichols spoke briefly to the report.

Moved R Mather seconded A Allen

THAT the Woodend-Sefton Community Board:

(a) **Receives** report No.180328033654.

(b) **Retrospectively ratifies** the Board’s submission to the Waimakariri District Council’s Long Term Plan 2018-2028 (Trim No.180328033375).

CARRIED

R Mather, A Allen and J Archer congratulated S Powell on the submission.

7.4 **Ratification of the Board’s Submission to the draft Government Policy Statement on Land Transport 2018/19 – 2027/28 – Sarah Nichols (Governance Manager)**

S Nichols spoke briefly to the report. They would hope to hear from the Government at the end of August, start of September.

Moved A Thompson seconded A Blackie

THAT the Woodend-Sefton Community Board:

(a) **Receives** report No. 180504048653.

(b) **Retrospectively ratifies** the Board’s submission to the NZTA on the draft Government Policy Statement on Land Transport 2018/19 – 2027/28. (Trim No. 180504048654).

CARRIED

A Thompson and A Blackie congratulated S Powell on the submission.

S Powell thanked board members for their input and noted the board would continue to advocate for the bypass.

8 **CORRESPONDENCE**

Moved R Mather seconded J Archer

THAT the Woodend-Sefton Community Board:

(a) **Receives** the acknowledgement of submission to NZTA regarding the draft Government Position Statement on Land Transport 2018/19-2027/28 (Trim 180508049948).

CARRIED

9 **CHAIRPERSON’S REPORT**

9.1 **Chairperson’s Report for April- 2018**

Moved S Powell seconded J Meyer

THAT the Woodend-Sefton Community Board:

(a) **Receives** report No. 180508049953.

CARRIED
10 MATTERS FOR INFORMATION

10.1 Oxford-Ohoka Community Board meeting minutes – 5 April 2018 (Trim No. 180328033515).

10.2 Rangiora-Ashley Community Board meeting minutes – 11 April 2018 (Trim No. 180404035432).

10.3 Rangiora-Ashley Road and Reserve Naming Committee meeting minutes – 4 April 2018 (Trim No. 1801409037877).

10.4 Kaiapoi-Tuahiwi Community Board meeting minutes – 19 March 2018 (Trim No. 180315027883).

10.5 Youth Council meeting minutes – 27 March 2018


10.10 Register of Interests Policy Report to Council 1 May 2018 (Trim No. 180419042965).

Moved J Meyer   seconded A Allen

THAT the Woodend-Sefton Community Board receives the information in items 10.1-10.10.

CARRIED

11 MEMBERS’ INFORMATION EXCHANGE

11.1 March Diary for R Mather, A Allen, J Archer and A Thompson (Trim No. 180508049969)

11.2 A Blackie

- Attended the Woodend ANZAC service as Council representative. Around 180 had attended and looked like it would be a permanent event.
- Provided an update on a horse / dog incident on the beach, which may get media coverage. There had been injuries to both the dog and horse, and vet bills were about the same. Responsibility had been admitted on both sides and there had been some resolution. Horse trainers would wear high visibility. The bylaw allowed horse-training on 3.1km of beach and was a compromise. J Archer raised the topic of the effect on pipi and tuatua.

11.3 J Meyer

- Thanked the board for the submission to the LTP. He noted there were some difficult decisions to make.

11.4 R Mather

- Pegasus Residents Group
  - Attended AGM – excellent guest speakers.
After learning bypass not in 10 year plan, WCA and PRG were speaking to Matt Dooley and North Canterbury News. S Nichols asked if PRG submitted to the GPS and R Mather commented that they had only learnt about it the previous week.

Were strongly advocating for a permanent Community Centre at Pegasus. Referred to the Sue Sutherland report which recommended a centre in three years.

12 CONSULTATION PROJECTS

Rangiora Woodend Road Speed Limits –
Consultation closes Monday 28 May 2018.

S Nichols advised that B Rice would be attending the All Boards meeting at the end of June to discuss speed limits on Rangiora Woodend Road and feeder roads.

S Nichols advised that the other consultation was the Local Alcohol Policy and Alcohol Control Bylaw. Submissions closed on 11 June. The board would need to decide if they wished to submit on those matters.

13 FOSTERING COMMUNITIES

NIL

14 REGENERATION PROJECTS

14.1 Town Centres, Woodend-Pegasus
Updates on the Woodend-Pegasus area projects are emailed regularly to Board members. These updates can be located using the link below:

15 BOARD FUNDING UPDATE

15.1 Board Discretionary Grant
Balance as at 14 May 2018: $1,635.97.

15.2 General Landscaping Fund
Balance as at 14 May 2018 $10,533.
A report had been requested.

16 MEDIA ITEMS

General update.

17 QUESTIONS UNDER STANDING ORDERS

None
18 URGENT GENERAL BUSINESS UNDER STANDING ORDERS

None

NEXT MEETING

The next meeting of the Woodend-Sefton Community Board is scheduled for 7pm, Monday 11 June 2018 at the Pegasus Community Centre.

THERE BEING NO FURTHER BUSINESS, THE MEETING WAS CLOSED AT 9.00pm

CONFIRMED

Chairperson

Date

Workshop held from 9pm – 9.10pm.

1. *Holiday trading.*
1. SUMMARY

1.1 Following a workshop with the Woodend Sefton Community Board, at the Board’s request, staff have prepared the following report providing details regarding three potential projects on which the Woodend Sefton General Landscape Budget could be used.

These projects are: proposed native planting (est. cost – $8000) proposed relocation of three seats from Sefton Library (est. cost – $1500), and the proposed installation of an entrance sign at Sefton Domain. The Board currently has a budget of $11,259 available to allocate. There is therefore sufficient budget to meet the estimated costs of all three projects should the board approve. This report also provides information requested by the board pertaining to the process and regulations around the provision of ‘welcome to ….’ Signs.

Staff have not undertaken formal consultation with the wider community on any of the specific projects within this report however have spoken with the chair of the Sefton Domain Advisory Group who is supportive of the proposed projects. Staff believe all three are consistent with the type of project that this budget is commonly spent on and would provide positive benefits to the community with minimal negative impact on the surrounding environment or community.

Attachments:
   i. Sefton Domain - Proposed Project Plan (Trim 180530060122)

2. RECOMMENDATION

THAT the Woodend Sefton Community Board:

(a) Receives report No. 180530060111.
(b) Notes the information provided regarding the process to provide road signage.
(c) Notes the board currently has $11,259.00 available to allocate to general landscape projects within the Woodend Sefton ward.
(d) Approves the allocation of $8000 towards a native planting in the south eastern corner of Sefton Domain.
Approves the allocation of $1500 towards the installation of three concrete pads on which the donated concrete seats from the Sefton Library will be placed – final location to be determined in conjunction with the Sefton Domain Advisory Group and Green Space Staff.

Approves the remaining allocation of $1700 towards the installation of a sign at the entrance to Sefton Domain. Design to be in keeping with standard Council signage.

Notes that a total of $59.00 will remain within the budget unspent which will not be carried over into the next financial year.

3. BACKGROUND

3.1. The General Landscaping Budget is a discretionary sum the Board can allocate towards landscape projects within their ward. There have been many varying projects that this money has been spent on over the years to enhance the landscape of the Woodend Sefton area. Projects have included the extra seating, planting, local walkway projects, town centre enhancement etc. There are no documented guidelines which stipulate exactly what the money has to be spent on however it should be for things which will enhance the landscape for the benefit of the community.

3.2. The budget is a discretionary budget that is controlled by the Board. The Board has the approval to allocate funding. Ideas for what the funding can be spent on come from Board members themselves. Board members may of course get the ideas from members of the general public, advisory groups or simply see something in the community that they feel could be enhanced or made better.

3.3. The process for spending this money is relatively simple; Once the board has an idea of a project they could spend the money on, a request is made to staff for a report on the suggested idea which is generally presented to the next meeting. Staff take the idea provided by the Board and then prepare a report for the Boards consideration. It is up to staff to make sure that sufficient information is gathered to be able to allow the Board to make an informed decision. Information that is generally obtained relates to the costs of the project, the potential effects, benefits, risks, the levels of service or any relevant policies or legislation, consultation feedback and timing.

3.4. The board considers the report and it is up to the board to give final approval before staff can organise for any of these projects to be completed. In some instances, these projects may require a level of consultation before staff can bring a recommendation to the board or time may be required to gather the requested information. It is therefore preferential that ideas are brought to staff attention at the earliest possibility.

3.5. The total of this budget may be allocated to one project or divided between multiple projects. The budget is generally spent during the year it is allocated but at the request of the Community Board can be carried over and added to the following year’s budget. This is generally done if there is a special or specific project for which this year’s budget is not enough to fully cover the costs of completion.

3.6. In the past years the Woodend Sefton Community Board have allocated funds to a range of different projects. These include;

- $3271 – Woodend Beach Road Walkway (Complete)
- $2395 – Pegasus Park Run (Complete)
- $2000 – Taranaki Reserve (Ongoing)
- $2000 – Karen Eastwood Memorial Park (Complete)
- $5000 – Woodend War Memorial (Pending)
3.7. This left a balance of $10,533 to be allocated, however the Woodend Beach Road Walkway came in under budget by $374.00 and the Pegasus Park Run Project also came under budget by $352.00. These remaining funds have been transferred back into the general landscaping budget for re-allocation.

3.8. This means that there is currently $11,259.00 yet to be allocated within this financial year.

3.9. At the request of the board, Greenspace Community Engagement Officer Grant Stephens ran a workshop at the February Board meeting which included information about the process of allocation, what had previously spent, what is available to spend and information on some potential ideas. As a response to this workshop, the board requested a detailed report on projects which would be suitable within Sefton Domain such as planting, entranceway development etc. The board also requested information on rules around roadside welcome and navigation signs within their area.

4. **ISSUES AND OPTIONS**

4.1. The Woodend Sefton Community Board requested further information on the following two projects;

**Sefton Domain**

4.2. Based on reviewing the recent projects that the board has funded through the General Landscape Budget it was identified that the majority have been within the Woodend/Pegasus area previously and therefore the board felt that it was time that some money was spent on landscaping projects within the Sefton area. Sefton Domain was identified as a potential location where this fund could be put to good use within the Sefton Community and staff were asked to talk with the Sefton Domain Advisory Group (SDAG) to come up with a basic plan including particular projects which the Board may be interested in funding.

4.3. Green Space Staff contacted the head of the SDAG who spoke with his group and was nominated to meet with Grant Stephens at the domain to talk about potential options. This meeting took place on the 28th May and two projects were discussed in detail which the SDAG felt would be appropriate in the domain and would fall within the appropriate scope of the General Landscaping Budget. Greenspace staff then created a basic plan showing the location of these projects within the domain (attachment i) for the boards consideration along with a description as below;

- **Native Planting.**

  The SDAG have identified two areas which hold potential for development within the reserve, in particular with an interest to undertake mass native planting. The south eastern corner is currently open and undeveloped and the group would like to see this planted in native plants in the near future with the potential for a seat to be located with the planted area. This area is identified as blue on the attached plan.

  They also indicated there is interest to develop the north eastern corner (potentially with more native planting) but they are awaiting the planned removal of the large trees behind this area before they proceed with any development of this space as access would be required to do this work which could damage any development which took place beforehand. This area is shown in green on the attached plan.
Staff support the proposal to undertake native planting in the south eastern corner and believe that this would have positive effects on both the aesthetics of the reserve and also the surrounding ecosystem. Below is a photo of the area which the SDAG are proposing to plant. Staff have undertaken a cost assessment and if the SDAG were happy to undertake the planting as part of a community planting day (which would vastly reduce labour costs) staff believe that the area (approx. 2000m²) could be sprayed, planted in natives and protected with combi guards for an estimated $8000.

- **Concrete Seats**

  The SDAG have been offered three concrete and timber park benches for the domain which are currently situated around the Sefton Library. The SDAG have the capacity to pull these apart, water blast, transport and reassemble the seats on site but would like to place the seats on concrete platforms. This is current practice for council as it makes for easier maintenance in the long term and provides a hard compact surface for the seat to sit flat upon. The provision of these three concrete platforms is something the Board may consider putting funds from the General Landscaping budget towards and staff are supportive of this option. Staff estimate the cost of three concrete bases 2m x 1.5m would be approximately $1500. Potential locations for these three seats are shown on the attached plan but staff would recommend that should the board approve, staff would work with the SDAG to confirm final placement in appropriate locations.

4.4. Staff also talked about the potential for development of the entrance from Cross St with planting or signage options. It was the view of the SDAG that this is not the main entrance people come in but rather more of a maintenance entrance so they do not think this warrants being more inviting as they do not want to encourage its use by the public. Staff note that the main entrance is much more inviting but currently while there is a road sign directing traffic that direction there is no official sign at the entrance to the domain. While this is not a high priority of the SDAG, staff believe that the addition of a sign at the main entrance would create easier navigation for visitors to the domain. Typically an Entrance sign for a reserve costs approximately $1700.
Roadside Signage

4.5. The Board also requested information pertaining to the installation of roadside signs. This was in reference to the signs at the entrance to Ohoka (which welcome visitors and ask them to drive safely) with a view of potential similar signs within the Woodend Sefton area. In particular, the board suggested an option of a welcome to Pegasus sign with a request to drive slowly included.

4.6. At the workshop, staff informed the Board that there are a number of local and NZTA rules regarding the installation of roadside signage, in particular regarding the location and construction of any sign. The board requested that staff look at the various policies and inform the board of the relevant clauses. Staff have spoken with our Roading team who have provided some information on the relevant regulations and also indicated that the Pegasus Residents Association have been in contact with Roading also along with a sign manufacturer and have agreed to cover the cost of a ‘Welcome/Slow Down’ sign at the entrance to Pegasus and are in the process of getting these designed/manufactured.

4.7. The guidelines within the links below apply around the type of signage and wording, size, etc for advertising signs. While some relate specifically to State Highway guidelines, Council would adopt similar requirements when it is visible to road users, mainly due to safety concerns. Location would need to be discussed to ensure the sign does not constitute a road hazard, as is the case with any other signage we erect on the road reserve.

- There is also the Council bylaw that relates if it is in road reserve and a District Plan signage breach when it is erected on private property.

4.8. In reviewing these guidelines, it became apparent that the relevant clauses would be vast in number and differing dependant on size, location and type of sign being proposed. Staff therefore believe that the best way forward would be for the Board to decide the approximate locations of the signs they wish to create and an idea of the content to go on the sign e.g. Sign at entrance to Waikuku with ‘Welcome to Waikuku, please drive carefully’. Staff could then work with the roading team on this specific sign to ensure that it meets all guidelines and come back to the board with a design and basic costings.

4.9. The Management Team have reviewed this report and support the recommendations.

5. COMMUNITY VIEWS

5.1. Groups and Organisations

5.2. Staff have spoken to a representative of the SDAG who was nominated by the group to speak on their behalf with regards to the particular projects. This representative is the Chairperson of the group and it was at his request that staff focused on the concrete seats and the native planting.

5.3. No groups or organisations have been spoken to regarding the road sign proposal as there is currently not sufficient detail to undertake specific consultation.
5.4. **Wider Community**

5.5. No consultation has been undertaken with the wider community regarding the proposal for the landscaping projects at Sefton Domain as staff believe that this will have a positive impact on the users of the domain without foreseeable negative impacts on the surrounding environment or community. Furthermore, as elected representatives from the local community, staff believe the SDAG represents the view of the community when it comes to the development of this domain.

5.6. No consultation has been undertaken with the wider community regarding the information signs at this point. Staff would recommend that once potential locations are chosen, this could be advisable with the particular communities in which the Board are proposing to install these signs.

6. **IMPLICATIONS AND RISKS**

6.1. **Financial Implications**

The Woodend Sefton Community Board currently has a balance of $11,259.00 to allocate towards landscape projects within their ward. This is made up of the remaining $10,533.00 which has not been allocated as well as $374.00 from an under-spend on the Woodend Beach Road Walkway along with and underspend of $352.00 on the Pegasus Park Run Project.

Three projects are being recommended by staff within this report. The first, for native planting at Sefton Domain would cost an estimated $8000. The second, for $1500 towards concrete platforms for three relocated seats to Sefton Domain and finally $1700 towards an entrance sign at the entrance to Sefton Domain. The combined cost of these three projects comes to $11,200.00 which is within the budget available for allocation.

If all of these are approved by the Board, $59.00 would remain in this budget for the rest of the financial year. The Board could choose to add this value to the allocation of one of the projects listed such as the native planting at Sefton Domain or choose to leave this unspent in the knowledge that the Board will get a whole new budget to allocate at the start of the new financial year.

Staff believe that the funds sought are consistent with those spent on other similar sized projects within the district and all options are reflective of the types of projects which funds from this budget are commonly allocated towards.

6.2. **Community Implications**

Staff believe that there are no significant negative impacts from any of the options recommended within this report on their surrounding communities. Staff believe that the native planting and seats proposed in Sefton Domain will provide positive impacts on the community through an enhanced ecosystem, visual aesthetic and providing places to sit. The entrance sign would also have no foreseeable negative impacts on the community but would help with navigation for those looking for the main entrance to the domain.

**Risk Management**

6.3. Staff do not believe that there are any significant risks associated with the implementation of the recommended projects.

6.4. **Health and Safety**

All projects require work to be undertaken within Council reserves and in particular holes being dug and the use of tools and potentially some machinery. If approved, staff would require any contractors to be Sitewise approved and to submit an appropriate health and
safety plan (Site Specific Safety Plan - SSSP). This would need to be approved and signed by the Greenspace Manager prior to construction beginning on site.

7. **CONTEXT**

7.1. **Policy**

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

7.2. **Legislation**

The Community Green Space Activity Management Plan which sits under the Reserves Management Act 1991 classifies Sefton Domain as a Sports and Recreation Reserve. These are managed in accordance with the Waimakariri District Council Sports and Recreation Reserves Management Plan. This plan has particular reference to the three projects regarding Sefton Domain as indicated below;

Native Planting:

SEC POLICY

8.1.4 Any new plantings on reserves shall take into consideration: a) Any current landscape concept plan; b) Public safety when considering the scale, form and type of planting; c) The use of locally sourced, native plants where practicable; d) The soil type and microclimates; e) Any effect on underground or overhead services; f) Any potential effects on reserve users and neighbours; g) Any potential adverse effects on sports fields (e.g. leaf and seed fall), h) Functional aspects such as shading, screening and wind protection; and i) Any specific requirements of key reserve users (e.g. trees to form a cricket side screen).

8.3.1 Natural habitats and ecosystems within reserves will be protected and enhanced where practicable through the control of pests and weeds, and re-vegetation using locally sourced plant species.

8.3.2 Landscape planting plans for reserves shall prioritise the use of native plant species. Exotic species can still be used where they provide a functional and/or aesthetic benefits (e.g. shade).

Seating:

7.2.1 Any new and/or replacement reserve furniture will be required to support the legitimate use and enjoyment of the reserve.

7.2.3 Outdoor furniture will be placed with regard to need, supervision, orientation to sun, shelter from wind, views and nearness to access points.

7.2.5 Design, materials and location of all reserve furniture should minimise opportunities for vandalism

Entrance Sign:

7.7.2 All signage shall be in accordance with the District Plan and the Signage Bylaw (2012).

7.7.3 All reserves shall have standard Council activity signs identifying the name of the reserve and any other important information for reserve users.

7.7.4 All new and replacement signs shall be related to the reserve or use of the reserve, unless specifically approved by Council.

7.3. With regards to legislation pertaining to road signage, all signage shall be in accordance with the District Plan and the Signage Bylaw (2012). Additional government and NZTA legislation applies relating to signage but this is dependent on the particular road/location and type of sign being proposed. Therefore this legislation would be reviewed for each individual signage project rather than as a whole within this report.

7.4. **Community Outcomes**
Public spaces and facilities are plentiful, accessible and high quality

- There is a wide variety of public places and spaces to meet people’s needs.
- There are wide-ranging opportunities for people to enjoy the outdoors.
- The accessibility of community and recreation facilities meets the changing needs of our community.

The distinctive character of our takiwa – towns, villages and rural areas is maintained.

- Our rural areas retain their amenity and character.

7.5. Delegations

The Woodend Sefton Community Board have the delegation to approve the allocation of the Woodend Sefton General Landscape Budget.
1. SUMMARY

1.1. The purpose of this report is to appoint a Board member as the Board's representative to the Forestry Harvest Project Control Group.

Attachment(s)

(i) Forestry Harvest Project Control Group (TRIM 180511051814)
(ii) Communication Plan (TRIM 180514052633)

2. RECOMMENDATION

THAT the Woodend-Sefton Community Board:

(a) Receives report No. 180511051693

(b) Appoints ................ as the Woodend-Sefton Community Board’s representative to the Forestry Harvest Project Control Group;

(c) Notes the terms of reference provides for a representative from the Woodend-Sefton and Kairapoi-Tuahiwi Community Boards.

3. BACKGROUND

3.1. Commencing in June, the Council are to harvest a significant amount of Commercial Forestry along the eastern areas of the district. The forestry harvest does not include the protection forestry which is maintained in perpetuity.

3.2. After undertaking an Expression of Interest (EoI) and Request for Proposal (RoP) process a Contractor has been selected.

3.3. While the final details of the contract are being worked through, it is timely that a project Control Group is established to ensure that the forestry harvest has greater oversight over the operations.

3.4. There has been a number of concerns raised by local residents over the transportation of logs and the amount of vibration this may cause to residents property and homes. Although our
own assessments indicate no damage will occur and the access routes are able to sustain the logging trucks, to provide additional reassurance, and prior to the Forestry operation commencing a report has been requested from Tonkin & Taylor to provide a report on the vibration effects logging transportation may have on property and homes. Tonkin and Taylor were heavily involved in the determining the effects on land from the 2010 & 2011 earthquakes and are New Zealand's leading environmental and engineering consultants.

4. ISSUES AND OPTIONS

4.1. A member from each of the Woodend-Seton and Kaiapo-Tuahiwi community boards due to their knowledge and community involvement in the area would add value as a member on the Forestry Harvest PCG.

4.2. The board options are to elect a representative to the PCG or decline the offer to have membership on the PCG.

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

5. COMMUNITY VIEWS

5.1. Board members participating in the project control group and providing an opportunity to express viewpoints of the community.

5.2. Some of the Forestry on leased land from the Te Kōhaka o Tūhaitara Trust is adjacent to the Te Kōhaka o Tūhaitara Trust Walkways and Camp grounds. Staff have worked with these groups to ensure there is minimal disruption to their activities. Transportation routes are currently being reviewed and also subject to the Tonkin & Taylor report. Community meetings will be held to provide additional information and seek further feedback.

6. FINANCIAL IMPLICATIONS AND RISKS

6.1. Financial Implications
Budget provision exists within the project to carry out the Forestry harvest. The Book Value of the standing timber is $1.2 million.

6.2. Community Implications
6.2.1. This project will have a high degree of community interest. It is therefore important to insure that good communications are maintained throughout the project. A communications plan has been developed to provide information and the opportunity for comment.

Risk Management
6.2.2. Forestry is a high risk activity. The industry is highly regulated with stringent health and safety controls.

6.2.3. Although our internal engineers have provided assurance that the roadways are constructed to withstand the weight and volume of logging, Tonkin and Taylor have been requested to undertake further investigation and provide a report on any effects.

6.2.4. Work within the area has been delayed until the contractual arrangements are agreed, the Tonkin and Taylor report is provided and meetings in the communities are able to be completed.

Health and Safety
6.2.5. Forestry activity is one of the highest risk industries in New Zealand. Whilst the Council is not directly involved with the harvest physical works, it is principal to the contract. The Council therefore needs to ensure that Health and Safety controls are in place and that people’s interests are protected.

7. **CONTEXT**

7.1. **Policy**

7.1.1. This matter is not a matter of significance in terms of the Council’s Significance and Engagement Policy. Additional assurance is being taken to assure there is no adverse effects from logging trucks. Tonkin and Taylor have been requested to undertake the effect of the logging operation and provide monitoring throughout the project.

7.2. **Legislation**

7.2.1. Health and Safety at Works Act makes it clear that PCBU’s have a responsibility for safety. A landowner engaging in a timber harvesting activity is by definition a PCBU and should actively take part in ensuring health and safety of people working on their land.

7.2.2. Resource Management Act requires Landowners to have sustainable land practices.

7.2.3. The Emissions Trading Scheme. Forestry entered into the scheme on 1 January 2008 and it places obligations on Landowners. It places obligation on the replacement of pre-1990 forest land that Council owns when harvested.

7.3. **Community Outcomes**

7.3.1. There are wide ranging opportunities for people to contribute to the decision making by local, regional and national organisations that affects our District.

7.3.2. People have wide ranging opportunities for being informed.

Jeff Millward
Manager Finance & Business Support
1. **PURPOSE**

The purpose of the Forestry Harvest Project Control Group (PCG) is to oversee the Harvest, Replant and Restoration Programme of Works. The PCG shall guide, enable and monitor the implementation of the programme. The PCG also provides community management welfare oversight.

2. **MEMBERSHIP**

- Property Manager (Chair)
- Manager, Finance & Business Support (ex-officio)
- Contractor Representative
- Te Kohaka o Tuhaitara Trust Manager
- Project Manager
- Communication and Engagement Representative
- Community Board Member Representative (Kaiapoi-Tuahiwi & Woodend-Sefton)

3. **ROLE**

The members of the PCG will engage in a positive and collaborative manner to enable the efficient and effective harvesting operation. This includes (but is not limited to) the following roles:

- Guide, enable and monitor the forestry harvesting programme;
- Confirm the work plan and to ensure all aspects of the programme are completed with due respect to the local communities and businesses;
- Direct, approve, and monitor the staging of work programme;
- Provide advice and recommendations including but not limited to:
  - Harvesting Strategies
  - Site management and transportation
  - Communication and Engagement Plans
  - Reports or briefings to Council, Council Committees or Boards in the form of a quarterly Dashboard Report to the Council & Boards which will report on:
    - Programme Overview
    - Milestones
    - Schedule
    - Budget
TERMS OF REFERENCE
FORESTRY HARVEST PROJECT CONTROL GROUP

○ Issues
○ Risk

4. MEETING FREQUENCY
The PCG shall meet monthly or when requested to do so for urgent matters, or matters relating to the purpose of the PCG.

5. ADMINISTRATION
The agenda and minutes for the PCG meeting will be prepared. The agenda and minutes will be filed in TRIM and distributed to all members. The outline agenda for the meeting shall generally be as follows:
1. Apologies
2. Previous Minutes
3. Matters Arising
4. Project Managers Reports (milestones, programme, issues, budget, risk)
5. Community communications
6. Reports to Council or Community Board
7. Documents pending oversight
8. General Business

6. DURATION
The PCG will function until the end of Nov 2018 or the completion of the 1st stage of projects. The second stage has a duration from May – Nov 2019. It is unlikely to require PCG meetings over the summer period Dec 2018 – Mar 2019, given the forestry harvest will not be occurring.
1.0 Purpose

This plan provides an outline for communications surrounding the harvest of the coastal forestry estate located along the coastline between Woodend Beach and Waikuku Beach. The plan establishes key dates, deadlines, and sets out the communication tools that will be used to inform the community and affected stakeholders.

2.0 Background

The forestry was initially planted as a commercial venture and getting a good return on ratepayer’s investment is one of the key drivers of the harvest activity. Most of the Pinus Radiata trees are over 27 years old, as they age there is a potential risk that they become a hazard, especially in high winds.

Council will be engaging a professional forestry company to complete the harvest and re-plant, and a tender for this work has now closed.

The harvest will also be co-ordinated so that where possible, users of the forest trails will have alternate options while the harvest is progressing. Te Kohaka O Tuhaitara Trust is responsible for coordinating and managing the public access and use of the tracks. The forestry contractor will be working closely with the Trust to keep the public informed of tracks closed and open at any point in time.

Council has also been working closely with the Camp Ground operators located adjacent to the forested areas to understand the impact of the harvest on those businesses and to avoid the peak periods of those operations.

The Council is aware of the increased activities during the warmer months and has programmed the harvest to avoid these periods between November and May.

Harvesting activities, such as traffic management, access times for logging trucks, and timing of work have all been considered as part of the planning process. Truck movements through residential areas will be limited to Monday – Friday 8am – 6pm with limits on the timing and volume of truck movements, to minimise the impact on those communities.

Confirmation of the contactor appointed for this work will occur in early-May. The Council will be able to provide a more detailed harvest plan and the Contractor will be required to work closely with stakeholders and the community around this program.

- A project control group is in place.
- Consultation with key stakeholders and the community are ongoing.
- The expressions of interest and subsequent tendering process is completed.
- Final report is due to Council on 1 May with the harvest due to start in 7 May.

The proposed timeline for the remainder of the review process is as follows:

- Tender to Shortlisted Tenderers: 28 February 2018
- Tender Period: Six Weeks
- Tenders Close: 11 April 2018
- Evaluate Tenders: One Week
- Agenda Closes for Report to Council: 20 April 2018
• Council Meeting 1 May 2018
• Work commences 7 May 2018
• Logging Work Completed 28 September 2018
• All Work Stopped 2 November 2018
• Further Harvest if Required May 2019

3.0 Communication Objectives

To support the delivery of the Coastal Forestry Harvest project, the communication objectives are to:

• Raise awareness for residents and recreational users of the forest about the harvest and associated timescales.
• Identify and publicise key stages of the project.
• Educate the public about the purpose and need for the harvest.
• Ensure information about the harvest is easily accessible and is kept updated.
• Make sure relevant stakeholder groups are provided with information on the harvest and the timescales.
• Promote the plans that are in place for re-planting especially natives in key areas.

4.0 Risks and Mitigation

<table>
<thead>
<tr>
<th>Communication issue or risk</th>
<th>Mitigation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Backlash from members of the public who disagree with the harvest, particularly on social</td>
<td>Closely monitor social media channels in regards to the harvest and use prompt replies to answer concerns based on FAQs</td>
</tr>
<tr>
<td>media.</td>
<td>Correct misinformation if required.</td>
</tr>
<tr>
<td>The Community feel that they haven’t been consulted properly on the harvest</td>
<td>Use multiple mediums of communication to reach residents and businesses, including letter box drops, advertising and local media.</td>
</tr>
<tr>
<td></td>
<td>Ensure community board members and resident associations are well informed.</td>
</tr>
<tr>
<td></td>
<td>Make sure it is easy to find information, ensure the contractor maintains good links with the community, and back to Council.</td>
</tr>
<tr>
<td>Any perceptions voiced on the adverse impact to their environment</td>
<td>Correct misinformation if required. Make sure it is easy to find information</td>
</tr>
<tr>
<td>Key stakeholders don’t receive information, read communication material or engage with the</td>
<td>Use multiple mediums of communication to target key stakeholders.</td>
</tr>
<tr>
<td>consultation.</td>
<td>Make sure each key stakeholder identified and those relevant residents groups in the area are provided with details of the harvest and timescales.</td>
</tr>
<tr>
<td>Media portray the harvest in a negative light.</td>
<td>Brief media about the harvest before it begins, and discuss with them key messages.</td>
</tr>
</tbody>
</table>
Residents located near the access areas and along access roads which logging trucks will use complain about impacts such as noise, vibration and damage to tracks or roads.

Correct misinformation if it arises.

Ensure residents located at or near the access points and along the truck route through beach communities are fully aware of truck movements and have realistic expectations of what the impacts will be and that these will be maintained to current and/or improved levels of Service. Door knock residents located directly outside the access gates to explain the impacts and ask if they have any questions or concerns.

Contractors to ensure any damage to roads or tracks is fixed as soon as practicable.

5.0 Audiences and stakeholders

| Directly affected | • Residents in the beach communities of Woodend, Pegasus, The Pines Beach and Kairaki
|                  | • Business owners within these areas e.g. Camp Grounds
|                  | • Te Kohaka O Tuhaitara Trust
|                  | • Leisure and sporting interests e.g. Horse trainers
| Internal         | • Project Control Group
|                  | • Communication & Engagement Manager (Matt McIlraith)
|                  | • Customer Services
|                  | • Woodend-Sefton Community Board
|                  | • Kaiapoi-Tuahiwi Community Board
|                  | • Mayor and Councillors
|                  | • Management Team
| Interest Groups  | • Pegasus Residents Association
|                  | • Woodend Community Association
|                  | • Local school and preschools
|                  | • Local recreational groups – horse riding, biking, walking, fishing groups
|                  | • Waikuku Beach Surf Lifesaving Club
|                  | • Waikuku General Store

6.0 Key messages

Key messages will be focussed on all residents, businesses and key stakeholder in the directly affected areas of the harvest as well as recreational users of the forest.

Key messaging:

• The forestry was originally planted as a commercial venture resulting in eventual harvest. Getting a good return on ratepayer’s investment is one of the key drivers of the harvest activity
- The forest is being harvested due to potential health and safety risks posed by the ageing trees.
- Areas harvested will be replanted. Some areas will be replanted in native forestry for the enjoyment of future generations

7.0 Communications Approach

Communication tools will be adapted as required to meet the project requirements and key milestones of the Coastal Forestry Harvest plan.

<table>
<thead>
<tr>
<th>Community &amp; Stakeholder Engagement:</th>
<th>Mail-out to residents</th>
<th>Information update sent to all residents in the affected communities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mail-out to Interest Groups.</td>
<td>Information update sent to all Interest Groups</td>
<td></td>
</tr>
<tr>
<td>Mail-out to local businesses and key stakeholders</td>
<td>Information Update sent to all local businesses and stakeholders</td>
<td></td>
</tr>
<tr>
<td>Update the local Community Boards</td>
<td>Workshop session/presentation to Woodend-Sefton Community Board and Kāiapō-Tuahīwī Community Board</td>
<td></td>
</tr>
<tr>
<td>Personal contact with key stakeholders including camp grounds, general stores, Te Kohaka O Tuheitara Trust and the surf club</td>
<td>Daniel/Rob and the contractor to have face to face contact with stakeholders and provide regular updates</td>
<td></td>
</tr>
<tr>
<td>Ongoing updates provided</td>
<td>Project updates provided via the contractor to Council Project manager/Comms Team on a fortnightly basis.</td>
<td></td>
</tr>
<tr>
<td>Completion notice of 2018 harvest distributed and commencement of 2019 harvest</td>
<td>Information update to all residents, interest groups, local businesses and stakeholders</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Media &amp; Advertising:</th>
<th>News stories on Council website and provided in advance to local media outlets throughout the harvest period.</th>
<th>Will pro-actively work with local media as opportunities arise.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular newspaper adverts through harvest period.</td>
<td>FAQs advertorial before harvest in Northern Outlook and North Canterbury News. Information Update advert mid-harvest Information Update advert at completion of harvest</td>
<td></td>
</tr>
<tr>
<td>Posters for Business windows.</td>
<td>Advertise harvest details and provide updates</td>
<td></td>
</tr>
<tr>
<td>-------------------------------</td>
<td>---------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Copies of information updates in business and community spaces</td>
<td>Local shops, campsites, hairdressers, doctors, community centres etc.</td>
<td></td>
</tr>
<tr>
<td>Regular social media posts.</td>
<td>Once a week or as required.</td>
<td></td>
</tr>
<tr>
<td>Information page with updates on Council website.</td>
<td>Create Coastal Forestry Harvest Project page with background information, plan, timeline and regular updates via the contractor.</td>
<td></td>
</tr>
<tr>
<td>News articles on Council website.</td>
<td>As required, link through Coastal Forestry Harvest project page.</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>Task Description</td>
<td></td>
</tr>
<tr>
<td>------------</td>
<td>----------------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>March/April</td>
<td>Tender Process begins</td>
<td></td>
</tr>
<tr>
<td>16 Apr</td>
<td>Tender Process continues</td>
<td></td>
</tr>
<tr>
<td>23 Apr</td>
<td>Comms Plan Developed</td>
<td></td>
</tr>
<tr>
<td>29 Apr</td>
<td>Comms Plan Developed</td>
<td></td>
</tr>
<tr>
<td>30 Apr</td>
<td>Council sign off Report - Property/Daniel</td>
<td></td>
</tr>
<tr>
<td>1 May</td>
<td>Deliver artwork for Newspaper Adverts</td>
<td></td>
</tr>
<tr>
<td>7 May</td>
<td>Full page Adverts: Northern Outlook, Canterbury News</td>
<td></td>
</tr>
<tr>
<td>13 May</td>
<td>Web page developed</td>
<td></td>
</tr>
<tr>
<td>14 May</td>
<td>Comms - Karen/Nicola</td>
<td></td>
</tr>
<tr>
<td>21 May</td>
<td>Comms - Karen/Rob/Rob</td>
<td></td>
</tr>
<tr>
<td>26 May</td>
<td>Web Project Page Published</td>
<td></td>
</tr>
<tr>
<td>27 May</td>
<td>Comms - Ruben</td>
<td></td>
</tr>
<tr>
<td>13 May</td>
<td>Harvest Starts</td>
<td></td>
</tr>
<tr>
<td>21 May</td>
<td>2nd Feb Page Draft Ready</td>
<td></td>
</tr>
<tr>
<td>23 Apr</td>
<td>Web Project Page Draft Ready</td>
<td></td>
</tr>
<tr>
<td>25 Apr</td>
<td>Web Project Page Draft Ready</td>
<td></td>
</tr>
<tr>
<td>29 Apr</td>
<td>Web Project Page Draft Ready</td>
<td></td>
</tr>
<tr>
<td>30 Apr</td>
<td>Web Project Page Draft Ready</td>
<td></td>
</tr>
<tr>
<td>1 May</td>
<td>Comms - Karen/Rob/Rob</td>
<td></td>
</tr>
<tr>
<td>7 May</td>
<td>Comms - Karen/Rob/Rob</td>
<td></td>
</tr>
<tr>
<td>13 May</td>
<td>Web Project Page Draft Ready</td>
<td></td>
</tr>
<tr>
<td>14 May</td>
<td>Comms - Ruben</td>
<td></td>
</tr>
<tr>
<td>21 May</td>
<td>Web Project Page Draft Ready</td>
<td></td>
</tr>
<tr>
<td>27 May</td>
<td>Comms - Ruben</td>
<td></td>
</tr>
<tr>
<td>21 May</td>
<td>2nd Feb Page Draft Ready</td>
<td></td>
</tr>
<tr>
<td>23 Apr</td>
<td>Web Project Page Draft Ready</td>
<td></td>
</tr>
<tr>
<td>25 Apr</td>
<td>Web Project Page Draft Ready</td>
<td></td>
</tr>
<tr>
<td>29 Apr</td>
<td>Web Project Page Draft Ready</td>
<td></td>
</tr>
<tr>
<td>30 Apr</td>
<td>Web Project Page Draft Ready</td>
<td></td>
</tr>
<tr>
<td>1 May</td>
<td>Comms - Karen/Rob/Rob</td>
<td></td>
</tr>
<tr>
<td>7 May</td>
<td>Comms - Karen/Rob/Rob</td>
<td></td>
</tr>
<tr>
<td>13 May</td>
<td>Web Project Page Draft Ready</td>
<td></td>
</tr>
<tr>
<td>14 May</td>
<td>Comms - Ruben</td>
<td></td>
</tr>
<tr>
<td>21 May</td>
<td>Web Project Page Draft Ready</td>
<td></td>
</tr>
<tr>
<td>27 May</td>
<td>Comms - Ruben</td>
<td></td>
</tr>
<tr>
<td>21 May</td>
<td>2nd Feb Page Draft Ready</td>
<td></td>
</tr>
<tr>
<td>23 Apr</td>
<td>Web Project Page Draft Ready</td>
<td></td>
</tr>
<tr>
<td>25 Apr</td>
<td>Web Project Page Draft Ready</td>
<td></td>
</tr>
<tr>
<td>29 Apr</td>
<td>Web Project Page Draft Ready</td>
<td></td>
</tr>
<tr>
<td>30 Apr</td>
<td>Web Project Page Draft Ready</td>
<td></td>
</tr>
<tr>
<td>1 May</td>
<td>Comms - Karen/Rob/Rob</td>
<td></td>
</tr>
<tr>
<td>7 May</td>
<td>Comms - Karen/Rob/Rob</td>
<td></td>
</tr>
<tr>
<td>13 May</td>
<td>Web Project Page Draft Ready</td>
<td></td>
</tr>
<tr>
<td>14 May</td>
<td>Comms - Ruben</td>
<td></td>
</tr>
<tr>
<td>21 May</td>
<td>Web Project Page Draft Ready</td>
<td></td>
</tr>
<tr>
<td>27 May</td>
<td>Comms - Ruben</td>
<td></td>
</tr>
<tr>
<td>21 May</td>
<td>2nd Feb Page Draft Ready</td>
<td></td>
</tr>
<tr>
<td>23 Apr</td>
<td>Web Project Page Draft Ready</td>
<td></td>
</tr>
<tr>
<td>25 Apr</td>
<td>Web Project Page Draft Ready</td>
<td></td>
</tr>
<tr>
<td>29 Apr</td>
<td>Web Project Page Draft Ready</td>
<td></td>
</tr>
<tr>
<td>30 Apr</td>
<td>Web Project Page Draft Ready</td>
<td></td>
</tr>
<tr>
<td>1 May</td>
<td>Comms - Karen/Rob/Rob</td>
<td></td>
</tr>
<tr>
<td>7 May</td>
<td>Comms - Karen/Rob/Rob</td>
<td></td>
</tr>
<tr>
<td>13 May</td>
<td>Web Project Page Draft Ready</td>
<td></td>
</tr>
<tr>
<td>14 May</td>
<td>Comms - Ruben</td>
<td></td>
</tr>
<tr>
<td>21 May</td>
<td>Web Project Page Draft Ready</td>
<td></td>
</tr>
<tr>
<td>27 May</td>
<td>Comms - Ruben</td>
<td></td>
</tr>
<tr>
<td>21 May</td>
<td>2nd Feb Page Draft Ready</td>
<td></td>
</tr>
<tr>
<td>23 Apr</td>
<td>Web Project Page Draft Ready</td>
<td></td>
</tr>
<tr>
<td>25 Apr</td>
<td>Web Project Page Draft Ready</td>
<td></td>
</tr>
<tr>
<td>29 Apr</td>
<td>Web Project Page Draft Ready</td>
<td></td>
</tr>
<tr>
<td>30 Apr</td>
<td>Web Project Page Draft Ready</td>
<td></td>
</tr>
<tr>
<td>1 May</td>
<td>Comms - Karen/Rob/Rob</td>
<td></td>
</tr>
<tr>
<td>7 May</td>
<td>Comms - Karen/Rob/Rob</td>
<td></td>
</tr>
<tr>
<td>13 May</td>
<td>Web Project Page Draft Ready</td>
<td></td>
</tr>
<tr>
<td>14 May</td>
<td>Comms - Ruben</td>
<td></td>
</tr>
<tr>
<td>21 May</td>
<td>Web Project Page Draft Ready</td>
<td></td>
</tr>
<tr>
<td>27 May</td>
<td>Comms - Ruben</td>
<td></td>
</tr>
<tr>
<td>21 May</td>
<td>2nd Feb Page Draft Ready</td>
<td></td>
</tr>
<tr>
<td>23 Apr</td>
<td>Web Project Page Draft Ready</td>
<td></td>
</tr>
<tr>
<td>25 Apr</td>
<td>Web Project Page Draft Ready</td>
<td></td>
</tr>
<tr>
<td>29 Apr</td>
<td>Web Project Page Draft Ready</td>
<td></td>
</tr>
<tr>
<td>30 Apr</td>
<td>Web Project Page Draft Ready</td>
<td></td>
</tr>
<tr>
<td>1 May</td>
<td>Comms - Karen/Rob/Rob</td>
<td></td>
</tr>
<tr>
<td>7 May</td>
<td>Comms - Karen/Rob/Rob</td>
<td></td>
</tr>
<tr>
<td>13 May</td>
<td>Web Project Page Draft Ready</td>
<td></td>
</tr>
<tr>
<td>14 May</td>
<td>Comms - Ruben</td>
<td></td>
</tr>
<tr>
<td>21 May</td>
<td>Web Project Page Draft Ready</td>
<td></td>
</tr>
<tr>
<td>27 May</td>
<td>Comms - Ruben</td>
<td></td>
</tr>
<tr>
<td>21 May</td>
<td>2nd Feb Page Draft Ready</td>
<td></td>
</tr>
<tr>
<td>23 Apr</td>
<td>Web Project Page Draft Ready</td>
<td></td>
</tr>
<tr>
<td>25 Apr</td>
<td>Web Project Page Draft Ready</td>
<td></td>
</tr>
<tr>
<td>29 Apr</td>
<td>Web Project Page Draft Ready</td>
<td></td>
</tr>
<tr>
<td>30 Apr</td>
<td>Web Project Page Draft Ready</td>
<td></td>
</tr>
<tr>
<td>1 May</td>
<td>Comms - Karen/Rob/Rob</td>
<td></td>
</tr>
<tr>
<td>7 May</td>
<td>Comms - Karen/Rob/Rob</td>
<td></td>
</tr>
<tr>
<td>13 May</td>
<td>Web Project Page Draft Ready</td>
<td></td>
</tr>
<tr>
<td>14 May</td>
<td>Comms - Ruben</td>
<td></td>
</tr>
<tr>
<td>21 May</td>
<td>Web Project Page Draft Ready</td>
<td></td>
</tr>
<tr>
<td>27 May</td>
<td>Comms - Ruben</td>
<td></td>
</tr>
<tr>
<td>21 May</td>
<td>2nd Feb Page Draft Ready</td>
<td></td>
</tr>
<tr>
<td>23 Apr</td>
<td>Web Project Page Draft Ready</td>
<td></td>
</tr>
<tr>
<td>25 Apr</td>
<td>Web Project Page Draft Ready</td>
<td></td>
</tr>
<tr>
<td>29 Apr</td>
<td>Web Project Page Draft Ready</td>
<td></td>
</tr>
<tr>
<td>30 Apr</td>
<td>Web Project Page Draft Ready</td>
<td></td>
</tr>
<tr>
<td>1 May</td>
<td>Comms - Karen/Rob/Rob</td>
<td></td>
</tr>
<tr>
<td>7 May</td>
<td>Comms - Karen/Rob/Rob</td>
<td></td>
</tr>
<tr>
<td>13 May</td>
<td>Web Project Page Draft Ready</td>
<td></td>
</tr>
<tr>
<td>14 May</td>
<td>Comms - Ruben</td>
<td></td>
</tr>
<tr>
<td>21 May</td>
<td>Web Project Page Draft Ready</td>
<td></td>
</tr>
<tr>
<td>27 May</td>
<td>Comms - Ruben</td>
<td></td>
</tr>
<tr>
<td>21 May</td>
<td>2nd Feb Page Draft Ready</td>
<td></td>
</tr>
<tr>
<td>23 Apr</td>
<td>Web Project Page Draft Ready</td>
<td></td>
</tr>
<tr>
<td>25 Apr</td>
<td>Web Project Page Draft Ready</td>
<td></td>
</tr>
<tr>
<td>29 Apr</td>
<td>Web Project Page Draft Ready</td>
<td></td>
</tr>
<tr>
<td>30 Apr</td>
<td>Web Project Page Draft Ready</td>
<td></td>
</tr>
<tr>
<td>1 May</td>
<td>Comms - Karen/Rob/Rob</td>
<td></td>
</tr>
<tr>
<td>7 May</td>
<td>Comms - Karen/Rob/Rob</td>
<td></td>
</tr>
<tr>
<td>13 May</td>
<td>Web Project Page Draft Ready</td>
<td></td>
</tr>
<tr>
<td>14 May</td>
<td>Comms - Ruben</td>
<td></td>
</tr>
<tr>
<td>21 May</td>
<td>Web Project Page Draft Ready</td>
<td></td>
</tr>
<tr>
<td>27 May</td>
<td>Comms - Ruben</td>
<td></td>
</tr>
<tr>
<td>21 May</td>
<td>2nd Feb Page Draft Ready</td>
<td></td>
</tr>
<tr>
<td>23 Apr</td>
<td>Web Project Page Draft Ready</td>
<td></td>
</tr>
<tr>
<td>25 Apr</td>
<td>Web Project Page Draft Ready</td>
<td></td>
</tr>
<tr>
<td>29 Apr</td>
<td>Web Project Page Draft Ready</td>
<td></td>
</tr>
<tr>
<td>30 Apr</td>
<td>Web Project Page Draft Ready</td>
<td></td>
</tr>
<tr>
<td>1 May</td>
<td>Comms - Karen/Rob/Rob</td>
<td></td>
</tr>
<tr>
<td>7 May</td>
<td>Comms - Karen/Rob/Rob</td>
<td></td>
</tr>
<tr>
<td>13 May</td>
<td>Web Project Page Draft Ready</td>
<td></td>
</tr>
<tr>
<td>14 May</td>
<td>Comms - Ruben</td>
<td></td>
</tr>
<tr>
<td>21 May</td>
<td>Web Project Page Draft Ready</td>
<td></td>
</tr>
<tr>
<td>27 May</td>
<td>Comms - Ruben</td>
<td></td>
</tr>
<tr>
<td>21 May</td>
<td>2nd Feb Page Draft Ready</td>
<td></td>
</tr>
<tr>
<td>23 Apr</td>
<td>Web Project Page Draft Ready</td>
<td></td>
</tr>
<tr>
<td>25 Apr</td>
<td>Web Project Page Draft Ready</td>
<td></td>
</tr>
<tr>
<td>29 Apr</td>
<td>Web Project Page Draft Ready</td>
<td></td>
</tr>
<tr>
<td>30 Apr</td>
<td>Web Project Page Draft Ready</td>
<td></td>
</tr>
<tr>
<td>1 May</td>
<td>Comms - Karen/Rob/Rob</td>
<td></td>
</tr>
<tr>
<td>7 May</td>
<td>Comms - Karen/Rob/Rob</td>
<td></td>
</tr>
<tr>
<td>13 May</td>
<td>Web Project Page Draft Ready</td>
<td></td>
</tr>
<tr>
<td>14 May</td>
<td>Comms - Ruben</td>
<td></td>
</tr>
<tr>
<td>21 May</td>
<td>Web Project Page Draft Ready</td>
<td></td>
</tr>
<tr>
<td>27 May</td>
<td>Comms - Ruben</td>
<td></td>
</tr>
<tr>
<td>21 May</td>
<td>2nd Feb Page Draft Ready</td>
<td></td>
</tr>
<tr>
<td>23 Apr</td>
<td>Web Project Page Draft Ready</td>
<td></td>
</tr>
<tr>
<td>25 Apr</td>
<td>Web Project Page Draft Ready</td>
<td></td>
</tr>
<tr>
<td>29 Apr</td>
<td>Web Project Page Draft Ready</td>
<td></td>
</tr>
<tr>
<td>30 Apr</td>
<td>Web Project Page Draft Ready</td>
<td></td>
</tr>
<tr>
<td>1 May</td>
<td>Comms - Karen/Rob/Rob</td>
<td></td>
</tr>
<tr>
<td>7 May</td>
<td>Comms - Karen/Rob/Rob</td>
<td></td>
</tr>
<tr>
<td>13 May</td>
<td>Web Project Page Draft Ready</td>
<td></td>
</tr>
<tr>
<td>14 May</td>
<td>Comms - Ruben</td>
<td></td>
</tr>
<tr>
<td>21 May</td>
<td>Web Project Page Draft Ready</td>
<td></td>
</tr>
<tr>
<td>27 May</td>
<td>Comms - Ruben</td>
<td></td>
</tr>
<tr>
<td>21 May</td>
<td>2nd Feb Page Draft Ready</td>
<td></td>
</tr>
<tr>
<td>23 Apr</td>
<td>Web Project Page Draft Ready</td>
<td></td>
</tr>
<tr>
<td>25 Apr</td>
<td>Web Project Page Draft Ready</td>
<td></td>
</tr>
<tr>
<td>29 Apr</td>
<td>Web Project Page Draft Ready</td>
<td></td>
</tr>
<tr>
<td>30 Apr</td>
<td>Web Project Page Draft Ready</td>
<td></td>
</tr>
<tr>
<td>1 May</td>
<td>Comms - Karen/Rob/Rob</td>
<td></td>
</tr>
<tr>
<td>7 May</td>
<td>Comms - Karen/Rob/Rob</td>
<td></td>
</tr>
<tr>
<td>13 May</td>
<td>Web Project Page Draft Ready</td>
<td></td>
</tr>
<tr>
<td>14 May</td>
<td>Comms - Ruben</td>
<td></td>
</tr>
<tr>
<td>21 May</td>
<td>Web Project Page Draft Ready</td>
<td></td>
</tr>
<tr>
<td>27 May</td>
<td>Comms - Ruben</td>
<td></td>
</tr>
<tr>
<td>21 May</td>
<td>2nd Feb Page Draft Ready</td>
<td></td>
</tr>
<tr>
<td>23 Apr</td>
<td>Web Project Page Draft Ready</td>
<td></td>
</tr>
<tr>
<td>25 Apr</td>
<td>Web Project Page Draft Ready</td>
<td></td>
</tr>
<tr>
<td>29 Apr</td>
<td>Web Project Page Draft Ready</td>
<td></td>
</tr>
<tr>
<td>30 Apr</td>
<td>Web Project Page Draft Ready</td>
<td></td>
</tr>
<tr>
<td>1 May</td>
<td>Comms - Karen/Rob/Rob</td>
<td></td>
</tr>
<tr>
<td>7 May</td>
<td>Comms - Karen/Rob/Rob</td>
<td></td>
</tr>
<tr>
<td>13 May</td>
<td>Web Project Page Draft Ready</td>
<td></td>
</tr>
<tr>
<td>14 May</td>
<td>Comms - Ruben</td>
<td></td>
</tr>
<tr>
<td>21 May</td>
<td>Web Project Page Draft Ready</td>
<td></td>
</tr>
<tr>
<td>27 May</td>
<td>Comms - Ruben</td>
<td></td>
</tr>
<tr>
<td>21 May</td>
<td>2nd Feb Page Draft Ready</td>
<td></td>
</tr>
<tr>
<td>23 Apr</td>
<td>Web Project Page Draft Read...</td>
<td></td>
</tr>
<tr>
<td>June</td>
<td>July</td>
<td>August</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>-----------------------------</td>
<td>-----------------------------</td>
</tr>
<tr>
<td>Fortnightly Project Update</td>
<td>Fortnightly Project Update</td>
<td>Fortnightly Project Update</td>
</tr>
<tr>
<td>Contractor and Property</td>
<td>Contractor and Property</td>
<td>Contractor and Property</td>
</tr>
<tr>
<td>Edit information update and images</td>
<td>Edit information update and images</td>
<td>Edit information update and images</td>
</tr>
<tr>
<td>Web project update published Comms</td>
<td>Web project update published Comms</td>
<td>Web project update published Comms</td>
</tr>
<tr>
<td>Optional Newspaper Advert Update?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project Update Report to Woodend Sefton Community Board</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project Update to Kaiapoi Tuahiwi Community Board</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Property</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Property</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
1. SUMMARY

1.1 This report introduces you to the implications the Building (Earthquake Prone Buildings) Amendment Act 2016 (the Act) has for this Council. The Act makes it Council’s role to identify all potentially earthquake-prone buildings within set time-frames, assign an earthquake rating if applicable, and put the information into a national register.

1.2 The Act also introduces the concept of ‘priority buildings’ and requires Council to undertake community consultation (through the Local Government Act 2002, S83 Special Consultative Procedure) to identify priority buildings and roads/footpaths that could be impacted by having an unreinforced masonry building (URB) located in close proximity to them, whereby there is the potential for an unreinforced masonry part to fall onto the identified thoroughfare.

1.3 There are very few buildings left in the District that fit the definition of ‘earthquake-prone’. The demolition of older earthquake prone/damaged buildings and associated new buildings/strengthened buildings have left the District in a very enviable position. Where buildings are identified, the owners will be contacted to discuss what this means in relation to individual buildings before the issuing of any notice (S124 Earthquake-prone building).

1.4 The Act requires the Special Consultative Procedure (SCP) to be followed. Public consultation is required to identify priority routes/buildings that could impact on public thoroughfares. All Boards are being consulted on this matter and at this stage in this District, three roads fit into this category:

- Williams Street, Kaiapoi (Old BNZ building)
- Walker Street, Kaiapoi (Kaiapoi Mill)
- High Street, Rangiora (approximately nine buildings)

Attachments:

i. Maps of areas identified above (Trim 180523056751)
2. **RECOMMENDATION**

THAT the Woodend-Sefton Community Board

(a) Receives report No: 180530059664.

(b) Notes consultation with affected property owners is being undertaken.

3. **BACKGROUND**

3.1 The Building (Earthquake Prone Buildings) Amendment Act 2016 came into force on 1 July 2017. The Act introduced a new system to ensure the way buildings are managed for future earthquakes is consistent across the country, and provides more information for people using buildings.

3.2 The new system prioritises identification and remediation of earthquake-prone buildings (EPB) that either pose a high risk to life or are critical to recovery in an emergency. Certain hospital, emergency and education buildings that are earthquake-prone will be ‘priority buildings’. Other EPB may be priority buildings due to their location and the potential impact of their failure in an earthquake on people. These buildings must be identified with community input.

3.3 Priority buildings must be identified and remediated in half the usual time, to reduce the risks to life safety more promptly.

3.4 The significant amount of earthquake strengthening of buildings undertaken since the Canterbury earthquakes in 2010/11 means there are very few URM buildings in this District that meet the criteria of the Act. Even so, public consultation must be undertaken to ensure all priority buildings are identified and the danger mitigated in accordance with the requirements of the Act.

4. **ISSUES AND OPTIONS**

4.1 The Waimakariri District is in a high seismic risk area which means Council must identify potentially earthquake-prone priority buildings by 1 January 2020 and owners of these buildings must carry out seismic working within 7.5 years (time from the issue of EPB notice).

4.2 To determine which buildings in the District should be identified as ‘priority buildings’ Council must identify (1) which thoroughfares have sufficient vehicular or pedestrian traffic to warrant prioritisation, if part of an unreinforced masonry (URM) building were to fall onto them in an earthquake; and (2) which transport routes of strategic importance would be impeded if buildings collapsed onto them in an earthquake.

4.3 The Management Team have reviewed this report and support the recommendations.

5. **COMMUNITY VIEWS**

5.1 **Groups and Organisations**

Building owners will be advised of the implications of the Act on their building(s) through face-to-face meetings and followed up with written communication.
5.2. **Wider Community**

Wider public consultation will be undertaken using the special consultative procedure in the *Local Government Act 2012* S83. It is proposed public consultation will open on 20 August and close on 20 September 2018.

6. **IMPLICATIONS AND RISKS**

6.1. **Financial Implications**

This consultation will be undertaken using current staff resources and within current budgets.

6.2. **Community Implications**

On completion of this consultation, priority buildings and strategic routes will be identified and danger to life mitigated in accordance with the provisions of the Act.

6.3. **Risk Management**

Building owners will be aware of their responsibilities under the Act and monitoring by Council staff will ensure compliance. Public consultation will provide the widest possible identification of unreinforced masonry buildings and strategic paths/roads to ensure the risk to the public is minimised.

If there is a major earthquake in the next 7.5 years, before building owners have time to complete strengthening work, there is a risk to the public. The URM buildings register ensures the public has knowledge of the buildings that are potentially unsafe.

6.4. **Health and Safety**

URM buildings will be identified as part of the public consultation, the register of these buildings will be available to the public. The Act provides that these buildings must be strengthened within 7.5 years to ensure that “people who use buildings can do so safely and without endangering their health” (*Building Act 2004*). Unreinforced masonry facades, parapets etc pose a risk to pedestrians/vehicles passing by as demonstrated through the Canterbury earthquakes.

7. **CONTEXT**

7.1. **Policy**

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

7.2. **Legislation**

*Building (Earthquake prone buildings) Amendment Act 2016, Subpart 6A – Special provisions for earthquake-prone buildings*

*Local Government Act 2002, S83 Special consultative procedure*

7.3. **Community Outcomes**

*There is a safe environment for all*

- Harm to people from natural and man-made hazards is minimised.
- Our district has the capacity and resilience to quickly recover from natural disasters and adapt to the effects of climate change.
WAIMAKARIRI DISTRICT COUNCIL

REPORT FOR DECISION

FILE NO and TRIM NO: GOV-26-09-06 /180522056084

REPORT TO: Woodend-Sefton Community Board

DATE OF MEETING: 11 June 2018

FROM: Edwina Cordwell – Governance Adviser

SUBJECT: Application to the Woodend-Sefton Community Board’s Discretionary Grant Fund 2017/2018: Sefton Community Newsletter.

1. SUMMARY

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

<table>
<thead>
<tr>
<th>Name of Organisation</th>
<th>Purpose</th>
<th>Amount Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sefton Community Newsletter</td>
<td>Towards the cost of printing and distributing the newsletter</td>
<td>$385</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>$385</strong></td>
</tr>
</tbody>
</table>

Current balance is $1,635.97.

Attachments:

i. Application from Sefton Community Newsletter (Trim No. 180427046315).
ii. Spreadsheet showing previous two years grants.
iii. Board funding criteria 2017/2018 (Trim No. 170627066271).

2. RECOMMENDATION

THAT the Woodend-Sefton Community Board:

(a) Receives report No. 180522056084.

(b) Approves a grant of $_______ to Sefton Community Newsletter towards the cost of printing and distribution of the newsletter.

OR

(c) Declines the application from Sefton Community Newsletter.
3. **BACKGROUND**

3.1 The Sefton Community Newsletter is seeking funds towards the printing and distribution of the newsletter.

3.2 The newsletter is intended to be a channel of communication for the Sefton community and helps promote a range of events such as the Anzac services, Christmas in the Domain, Sefton School Tug of War as well as public information notices including Citizen’s Advice and the Community Board.

3.3 450 copies are printed of which 350 are delivered through the rural mail contractor and all recipients live in the Board’s community area.

4. **ISSUES AND OPTIONS**

4.1 The costs of delivery of the newsletter are $350 per month. Funds are continually needed to enable printing and delivery of the newsletter to the community. The only formal income is from advertising and whilst it might be possible to increase advertising rates, this might result in fewer advertisements and less income. The rate needs to be attractive to the relatively small number of potential advertisers in the area. The editor receives no financial assistance.

4.2 The newsletter requires $975 of funding to operate for a further 12 months and it is not clear what the consequences would be if the grant is declined. It is advised that this could necessitate a personal donation by the editor.

4.3 Financial information has been supplied.

4.4 The Management Team have reviewed this report.

5. **COMMUNITY VIEWS**

5.1. **Groups and Organisations**

   Not applicable.

5.2. **Wider Community**

   Not applicable.

6. **IMPLICATIONS AND RISKS**

6.1. **Financial Implications**

   The Annual Plan for 2017/18 includes budget provision for the Woodend-Sefton Community Board to approve grants to community groups up to a total of $3,170.

   The current balance of the fund is $1,635.97.

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

   GST is paid to appropriately registered groups where applicable above the Board resolved values.
6.2. **Community Implications**

The newsletter is delivered throughout the Sefton community.

6.3. **Risk Management**

Not applicable.

6.4. **Health and Safety**

Not applicable.

7. **CONTEXT**

7.1. **Policy**

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

7.2. **Legislation**

Not applicable.

7.3. **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, abilities and cultures to participate in community life and recreational activities.

7.4. **Delegations**

Community Boards have delegated authority to approve such grants.

---

Edwina Cordwell  
Governance Adviser
WOODEND-SEFTON COMMUNITY BOARD DISCRETIONARY GRANT APPLICATION

Groups Applying for Board Discretionary Grants 2017/2018

Name of Group: Sefton Community Newsletter

Address: c/o Box 42, Sefton, 7445

Contact Person within Organisation: Carville Stewart

Position within Organisation: editor/secretary

Contact phone number: 0274 865 679 Email: carvilestewart@gmail.com

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

attached

What is the timeframe of the project? 1 year

Overall Cost of Project: $ app 975 Amount Requesting: $ 385

How many people will directly benefit from this project? 450

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:

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

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 only way to guarantee continuation may be by a personal input
The newsletter endeavours to be a channel of communication to the members of the Sefton Community. It helps promote community events, such as the Anzac Service, Christmas in the Domain event and the Sefton School Tug of War, and give public information notices, such as those from Citizens Advice Bureau, and the Community Board.

The accounts show that our expenditure is always greater than our income. Our only income comes from advertising, and this is not keeping up with expenses - printing and delivery. While it would be possible to increase advertising rates, it is important that the rate remains attractive to the relatively small number of potential advertisers in the area.

350 copies (of the total 450 printed) are delivered through the rural mail contractor who charges $350 per month. We are seeking assistance with this component.

Please note that the writer receives no financial assistance for travel expenses.
WOODEND-SEFTON COMMUNITY BOARD DISCRETIONARY GRANT APPLICATION

What are the direct benefit(s) to the participants?
Information and communication to the community

What is the benefit(s) to your organisation?
A grant will allow continuation of this service

What are the benefit(s) to the Woodend-Sefton community or wider district?
Information and communication to the community

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

Yes [ ] No [x]

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:

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

Yes [ ] No [x]

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: 27-04-2018
Sefton Community Newsletter
For the year 01-10-2017 to 31-12-2017

**INCOME**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>advertising</td>
<td>650.00</td>
</tr>
</tbody>
</table>

| Total Income    | 650.00   |

**EXPENDITURE**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>printing</td>
<td>583.07</td>
</tr>
<tr>
<td>delivery</td>
<td>375.00</td>
</tr>
<tr>
<td>bank fees</td>
<td>1.14</td>
</tr>
</tbody>
</table>

| Total Expenditure | 959.21   |

| Surplus/(Deficit) | $(309.21) |

| Opening Balance   | 552.48   |
| Add Surplus/(Deficit) | 309.21   |

| Equity at End of Period | 243.27   |

| Total            | 650.00   |
| Total Expenditure| 959.21   |
| Surplus/(Deficit)| $(309.21)|
For the year 01-01-2018 to 15-04-2018

INCOME
advertising 150.00

EXPENDITURE
printing 132.84
delivery 105.00
bank fees .57

238.41

surplus/(deficit) for period $(118.41)

opening balance 243.27
add surplus/(deficit) 118.41

Equity at end of period 124.86
# 2016-2017 Community Board Discretionary Grant

<table>
<thead>
<tr>
<th>Month considered</th>
<th>Group</th>
<th>Project</th>
<th>Amount Requested</th>
<th>Amount Granted</th>
<th>Running Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>August</strong></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>$2,510.00</td>
</tr>
<tr>
<td><strong>August</strong></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>$2,120.00</td>
</tr>
<tr>
<td><strong>September</strong></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><strong>February</strong></td>
<td>Woodend Bowling Club</td>
<td>towards the cost to core and solid spike the outdoor bowling green</td>
<td>$449</td>
<td>$ -</td>
<td>$1,620.00</td>
</tr>
<tr>
<td><strong>April</strong></td>
<td>Kaiapoi Art Expo and Schools Art Expo</td>
<td>towards purchase of a TV &amp; Apple TV box</td>
<td>$500</td>
<td>$500.00</td>
<td>$820.00</td>
</tr>
<tr>
<td><strong>June</strong></td>
<td>The Woodpecker Community Trust</td>
<td>Towards the costs of hiring Ethel &amp; Bethel to run a bingo fundraiser event</td>
<td>$500</td>
<td></td>
<td>$9,010.00</td>
</tr>
<tr>
<td><strong>September</strong></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><strong>September</strong></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><strong>September</strong></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><strong>September</strong></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><strong>September</strong></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><strong>November</strong></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>
</tbody>
</table>
# 2016-2017 Community Board Discretionary Grant

<table>
<thead>
<tr>
<th>Month</th>
<th>Organisation/Group</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>November</td>
<td>Ashley Playcentre</td>
<td>Towards the purchase of a John Deere ride-on tractor.</td>
<td>$500.00</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>
</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>
</tr>
<tr>
<td>February</td>
<td>Rangiora Playcentre</td>
<td>To purchase a profile holder and a non-slip entrance mat.</td>
<td>$456.21</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>
</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>
</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>April</td>
<td>North Canty Riding for the Disabled Inc</td>
<td>Equipment and mounting block for less able riders</td>
<td>$389.00</td>
</tr>
<tr>
<td>April</td>
<td>Kaiapoi Art Expo and Schools Art Expo</td>
<td>Towards running costs - in particular advertising - applied to all boards</td>
<td>$500.00</td>
</tr>
<tr>
<td>April</td>
<td>HomeShare Lunch Group</td>
<td>Towards entry costs for senior citizens participating in the HomeShare Lunch Group to Orana Park</td>
<td>$295.00</td>
</tr>
<tr>
<td>April</td>
<td>North Canterbury Model Railway Club Inc.</td>
<td>Towards the cost of advertising an 'open day' event 18-19 March 2017.</td>
<td>$250.00</td>
</tr>
<tr>
<td>June</td>
<td>Cust Bowling Club</td>
<td></td>
<td>$500.00</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 2016</td>
<td>$450</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>$500</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>
</tr>
</tbody>
</table>

Total: $4,850.00
<table>
<thead>
<tr>
<th>Month</th>
<th>Organization</th>
<th>Description</th>
<th>Total Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>August</td>
<td>Kaiapoi Pony Club</td>
<td>Towards training and equipment for the Springston Trophy event</td>
<td>$500  $500.00 $3,710.00</td>
</tr>
<tr>
<td>September</td>
<td>Kaiapoi Community Garden Trust</td>
<td>Towards advertising costs for the Annual Spring Open Day</td>
<td>$276  $276.00 $3,434.00</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>$500.00  $500.00 $2,934.00</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  $75.00 $2,859.00</td>
</tr>
<tr>
<td>February</td>
<td>Community Wellbeing North Canterbury Trust / Kaiapoi Community Support</td>
<td>Towards the cost of purchasing a commercial chest freezer</td>
<td>$327.43  $327.43 $2,531.57</td>
</tr>
<tr>
<td>March</td>
<td>Canterbury Justices of the Peace Association Inc.</td>
<td>Towards the cost of a pull-up banner</td>
<td>$235.75  $235.75 $2,295.82</td>
</tr>
<tr>
<td>March</td>
<td>Karanga Mai Early Learning Centre</td>
<td>Towards the cost of a new couch for breast-feeding mothers to nurse their babies</td>
<td>$500  $500.00 $1,795.82</td>
</tr>
<tr>
<td>April</td>
<td>Kaiapoi Toy Library</td>
<td>Towards the purchase of board games</td>
<td>$500.00  $100  $1,695.82</td>
</tr>
<tr>
<td>April</td>
<td>R13 Youth Development Trust</td>
<td>to enable Chair/Manager to attend a 5 day child protection programme</td>
<td>$700.00  $250  $1,445.82</td>
</tr>
<tr>
<td>April</td>
<td>Tuahiwi Community Preschool</td>
<td>towards the creation of a bicultural themed entranceway feature</td>
<td>$500.00  $200  $1,245.82</td>
</tr>
<tr>
<td>Month</td>
<td>Organisation</td>
<td>Project Description</td>
<td>Amount Requested</td>
</tr>
<tr>
<td>-------</td>
<td>--------------</td>
<td>---------------------</td>
<td>------------------</td>
</tr>
<tr>
<td>April</td>
<td>Waimakariri Arts Trust- Kaiapoi Art Expo</td>
<td>Towards running costs associated with the Kaiapoi Art Expo and Schools' Art Expo, in particular advertising in the Kaiapoi Advocate and venue clearing costs</td>
<td>$500.00</td>
</tr>
<tr>
<td>June</td>
<td>KHS CACTUS Programme</td>
<td></td>
<td>$500.00</td>
</tr>
<tr>
<td>June</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>$500.00</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>
</tr>
<tr>
<td>July</td>
<td>Oxford Play Centre</td>
<td>Towards purchase of a lawn mower</td>
<td>$250.00</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>
</tr>
<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>April</td>
<td>Oxford Community Trust- Waimak Kids Oscar</td>
<td>Towards purchase of play equipment from the Big Game Company</td>
<td>$500</td>
</tr>
<tr>
<td>April</td>
<td>Arts in Oxford Printmaking Group</td>
<td>Towards the purchase of reusable equipment to make paper and sculptures</td>
<td>$491</td>
</tr>
<tr>
<td>April</td>
<td>Waimakariri Arts Trust- Kaiapoi Art Expo</td>
<td>Towards running costs of the Kaiapoi Art Expo and Schools’ Art Expo, particularly promotional advertising in the Oxford Observer</td>
<td>$500</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** |
<table>
<thead>
<tr>
<th>Month</th>
<th>Organisation</th>
<th>Description</th>
<th>Amounts</th>
</tr>
</thead>
<tbody>
<tr>
<td>August</td>
<td>International Day of Older Persons</td>
<td>Towards costs associated with International Day of Older Persons</td>
<td>$250.00 $250.00 $5,870.00</td>
</tr>
<tr>
<td>August</td>
<td>The Ashley Lodge No.28</td>
<td>Towards fundraising event for the replacement of defibrillators in each of the four ambulances based in Rangiora</td>
<td>$500.00 $500.00 $5,370.00</td>
</tr>
<tr>
<td>August</td>
<td>Reflections Community Trust</td>
<td>Towards the hire of Pedalmania for the Waimakariri Light Part 2015</td>
<td>$375.00 $375.00 $4,995.00</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 $482.00 $4,513.00</td>
</tr>
<tr>
<td>August</td>
<td>Caring for Carers Inc</td>
<td>Towards annual venue hire and refreshments for meetings of the Rangiora Support Group</td>
<td>$388.00 $ -</td>
</tr>
<tr>
<td>October</td>
<td>Fall Prevention Exercise Group</td>
<td>towards costs associated with establishing an exercise programme for seniors</td>
<td>$500.00 $250.00 $4,263.00</td>
</tr>
<tr>
<td>October</td>
<td>Ashgrove School PTA - ReStyle Me</td>
<td>Towards venue hire for 'ReStyle Me', a fundraising event for Ashgrove School</td>
<td>$500.00 $ -</td>
</tr>
<tr>
<td>October</td>
<td>Ashgrove School PTA – Santa’s Grotto</td>
<td>Gate signage at the Rangiora A&amp;P Showgrounds entrance for Santa's Grotto</td>
<td>$379.50 $ -</td>
</tr>
<tr>
<td>October</td>
<td>McAlpines North Canterbury Pipe Band</td>
<td>towards new kilts for band members</td>
<td>$500.00 $350.00 $3,913.00</td>
</tr>
<tr>
<td>October</td>
<td>Ashgrove School PTA – Ashgrove Twilight Gala</td>
<td>To hire deep fryers and cooking oil for the Ashgrove Twilight Gala</td>
<td>$425.00 $ -</td>
</tr>
<tr>
<td>October</td>
<td>Rangiora Toy Library</td>
<td>towards advertising costs of a fundraising event as part of its 21st Birthday celebrations</td>
<td>$741.00 $350.00 $3,563.00</td>
</tr>
<tr>
<td>December</td>
<td>North Canterbury Neighbourhood Support</td>
<td>towards the costs associated with running the 'Old Fashioned Family Picnic'</td>
<td>$250.00 $250.00 $3,313.00</td>
</tr>
<tr>
<td>December</td>
<td>Rangiora Playcentre</td>
<td>to purchase a new pull up banner</td>
<td>$379.00 $379.00 $2,934.00</td>
</tr>
<tr>
<td>Month</td>
<td>Recipient</td>
<td>Project Description</td>
<td>Amount</td>
</tr>
<tr>
<td>-----------</td>
<td>-----------------------------------------------</td>
<td>--------------------------------------------------------------------------------------</td>
<td>--------------</td>
</tr>
<tr>
<td>February</td>
<td>Rangiora Toy Library</td>
<td>towards the purchase of new toys, specifically, a replacement tractor</td>
<td>$456.25</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</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</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</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</td>
</tr>
<tr>
<td>June</td>
<td>The Rangiora and Districts 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</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</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</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</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Total</strong></td>
<td><strong>$6,120.00</strong></td>
</tr>
<tr>
<td>Month</td>
<td>Organisation</td>
<td>Project Description</td>
<td>Amounts</td>
</tr>
<tr>
<td>---------</td>
<td>-------------------------------------</td>
<td>-------------------------------------------------------------------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>August</td>
<td>Hinemoa-Kaiapoi Hockey Club</td>
<td>Towards assisting team members with the cost of travel to a tournament in Fiji</td>
<td>$500.00 $500.00 $5,123.20</td>
</tr>
<tr>
<td>August</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</td>
<td>$500.00 $500.00 $4,623.20</td>
</tr>
<tr>
<td>September</td>
<td>Arthritis New Zealand</td>
<td>Towards venue hire and advertising associated with running self-management sessions and workshops in Kaiapoi</td>
<td>$500.00 $250.00 $4,373.20</td>
</tr>
<tr>
<td>September</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 $500.00 $3,873.20</td>
</tr>
<tr>
<td>November</td>
<td>You Me We Us</td>
<td>For advertising of Kaiapoi’s 2016 Waitangi Day celebrations</td>
<td>$500.00 $500.00 $3,373.20</td>
</tr>
<tr>
<td>December</td>
<td>North Canterbury Neighbourhood Support</td>
<td>Towards costs associated with running the ‘Old Fashion Family Picnic’</td>
<td>$300.00 $350.00 $3,023.20</td>
</tr>
<tr>
<td>March</td>
<td>Kaiapoi Photographic Club Inc</td>
<td>Toward printing costs for Club members involved in a photographic exhibition - &quot;Waimakariri - from the Mountains to the Sea&quot;</td>
<td>$500.00 $500.00 $2,523.20</td>
</tr>
<tr>
<td>March</td>
<td>Satisfy Food Rescue</td>
<td>To purchase a sandwich board to identify Satisfy Food Rescue in the community</td>
<td>$350.00 $ - $2,523.20</td>
</tr>
<tr>
<td>March</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 $500.00 $2,023.20</td>
</tr>
<tr>
<td>March</td>
<td>You Me We Us</td>
<td>Towards advertising costs for a 'Pop Up cinema' event</td>
<td>$500.00 $500.00 $1,523.20</td>
</tr>
<tr>
<td>Date</td>
<td>Organisation</td>
<td>Description</td>
<td>Amounts</td>
</tr>
<tr>
<td>------------</td>
<td>---------------------------------------------------</td>
<td>*******************************************************************************************************************</td>
<td>---------</td>
</tr>
<tr>
<td>April</td>
<td>Social Services Waimakariri</td>
<td>towards catering costs for a community forum to discuss establishing a Community House and capacity for a Children's Team for the community</td>
<td>$ 200.00 $ 200.00 $ 1,323.20</td>
</tr>
<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 $ 198.44 $ 1,124.76</td>
</tr>
<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>
</tr>
<tr>
<td>November</td>
<td>Oxford Table Tennis</td>
<td>Towards the purchase of tables</td>
<td>$ 250.00 $ 250.00 $ 3,610.00</td>
</tr>
<tr>
<td>November</td>
<td>Keep Oxford Beautiful</td>
<td>for a photo and information panel about the Oxford Historic Jail</td>
<td>$ 250.00 $ 250.00 $ 3,360.00</td>
</tr>
<tr>
<td>November</td>
<td>Friends of Oxford Hospital</td>
<td>towards the purchase of a Lazy Boy recliner chair and disability aids for patients</td>
<td>$ 350.00 $ 250.00 $ 3,110.00</td>
</tr>
<tr>
<td>November</td>
<td>Oxford Pony Club</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>
</tr>
<tr>
<td>November</td>
<td>North Canterbury Neighbourhood Support</td>
<td>towards costs associated with running the 'Old Fashion Family Picnic'</td>
<td>$ 250.00 $ 250.00 $ 2,610.00</td>
</tr>
<tr>
<td>November</td>
<td>West Eyreton School</td>
<td>purchase of a banner-stand</td>
<td>$ 345.00 $ 250.00 $ 2,360.00</td>
</tr>
<tr>
<td>November</td>
<td>Oxford Tennis Club</td>
<td>Towards two weather shelters for the new courts</td>
<td>$ 500.00 $ 250.00 $ 2,110.00</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>
</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>
</tr>
<tr>
<td>Month/Year</td>
<td>Organisation Name</td>
<td>Description</td>
<td>Budget Amounts</td>
</tr>
<tr>
<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, $250.00, $1,360.00</td>
</tr>
<tr>
<td>April/May</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>$500.00</td>
</tr>
<tr>
<td>April/May</td>
<td>Friends of Oxford Hospital</td>
<td>towards purchase of window screen blinds for patients rooms</td>
<td>$250.00, $250.00, $1,110.00</td>
</tr>
<tr>
<td>April/May</td>
<td>Little by Little</td>
<td>towards costs associated with a new community initiative</td>
<td>$250.00</td>
</tr>
<tr>
<td>April/May</td>
<td>Oxford Netball Club</td>
<td>for the purchase of two portable netball goals</td>
<td>$199.90, $199.90, $910.10</td>
</tr>
<tr>
<td>April/May</td>
<td>Oxford O.S.C.A.R.</td>
<td>for First Aid training of staff</td>
<td>$175.00, $175.00, $735.10</td>
</tr>
<tr>
<td>April/May</td>
<td>West Eyreton School</td>
<td>towards graphic design work for a banner</td>
<td>$295.00, $250.00, $485.10</td>
</tr>
<tr>
<td>April/May</td>
<td>Social Services Waimakariri</td>
<td>towards costs of catering for a community forum event</td>
<td>$200.00</td>
</tr>
<tr>
<td>April/May</td>
<td>Oxford Play Centre</td>
<td>towards purchase of a lawn mower</td>
<td>$250.00</td>
</tr>
<tr>
<td>April/May</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, $250.00, $235.10</td>
</tr>
<tr>
<td>April/May</td>
<td>Cust Netball Club</td>
<td>Towards the purchase of uniforms and equipment to enable childrens' participation</td>
<td>$500.00, $250.00, -$14.90</td>
</tr>
<tr>
<td>April/May</td>
<td>Under Our Feet Charitable Trust</td>
<td>Towards the purchase of compost and seedlings</td>
<td>$250.00</td>
</tr>
</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 Woodend-Sefton 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 2017 to June 2018) 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 Woodend-Sefton community.

- 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 Woodend-Sefton 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
Woodend-Sefton Community Board
C/- Waimakariri District Council
Private Bag 1005
Rangiora 7440

Or hand deliver to either

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

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.
Groups Applying for Board Discretionary Grants 2017/2018

Name of Group:

Address:

Contact Person within Organisation:

Position within Organisation:

Contact phone number: Email:

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

What is the timeframe of the project?

Overall Cost of Project: $ Amount Requesting: $

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:

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

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

What is the benefit(s) to your organisation?

What are the benefit(s) to the Woodend-Sefton 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 or intend to apply to for funding this project and amount applied for this project:

Have you applied to the Woodend-Sefton 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 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:  Date:
WAIMAKARIRI DISTRICT COUNCIL

REPORT FOR DECISION

FILE NO and TRIM NO: GOV-26-09-06/180529059377
REPORT TO: Woodend-Sefton Community Board
DATE OF MEETING: 11 June 2018
FROM: Edwina Cordwell – Governance Adviser
SUBJECT: Allocation of the balance of the Woodend-Sefton Community Board’s 2017/18 Discretionary Grant Fund.

1. SUMMARY
1.1 This report provides information regarding the balance of the Woodend-Sefton Community Board’s 2017/18 Discretionary Grant Fund.

Attachments:
- Spreadsheet showing previous two years grants.

2. RECOMMENDATION
THAT the Woodend-Sefton Community Board:
(a) Receives report No. 180529059377.
(b) Notes that as of 10 June 2018 there is currently $1,635.97 remaining in the Board’s Discretionary Grant Fund.
(c) Notes there is one application for Discretionary Grant Funding totalling $385 to be considered at the 11 June 2018 Board meeting.
(d) Notes there will be a minimum balance of at least $1,250.95 remaining in the fund should this application be approved.
(e) Notes the Council has approved any unallocated funds to be carried over to the Woodend-Sefton Community Board’s 2018/19 Discretionary Grant.

3. BACKGROUND
3.1 The Board’s Discretionary Grant Fund is allocated each financial year (1 July to 30 June) as part of the Council’s budget and applications are considered on a monthly basis.

3.2 The Board’s allocation for 2017/18 was $3,170 including a carry forward of $200.

3.3 At its meeting of 14 May 2018 the Board noted that there could be an unspent balance at the end of the financial year.
4. **ISSUES AND OPTIONS**

4.1. As of 10 June 2018 there is currently $1,635.97 remaining in the Board’s Discretionary Grant Fund.

4.2. One application totalling $385 is to be considered at the 11 June Board meeting. There will be an unspent balance in excess of $1,250.95 depending on the Board’s decision on this application.

4.3. The Board could consider fully expending the funds via a donation to one or more local community groups that offer wide ranging services within the Board’s community area or seek the Council’s approval to carry over the funds to the 2018/19 financial year.

4.4. The Board made the following grants in the 2017/18 financial year.

<table>
<thead>
<tr>
<th>August 2017</th>
<th>Reflections Community Trust</th>
<th>Towards the costs of a large corflute sign to be used at the 2017 Waimakariri Light Party</th>
<th>$234.03</th>
</tr>
</thead>
<tbody>
<tr>
<td>September</td>
<td>SIIG You Me We Us</td>
<td>Welcome Bags</td>
<td>$500</td>
</tr>
<tr>
<td>October</td>
<td>Pegasus Residents’ Association</td>
<td>Towards the cost of Christmas on the Lake</td>
<td>$500</td>
</tr>
<tr>
<td>March 2018</td>
<td>Waimakariri Arts Trust - Kaipoi Art Expo</td>
<td>Towards running costs particularly advertising in North Canterbury news and provision of music</td>
<td>$300</td>
</tr>
<tr>
<td>June</td>
<td>Sefton Community Newsletter</td>
<td>Towards the cost of delivery of the newsletter</td>
<td>Potentially $385</td>
</tr>
</tbody>
</table>

4.5. At the Long Term Plan deliberation meeting of 29-31 May 2018 the Council approved any unallocated funds can be carried forward to the Board’s 2018/19 Discretionary Grant.

4.6. The Management Team have reviewed this report.

5. **COMMUNITY VIEWS**

5.1. **Groups and Organisations**
Not applicable.

5.2. **Wider Community**
Not applicable.

6. **IMPLIEDATIONS AND RISKS**

6.1. **Financial Implications**
That the Council does not approve the carry forward of the 2017/18 Discretionary Fund balance. (This decision will be known by the time of the meeting).

6.2. Community Implications
The community will benefit from any further allocation of funding.

6.3. Risk Management
Not applicable.

6.4. Health and Safety
Not applicable.

7. CONTEXT

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

7.2. Legislation
Not applicable.

7.3. 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, abilities and cultures to participate in community life and recreational activities.

7.4. Delegations
Community Boards have delegated authority to approve such grants.

Edwina Cordwell
Governance Adviser
**Chair’s Report for May 2018**

**7th May**
- Drop-in information session on possible review of speed limits on Rangiora-Woodend Road and surrounding roads
- This pre-consultation phase seems a bit confusing for many given the number of roads and the varying speed limits. For those that attended it gave them plenty of opportunity to ask questions and give their views.

**7th May**
- Service of Induction for the Vicar at St Barnabas Church, Woodend
- A lovely welcome to The Reverend Felicity Whitcombe as the new Vicar of the Anglican Parish of Woodend-Pegasus.

**8th May**
- Waimakariri Access Group Meeting
- Regular monthly meeting

**8th May**
- Pegasus Residents’ Group Inc AGM
- Good attendance with interesting guest speakers. An opportunity to speak to the CEO of Infinity about the Ravenswood Development.

**9th May**
- Presentation of WSCB submission on LTP to Council
- Thanks for the support of Board members at the hearing.

**26th May**
- Taranaki Stream Reserve planting
- 200 plants added to the original planting. A good turnout by some very keen volunteers. Looked good when we had finished planting.

**Planned events for coming month:**

- 23rd June – Official opening of Rangiora-Woodend Path. 9.30 am cnr Kippenberger & Devlin Avenues
- 25th June – All Boards Briefing, Rangiora

1. **RECOMMENDATION**

   THAT the Woodend-Sefton Community Board:

   (a) Receives report No. 180605061728.

Shona Powell  
Chair  
Woodend-Sefton Community Board  
4 June 2018
MEMO

FILE NO AND TRIM NO: GOV-26-09-06 / 180605061742
DATE: 11 June 2018
MEMO TO: Woodend-Sefton Community Board
FROM: Board members Rhonda Mather, Andrea Allen and Andrew Thompson
SUBJECT: Members’ Information Exchange – May 2018

Andrea Allen

Waimakariri Health Advisory Group

- Concern of unwell people left to fend for themselves in the Community due to lack of staff in practices.
- There is overloading at the neonatal unit at Christchurch Hospital. There is a proposal for some neonatal services within the four avenues. In the meantime, there will be a review to see whether Burwood could absorb some of the pressure.
- Enquiries to be made into potential accessibility project funding.
- We are in need of a Maori Health representative and from the local GP network.
- The pilot model for the Mobility Action Plan is finishing soon and they will not be taking anymore referrals. It has been highly successful and current clients will be monitored over the coming 12 months. Further funding in the future certainly would enhance sustainability and expansion.
- Medical Corner doctors in Rangiora will transition to Pegasus from 1 July 2018
- Application for new liquor license or the Good Home bar and restaurant at Pegasus Town received with no opposition from the group

North Canterbury Neighbourhood Support

- Discussion about the submission to WDC - disappointment in the failing of the collateral for Councillors after the ardent effort made by the team to ensure they followed protocol.
- New Administration person introduced to the group that I was a part of the interviewing panel. A well needed addition to the administrative team.
- New email addresses and website to be formulated.
- Discussion around the management level and clarity of responsibilities
- Kaikoura and the Hurunui district are embracing the skills and support of NCNS.

Andrew Thompson

A very successful Taranaki Stream Reserve Planting day following a number of weeks of planning.

Rhonda Mather

Pegasus Residents’ Group Inc. (PRG)

- Attended committee meeting 22 May
- Compile ‘Pegasus Page’ for June Woodpecker
Other

- 15 May – Woodpecker Community Trust AGM – I have resigned as a Trustee, effective 31 May. The Woodpecker had 2 volunteers come forward to fill the important role of Editor and the role will be shared between these 2 people.

- 16 May – Ronel’s community cuppa. This is a great opportunity for me to chat with Pegasus residents and this month we were approached by a couple of ladies wanting to start up a new daytime social group for Pegasus residents, plus residents in surrounding areas. ‘Pegasus Plus’ was born and will have its first activities day on Wednesday 27 June.

- 23 May – Visited a Pegasus resident (with Ronel Stephens) to discuss her concerns about the lack of well-maintained private gardens in Pegasus and also the lack of colour in the amenity planting.

- 25 May – Attended a games afternoon for Pegasus residents at the PCC. This was a trial event and 10 people attended. These people will now join the newly formed ‘Pegasus Plus’ social group.

- 28 May – Met with Ronel Stephens and Madeleine Burdon (from the WDC Community Team) to talk about a variety of community issues, including the possibility of having volunteers ‘man’ the community centre. It is not practical to do this until additional facilities are secured, as there is currently no space for this.

- 29 May – attended full first day of LTP deliberations. A very interesting process and was great to see the Councillors ‘in action’.

Coming Up

- 8 June – I will be attending the farewell morning tea for the Council’s Roading Manager - Ken Stevenson. Ken has always been a pleasure to deal with and has made time to discuss issues fully with the Pegasus Residents’ Group and attend meetings when requested.

- 12 June – PRGI committee meeting

- 13 June – Tuahiwi Marae cultural workshop