

# Agenda

## Oxford-Ohoka Community Board

Wednesday 8 May 2024

7pm

Oxford Town Hall  
Main Street  
Oxford

**Members:**

Sarah Barkle (Chairperson)  
Thomas Robson (Deputy Chairperson)  
Mark Brown  
Tim Fulton  
Ray Harpur  
Niki Mealings  
Pete Merrifield  
Michelle Wilson

## **AGENDA CONTENTS – OXFORD-OHOKA COMMUNITY BOARD MEETING**

<b><u>Item Number</u></b>	<b><u>Item Topic</u></b>	<b><u>Page numbers</u></b>
4.1	Confirmation of Minutes – 3 April 2024	7 – 13
<b>7</b>	<b>Staff Reports</b>	
7.1	Oxford-Ohoka Community Board Members' Attendance of the 2024 New Zealand Community Boards' Conference	14 – 23
7.2	Approval of the Oxford-Ohoka Community Board Plan 2024	24 – 46
7.3	Application to the Oxford-Ohoka Community Boards Discretionary Grant Fund 2023/24	47 – 59
7.4	Ratification of the Oxford-Ohoka Community Board's Submission to the Waimakariri District Council and Environmental Canterbury's Draft 2024-34 Long Term Plans	60 – 72

**AGENDA FOR THE MEETING OF THE OXFORD-OHOKA COMMUNITY BOARD TO BE HELD AT THE OXFORD TOWN HALL, MAIN STREET, OXFORD ON WEDNESDAY 8 MAY 2024 AT 7PM.**

---

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

---

**BUSINESS**

PAGES

1. **APOLOGIES**
2. **PUBLIC FORUM**
3. **CONFLICTS OF INTEREST**
4. **CONFIRMATION OF MINUTES**
  - 4.1. **Minutes of the Oxford-Ohoka Community Board meeting – 3 April 2024**

*RECOMMENDATION*

7 – 13

**THAT** the Oxford-Ohoka Community Board:

(a) **Confirms** the circulated Minutes of the Oxford-Ohoka Community Board meeting, held on 3 April 2024, as a true and accurate record.
  - 4.2. **Matters Arising (From Minutes)**
5. **DEPUTATIONS AND PRESENTATIONS**

Nil.
6. **ADJOURNED BUSINESS**

Nil.
7. **REPORTS**
  - 7.1. **Oxford-Ohoka Community Board Members' Attendance of the 2024 New Zealand Community Boards' Conference – Thea Kunkel (Governance Team Leader)**

*RECOMMENDATION*

14 – 23

**THAT** the Oxford-Ohoka Community Board:

(a) **Receives** report No. 240415058582.

- (b) **Approves** that Board member(s) \_\_\_\_\_ and \_\_\_\_\_ represent the Board at the 2024 New Zealand Community Boards' Conference to be held at the Takina Convention and Exhibition Centre in Wellington from 21 to 23 August 2024.
- (c) **Notes** that the attendee(s) will be required to submit a report sharing ideas/knowledge gained at the Conference with the other members of the Board at the October 2024 meeting.
- (d) **Notes** that the total cost for each attendee will be approximately \$1,965 (excluding GST), funded from the Board's Training Budget.

7.2. **Approval of the Oxford-Ohoka Community Board Plan 2024 – Kay Rabe (Governance Advisor)**

*RECOMMENDATION*

24 – 46

**THAT** the Oxford-Ohoka Community Board:

- (a) **Receives** report No. 240404052106.
- (b) **Approves** the Oxford-Ohoka Community Board Plan 2022-25 (Trim: 230222024481).
- (c) **Authorises** the Chairperson to approve the final version of the Oxford-Ohoka Community Board Plan 2024 if any further minor editorial corrections are required.

7.3. **Application to the Oxford-Ohoka Community Boards Discretionary Grant Fund 2023/24 – Kay Rabe (Governance Advisor)**

*RECOMMENDATION*

47 – 59

**THAT** the Oxford-Ohoka Community Board:

- (a) **Receives** report No. 240411056493.
- (b) **Approves** a grant of \$..... to Swannanoa Home and School Incorporated towards the purchase of picnic tables.
- OR**
- (c) **Declines** the application from Swannanoa Home and School Incorporated.

7.4. **Ratification of the Oxford-Ohoka Community Board's Submission to the Waimakariri District Council and Environmental Canterbury's Draft 2024-34 Long Term Plans – Thea Kunkel (Governance Team Leader)**

*RECOMMENDATION*

60 – 72

**THAT** the Oxford-Ohoka Community Board:

- (a) **Receives** report No. 240409054807.
- (b) **Retrospectively ratifies** its submission to the Waimakariri District Council draft 2024-2034 Draft Long Term Plan (Trim Ref: 240328049611).
- (c) **Retrospectively ratifies** its submission to Environmental Canterbury's draft 2024-2034 Long Term Plan (Trim Ref: 240328049934).



- (d) **Notes** the Board Chair and/or Deputy Chair will speak to each of the Submission Hearings to convey the Boards view in person.

8. **CORRESPONDENCE**

Nil.

9. **CHAIRPERSON'S REPORT**

9.1. **Chairperson's Report for April 2024**

RECOMMENDATION

50

**THAT** the Oxford-Ohoka Community Board:

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

10. **MATTERS FOR INFORMATION**

- 10.1. **Rangiora-Ashley Community Board Meeting Minutes 13 March 2024.**  
10.2. **Kaiapoi-Tuahiwi Community Board Meeting Minutes 18 March 2024.**  
10.3. **Woodend-Sefton Community Board Meeting Minutes 9 April 2024.**  
10.4. **Rangiora-Ashley Community Board Meeting Minutes 10 April 2024.**  
10.5. **Kaiapoi-Tuahiwi Community Board Meeting Minutes 15 April 2024.**  
10.6. **Kaiapoi Night Market proposal – Report to Council Meeting 2 April 2024 – Circulates to the Kaiapoi-Tuahiwi Community Board.**  
10.7. **Adoption of Waste Assessment 2023 – Report to Council Meeting 2 April 2024 – Circulates to all Boards.**  
10.8. **ANZAC Day Services 2024 – Report to Council Meeting 2 April 2024 – Circulates to all Boards.**  
10.9. **Health, Safety and Wellbeing Report March 2024 – Report to Council Meeting 2 April 2024 – Circulates to all Boards.**  
10.10. **July 2023 Flood Recovery Update – Report to Utilities and Roading Committee 16 April 2024 – Circulates to all Boards.**  
10.11. **Waters Climate Change Risk Assessment – Report to Utilities and Roading Committee Meeting 16 April 2024 – Circulates to all Boards.**

**Public Excluded**

- 10.12. **Proposed Sale 21 and 61 Ohoka Road, Kaiapoi – Report to Council Meeting 2 April 2024 – Circulates to all Boards.**

RECOMMENDATION

**THAT** the Oxford-Ohoka Community Board:

- (a) **Receives** the information in Items.10.1 to 10.11.  
(b) **Receives** the separately circulated public excluded information in item 10.12.

**Note:**

1. *The links for Matters for Information were previously circulated to members as part of the relevant meeting agendas.*  
2. *Hard copies of the public excluded items were circulated to members separately.*

**11. MEMBERS' INFORMATION EXCHANGE**

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

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

**12. CONSULTATION PROJECTS**

Nil.

**13. BOARD FUNDING UPDATE**

**13.1. Board Discretionary Grant**

Balance as at 30 April 2024: \$1,776.00.

**13.2. General Landscaping Fund**

Balance as at 30 April 2024: \$13,680.

**14. MEDIA ITEMS**

**15. QUESTIONS UNDER STANDING ORDERS**

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

**NEXT MEETING**

The next meeting of the Oxford-Ohoka Community Board is scheduled for 7pm, Wednesday 5 June 2024 at the Oxford Town Hall.

**Workshop**

- *Members Forum*
  - *Community Service Awards – Nominations*

**MINUTES FOR THE MEETING OF THE OXFORD-OHOKA COMMUNITY BOARD HELD AT THE OHOKA COMMUNITY HALL, MILL ROAD, OHOKA ON WEDNESDAY 3 APRIL 2024 AT 7PM.**

**PRESENT**

T Robson (Chairperson), S Barkle (Deputy Chairperson), M Brown, T Fulton, N Mealings, P Merrifield and M Wilson.

**IN ATTENDANCE**

G Cleary (General Manager Utilities and Roading), K Howat (Parks and Facilities Team Leader), K Rabe (Governance Advisor) and C Fowler-Jenkins (Governance Support Officer).

**1. APOLOGIES**

Moved: N Mealings                      Seconded: P Merrifield

**THAT** an apology for absence be received and sustained from R Harpur.

**CARRIED**

**2. PUBLIC FORUM**

There were no members of the public present for the public forum.

**3. CONFLICTS OF INTEREST**

There were no conflicts declared.

**4. CONFIRMATION OF MINUTES**

**4.1. Minutes of the Oxford-Ohoka Community Board meeting – 6 March 2024**

Moved: M Wilson                      Seconded: T Fulton

**THAT** the Oxford-Ohoka Community Board:

- (a) **Confirms** the circulated Minutes of the Oxford-Ohoka Community Board meeting, held on 6 March 2024, as a true and accurate record.

**CARRIED**

**4.2. Matters Arising (From Minutes)**

There were no matters arising.

**5. DEPUTATIONS AND PRESENTATIONS**

**5.1. Pearson Park Pump Track – Nicky Stagg**

N Stagg spoke to the Board noting she worked for the Oxford Community Trust and was a teacher aide at Oxford Area School. She was proposing a bike pump track in Oxford, she was looking at a site in Pearson Park next to the Jaycee Rooms. She noted that a few years ago this had been a bike track site. The proposal had come about because there were a lot of kids in the Oxford community that biked around the town and the kids were currently constructing their own dirt jumps. She had set up a committee for the proposal who were in the process of looking at quotes. The site was 1,600sqm however they did not need to use the whole space. They wanted the track to be suitable for smaller children with balance bikes as well as for skilled riders.

N Mealings asked what the committee had done funding wise. N Stagg noted that they had not looked into any funding yet as they were still finalising a quote.

P Merrifield asked if she had consulted with the art centre and the museum. N Stagg replied that she had attended the Pearson Park Advisory Group meeting to ask them, and they were supportive of the initiative as were the art gallery and museum.

M Brown asked how the process would work. K Howat noted that from here he would write a report for the Board and part of that report would have information about the consultation with other user groups at Pearson Park.

M Brown asked if there was an approximate figure for what it was going to cost. N Stagg noted that it was a big area, and the maximum cost would be \$200,000. But the committee had contacts in the community which hopefully would cut costs.

M Wilson asked if they had thought about staging the process. N Stagg replied that they had not at this stage.

## 6. **ADJOURNED BUSINESS**

Nil.

## 7. **REPORTS**

### 7.1. **ANZAC Day Services 2024 – K Rabe (Governance Advisor)**

K Rabe spoke to the report noting that it was the annual report for the ANZAC Day services.

Moved: M Brown                      Seconded: P Merrifield

**THAT** the Oxford-Ohoka Community Board:

- (a) **Receives** report No. 240212019878.
- (b) **Appoints** Board members S Barkle and M Wilson to attend the Ohoka Anzac Day Service to be held at 11am on Wednesday, 24 April 2024, at Ohoka Hall, Mill Road, and to lay a wreath. Noting that the wreath will be laid in conjunction with a Council representative.
- (c) **Appoints** Board members T Robson and P Merrifield to attend the Oxford Anzac Day Service at 9am on Thursday, 25 April 2024, at the Oxford Cenotaph and lay a wreath. Noting a Council representative will also be laying a wreath.
- (d) **Appoints** Board member T Robson to attend the West Eyreton Anzac Day Service to be held at 12pm on Thursday, 25 April 2024, at the West Eyreton Memorial Gates, and lay a wreath. Noting that the wreath will be laid in conjunction with a Council representative.

**CARRIED**

### 7.2. **Application to the Oxford-Ohoka Community Board's Discretionary Grant Fund 2023/24 – K Rabe (Governance Advisor)**

K Rabe spoke to the report noting the Springton Trophy was a big event that would bring a lot of visitors to the district. A requirement for any equestrian event was to have St Johns ambulance on site for both the riders and spectators. The Club had applied to the Kaiapoi-Tuahiki Community Board for funding towards St Johns services as well as to the Rangiora-Ashley Community Board in 2022 towards new jumps.

M Brown noted that the Club represented all pony clubs in North Canterbury. In the Boards area that included View Hill, the Oxford Pony Club, and the Eyreton Pony Club. The Springton Trophy was the biggest event in the Southern Hemisphere at a pony club level.

Moved: M Brown                      Seconded: S Barkle

**THAT** the Oxford-Ohoka Community Board:

- (a) **Receives** report No. 240227029407.
- (b) **Approves** a grant of \$500 to North Canterbury Pony Club towards providing on-site first aid services.

**CARRIED**

T Fulton supported the motion however commented that events of this scale, should be brought to the Council for funding rather than applying to the Community Boards. He believed it was a strange mechanism when trying to attract and funding of this scale. He asked if there was anything comparable that the Board had funded previously.

N Mealings noted that in the application they had noted that they had already done significant fundraising and they were asking the Board for 10% of the cost towards ambulance services. Three of the clubs represented in the North Canterbury Pony Club were in the Boards ward. She supported the motion.

P Merrifield agreed about where they got the funding from as if the Council ahead of time about these events it could do consider a one off funding grant.

## 8. **CORRESPONDENCE**

Nil.

## 9. **CHAIRPERSON'S REPORT**

### 9.1. **Chairperson's Report for March 2024**

- Oxford A&P Show.

Moved: M Brown                      Seconded: N Mealings

**THAT** the Oxford-Ohoka Community Board:

- (a) **Receives** the update from the Oxford-Ohoka Community Board Chairperson (Trim 240326047820).

**CARRIED**

## 10. **MATTERS FOR INFORMATION**

- 10.1. Rangiora-Ashley Community Board Meeting Minutes 14 February 2024.
- 10.2. Kaipoi-Tuahiwi Community Board Meeting Minutes 19 February 2024.
- 10.3. Chlorine Exemption Revised Strategy – Report to Council Meeting 7 February 2024 – Circulates to all Boards.
- 10.4. Submission: Environment Canterbury Regional Council Regional Land Transport Plan – Report to Council Meeting 5 March 2024 – Circulates to all Boards.
- 10.5. Kerbside Collection Standardisation: Amendments to Solid Waste and Waste Handling Licensing Bylaw Terms and Conditions – Report to Council Meeting 5 March 2024 – Circulates to all Boards.

- 10.6. Health, Safety and Wellbeing Report February 2024 – Report to Council Meeting 5 March 2024 – Circulates to all Boards.
- 10.7. Enterprise North Canterbury's Draft Statement of Intent for the Financial Year Beginning 1 July 2024, Approved Six Month Report to Council 31 December 2023, and Promotion of Waimakariri District Six Month Report 31 December 2023 – Report to Audit and Risk Committee Meeting 12 March 2024 – Circulates to all Boards.
- 10.8. July 2023 Flood Recovery Progress Update – Report to Utilities and Roothing Committee Meeting 19 March 2024 – Circulates to all Boards.
- 10.9. Libraries Update to 7 March 2024 – Report to Community and Recreation Committee Meeting 19 March 2024 – Circulates to all Boards.
- 10.10. Aquatics March Report – Report to Community and Recreation Committee Meeting 19 March 2024 – Circulates to all Boards.

Moved: M Wilson

Seconded: P Merrifield

**THAT** the Oxford-Ohoka Community Board:

- (a) **Receives** the information in Items.10.1 to 10.10.

**CARRIED**

## **11. MEMBERS' INFORMATION EXCHANGE**

### **M Wilson**

- Attended the Swannanoa Fair – weather was amazing, and a lot of people attended.
- Attended the Volunteer Night at the Kaiapoi Library – not as busy as it had been in Rangiora.
- Attended the Food Security Forum which was inspirational with amazing speakers. There was a lot of thinking about how people in North Canterbury could collaborate to make sure there was the food that was needed for our community. But also looking at that the systems that were behind that.
- Kaiapoi Community Garden – volunteered and worked with the students who did the Garden to Table programme.
- Attended the Online National Community Board Hui – about the Frank Avise survey that Local Government New Zealand ran regarding Boards and the role of the Board. It was clear that the mandate for Boards could feel a bit unclear. They had five short term and two long term policy goals. Boards with formal plans felt more reflective, they had more of a focus and could see where they were going. They were looking at the next steps, and acknowledged there was a system change that could come about to better deliver the community voice to that decision making table.
- Attended the Ohoka Women's Institute Meeting.
- Oxford A&P Show.

### **P Merrifield**

- Oxford Museum.
- Oxford A&P Show.

### **M Brown**

- Attended the Oxford Promotions Action Committee Annual General Meeting – they had no trouble filling their office bearers for the next year. Big discussion around strategic purposes and how to bring more value to members. They were looking to extend the boundary lines for the Committee.
- West Eyreton flood work – Council staff visited residents and had got verbal sign off for the works. They would then get each property owner to sign to say they agreed on the design. They would then be going out to tender.
- Sunday 14 April – North Canterbury Vintage Market at the Rangiora Racecourse.

### **T Fulton**

- North Canterbury Neighborhood Support meeting.
- Audit and Risk Committee Meeting.
- Council Workshop Session.
- Water Zone Committee – Action Plan funding, there were a lot of applicants for not enough money. The Committee were doing site visits of the prospective projects.
- Oxford Promotions Action Committee – good meeting, talk in context of the promotions working group and where Oxford fit in.
- Attended the opening of the administration building at Oxford Area School. It was a long awaited project; the building was not completed yet.
- Attended the Local Government New Zealand Zone 5 and 6 Conference – good to hear from several ministers there. Some of the talk included a more South Island wide approach.
- Oxford A&P Show.
- The West Eyreton Oak Reserve – Ken Howat had engaged a local contractor for the signage. There was some good artwork on display.
- There was an application pending for the Oxford Gym.
- Eyre River Stopbank near No 10 Road, was quite low. Wondered if the Stopbank had been examined by Environment Canterbury.

### **N Mealings**

- Meeting with E Sard and the Ohoka Stream Walkway regarding the placement of the bench.
- Attended Property Portfolio Working Group Meeting.
- Attended Northern Biosecurity Advisory Group Meeting –
  - Quarterly meeting of representatives from Waimakariri District Council, Hurunui District Council and Environment Canterbury.
  - Check, Clean, Dry campaign was continuing, but unfortunately most South Island waterways now had didymo.
  - Discussed the need to monitor for and control new pests to keep them from becoming a threat.
  - Biosecurity Act review was now underway – 1,200 species now under review.
- Attended Council Workshop.
  - Update from Waimakariri Irrigation Limited regarding the water storage project. They needed 75% of members vote to approve and only received 71% so the motion failed. They were looking to form a new company with those in favor to build and manage the water storage facility and then trade water rights among themselves.
  - Fonterra required a 30% CO<sub>2</sub> emissions reduced from their shareholders by 2030.
  - Environment Canterbury Long Term Plan Submission and submission on the Greater Christchurch Partnership Land Transport.
  - All 'Roads of National Significance' to be four laned and grade separated. Increased funding for road maintenance (23% uplift) but \$550million taken from rail, cycling, walking and public transport funding to achieve this.
  - Some of Councils projects were at risk. There was no mention of Greater Christchurch Public Transport Futures (only Auckland and Wellington). Canterbury only got 5-8% of the funding, but represented 15% of the population, 16% GDP and 16% of national roading assets.
- Waimakariri Biodiversity Trust Lifestyle Block Event – Awesome event held at Fernside Hall with a good turnout. Speakers presented on the 'Ten Top Tips' (for keeping waterways clean on your block), 'Biodiversity in Waimakariri', practical advice on how to carry out planting/re-vegetation projects and trapping advice from Pest-Free Waimakariri.
- Attended Christchurch City Councils Coastal Hazards Working Group Meeting.
- Attended Canterbury Mayoral Forum Canterbury Biodiversity Champions Workshop regarding a review of the Canterbury Biodiversity Strategy.
- Canterbury Museum Update – Hui held at Rehua Marae in St Albans. The project was on time and budget.

- Utilities and Rooding Committee Meeting – Wilson’s Drive flooding recovery project had been tendered and would be complete this financial year. In a workshop discussed potential future options for the Oxford Wastewater Treatment Plant.
- District Planning and Regulation Committee Workshop.
- Council Workshop regarding Environment Canterbury Long Term Plan Submission.
- Community and Recreation Committee Meeting.
- Mandeville Sports Club Board Meeting.
- Local Government New Zealand Zone 5&6 Conference – held in Christchurch. Speakers included Ministers Chris Bishop, Simeon Brown, Mark Patterson and presentations by Economist Brad Olsen, Leanne Watson of Business Canterbury. Speakers on Localism and the Department of Internal Affairs regarding the Local Government work programme.
- Meeting with constituents.
- Community Wellbeing North Canterbury Board Meeting – two new trustees being appointed in May.
- Council Briefing.
- Waimakariri Youth Council Meeting – six new youth Councillors would come on board in May.
- Attended dedication of Tuahiwi footpath – A lovely celebrations with kaumatua, whanau involved in the project and the Tamariki from Tuahiwi School.
- Met with representative from Wai Connection – project running until June 2025. Seeks to connect interested people and communities with catchment projects.
- Portfolio catchup.
- Mandeville Sports Centre catchup with Board and Council staff.
- Arohata te Awa Working Group meeting – First meeting re-convening the Working Group. Chair appointed, terms of Reference and meeting frequency agreed, recap of previous work done and discussion of future project priorities.
- Council meeting.

### **S Barkle**

- Attended a meeting with T Robson and A Schulte regarding the Woodstock Quarries and Plan Change 31.
- Continued to get great comments about the path construction. People would like a path down McHughes Road as well.
- Oxford A&P Show – Paired up with L Wattie who was promoting the new bins stickers which were available at the Council. There was also rubber latches available to secure bin lids in the wind.
- Comments from residents about the pine trees at the Swannanoa Domain.

## **12. CONSULTATION PROJECTS**

### **12.1. Environment Canterbury Draft Long Term Plan**

Consultation runs from Wednesday 13 March to Sunday 14 April 2024.

[ecan.govt.nz/whatsthecost](https://ecan.govt.nz/whatsthecost)

### **12.2. Council Long Term Plan**

Consultation from Friday 15 March to Monday 15 April 2024.

<https://letstalk.waimakariri.govt.nz/draft-long-term-plan-2024-2034>

#### **Community Drop-In Sessions**

<i>Rangiora</i>	<i>Tuesday 26 March</i>	<i>4pm to 6pm</i>	<i>Council Chambers</i>
<i>Woodend</i>	<i>Wednesday 3 April</i>	<i>4pm to 6pm</i>	<i>Woodend Community Centre</i>
<i>Oxford</i>	<i>Monday 8 April</i>	<i>4pm to 6pm</i>	<i>Oxford Town Hall</i>
<i>Pegasus</i>	<i>Wednesday 10 April</i>	<i>10am</i>	<i>Pegasus Community Centre (Ronel’s Community Cuppa)</i>



<i>Kaiapoi</i>	<i>Thursday 11 April</i>	<i>5pm to 7pm</i>	<i>Kaiapoi Library</i>
<i>Mandeville</i>	<i>Thursday 11 April</i>	<i>7pm to 9pm</i>	<i>Ohoka Domain Pavilion</i>

The Board noted the consultation projects.

**13. BOARD FUNDING UPDATE**

**13.1. Board Discretionary Grant**

Balance as at 31 March 2024: \$2,276.00.

**13.2. General Landscaping Fund**

Balance as at 31 March 2024: \$13,680.

The Board noted the funding update.

**14. MEDIA ITEMS**

**16. QUESTIONS UNDER STANDING ORDERS**

Nil.

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

Nil.

**NEXT MEETING**

The next meeting of the Oxford-Ohoka Community Board is scheduled for 7pm, Wednesday 8 May 2024 at the Oxford Town Hall.

**Workshop  
(8:09pm to 8:36pm)**

- *Members Forum*  
*Reminder to send K Rabe photos for the Board Plan*

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 8.36PM.

**CONFIRMED**

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Date

**WAIMAKARIRI DISTRICT COUNCIL****REPORT FOR DECISION**

**FILE NO and TRIM NO:** GOV-26-10-06 / 240415058582

**REPORT TO:** Oxford-Ohoka Community Board


**DATE OF MEETING:** 8 May 2024

**FROM:** Thea Kunkel, Governance Team Leader

**SUBJECT:** Oxford-Ohoka Community Board Members' Attendance of the New 2024 Zealand Community Boards' Conference

**SIGNED BY:**  
(for Reports to Council, Committees or Boards)

  
 \_\_\_\_\_  
 Department Manager

  
 \_\_\_\_\_  
 Chief Executive

**1 SUMMARY**

The purpose of this report is for the Oxford-Ohoka Community Board (the Board) to consider sending a representative(s) to attend the 2024 New Zealand Community Boards' Conference (the Conference), which will be held from 21 to 23 August 2024 at the Takina Convention and Exhibition Centre in Wellington.

Attachments:

- i. 2024 New Zealand Community Board Conference Programme and Speakers listing (Trim No. 240419062944).
- ii. Council's Elected Members' Conference and Training Policy (Trim No. 230126009764).

**2 RECOMMENDATION**

**THAT** the Oxford-Ohoka Community Board:

- (a) **Receives** report No. 240415058582.
- (b) **Approves** that Board member(s) \_\_\_\_\_ and \_\_\_\_\_ represent the Board at the 2024 New Zealand Community Boards' Conference to be held at the Takina Convention and Exhibition Centre in Wellington from 21 to 23 August 2024.
- (c) **Notes** that the attendee(s) will be required to submit a report sharing ideas/knowledge gained at the Conference with the other members of the Board at the October 2024 meeting.
- (d) **Notes** that the total cost for each attendee will be approximately \$1,965 (excluding GST), funded from the Board's Training Budget.

**3 BACKGROUND**

- 3.1 The New Zealand Community Boards' Conference, supported by Local Government New Zealand (LGNZ), is usually held every two years. However, due to Covid, the last conference was held in April 2021. The conference is considered a networking and idea-gathering opportunity for Community Boards as it will showcase innovative and inspiring ways that Councils and Community Boards accept the challenges that come with leadership in their communities.

- 3.2 The 2024 conference will be held in Wellington from 21 to 23 August 2024. It will combine varied speakers with a range of informative workshops and entertaining social events, providing networking opportunities. (*refer attached programme*).
- 3.3 The Board's training budget is \$6,184 for the 2023/24 financial year, which can be used for Board members' conference expenses.

#### 4 **ISSUES AND OPTIONS**

- 4.1 The 2024 New Zealand Community Boards' Conference will focus on localism and explore how councils can harness local power and knowledge to tackle the unique challenges and opportunities in cities, districts, and regions. The programme listing and speakers are attached to this report.
- 4.2 The Conference Welcome commences at 3pm on Wednesday, 21 August 2024; therefore, it is recommended that attendees travel on Wednesday morning from Christchurch to Wellington. The conference concludes at 4pm on Friday, 23 August 2024, and an optional evening function is available. Attendees could return early on Friday evening or incur an additional night's accommodation and return on Saturday, 24 August 2024. Travel would involve flights from Christchurch to Wellington.
- 4.3 Accommodation is available in various hotels near the Takina Convention and Exhibition Centre. It is anticipated that attendees will either be able to walk or travel by taxi from their accommodation in Wellington to the conference and social function venues.
- 4.4 The attendees will be expected to submit a report sharing ideas/knowledge gained at the Conference with the other members of the Board at the October 2024 meeting.
- 4.5 It is suggested that priority be given to Board members who have not previously attended similar conferences. Current members who have attended previous Conferences are:

<b>2021 – Gore</b>	Ray Harpur
<b>2019 - New Plymouth</b>	Thomas Robson
<b>2017 - Methven</b>	Thomas Robson

- 4.6 The Management Team have reviewed this report.

#### 5 **COMMUNITY VIEWS**

##### 5.1 **Mana Whenua**

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

##### 5.2 **Groups and Organisations**

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

##### 5.3 **Wider Community**

The wider community is not likely to be affected by or interested in the subject matter of this report. However, the conference provides benefits, particularly to members, who can gain a greater understanding of Local Government and have both learning and networking opportunities.

## 6 **FINANCIAL IMPLICATIONS AND RISKS**

### 6.1 **Financial Implications**

- 6.1.1 The cost of conference registration is \$895 (excluding GST) if booked/paid by 12 July 2024. Registration includes access to Community Board events and dinner.
- 6.1.2 Accommodation is available in various hotels near the Takina Convention and Exhibition Centre at approximately \$250 per person per night. It includes an ensuite bathroom and tea/coffee-making facilities. Attendees are not expected to share accommodation.
- 6.1.3 Return flights from Christchurch to Wellington currently cost around \$300. Attendees can choose to return on Friday evening or Saturday. An additional contingency of \$150 per person is recommended to cover incidentals such as taxi fares, breakfasts and non-alcoholic drinks.
- 6.1.4 The indicative cost of attendance per attendee is \$1,965 excluding GST. A summary of indicative costs is outlined below:

		<b>Per Board Member</b>
Standard Registration	2 days of conference	\$895
Welcome Reception		\$120
Accommodation	\$250/night for 2x nights (3 nights - \$750)	\$500
Airfares	(Subject to flight availability) return	\$300
Contingency		\$150
	Approximate total per person	<b>\$1,965</b>

- 6.1.5 Any Councillor wishing to attend the Conference is welcome to attend, subject to Board approval. However, the associated costs will be funded from the Community Board training budget.
- 6.1.6 The finalised expense will be reported back to the Board at the October 2024 meeting.
- 6.1.7 Costs are met by the training and travel operational Governance budget for individual Community Boards. The Oxford-Ohoka budget has a current balance of \$6,184. The funding would be from the 2023/24 financial year as registration would be paid prior to July 2024.
- 6.1.8 Other training needs may arise before the end of the financial year. Therefore it is recommended that at least \$1,000 be ring-fenced for this purpose from the Board's Training Budget.

### 6.2 **Sustainability and Climate Change Impacts**

The recommendations in this report do have sustainability and/or climate change impacts in relation to the travel component.

### 6.3 **Risk Management**

- 6.3.1 Changes to attendees' plans can potentially lead to the cancellation of their attendance of the Conference. Should an attendee be unable to attend due to unforeseen circumstances, a substitute may attend in their place, subject to general Board agreement. Any cancellation of an attendee's attendance will result in a reduced refund of fees paid.

6.3.2 The Conference cancellation policy states that registration cancellations notified before 12 July 2024 will receive a refund less a cancellation fee of \$150. Refunds requested between 13 July and 1 August 2024 will receive a 50% refund and cancellation after that date; no refund will be forthcoming. All refunds will be processed within four weeks after the conference. If, for reasons beyond the control of NZCBEC, the Conference is cancelled, the registration fee will be refunded after deduction of expenses already incurred. Charges for cancellations of accommodation will be at the discretion of the hotel.

#### 6.4 **Health and Safety**

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

## 7. **CONTEXT**

### 7.1 **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**

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

### 7.4 **Authorising Delegations**

The Board has the delegation to decide the attendees of conferences as per the Council's Elected Members' Conference and Training Policy.

# CONFERENCE PROGRAMME

## Day 1 – Wednesday 21 August 2024

### 2.00PM

Registrations open

---

### 3.00PM

- Welcome and Conference Opening
  - Government address
- 

### 5.00PM

Simpson Grierson Welcome Reception

## Day 2 – Thursday 22 August 2024

### 7.00AM

Registrations open

---

### 9.00AM

- Session One: Bringing localism to life
  - Minister for Local Government address
  - Panel discussion
- 

### 11.00AM

Connect and refuel break

---

### 12.00PM

Session Two: Resilience as an elected member

---

### 2.00PM

Connect and refuel break

---

### 3.00PM

Session Three: Tackling climate change with grassroots solutions

---

### 5.30PM

Community Boards Dinner and Awards Night

## Day 3 – Friday 23 August 2024

### 7.30AM

Registrations open

---

### 9.00AM

Session Four: Localism in action – working with communities to build resilience

---

### 11.00AM

Connect and refuel break

---

### 12.00PM

Session Five: Building strong connections with communities and relationships with councils

---

**2.00PM**

Connect and refuel break

---

**3.00PM**

Session Six: Conference Wrap-up

---

**4.00PM**

Event concludes

---

**5.30PM**

Fulton Hogan Premier Gala Dinner and LGNZ SuperLocal Awards Night

## SPEAKERS

**Hon Simeon Brown**

Simeon Brown is the Minister for Energy, Minister of Local Government, Minister of Transport, Minister for Auckland and Deputy Leader of the House.

**Matt Cowley**

Matt Cowley is a rising star in New Zealand's business circles. Serving as Chief Executive of the Tauranga Business Chamber and Executive Director of the New Zealand Chambers of Commerce.

**Digby Hall**

Digby Hall is an architect, advisor, scholar and entrepreneur working at the forefront of positive climate adaptation.



#### **Kim Hill - MC**

Kim Hill is a renowned New Zealand broadcaster. Originally from Shropshire, England, Kim was just 15 when the family arrived in Otorohanga.



#### **Carwyn Jones**

With a background in law, Carwyn Jones has been working on issues relating to Te Tiriti o Waitangi, Māori legal issues generally, and Indigenous law.



#### **Hon Shane Jones**

Shane Jones is the Minister for Oceans and Fisheries, Minister for Regional Development, Minister for Resources, Associate Minister of Finance, and Associate Minister for Energy.



#### **Charlotte Littlewood**

Charlotte is the Chair of the Taranaki Regional Council, a director of Port Taranaki, where she chairs the Health, Safety and Environment Governance Committee, and Co-Chair of the Taranaki Skills Group.





**Sally Loudon OBE**

Recently retired former Chief Executive of COSLA (Convention of Scottish Local Authorities), Sally had a particular interest in local government being in its rightful place in the governance of Scotland with a focus on relationships and partnerships.



**Rt Hon Christopher Luxon**

Christopher Luxon is the 42nd Prime Minister of New Zealand. He is also the Minister for National Security and Intelligence and the Minister Responsible for Ministerial Services.



**Leeann Watson**

Leeann Watson is the dynamic Chief Executive of Business Canterbury and a raving local enthusiast for the city, region and business community.



**Hon Simon Watts**

Simon Watts was elected Member of Parliament for North Shore in the 2020 election. He is also the Minister of Climate Change and Revenue.

# Council Elected Member Conference and Training Policy

---

## 1. Purpose

The Council is required to give effect to the purpose of Local Government which is described in the *Local Government Act 2002* (the Act). The purpose enables democratic and effective local decision-making and action, by and on behalf of, communities to meet the present and future needs by playing a broad role in promoting the social, economic, environmental and cultural well-being of their communities, taking a sustainable development approach.

## 2. Policy context

Elected members are responsible for making decisions on matters such as the services council will provide, the standard they are provided to, how they will be paid for and what bylaws need to be made. Elected members have a governance role in council as well as being an elected representative of the community.

## 3. Policy objective

### 3.1. Local Government Conference (LGNZ annual conference)

A report will be considered by the Council each March/April to determine attendance.

The Mayor, one Councillor, together with the Chief Executive, may represent the Council at the Local Government Conference annually.

The Deputy Mayor, if available, be able to attend at least one LGNZ Conference during the triennium cycle.

Any nominated Councillor can only attend one LGNZ Conference in any given triennium cycle (unless being held in Canterbury), to enable other members to attend.

When the LGNZ Conference is held in Canterbury, the Council will consider sending up to ten Councillors.

### 3.2. Local Government Rural and Provincial meetings

The Mayor and one Councillor plus the Chief Executive may represent the Council at the LGNZ Rural and Provincial meetings. If the Mayor and/or Chief Executive are unable to attend, then a representative may attend in their place. This could be a Councillor, Community Board member or staff member (i.e. up to a maximum of three, including the Mayor). These meetings are usually held in Wellington three times per year.

### 3.3. Local Government Zone 5/6 meetings

The Mayor and one Councillor plus the Chief Executive may represent the Council at the LGNZ Zone 5/6 meetings. If the Mayor and/or Chief Executive are unable to attend, then a representative may attend in their place. This could be a Councillor, Community Board member or staff member (i.e. up to a maximum of three, including the Mayor). These meetings are usually held three times a year.

When the meeting is held in Canterbury, the Mayor may approve up to five members attending.

### **3.4. Approval for Councillor training attendance**

The Mayor, or in his/her absence, the Deputy Mayor, will approve all training courses, conferences and seminars attended by members of the Council and notify the Governance Manager via a submitted form (Trim 210308038654). This will be reported as part of the Mayor's monthly diary report to Council.

Training courses (and conferences) can also be approved via a report to the Council.

Attendance at overseas conferences for any elected member shall be approved by the Council via a formal report.

The member will provide a verbal report back on conference/training to the appropriate Committee or Council portfolio update section of the meeting.

### **3.5. Community Board Members**

Approval for Community Board Members to attend conferences or training within New Zealand (excluding in-house) will be via formal Community Board report, consideration and resolution.

Any Community Board member attending a conference is required to provide a written report on the learnings/highlights to be published in the next available Board agenda for public accountability, and circulated to all elected members. Any training session will be verbally reported back at the next meeting.

### **3.6. LGNZ National Community Board Conference (held every two years)**

At least one Community Board member from each Community Board may attend the Conference and represent their community.

It is permissible for a Councillor appointed to a Community Board to attend the LGNZ Community Board Conference. However the related registration and expenses will come from the Community Board training budget and not the Council training budget.

## **4. Questions**

Any questions regarding this policy should be directed to the Governance Manager in the first instance.

## **5. Relevant documents and legislation**

- *Local Government Act 2002*

## **6. Effective date**

7 February 2023

## **7. Review date**

March 2026.

## **8. Policy owned by**

Manager, Governance

## **9. Approval**

Approved and adopted by the Waimakariri District Council on 7 February 2023.

**WAIMAKARIRI DISTRICT COUNCIL****REPORT FOR DECISION**

**FILE NO and TRIM NO:** GOV-26-10-06/ 240404052106

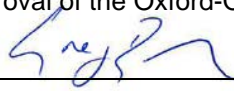
**REPORT TO:** OXFORD-OHOKA COMMUNITY BOARD

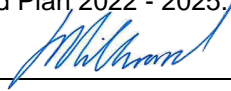
**DATE OF MEETING:** 8 May 2024

**FROM:** Kay Rabe, Governance Advisor

**SUBJECT:** Approval of the Oxford-Ohoka Community Board Plan 2022 - 2025.

**SIGNED BY:**  
(for Reports to Council,  
Committees or Boards)

  
 \_\_\_\_\_  
 Department Manager

  
 \_\_\_\_\_  
 Chief Executive

**1 SUMMARY**

This report seeks the Oxford-Ohoka Community Board's (the Board) approval of the Oxford-Ohoka Community Board Plan 2024 update.

Attachments:

- i. Oxford-Ohoka Community Board Plan 2022-2025 (Trim Ref: 230222024481).

**2 RECOMMENDATION**

**THAT** the Oxford-Ohoka Community Board:

- (a) **Receives** report No. 240404052106.
- (b) **Approves** the Oxford-Ohoka Community Board Plan 2022-25 (Trim: 230222024481).
- (c) **Authorises** the Chairperson to approve the final version of the Oxford-Ohoka Community Board Plan 2024 if any further minor editorial corrections are required.

**3 BACKGROUND**

- 3.1 A Community Board Plan (the Plan) must be compiled for each term and reviewed annually so that the Board can assess how it is progressing with its objectives, reflects the Board's current work and could include any feedback from the community.
- 3.2 The Oxford-Ohoka Community Board, elected in October 2022, developed the plan for the Oxford-Ohoka Community Ward.
- 3.3 At its inaugural meeting, the Board resolved that T Robson should be elected Chair for the first half of the 2022/2025 term and S Barkle should be elected as Chair for the second half of the term. Therefore, S Barkle will take the Chair from May 2024 until the end of the term.

**4 ISSUES AND OPTIONS**

- 4.1 The Plan was developed with input from Board members who regularly communicate with residents, community leaders and community organisations and are, therefore, in the best position to advocate for the interests of their communities.

- 4.2 The importance of the Plan should not be underestimated. It is a vehicle by which the Board can inform the community about its purpose and performance expectations. It also ensures that the community's needs are presented to the Council in a consistent and planned manner and conveyed through Annual and Long Term Plans.
- 4.3 Furthermore, the Plan includes information on the Board's key achievements and general information about the Board's discretionary and youth development grants, landscape budget and Board meetings. It will, therefore, assist the community in understanding that their concerns are being heard and that they have a voice in local government decisions.
- 4.4 The Plan will also serve as a promotional document for the Board and will be freely available from public libraries, Council service centres, and the Council website.
- 4.5 The draft Plan was presented to the Board at its March 2024 meeting for approval, with any minor amendments and/or corrections to be signed off by the Chairperson. However, Board members subsequently proposed extensive amendments, which the Chairperson could not sign off on.
- 4.6 The Board is therefore requested to review the draft plan again for the Chairperson's sign-off. The draft Plan has been updated to include the Board's changes as directed at the March meeting, including the information on the Board's Discretionary Grant.
- 4.7 If any further *minor* editorial corrections are needed, staff request that the Board resolves that the Chairperson may approve the final amended document on its behalf.
- 4.8 **Implications for Community Wellbeing**  
The issues and options that are the subject matter of this report have implications for community well-being, as the Board plan is a tool for informing the community on the work and progress made on issues being dealt with by the Board during the term.
- 4.9 The Management Team has reviewed this report and supports the recommendations.

## 5. **COMMUNITY VIEWS**

### 5.1 **Mana Whenua**

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

### 5.2 **Groups and Organisations**

Community Groups and Organisations benefit positively from the projects and funding implemented by the Community Board. The Community Groups and Organisations may wish to apply for funding from the Board or lobby for the Board's support for various community projects. Also, the Plan was developed with input from Board members who communicate with local residents, community leaders and community organisations on a regular basis.

### 5.3 **Wider Community**

The wider community is not likely to be affected by or have an interest in the subject matter of this report. However, the Plan was developed with input from Board members who communicate regularly with local residents, community leaders, and community organisations.

## 6 **IMPLICATIONS AND RISKS**

### 6.1 **Financial Implications**

The decisions sought by this report have no financial implications, as the servicing of Community Boards is met within the Council's existing Governance Budgets.

## 6.2 **Sustainability and Climate Change Impacts**

The Plan includes information on several projects underway in the Oxford-Ohoka Ward that could impact sustainability and climate change, such as alternative transport, tree planting, and food security.

## 6.3 **Risk Management**

There are no risks arising from adopting the recommendations in this report.

## 6.4 **Health and Safety**

There are no health and safety matters arising from adopting the recommendations in this report.

# 7 **CONTEXT**

## 7.1 **Consistency with Policy**

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

## 7.2 **Authorising Legislation**

Local Government Act 2002 Clause 52.

Delegation to Community Boards, Part 3, S-DM 1041, Issue 10, as of 25 October 2016.

## 7.3 **Consistency with Community Outcomes**

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

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

## 7.4 **Authorising Delegations**

The Board is required by the Council to prepare and adopt a Community Board Plan that highlights the key issues, priorities, and actions that the Board proposes to advance during the year.





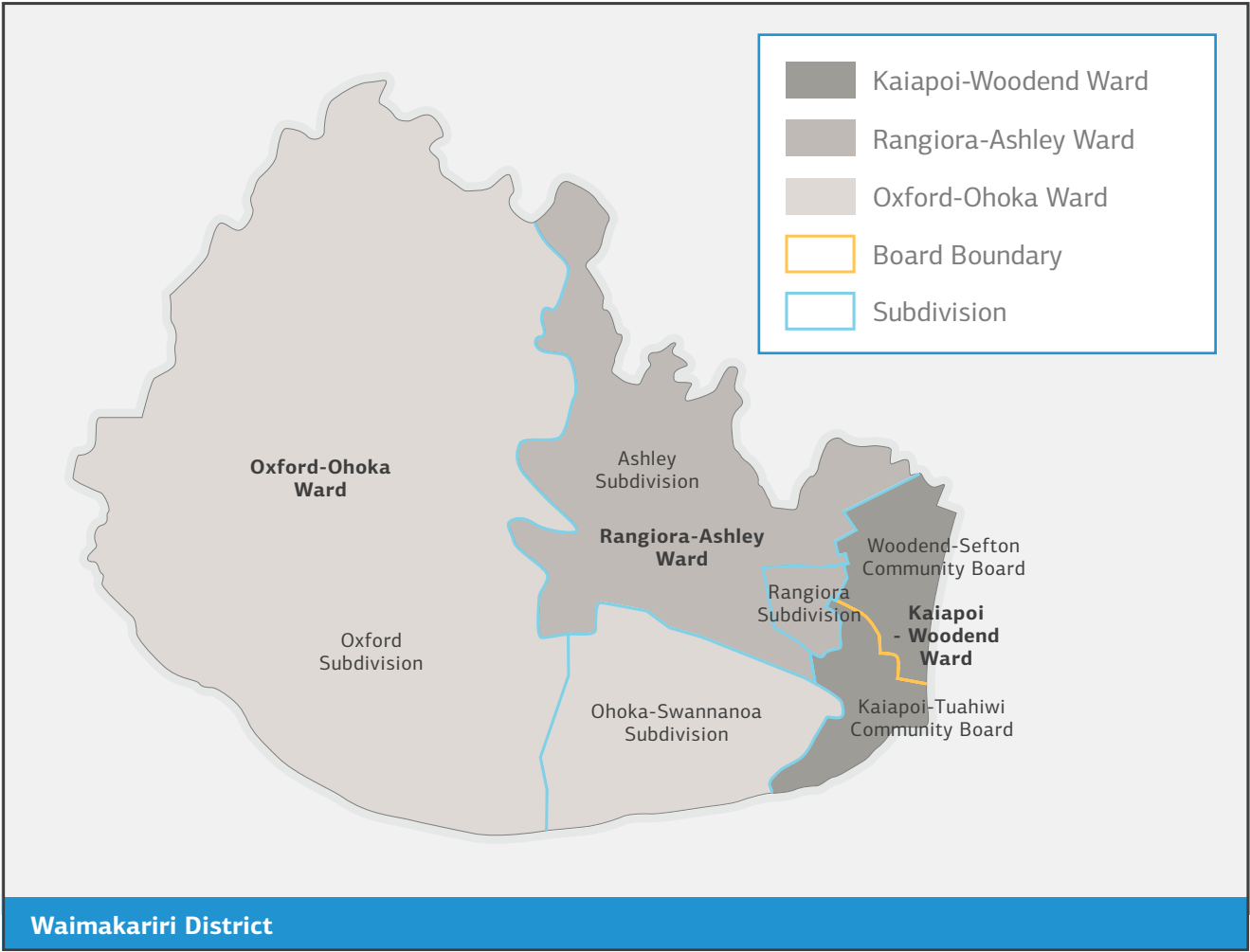
# Oxford-Ohoka Community Board Community Plan 2022-2025





Ward	Population
Oxford-Ohoka Ward	13,200
Rangiora-Ashley Ward	26,900
Kaiapoi-Woodend Ward	26,100
Subdivision	Population
Ohoka-Swannanoa Subdivision	6,685
Oxford	6,515

\* Estimated resident population as at 30 June 2021





# Chairperson's Message

Dear Residents of Oxford and Ohoka

The Oxford-Ohoka Board has worked hard in the past 12 months to both foster a closer relationship with the community through improved engagement and to advocate for the community regarding several important issues.

We have introduced a Board Facebook page which has enabled us to communicate very rapidly with the community about issues and events. This has had a good uptake, and resulted in some very positive feedback.

The Board submitted on the Council's Draft Annual Plan and Environment Canterbury's Draft Annual Plan. Some of the things we included in our submission were:

- A request for multi-use foot paths and cycleways to connect our rural communities
- Upgrade to the West Eyreton Pit
- General roading upgrades
- Continued requests for a 40kmph speed limit on Main Street in Oxford.

The Board has continued to have strong uptake of its grant funding with requests most meetings and with Board members having to make some tough choices on how this money is spent. This is thanks to Board members actively promoting the grant to their communities.

The Boards focus has been centred on two major issues which are of vital importance to the ward.

The first was the Plan Change 31 proposal that the community was against, and which required us to submit in opposition alongside the Council, Kaiapoi-Tuahiwi Community Board, the resident's association, and the local community. The decision to decline the Plan Change has since been appealed at the Environment Court, therefore we will continue to advocate for the community throughout the appeal process.

The second major issue was the Woodstock Quarry Landfill Resource Consent application with the Board receiving overwhelming feedback in opposition to the Application. We spent many hours working on our submission in opposition with information and data obtained from knowledgeable and expert sources. Despite the number of submissions in opposition to this application, the applicant continues to press ahead with the process, therefore the Board will need to continue its opposition as the process continues to be delayed and amended.

2023 has been a very busy year for our Community Board and I would like to thank the members for their hard work and dedication, the community involvement that we now enjoy is thanks to this hard work and commitment.

I would also like to thank Sarah Barkle, Deputy Chair for her help and support during my tenure as Chairperson. Sarah will be taking over the Chair in May 2024 while I step down to take over the position of Deputy.



**Thomas Robson**

**Chairperson**

Oxford-Ohoka Community Board



**Please note that Thomas Robson provided the 'Chairperson's Message' as he was Chair during 2023. However, Sarah Barkle takes the Chair from 1 May 2024 until the end of the term.**

# About the Oxford-Ohoka Community Board

**The Waimakariri District is divided into three wards with the Oxford-Ohoka Ward covering predominantly the southern to the south-western area of the Waimakariri District.**

Bordered by the Waimakariri River, the community areas include Mandeville, Ohoka, Eyreton, West Eyreton, Swannanoa, Oxford through to the northern foothills, Ashley Gorge, and across to Lees Valley.

The community area of Oxford-Ohoka comprises a diverse mix of properties and people, ranging from small to medium-sized urban settlements to rural farms. As the largest geographic Ward in the District, the community area plays an essential role in the economic growth and character of the District.

While farming and land-based industry are the traditional economic activities, there have been notable recent growth in dairying, construction and manufacturing.

## What is a Community Board?

The Local Government Act (2002) states that the role of a Community Board is to represent and advocate for the interests of its community. The Waimakariri District is currently divided into three wards and four Community Boards, with the Oxford-Ohoka Community Board providing feedback, leadership and support to residents within its community area.



**Oxford-Ohoka Community Board members**

The Oxford-Ohoka Community Board is the District's newest Community Board, elected for the first time in the October 2016 Local Body elections. The Board comprises six elected members, plus two appointed Councillors of the Waimakariri District Council, giving it a total of eight members.

The Community Board is not the Council, nor is it a committee of the Council. Instead, the Board works collectively with the Council to achieve community goals. The Board is also responsible for any areas delegated to it by the Council.

## How does the Community Board do this?

- Taking an overview of the Council's services and projects affecting the Ward area, including water supply, sewerage, stormwater drainage, parks, recreational facilities, roading and traffic management projects
- Engaging with residents, community organisations, and groups in developing local solutions, keeping the public informed, and being visible and accessible
- By encouraging community participation in Community Board and Council decision-making
- Advocating to the Council on key issues and priorities for the community area, especially through the Annual and Long Term planning and budgeting process
- Granting of leases or licences on reserves
- Working collaboratively with other Community Boards to promote an understanding for the work being done in the District as a whole
- Maintaining positive working relationships with key Council staff and management.

# Performance Expectations 2022-2025

**The Oxford-Ohoka Community Board is made up of people who have a passion for their diverse communities and believe in working together to bring positive change to them through:**

- Engaging with individuals, groups, other Boards, and the Council to provide the best outcome for the Oxford-Ohoka community and the District as a whole
- Engaging and interacting with younger generations by seeking their views and feedback on important issues in the ward
- Engage with local schools, the Youth Council, community and advisory groups and offer encouragement for their projects and provide assistance where practical
- Developing closer links and relationships with key settlements and groups in the Oxford-Ohoka Ward, as well as with significant District-wide organisations
- Developing strategies for the Board to become an effective, cohesive voice in representing the community viewpoint at meetings and policy hearings
- Developing and promoting the Community Board as a vehicle for local residents to seek assistance and advocacy in accessing Council services and consultation processes
- Maintaining positive working relationships with key Council staff and management
- Actively participating in Council business and the annual budget process to ensure equitable spending across the District whilst being mindful of rates affordability
- Support the Council's Local Economic Development Strategy to encourage business growth across the community area
- Continue to advocate for the protection and enhancement of waterways and wetlands for recreational purposes
- Advocating for balanced growth that enhances and protects the character of the communities' recreational, opportunities, livability and employment
- Working closely with each community to identify and encourage attractive streetscapes which enhance the visual profile of that community
- Advocate for community concerns regarding safer roads and cycleways
- Lobbying for improved infrastructure for modern technology i.e. recharging stations, better internet, etc.



**Ohoka Gate Keeper's Lodge**



# What's happening in your area, now and looking forward?

There are a number of projects underway in the Oxford-Ohoka Ward area, this section outlines those projects.

## Ohoka/Mandeville

### Infrastructure

**Cycleway on Tram Road** – the tender for construction was awarded at the end of 2023. Construction commenced in January 2024. The new cycleway will have its end terminus at Mandeville Sports Ground.



Tram Road cycleway

**Flooding** – The Flood Team have been working through 347 drainage related service requests received throughout the District after the July 2023 event. This work has identified that there is a total of 80 investigations and 126 maintenance tasks that are being undertaken to address the issues raised in the service requests. 24 immediate works projects are planned throughout the District. See Flood Recovery Fortnightly Status Report on the Council website for updates.

**Mandeville Resurgence Channel Diversion/ Upgrade (Mandeville)** – Project is progressing well, with successful drop-in sessions in September 2023, followed by two productive Council workshops in November 2023 with further consultation during the beginning of 2024.

**Redfern Lane, over Tram Road, through Millfield subdivision into Bradleys Road drain** - This project will be completed in two stages to be determined during the 2024-2034 Long Term Plan process.

**Drainage projects** – The Board has always urged the Council to continue to work on mitigating the drainage/flooding problems in its area, and is therefore happy to support any scheduled drainage projects

**Mill Road SMA (Ohoka)** – Construction of new stormwater basin near Kintyre Lane. Project is currently on hold due to major consenting issue related to incidental interception of groundwater.

### Greenspace/Recreation

The Board allocated funds from its Landscape Budget for the installation of a bench within the Ohoka Stream Walkway. Staff are working with the Board to identify a suitable location for the bench which will be installed imminently.

## West Eyreton

### Infrastructure

#### Historic signs within West Eyreton –

Historic signage is being developed with input from the community, board members and staff.

**Washington Place** – Washington Place residents met with staff at a public meeting at the West Eyreton Hall to discuss drainage concerns in this area. As a result of this meeting and consultation mitigating works are currently being carried out with flood team assessing immediate drainage works to be implemented in 2024. Larger capital projects are programmed for the 2024/25 financial year.

## Greenspace/Recreation

The Board has advocated for the beautification of the old West Eyreton shingle pit for some time and after a recent workshop held with Greenspace staff the Board requested that this area be transformed into a native wetland biodiversity node. Greenspace biodiversity staff are in the process of creating a plan for this site for the Board's consideration and funding will be sought through the Long Term Plan process to achieve this initiative.

## Oxford

### Infrastructure

A new footpath has been installed in Weka Street from the existing footpath east of Totara Drive to Park Avenue. This was completed during the 2022/23 financial year. Knight Street and Matai Place are currently in the new footpath programme for the 2024/25 and 2025/26 years.

**Speed management – Main Street** – At the Council's September 2022 meeting the motion was passed to retain the 50km/h speed limit on Main Street Oxford. The Board wrote a letter to the Mayor expressing its disappointment with the decision. This matter could not be raised again until September 2023, however the Board continues to advocate and encourage the Council to reconsider changing the speed limit to 40km/h, as requested by the community. Council considered whether this should be consulted upon as part of the Draft Speed Management Plan, however declined to progress this in the current iteration of the Speed Management Plan. Further discussions with Council are planned in the new year.

**Drainage projects** – The Board has always urged the Council to continue to work on mitigating the drainage/flooding problems in its area, and is therefore happy to support the following scheduled drainage projects:

**Matai Place Stage 2 (Oxford)** – A design for the provision of a secondary flow path via Eriksons Lane to Park Avenue is in progress.

**Flannigans Drain downstream upgrade** – design budgeted for the 2025/26 financial year.

### Oxford – Water supplies

**Oxford No 2 Well** – New bores for Oxford Rural No.1 and Oxford Rural No.2/Urban water supply being constructed at McPhedrons and Domain Road sites.

- UV treatment being installed at the Oxford Rural No.1 and Oxford Rural No.2/Urban water treatment plants
- Water pipeline renewals works on Woodstock Road (Oxford Rural No.1) and McJarrows Road (Oxford Rural No.2)
- Ashley Gorge campground is now connected to the Oxford Rural No.2 water supply
- Chlorination of the Oxford Urban water supply.

### Street lighting

Staff are working through the Engineering Code of Practice review and this is likely to go to the Utilities and Roading Committee in the first quarter of 2024.

### Greenspace/Recreation

An off-lead rural dog exercise area within the Oaks Reserve in Oxford was consulted on during summer 2023 and a concept plan developed from the feedback received.



Ashley Gorge Reserve



The concept plan will then be presented to the Board for approval and implementation.

The Board allocated funds from its Landscape Budget to restore the Williams Flat Track in Ashley Gorge. The Ashley Gorge Advisory Group are managing this project and volunteers are working hard to complete the work.

## Ward Wide Happenings

**Freshwater** – The Board is passionate about the issues surrounding freshwater. Our District does not have an infinite supply of freshwater and therefore the Board supports initiatives and all practicable methods to protect our waterways. The Board will continue to monitor land and waterway consents and wastewater infrastructure in a bid to mitigate adverse impacts on our freshwater. The Board encourages the community to assist on this long road to recovery as it is essential for our future and the generations who follow.

**Riparian planting** – The Board will continue to support the development of a strategy for native, riparian planting along waterways and Council drains in the Board area. The Board will also support the development of green pathways between towns and reserves, as this is an issue that has been brought to Board members' attention by a number of residents living in rural areas.

The Board advocates for the protection of rural communities to retain their amenity while having the opportunity to be connected to updated facilities and services such as better access to medical, options for other transport

choices including public transport and ensuring adequate public consultation is done to include residents' opinion. Because of this, the Board was strongly opposed to Plan Change 31 and was pleased when Commissioners agreed with the community and Council stance against the 'urbanisation' of Ohoka.

**Rural heritage** – The Board supports this initiative and would like to work in partnership with the community to ensure the history of the District is kept safe for future. The Board is currently working on an initiative in conjunction with Enterprise North Canterbury to establish a historic display boards explaining the history of West Eyreton. This initiative is hoped to be expanded to include other areas of the ward and District.

## The Board is supportive of Community Projects

There are several projects or initiatives that the Board is interested in offering its support. These include:

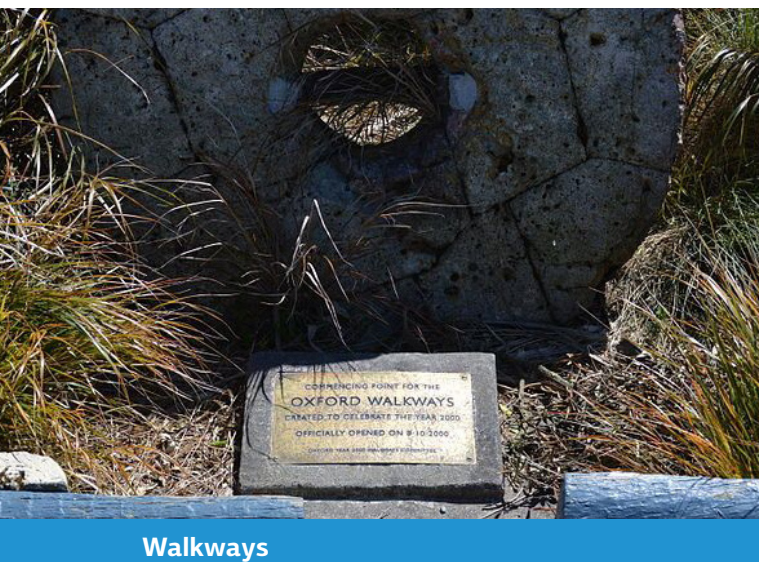
**Wolffs Bridge** – The Council consulted on the options for Wolffs Bridge with the majority of residents requesting that the bridge be restored. The Board in considering the public's request, also had to take into account the costs associated with any work done. Therefore the Board decided to support in principle, a joint Council and community funding option being investigated to meet the refurbishment costs, subject to advice from Heritage New Zealand on the status of the bridge components.

## Board submissions

The Board lodged detailed submissions on Environmental Canterbury's and the Council's 2023/24 Annual Plans.

The Board also submitted on Environment Canterbury's 'What's our Future Canterbury' which included the Board's thoughts on improving water quality, preserving special qualities of streams, lakes, wetlands, aquifers and preventing loss of indigenous biodiversity and management of intrusive species. Other areas covered were land management, climate change, air quality, coastal and built environments. The Board continues to work with Environment Canterbury on water related matters.

The Board submitted on the Woodstock Quarries resource application and also ran public forums to give advice to residents who were also wanting to object to the application.



Walkways

The Board has worked diligently to ensure the communities views are heard and are awaiting the decision.

The Board submitted strongly in opposition to Plan Change 31 which assisted in the application being declined by the independent hearing panel.

### **Engaging youth**

One of the Board's objectives for this term is to increase its engagement with the youth across the District and will be increasing its engagement with schools in the ward and strengthening ties with the Youth Council to ensure that the youth perspective is included in its decision making and planning for the future. The Board attended a 'meet and greet' with the Youth Council prior to attending and contribution to the September 2023 Youth Council meeting which followed.

### **Discretionary grants**

The Board will continue to support a wide range of local community groups through the Board's discretionary funding grants. Further information can be found on this topic on page 11.

### **Youth Development grant**

The Board will continue to support the Waimakariri Youth Development Grant which is aimed at young people living in the District aged between 12 and 24 years. Further information can be found on this topic on page 12.

### **Board's landscape budget**

Used District wide to enhance amenity and beautify the ward. Further information can be found on this topic on page 13.



**Ohoka Domain**



**Oak Reserve – West Eyreton**



**Oxford Town Hall**



Oxford-Ohoka Community Board Members		
Member and contact details		Other responsibilities
	<b>Sarah Barkle</b> <b>Chair (from May 2024)</b> <b>Mobile:</b> 027 257 5886 <b>Email:</b> sarah.barkle@wmk.govt.nz	<ul style="list-style-type: none"> <li>• Water Race Advisory Group</li> <li>• Ohoka Rural Drainage Advisory Group</li> </ul>
	<b>Thomas Robson</b> <b>Deputy Chair (from May 2024)</b> <b>Mobile:</b> 022 100 4744 <b>Email:</b> thomas.robson@wmk.govt.nz	<ul style="list-style-type: none"> <li>• Ashley Gorge Reserve Advisory Group</li> <li>• Pearson Park Advisory Group</li> </ul>
	<b>Mark Brown</b> <b>Mobile:</b> 029 777 0131 <b>Email:</b> mark.brown@wmk.govt.nz	<ul style="list-style-type: none"> <li>• Oxford Promotions Action Committee</li> <li>• Oxford Rural Drainage Advisory Group</li> </ul>
	<b>Ray Harpur</b> <b>Mobile:</b> 027 327 1357 <b>Email:</b> ray.harpur@wmk.govt.nz	<ul style="list-style-type: none"> <li>• Grey Power North Canterbury</li> <li>• Waimakariri Access Group</li> <li>• Ohoka Rural Drainage Advisory Group</li> </ul>
	<b>Pete Merrifield</b> <b>Mobile:</b> 021 435 118 <b>Email:</b> pete.merrifield@wmk.govt.nz	<ul style="list-style-type: none"> <li>• Oxford Historical Records Society Inc Committee</li> <li>• West Eyerton, Summerhill, Pontyz Road Advisory Group</li> </ul>
	<b>Michelle Wilson</b> <b>Mobile:</b> 027 250 1310 <b>Email:</b> michelle.wilson@wmk.govt.nz	<ul style="list-style-type: none"> <li>• Waimakariri Health Advisory Group</li> <li>• Ohoka Residents' Association</li> </ul>

If you are a resident or part of a local community group who wishes to raise any concerns or issues, please do not hesitate to contact a member of the Community Board for advice and help (see pages 8 and 9 for contact details).



Oxford-Ohoka Community Board Members		
Member and contact details		Other responsibilities
	<p><b>Cr Tim Fulton</b></p> <p><b>Mobile:</b> 021 0871 6027</p> <p><b>Email:</b> tim.fulton@wmk.govt.nz</p>	<ul style="list-style-type: none"> <li>• North Canterbury Neighbourhood Support</li> <li>• Pearson Park Advisory Group</li> <li>• Oxford Promotions Action Committee</li> <li>• Oxford Rural Drainage Advisory Group</li> <li>• Waimakariri Water Race Advisory Group</li> </ul>
	<p><b>Cr Niki Mealings</b></p> <p><b>Mobile:</b> 027 293 4937</p> <p><b>Email:</b> niki.mealings@wmk.govt.nz</p>	<ul style="list-style-type: none"> <li>• Ohoka Domain Advisory Group</li> <li>• Waimakariri Youth Council</li> <li>• Climate Change Action Planning Reference Group</li> <li>• Biodiversity Champions Group</li> <li>• Social Services Waimakariri</li> <li>• Community Well Being North Canterbury Trust</li> <li>• Mandeville Sports Club</li> <li>• Ohoka-Mandeville Rural Drainage Advisory Group</li> </ul>

### Community organisations activities

Community Board members often take part in the activities of community organisations within the Ward.

If you would like to invite a Board member onto your organisation's Committee or to a meeting, please contact the Chairperson, or contact a Board member directly. Contact details are outlined above.



Riparian planting along stream

# Oxford-Ohoka Community Board Discretionary Grant

**Each financial year (July to June) the Oxford-Ohoka Community Board is allocated funds to distribute, by application, to community-based organisations within their community area.**

For the 2023/24 financial year the Oxford-Ohoka Community Board has \$6,159 available for grants to non-profit community based organisations.

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

- The group should have strong links with the community area of Oxford-Ohoka
- Grant funding is limited to projects within the Board area or primarily benefiting the residents of the Oxford-Ohoka Ward
- The applicants should clearly state the purpose for which the money is to be used
- Money should primarily be used for capital or improvement works, for enhancement of the group, or towards the purposes of the group, including events involving community participation
- The applicant should submit a balance sheet 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 for
- Organisations that are predominately funded by Central Government must provide supporting evidence that the requested grant will not be spent on projects that should be funded through Central Government funding
- Grant applications will be considered at each meeting by the Oxford-Ohoka Community Board
- Generally funding grants will be 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
- Examples of what is not funded are available on the application documents.

## Application process

Application forms can be picked up at any of the Council's Service Centres

Alternatively an application form can be printed, downloaded or completed online from the Council's website: [www.waimakariri.govt.nz/council/funding-and-grants/board-grants-and-funding](http://www.waimakariri.govt.nz/council/funding-and-grants/board-grants-and-funding)

The completed application should be posted to:

### Governance Team

C/- Waimakariri District Council,  
Private Bag 1005, Rangiora 7440

or emailed to: [com.board@wmk.govt.nz](mailto:com.board@wmk.govt.nz)

or dropped into your local Council Service Centre (see back page for details).



Oxford Library



## Oxford-Ohoka Community Board Grants for the 2023/24 financial year to date

Group	Project	Amount
Oxford Land Search and Rescue	Towards radio handset, protective case and charger	\$540
Coastguard North Canterbury	Towards upgrading the swift water rescue vessel	\$500
Mandeville Bowling Club	Towards the purchase of an office credenza	\$404
Waimakariri Dog Club	Towards the purchase of two measuring wheels	\$500
Waimakariri Access Group	Towards hosting an inclusive sports event	\$500
Standardbred Stable to Stirrup Trust	Towards monogrammed patches for clothing and horse gear	\$470
Clarkeville Playcentre	Toward a replacement printer/copier	\$469
North Canterbury Pony Club	Towards the cost of St John's Ambulance services	\$500



Oxford Land Search and Rescue



Swannanoa Volunteer Fire Brigade



Oxford Football Club



Inclusive sports - Waimakariri Access Group

# Waimakariri Youth Development Grant

## Purpose of the grant

In 2018 the Waimakariri Community Boards established the Waimakariri Youth Development Grant to support one or more young people seeking:

- To enhance young people's skills and strengths; especially self-worth, decision-making, good relationships, resilience, positive mental health, life-skills and leadership
- To provide opportunities for young people to connect positively with their community in meaningful, practical ways
- To help and benefit others.

## General overview

Available to young people living in the Waimakariri District aged between 12 and 24 at the time of application. An annual grant of up to \$4,000 is available for allocation to suitable applicants in any one year. The Youth Development Grant Committee may award more than one grant up to a combined maximum of \$4,000 in a financial year (1 July 2023 to 30 June 2024).

## Application process

Applications must be fully completed and supported by two references. For example teachers, school principals, employers, faith leaders, youth workers or community group leaders. One reference may be permitted from a member of the applicant's wider family. The applications for the 2023/24 financial year opened at the end of September 2023 and the closing date was 20 October 2023. Information are available on the Council website at: [waimakariri.govt.nz/community/funding-and-grants/youth-development-grant](http://waimakariri.govt.nz/community/funding-and-grants/youth-development-grant)

## Selection process

The Youth Development Grant Committee includes the four Community Board Chairs and an appointee of the Waimakariri Youth Council. The Committee is the sole decision-making body.

Short-listed applicants will be expected to present their application to the Committee in person and to answer any questions that the Committee may have. Applicants will be expected to provide an overview of their proposed project/activity to the Committee and they may choose how to do this. The Committee members will ask all applicants a series of general questions to help them make a decision.

The Council staff will work with the successful applicant to formalise an agreement on how the grant will be paid to them. This is really important as the Committee needs to be sure that the grant is spent on the project/activities the applicant has told them about and to also provide additional guidance to our youth.

## Previous recipients

Group	Project	Amount
Waimakariri Student Volunteer Army	Towards the costs of purchasing high visibility vests, work gloves, a first aid kit and spades to do volunteer work within the community.	\$1,733
J Reyello, L Price and E Stokes	Towards attending the 2020 24-7 YouthWork National Training to be held in Wellington.	\$2,000
Abby Fraser	Towards establishing a weekly Breakfast Club for young people attending Rangiora High School without breakfast.	\$4,000
Lee Pockson	Towards hosting Theatresport workshops for young people.	\$1,000
Ruby Wilson	Towards hosting two Leadership Breakfasts for young leaders in the Waimakariri District.	\$3,000



# Board's General Landscaping Budget

## 2023/24 Financial Year

Each financial year (July to June) the Oxford-Ohoka Community Board is allocated funds to be used for projects which enhance and beautify the community such as landscaping, public seating and signage. For the 2023/24 financial year the allocation for the Landscape budget is \$13,090 plus a carry-over of unallocated funds from the previous year of \$590. This led to a total allocatable budget of \$13,680. Note that budgets are estimated and any underspend will be used to mitigate any overspend on other projects. The Board's current projects are highlighted below:

Account description	Status	Budget	Remaining
<b>Oxford-Ohoka Community Board current projects</b>			
Ohoka Stream Walkway and seat	In progress	\$3,500	
West Eyreton Historic Signs	In progress	\$5,150	
The Oaks Reserve Development	In progress	\$4,710	



Ohoka Domain - Playground and Flying Fox

# Where and When are Meetings Held?

**Meetings are usually held on the first Wednesday of the month at 7pm at different venues within the Community Board area.**

Anyone is welcome to attend the Board meetings. Public forums are held at the start of each meeting from 7pm to 7.25pm. This is a defined period of time which the Oxford-Ohoka Community Board has set aside for the purpose of public input. These public forums are designed to enable members of the public to bring any matter, which they deem of significance to the community, to the attention of the Community Board.

Members of the public, groups and organisations can also bring matters to the attention of the Community Board by bringing a deputation to a Board meeting. Deputations can be arranged by contacting the Governance Team and will be approved by the Chairperson.

Residents are also always welcome to contact Community Board members directly to discuss Council and community related matters.

Agendas are available at the Council Service Centres and on the Council's website two working days before a meeting at:

[waimakariri.govt.nz/your-council/meetings](https://waimakariri.govt.nz/your-council/meetings)

## Governance Team contact details

**Phone:** 0800 965 468 (0800 WMK GOV)

**Email:** [com.board@wmk.govt.nz](mailto:com.board@wmk.govt.nz)

**Post:** 215 High Street, Private Bag 1005, Rangiora 7440

## The 2024 meetings are scheduled for:

Date	Location
8 May	Oxford Town Hall
5 June	Oxford Town Hall
3 July	Oxford Town Hall
7 August	Ohoka Community Hall
4 September	Ohoka Community Hall
2 October	Oxford Town Hall
7 November (Thursday)	West Eyreton Hall
4 December	Oxford Town Hall

## The Governance Team can be contacted for assistance with:

- Arranging Deputations
- Accessing Discretionary Grant funding
- Accessing Youth Development funding
- Access to Community Board documentation.

# Council Facilities and Contact Details



## Service Centres

[waimakariri.govt.nz](http://waimakariri.govt.nz)

### Oxford Service Centre

34 Main Street, Oxford

**Phone:** 03 311 9005

**Fax:** 03 312 4833

**Email:** oxford@wmk.govt.nz

#### Opening hours

Monday to Friday: 9am to 5pm

Saturday: 10am to 12 noon

(Limited services on Saturday)

### Rangiora Service Centre

215 High Street, Rangiora

**Phone:** 0800 965 468

**Fax:** 03 313 4432

**Email:** office@wmk.govt.nz

#### Opening hours

Monday to Friday: 8.30am to 5pm

### Ruataniwha Kaiapoi Civic Centre

176 Williams Street, Kaiapoi

**Phone:** 03 375 5009

**Fax:** 03 327 8752

**Email:** kaiapoi@wmk.govt.nz

#### Opening hours

Monday to Friday: 9am to 5pm



## Libraries

[waimakaririlibraries.com](http://waimakaririlibraries.com)

### Oxford Library

34 Main Street, Oxford

**Phone:** 03 311 9006

**Fax:** 03 312 4833

**Email:** library@wmk.govt.nz

#### Opening hours

Monday to Friday: 9am to 5pm

Saturday: 10am to 12 noon

### Rangiora Library

Trevor Inch Memorial Library

141 Percival Street, Rangiora

**Phone:** 03 311 8901

**Fax:** 03 313 4650

**Email:** library@wmk.govt.nz

#### Opening hours

Monday to Thursday: 9am to 5pm

Friday: 9am to 7pm

Saturday: 10am to 2pm Sunday: 1pm to 4pm

### Kaiapoi Library

176 Williams Street, Kaiapoi

**Phone:** 03 375 5009

**Fax:** 03 327 8752

**Email:** library@wmk.govt.nz

#### Opening hours

Monday to Wednesday and Friday: 9am to 5pm

Thursday: 9am to 7pm

Saturday: 10am to 2pm

Sunday: 1pm to 4pm





## Aquatic Centres

[waimakariri.govt.nz/aquatic-facility](http://waimakariri.govt.nz/aquatic-facility)

### Oxford Community Aquatic Centre

9 Burnett Street, Oxford

**Phone:** 03 311 8921

#### Opening hours

Summer only from late November

Monday to Friday: 8.30am to 6.30pm

Saturday and Sunday: 10am to 7pm

Public Holidays: 10am to 7pm

Christmas Day: Closed

### Dudley Park Aquatic Centre

47 Church Street, Rangiora

**Phone:** 03 311 8905

#### Opening hours

Monday to Friday: 6am to 9pm

Saturday and Sunday: 7.30am to 7pm

Public Holidays: 10am to 7pm

Christmas Day: Closed

### Kaiapoi Aquatic Centre

9 Cass Street, Kaiapoi

**Phone:** 03 375 5041

#### Opening hours

Monday to Friday: 6am to 3.30pm and 6pm to 9pm

Saturday and Sunday: 7.30am to 7pm

Public Holidays: 10am to 7pm

Christmas Day: Closed

## Request a Service

The following service requests can be lodged online with the Council. The location of the request is required.

*Please contact Council directly on 0800 965 468 regarding urgent requests such as excessive noise, flooding or public toilet issues.*

#### Online Service requests:

- Cemeteries
- Dog complaints
- Drains
- Footpaths
- Litter/rubbish
- Parks
- Public water supplies
- Roads and streets
- Rubbish/recycling collections
- Sewer
- Signs
- Trees
- Vandalism/graffiti
- Water races

go to [waimakariri.govt.nz/services/online-services](http://waimakariri.govt.nz/services/online-services)



## Transfer Stations

### Oxford Transfer Station

46 High Street, Oxford

#### Opening hours

Friday: 12.30pm to 4.30pm

Sunday: 12 noon to 4.30pm

Public Holidays: Closed

### Southbrook Resource Recovery Park

284 Flaxton Road, Rangiora

**Phone:** 03 313 5499

**Resale Store:** 03 313 5798

#### Opening hours

Monday to Sunday: 8.30am to 4.30pm

Public Holidays: Closed

## Community Facilities

### Oxford Town Hall

30 Main Street Oxford

### Ohoka Domain Pavilion

493C Mill Road

### Oxford Jaycee Hall

56 Main Street Oxford

### Pearson Park Pavilion

56 Main Street Oxford

### View Hill Domain Pavilion

Cnr Woodstock and Harmans Gorge Roads View Hill

#### For bookings go to:

[waimakariri.govt.nz/leisure-and-recreation/facilities/wdc-halls-and-meeting-venues](http://waimakariri.govt.nz/leisure-and-recreation/facilities/wdc-halls-and-meeting-venues)

## Snap Send Solve

You can report an issue instantly from your mobile if you spot something like a damaged footpath, litter or pothole.

Report an issue via [waimakariri.govt.nz/snapsendsolve.com](http://waimakariri.govt.nz/snapsendsolve.com)







Oxford township



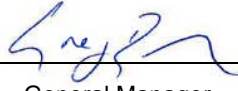
Ohoka Domain with Gate Keepers Lodge



215 High Street  
Private Bag 1005  
Rangiora 7440, New Zealand  
**Phone** 0800 965 468  
[waimakariri.govt.nz](http://waimakariri.govt.nz)

240126011185



**WAIMAKARIRI DISTRICT COUNCIL****REPORT FOR DECISION****FILE NO and TRIM NO:** GOV-26-10-06 / 240411056493**REPORT TO:** OXFORD-OHOKA COMMUNITY BOARD**DATE OF MEETING:** 8 May 2024**AUTHOR(S):** Kay Rabe, Governance Advisor**SUBJECT:** Application to the Board's Discretionary Grant Fund 2023/24**ENDORSED BY:**  
(for Reports to Council,  
Committees or Boards)  
General Manager  
Chief Executive**1. SUMMARY**

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

Name of Organisation	Purpose	Amount requested
Swannanoa Home and School Incorporated	Towards the purchase of picnic tables	\$760
<b>Total</b>		<b>\$760</b>

Attachments:

- i. An application from Swannanoa Home and School Incorporated (Trim Ref: 240409055033).
- ii. Spreadsheet showing the previous two years' grants.
- iii. Board funding criteria 2022/23 (Trim: 210603089866).

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

- (a) **Receives** report No. 240411056493.
  - (b) **Approves** a grant of \$...... to Swannanoa Home and School Incorporated towards the purchase of picnic tables.
- OR**
- (c) **Declines** the application from Swannanoa Home and School Incorporated.

**3. BACKGROUND**

- 3.1 The Swannanoa Home and School Incorporated seeks funding to purchase picnic tables for the school's outdoor area to be used by students and the community.
- 3.2 The current balance of the Oxford-Ohoka Community Board's 2023/24 Discretionary Grant Fund is \$1,776.

#### 4. **ISSUES AND OPTIONS**

##### ***Swannanoa Home and School Incorporated (the Committee)***

#### 4.1 **Information provided by the Committee:**

- 4.1.1 Swannanoa School is a semi-rural full primary school catering for approximately 340 students from years one to eight. The school is an active school with many opportunities to engage in sports, physical education, adventure-based learning and education outside the classroom. Approximately 80% of the students are from the Oxford-Ohoka Ward.
- 4.1.2 The Committee is a group of enthusiastic and dedicated parents who work to raise funds for the Swannanoa School, coordinate school projects and welcome new parents. All the money raised by the Committee goes towards resources for the students of Swannanoa School.
- 4.1.3 Currently, the students struggle to find an area where they can collectively sit at a table to eat lunch, socialise or work on school projects. As a rural school, it is policy to promote outdoor learning and space exploration. The Committee is, therefore, seeking funding for two additional picnic tables for the school's outdoor area. These tables will allow students to work outside when they need a release from the classroom environment. It is anticipated that the tables would also benefit the community when hosting reunions, the school fair and family fun nights.
- 4.1.4 The tables are estimated to cost \$760 and will be sourced from the local MENZ Shed. The project will proceed if this application is unsuccessful. However, the funding will have to be sourced through another means as the Committee has not undertaken other fundraising for the project.

#### 4.2 **Council Evaluation:**

- 4.2.1 The application generally complies with the Board's Discretionary Grant Application Criteria, as the Committee is an incorporated society that raises funds for Swannanoa School. However, no evidence has been provided that the Ministry of Education does not fund outdoor infrastructure.
- 4.2.2 The Committee has received the following funding during the last five years, and all Accountability Forms have been received:

Date	Project	Amount
June 2022	Towards the cost of kappa haka uniforms	\$500
June 2022	Towards the cost of football t-shirts	\$500
<b>Total</b>		<b>\$1,000</b>

- 4.3 The current balance of the Board's Discretionary Grant Fund for 2023/24 is \$1,776. If the application is approved, there will be \$1,016 available for the remaining month of the financial year.
- 4.4 The Board may approve or decline grants as per the grant guidelines.
- 4.5 **Implications for Community Wellbeing:**  
There are social and cultural implications, as safe spaces provide opportunities for social interaction, which builds a sense of community. Participating in school events assists in reducing feelings of isolation and encourages social mixing.
- 4.6 The Management Team has reviewed this report.

## 5. **COMMUNITY VIEWS**

### 5.1 **Mana Whenua**

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

### 5.2 **Groups and Organisations**

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

### 5.3 **Wider Community**

The wider community will likely be affected by or interested in the report's subject as school events and social connections provide a sense of belonging and enhance community wellbeing.

## 6. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

### 6.1 **Financial Implications**

6.1.1 The 2023/24 Annual Plan includes a budget provision of \$6,159 for the Oxford-Ohoka Community Board to approve grants to community groups for this financial year.

6.1.2 The current balance of the Oxford-Ohoka Community Board's Discretionary Grant Fund for the 2023/24 financial year is \$1,776, and if this application is approved, the balance would be \$1,016.

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

### 6.2 **Sustainability and Climate Change Impacts**

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

### 6.3 **Risk Management**

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

### 6.4 **Health and Safety**

All health and safety-related issues will fall under the auspices of the Swannanoa Home and School Incorporated.

## 7. **CONTEXT**

### 7.1 **Consistency with Policy**

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

### 7.2 **Authorising Legislation**

Not applicable.

### 7.3 **Consistency with Community Outcomes**

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

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

### 7.4 **Authorising Delegations**

Community Boards have delegated authority to approve Discretionary Grant Funding.

Te Koromiko Swannanoa School  
Tram Road  
Swannanoa

April 9, 2024

Oxford - Ohoka Community Board  
High Street  
Rangiora

Dear Community Board Members,

Please find our enclosed proposal for a grant to purchase picnic tables for our School. We are requesting \$760 for community built picnic tables to be located at our school, supplied to us from the Rangiora Menz shed. We believe this request fits under your giving area and are hopeful to supply all the documents you require to fulfill this grant. We do believe the request is at your upper limit but are confident our school can come up with the remaining funds if the grant cannot fully cover them.

A new, safe and accessible area for our tamariki and wider community can be achieved by creating a central space for all to come together. The picnic tables and the space they will create can be enjoyed by our community and the wider areas as they will be used by our school for a range of events including the school fair.

We are hopeful to build a relationship with the Rangiora Menz shed to support our local community and the fantastic opportunities they bring.

We look forward to hearing your response. Please don't hesitate to contact me if you require any further information or if you have any feedback.

Sincerely,

Leah McMaster  
Te Koromiko Swannanoa School  
Grants Co-ordinator



## Groups applying for Board Discretionary Grants 2023/2024

Name of group: Te Koromiko Swannanoa School

Address: 1305 Tram Road, Swannanoa

Contact person within organisation: Leah McMaster

Position within organisation: Volunteer Grants Co-ordinator

Contact phone number [REDACTED] Email: grants@swannanoa.school.nz

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

The project is for two more picnic tables for the school outdoor areas, that we would like to contract MENZ Shed Rangiora to supply these for us. Currently the tamariki struggle to find an area where they can collectively sit around a table and eat their lunch or work outside in groups to complete projects. This will give children who need a release from the classroom to be able to go work through their difficulties and regroup in a designated area. The benefit for children to be able to work outside or eat outside promotes wellness which is important to our rural community. As a rural school we promote outdoor learning and exploring our spaces, this will be assisted by this funding. Our school offers many events for community connection through our school fair, reunions, family fun nights and many more this extra seating will be beneficial for these events.

What is the timeframe of the project/event date? Term 2 - May 2024

Overall cost of project: \$760 Amount requested: \$760

How many people will directly benefit from this project? 300+

Who are 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/people benefiting by community area:

Oxford-Ohoka 80% Rangiora-Ashley 10% Woodend-Sefton     % Kaiapoi-Tuahiwi 10%

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 consequence is that we would have to regroup and see if the project can be funded another way.

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

The biggest participants of this area will be the students of our school and community. The extra picnic tables will allow the children to come together to spend time with their peers, friends and community. Whether that be during learning time, buddy reading, break times or after school with their families, the outdoor spaces we create produce an area for health and wellness to get the most out of the growing minds of our tamariki. The participants of our community will be benefited by having a more welcoming area to sit back and enjoy our school.



What is the benefit(s) to your organisation?

This funding would give our school more structured outdoor space for learning and coming together. The funding would mean this space could be comfortably enjoyed during learning time, break times, after school, weekends and holidays by anyone at our school.

Our organization will be benefited by building a relationship with Rangiora Menz shed.

What are the benefit(s) to the Oxford-Ohoka community or wider district?

This funding would directly benefit anyone in the community using our school. It would offer plentiful seating options to have meals in groups and to offer a comfortable option to watch children playing in our grounds. This funding also benefits the Rangiora community group, Rangiora Menz Shed. They have been very keen to give us a quote to build the picnic tables for us. It is a fantastic opportunity for us to build a relationship with them and our school community.

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

If yes, name of parent group: \_\_\_\_\_

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

What other fundraising has your group undertaken towards this project/event? List any other organisations you have applied to, or intend to apply to for funding this project and the amount applied for, including applications to other Community Boards.

We have not undertaken any other fundraising for this project. If the total amount cannot be received through funding we could have discussions with the Parent teacher Association (PTA) to undergo fundraising through school, possibly get money from a school sausage sizzle or the likes to make up the differences.

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

If yes, please supply details:

Yes, we applied in November 2022 for funding of Kapa Haka uniforms (\$500) that were successfully purchased. At the same time we applied for funding of sports uniforms which we did not go ahead with. This was because we were in discussions on changing the school uniform and no longer believed these funds were best spent on soccer uniforms at that time.

Enclosed      Financial Balance Sheet and Income & Expenditure Statement  
                     *(compulsory – your application cannot be processed without financial statements)*  
                     Supporting costs/quotes  
                     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:** A signature is not required if you submit this form electronically. By entering your name in the signature box you are giving your authority to this application.

Signed: Leah McMaster

Date: 8/04/2024





**Bashers ITM Ltd**  
PO Box 25  
Amberley 7410  
Ph: 03 314 8311  
Email: [diane@bashersitm.co.nz](mailto:diane@bashersitm.co.nz)

### Estimate 4891540

To:  
7 Day Cash Account

Branch Bashers ITM Ltd  
Estimate # : **4891540**  
Estimate Date **09/04/2024**  
Customer Code : **7DAY**  
GST : **102-839-137**

Customer O/N: SWANNANOA SCHOOL

Salesperson: Diane Basher

<u>Code</u>	<u>Description</u>	<u>Unit</u>	<u>Qty</u>	<u>Extended</u>
PICNIC TABLE	PICNIC TABLE 1.6m	EACH	2.00	787.82
				=====
Subtotal				787.82
Tax (GST)				118.17
				=====
Total				905.99

ESTIMATE: Pricing estimate is based on the current market rates as of the date shown.

All prices in this estimate are GST exclusive.

Bashers ITM will endeavour to hold prices within this estimate but we are not always able to do so and where costs change before or during the project, Bashers ITM may pass these increases on during the project.

This estimate is valid for 30 days from the date shown and is subject to confirmation with Bashers ITM after 30 days.

The cost of delivery for this project has not been included in the estimate.

# Rangiora Menz Shed Inc



c/o 190 Johns Road  
Rangiora 7400

Rae Mackay  
Treasurer: 0273 621 601  
Email: raejmac@xtra.co.nz

## Tax Invoice

Courtney Black  
Swannanoa School

Invoice Number      INV00111  
Invoice Date        9/03/2024

Description	Quantity	Units	Unit Price	Price
Picnic Table	2		380.00	760.00
TOTAL				\$760.00

Please pay "Rangiora Menz Shed"  
Bank Account 03-0674-0262947-000  
Reference - Invoice No

Thank you

Oxford-Ohoka Community Board			2021/22 \$5,820 + <sup>55</sup> Carryover \$3,000 = \$8,820				\$ 8,820.00
	1-Jul	Oxford Arts Trust	Shelving, furniture	11.02.22	\$500	\$500	\$ 8,320.00
	1-Jul	West Eyreton Primary School	New books and lego	9-Dec-21	\$456	\$456	\$ 7,864.00
	1-Jul	Swannanoa Volunteer fire brigade	Junior crew uniforms	30.06.2022	\$722	\$500	\$ 7,364.00
	1-Jul	Swannanoa Volunteer fire brigade	Cost of holding open day	30.06.22	\$539	\$500	\$ 6,864.00
	4-Aug	Nil					
	9-Sep	Meeting Cancelled					
	6-Oct	Nil					
	3-Nov	Life Education Trust	Delivery of the Healthy Harold Programme	4.07.2022	\$500	\$500	\$ 6,364.00
	3-Nov	Mandeville Sports Club	Purchase of a Life Members Board		\$477	\$477	\$ 5,887.00
	3-Nov	Eyreton Pony Club	Towards the building of horse yards		\$500	\$500	\$ 5,387.00
	9-Dec	Oxford Community Trust	Purchase gazebos for Christmas Wonderland		\$600	\$500	\$ 4,887.00
	2-Feb	Nil					
	2-Mar	Oxford Arts Trust	Purchase an air purifier	21.06.22	\$500	\$500	\$ 4,387.00
	6-Apr	Clarkville Playcentre	Purchase bikes and scooters	31.05.22	\$376	\$376	\$ 4,011.00
	1-Jun	Standardbred Stable to Stirrup Charitable Trust	Ground membership renewal	29.11.22	\$400	\$ 400.00	\$ 3,611.00
	1-Jun	Cancelled Tasman Young Farmers	Community Ball		\$500		
	1-Jun	Standardbred Stable to Stirrup	uniforms	29.11.22	\$500	\$ 500.00	\$ 3,111.00
	1-Jun	Swannanoa Home and School	kappa haka uniforms		\$500	\$ 500.00	\$ 2,611.00
	1-Jun	Swannanoa Home and School	football tshirts	15.04.2024	\$500	\$ 500.00	\$ 2,111.00
	1-Jun	Oxford Historical Records Soc	securing medal display cabinets	22.08.22	\$697	\$ 697.00	\$ 1,414.00
	1-Jun	Oxford Promotions Action Com	Te Papa Matariki Activity Book		\$404	\$ 404.00	\$ 1,010.00
	1-Jun	Swannanoa Preschool	storage for nursery		\$ 461.00	\$ 461.00	\$ 549.00



Oxford-Ohoka Community Board 10.139.100.2410			2022/23 \$5,990 + Carryover \$ = \$				\$5,990 + \$549 = 6539
	Jul	Swannanoa Volunteer fire brigade	Purchase a BBQ	7.2.22	\$999	\$500	\$ 6,039.00
	Jul	Waimakariri Dog Training Club Inc.	Towards the cost of purchasing a new BBQ.	29.08.22	\$500	\$500	\$ 5,539.00
	Jul	Oxford Senior Citizens Club	Towards the cost of hiring transport during the year.	12.01.23	\$500	\$500	\$ 5,039.00
	Jul	Declined Tasman Young Farmers Region	Towards the cost of hosting a Hauora Health and Wellbeing Event		\$500	Declined	
	Aug	Oxford Football Club	Towards the cost of uniforms for junior teams	1.11.22	\$500	\$500	\$ 4,539.00
	Sep	Oxford Arts Trust	Sensor Flood Lights for Oxford Gallery	4.4.23	\$500	\$500	\$ 4,039.00
	Sep	Oxford IFG Adventure	Towards running ICONZ for girls programme	1-Feb-24	\$500	\$500	\$ 3,539.00
	Sep	Canterbury Endurance & Trail Riding Club	Towards hosting an endurance and trail riding event		\$500	\$500	\$ 3,039.00
	Dec	West Eyreton School	Towards purchase of bark for junior play area		\$500	Declined	\$ 3,039.00
	Feb	Tasman Young Farmers	Towards hosting the Young Farmers Tournament		\$500	Declined as no financial info supplied	\$ 3,039.00
	15-Feb	Clarkville Playcentre	First Aid Courses	12.06.2023	\$387	\$500	\$ 2,539.00
	15-Feb	Waimakariri Dog Training Club Inc.	Purchase of gazebos	30.04.23	\$500	\$500	\$ 2,039.00
	6-Apr	Waimakariri Kennel Association Inc	Repainting the Club rooms		\$500	\$500	\$ 1,539.00
	1-May	North Canterbury Adventure Club Home School Club	Sporting Equipment		\$900	Declined	
	1-May	Oxford Football Club	Footballs		\$500	\$500	\$ 1,039.00
	1-May	Oxford Community Garden	gravel		\$200	Declined	
	1-May	West Eyerton School	Literacy kits		\$500	\$ 500.00	\$ 539.00
	1-May	Oxford Promotions Action Committee	Advertising Matariki Winter Lights Festival		\$ 500.00	\$ 500.00	\$ 39.00

Oxford-Ohoka Community Board 10.139.100.2410			572023/24 \$6,120 + Carryover \$ 39 = \$6,159			\$ 6,159.00
	2-Aug	Oxford Land Search and Rescue	Radio handset, protective case and charger	\$540	\$540	\$ 5,619.00
	2-Aug	Coastguard North Canterbury	towards upgrading the swift water rescue vessel	\$500	\$500	\$ 5,119.00
	2-Aug	Mandeville Bowling Club	purchase of office credenza	\$404	\$404	\$ 4,715.00
	6-Sep	Waimakariri Dog Club	Purchase of two measuring wheels	\$500	\$500	\$ 4,215.00
	6-Sep	Oxford Dark Sky Group	purchase light metre	\$500	\$500	\$ 3,715.00
	6-Sep	West Eyreton Friends of the school	shade sail	\$1,000	Withdrawn	\$ 3,715.00
	6-Sep	Waimakariri Access Group	Towards running an Inclusive Sports Event	\$500	\$500	\$ 3,215.00
	6-Sep	Standardbred Stable to Stirrup Charitable Trust	Towards monogrammed patches for clothing and horse gear	\$470	\$470	\$ 2,745.00
	6-Dec	Ohoka Rugby Club	Towards replacement weights	\$500	Declined	\$ 2,745.00
	6-Dec	Clarkville Playcentre	Towards a replacement printer/copier	\$469	\$469	\$ 2,276.00
	3-Apr	North Canterbury Pony Club	Towards St John's Ambulance services	\$500	\$500	\$ 1,776.00
	1-May	Swannanoa Home and School Committee	towards picnic tables	\$760		
	8-May	Ohoka School Aims Games Basketball Team	towards costs to travel to Turanga for the Games			

## GOVERNANCE

### Oxford-Ohoka Community Board

# Discretionary Grant Application

#### Information to assist groups with their application

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

When assessing grant applications the Board considers a number of factors in its decision making. These include, but are not limited to; type of project, time frame, benefits to the community and costs 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 community-based project groups, non-profit community organisations, registered charities or incorporated societies. Council funding is publicly accountable therefore the Board needs to demonstrate to the community where funding is going and what it is being spent on. Staff cannot process your application without financial information.

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 where 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:	Examples (but not limited to) of what the Board can fund:
✗ Wages	✓ New equipment/materials
✗ Debt servicing	✓ Toys/educational aids
✗ Payment for volunteers (including arrangements in kind eg petrol vouchers)	✓ Sporting equipment
✗ Stock or capital market investment	✓ Safety equipment
✗ Gambling or prize money	✓ Costs associated with events
✗ Funding of individuals (only non-profit organisations)	✓ Community training
✗ Payment of any legal expenditure or associated costs	
✗ Purchase of land and buildings	
✗ Activities or initiatives where the primary purpose is to promote, commercial or profit-oriented interests	
✗ Payment of fines, court costs or mediation costs, IRD penalties	

## Criteria for application

59

- The Board supports 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).
- Applications will only be accepted from community-based project groups, not for profit organisations, registered charities or incorporated societies.
- Applications from Funding Committees and/or similar community-based groups associated with schools will be considered provided there is proof that the activity is not funded by the Ministry of Education. However, schools themselves are not considered non-profit community-based organisations.
- Grant funding will not be allocated for events/projects that have already occurred i.e retrospectively.
- The grant funding is limited to projects primarily within the Board area or benefiting the residents of the ward.
- Grants are generally limited up to \$750 with a maximum of \$1,000 in any financial year (July to June), but the group can apply twice a year, providing it is for different projects. The Board will consider granting more than \$750 in exceptional circumstances provided that detailed reasons for exceeding the present limit are provided.
- The application should clearly state the purpose for which the money is to be used.
- The applicant should submit relevant financial information to prove they can deliver the project. Applications will only be processed once the financial information is received. The Community Board reserves the right to request additional financial information on any application if deemed necessary.
- Organisations that are predominately funded by Central Government must provide supporting evidence that the requested grant will not be spent on projects that should be funded by Central Government.
- Applicants must declare other sources from which funding has been applied for, or granted from, for the project being applied to the Oxford-Ohoka Community Board, including information on applications to other Community Boards.
- Grant applications will be considered every month by the Oxford-Ohoka Community Board. Applications are recommended to be received three weeks prior to Board meeting dates so they can be processed in time.
- An Accountability Form must be provided to the Council within 20 working days after the event, completion of the project or when the funds were spent outlining how the funds were applied. Relevant proof of purchase such as receipts, bank statements or invoices must be included with the Accountability Form and photos of the event or purchase is encouraged.
- Where possible Boards request permission to utilise these photos on its Facebook page, the Council website or other social media, to encourage other community groups' participation.
- In the event that funds are not spent on the project or activity applied for within 12 months of the date of the event/project, the recipient will be required to return the grant funding to the Council.
- If the activity/event for which funds have been granted does not take place or if the group does not provide the information to enable the grant to be paid within six months of approval of the grant being notified, then in both cases the application will be regarded as closed and funds released for reallocation by the Board.
- No new application will be accepted until the Board receives the Accountability Form and relevant documentation for previous funding granted.

## What happens now?

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

## What happens next?

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

**WAIMAKARIRI DISTRICT COUNCIL****REPORT FOR DECISION**

**FILE NO and TRIM NO:** GOV-26-10-06 / 240409054807

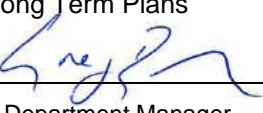
**REPORT TO:** OXFORD-OHOKA COMMUNITY BOARD

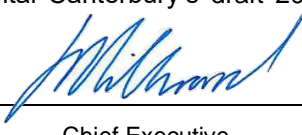
**DATE OF MEETING:** 8 May 2024

**FROM:** Thea Kunkel, Governance Team Leader

**SUBJECT:** Ratification of the Oxford-Ohoka Community Board's submission to the Waimakariri District Council and Environmental Canterbury's draft 2024-2034 Long Term Plans

**SIGNED BY:**

  
 Department Manager

  
 Chief Executive

---

**1 SUMMARY**

The purpose of this report is to retrospectively ratify the Oxford-Ohoka Community Board's (the Board) submissions to the Waimakariri District Council's and Environmental Canterbury's (ECan) draft 2024-2034 Long Term Plans.

Attachments:

- i. The Oxford-Ohoka Community Board Submission to the Waimakariri District Council Draft 2024-2034 Draft Long Term Plan (Trim Ref: 240328049611).
- ii. The Oxford-Ohoka Community Board Submission to Environmental Canterbury's 2024-2034 Draft Long Term Plan (Trim Ref: 240328049934).

**2 RECOMMENDATION**

**THAT** the Oxford-Ohoka Community Board:

- (a) **Receives** report No. 240409054807.
- (b) **Retrospectively ratifies** its submission to the Waimakariri District Council draft 2024-2034 Draft Long Term Plan (Trim Ref: 240328049611).
- (c) **Retrospectively ratifies** its submission to Environmental Canterbury's draft 2024-2034 Long Term Plan (Trim Ref: 240328049934).
- (d) **Notes** the Board Chair and/or Deputy Chair will speak to each of the Submission Hearings to convey the Boards view in person.

**3 BACKGROUND**

- 3.1 The submission period for the Council's draft 2024-2034 Draft Long Term Plan closed on 15 April 2024, and the submission period for ECan's draft 2024-2034 Draft Long Term Plan closed on 14 April 2024.
- 3.2 The General Manager of Finance and Business Support provided an overview of the Council's draft 2024-2034 Long Term Plan at the All-Boards' Session on 8 February 2024. In addition, ECan Councillor Claire McKay provided an overview of ECan's draft 2024-2034 Long Term Plan at the Board's meeting held on 6 March 2024.



## 4 **ISSUES AND OPTIONS**

- 4.1 The Board's goal is to actively participate in ECan and the Council's long-term budget processes to ensure equitable spending across the Waimakariri District whilst being mindful of rates affordability.
- 4.2 As part of the Long Term Plan process, the Board aims to advocate to ECan and the Council on key issues and priorities for the Oxford-Ohoka Ward. The Board, therefore, held a workshop on Tuesday, 26 March 2024, to discuss its submissions to both the Council and ECan's draft 2024-2034 Long Term Plans.
- 4.3 Subsequently, various drafts, based on members' views, were circulated to Board members for review and comment. The finalised submission to the Council and ECan's draft 2024-2034 Long Term Plans were approved by the Chairperson on Friday, 12 April 2024, and lodged on the same day.
- 4.4 The Board is now requested to ratify the attached submissions retrospectively.
- 4.5 **Implications for Community Wellbeing:**  
The issues and options that are the subject matter of this report have no social and cultural implications for community well-being.
- 4.6 The Management Team have reviewed this report.

## 5 **COMMUNITY VIEWS**

- 5.1 **Mana Whenua**  
Te Ngāi Tūāhuriri hapū is likely to be affected by or have an interest in the subject matter of this report as any decisions made by the Council could impact its community, therefore significant publicity campaigns requesting community feedback were undertaken by both Waimakariri District Council and ECan.
- 5.2 **Groups and Organisations**  
No other groups or organisations are likely to be affected by or have an interest in this report's subject matter. However, Board members welcomed feedback from community groups at their various meetings to gauge the community's feelings regarding rates and Council expenditures.
- 5.2 **Wider Community**  
The wider community is likely to be affected by or have an interest in this report's subject matter. Therefore, the Council and ECan launched significant publicity campaigns to request community feedback on their draft 2024-2034 Long Term Plans.

## 6 **IMPLICATIONS AND RISKS**

- 6.1 **Financial Implications**  
Should the Council decide to implement some of the Board submission points, there may be budget implications for the Council. The Board do not receive funding from sources other than the Council.
- 6.2 **Sustainability and Climate Change Impacts**  
The Board's submissions to the Council and ECan's draft 2024-2034 Long Term Plans raise various concerns about sustainability or climate change.
- 6.3 **Risk Management**  
There are no risks arising from adopting the recommendations in this report.
- 6.4 **Health and Safety**  
There are no health and safety-related issues from adopting the recommendations in this report.

## **7     CONTEXT**

### **7.1     Consistency with Policy**

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

### **7.2     Authorising Legislation**

The Local Government Act (2002) states that the role of a Community Board is to represent and advocate for the interests of its community.

### **7.3     Consistency with Community Outcomes**

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

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

### **7.4     Authorising Delegations**

The Board is required to advocate on behalf of the Community to ECan and the Council on key issues and priorities for the community area, especially through the Annual and Long Term planning and budgeting process.

TRIM Ref: 240328049611

12 April 2024

Mayor D Gordon  
Waimakariri District Council  
215 High Street  
**RANGIORA 7400**

E-mail: records@wmk.govt.nz

Dear Sir

**SUBMISSION TO THE WAIMAKARIRI DISTRICT COUNCIL'S DRAFT 2024-34 LONG TERM PLAN**

The Chairperson wishes to be heard regarding this submission.

The Oxford-Ohoka Community Board (the Board) thanks the Council for the opportunity to submit to the 2024-34 Long Term Plan (the Plan).

**Key issues for Consultation**

**(a) *How we'll prioritise the natural environment***

The Board agrees that the Waimakariri District's rich biodiversity needs to be protected. However, the Board feels that ratepayers should not be expected to invest in major natural environment projects in the current adverse economic climate. The Board, therefore, believes that the Council should only continue the work already underway, such as:

- Providing funding to develop land at Lineside Road
- Part funding (with the Department of Conservation) for a toilet at Coopers Creek to enable accessibility.
- Providing staff to carry out legislative requirements and support landowners with biodiversity projects.

The Board agrees that 'localism' as opposed to centralisation of services remains and, therefore, suggests that the Council should explore other funding options for environmental projects and canvass local community groups for support with maintenance and beautification projects in their areas, such as the small group of West Eyreton residents willing to volunteer to look after the Oak Reserve in West Eyreton, excluding any arborist work.

**(b) *Building the right facilities at the right time***

The Board wishes to acknowledge the Council's need to plan and budget ahead of social infrastructure. However, the Board does not support the proposed refurbishment of the Southbrook Sports Club. It believes that the Southbrook Sports Club should be responsible for its own maintenance, similar to all other sports clubs in the district. The Board is also concerned about the ratepayers investing in a club building that the Council does not own. Many community

sports clubs need funding, and the Council should guard against setting a precedent by funding club buildings.

The Board opposes the development of a second cricket oval at 154 East Belt, Rangiora, as it does not believe that significant capital expenditure on sports and community facilities should be prioritised in the current economic climate.

The Board is open to allocating \$3.8 million to implement the recommendations for the Sports Facilities Network Plan Review in the outer years of the LTP, as it supported the upgrade and upkeep of Council facilities to ensure the maintenance of current service levels. However, the Board would have liked more details about what the proposed funding would be used for.

**(c) *Extension of the Trevor Inch Memorial Rangiora Library***

The Board does not see the need to extend the Trevor Inch Memorial Rangiora Library at this time. Therefore, it believes the Council should set aside funds for refurbishments and upgrades to be undertaken where urgently needed.

**(d) *Funding flood resilience and improvements***

The Board wishes to commend the Council for the work done during and after major flood events. The Board believes it will benefit the Council to establish a permanent in-house Infrastructure Resilience Team to implement recovery and infrastructure works to ensure resilience during frequent heavy weather events and the associated impact on Council services. Also, the Board believes an in-house team would be more cost-effective than relying on consultants to fill this role. It thus supports establishing such a team as part of the Council's Utilities and Roading Section. The Board would have liked more details about the projects the team would be undertaking in its Ward. Furthermore, the Board wishes to urge the Council to engage the affected communities through the Community Board to ascertain what recovery and infrastructure works may be needed. The Board also believes serious attention should be given to the drainage issues facing the rural areas, which contribute to regular flooding. It, therefore, supports the proposed Mandeville Resurgence Channel Upgrade Project.

The Board would also like to see aerial documentation taken as soon as possible after high rain events to gather a more accurate record of typical flows and paths. This may be a project that could be partnered with ECan. Alongside this, studies of contaminant levels in aquifers should be conducted to gather more localised information about groundwater flows and well contamination so that residents with wells have a better understanding of what is happening in their area. This would also be a combined project with ECan due to the overlap.

Alongside the abovementioned, there should also be a collection of information from the locals about ground modifications that have occurred over the years. Some drainage issues may be solved by looking at where water used to flow, what modifications have been made to the land (e.g. flattening out paddocks, diverting natural drainage flows, etc), and how deep swales and drains used to be to cope with such flows compared to what they are now. Historical and local knowledge can be of significant use in determining some drainage and flooding issues.

The Board understands that there have been ongoing issues with the maintenance of streams and drains in the area. One such stream is the Ohoka stream, which runs through Ohoka and joins up to the main drain. To avoid such issues, a regular, logically sequenced maintenance schedule of such streams should be undertaken.

Although the Board supports establishing a Flood Recovery and Resilience Fund to ensure that the existing budget is available for immediate works and risk and resilience improvement after any future weather events, it also believes it would be beneficial to have a flat rate across the district for stormwater/drainage.

Flooding is the most common natural hazard in New Zealand, and the Board understands that flood protection tasks are shared between local councils and Territorial authorities. Therefore, the Board wants to know what Environment Canterbury will contribute to flood mitigation and resilience in the Waimakariri District.

**(e) Rangiora Eastern Link Road**

The Board is aware of Rangiora's continued population growth; however, it does not believe sufficient information exists to establish whether the proposed Rangiora Eastern Link Road would reduce congestion through Southbrook.

The Board doubts that Waka Kotahi NZ Transport will be willing to co-fund the proposed Rangiora Eastern Link, especially in light of the Central Government's undertaking to build the Woodend Bypass. It, therefore, believes that it should be moved outside the LTP period and not progress until there is more clarity about Development Contribution funding and Waka Kotahi NZ Transport. It is the Board's view that the development of the Rangiora Eastern Link should not be a priority in the current economic times and that the Council should instead concentrate on effectively maintaining its existing roads.

**Board Priorities for Consideration (IN NO SPECIFIC ORDER)**

**(f) Roading**

The Board acknowledges repairs to Tram Road are being carried out regularly. It requests that quality repairs remain a high priority due to the high traffic volumes and the speed of deterioration. However, the Board has received negative feedback from the community regarding the quality of the recent repairs and, therefore, requests that the Council review these works and ensure that the repair work meets a high standard and will not be prone to failure. Repairs should be to such a standard that they last until the road comes up for its next round of due maintenance. The constant failures and inadequate repairs are a genuine concern and a waste of time, money and resources.

The Board also wish to bring to the Council's attention the surface condition of Main Street in Oxford. The road surface has been damaged due to the number of heavy vehicles using the road daily. Therefore, the Board urges the Council to reconsider making budgetary provisions for the resealing of Main Street. Furthermore, the Board requests that a higher level of maintenance be carried out on rural shingle roads. The Board again implores the Council to institute a 40km/h speed limit on Main Street, Oxford, as per the numerous residents' requests over the years.

The Board has concerns regarding the state of rural shingle and gravel roads in the District and urges the Council to make more provisions for rural road maintenance in its LTP.

**(g) *Footpaths in Oxford***

Numerous streets in Oxford have no footpath or, in some cases, only one side of the road. The Board, therefore, requests the installation of footpaths on at least one side of the road in all the residential streets in Oxford. Several streets are still not connected by footpaths – Harewood Road from Burnt Hill Road to Park Avenue, Matai Place, Redwood Place, Knights Street, and Cheapside Street, among others. It is suggested that a condition assessment be undertaken on Park Avenue, as this footpath is in poor condition with multiple trip hazards.

The Board would like to commend the Council on completing the path down Tram Road, which now helps link the community. Feedback from the community has been very positive. It is rewarding to see infrastructure being given to these peri-rural communities. The community would like to see a path installed down McHugh's Road so that the Braeburn area is connected to the shops and the sports club. This should also be a lesson learned: When developers create these peri-rural communities, some level of infrastructure is expected to connect them. This may not need to be an asphalted urban path but a more fitting compacted shingle surface.

**(h) *Environment Health Services***

The Board urges the Council to advocate for inhibiting vape stores in the Waimakariri District. It would encourage the Council to advocate for our communities' health and well-being by supporting any legislation limiting the stores' existence, removing vapes from dairies, and preventing them from being near schools and recreational areas.

**(i) *Oxford Sewer Rates***

In the draft 2021-31 LTP, the proposed Oxford Urban Sewer Rate was approximately double that of any other urban area in the district, which substantially impacted the Oxford Urban ratepayers. The Board, therefore, requested clarification on why the Oxford Urban Sewer was so expensive to maintain. However, the information has not been received, thus the Board again question the following –

- Why is the scheme so expensive to run?
- What is proposed for the substantial depreciation fund that the Council accumulates from the scheme?
- Could bringing forward some improvement work result in long-term cost savings?
- Are there other upgrade options that could be considered and are there wider benefits that could be achieved for other parts of the district in some of these options?

The Board would welcome a presentation from Council staff that provides an overview of the current situation, the consenting requirements, the proposed upgrade, and the options being considered.

The Board believes that the Council should consider the way it rates for wastewater for all schemes across the Waimakariri District. Traditionally, all schemes have been rated separately. However, the district is now only served by two Council schemes, the Eastern District Scheme and the Oxford Scheme. Over recent years, all other schemes have been amalgamated into the Eastern District Scheme, and as a result, the other smaller schemes have enjoyed the benefits of the larger rating base and economies of scale.



The Board understands that the primary driver for the treatment upgrade in Oxford is to achieve consent compliance, the need to meet higher environmental standards, and achieve consent renewal. The Council has faced a similar challenge in recent years with water supplies where UV upgrades have been carried out and this has been rated on a consistent basis across the district even though the schemes are all physically separated.

The Oxford Wastewater scheme is now an outlier in the district's rating of water and wastewater. The Board, therefore, urges the Council to explore the option of a standard Waimakariri District Wastewater rate across the Oxford and Eastern District Schemes.

**(j) *Upgrades to Oxford's urban stormwater system***

Considering the increase in significant weather events and the resulting frequent flooding, it is essential to ensure that urban stormwater systems function optimally. The Board, therefore, requests the Council to consider upgrading Oxford's urban stormwater system, especially the regularly flooded areas such as Matai Place, Rata Street, Tui Street and Main Street.

The Board wishes to see more innovative future-proofing of our infrastructure and waste systems. An example would be looking into technologies that can use waste can be used to generate power. Kate Valley and the Oxford waste systems would be good examples to investigate.

**(k) *Property Management***

The Board wishes to suggest that the Council be more diligent in utilising its property portfolio. A list of all properties should be collated with a description, what income it currently generates, and the potential market valuation for income. Any way to generate revenue would benefit ratepayers, and the Board is aware of properties that have been vacant for long periods that could have been rented. The Board feels this is an opportunity for additional revenue and would make the best use of these assets.

**(l) *Oxford Community Health Centre***

The Board wishes to encourage the Council to support the Oxford Community Health Centre Trust in its negotiations with Health New Zealand and other key stakeholders regarding its proposed expansion. This facility is vital for the Oxford community, particularly as an ageing population will rely more on local healthcare services.

**(m) *Fees for Community Facilities***

The Board wishes to request the Council consider more flexible fee options for the Oxford pool, including seasonal, monthly, and weekly passes. This would give families more flexibility in using the pool and encourage repeat visitors.

Historically, community not-for-profit organisations have been able to use Council facilities at a discounted rate and sometimes even free, depending on the circumstances. However, current Council policy requires all community groups to pay at least 50% of the standard hiring fee. This is cost-prohibitive for many community not-for-profit organisations resulting in them being unable to host events. The Board would, therefore, request the Council to consider exempting community not-for-profit organisations from fees when hiring council facilities, particularly if they are looking to hire them for a longer period of time.

Thank you once again for the opportunity to comment.

Regards

A handwritten signature in black ink, appearing to read 'Thomas Robson', is displayed within a light gray rectangular box.

Thomas Robson  
Chairperson  
Oxford-Ohoka Community Board

Contact: Kay Rabe, Governance Advisor [com.board@wmk.govt.nz](mailto:com.board@wmk.govt.nz), C/- Waimakariri District Council, Private Bag 1005, Rangiora 7440.

TRIM Ref: 240328049934

12 April 2024

Councillor Peter J Scott  
The Chairperson  
Environmental Canterbury Council  
200 Tuam Street  
CHRISTCHURCH, 8011

E-mail: [mailroom@ecan.govt.nz](mailto:mailroom@ecan.govt.nz)

Dear Sir

**SUBMISSION ON ENVIRONMENTAL CANTERBURY'S DRAFT 2024-34 LONG TERM PLAN**

The Oxford-Ohoka Community Board (the Board) respectfully **requests to be heard** regarding this submission.

The Oxford-Ohoka Community Board (the Board) thank Environmental Canterbury (ECan) for the opportunity to comment on its draft 2024-34 Long Term Plan (LTP). However, the Board would like to raise concerns regarding the lack of detailed information in ECan's LTP documentation.

The Board supports the Waimakariri District Council's submission on ECan's LTP. However, the Board wish to raise the following concerns:

- The Board would request ECan to consider the format of its LTP. The tables in the LTP document state the number of projects to be undertaken; however, they do not provide sufficient details on these projects or the costs involved. Without such information, it is difficult for the Board to provide feedback on the plan.
- The Board would request that ECan urgently implement an LTP to better understand our unique groundwater systems. We need to have a much more robust and intimate knowledge of our water systems, the connectivity and impacts of land use, groundwater flows, and aquifers if we can maintain this essential water source. ECan makes decisions on water allocations, discharge to land and various land use activities. The Board needs to be assured that ECan understands these unique systems so that they can make sustainable decisions when issuing consents. The Board is aware that over-allocation of water resources has occurred, which should never have happened as allocation rates should have been quantified before allocation and/or when over-allocation was identified. Then changes should be implemented to rectify it. Water is an essential of life and should be of utmost priority. By 2030, it is reported that fresh water will be over-allocated by 40% worldwide. We simply cannot survive without water, so why are we not doing more to protect it?

The LTP does not indicate that groundwater is a priority for ECan, and the Board is concerned that this valuable asset is being neglected due to intense land use and climate change implications.

A combined effort with district councils should be implemented to collect valuable and real-life data on all our water systems - groundwater/aquifers, surface water and drainage. Drainage, resurgence flows, and increased water tables are particular issues in the Swannanoa/Mandeville/Ohoka areas. What knowledge do we have of these, what levels of rain impact them, has irrigation had an effect, and what are we to expect with climate change? If we cannot answer these questions with certainty, how will we plan for the future?

The Board would also like to see aerial documentation taken as soon as possible after high rain events to gather a more accurate record of typical flows and paths. This may be a project that could be partnered with district councils. Alongside this, studies of contaminant levels in aquifers should be conducted to gather more localised information about groundwater flows and well contamination so that residents with wells better understand what is happening in their area. This would also be a combined project with the Waimakariri District Council due to the overlap.

Alongside the abovementioned, there should also be a collection of information from the locals about ground modifications that have occurred over the years. Some drainage issues may be solved by looking at where water used to flow, what modifications have been made to the land (e.g. flattening out paddocks, diverting natural drainage flows, etc.), and how deep swales and drains used to be to cope with such flows compared to what they are now. Historical and local knowledge can be of significant use in determining some drainage and flooding issues.

- The Board is also concerned that little shingle extraction is being done in the Oxford-Ohoka Ward. This is a danger for the communities during heavy weather when flooding is a real problem. This is of particular concern in the Eyre River, with shingle levels noticeably higher now than in previous years. Apart from allowing the shingle to be removed from quarry contractors, local farmers could be allocated particular portions and allowed to take it out for use on farm tracks. This would solve some of the issues for ECan and save farmers trucking in the shingle.
- The Board would like assurance that river maintenance will be carried out to a high standard to ensure the community's and infrastructure's safety during heavy weather events. It was noted that after tree maintenance on the Ashley and Eyre Rivers banks was completed, the 'slash' (trees and branches removed) was left on the banks and riverbeds, which could be dangerous during flooding. There are also many dead and dying Willow trees and stumps in the middle of the Ashley Riverbed that are diverting the river path. If dislodged, these stumps and branches could cause damage to local infrastructure.

Water flow gauges should also be installed further downstream in the Eyre River so that river flows are monitored during high flows and data collection can be carried out. A suggested point would be slightly upstream of Swannanoa. The current gauges are located at the head of the river, which is significantly different from the topography downstream.

More publicity should be given to the cost and environmental impact associated with people dumping rubbish in riverbeds, and realistic data should be provided to ratepayers. This may assist in educating and informing the public about the extent of the problem.

- Rural community members continue to be frustrated that they subsidise public transport they cannot use. The reasoning given of there being fewer vehicles on the road due to public transport and is, therefore, a benefit to rural ratepayers is not realistic. On behalf of our ratepayers, the Board requests that only areas with access to public transport pay the public transport levy in their rates.
- The Board would like to thank Councillor Claire McKay for her engagement with the Board over the last 12 months, and it hopes that its closer relationship with ECan continues. Therefore, the Board wish to invite ECan Councillors to attend its meetings regularly. The Board typically meet on the first Wednesday of every month. That way, the Board can be kept updated on what has been happening on a regional level, and ECan Councillors may better understand what is happening in the Oxford Ohoka Ward.

Thank you once again for the opportunity to comment.

Regards



Thomas Robson  
Chairperson  
Oxford-Ohoka Community Board

Contact: Kay Rabe, Governance Advisor [com.board@wmk.govt.nz](mailto:com.board@wmk.govt.nz), C/- Waimakariri District Council, Private Bag 1005, Rangiora 7440.