

Agenda

Oxford-Ohoka Community Board

Wednesday 7 May 2025

6.30pm

Oxford Town Hall
34 Main Street
Oxford

Members:

Sarah Barkle (Chairperson)

Thomas Robson (Deputy Chairperson)

Mark Brown

Tim Fulton

Ray Harpur

Niki Mealings

Pete Merrifield

Michelle Wilson



WAIMAKARIRI
DISTRICT COUNCIL

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AGENDA FOR THE MEETING OF THE OXFORD-OHOKA COMMUNITY BOARD TO BE HELD AT THE OXFORD TOWN HALL, 34 MAIN STREET, OXFORD ON WEDNESDAY 7 MAY 2025 AT 6.30PM.

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 –2 April 2025**

7-16

RECOMMENDATION

THAT the Oxford-Ohoka Community Board:

- (a) **Confirms** the circulated Minutes of the Oxford-Ohoka Community Board meeting, held on 2 April 2025, as a true and accurate record.

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

5. **DEPUTATIONS AND PRESENTATIONS**

6. **ADJOURNED BUSINESS**

Nil.

7. REPORTS

7.1. Ratification of the Oxford-Ohoka Community Board's submissions to the Waimakariri District Council and Environmental Canterbury's draft 2025-26 Annual Plans – Kay Rabe (Governance Advisor)

17-26

RECOMMENDATION

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** report No. 250414065417.
- (b) **Retrospectively ratifies** its submission to the Waimakariri District Council draft 2025-26 Annual Plan (Trim Ref: 240328049611).
- (c) **Retrospectively ratifies** its submission to Environmental Canterbury's draft 2025-26 Annual Plan (Trim Ref: 240328049934).
- (d) **Notes** that the Board Chairperson and/or Deputy Chairperson will speak at the Environmental Canterbury and Waimakariri District Council Submission Hearings to convey the Board's view in person on Tuesday, 6 May 2025.

7.2. Applications to the Oxford-Ohoka Community Board's 2024/25 Discretionary Grant Fund – Kay Rabe (Governance Advisor)

27-62

RECOMMENDATION

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** report No. 250326052256.
- (b) **Approves** a grant of \$.....to the Oxford Pony Club to cover the registration costs for two coaches to attend the New Zealand Pony Club Association Conference
OR
- (c) **Declines** the application from the Oxford Pony Club.
- (d) **Approves** a grant of \$.....to the Ohoka Rugby Club towards playing uniforms and casual attire.
OR
- (e) **Declines** the application from the Ohoka Rugby Club.
- (f) **Approves** a grant of \$.....to the Waimakariri Dog Training Club Inc. towards the purchase of competition ribbons.
OR
- (g) **Declines** the application from the Waimakariri Dog Training Club Inc.

8. CORRESPONDENCE

Nil.

9. CHAIRPERSON'S REPORT

9.1. Chairperson's Report for April 2025

The Chairperson will provide a verbal update.

RECOMMENDATION

THAT the Oxford-Ohoka Community Board:

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

10. **MATTERS FOR INFORMATION**

- 10.1. **Rangiora-Ashley Community Board Meeting Minutes 9 April 2025.**
- 10.2. **Kaiapoi-Tuahiwi Community Board Meeting Minutes 14 April 2025.**
- 10.3. **Woodend-Sefton Community Board Meeting Minutes 15 April 2025.**
- 10.4. **Woodend-Sefton Community Board Extraordinary Meeting Minutes 28 April 2025**
- 10.5. **Transport Choices (Strategic Cycleway) Project Update – Report to Council Meeting 4 March 2025 – Circulates to Woodend-Sefton and Kaiapoi-Tuahiwi Community Boards**
- 10.6. **Submission to Central Government Consultations October 2024 to March 2025 – Report to Council Meeting 1 April 2025 – Circulates to all Boards**
- 10.7. **ANZAC Day Services 2025 – Report to Council Meeting 1 April 2025 – Circulates to all Boards**
- 10.8. **Health, Safety and Wellbeing Report February 2025 to Current – Report to Council Meeting 1 April 2025 – Circulates to all Boards**

Public Excluded

- 10.9. **Submission of District Drinking Water Safety Plans – Report to Utilities and Roading Committee Meeting 15 April 2025 – Circulates to all Boards**

RECOMMENDATION

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** the information in items.10.1 to 10.8.
- (b) **Receives** the separately circulated public excluded information in item 10.9.

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**

12.1. **2025 Environmental Awards**

<https://letstalk.waimakariri.govt.nz/2025-environmental-awards>

Applications close 28 June 2025.

13. **BOARD FUNDING UPDATE**

13.1. **Board Discretionary Grant**

Balance as at 31 March 2025: \$1,102.

13.2. **General Landscaping Fund**

Balance as at 31 March 2025: \$3,083.

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 6.30pm, Wednesday 4 June 2025 at the Oxford Town Hall.

Workshop

- *Members Forum*

MINUTES FOR THE MEETING OF THE OXFORD-OHOKA COMMUNITY BOARD HELD AT THE OHOKA HALL, MILL ROAD, OHOKA ON WEDNESDAY 2 APRIL 2025 AT 6.30PM.

PRESENT

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

IN ATTENDANCE

G Cleary (General Manager Utilities and Roading), D Roxborough (Strategic and Special Projects Manager), K Howat (Parks and Facilities Team Leader), J Rae (Senior Advisor – Assets and Capital), S Morrow (Rates Officer – Property Specialist), K Rabe (Governance Advisor) and C Fowler-Jenkins (Governance Support Officer).

1. APOLOGIES

Moved: T Robson Seconded: T Fulton

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

CARRIED

2. PUBLIC FORUM

2.1. Tree shading.

Tony Gardiner, a local truck driver asked what the rules regarding shade on the road from shelter belts was and who was responsible for any accidents caused by iced roads.

G Cleary replied that the Council sent out messaging at this time of year asking people to trim their trees especially if they were on the north side of the road, particularly on Tram Road, where the big shelter belts could shade the road for most of the day. Staff hoped that people would act on this messaging however, the Council could not force residents to cut back their trees.

S Barkle noted that it was the driver's responsibility to drive to the conditions rather than seeking redress for any accidents.

S Barkle stated that the Board would advertise on their Facebook page regarding driver safety and being aware of ice and grit on the roads during the winter months. Council did not have power to tell people that they had to trim their trees.

3. CONFLICTS OF INTEREST

There were no conflicts declared.

4. CONFIRMATION OF MINUTES

4.1. Minutes of the Oxford-Ohoka Community Board Meeting –5 March 2025

Moved: M Wilson Seconded: P Merrifield

THAT the Oxford-Ohoka Community Board:

- (a) **Confirms** the circulated Minutes of the Oxford-Ohoka Community Board meeting, held on 5 March 2025, as a true and accurate record.

CARRIED

4.2. Matters Arising (From Minutes)

There were no matters arising.

5. DEPUTATIONS AND PRESENTATIONS

Nil.

6. ADJOURNED BUSINESS

Nil.

7. REPORTS

7.1. Kowhai Street Reserve Lighting – J Rae (Senior Advisor – Assets and Capital) and K Howat (Parks and Facilities Team Leader)

K Howat took the report as read and provided the Board with an overview of the three options to be considered in the report.

T Fulton queried recommendation (c) which related to the unspent budget. K Howat replied that if the Board decided to go with option three then that money would be returned to the Council budgets and would not be tagged for any specific project.

Moved: T Fulton Seconded: M Brown

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** Report No. 250224030307.
- (b) **Approves** Option Three (Section 4.6.3 of this report), which is to decline to proceed with this project.
- (c) **Notes** that the budget will remain unspent and become a savings.
- (d) **Notes** that there are no recorded service requests regarding the lighting, or lack of lighting, within the Kowhai Street reserve.
- (e) **Circulates** this report to Council for their information.

CARRIED

N Mealings commented that there were a lot of good reasons as to why this project was being withdrawn. The reported noted that there was a risk of the community viewing the withdrawing of the project negatively and the funding being removed. However, there was also a risk that if the project went ahead, the community would view this negatively because the lighting was not dark sky compliant which was not included in the budget.

M Wilson noted that that under the crime prevention, the best practice approach was for lighting parks which she generally supported. However, the current proposal of reduced lighting due to budget constraint not best practice approach for mitigating crime.

M Brown commented that not everything the Board did needed to come from a service request, and the matter of lighting the pathway had been raised by the community.

T Fulton noted the withdrawal of the project should not be taken as preventing future dark sky lighting and/or safety in the town. It was an opportunity to look at our dark sky management practices for future lighting projects.

7.2. Road Naming – Misco Developments Limited – S Morrow (Rates Officer – Property Specialist)

S Morrow spoke to the report noting the purpose was for the Board to approve a new road name as part of a subdivision in Oxford.

T Robson noted that concern had been raised several times regarding this development as three years ago they had taken up the footpath and left it unsealed leaving a muddy and unsafe surface. He asked if there was anyway to ensure developers maintain entrance ways to sites in a neat and safe condition. G Cleary noted that there would be mechanisms Council could use if a developer had been tardy in reinstating footpaths and pavements.

Moved: M Wilson Seconded: P Merrifield

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** Report No. 250319046989.
- (b) **Approves** the following proposed new road name for a private Right of Way shown as Road 1 on the attached plan.
 - 1. Gainsford Mews (Pvt).
- (c) **Notes** that the Board members are able to provide names of significance for assessment and possible inclusion to the Oxford-Ohoka pre-approved road naming list.

CARRIED

S Barkle noted that there were not very many preapproved new road names on the list of pre-approved names for Oxford and a general discussion on this followed. It was agreed that members would suggest road names they felt were significant to the area, which could include plants and trees known to thrive in certain areas within the ward. Names would be sent to staff for vetting and a report of new road names would be brought back to the Board for approval. It was also agreed that the Board would request the public to make suggestions via its facebook page.

The meeting adjourned for a workshop on the Recreation Capital Programme from 7:01pm to 7:44pm.

7.3. Applications to the Oxford-Ohoka Community Board's 2024/25 Discretionary Grant Fund – K Rabe (Governance Advisor)

K Rabe spoke to the report noting that there were two applications. The first from Oxford Taekwondo requesting funding towards hosting a tournament. The Board had received an application from Oxford Taekwondo for \$250 in October 2024 which had been omitted from the report. The second application was received from the Oxford Dementia Support Group who were seeking funding toward hiring venues to run its meetings. She had suggested to the Group that they could look at applying for two months' rent now and applying in the next financial year for the rest due to the low balance of the fund at the end of the financial year. However, the Boards criteria state that applying for funding for the same expense annually was not encouraged especially if it was an operational expense. It would also handicap the Trust who had submitted the application on behalf of the group as they did not run its own bank account. K Rabe had suggested they looked at applying to the Councils Fee Waiver Committee as an alternative option.

M Brown asked if there were any other applications that would be considered before the end of the financial year. K Rabe replied that she had received one for consideration at the May meeting.

P Merrifield noted that the application said the Oxford Dementia Support Group were supporting 30 families, however it only two appeared to be in the Boards area. K Rabe thought that they may have misunderstood the application, there were two people organising it not how many people were coming to the meetings. S Barkle agreed that the support group was based in Oxford and ran its meeting out of the Anglican Church.

Moved: S Barkle Seconded: M Brown

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** report No. 250128013604.
- (b) **Approves** a grant of \$500 to the Oxford Alpine Taekwondo Club towards the cost of hosting the 2025 TUNZ South Island Taekwondo Tournament.
- (c) **Approves** a grant of \$500 to the Oxford Dementia Support Group towards the cost of hosting their monthly meetings.

CARRIED

N Mealings commented that the reduction of the funding requests made sense. It took into consideration previous applications and left room for the Board to have something remaining for other applications in the financial year. She noted that the Dementia Group was applying for funding not only for venue hire but also for catering costs as well. The Board could recommend that the Group went to the Fee Waiver Committee however there were other costs in the application which were not to do with venue hire. The reduced allocation also allowed the Trust the opportunity to put in an application. She noted that the Trusts previous application was returned to the Board as the event had been cancelled. Oxford Taekwondo whilst they had received funding from the Board in the past, their application noted that the event would still go ahead regardless of whether they received funding or not. This event was good for Oxford and would bring visitors into Oxford which would benefit the town economically.

7.4. **ANZAC Day Services 2025 – T Kunkel (Governance Team Leader)**

K Rabe took the report as read noting it was an annual report the Board requesting Board participation at ANZAC Day services.

Moved: N Mealings

Seconded: M Brown

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** report No. 250319046898.
- (b) **Appoints** Board members S Barkle and M Wilson to attend the Ohoka Anzac Day Service to be held at 11am on Thursday, 24 April 2025, 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 Friday, 25 April 2025, at the Oxford Cenotaph and lay a wreath. Noting that a Council representative will also be laying a wreath.
- (d) **Appoints** Board members S Barkle and M Brown to attend the West Eyreton Anzac Day Service to be held at 11.30am on Friday, 25 April 2025, at the West Eyreton Memorial Gates, and lay a wreath. Noting that the wreath will be laid in conjunction with a Council representative.

CARRIED

8. **CORRESPONDENCE**

Nil.

9. **CHAIRPERSON'S REPORT**

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

- Swannanoa School Fair Preparation Day – Helped prepare baked goods for sale.
- Swannanoa School Fair – Full day at the fair. Gained a contact regarding the historical railway. Otherwise took some learning points for next time to get more engagement.
- Wolffs Road Footbridge Meeting – First meeting as a committee. Established the groups' purpose and elected committee positions.
- Elected Women's gathering – This was a lovely evening out and well supported by Waimakariri elected women. The group that ran this were incredible and had some wonderful ideas. They were looking to promote and encourage more women to put their hands up for next round of elections.
- Oxford – Group of community members handed over the petition they had been working on in relation to the Woodstock Quarry. They gathered over 1,700

signatures. The Board could table this at the appropriate time during Environment Court process.

- A&P Meeting – Met with other Councillors and Council staff regarding the Oxford A&P Show engagement. Discussed what would be needed and how that would fit in the space allocated.
- Water Race Advisory Group Meeting – Group discussed the maintenance schedule of assets related to these races. Also touched on the relevance of races and who actually used them. Looked at doing a survey to see what response there would be from those who currently had water races on their properties. A member of public asked at the Oxford show what the rules around taking water from the water races were.
- Oxford A&P Show – This was much more successful in terms of engagement with the public. The Community Board members all donated \$20 each to put together an Easter hamper which people could enter. While they were entering, members took the opportunity to quickly explain who they were and some of what they did. The hamper had over 130 entries so effectively engaged with over 130 people.

Some queries and comments raised were:

- Weka Street drainage upgrade may not be working as should so needed to look further into this. Have spoken to G Cleary regarding this.
 - Hedges causing frost on the road. This, along with gravel, caused a potential hazard. Query was in relation to who was responsible and what could be done about hedge heights.
 - Dog park fencing being too far off the boundary of the reserve and making the dog park too small.
- Annual Plan Submission Workshop – Put together submissions to Environment Canterbury and Waimakariri District Council Annual Plan submissions with the rest of the team.
- Follow up drainage pond planting and walkway planting. Seemed that planting this area was certainly a possibility and would be a great project to put towards the landscaping budget to assist the residents with the purchase and propagation of plants.
- Follow up on Oxford pump track.
- Names of significance for road names. Asked board members to email any suggestions. These would be vetted and a report presented for consideration.
- Talked to Board about possible future community engagements.

Moved: N Mealings

Seconded: M Wilson

THAT the Oxford-Ohoka Community Board:

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

CARRIED

10. **MATTERS FOR INFORMATION**

- 10.1. Woodend-Sefton Community Board Meeting Minutes 11 March 2025.
- 10.2. Rangiora-Ashley Community Board Meeting Minutes 12 March 2025.
- 10.3. Kaiapoi-Tuahiwi Community Board Meeting Minutes 17 March 2025.
- 10.4. Submission on State Highway Speed Limit Reversals – Report to Council Meeting 4 March 2025 – Circulates to all Boards

- 10.5. Alcohol Control Bylaw 2025 – Draft for Formal Public Consultation – Report to Council Meeting 4 March 2025 – Circulates to all Boards
- 10.6. Electoral Candidate Order on Local Body Election Voting Papers – Report to Council Meeting 4 March 2025 – Circulates to all Boards
- 10.7. Health, Safety and Wellbeing Report January 2025 to Current – Report to Council Meeting 4 March 2025 – Circulates to all Boards
- 10.8. Enterprise North Canterbury's Draft Statement of Intent for the Financial Year beginning 1 July 2025 and Approved Six Month Report to Council 31 December 2024 – Report to Audit and Risk Committee Meeting 11 March 2025 – Circulates to all Boards

Public Excluded

- 10.9. Rangiora Airfield – New Lease Agreements – Report to Council Meeting 4 March 2025 – Circulates to all Boards

Moved: T Robson Seconded: T Fulton

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** the information in items.10.1 to 10.8.
- (b) **Receives** the separately circulated public excluded information in item 10.9.

CARRIED

11. MEMBERS' INFORMATION EXCHANGE

P Merrifield

- Cust Motorsport Shingle Sprint – Attended to see if there were any issues.
- Swannanoa Fair – Very busy for a while. Still difficult to engage with people.
- Wolffs Road Bridge Inaugural Meeting – Name decided, constitution set up, officials elected.
- Rangiora-Ashley Community Board Meeting – Interested to see how the Football at Cust Domain was going to work. Interestingly the Cust Domain Advisory Group appeared afterwards to have not met for 13 years.
- Oxford Museum Committee Meeting – A bit frustrating as the storage inquiry had not had any progress, he had offered to contact staff again and they would be having a meeting.
- Oxford Museum Working bee – Helped to get vehicles organised for display at the Oxford A&P Show.
- Oxford A&P Show – Great weather, good crowd, some engagement with public other than easter hamper.
- Oxford-Ohoka Community Board Submissions meeting – a number of different aspects submitted on.

T Robson

- Attended Swannanoa Fair.
- Attended Oxford A&P Show.
- Ashley Gorge Advidosry Group meeting – debrief of the Gala Day. Looked at ideas for the information pavilion which was where the money raised at the Gala was going. Discussed some of the downfalls of the Reserves increased visitor population and the impact it was having.
- Oxford Community Trust Meeting – M Brown attended the meeting to talk about Oxford Community Health Centre. It was good to have some networking going on within the community. The Trust talked about some events that the Trust ran.

- Crash at the intersection of Weld Street, Church Street and High Street in Oxford. Someone from the Church had contacted him and they were keen to see the intersection changed to a stop sign.

M Wilson

- Swannanoa Fair – Great weather and the community attendance was the best numbers seen for years.
- Cancer Society Quiz Night.
- Network of Elected Women Kat Sheppard House – Seven from North Canterbury attended. Great evening networking and sharing the highs, challenges, opportunities being involved in local government.
- Firefighters Challenge – Seen as the 'Ironman' of firefighting. Competition held by Kaiapoi Volunteer Firefighting for the first time in 25 years. Participants from Swannanoa, Cust, Rangiora and Kaiapoi as well as wider Canterbury.
- Oxford A&P Show – over 137 connections made with the community.
- Annual Plan submission workshop.
- Alcohol and Drug Harm Prevention Steering Group – Review workshop with community agencies.

M Brown

- Oxford Promotions Action Committee Annual General Meeting - went well and good progress, roles filled.
- Oxford Promotions Action Committee Monthly meeting.
- Swannanoa Fair - quiet day spoke with two residents.
- Oxford A&P Show -could not attend due to other family commitments.
- Info kiosk for West Eyreton reserve - some progress, railway iron from local railway uplifted from his property to incorporate into design.
- Tree at Oak Reserve at West Eyreton had some branches removed but work has stopped?
- Email from Oxford Soccer Club-Reference their 10-year strategic plan
 - *"the growth we've seen over the last 2 years in the junior youth has been pretty much as planned, but the senior growth, has been much higher than we anticipated. We're starting work on a new 10-year strategic plan that will outline what we would need to qualify to enter/compete at Premiership and Southern League levels. These divisions require facilities, staff and programs across all age grades so it's a 'club' growth. I'll send you a copy and maybe arrange a presentation when complete."*

T Fulton

- North Canterbury Neighbourhood Support – Presence at Swannanoa Country Fair.
- First meeting of Wolffs Road Footbridge Inc – Constitution drawn up, members elected and applied to Charity Services for charitable status.
- Met Bruce McLaren and volunteers at Rangiora Museum – Discussion about museum display and cataloguing concerns.
- Cancer Society Quiz Night – The 'Dodgy Dignitaries' had a podium placing.
- Experiencing Oxford (Oxford Promotions Action Committee) Annual Meeting – Good work done on finance review and election of officers. Executive remains largely the same with some change of responsibilities.
- Attended Inaugural Waimakariri Irrigation Ltd Excellence Awards – Congratulations Brian and Rosemary Whyte; Gilchrist Brothers Ltd (Andrew and Peter Gilchrist); Geoff and Rochelle Spark.
- View Hill School Community Day – A warmup event to encourage interest in the school's 150th celebrations later in 2026. The next Dark Sky event there was 19 July 2025.
- Oxford Health and Fitness Centre Trust meeting – Fit-out for the gym extension due to be done by mid-April; Open Day event Friday 2 May 2025. Final financing arrangements now in place.

- Oxford A&P Show – A great crowd and good public interaction at the site.
- Attended Council Meetings and Workshop.
- Attended Annual Plan drop in sessions at Rangiora and Woodend.
- Went to Boulder Copper festival at Silverstream Reserve.

N Mealings

- Mandeville Sports Club Meeting – Meeting with Council staff and Mandeville Sports Club Manager.
- Greater Christchurch Partnership Briefing.
- Greater Christchurch Partnership Committee Meeting – New interim chair Craig Pauling (Environment Canterbury) appointed and discussed Greater Christchurch Transport and Joint Housing Action Plans.
- Attended open day for The Arc – A wonderful private individual, seeing an unmet need for emergency/transitional housing in the district had bought an old school site in Rangiora and renovated it with the goal of helping to fill that need. It was beautiful, and hugely needed and appreciated and would open its doors soon.
- Swannanoa Fair – Great crowd, positive engagements and a good outcome for the school. A perfect day for it.
- Council Briefing.
- Future Coasts Workshop – The Future Coasts Research Team had done a national study which included the Ashley Rakahuri River and met with staff to present their findings on coastal groundwater hazards.
- Property Portfolio Working Group.
- Relay for Life Quiz Night Event.
- Network of Elected Women Event – Attended the Annual gathering of 'NEW' run by the National Council of Women NZ. A great turnout of Waimakariri District Council Elected women in attendance.
- Oxford Landfill Petition Handover – Supported the Chair and Deputy Chair along with others to receive a petition of over 1,400 signatures opposing the proposed Woodstock Quarry/ Landfill application.
- Canterbury Biodiversity Champions Meeting – This group was convened under the Canterbury Mayoral Forum and had been working on the revitalisation of the Canterbury Biodiversity Strategy and other related topics.
- Utilities and Roading Committee Meeting.
- Attended Drop-in session with the Mayor at the Oxford Library.
- Waimakariri Environmental Networking Forum – Attended this excellent forum held by the Waimakariri Biodiversity Trust that had a broad range of attendees from local catchment groups like the Ohoka Bush, Matawai Park, and Silverstream volunteer groups, Ashley Rakahuri Rivercare Group, Keep Rangiora Beautiful, to the QE2 Trust, Rayonier Matariki Forestry, Waimakariri Irrigation Limited, and the Federated Farmers. Great speakers were well received. Some excellent collaborations would come out of this.
- Community Wellbeing North Canterbury Trust Board Meeting – As the chair and another board member's terms had come to an end, we acknowledged their outstanding commitment to Community Wellbeing North Canterbury Trust and the community and elected a new chair and deputy chair. New board members to start next month.
- Council Workshop.
- Waimakariri Youth Council Meeting – Recruitment had concluded, with new members to start in May 2025.
- Site visits for Waimakariri Tree of the year competition and subsequent judging deliberations – Six Awesome trees nominated - two at Ashley Gorge, two in Rangiora and one each in Kaiapoi and Clarkville. Winner to be announced, but all six entries would be entered into the National Competition.
- Met with Ohoka School Principal – Regarding Ohoka Community Emergency Hub launch and other topics.
- Portfolio Update.

- Oxford A&P Show – Attended the show and manned the Board tent with colleagues. Another amazing day for it, and lots of good interactions engaging with attendees.
- Council Meeting.
- Waimakariri Alcohol and Drug Harm Action Plan Review Forum – the Alcohol and Drug Harm Prevention Steering Group was reviewing its action plan and held a forum with groups in the sector to get feedback to ensure its work remains informed by best practice and relevant to our community's needs.
- Proposed District Plan was progressing. Deliberations were underway and on track to finish in June, but lots of work happening right now.

12. CONSULTATION PROJECTS

12.1. Waimakariri District Council Draft Annual Plan 2025/26

<https://letstalk.waimakariri.govt.nz/draft-annual-plan-2025-26>

Consultation closes Monday 21 April 2025.

12.2. Environment Canterbury Draft Annual Plan 2025/26

<https://haveyoursay.ecan.govt.nz/annual-plan-2025-26>

Consultation closes Wednesday 3 April 2025.

The Board noted the consultation projects.

13. BOARD FUNDING UPDATE

13.1. Board Discretionary Grant

Balance as at 31 March 2025: \$2,102.

13.2. General Landscaping Fund

Balance as at 31 March 2025: \$3,083.

The Board noted the funding update.

14. MEDIA ITEMS

- Road conditions.
- Annual Plan consultation.
- Road naming suggestions.
- Oxford Dog Park opening.

15. QUESTIONS UNDER STANDING ORDERS

Nil.

16. URGENT GENERAL BUSINESS UNDER STANDING ORDERS

Nil.

17. MATTERS TO BE CONSIDERED WITH THE PUBLIC EXCLUDED

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

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

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

Moved: T Robson Seconded: N Mealings

17.1 Minutes of the Public Excluded Oxford-Ohoka Community Board meeting of 5 March 2025

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

Item No.	Subject	Reason for excluding the public	Grounds for excluding the public-
17.1	Minutes of the Public Excluded Oxford-Ohoka Community Board meeting of 5 March 2025	Good reason to withhold exists under section 7	To protect information where the making available of the information would disclose a trade secret as per LGOIMA Section 7 (2)(b(i)).

CARRIED

CLOSED MEETING

The public excluded portion of the meeting was held from 8:45pm to 8:47pm.

OPEN MEETING**NEXT MEETING**

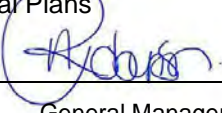
The next meeting of the Oxford-Ohoka Community Board is scheduled for 6.30pm, Wednesday 7 May 2025 at the Oxford Town Hall.

THERE BEING NO FURTHER BUSINESS THE MEETING CONCLUDED AT 8:47PM.

CONFIRMED

Chairperson

Date

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION****FILE NO and TRIM NO:** GOV-26-10-06 / 250414065417**REPORT TO:** OXFORD-OHOKA COMMUNITY BOARD**DATE OF MEETING:** 7 May 2025**FROM:** Kay Rabe, Governance Advisor**SUBJECT:** Ratification of the Oxford-Ohoka Community Board's submissions to the Waimakariri District Council and Environmental Canterbury's draft 2025-26 Annual Plans**SIGNED BY:**

 General 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 2025-26 Annual Plans.

Attachments:

- i. The Oxford-Ohoka Community Board Submission to the Waimakariri District Council draft 2025-26 Annual Plan (Trim Ref: 250401056127).
- ii. The Oxford-Ohoka Community Board Submission to Environmental Canterbury's draft 2025-26 Annual Plan (Trim Ref: 250401056041).

2 RECOMMENDATION

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** report No. 250414065417.
- (b) **Retrospectively ratifies** its submission to the Waimakariri District Council draft 2025-26 Annual Plan (Trim Ref: 240328049611).
- (c) **Retrospectively ratifies** its submission to Environmental Canterbury's draft 2025-26 Annual Plan (Trim Ref: 240328049934).
- (d) **Notes** that the Board Chairperson and/or Deputy Chairperson will speak at the Environmental Canterbury and Waimakariri District Council Submission Hearings to convey the Board's view in person on Tuesday, 6 May 2025.

3 BACKGROUND

- 3.1 The submission period for ECan's draft 2025-26 Annual Plan closed on 3 April 2025, and the submission period for the Council's draft 2025-26 Annual Plan closed on 21 April 2025.
- 3.2 The Chief Executive provided an overview of the Council's draft 2025-26 Annual Plan at the All-Boards' Session on 19 February 2025. In addition, ECan Councillor Claire McKay provided an overview of ECan's draft 2025-26 Annual Plan at the Board's meeting held on 5 March 2025.

4 **ISSUES AND OPTIONS**

- 4.1 The Board's goal is to actively participate in ECan and the Council's budget processes to ensure equitable spending across the Waimakariri District whilst being mindful of rates affordability.
- 4.2 As part of the Annual Plan process, the Board aims to advocate to ECan and the Council on key issues and priorities for the Oxford-Ohoka Ward. Therefore, the Board held a workshop on Monday, 31 March 2025, to discuss its submissions to both the Council and ECan's draft 2025-26 Annual Plans.
- 4.3 Subsequently, various drafts, based on members' views, were circulated to Board members for review and comment. The finalised submission to ECan's draft 2025-26 Annual Plan was approved by the Chairperson on Wednesday, 2 April 2025, and it was lodged on Thursday 3 April 2025. The finalised submission to the Council's draft 2025-26 Annual Plan was signed off by the Chair on Thursday, 17 April 2025 and was 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 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 or organisations are likely to be affected by or have an interest in this report's subject matter.
- 5.3 **Wider Community**
The wider community is likely to be affected by or have an interest in this report's subject matter. Board members based their submissions on feedback from the Oxford-Ohoka community.

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 2025-26 Annual Plans raise various concerns about sustainability and 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: 250401056127

17 April 2025

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 ANNUAL PLAN 2025/26

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 2025/26 Annual Plan (the Plan).

Key issues for Consultation

(a) *Three Waters Reform – Local Water Done Well*

The Board is supportive of the preferred option and agrees that the most cost-effective way of providing water services is through an internal business unit offering shared management and technical assistance with Hurunui and Kaikoura councils or their organisations. The Board also notes that by retaining the business internally, relationships and synergies between the different departments would be maintained which results in efficiencies and best practices which could be passed on to other councils.

(b) *Transport Funding*

The Board supports the proposal for Bennetts / Tram Road / Oxford Road receiving an upgrade.

The Board would request that the Two Chain Road/Tram Road intersection safety improvements be replaced by No 10 Road / Tram Road intersection. The Board believes that this intersection is more dangerous and in need of urgent attention to mitigate safety concerns. The Board would encourage the Council to invest in driver education in driving on rural roads and intersections. The Board noted that many city-based people are relocating to rural areas and may not be used to traveling on rural roads and judging gaps in traffic given the increased speeds compared to town travel.

The Board also queries what work is to be carried out at Ashley Gorge Road and German Road intersection. The Board was under the impression that a variable speed sign was to be installed.

(c) *Outside Factors Driving Cost Increases*

The Board understands the pressures put on current budgets given the increase in insurance, material and other outside influences and sees no way to mitigate that which is the price of doing

business in the current financial climate. The Board supports the Council in their management of these factors to the best of its ability, however requests that Council continue to review depreciation costs to ensure that budgets do not fall too far behind.

(d) Rating Policy

While the Board prefers the current rating system which gives residents options in paying rates it understands the Council's reasoning in the current financial situation. The Board supports the proposed Remission Policy as an effective and efficient process.

(e) Development Contributions

The Board believes that the Council should consider the way it rates for three waters 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. All residents should have equal rights to affordable three waters.

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.

Board Priorities for Consideration (IN NO SPECIFIC ORDER)

(f) Roading

Main Street Oxford

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. The Board urges Council to make budgetary provisions for the resealing of Main Street, particularly from the 50km town entry sign to the Police station and from the Challenge garage through to the West Oxford Pub.

The Board also requests that for speed thresholds similar to the ones that have been installed in Cust to be installed at the entrance to and from the township to try and slow traffic down.

The Board notes that the entry to the town near the Cemetery, that the shingle area has become increasingly pot holed and looks untidy and unsafe. The community requests that the Council tidy this area up so as to give a good impression as people enter the town.

Rural Roads

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.

(g) Footpaths

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 is to be undertaken on the foot path on Park Avenue and Main Street (particularly between Park Avenue and Rata Street on both sides of the road) as this foot path is in poor condition with multiple trip hazards.

The Board would also like to request rural schools become better connected to their surrounding communities, particularly in peri-rural areas. We need to have the infrastructure to ensure we are future proofing our rural communities. To allow this to happen we need to invest in multiuse paths to allow students the ability to get to school via other mods other than a car.

(h) Future-proofing Oxford's infrastructure

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

(i) Flooding

The Board notes that there are a number of stormwater issues which result in flooding during wet weather. These include, but are not limited to, the corner of Rata and Tui Street, sections of High Street, Weka Street and Main Street. The Board would like assurance that these matters are being included in budgets with work scheduled.

Mandeville is also an area of concern for our board. We believe the stage 1 plan needs to happen to offer some relief to the residents impacted. Alongside this downstream impacts must be mitigated by maintaining flow and fixing any pinch points. There are also some other properties west of the proposed area that need some remediation work as well.

Stage 2 should be progressed but firstly by researching the drainage patterns in the greater Swannanoa/West Eyreton area so that we have a sound understanding of the subsurface flows and general hydrology before any suggested works are put forward.

(i) 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. Some properties noted are the section on the corner of McHugh's Road,

Two Chain Road and Tram Road, Pontz Road and Oxford Road corner and Tram/Woodfield Road. Most of these areas are not maintained and are an eyesore.

(j) Miscellaneous issues

- The Board does not support the purchase of land for a second cricket oval. This is not considered a priority as there are other good cricket ovals throughout the district.
- The Board supports the current landfill operation at Kate Valley. We believe that its current business model has both the councils and communities' best interest in mind. It has the capacity to hold waste for many years to come. Due to the unique geomorphology of the area it makes it a suitable place for such a facility. It also means that the waste is contained in one location rather than ad hoc around the district. The Board believes such waste should not be managed by private entities. Ultimately such facilities become a financial burden to ratepayers and a potential environmental hazard. This is not a legacy that we want to leave in our district. We would support the Council in opposing such applications.
- The Board believes that the Airfield should be self-funding and an increase in rental and landing costs is in order to achieve this goal.

(k) General comment

Overall, the Board supports infrastructural development and keeping up with Council's core business. Any extras or perceived 'nice to haves' - like the cricket oval - should be seriously considered as to whether they are something that the Council needs to be investing in right now. Let's do the essentials well and integrate extra projects as funds afford.

Thank you once again for the opportunity to comment.

Regards



Sarah Barkle
Chairperson
Oxford-Ohoka Community Board

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

TRIM Ref: 250401056041

3 April 2025

Councillor Craig Pauling
 The Chairperson
 Environmental Canterbury Council
 200 Tuam Street
 CHRISTCHURCH, 8011

E-mail: mailroom@ecan.govt.nz

Dear Sir

SUBMISSION ON ENVIRONMENTAL CANTERBURY'S DRAFT ANNUAL PLAN 2025/26

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 Annual Plan 2025/26 (AP).

Public Transport

- Rural community members continue to be frustrated by subsidising public transport they cannot use and that there is no foresight of services being supplied in the future. Due to this, on behalf of our ratepayers, the Board requests that only areas with access to public transport pay the public transport levy in their rates.
- Oxford is isolated in terms of public transport. We will continue to advocate for this community and stress that they need to be considered. Some form of public service that connects to Rangiora and/or Christchurch is needed.
- Currently the Oxford Community Trust is filling the gap left by the lack of public transport with the help of some partnering organisations. If the Trust were no longer able to provide the much needed and utilised service for people to travel to Rangiora that Oxford township would be totally isolated. The Board wishes to advocate that ECan provide small busses to cover the route between Oxford and Rangiora, in the first instance, which allows elderly people to access doctors and other medical services and the youth to get to school, sports and events.

Water

- The Board would request that ECan urgently implement a better understanding of our ward's unique groundwater systems. We need to have a much more robust and intimate knowledge of water systems, the connectivity and impacts of land use, groundwater flows, and aquifers if essential water sources are maintained. 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?

ECan has not indicated that groundwater is a priority, and the Board is concerned that this valuable asset is being neglected due to intense land use and climate change implications. The amount of water being extracted from our aquifers must first prioritise household supply and then farming needs after. It is no good just renewing takes when the amount that is allocated is in excess of what is being generated.

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.

River Maintenance

- 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. This may be in the pipeline, but just in case we will still mention it here.

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.

- The Board would like to once again thank Councillor Claire McKay for her continued engagement with the Board during this term, and it hopes that its closer relationship with ECan continues. This invitation to attend our board meetings is extended to all ECan Councillors. We are more than happy for you to use us as a resource and way to communicate more directly with the local residents of our ward. The Board typically meet on the first Wednesday of every month. With this

open communication, 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.

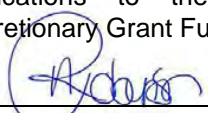
Thank you once again for the opportunity to comment.

Regards

A handwritten signature in blue ink, appearing to read 'S Barkle', is centered below the 'Regards' text.

Sarah Barkle
Chairperson
Oxford-Ohoka Community Board

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

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION****FILE NO and TRIM NO:** GOV-26-10-06 / 250326052256**REPORT TO:** OXFORD-OHOKA COMMUNITY BOARD**DATE OF MEETING:** 7 May 2025**AUTHOR(S):** Kay Rabe, Governance Advisor**SUBJECT:** Applications to the Oxford-Ohoka Community Board's 2024/25 Discretionary Grant Fund**ENDORSED BY:**
(for Reports to Council,
Committees or Boards)
General Manager
Chief Executive**1. SUMMARY**

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

Name of Organisation	Purpose	Amount requested	Does the application comply with the Discretionary Grant Fund Criteria
Oxford Pony Club	Towards the cost of sending two coaches to the New Zealand Pony Club Association (NZPCA) Conference	\$600	This application complies with the criteria.
Ohoka Rugby Club – Year 6	Towards playing uniforms and casual attire	\$750	This application may not comply with the criteria
Waimakariri Dog Training Club Inc	Towards Championship Agility Ribbons	\$500	This application complies with the criteria
Total		\$1,850	

Attachments:

- i. An application from the Oxford Pony Club (Trim 250326051597).
- ii. An application from the Ohoka Rugby Club – Year 6 (Trim 250408060859).
- iii. An application from the Waimakariri Dog Training Club Inc (Trim Ref: 250417068176).
- iv. A spreadsheet showing the grants for the previous two years.
- v. Board funding criteria 2024/25 (Trim: 210603089866).

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

- (a) **Receives** report No. 250326052256.
- (b) **Approves** a grant of \$.....to the Oxford Pony Club to cover the registration costs for two coaches to attend the New Zealand Pony Club Association Conference
OR
- (c) **Declines** the application from the Oxford Pony Club.

- (d) **Approves** a grant of \$.....to the Ohoka Rugby Club towards playing uniforms and casual attire.

OR

- (e) **Declines** the application from the Ohoka Rugby Club.

- (f) **Approves** a grant of \$.....to the Waimakariri Dog Training Club Inc. towards the purchase of competition ribbons.

OR

- (g) **Declines** the application from the Waimakariri Dog Training Club Inc.

3. **BACKGROUND**

- 3.1 The ***Oxford Pony Club*** is seeking funding to cover the registration costs for two coaches to attend the New Zealand Pony Club Association (NZPCA) Conference to be held in Christchurch in August 2025.
- 3.2 The ***Ohoka Rugby Club – Year 6*** is seeking funding to purchase playing uniforms and some casual attire when attending the Queenstown Tournament in September 2025.
- 3.3 The ***Waimakariri Dog Training Club Inc.*** is seeking funding to purchase competition ribbons for the June 2025 Championship and Agility Show.
- 3.3 The current balance of the Oxford-Ohoka Community Board's 2024/25 Discretionary Grant Fund is \$1,102.

4. **ISSUES AND OPTIONS**

Oxford Pony Club (the Club)

4.1 Information provided by the Club:

- 4.1.1 The Club was formed in 1979 and has produced many fine riders over the years, and represented the Canterbury Area in team events, and some of them have continued to success at higher levels, most notably being Olympian Tim Price. The Club is based at Carleton Domain (Bennetts) with excellent facilities, including a new large all-weather sand arena. The Club is a not-for-profit, youth voluntary organisation dedicated to nurturing a passion for ponies, horses and riding among young people up to the age of 25 years. The Club provides instruction in riding and horse/pony management through a structured certificate system that fosters valuable life skills such as sportsmanship, citizenship and loyalty.
- 4.1.2 The Club is seeking assistance to send two of its volunteer coaches to the New Zealand Pony Club Association (NZPCA) Conference, which will be held in Christchurch in August 2025. The knowledge and skills gained at the conference will directly benefit the club's young members. The conference will feature practical demonstrations and interactive workshops to support the coaches, which in turn will be shared with young riders in the community.
- 4.1.3 Currently, there are 20 young members in the Club who will benefit directly from the improved learning experience. Forty percent of the riders are based in the Oxford-Ohoka Ward. Approximately 30 per cent of members are based in the Rangiora-Ashley Ward, while Woodend-Sefton and Kaiapoi-Tuahiwi areas make up the remaining 30 per cent.

- 4.1.4 The Club falls under the New Zealand Pony Club Association, Canterbury Area Pony Clubs and is governed by the Association's rules and regulations and is required to give a proportion of its events' profits to them in the form of rider levies of \$10 per entrant.
- 4.1.5 The Club has been refused funding from the Gaming Charities due to a lack of gaming machines in the Oxford area. Previously, the Club had raised funds by supplying kiln-dried pinecones to cover costs; however, it is having difficulty in securing these resources this financial year.

4.2 Council Evaluation:

- 4.2.1 The application complies with the Board's Discretionary Grant Application Criteria, as it is from a non-profit organisation. However, the Criteria also indicate that grant funding will be limited to projects primarily within the Board area or benefiting the residents of the area. It should be noted that only 40% of the young people in the Club are from the Oxford-Ohoka Ward.
- 4.2.2 This is the first time the Club has applied for funding, and if the application is unsuccessful, further fundraising will be required to send the coaches to the conference. However, with the strained financial situation, this may be difficult to accomplish in the required time frame.

Ohoka Rugby Club (the Club)

4.3 Information provided by the Club:

- 4.3.1 The Club was established in 1927 and is a unique mix of urban and rural families. This quality underpins a strong, rugby-focused community culture within the Club. The Club is fully committed to rugby and the sport's positive impact on the community. The Club, situated at the Mandeville Sports Club, is one of the fastest-growing clubs in Canterbury. The Club's activities and involvement positively impact approximately 500 families and significantly contribute to community wellbeing.
- 4.3.2 The Club's Year 6 team will participate in the New Zealand Junior Rugby Festival, which will be held in Queenstown from 5 to 7 September 2025. The festival will host five games over two days, ensuring each player has time on the field. The festival attracts teams from all over the country and covers multiple age groups, creating a unique atmosphere. There is a significant demand for entry to the 2025 games, with over 20% of all rugby clubs entering, which is a testament to the unique culture and legacy the festival generates.
- 4.3.3 Attending the festival is anticipated to benefit approximately 25 players directly. However, the whole club is expected to benefit from the experience of those attending, which will have a knock-on effect on the Club. The players have been anticipating playing in this tournament and have been inspired by past attendees. The tournament offers to broaden the players' horizons by fostering new friendships and exposing them to grassroots rugby beyond their regular club fixtures. While enhancing the players' rugby skills, it also helps to develop essential relationship-building skills, both within the club and with other teams, organising adults and their peers. The benefits to the community show that through physical exercise and dedication to a sport, it will result in not only personal wellbeing, growth and general fitness, but that effort can be rewarded with something tangible and an experience players would not be offered otherwise.
- 4.3.4 The cost of the team's attendance at the festival is expected to be approximately \$45,000, and the Club is running numerous fundraising activities, such as "Have our Back" T-shirts, which are expected to raise \$20,000, the Southbridge Shield food vendor, which contributed \$5,000, the club donation of \$1,500, BBQ raffles, quiz nights, and pie sales. The Club has also applied to Youth Town for assistance with travel costs.

4.4 Council Evaluation:

- 4.4.1 The Club's application for \$750 complies with the Board's Discretionary Grant Application Criteria, as the application is from a local sports club. However, the Board may need to consider that only 25 students would directly benefit from the funding and whether the limited funding at its disposal should be used to benefit more residents.
- 4.4.2 The Club previously received the following funding, and the required Accountability Form was received

Date	Project	Funding
December 2023	Replace the stolen weights from the Club's gym	The application was declined as the weights were not part of the core equipment used by the players, and the Board believed that the gym equipment should have been insured
July 2024	Under 11 Team's attendance of the New Zealand Junior Rugby Festival	\$500

- 4.4.3 Grants are generally limited to \$750, with a maximum of \$1,000 in any financial year. However, groups are allowed to apply twice a financial year, provided it is for different projects. The Board can consider granting more than \$750 in exceptional circumstances, provided detailed reasons for exceeding the present limit are provided. It should be noted that this is the Club's second application for the 2024/25 financial year. Hence, it only qualifies for a \$500 grant if exceptional circumstances cannot be proven.

Waimakariri Dog Training Club (the Club)

4.5 Information provided by the Club:

- 4.5.1 The Club is one of the South Island's leading dog agility training clubs, which hosts its classes at the Mandeville Sports Club. Dog agility training creates a stronger bond and a partnership between owners and their dogs. The Club attracts members from all age groups with a common interest in dogs. The Club hosts five competitions a year. Although the Club has 40 members, competitions attract dogs and owners from all over the South Island and are open to all demographics. One of the benefits of the sport is that it keeps both owners, and their dogs fit and encourages responsible dog ownership. This is a sport that encourages family participation to ensure dogs are given consistent cues, and this again leads to younger competitors entering this sport and becoming wonderful handlers and dog lovers.
- 4.5.2 The Club wishes to purchase competition ribbons to present winners at the Championship and Agility Show scheduled for 7 and 8 June 2025. This is the largest show, with competitors travelling from all over New Zealand to compete and watch the agility events. This provides significant income to the Waimakariri District and promotes the area. The ribbons are a crucial part of the show as they reward and celebrate the competitors' achievements.
- 4.5.3 The total cost of the ribbons is estimated to be \$1,277, and with the increased cost of hosting this show, the Club is requesting funding assistance. If this application is not successful, the Club would have to investigate cheaper ribbon options, which would lower the standard of the competition, as well as re-evaluate the number of ribbons required, which could result in disappointed competitors, which would then again damage the reputation of this competition as one of the best in the country.

4.6 Council Evaluation:

4.6.1 The Club's application for \$500 complies with the Board's Discretionary Grant Application Criteria, as the application is from a local sports club. The Club has applied successfully for funding as follows, and all Accountability Forms have been received:

Date	Project	Funding
September 2023	Measuring wheels	\$500
February 2023	Gazebos	\$500
July 2022	BBQ	\$500

4.7 The current balance of the Board's 2024/25 Discretionary Grant Fund is \$1,102, with one month left in the 2024/25 financial year. Therefore, there is insufficient funding to grant all the applications the full value of their requests.

4.8 The Board may approve or decline grants as per the grant guidelines.

4.9 Implications for Community Wellbeing:

There are social and cultural implications, as sports events provide opportunities for learning, networking and social interaction, which builds a sense of community.

4.10 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 or organisations are likely to be affected by or to have an interest in the subject matter of this report.

5.3 **Wider Community**

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

6. OTHER IMPLICATIONS AND RISK MANAGEMENT

6.1 **Financial Implications**

6.1.1 The 2024-34 Long Term Plan included a budget provision of \$6,330 for the Board to approve grants to community groups for the 2024/25 financial year (July 2024 to June 2025).

6.1.2 The current balance of the Oxford-Ohoka Community Board's 2024/25 Discretionary Grant Fund is \$1,102. There is insufficient funding to grant all the applications.

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. 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 groups applying for funding.

7. **CONTEXT**

7.1 **Consistency with Policy**

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

7.2 **Authorising Legislation**

Not applicable.

7.3 **Consistency with Community Outcomes**

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

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

7.4 **Authorising Delegations**

Community Boards have delegated authority to approve Discretionary Grant Funding.

What happens now?

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

What happens next?

- Your application will be processed and presented to the Board at the next appropriate meeting.
- Following the meeting a letter will be sent to notify you of the Board's decision and if successful an invoice and your organisation's bank account details will be requested. This information is required within 10 days of the Board decision.
- On receipt of this information payment will be processed to your organisation's bank account.

Groups applying for Board Discretionary Grants 2024/2025

Name of group: Oxford Pony Club

Address: [REDACTED]

Contact person within organisation: [REDACTED]

Position within organisation: Club Treasurer

Contact phone number: [REDACTED] Email: [REDACTED]

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

Oxford Pony Club would like to send two coaches to the 2025 NZPCA Conference held in August.

What is the timeframe of the project/event? _____

Overall cost of project/event: \$640.00 Amount requested: \$640.00

How many people will directly benefit from this project? 20

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

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

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

Oxford-Ohoka 40% Rangiora-Ashley 30% Woodend-Sefton 20% Kaiapoi-Tuahiwi 10%

Other (please specify): _____

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

34

What is the benefit(s) to your organisation?

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

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

If yes, name of parent group: NZPCA / Canterbury Area Pony Club /

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

We are governed by their rules and regulations and are required to give a proportion of our horse events profit to them in the form of rider levies \$10 per entrant.

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.

We have been turned down for applying for grants from Gaming Charities as there are none operating gaming machines in the Oxford Area. Last year we funded Coaches conference by selling kiln dried pinecones to cover the cost, but we are having difficult securing them this year so trying other avenues.

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

We have not at this date made any applications for Council funding.

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:

In the past 18 months we made any applications for Council funding.

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

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

- Enclosed ☒ Financial Information (*compulsory – your application cannot be processed without financial statements*)
- ☒ Bank Statement (*Bank Statements will remain confidential*)
- ☒ Supporting costs, quotes or event budgets
- ☐ Other supporting information

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

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

Signed: Date: 24/03/2025

Funding Application for Oxford Pony Club Coaches Development

Overview of Oxford Pony Club

Oxford Pony Club is a not-for-profit, youth voluntary organization dedicated to nurturing a passion for ponies, horses, and riding among young people up to the age of 25. Our Club provides instruction in riding and horse/pony management through a structured certificate system that fosters valuable life skills such as sportsmanship, citizenship, and loyalty. Our rallies, events, and competitions encourage young people to enjoy and excel in all equestrian-related activities.

Purpose of Funding

We are seeking funding to support our volunteer coaches in attending the New Zealand Pony Club Association (NZPCA) Coaches Conference. These individuals are the backbone of our club, volunteering their time and expertise to empowering our youth. By attending the conference, they will have the opportunity to:

- Enhance their coaching skills through professional development.
- Strengthen the foundation of our club by bringing back new knowledge and techniques.
- Receive recognition for their dedication to the club and our community.



NEW ZEALAND PONY CLUB

Dynavyte NZ 2025 COACHES CONFERENCES

This year's theme focuses on holistic growth & development for riders & horses

- ✓ **Fit** – Focusing on fitness & readiness for riders, horses, & all members.
- ✓ **Feel** – Strengthening connection & understanding.
- ✓ **Fun** – Making Pony Club enjoyable & inclusive for all.

SAVE THE DATES

South Island: 25/26 May RDA, Christchurch

North Island: 7/8 June NEC - Taupo

Dynavyte NZ
Eat Well, Do Well, Stress Less.

www.nzpca.org

Impact of Funding

The knowledge and skills gained at the NZPCA Coaches Conference will directly benefit the young members of Oxford Pony Club. By investing in their development, we ensure a better learning environment and a stronger future for our club. This funding will allow us to sustain high standards of education and practice, creating a positive and lasting impact in our community. The physical training offered by horse-riding brings considerable health advantages associated with rigorous exercise. The conference will feature practical demonstrations, interactive workshops to support our coaches which in turn give back by sharing this knowledge with young riders in our community.

- **Flatwork and jumping progression** across levels (D+ to A), focusing on key movements, rider position, and building **confidence and feel**.
- **Creative and effective unmounted Horse Management** lessons, with a focus on horse welfare, syllabus updates, such as introducing lunging, and keeping learning **fun**.
- **Inclusive coaching strategies**, adapting lessons on the fly, and fostering a positive club culture that ensures everyone feels they **fit** and belongs.
- **Goal setting, session planning, and growth mindset techniques** for supporting riders of all ages and stages, ensuring they develop **feel** and stay motivated.
- **Expert sessions on equine health, fitness, conformation, and performance**, helping both horse and rider build **fit** foundations for success.

Funding Requirements

We are requesting funding to cover the expenses for two coaches to attend the NZPCA Coaches Conference totalling \$600

1. **Conference Registration: \$300 per attendee for the weekend, which includes all sessions.**

Conclusion Your support will be instrumental in advancing the mission of Oxford Pony Club and ensuring that our volunteers and coaches continue to inspire and educate future generations of riders. Together, we can foster a thriving equestrian community that embodies the values of sportsmanship, citizenship, and excellence.



Coaching session demonstrating correct and safe jumping position .



Oxford Pony Club Riders who passed their D+ Certificate
December 2024.



Senior Rider competing at Show Jump Champs Ashburton January 2025



Youngest riders (3 years old) forming lifelong friendships while having fun.

Oxford Pony Club Income and Expenditure Summary 2024

Total income for the year was **\$28,163**, an increase from **\$9,200** in the year ended December 2023, marking an increase of **\$18,963**.

Total expenditure for the year was **\$21,398**, an increase from **\$6,591** in 2023, representing an increase of **\$14,807**.

Overall, the surplus for the year was **\$6,764**, compared to a surplus of **\$2,609** in 2023. (Surplus for the year increased by approximately 159% compared to 2023)

In the financial review of the year up to 31 December 2024, our membership remained small, therefore running events, such as First Start, Dressage Series & Show Jumping were a challenge. Despite this I am extremely proud of our club pulling together to make them happen. Other fundraising efforts consisted of Croissants sales, pinecones, Lions dinners, income from our ground hire.

It is rewarding to see riders benefit from this by Oxford Pony Club contributing / funding team events during the year.

We remain financially stable, with funds of **\$16,068** available as of 31 December 2024.

As we look forward to our journey through 2025, our continued fundraising efforts will be pivotal in creating opportunities for our members. This will enable us to send our riders to team events, provide development opportunities for our club, and enhance our facilities and resources. The prospect of gaining access to the Birch Hill grounds presents an exciting opportunity. Rebuilding the full-size cross-country course and relaunching our historically significant ODE would be a monumental project, potentially bringing significant financial rewards to our club.

To achieve our goals, it is essential for our members to work together. By embracing diverse viewpoints we can generate fresh ideas, leveraging our unique skills for the collective benefit of the club. I encourage each of you to offer your assistance wherever possible, even if you are new to the club and feeling unsure. We are all here to support one another, and your contribution, no matter how small it may seem, is invaluable to the success of our club.

Summary of Cash position

Opening Bank Balances as at 1 Jan 2024	6,696.32
Add surplus for the year	7,165.04
	-
Closing Balance as at 31 December 2024	13,861.36
Represented by Kiwibank balances as at 31 December 2024	
Kiwibank Current Account	13,861.36
Kiwibank Savings Account	2,207.05
KiwibankTerm Deposit	-
Less monies owed to third parties	-
Plus unbanked cash (cash on hand)	-
	16,068.41

Oxford Pony Club Incorporated**Individual Bank reconciliations as at 31 December 2023**

	Current \$	Savings \$	Total \$
Opening bank balances 1 Jan 2024	6,906.32	210.00	7,116.32
Add opening unbanked	-	-	-
Less opening Unpresented	-	-	-
Reconciled opening bank balances	6,906.32	210.00	7,116.32
Asset Additions	-	-	-
Surplus / (Deficit) for year	-	-	6,765.04
Interest earned	-	-	-
Transfer	-	-	-
Bank fees	-	-	-
		-	
Closing (per bank statements) as at 31 December 2024	13,861.36	2,207.05	16,068.41
Unbanked receipts	-	-	-
	13,861.36	2,207.05	16,068.41

Oxford Pony Club Incorporated
Income and Expenditure Accounts
For the year-ended 31 December 2024

EXPENDITURE

	\$ 2,024
Administration	
Accountancy/Audit	\$ -
AGM/Conference	\$ -
Advertising	
Bank fees	
Insurance	\$ 803
Office expense/photocopying etc	
NZPCA Club levy	\$ 997
NZPCA Area levy	\$ 997
Bank Transfer	\$ 2,397
Total Administration	\$ 5,194
Coaching	
Exam-Instructor fees	
Lessons	\$ 1,506
Coaches conference	\$ 633
Coaching Resources	\$ 104
Coaches Travel expenses	
ECTP Application	
Total Coaching Costs	\$ 2,243
Events	
Camp	
Team entries	\$ 2,192
Ribbons	\$ 1,241
Total Event Expenses	\$ 3,433
Operational Costs	
Ground maintenance / mowing	
Record cards/Certificates/Badges	\$ 346
Equipment < \$500	\$ 726
Equipment > \$500	
Repairs & Maintenance	\$ 316
Total Operational Costs	\$ 1,388
Other costs	
Uniforms	\$ 2,996
General Expenses	\$ 739
Fundraising Costs	\$ 5,283
Misc	\$ 121
Total other costs	\$ 9,140

INCOME**2024**

Administration	
Donations	\$ 2,483
Fundraising	\$ 8,042
Grants received	\$ -
Ground Fees	\$ 755
Subscriptions	
Subscriptions - Member Fees	\$ 1,820
Total Administration Income	\$ 13,100
Coaching	
Private lesson income	\$ -
Ground fee - outside coach	\$ -
Total Coaching Income	
Events	
Event Entries	\$ 13,551
Other	\$ 780
Total Event Income	\$ 14,331
Operations	
Sale of Balage	\$ -
Total Operational Income	\$ -
Other Income	\$ 45
Uniform sales	\$ 687
Total Other Income	\$ 732

Total Expenses	\$21,398
-----------------------	-----------------

Total Income	\$ 28,163
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Surplus/(Deficit) for the year

\$6,764

Conducted By:	Start Date: 24/05/2025
End Date: 25/05/2025	Opening Date: 18/12/2024
Opening Time: 07:00 PM	Closing Date: 15/05/2025
Closing Time: 12:00 AM	Extended Closing Date:
	17/05/2025 – please note a late fee will apply after the original closing date
Start Time:	

Welcome to the NZPCA 2025 Dynavyte South Island Coaches Conference

We're excited to invite you to this fantastic event, open to **everyone** – you no longer need to be an NZPCA member to attend!

Fit, Feel & Fun

The 2025 Coaches Conference is designed to inspire and empower coaches of all levels, with a focus on the theme **Fit, Feel & Fun**—the foundations for building confident, capable coaches, riders, and horses.

What's It All About?

- **Fit:** Strengthening balance, capability, and performance in both horse and rider.
- **Feel:** Developing a deeper connection, rhythm, and harmony between horse and rider.
- **Fun:** Keeping coaching and learning engaging, rewarding, and enjoyable for everyone.

Why Attend?

This is your once-a-year opportunity to:

- Connect with National and Association Coaches under one roof.
- Gain up-to-date knowledge on coaching techniques, strategies, and best practices in equestrian coaching.
- Participate in workshops, seminars, and hands-on demonstrations to enhance your skills and coaching toolkit.
- Network with like-minded coaches from across the country.
- Celebrate coaching excellence and be inspired by peers.

What to Expect

The conference will feature practical demonstrations, interactive workshops, and thought-provoking discussions to support your coaching journey:

- **Flatwork and jumping progression** across levels (D+ to A), focusing on key movements, rider position, and building **confidence and feel**.
- **Creative and effective unmounted Horse Management** lessons, with a focus on horse welfare, syllabus updates, such as introducing lungeing, and keeping learning **fun**.
- **Inclusive coaching strategies**, adapting lessons on the fly, and fostering a positive club culture that ensures everyone feels they **fit** and belongs.
- **Goal setting, session planning, and growth mindset techniques** for supporting riders of all ages and stages, ensuring they develop **feel** and stay motivated.
- **Expert sessions on equine health, fitness, conformation, and performance**, helping both horse and rider build **fit** foundations for success.

You'll leave refreshed, motivated, and equipped with new strategies to elevate your coaching and inspire riders.

Catering Information

Throughout the conference, catering will be provided to ensure you're fueled for the sessions:

- **Morning and Afternoon Tea:** Tea, coffee, and a selection of light snacks.
- **Lunch:** A delicious meal with options to suit.
- **Coach Awards Presentation:** Enjoy nibbles and refreshments during the awards ceremony on Saturday afternoon at Christchurch RDA.

Event Highlights

Celebrating Coaching Excellence: NZPCA Coach Awards

The **Coach Awards Presentation** will be held on Saturday afternoon at NEC to honour and celebrate the exceptional contributions of Pony Club coaches across the country. This is a wonderful opportunity to acknowledge dedication, passion, and achievements while inspiring the next generation of leaders.

Awards Include:

- Long Service Coach Gold Award (25 years)
- North Island Coach of the Year
- North Island Young Coach of the Year
- First-Year Coach Nominees
- Centre Coach Nominees
- Young Coach of the Year & Coach of the Year Nominees

The **National AGM Conference in August** will celebrate national-level award recipients:

- NZPCA Coach of the Year
- NZPCA Young Coach of the Year
- NZPCA First-Year Coach of the Year
- NZPCA Centre Coach of the Year

Event Details

- **Date:** 24 & 25 May 2025
- **Venue:** [Christchurch RDA](#)
- **Accommodation:** Book where it suits your budget and needs.

Please note: There will be no awards dinner. All Coach Awards will be presented on Saturday afternoon at Christchurch RDA.

Registration Costs

NZPCA Members:

- Full Weekend: **\$300**
- One Day Only: **\$150**
- *5.5% Nominate fee applies*

Non-NZPCA Members:

- Full Weekend: **\$350**
- One Day Only: **\$175**
- *5.5% Nominate fee applies*

Funding Opportunities

Did you know you can apply for funding to cover costs, including travel and accommodation? Grants are available through organisations like **Pub Charities**. Check out Sport NZ's funding search for more details, and your Branch, Club, or Area can assist with this process. If flying, consider booking airfares early to avoid price hikes.

Registrations close on 17th May 2025. Spaces are limited, so register early to secure your spot!

We look forward to seeing you at the **Dynavite North Island Coaches Conference**—a valuable weekend of learning, sharing, and celebrating coaching excellence.

Number	Class	Status	Notes	Test	Fee
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Event Notes

Contact Details

What happens now?

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

What happens next?

- Your application will be processed and presented to the Board at the next appropriate meeting.
- Following the meeting a letter will be sent to notify you of the Board's decision and if successful an invoice and your organisation's bank account details will be requested. This information is required within 10 days of the Board decision.
- On receipt of this information payment will be processed to your organisation's bank account.

Groups applying for Board Discretionary Grants 2024/2025

Name of group: Year 6 - Ohoka Rugby Club

Address: [REDACTED]

Contact person within organisation: [REDACTED]

Position within organisation: Committee Member

Contact phone number: [REDACTED] Email: [REDACTED]

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

I am applying for a grant on behalf of the Ohoka Rugby Club for a group of Year 6 children. In September of this year the club is planning to attend the Global Games Rugby Tournament in Queenstown, we are seeking grant assistance with our fundraising for this trip. The funds from this grant will go towards the team apparel for this trip, that includes playing uniform as well as some casual attire so they can represent the club with pride!

What is the timeframe of the project/event? September 2025

Overall cost of project/event: \$45,000.00 Amount requested: \$750

How many people will directly benefit from this project? 25 children

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

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

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

Oxford-Ohoka 80% Rangiora-Ashley 20% Woodend-Sefton _____% Kaiapoi-Tuahiwi _____%

Other (please specify): _____

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

46

The tournament is something players have awaited for years, inspired by past attendees. The tournament offers more than just rugby as it broadens our players' horizons by fostering new friendships and exposing them to grassroots rugby beyond their regular club fixtures. This experience enhances their rugby skills but also helps develop essential relationship-building abilities, both within the club and with other teams, organising adults and of course their peers.

What is the benefit(s) to your organisation?

Our organisational benefit is that it upholds a tradition of attending this event across the club, this in turn will inspire this years teams in the Year 5 bracket to commence their early fundraising. This teaches the kids that hard work and determination around a goal can be achieved.

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

Benefits to the community show that through physical exercise and dedication to a sport will result in not only personal wellbeing and general fitness but this effort can be rewarded with something tangible and an experience they would not be offered otherwise.

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.

Southbridge Shield, food vendor - \$5,000.00 completed // "have your back" shirts - \$20,000.00, non-refundable deposit - \$6,000.00, club contribution - \$1,500.00 to come // BBQ's, raffles, quiz night, pie sales etc. all planned for in the coming season. We have applied to Youth Town for assistance in the travel costs for the event.

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

None at this time

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

If yes, please supply details:

If this application is declined, will this event/project still occur? ⁴⁷ ☒ Yes ☐ No

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

Enclosed ☒ Financial Information (*compulsory – your application cannot be processed without financial statements*)

☐ Bank Statement (*Bank Statements will remain confidential*)

☒ Supporting costs, quotes or event budgets

☒ Other supporting information

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

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

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

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

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

Signed: 

Date: 22 March 2025

Profit and Loss

Ohoka Rugby Football Club Incorporated
For the year ended 31 August 2024

Account	2024
Trading Income	
Auction night	25,047.76
Craft Fair Registrations	982.61
Donations	860.00
Gate Takings	0.00
Grants	3,158.82
Ground Hire	1,478.26
Interest income	1,933.60
Member's Contribution - Gear & Equipment	0.00
Other income	580.00
Quiz Night	(939.13)
Raffles	956.52
Sausage sizzle	0.00
Sponsorship	71,210.90
Sponsorship - 7's	869.57
Subscriptions - Junior	11,674.38
Subscriptions - Other	456.54
Subscriptions - Senior	6,678.24
Touch Registrations	17,850.09
Total Trading Income	142,798.16
Gross Profit	142,798.16
Other Income	
Prize Giving Night	3,095.69
Total Other Income	3,095.69
Operating Expenses	
Accountancy	3,569.30
Advertising	993.40
Affiliation fees - CRFU	(130.43)
Affiliation fees - MSC	8,610.87
Affiliation fees - NCRSU	2,600.00
Bank fees	12.54
Cleaning	2,340.00
Coaching expenses	0.00
Commission	594.58
Contractors	6,619.57
Depreciation	0.00
First aid	0.00
Food	30,775.06
Gear & equipment - Gym	2,173.91
Gear & equipment - Training	6,217.50
Gear & equipment - Uniforms	52,714.49
Gifts	386.96
Hire charges	1,945.86
Hospitality	251.30
Loss on Disposal of Fixed Assets	0.00
Other expenses	265.22
Prize giving	6,242.09
Repairs & maintenance	4,911.95
Social functions	700.00
Stationery	0.00
Subscriptions	1,774.01
Team expenses	4,716.27
Team photos	5,579.13
Travel expenses	2,960.87
Total Operating Expenses	146,824.45
Net Profit	(930.60)

Balance Sheet

Ohoka Rugby Football Club Incorporated
As at 31 August 2024

Account	31 Aug 2024
Assets	
Bank	
Westpac Bank - Cheque Account	21,381.60
Westpac Bank - Reserved Funds Account	27,518.29
Westpac Bank - Savings Account	34,769.07
Total Bank	83,668.96
Current Assets	
Accounts Receivable	31,450.00
Fund Raising - Trip Funds	(11,609.22)
Total Current Assets	19,840.78
Fixed Assets	
Accumulated depreciation - Fixtures & fittings	(8,583.24)
Accumulated depreciation - Motor vehicles	(920.29)
Accumulated depreciation - P&E	(26,572.88)
Fixtures & fittings	16,155.41
Motor vehicles	4,695.65
Plant & equipment	79,733.70
Total Fixed Assets	64,508.35
Total Assets	168,018.09
Liabilities	
Current Liabilities	
Accounts Payable	22,775.23
GST	(3,496.23)
Rounding	(0.01)
Total Current Liabilities	19,278.99
Non-current Liabilities	
Funds held on behalf of ORC Tour Queenstown	(4,850.00)
Total Non-current Liabilities	(4,850.00)
Total Liabilities	14,428.99
Net Assets	153,589.10
Equity	
Current Year Earnings	(930.60)
Retained Earnings	154,519.70
Total Equity	153,589.10

These accounts represent the internal records of Ohoka Rugby. They may differ slightly from financial accounts that are reviewed externally.

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

What happens next?

- Your application will be processed and presented to the Board at the next appropriate meeting.
- Following the meeting a letter will be sent to notify you of the Board's decision and if successful an invoice and your organisation's bank account details will be requested. This information is required within 10 days of the Board decision.
- On receipt of this information payment will be processed to your organisation's bank account.

Groups applying for Board Discretionary Grants 2024/2025

Name of group: Waimakariri Dog Training Club Inc

Address: Manderiville Sports Club, Manderiville

Contact person within organisation: [REDACTED]

Position within organisation: Vice President

Contact phone number: [REDACTED] Email: [REDACTED]

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

WOTC holds its largest Championship dog Agility show on 7th/8th June 2025. This show has competitors that travel from the North and South Island to come to it. Over the last 3 years we have had entries of up to 1300 and this year is looking to be having the same numbers. Because the cost of everything that it takes to make this show a success, we would like to ask for help towards the buying of the ribbons for prize giving.

What is the timeframe of the project/event? 7th/8th June - (show being run)

Overall cost of project/event: Ribbons \$1276.55 Amount requested: \$500

How many people will directly benefit from this project? Approx 130 attached cost of 2024 for cost for this show

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

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

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

Oxford-Ohoka 60 % Rangiora-Ashley 20 % Woodend-Sefton 5 % Kaiapoi-Tuahiwi 15 %

Other (please specify) People who travel to our show.

The ribbons are a crucial part of the show as it's reward & celebration for the competitors achievement

What is the benefit(s) to your organisation?

WDC is renowned for holding & running fantastic shows with great ribbons, but the cost of running this large show is going up, but we don't want to drop our standard

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

The benefits are that this is a sport that keeps people fit, also unites us with a connection for the love of dogs. Plus we are also working on our Juniors in the sport to also grow and develop into great handlers. It's good to be able to reward achievements

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.

We ^{are} not applying for any other funding for this course

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

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

If yes, please supply details:

Application is declined, will this event/project still occur? ☒ Yes ☐ No

What are the consequences to the community/organisation?

We will have to look at cheaper option of ribbons which will lower our standard. Also we will have to look at loosening the amount of ribbons that are presented, ie instead of 1st to 3rd place, we will only be able to go to 1st place. This also lowers our standard.

Enclosed ☒ Financial Information (compulsory – your application cannot be processed without financial statements)

☒ Bank Statement (Bank Statements will remain confidential)

☒ Supporting costs, quotes or event budgets

☒ Other supporting information

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

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

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

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

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

Signed: _____

Date: 16/4/25

I have attached a copy of the cost for running this show for 2024.



Quality Presentations

Free Phone 0800 108 009 - Fax 06 355 3756

Email - info@qualitypresentations.com

Web - qualitypresentations.com

16 April 2025

Jennifer Van Dijk
Waimakariri Dog Training Club
Email ; waimak.showsec@gmail.com

Dear Jennifer

We are delighted to submit our quotation to supply and print your sashes for the upcoming event:

123	Classified sashes (100mm x 1m – Jade print & fringe) Agility Event	\$7.45 + gst
26	Classified sashes (100mm x 1m – Navy print & fringe) Jumpers Event	\$7.45 + gst
3	Classified sashes (100mm x 1m – Navy print & fringe) Jumpers B 500 set	\$QP TREATS

Cost summary

149	Sashes	@\$7.45	\$1110.05
		Subtotal	\$1110.05
		GST	<u>\$ 166.50</u>
		TOTAL	<u>\$1276.55</u>

We are only a phone call away if you have any queries.

Kind regards
Jess

Statement of Financial Performance

Waimakariri Dog Training Club (Inc)
For the year ended 31 December 2024

'How was it funded?' and 'What did it cost?'

	NOTES	2024	2023
Revenue			
Revenue from championship shows and ribbon trials	1	26,858	25,800
Donations, fundraising and other similar revenue	1	2,843	4,035
Fees, subscriptions and other revenue from members	1	5,660	4,540
Interest, dividends and other investment revenue	1	315	301
Other revenue	1	60	541
Total Revenue		35,737	35,217
Expenses			
Costs related to championship shows and ribbon trials	1	25,748	21,055
Costs related to accessories and uniforms	2	28	-
Other expenses	2	15,460	15,006
Total Expenses		41,236	36,061
Surplus/(Deficit) for the Year		(5,499)	(844)

This statement has been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.

Statement of Financial Position

Waimakariri Dog Training Club (Inc)

As at 31 December 2024

'What the entity owns?' and 'What the entity owes?'

	NOTES	31 DEC 2024	31 DEC 2023
Assets			
Current Assets			
Bank accounts and cash	4	15,244	18,431
Inventory	4	-	28
Total Current Assets		15,244	18,459
Non-Current Assets			
Property, Plant and Equipment	6	21,037	19,753
Intangibles	14	33,370	35,333
Total Non-Current Assets		54,407	55,086
Total Assets		69,651	73,545
Liabilities			
Current Liabilities			
Show Income and Expenditure in Advance	5	3,864	2,259
Total Current Liabilities		3,864	2,259
Total Liabilities		3,864	2,259
Total Assets less Total Liabilities (Net Assets)		65,787	71,286
Accumulated Funds			
Accumulated surpluses or (deficits)	7	65,787	71,286
Total Accumulated Funds		65,787	71,286

This statement has been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.

Statement of Cash Flows

Waimakariri Dog Training Club (Inc)
For the year ended 31 December 2024

'How the entity has received and used cash'

	2024	2023
Cash Flows from Operating Activities		
Donations, fundraising and other similar receipts	2,843	4,035
Fees, subscriptions and other receipts from members	5,660	4,540
Receipts from championship shows and ribbon trials	28,392	26,803
Interest, dividends and other investment receipts	315	301
Cash receipts from other operating activities	60	541
Payments for championship shows and ribbon trials	(25,648)	(21,155)
Cash flows from other operating activities	(7,725)	(8,597)
Total Cash Flows from Operating Activities	3,898	6,469
Cash Flows from Investing and Financing Activities		
Receipts from sale of property, plant and equipment	400	-
Receipts from sale of investments	1,963	1,963
Payments to acquire property, plant and equipment	(2,111)	(2,219)
Cash Flows from Other Investing and Financing Activities		
Buildings	(7,336)	-
Total Cash Flows from Investing and Financing Activities	(7,084)	(256)
Net Increase/ (Decrease) in Cash	(3,187)	6,213
Cash Balances		
Cash and cash equivalents at beginning of period	18,431	12,217
Cash and cash equivalents at end of period	15,244	18,431
Net change in cash for period	(3,187)	6,213

This statement has been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.

Notes to the Performance Report

Waimakariri Dog Training Club (Inc)
For the year ended 31 December 2024

	2024	2023
1. Analysis of Revenue		
Donations, fundraising and other similar revenue		
Display Income	450	650
Donations, Grants & Subsidies Received	-	2,042
Fundraising - Other	2,393	1,343
Total Donations, fundraising and other similar revenue	2,843	4,035
Fees, subscriptions and other revenue from members		
Members Subscriptions	3,120	2,800
Joining Fees	140	140
Training Fees	2,400	1,600
Total Fees, subscriptions and other revenue from members	5,660	4,540
Championship Shows		
Revenue from Championship Shows		
Entry Money	22,873	21,666
Catering Income	2,577	2,346
Raffles	658	599
Other	180	256
Total Revenue from Championship Shows	26,288	24,867
Championship Shows Expenditure		
NZKC Levies	(3,884)	(3,632)
Judges Expenses	(4,299)	(3,419)
Ribbons	(3,588)	(3,403)
Prizes	(7,920)	(5,930)
Refunds	(717)	(863)
Show Schedules	(380)	(380)
Venue Hire	(1,630)	(1,430)
Catering Expenses	(300)	(279)
Other Expenses	(2,402)	(1,266)
Float	(100)	-
Total Championship Shows Expenditure	(25,220)	(20,602)
Total Championship Shows	1,068	4,265
Ribbon Trials		
Revenue from Ribbon Trials		
Entry Money	483	803
Catering Income	87	128
Other	-	2
Total Revenue from Ribbon Trials	570	933
Ribbon Trial Expenditure		
Ribbons	(528)	(318)



Account Balances

This is a summary of accounts. Click any Account Name to see its transaction list.

Waimakariri Dog Training Club

Accounts

Account Name	Account Number	Current Balance	Money Available	Limit
Non Profit Organisation		\$15,399.21 CR	\$15,399.21 CR	\$0.00 CR



Not sure which account is which? Add your own [online nicknames](#) to help you tell them apart.

Need to update your users, or access other accounts? [Click here](#) for our forms and more information.

Business Online Helpdesk 0800 337 522

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

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

Spreadsheet Showing Oxford-Ohoka Community Board Discretionary Grant for the 2023/24 Financial Year

	Meeting considered	Group	Project	Accountability Received	Amount Requested	Amount Granted	Running Balance
Oxford-Ohoka Community Board 10.139.100.2410			2023/24 \$0,120 + Carryover \$ 39 =				\$ 6,159.00
	2-Aug	Oxford Land Search and Rescue	Radio handset, protective case and charger	5.9.2023	\$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	15-May-24	\$404	\$404	\$ 4,715.00
	6-Sep	Waimakariri Dog Club	Purchase of two measuring wheels	11-Oct-23	\$500	\$500	\$ 4,215.00
	6-Sep	Oxford Dark Sky Group	purchase light metre	12/20/2023	\$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	9-May-24	\$500	\$278.84	\$ 3,436.16
	6-Sep	Standardbred Stable to Stirrup Charitable Trust	Towards monogrammed patches for clothing and horse gear	10.10.2023	\$470	\$470	\$ 2,966.16
	6-Dec	Ohoka Rugby Club	Towards replacement weights		\$500	Declined	\$ 2,966.16
	6-Dec	Clarkville Playcentre	Towards a replacement printer/copier	2-Apr-24	\$469	\$469	\$ 2,497.16
	3-Apr	North Canterbury Pony Club	Towards St John's Ambulance services	18-Oct-24	\$500	\$500	\$ 1,997.16
	8-May	Swannanoa Home and School Committee	towards picnic tables	25-Jul-24	\$760	\$750	\$ 1,247.16
	5-Jun	Oxford Football Incorporated	towards hiring the hockey turf at Mainpower Stadium		\$1,000	withdrawn	\$ 1,247.16
	5-Jun	Oxford Promotion Action Committee	Towards lighting the tree by the library for Matriki	24-Jul-24	\$750	\$750	\$ 497.16

GOVERNANCE

Oxford-Ohoka Community Board Discretionary Grant Application

Information to assist groups with their application

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

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

The Board cannot accept applications from individuals. All funding is paid to community-based project groups, non-profit community organisations, registered charities or incorporated societies. Council funding is publicly accountable therefore the Board needs to demonstrate to the community where funding is going and what it is being spent on.

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

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

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

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