

Agenda

Kaiapoi-Tuahiwī Community Board

Monday 17 November 2025

5pm

Kaikanui Room
Ruātaniwha Kaiapoi Civic Centre
176 Williams Street, Kaiapoi

Members:

Jackie Watson (Chairperson)

Russell Keetley (Deputy Chairperson)

Tim Bartle

Abbie Campbell

Henrietta Carroll

Philip Redmond

Sandra Stewart



WAIMAKARIRI
DISTRICT COUNCIL

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AGENDA FOR THE MEETING OF THE KAIAPOI-TUAHIWI COMMUNITY BOARD TO BE HELD IN THE KAIKANUI ROOM, RUATANIWHA KAIAPOI CIVIC CENTRE, 176 WILLIAMS STREET, KAIAPOI ON MONDAY 17 NOVEMBER 2025 AT 5PM.

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

	<u>BUSINESS</u>	<i>PAGES</i>
1	<u>APOLOGIES</u>	
2	<u>CONFLICTS OF INTEREST</u>	
3	<u>CONFIRMATION OF MINUTES</u>	
3.1	<u>Minutes of the Kaiapoi-Tuahiwi Community Board – 30 October 2025</u>	10-13
	<i>RECOMMENDATION</i>	
	THAT the Kaiapoi-Tuahiwi Community Board:	
	(a) Confirms the circulated Minutes of the Kaiapoi-Tuahiwi Community Board Inaugural meeting, held 30 October 2025, as a true and accurate record.	
3.2	<u>Matters Arising (From Minutes)</u>	
4	<u>DEPUTATIONS AND PRESENTATIONS</u>	
	Nil.	
5	<u>ADJOURNED BUSINESS</u>	
	Nil.	

6 **REPORTS**

6.1 **Proposed Changes to Ohoka Road Line Markings – Kieran Straw (Civil projects Team Leader) and Joanne McBride (Roding and Transport Manager)**

14-21

RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. 250825156479.

AND

THAT the Kaiapoi-Tuahiwi Community Board recommends:

THAT the Utilities and Roding Committee:

- (b) **Approves** the proposed line marking changes (Trim: 250903167205).
- (c) **Notes** that the estimated cost associated with the proposed line marking changes is \$1,600, and this will be funded through the Traffic Services budget (GL 10.270.583.2500)
- (d) **Notes** that the proposed line marking changes are in accordance with the Engineering Code of Practice.
- (e) **Notes** that there is no change to on-street parking as a result of the proposed changes.

6.2 **Road Naming – Lime Developments Limited – Scott Morrow (Rates Officer – Property Specialist)**

22-33

RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. 251031207781.
- (b) **Approves** the following proposed road name for new private Right of Way as shown on the attached plan Trim: 251031207769).
- i. Booker Lane (Pvt).
- (c) **Notes** the name has been taken from the Kaiapoi list of pre-approved Road Names. The abbreviation (Pvt) is noted on the road name blade to indicate a private roadway.

6.3 **Kaiapoi Domain Volleyball Net – Chrissy Taylor-Claude (Parks Officer) and Grant McLeod (Greenspace Manager)**

34-42

RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. 250806145167.
- (b) **Approves** installation of a volleyball net in Kaiapoi Domain in Location 3.
- (c) **Approves** allocating up to \$5,000 excluding GST of funding from the Board's General Landscaping Budget for the 2025/2026 Financial Year towards the installation of the volleyball posts and net.
- (d) **Notes** there is currently \$70,438 unallocated in the Board's General Landscaping Budget. While the Board has expressed interest in using these funds for town entrance signage, no formal decision has been made, pending the outcome of the Woodend bypass.
- (e) **Notes** the surface will remain as grass, unless fundraising is undertaken at which time approval would be sought from Kaiapoi Tuahiwi Community Board to install a different surface.
- (f) **Notes** the volleyball posts and net would become a Council asset and are proposed to come under Council's existing maintenance contract and has sufficient budget available if any work on the posts or net is required (10.538.811.2507). No additional budget will be required for maintenance and there will be no increase to rates.
- (g) **Notes** the asset will need to be included in Councils asset renewal programme and this cost can be included in the programmed Greenspace budgets in future Annual Plans/ Long Term Plans.
- (h) **Notes** that in April 2025 staff presented a report to the Kaiapoi Tuahiwi Community Board to approve consultation on installation of a volleyball net in Kaiapoi Domain.

6.4 **Appointment to Advisory Groups and Outside Organisations – Kay Rabe (Governance Adviser)**

43-49

RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. 250923180478.
- (b) **Approves** the appointment of Board Memberas a Board representative and liaison person, to the Waimakariri Health Advisory Group.
- (c) **Approves** the appointment of Board Memberas a Board representative and liaison person, to GreyPower, North Canterbury.
- (d) **Approves** the appointment of Board Memberas a Board representative and liaison person, to the Waimakariri Access Group.
- (e) **Approves** the appointment of Board Memberas a Board representative and liaison person, to the Kaiapoi Promotions Association.
- (f) **Approves** the appointment of Board Member as a Board representative and liaison person, to Kaiapoi and Districts Historical Society.
- (g) **Approves** the appointment of Board Member as a Board representative and liaison person, to the Kaiapoi Landmarks Team.
- (h) **Approves** the appointment of Board Memberas a Board representative and liaison person, to the Waimakariri Arts Trust.
- (i) **Approves** the appointment of Board Memberas a Board representative and liaison person, to the Northern Bulldogs Rugby League Club.
- (j) **Approves** the appointment of Board Member as a Board representative and liaison person, to the Darnley Club.
- (k) **Approves** the appointment of Board Member as a Board representative and liaison person, to the Pines-Kairaki Beach Association.
- (l) **Approves** the appointment of Board Member as the Board representative and liaison person to Northern Pegasus Bay Advisory Group.
- (m) **Approves** the appointment of Board Member as a Board representative and liaison person to the Heritage and Mahinga Kai Joint Working Group.
- (n) **Approves** the appointment of Board Member as a Board representative and liaison person, to the Silverstream Advisory Group.
- (o) **Approves** the appointment of Board Member as a Board representative and liaison person, to Clarkville Rural Drainage Advisory Group.
- (p) **Approves** the appointment of Board Memberas a Board representative and liaison person, to the Central Rural Drainage Advisory Group.
- (q) **Approves** the appointment of Board Memberas a Board representative and liaison person, to the Coastal Rural Drainage Advisory Group.

6.5 **Applications to the Kaiapoi-Tuahiwi Community Board's 2025/26 Discretionary Grant Fund – Kay Rabe (Governance Adviser)**

50-120

RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** report No. 250930185516.
- (b) **Approves** a grant of \$..... to the Mahi Mātātoa Trust towards the cost of first aid training for committee members.

OR

- (c) **Declines** the application from the Mahi Mātātoa Trust.
- (d) **Approves** a grant of \$..... to the Noaia Charitable Trust towards the cost of equipment and promotion.

OR

- (e) **Declines** the application from the Noaia Charitable Trust.
- (f) **Approves** a grant of \$..... to Comcol North Canterbury towards the cost of labour and materials to construct a mounting block.

OR

- (g) **Declines** the application from Comcol North Canterbury.

7 CORRESPONDENCE

Nil.

8 CHAIRPERSON'S REPORT

8.1 **Chairperson's Report for October 2025**

The Chairperson will provide a verbal update.

RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** the verbal report from the Kaiapoi-Tuahiwi Community Board Chairperson.

9 MATTERS REFERRED FOR INFORMATION

9.1 **Minor Amendments to the Northern Pegasus Bay Bylaw – Report to Council Meeting 2 September 2025 – Circulates to all Boards**

9.2 **Amendments to Standing Orders for Council, Committees, Sub-Committees, Joint Committees and Hearing Panels – Report to Council Meeting 2 September 2025 – Circulates to all Boards.**

9.3 **Health, Safety and Wellbeing Report July 2025 to Current – Report to Council Meeting 2 September 2025 – Circulates to all Boards**

9.4 **Proposed Amendments to Roding and Stockwater Bylaw and Policies for Consistency with District Plan Decisions – Report to Council Meeting 30 September 2025 – Circulates to all Boards**

9.5 **Council Submissions to Central Government Consultations for August and September 2025 – Report to Council Meeting 30 September 2025 – Circulates to all Boards.**

- 9.6 Health, Safety and Wellbeing Report August 2025 to Current – Report to Council Meeting 30 September 2025 – Circulates to the Kaiapoi-Tuahiwi Community Board.
- 9.7 Appointment of Portfolio Holders – Report to Council Meeting 29 October 2025 – Circulates to all Boards.
- 9.8 Council Meeting Schedule November 2025 – December 2026 – Report to Council Meeting 29 October 2025 – Circulates to all Boards.
- 9.9 Approval of the Welcoming Waimakariri Plan for Public Consultation – Report to the Community and Recreation Committee Meeting 16 September 2025 – Circulates to all Boards.
- 9.10 Analysis of Youth Action Plan Early Engagement Responses – Report to Community and Recreation Committee Meeting 16 September 2025 – Circulates to all Boards.
- 9.11 Aquatics September Update – Report to Community and Recreation Committee Meeting 16 September 2025 – Circulates to all Boards.
- 9.12 Libraries Update to September 2025 – Report to Community and Recreation Committee Meeting 16 September 2025 – Circulates to all Boards.
- 9.13 Avian Botulism Management 2024/25 and a Bird Deterrent Proposal – Report to Utilities and Roding Committee Meeting 16 September 2025 – Circulates to all Boards.
- 9.14 Accountability Reporting for Waimakariri Biodiversity Trust Funding 2024/25 – Report to Utilities and Roding Committee Meeting 16 September 2025 – Circulates to all Boards.
- 9.15 May 2025 Flood Recovery Progress Update and Project Update on Infrastructure Resilience Fund for 2024/25 and 2025/26 – Report to Utilities and Roding Committee Meeting 16 September 2025 – Circulates to all Boards.

RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board

- (a) Receives the information in Items 9.1 to 9.15.

Note:

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

10 MEMBERS' INFORMATION EXCHANGE

The Board Adviser will outline best practice principles for this item for future meetings.

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.

Written information submitted by members is included in the agenda.

11 CONSULTATION PROJECTS

11.1 Welcoming Waimakariri

<https://letstalk.waimakariri.govt.nz/welcoming-waimakariri>

Consultation closes Wednesday 19 November 2025.

12 BOARD FUNDING UPDATE

12.1 Board Discretionary Grant

Balance as at 31 October 2025: \$7,614.

12.2 General Landscaping Budget

Balance as at 31 October 2025: \$29,290, with carry forward to be calculated.

13 MEDIA ITEMS

14 QUESTIONS UNDER STANDING ORDERS

15 URGENT GENERAL BUSINESS UNDER STANDING ORDERS

NEXT MEETING

The next meeting of the Kaiapoi-Tuahiwi Community Board is scheduled for 5pm, Monday 8 December 2025 in the Kaikanui Room, Ruataniwha Kaiapoi Civic Centre, 176 Williams Street, Kaiapoi.

Workshop

- *Members Forum*
(This item is for members to raise concerns/issues for an informal discussion with other Board members.)

**MINUTES FOR THE INAUGURAL MEETING OF THE KAIAPOI-TUAHIWI COMMUNITY BOARD
HELD IN THE KAIKANUI ROOM, RUATANIWHA KAIAPOI CIVIC CENTRE, 176 WILLIAMS
STREET, KAIAPOI, ON THURSDAY, 27 OCTOBER 2022 AT 1.30PM.**

PRESENT

J Watson (Chairperson), R Keetley (Deputy Chairperson), T Bartle, A Campbell, H Carroll, P Redmond, S Stewart

IN ATTENDANCE

B Cairns (Kaiapoi-Woodend Ward Councillor), S Powell (Kaiapoi-Woodend Ward Councillor),

J Millward (Chief Executive), C Brown (Manager Community and Recreation), K Rabe (Governance Advisor) and A Connor (Governance Support Officer).

There were no members of the public present.

At the commencement of the meeting, the Chief Executive, J Millward, took the Chair and welcomed the newly elected Board members and the members of the public to the inaugural meeting of the fourth term of the Kaiapoi-Tuahiwi Community Board.

1 APOLOGIES

There were no apologies

2 CONFLICTS OF INTEREST

There were no conflicts of interest

3 BOARD MEMBERS' DECLARATIONS

3.1 Local Government Act 2002 - Schedule 7 – Clause 14: Declaration by Member

The Chief Executive invited elected members to read and sign their declarations as required in terms of Schedule 7 of the Local Government Act, 2002, which was witnessed and signed by the Chief Executive.

Declaration by Community Board members:

I, (name), declare that I will faithfully and impartially, and according to the best of my skill and judgement, execute and perform, in the best interests of the Kaiapoi-Tuahiwi community, the powers, authorities, and duties vested in or imposed upon me as Member of the Kaiapoi-Tuahiwi Community Board by virtue of the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, or any other Act.

Dated at: Kaiapoi on 30 October 2025

Signature:

Signed in the presence of:

[J Millward]

The Community Board members who read the oath were Tim Bartle, Abbie Campbell, Henrietta Carroll, Russell Keetley, Philip Redmond, Sandra Stewart and Jackie Watson.

To ensure comprehensive representation and effective information sharing across the entire ward, the Chief Executive extended an invitation to the two remaining Kaiapoi-Woodend Ward Councillors, T Bartle and S Powell, to join the Kaiapoi-Tuahiwi Community Board table. The Councillors would have speaking rights at Board meetings but would not hold voting rights.

4 **REPORTS**

4.1 **Appointment of Chairperson and Deputy Chairperson – K Rabe (Governance Advisor)**

J Millward introduced the report and explained the process for the Chair and Deputy Chair election process.

The Chief Executive called for nominations for the position of Chairperson.

T Bartle believed that J Watsons and R Keetley should share the role of Chairperson and Deputy Chairperson during the 2025-28 triennial. He highlighted the advantages of allowing an experienced Chair to pass on knowledge and advice to the Deputy Chair which would provide a smooth succession and continuity moving forward especially as J Watson had indicated that she was unlikely to seek re-election during the next election period.

P Redmond endorsed T Bartles view, noting he was participating in a similar arrangement in the role of Deputy Mayor for the Council.

H Carroll appreciated the sentiment behind sharing the role however queried if there was provision within the Act to allow for to happen. J Millward replied that staff had investigated the matter during the previous term when a similar situation had occurred with the Oxford-Ohoka Community Board. It was emphasised that co-chairing was not allowed however the role could be split with distinct time periods set as to when each person was in the Chairperson and Deputy Chairperson role.

Moved: T Bartle

Seconded: P Redmond

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No: 250702119849.
- (b) **Resolves** to call for nominations of Chairperson and Deputy Chairperson and uses System (A) for voting in the event of more than one member being nominated.

AND

- (c) **Appoints** Board Member J Watson as the first Chairperson of the Kaiapoi-Tuahiwi Community Board for the first half of the 2025-28 triennial term to take immediate effect from 30 October 2025 until 30 April 2027.
- (d) **Notes** that the remuneration of the Chairperson will be appropriately adjusted as from 31 October 2025.

CARRIED

The Chief Executive then vacated the Chair in favour of the elected Chairperson, J Watson.

When considering the appointment of Deputy Chairperson, S Stewart suggested that she would like to see a further learning experience be offered and moved that once R Keetley became Chair that H Carroll become the Deputy Chair rather than it going to J Watson, as previously initiated. This could stand the Board in good stead in the future.

Moved: S Stewart

Seconded: A Campbell

- (e) **Appoints** Board Member R Keetley as Deputy Chairperson of the Kaiapoi-Tuahiwi Community Board for the first half of the 2025-28 triennial term to take immediate effect from 30 October 2025 until 30 April 2027.
- (f) **Appoints** Board Member H Carroll as Deputy Chairperson of the Kaiapoi-Tuahiwi Community Board for the second half of the 2025-28 triennial term to take immediate effect from 1 May 2027 until the end of the 2025-2028 triennial term in October 2028.

CARRIED

P Redmond abstained

S Stewart felt calling on experience and expertise already present and upskilling newer members was vital.

4.2 **Local Government Act – First Meeting Following the Triennial General Election Requirements – J Millward (Acting Chief Executive)**

K Rabe took the report as read.

Moved: J Watson

Seconded: T Bartle

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** report No 250805144001.
- (b) **Receives** legislative material that has been circulated.

CARRIED

4.3 **Elected Member Code of Conduct and Standing Orders – S Nichols (Governance Manager)**

K Rabe stated legislative change were expected in early 2026 which would influence the standing orders at which time the Board would undertake a review.

Moved: P Redmond

Seconded: R Keetley

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** report No 250805143924.
- (b) **Receives** the 2025 Elected Members Code of Conduct (Trim 230918145779).
- (c) **Adopts** the 2025 Orders Standing Orders for Community Boards (Trim 251013193983), effective from 30 October 2025.

CARRIED

P Redmond acknowledged the importance of these operating documents for the Board.

4.4 **Meeting and Workshop Dates for 2025/2026 – T Kunkel (Governance Team Leader)**

K Rabe took the report as read.

Moved: S Stewart

Seconded: J Watson

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** report No. 250703120657.
- (b) **Resolves** to hold Board meetings at the Ruataniwha Kaiapoi Civic Centre, Williams Street, Kaiapoi, commencing at 5pm, on the following dates:
 - 17 November 2025
 - 8 December 2025
 - 16 February 2026
 - 16 March 2026
 - 20 April 2026
 - 18 May 2026
 - 15 June 2026
 - 20 July 2026
 - 17 August 2026
 - 21 September 2026
 - 19 October 2026
 - 16 November 2026
 - 14 December 2026

CARRIED

5 QUESTIONS UNDER STANDING ORDERS

Nil

6 URGENT GENERAL BUSINESS UNDER STANDING ORDERS

Nil.

4.1 NEXT MEETING

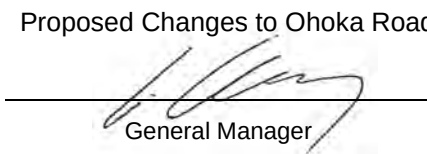
The first ordinary meeting of the Kaiapoi-Tuahiwi Community Board is scheduled for 5pm, Monday 17 November at the Ruataniwha Kaiapoi Civic Centre.

THERE BEING NO FURTHER BUSINESS, THE MEETING WAS CLOSED AT 9.36pm.

CONFIRMED

Chairperson

Date

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION****FILE NO and TRIM NO:** RDG-08-09 / 250825156479**REPORT TO:** KAIAPOI TUAHIWI COMMUNITY BOARD**DATE OF MEETING:** 17 November 2025**AUTHOR(S):** Kieran Straw – Civil Projects Team Leader
Joanne McBride – Roading and Transportation Manager**SUBJECT:** Proposed Changes to Ohoka Road Line Markings**ENDORSED BY:**
(for Reports to Council,
Committees or Boards)
General Manager
Chief Executive**1. SUMMARY**

- 1.1. This report is seeking approval of proposed line marking changes along Ohoka Road, in conjunction with the planned routine resealing which is programmed for the upcoming sealing season.
- 1.2. The planned reseal provides an opportunity to put back line marking in accordance with the Engineering Code of Practice, and to install markings which have previously been requested by and discussed with the Community Board.
- 1.3. The proposed changes would include the following:
 - 1.3.1. Installation of 1.8m cycle lanes between Williams Street and the Kaiapoi High School.
 - 1.3.2. Removal of the existing painted median (between Williams Street and Peraki Street)
- 1.4. The changes can be accommodated within the existing carriageway without the need for any No Stopping line to be installed and does not impact any on-street parking.
- 1.5. The above is considered a pragmatic way to improve the level of service for cyclists in this area, without any significant additional cost over the status quo option, as there is no water blasting required to remove the flush median (due to resealing).

Attachments:

- i. Proposed Line Marking Plan (Trim No. 250903167205)

2. RECOMMENDATION**THAT** the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. 250825156479.

*AND***THAT** the Kaiapoi-Tuahiwi Community Board recommends:**THAT** the Utilities and Roading Committee:

- (b) **Approves** the proposed line marking changes (Trim: 250903167205).

- (c) **Notes** that the estimated cost associated with the proposed line marking changes is \$1,600, and this will be funded through the Traffic Services budget (GL 10.270.583.2500)
- (d) **Notes** that the proposed line marking changes are in accordance with the Engineering Code of Practice.
- (e) **Notes** that there is no change to on-street parking as a result of the proposed changes.

3. **BACKGROUND**

- 3.1. Ohoka Road is an east-west arterial road in Kaiapoi that carries approximately 7,000 vehicles per day. It serves as connection between Williams Street and the Kaiapoi Town Centre to the east, and the Motorway, and Silverstream to the west.
- 3.2. The extent of the planned reseal is approximately 800m between the Williams Street roundabout and, and the intersection of Robert Coup Road, near the Kaiapoi High School.
- 3.3. Ohoka Road has a width of 14.1m, and east of Peraki Street, the existing line marking layout includes a 1.5m painted median.
- 3.4. Painted medians are not a requirement of the Waimakariri District Council's Engineering Code of Practice, however they are often found on roads with high traffic volumes, high vehicle turning movements (into commercial or industrial properties), or roads where excess road widths have led to higher traffic speeds.
- 3.5. The proposed line marking layout seeks to re-allocate the road width by replacing the current painted median with cycle lanes between Williams Street and the High School.
- 3.6. In 2019, there was a proposal to that was consulted on to install cycle lanes in Ohoka Road. This consultation was required due to the need to remove on-street car parking. However since this consultation, Council have proceeded with an upgrade of the Peraki Street intersection (as required for the Peraki St cycleway), and with the installation of pedestrian crossing outside the High School. Both of these projects included parking restrictions, and as a result, to complete the on-road cycle lanes, no further on-street parking is required to be removed.
- 3.7. The 2019 cycle lane proposal never eventuated as about this time, Council was consulting on the district wide Walking & Cycling Network Plan. This plan proposed a higher level of service for Ohoka Road, such as a separated cycle facility.
- 3.8. Council approved the Cycle Network Plan in September 2022.
- 3.9. It is unlikely that a shared separated cycle provision would be progressed in Ohoka Road in the short to medium term, and as such the planned reseal presents an opportunity to provide on road cycle lanes for cyclists, without contributing any additional cost, due to the planned reseal.

4. **ISSUES AND OPTIONS**

- 4.1. There are two options available to the Community Board:

4.1.1. Option One – Retain the Status Quo

This option seeks to reinstate the existing line marking on Ohoka Road, like for like, following the planned reseal.

This option is not recommended as there is an opportunity available to bring the line marking into accordance with the Engineering Code of Practice, without adversely impacting parking for residents of Ohoka Road.

4.1.2. Option Two - Proceed with amended line marking plan

This option seeks to install a more appropriate cross section along the length of Ohoka Road, catering to a wider range of road users.

This option brings the road layout into alignment with the Engineering Code of Practice, and allows for the following cross section:

- 2.1m (min) on street parking (including kerb fender)
- 1.8m cycle lane
- 3.2m traffic lane
- 3.2m traffic lane
- 1.8m cycle lane
- 2.1m (min) on street parking (including kerb fender)

This is the recommended option as it provides dedicated on road cycle lanes for cyclists using the road, although the total quantity of line marking results in additional predicted expenditure of \$1,600 when compared to Option One.

- 4.2. There are implications on community wellbeing by the issues and options that are the subject matter of this report. The addition of walking and cycling infrastructure encourages a greater uptake of walking and cycling, both for commuters and recreation.

An uptake in walking and cycling also contributes to improved health and wellbeing of members within the community.

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

5. **COMMUNITY VIEWS**

5.1. **Mana whenua**

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

5.2. **Groups and Organisations**

There are groups and organisations likely to be affected by, or to have an interest in the subject matter of this report.

Consultation regarding the wider Walking and Cycling Network Plan, including Ohoka Road, was carried out in 2022, with a large proportion of respondents (82%) favouring an increase in investment from Council towards constructing walking and cycling infrastructure.

Utilising planned reseals as a mechanism to deliver some of these improvements is a low cost and effective way to contribute towards the approved plan.

5.3. **Wider Community**

The wider community is likely to be affected by, or to have an interest in the subject matter of this report.

The consultation carried out in 2022 was district wide and received 117 submissions. As mentioned above, a large proportion of respondents (82%) favouring an increase in investment from Council towards constructing walking and cycling infrastructure.

In regard to residents of Ohoka Road, it is proposed to include information regarding the updated line marking layout, along with the reasons for this, as part of the pre-reseal information notice.

6. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

6.1. **Financial Implications**

There are financial implications of the decisions sought by this report.

The proposed line marking plan requires additional line marking over and above the existing layout resulting in a minor increase in line marking costs of \$1,600, which will be funded through the Traffic Services budget, (GL 10.270.583.2500) which has a total budget of \$63,804.00.

6.2. **Sustainability and Climate Change Impacts**

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

Creating a safe and accessible walking and cycling network, which comes with improving infrastructure, increases the uptake of these activities for both recreational and commuter users. This results in a subsequent decrease in the number of people using single occupancy vehicles, particularly for shorter trips. This comes with many benefits, including health and the reduction of greenhouse gas emissions.

6.3 **Risk Management**

There are risks arising from the adoption/implementation of the recommendations in this report.

Residents along the length of Ohoka Road may view the removal of the existing painted median as a negative, however the benefit of the median is limited to individual properties, rather than the wider community.

The median is 1.5m wide, and insufficient to be formally used as a vehicle refuge. Furthermore, with 7,000 vehicles per day, the traffic volumes are insufficient to justify a painted median / refuge. By way of comparison, Williams Street (north of Smith Street) has an ADT of 8,500, and Smith Street has an ADT 6,500 without the presence of painted refuges.

6.4 **Health and Safety**

There are health and safety risks arising from the adoption/implementation of the recommendations in this report.

Installation of on-road cycle lanes are the lowest level of service (excluding the status quo) available to people on bikes. Even so, there are health and safety benefits associated with this by allowing people on bikes to have dedicated lanes making cyclists more predictable to motorists.

7. **CONTEXT**

7.1. **Consistency with Policy**

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

7.2. **Authorising Legislation**

The Local Government Act is relevant to this report.

7.3. Consistency with Community Outcomes

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

Social

A place where everyone can have a sense of belonging...

- *Public spaces are diverse, respond to changing demographics and meet local needs for leisure and recreation.*
- *Council commits to promoting health and wellbeing and minimizing the risk of social harm to its communities.*
- *Our community has access to the knowledge and skills needed to participate fully in society and to exercise choice about how to live their lives.*

Economic

...and is supported by a resilient and innovative economy.

- *Infrastructure and services are sustainable, resilient, and affordable.*
- *Our district readily adapts to innovation and emerging technologies that support its transition to a circular economy.*

Environmental

...that values and restores our environment...

- *People are supported to participate in improving the health and sustainability of our environment.*
- *Land use is sustainable; biodiversity is protected and restored.*
- *Our district is resilient and able to quickly respond to and recover from natural disasters and the effects of climate change.*
- *Our district transitions towards a reduced carbon and waste district.*
- *The natural and built environment in which people live is clean, healthy and safe.*
- *Our communities are able to access and enjoy natural areas and public spaces.*

7.4. Authorising Delegations

- 7.4.1. The Community Boards are responsible for considering any matters of interest or concern within their ward area and making a recommendation to Council.
- 7.4.2. The Utilities and Roading Committee have the authority to make the decision on behalf of Council.



REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	FOR INFORMATION	GK	KS	---	26/08/2025

SURVEYED	GK	26/08/2025	PROJECT No	PD000353
DRAWN	GK	26/08/2025	CON No	
DRAWING CHKD	KS	XX/08/2025	SCALE (A3)	1:1000
DESIGNED		26/08/2025	DATUM ORIGIN	
DESIGNED CHKD	KS	XX/08/2025	HORIZONTAL	NZTM GD2000
APPROVED	---	--/--/2020	VERTICAL	



PROJECT	OHOKA ROAD RESEAL
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SHEET TITLE	PROPOSED LINEMARKING PLAN
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FOR INFORMATION	
NOT FOR CONSTRUCTION	
DRAWING	4645
SHEET	01
REVISION	A



REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	FOR INFORMATION	GK	KS	---	26/08/2025

SURVEYED	GK	26/08/2025	PROJECT No	PD000353
DRAWN	GK	26/08/2025	CON No	
DRAWING CHKD	KS	XX/08/2025	SCALE (A3)	1:1000
DESIGNED	KS	26/08/2025	DATUM ORIGIN	
DESIGNED CHKD	KS	XX/08/2025	HORIZONTAL	NZTM GD2000
APPROVED	---	--/--/2020	VERTICAL	



PROJECT	OHOKA ROAD RESEAL
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SHEET TITLE	PROPOSED LINEMARKING PLAN
-------------	---------------------------

FOR INFORMATION NOT FOR CONSTRUCTION	
DRAWING	4645
SHEET	REVISION
02	A



KEY

RESEAL EXTENTS

- NOTES**
- 1. ALL LINE MARKING TO BE IN ACCORDANCE WITH WAKA KOTAHĪ'S TRAFFIC CONTROL DEVICES (TCD) MANUAL.
 - 2. ALL WORKS TO BE IN ACCORDANCE WITH THE WAIMAKARIRI DISTRICT COUNCIL'S ENGINEERING CODE OF PRACTICE.

REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	FOR INFORMATION	GK	KS	---	26/08/2025

SURVEYED			PROJECT No	PD000353
DRAWN	GK	26/08/2025	CON No	
DRAWING CHKD	KS	XX/08/2025	SCALE (A3)	1:1000
DESIGNED		26/08/2025	DATUM ORIGIN	
DESIGNED CHKD	KS	XX/08/2025	HORIZONTAL NZTM GD2000	
APPROVED	---	--/--/2020	VERTICAL	



PROJECT	OHOKA ROAD RESEAL
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SHEET TITLE	PROPOSED LINEMARKING PLAN
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FOR INFORMATION NOT FOR CONSTRUCTION	
DRAWING	4645
SHEET	REVISION
02	A

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION**

FILE NO and TRIM NO: RDG-26/ GOV-26-08-06/ 251031207781

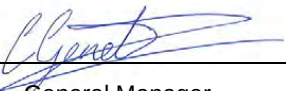
REPORT TO: KAIAPOI-TUAHIWI COMMUNITY BOARD

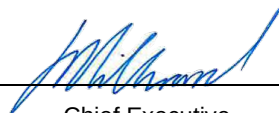
DATE OF MEETING: 17 November 2025

AUTHOR(S): Scott Morrow Rates Officer – Property Specialist

SUBJECT: Road Naming – Lime Developments Limited

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


General Manager


Chief Executive

1. SUMMARY

- 1.1. This report seeks a decision by the Kaiapoi-Tuahiwi Community Board to approve a new road name for private Right of Way as part of a comprehensive residential development of 11 residential lots in Kaiapoi as part of stage 7 of the Silverstream subdivision.
- 1.2. The land parcel being developed is Lot 136 DP 606683 which is known as 46 Penney Avenue in Kaiapoi.

Attachments:

- i. Plan of the subdivision showing the new roads to be named. (Trim 251031207769)
- ii. Waimakariri District Council Naming Policy. (Trim 230321039443)
- iii. Pre-approved Road Naming List for Kaiapoi. (Trim 221026186036)

2. RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. 251031207781.
- (b) **Approves** the following proposed road name for new private Right of Way as part as shown on the attached plan (Trim: 251031207769).
 1. Booker Lane (Pvt).
- (c) **Notes** the name has been taken from the Kaiapoi list of pre-approved Road Names. The abbreviation (Pvt) is noted on the road name blade to indicate a private roadway.

3. BACKGROUND

- 3.1 The developer, Lime Developments Limited is undertaking a comprehensive residential development which is part of 46 Penney Avenue in Kaiapoi.

- 3.2 There only one road to be named, that being the private Right of Way servicing 11 new properties all of which will have access.
- 3.3 The right of way which serves the new lots is a private road and each lot will have an equal share in the use. A private Right of Way is shown as (Pvt) on the signage.

4. ISSUES AND OPTIONS

- 4.1. The developer has provided only one name to be considered for the new Right of Way as part of this residential development.
- 4.2. The name Booker was taken from the list of pre-approved road names for the Kaiapoi – Tuahiwi Community Board.
- 4.3. The name comes from a Booker who was a shop owner in Kaiapoi the 50's and 60's. However there is no confirmation of the first name.
- 4.4. The need for a road name has come about as there are 11 new lots with access in the development. This means that there a limitation to applying addresses from Penney Avenue. The Australia & New Zealand Addressing Standards state that a private or short road with more than 5 lots with access is required to be named. In addition to this the Council's Naming Policy states that a private road with more than 4 lots can be named.
- 4.5. The road type as proposed by the developer fit with the definitions provided in the Council's Naming Policy. The type 'Lane' is a narrow roadway between walls, buildings or a narrow country road way.
- 4.6. The name has been checked against the Council's Street name database prior to be being put on the list and is not the same or similar to any existing road name in the District.

Implications for Community Wellbeing

There are not implications on community wellbeing by the issues and options that are the subject matter of this report.

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

5. COMMUNITY VIEWS

5.1. Mana whenua

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

5.2. Groups and Organisations

There are not groups and organisations likely to be affected by, or to have an interest in the subject matter of this report.

5.3. Wider Community

The wider community is not likely to be affected by, or to have an interest in the subject matter of this report.

6. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

6.1. **Financial Implications**

There are not financial implications of the decisions sought by this report.

The developer will meet the costs of the new road name blades. Future maintenance of the private roadway will be met by residents of the properties that have access from the private road.

6.2. **Sustainability and Climate Change Impacts**

The recommendations in this report do not have sustainability and/or climate change impacts.

6.3. **Risk Management**

There are not risks arising from the adoption/implementation of the recommendations in this report.

6.4. **Health and Safety**

There are not health and safety risks arising from the adoption/implementation of the recommendations in this report.

7. **CONTEXT**

7.1. **Consistency with Policy**

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

7.2. **Authorising Legislation**

Local Government Act 1974 sec 319 (1) (j)

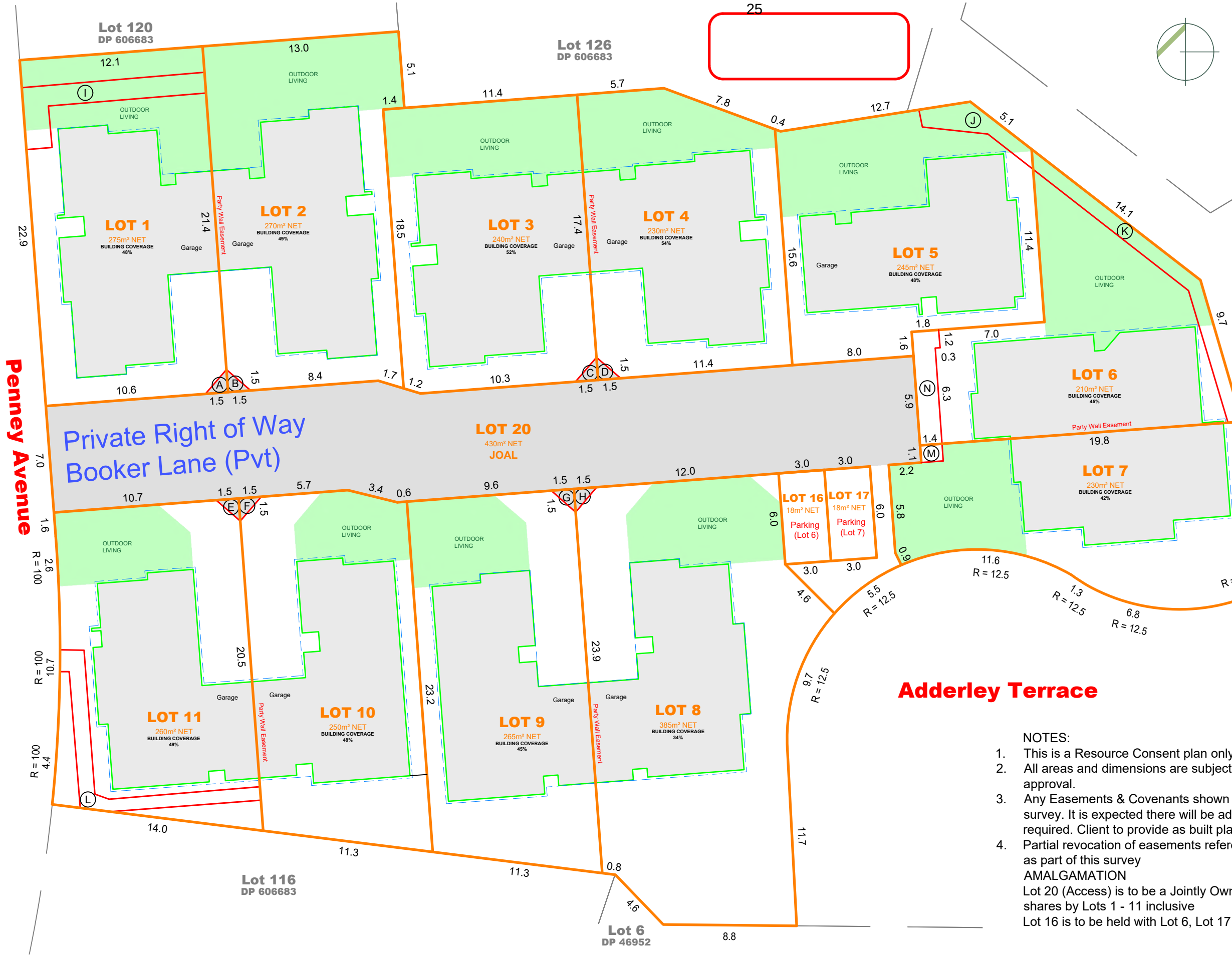
The Council shall have power in respect of roads to: name and to alter the name of any road and to place on any building or erection on or abutting on any road a plate bearing the name of the road.

7.3. **Consistency with Community Outcomes**

The Council's community outcomes are not relevant to the actions arising from recommendations in this report.

7.4. **Authorising Delegations**

The Kaiapoi-Tuahiwi Community Board has the delegated power on behalf of the council to approve the naming of new roads.



Memorandum of Easements			
Purpose	Shown	Serv Tene	Dom Tene
Right of way	A	Lot 1	Lot 2
	B	Lot 2	Lot 1
	C	Lot 3	Lot 4
	D	Lot 4	Lot 3
	E	Lot 11	Lot 10
	F	Lot 10	Lot 11
	G	Lot 9	Lot 8
	H	Lot 8	Lot 9
Right to drain water, right to convey electricity and telecommunications	Lot 20	Lot 20	Lots 1 to 11
Right to convey water	Lot 20	Lot 20	Lots 2, 3, 6, 7, 8, 9 and 10
Right to drain water	Lot 20	Lot 20	Lots 16 and 17
Right to drain sewage	Lot 20	Lot 20	Lots 3, 8 and 9
	K	Lot 6	Lot 7
	J	Lot 5	Lots 6 and 7
	I	Lot 1	Lot 2
Pedestrian Right of Way	L	Lot 11	Lot 10
	M	Lot 7	Lots 5 and 6
	N	Lot 6	Lot 5
Reciprocal Party Wall easements for Lots 1/2, 3/4, 6/7, 8/9 & 10/11			

EXISTING CONSENTS:-
Land Use Consent - RC245229
Building Consents - BCBC241202 – Units 1 & 2
BC241205 – Units 3 & 4
BC241206 – Unit 5
BC241288 – Units 6 & 7
BC241290 – Units 8 & 9
BC241291 – Units 10 & 11

DISTRICT PLAN ZONING & OVERLAYS:
Zoning - Res 7
ODP – Map 164A
LURP Priority Areas – RES Zoned

Zoning - MRZ Variation 1
Natural Hazards – Area B
Fixed Minimum Finished Floor Level - 2.32
Urban Flood Assessment Area (Part only)
Geographic Areas (Ecological)
Ecological District (Low Plains)
West Kaiapoi - ODP

- NOTES:
- This is a Resource Consent plan only and is not to be used for any other purpose.
 - All areas and dimensions are subject to Resource Consent & LINZ survey approval.
 - Any Easements & Covenants shown are indicative only and subject to final survey. It is expected there will be additional servicing easements over the lots required. Client to provide as built plans for services.
 - Partial revocation of easements referenced by E.I. 13089290.12 will be required as part of this survey
- AMALGAMATION**
Lot 20 (Access) is to be a Jointly Owned Accessway Lot jointly owned in 1/11th shares by Lots 1 - 11 inclusive
Lot 16 is to be held with Lot 6, Lot 17 is to be held with Lot 7

Naming Policy

1. Introduction

This policy describes how the Council allocates names to new roads, streets, parks, reserves and Council owned assets.

2. Purpose

The purpose of the policy is to provide Council staff and the public with information about how the Council manages the naming and renaming of its various assets and facilities within its boundaries.

3. Scope

3.1. The scope of the policy covers naming procedures and criteria for the following types of infrastructure within the district:

- Naming of roads and streets
- Naming of parks and reserves
- Naming of Council assets, including open spaces, facilities, swimming pools, and Council owned buildings and properties (excluding utilities).

3.2. When undertaking its processes to name Council owned or managed infrastructure or assets, the policy includes Council's obligations under the Treaty of Waitangi and recognises the importance of the Memorandum of Understanding with our Treaty partner, Te Ngāi Tūāhuriri Rūnanga.

4. Policy objectives

- 4.1. The overall policy objective is to ensure roads, streets, parks, reserves and Council assets or facilities naming procedures reflect local identity.
- 4.2. The policy provides direction to the public or Council staff about how to apply for approval to name, rename or dedicate Council property, buildings, or park elements.
- 4.3. The policy will provide clarity and consistency in the naming of all Council assets.

5. Policy statement

5.1. Overview approach

When naming all roads, streets, parks, reserves and facilities, the Council and its representatives will seek to work with Te Ngāi Tūāhuriri Rūnanga to select suitable options, which:

- Tell the story of Waimakariri and reflect the district's natural and cultural heritage
- Do not cause confusion with existing names in the Waimakariri District or neighbouring districts
- Pay homage to the historical significance of particular locations

- Acknowledge the cultural significance of the area to Te Ngāi Tūāhuriri
- Reflect local flora, fauna, and topographical features of the district.

6. Naming of roads and streets

- 6.1. The Council's four Community Boards have the delegated authority for the naming of new streets and roads and altering existing street names within their respective wards.
- 6.2. Re-naming of existing streets and roads will only be undertaken if the Council considers the change will result in a clear benefit to the community.
- 6.3. Where a street is named for the first time, or a street name is altered, then the District Land Registrar, the Chief Surveyor, Fire and Emergency New Zealand, Chorus, MainPower, valuation service provider, NZ Police, Civil Defense, and the Canterbury Regional Council shall be informed of the new name or change.
- 6.4. Where an existing street is extended, the street extension will be the same name as that of the existing street.
- 6.5. All new private roads in the Waimakariri District shall be named in consultation with the applicant, and at the applicant's expense, and relevant road signs shall be suitably annotated "Private Road" as per the Engineering Code of Practice.
- 6.6. All private roads that are to be named are to have a minimum of four lots with access from the private road.
- 6.7. **Council's 'List of Approved but Unallocated Road Names':**
 - 6.7.1. The list of unallocated potential road names for the Waimakariri District is maintained by the Governance Department. Names approved for addition to the List of Approved but Unallocated Road Names will remain there until they are either allocated to a road or removed as the result of a review of the list.
 - 6.7.2. From time to time a road name may no longer need to be used as two or more roads may be joined into one road, or a road may be permanently closed. In both cases, the road name(s) may be put back on the list for potential reallocation, usually for a new or renamed road in the same general area.
 - 6.7.3. The review of the list will be undertaken every six years in line with the approach set out in clause 5.1 above.
- 6.8. **Naming of Streets in New Subdivisions:**

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

The road type should be one that most accurately reflects the type of roadway that is being named. Selection of Road Name from AS/NZS 4819:2011 should be used where appropriate, however, this list is not exclusive – refer to AS/NZS 4819:2011 (see Appendix 1).

7. Naming of parks and reserves

- 7.1. The Council's four Community Boards have the delegated authority for the naming of parks and reserves within their respective wards.
- 7.2. The Community Boards shall take the following factors into consideration when approving names for parks and reserves:
 - It is desirable for small neighbourhood reserves to be named after the main street they are located on to enable them to be easily located

- Names of rural neighbourhood reserves with community catchments should have some relationship to the community they are located within to enable them to be located and to signify their connection to the community
- Reserves should only be named after the person/family subdividing the land if the chosen name fits into one of the categories listed under clause 5.1.

8. Naming of Council assets

8.1. Naming where there is no sponsorship:

- 8.1.1. Where there is no sponsorship, the decision on naming will be made by the relevant committee of Council according to the current delegations.
- 8.1.2. Selection of a name will be made in accordance with clause 5.1.

8.2. Naming where there is sponsorship:

- 8.2.1. The final decision for naming of corporate assets will rest with the Council, including naming opportunities as a result of gifts or sponsorships.
- 8.2.2. Where the naming opportunity is as a result of sponsorship or gift, the following factors must be considered alongside Clause 5.1 above:
 - The significance of the contribution made relative to the construction and operating costs of the item being named
 - The cost of establishing the naming option
 - A sunset clause associated with the length of time that the name will be used. Naming agreements may be renewed if the appropriate gift or sponsorship is received
 - The degree of exclusivity requested by the sponsor and the corresponding restrictions regarding advertising or use of competitors' brands
 - Names of tobacco companies or alcohol companies and products will not be used.
- 8.2.3. Applications for naming rights from major donors shall be submitted in writing to the Chief Executive for consideration of the Council. The written request shall include the following:
 - Biographical information if named after an individual or organisation
 - Documentation providing the detail of the terms and quantum of payment being proposed and the consideration required from the Council
 - The Chief Executive will report to relevant committee of Council which may make a recommendation to Council, to be considered in committee.
- 8.2.4. Existing names will not be changed without consideration of the historical significance of the existing name, the impact on the individual or organisation previously named and the cost and impact of changing existing signage, rebuilding community recognition, and updating records. Each application will be considered on a case-by-case basis.

9. Responsibilities

- 9.1. The naming of roads and streets will be administered by the Roading and Transport Unit of the Council.
- 9.2. The naming of parks and reserves or other Council assets or facilities will be administered by the Community and Recreation Department of Council.

10. Questions

- 10.1. Any questions regarding the naming of roads and streets should be directed to the Roading and Transport Manager in the first instance.
- 10.2. Any questions regarding the naming of parks or reserves or other Council assets should be directed to the Community and Recreation Manager in the first instance.

11. Relevant documents and legislation

- AS/NZS 4819:2011 Geographic Information – Rural and Urban addressing (for naming of roads and streets)
- Local Government Act 1974 S317 - S319 (j) naming of roads and streets
- Parks and Recreation, Recreation and Reserves Management, Reserve Naming (QS-R015) (for naming parks and reserves)
- Reserves Act 1977 s16(10) (for naming roads and reserves)
- Memorandum of Understanding with Te Ngāi Tūāhuriri Rūnanga.

12. Effective date

2 May 2023

13. Review date

2 May 2029

14. Policy owned by

General Manager, Strategy, Engagement and Economic Development

15. Approval

Adopted by Waimakariri District Council on 2 May 2023

PRE-APPROVED NEW ROAD NAME LISTS FOR COMMUNITY BOARDS

KEY

Kaipoi-Tuahiwi Community Board (KTCB)
Rangiora-Ashley Community Board (RACB)
Oxford-Ohoka Community Board (OOCB)
Woodend-Sefton Community Board (WSCB)

Board	Historic Names	Reference
KTCB	Bastings	Local early business owner
KTCB	Begg	
KTCB	Bevan Wright	Kaipoi brass band stalwart
KTCB	Blackie	
KTCB	Booker	Shop owner during the 50's and 60's
KTCB	Braun (Karel)	Traffic officer and Policeman for nearly 40 years in Kaipoi and is still resident.
KTCB	Brown (Kitt)	Local identity
KTCB	Brownlee (Arthur)	Family owned the Kaiaknui Hotel
KTCB	Brundell (Alfred)	Local farming family
KTCB	Bunker	Shop owner during the 50's and 60's
KTCB	Chocketts	
KTCB	Ching	Early settler family in Kaipoi
KTCB	Dudding	Purchased George Jackson's punt
KTCB	Dudley (Dr Charles)	Town clerk and on the Kaipoi Roads Board
KTCB	Eagleston	Early settler family in Kaipoi
KTCB	Eckersley	First accountant in Kaipoi and built a flax mill
KTCB	Endacott	Name returned to the list (19 September) as no longer required by Lime Developments Ltd
KTCB	Engelbrecht	Farmers to the north west of Coutts Island
KTCB	Grimshaw	Local business family
KTCB	Hatchwell	Shop owner during the 50's and 60's
KTCB	Hayman (JA)	Councillor in 1906
KTCB	Hopkins	Brothers who were local wool and hide buyers and returned service men
KTCB	Hudson (Rev Lewis)	Methodist minister
KTCB	Jacob McGarry	Soldier honored for his participation in the Crimean War
KTCB	Joseph	
KTCB	Karaitiana	To be considered as a future Reserve name
KTCB	Kennett	Local family live on Giles Road in the 50s and 60s.
KTCB	Knighton	
KTCB	Levey	
KTCB	Lipscombe	Shop owner during the 50's and 60's
KTCB	McFellen	
KTCB	McGregor	
KTCB	Mealings	Long time local residents (5 generations) with members of the family working at the wollen mill and heavily involved in local sports
KTCB	Midgley	Shop owner and school teacher
KTCB	Midland	Midland bus company operated in the Kaipoi area from WWII to the early 1980
KTCB	Ohapuku	Original name of area between end Mill Road and Ohoka
KTCB	Pinkham	Local family
KTCB	Pollard (J)	Councillor in 1928
KTCB	Richards	The family have been in Kaipoi for several generations and Mts Moody's parents donated a South Island Rifle Championship medal plus six photographs relating to members of the family dating back to 1912
KTCB	Riseley	Name returned to the list (19 September) as no longer required by Lime Developments Ltd
KTCB	Thew	CR Thew was on the Council in 1950

KTCB	Vermeulen (Hans)	Keep New Zealand Beautiful
KTCB	Waverley	Name of farm on corner of Mill and Island Roads and home of Charles Morgan Williams MP and farmer
KTCB	Woolcott	Kaiapoi family of renown
KTCB	Wright (Bevan)	Kaiapoi brass band stalwart
KTCB	Redmond	Kaiapoi Borough Councillor in 1980-85 and KTCB member between 2019-19. Solicitor and partner in Corcoran French from 1981-2017. Life member of KPA Patron and life member of Coastguard North Canterbury and foundation chair of Kaiapoi Maritime Heritage Trust from 2005-2020. Awarded the Queens Service Medal for community service in 2019 and a WDC councillor.
KTCB	Wheeler	Famely lived and worked in Kaiapoi from the late 60s to the early 90s. Community involvement included membership of the rugby hockey and model aeroplane clubs working mens club and competing in the Kane Shield during the 1980s.
KTCB	Roberts	Tristan Roberts' significant involvement as the Senior Station Officer for the Kaiapoi Volunteer fire Brigade and as a member of St John Ambulance exemplifies his dedication to serving and protecting the community. His commitment to volunteerism not only ensured the safety and well-being of Kaiapoi residents but also set a standard for civic duty and community participation. T Roberts' exceptional service to the community has been recognised through multiple awards, including being a semi-finalist of the year in 2012 and receiving local hero medals in 2012, 2017, and 2021. These accolades reflect his outstanding contributions and the positive impact of his work on the lives of many individuals. Beyond his direct service, T Roberts also demonstrated a deep commitment to supporting the future of the Kaiapoi community through financial contributions to the R13 Trust and scholarships to Kaiapoi High School students. His investment in education, particularly in enabling less fortunate students to study Teaching at University, underscores his belief in the power of education to transform lives and communities
OOCB	Ancall	Alfred Ancall was one of the first to see the 'magnificent bush and birds' as it was in 1856 and lived here for 63 years. Alfred Ancall carted timber from Oxford to Kaiapoi and Saltwater Creek as a lad of 14 years. He also managed Plaskett Mill and was also a butcher in the early days of Oxford.
OOCB	Crowe	Thomas Crowe arrived in Oxford in 1860 and commenced dairy farming. Followed that occupation till he was 80 years old (41 years)
OOCB	Dell	Signed the Women's Suffrage Petition in Ohoka
OOCB	Ffitch	Henry Ffitch served on the Oxford Road Board for four years and was Chairman of the Kiri Kiri School Committee for 5 years
OOCB	Frahm	Is a name associated with the area for many years. A Creek was named Frahm's Creek in the early 1860's, still runs through Rowses property to Main Drain
OOCB	Gainsford	Mrs R H Gainsford was the first President on the Women's Christian Temperance Union which was formed on 11 September 1911. Robert Henry Gainsford was Clerk, Surveyor, and Treasurer of the Oxford Road Board, appointed in 1901.
OOCB	Hitchcox	Signed the Women's Suffrage Petition in Ohoka
OOCB	Humphries	Signed the Women's Suffrage Petition in Ohoka
OOCB	Kenrick	Harry Kenrick was the first Chairman of Oxford Road Board. He started up a commercial sawmill with steam-driven saws. The first timber built house was Mr Kenricks
OOCB	Malland	Signed the Women's Suffrage Petition in Ohoka
OOCB	Mann	Mrs J Mann died in 1914 and was the first woman to arrive at the Oxford settlement in 1860. We still have Jeanette (Mann) Wells living in Oxford on the same block of land that her family owned many years ago
OOCB	McCormack	James McCormack was the treasurer and collector to the Waimakariri-Ashley Supply Board, joined the Board in 1895
OOCB	Pachnatz	F Pachnatz lived in Oxford and was a soldier in 1896. He is also named in the Oxford – the First 100 years as a Platelayer Marcia Patchnatz gave many hours of service to the library in Oxford from 1947-1949 and again from 1957-1991.

OOCB	Rees	Mr Howard Rees came to Oxford about 1860, built his house and surgery and dispensary on Main Street, West Oxford. Was Registrar of Births, Marriages and Deaths for Oxford in 1867.
OOCB	Sides	Signed the Women's Suffrage Petition in Ohoka
OOCB	Skurr	Janice A Skurr had a long-standing involvement in North Canterbury local body politics, serving both the Oxford County Council, and after re-organisation, the Waimakariri District Council, a total of 21 years. As Deputy Mayor in 1995 she took over the Mayoral duties when Trevor Inch resigned. She won the following two terms until defeated by Jim Gerard in 2001
OOCB	Stevenson	Rev N.J Stevenson first produced the Bulletin from 1942-1946
OOCB	Stopps	Agnes Stopps Formed the Ohoka Women's Institute
OOCB	Walls	Collin Atholwood Stewart Walls, [1902-1992] purchased land and a bake house on Mill Road Ohoka in 1923, when he was 21 years of age. From there he baked bread and did some deliveries with his motorcycle and side car. In 1927 he built a new brick bake house which still stands today. Many of Colin's descendants still live in Ohoka and the wider North Canterbury area
OOCB	Volkman	In 1900 Mr B Volkman was in the Cust Mounted Rifles. As a Surgeon-Sergeant
OOCB	Zimmerman	Mr and Mrs Zimmerman, produced the Bulletin from 1946 to 1960.
RACB	Borrell	Borrell)
RACB	Breach	Early farmers in south Rangiora
RACB	Duffell	Family had owned land in various parts of the District from 1850 and had a long association with Rangiora
RACB	Gilsenan	Glisenan family resided in the norther West Belt area
RACB	Horoeka	Native Plant (Lancewood)
RACB	Hunnibell	Early local bootmaker
RACB	James Seed	Ran falx mill and general store in Southbrook and was the local ropemaker
RACB	Kahikatea	Native Plant that grows in district (White Pine)
RACB	Koromiko	Native plant that grows in district (Hebe)
RACB	Laird	Coalman
RACB	Lane (Frederick)	Mayor in 1921
RACB	Langley (Doris)	Business women who ran a well known dairy and had many years service to photographic and early records societies
RACB	Les Farr	Mayor 1961-1971
RACB	Loffhagen	Long time residents of the ward
RACB	Pulley	Resient request
RACB	Phyllis Hollow	Senior Mistress of RHS when Nursery school established in 1938
RACB	Relph	Mayor 1905-08
RACB	Robinson	Early settler and son was a builder of several early Hight Street buildings
RACB	Sansom	Rangiora Borough Councillor from 1888-1914 and Maor three times (1892-94, 1901-2 and 1912-14)
RACB	Schluter	Local farming family who gifted Hagen Reserve
RACB	Skurr	Janice A Skurr had a long-standing involvement in North Canterbury local body politics, serving both the Oxford County Council, and after re-organisation, the Waimakariri District Council, a total of 21 years. As Deputy Mayor in 1995 she took over the Mayoral duties when Trevor Inch resigned. She won the following two terms until defeated by Jim Gerard in 2001
RACB	Sheehan	Returned Service Association involvement
RACB	Skilling	Eealy local blacksmith and later engineers
WSCB	Betty Wright	Farming family in Ravenswood
WSCB	Brockenhurst	Farm where Ravenswood is located (name to be used in conjunction with development on pegasus side of SH@ where farm was situated)
WSCB	Catherine	
WSCB	Catton (Eleanor)	Novelist
WSCB	Cooper (Anton)	Top New Zealand Cyclist
WSCB	Corlett (Alfred)	Early settler in Woodend
WSCB	Crawford	Serviceman from the WWII
WSCB	Curnick	Serviceman from the 19-14 war

WSCB	Dearbridge	Charles Dearbridge Board in Herefordshire in England and farmed property in Woodend
WSCB	Dellow (Rev John)	Methodist minister at Woodend
WSCB	Drake	Serviceman from the WWII
WSCB	Ealgeson	Serviceman from the WWII
WSCB	Field	Serviceman from the WWII
WSCB	Frame (Janet Paterson)	Author
WSCB	Graham	Serviceman from the WWII
WSCB	Gregg	Serviceman from the WWII
WSCB	Haslam (Rev JF)	Methodist minister at Woodend
WSCB	Hayman	Serviceman from the 19-14 war
WSCB	Herridge	Fred Herridge Farmer Clergyman
WSCB	Hulme (Keri-Ann Ruhi)	Novelist and Poet
WSCB	Joughin (Rev Thomas Alfred)	Wesleyan Methodist minister
WSCB	Kotua (Rau)	An early resident of Woodend
WSCB	Lacebark	Native Plant
WSCB	Lancewood	Native Plant
WSCB	Lemonwood	Native Plant
WSCB	Leunens (Christine)	Novelist
WSCB	Lovegrove	Woodend family
WSCB	Mahy (Margaret)	Author of Children's and Young Adult books
WSCB	Mander (Jane)	Novelist
WSCB	McConachey	Serviceman from the WWII
WSCB	McMillan	Catherine McMillan - postmistress for Saltwater Creek settlement
WSCB	Morriss	Serviceman from the 19-14 war
WSCB	Parker	Serviceman from the WWII
WSCB	Pateman	Edward C Pateman Farmer of Beaconsfield Farm Woodend
WSCB	Platt	Serviceman from the WWII
WSCB	Ribbonwood	Native Plant
WSCB	Robertshaw	Serviceman from the WWII
WSCB	Rudd	Serviceman from the WWII
WSCB	Sills (Robert)	Contractor in Woodend
WSCB	Standage (Rev CH)	Methodist minister
WSCB	Walsh (Dame Frances Rosemary)	Screenwriter and Film Producer
WSCB	Whiteywood	
WSCB	Witte (Bernard P H)	Brickmaker at Woodend

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION**

FILE NO and TRIM NO: RES-01-12/ 250806145167

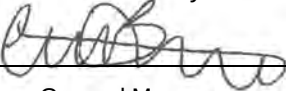
REPORT TO: KAIAPOI TUAHIWI COMMUNITY BOARD

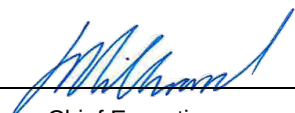
DATE OF MEETING: 17 November 2025

AUTHOR(S): Chrissy Taylor-Claude, Parks Officer
Grant MacLeod, Greenspace Manager

SUBJECT: Kaiapoi Domain Volleyball Net

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


General Manager


Chief Executive

1. SUMMARY

- 1.1. This purpose of this report is to seek approval from the Kaiapoi Tuahiwi Community Board to endorse a community project to install a permanent volleyball net in the Kaiapoi Domain.
- 1.2. In February 2024, a community member proposed installing a volleyball net somewhere in Kaiapoi, as they currently must travel to Christchurch for access to a volleyball net.
- 1.3. Since then, Council staff have identified Kaiapoi Domain as the most suitable location as other investigated locations were designated for other activities or other future uses, has insufficient space, subject to future development plans and has competing interests, or lacks supporting infrastructure (e.g. toilets).
- 1.4. The proposed volleyball space is 16 metres by 8 meters. The net is 10 metres long within this space. This is the size of a social volleyball court, allowing more people to use the space. The posts for the volleyball net would be dug into the ground and concreted within this space. The net would be up permanently for the community to enjoy.
- 1.5. There is an estimated cost of approximately \$5,000 for the purchasing and installation (from the supplier) of the posts and net. The community member driving this project has limited capacity to fundraise and therefore is seeking budget from the Board to fund the volleyball net.
- 1.6. Volleyball is one of the fastest-growing sports in Canterbury. This growth is driven by the sport's appeal as a dynamic, non-contact, inclusive, and social sport.
- 1.7. Many volleyball projects in New Zealand are community-driven, relying on volunteer support. Research shows that this model strengthens local ownership and pride, while also reducing barriers to access.
- 1.8. Once the volleyball posts and net are installed, it is proposed to come under Council's existing maintenance contract. The proposed locations are already in the scheduled maintenance plan and there is sufficient budget available if any work on the posts or net is required. The net will need to be included in Councils asset renewal programme, and this cost can be included in the programmed Greenspace budgets in future Annual Plans/ Long Term Plans.

- 1.9. Community consultation was open 26 May to 13 June 2025 and revealed strong support for installing a volleyball net in Kaiapoi Domain. There were 42 responses received and 37 of those were in favour of a volleyball net, with 3 against, and 2 unsure.

Attachments:

- i. Potential volleyball net locations (Trim: 250806145163).

2. **RECOMMENDATION**

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. 250806145167.
- (b) **Approves** installation of a volleyball net in Kaiapoi Domain in Location 3.
- (c) **Approves** allocating up to \$5,000 excluding GST of funding from the Board's General Landscaping Budget for the 2025/2026 Financial Year towards the installation of the volleyball posts and net.
- (d) **Notes** there is currently \$70,438 unallocated in the Board's General Landscaping Budget. While the Board has expressed interest in using these funds for town entrance signage, no formal decision has been made, pending the outcome of the Woodend bypass.
- (e) **Notes** the surface will remain as grass, unless fundraising is undertaken at which time approval would be sought from Kaiapoi Tuahiwi Community Board to install a different surface.
- (f) **Notes** the volleyball posts and net would become a Council asset and are proposed to come under Council's existing maintenance contract and has sufficient budget available if any work on the posts or net is required (10.538.811.2507). No additional budget will be required for maintenance and there will be no increase to rates.
- (g) **Notes** the asset will need to be included in Councils asset renewal programme and this cost can be included in the programmed Greenspace budgets in future Annual Plans/ Long Term Plans.
- (h) **Notes** that in April 2025 staff presented a report to the Kaiapoi Tuahiwi Community Board to approve consultation on installation of a volleyball net in Kaiapoi Domain.

3. **BACKGROUND**

- 3.1. Volleyball is a popular sport across New Zealand and has seen significant growth in recent years. Between 2018 and 2022, volleyball participation in secondary schools increased by 35%, making it the fastest-growing sport in that age group and the second most popular sport for girls. Additionally, Canterbury has one of the highest participation rates beyond Auckland, reflecting strong regional interest and engagement.
- 3.2. Volleyball's growth is driven by its appeal as a dynamic, non-contact, inclusive, and social sport. It provides an accessible and affordable participation option for community members of all ages and abilities to participate.
- 3.3. In February 2024, Council staff met with a member of the community who proposed to install a volleyball net within a reserve somewhere in Kaiapoi. The community member has a large group of people that enjoy volleyball. Currently, they must travel into Christchurch to access a volleyball net as there are no public nets or courts located in the Waimakariri District.

- 3.4. Since then, Council staff have identified Kaiapoi Domain as the most suitable location as other investigated locations were designated for other future uses, have insufficient space, are subject to future development plans, have competing interests, or lack supporting infrastructure (e.g. toilets). Kaiapoi Domain is the preferred location due to its convenient access to existing amenities in the reserve, such as toilets, seating, rubbish bins, playground, and fairy forest. Kaiapoi Domain is also the preferred location for the community member requesting the net.
- 3.5. In April 2025, staff presented a report to the Kaiapoi Tuahiwi Community Board to approve community consultation on installation of a volleyball net in Kaiapoi Domain. This was approved and consultation was open 26 May to 13 June 2025.
- 3.6. Community consultation revealed strong support for installing a volleyball net in Kaiapoi Domain. There were 42 responses received and 37 of those were in favour of a volleyball net, with 3 against, and 2 unsure.
- 3.7. The community were asked what their preferred location was (attachment i). 12 people were in favour of Location 1 and 23 people were in favour of Location 2. There were 5 people that selected neither location. Of the people that selected neither location, 4 preferred another location (e.g. somewhere in the red zone) and 1 person was happy with either location. 2 people elected to skip this question.
- 3.8. There were 4 consultation submitters who suggested alternative locations, including Norman Kirk Park, the Red Zone, Wylie Park, and Trousselot Park, each presents limitations. The Regeneration area is earmarked for other future uses, Wylie Park is already used for larger sporting activities, and Trousselot Park has limited space, which would significantly reduce its open green area. Although Norman Kirk Park has available space, it is subject to a separate future development plan and already has competing interests such as learn to ride space near the playground, future event space, and interest from other community groups.
- 3.9. Corcoran Reserve was also considered by staff but does not have toilets on site. This is not ideal, as users would need to walk to another location (e.g. Norman Kirk Park), which could be a barrier for users. For those using the volleyball net, it is a social event where people gather to spend quality time with friends and family. Many attendees, such as grandparents or those not actively playing, come to watch, support, and enjoy the atmosphere. The absence of nearby amenities like toilets can impact the comfort and accessibility of the space for these community members.
- 3.10. The community member has sourced a quote of approximately \$5,000 for the purchasing and installation of the posts and net from a Christchurch supplier. The community member is requesting financial support as they do not have the capacity to raise funds, nor have they secured any sponsorship. Although there is a large group of people intending on using the volleyball net, the community member is the sole driver of the project and is currently working without assistance. Given the current financial climate and their limited availability to organise fundraising efforts, it is unlikely that the required funds could be raised independently. The request is for the Board to consider funding the initiative with an up to amount of \$5,000, recognising the recreational and social value it could offer the community.
- 3.11. It should be noted that the Disc Golf group were able to fundraise for their course. This took approximately 2 years and was a larger cost of approximately \$15,000. This was a much larger group acting in a club capacity with corporate sponsorship, enabling them to secure the necessary funding.

- 3.12. The proposed volleyball space when in use would be 16 metres by 8 meters and the surface would remain as grass. The net is 10 metres long within this space. This is the size of a social volleyball court, allowing more people to use the space. The posts for the volleyball net would be dug into the ground and concreted within this space. The net would be up permanently for the community to enjoy. Installing a volleyball net is compliant with levels of service for Kaiapoi Domain.
- 3.13. The proposed locations will not conflict with other services in the area. There is an underground water pipe near Location 1, but the posts would be installed away from this area. If a surface was to be installed (e.g. sand), this water pipe would need to be considered when designing and constructing the space. Greenspace staff would work with the Water Services Unit to ensure services are not negatively impacted.

4. **ISSUES AND OPTIONS**

- 4.1. Consultation revealed that Location 2 is directly in the middle of the first hole of the disc golf course. Both activities cannot co-exist in this area, requiring the volleyball net to be installed elsewhere. Staff have provided an alternative location for consideration. This location is listed as Location 3 in the image below



taken from attachment i.

- 4.2. Option 1: Approve installation of a volleyball net in Location 3.

Staff recommend this option because it will not impact the disc golf group or other activities. Consultation revealed that Location 2 would be directly in the middle of the first hole of the newly created disc golf course. Both activities cannot co-exist in this area, requiring the volleyball net to be installed elsewhere. Along with this, consultation revealed that Location 2 was the preferred location. As Location 2 is no longer viable, Location 3 is the closest alternative. Installing a volleyball net here could activate the space and create a welcoming dedicated volleyball space. It would also have easier access for maintenance due to the open environment.

4.3. Option 2: Approve installation of a volleyball net in Location 1.

Staff do not recommend this option because consultation revealed that this area may be better suited to remain open for future events. This space has been used for Children's Day events in the past and installing a volleyball net here may restrict flexibility for events and other activities. However, should this be the preferred location, it may be possible to remove the net temporarily if required and work around the posts. Alternatively, events could work around the volleyball net if needed. There were no other comments from the consultation that had concerns about the volleyball net conflicting with other activities in Location 1.

4.4. Option 3: Decline installation of a volleyball net in Kaiapoi Domain.

Staff do not recommend this option because the consultation revealed strong support of a volleyball court in the Domain with 37 out of 42 people in favour. Despite the preference for Location 2, staff do not see this as a reason to decline the proposal for Location 3. Installing a volleyball net in Kaiapoi will provide the community group wanting this with an activity they enjoy close to home, rather than traveling to Christchurch. The net will be permanently available for the public to use, encouraging the community to recreate in our local parks and reserves which boosts mental, social, and physical wellbeing. The Board may choose this option if they would like to wait until the community member wanting the net can provide a funding plan. This poses a risk to the project trajectory as the community member driving this project doesn't have capacity to fundraise for the project at this stage. Following this, there is a risk that the community member may withdraw from the project, potentially leading to unmet public expectations regarding the installation of the volleyball net.

4.5. **Implications for Community Wellbeing**

The proposed installation of a volleyball net in the Kaiapoi Domain has positive implications for community wellbeing. It offers a fun, inclusive, and social activity that encourages connection among friends and families in a welcoming space. Importantly, it reduces the need for residents to travel outside the district to enjoy a sport they love.

Consultation revealed strong community support, with many highlighting the intergenerational benefits and benefits for youth and grandchildren. Several respondents appreciated the availability of free recreational amenities, and others noted the net would be well used.

As mentioned above, a small number of submitters preferred alternative locations - such as Norman Kirk Park, somewhere in the Red Zone, Wylie Park, or Trousselot Park - or wanted the Domain left unchanged. However, these sites are either unsuitable due to space constraints or already allocated or planned for other uses.

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

5. COMMUNITY VIEWS

5.1. **Mana whenua**

Te Ngāi Tūāhuriri hapū are not likely to be affected by or have an interest in the subject matter of this report. Staff provided a brief of the project to Whitiōra's August meeting. Whitiōra have advised they do not wish to provide feedback.

5.2. **Groups and Organisations**

There are groups and organisations likely to be affected by, or to have an interest in the subject matter of this report. A group has recently installed a disc golf course at Kaiapoi Domain. Staff reached out to this group, and they are supportive of having a net set up in the Domain. The disc golf group support both Location 1 and 3, as Location 2 is in the path of their newly established course.

Consultation drew one comment asking whether the proposed volleyball court would impact local schools using the Domain for sporting activities. Consultation documents were sent to both Kaiapoi North School and Kaiapoi High School, inviting them to provide feedback if they wished.

5.3. **Wider Community**

The wider community is likely to be affected by, or to have an interest in the subject matter of this report. Kaiapoi Domain is a well-used public park for informal recreation such as people visiting the playground or fairy forest. Consultation allowed the community to have the opportunity to provide feedback.

6. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

6.1. **Financial Implications**

There are financial implications of the decisions sought by this report.

This budget is not included in the Annual Plan/Long Term Plan

6.1.1. Installation

The community member wanting the volleyball net has acquired a quote with an estimated cost of up to \$5,000 for the purchasing and installation (from the supplier) of the posts and net. As the surface of the court is proposed to remain as grass, there will be no additional cost. The community member driving this project has limited capacity to fundraise and therefore is seeking budget from the Board to fund the volleyball net. This has resulted in the recommendation to approve allocating up to \$5,000 from the Board's General Landscaping Budget for the 2025/2026 Financial Year to install the volleyball net.

6.1.2. Maintenance

Once the volleyball post and net are installed, it is proposed to come under Council's existing maintenance contract. The proposed locations are already in the scheduled mowing plan (10.538.805.2504) and will require no additional budget for the surface maintenance. If any maintenance is required for the volleyball net, it net can be listed under play equipment (10.538.811.2507) which has budget available if any work on the posts or net is required. No additional budget will be required.

Over time, the asset (e.g. net and posts) may need to be renewed. The asset will need to be included in Councils asset renewal programme, and this cost can be included in the programmed Greenspace budgets in future Annual Plans/ Long Term Plans. Staff will work with the community member to ensure that the materials chosen are durable and robust so as not to need regular replacement.

6.2. **Sustainability and Climate Change Impacts**

The recommendations in this report do not have sustainability and/or climate change impacts. There were two comments received from consultation referencing concerns about the impact on greenspace. One comment had concern about the trees and the root systems, and the other comment wanted the space left alone as it should be left as greenspace. The installation of the posts is the only construction taking place and will be away from trees to reduce any risk to any flora and fauna. The installation of the posts and net is not expected to have any impact on the surrounding environment. However, should any issues arise, the posts can be relocated if required.

6.3. **Risk Management**

There are risks arising from the adoption/implementation of the recommendations in this report. There is a risk of vandalism of the posts and net, which is the case for any infrastructure in our public spaces. Council staff will monitor the net for any damage to ensure it is safe and functional for public use.

Staff will work with the community member to ensure that the materials chosen are durable and robust. The posts would likely be aluminium posts 100mm diameter with 3mm thick aluminium. The net would be made of materials resistant to UV rays, atmospheric/ weather conditions, including water.

If funding is not secured for the entire project, there is a risk that it would not go ahead until another source of funding is found. Along with this, the community member may withdraw from the project, potentially leading to unmet public expectations regarding the installation of the volleyball net.

There is also a risk that if the surface remains as grass, the ground could become a dirt patch if it is used frequently. If this becomes an issue in the future, a surface can be installed (e.g. sand) but this is estimated to be \$20,000- \$30,000 and would likely require a bid to the Long-Term Plan as there is currently no budget available for this. If installing a surface in the future was desired, a further report to the Board would be required.

6.4. **Health and Safety**

There are not health and safety risks arising from the adoption/implementation of the recommendations in this report. During installation, a health and safety plan will be in place to ensure public safety.

Once installed, the posts and net would be covered by Council's maintenance contract to ensure the area is tidy, safe, and functional. Staff are not anticipating any health and safety concerns upon installation of a net.

7. **CONTEXT**

7.1. **Consistency with Policy**

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

7.2. **Authorising Legislation**

Local Government Act

Reserves Act

7.3. Consistency with Community Outcomes

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

Environmental

- Our communities are able to access and enjoy natural areas and public spaces

Social

- Public spaces are diverse, respond to changing demographics and meet local needs for leisure and recreation.
- People are able to enjoy meaningful relationships with others in their families, whanau, communities, iwi and workplaces.

7.4. Authorising Delegations

The Kaiapoi-Tuahiwi Community Board has delegated authority to approve the recommendations in this report.

Kaiapoi Domain Potential Volleyball Net Locations November 2025

Key:

Seating:



Rubbish bin:



Picnic table:



Location 1:

L1

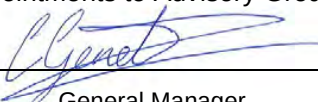
Location 2:

L2

Location 3:

L3



WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION****FILE NO and TRIM NO:** GOV-26-08-06 / 250923180478**REPORT TO:** KAIAPOI-TUAHIWI COMMUNITY BOARD**DATE OF MEETING:** 17 November 2025**AUTHOR(S):** Kay Rabe, Governance Adviser**SUBJECT:** Appointments to Advisory Groups and Outside Organisations**SIGNED BY:**
(for Reports to Council,
Committees or Boards)
General Manager
Chief Executive**1 SUMMARY**

- 1.1 The purpose of this report is to consider appointments of Kaiapoi-Tuahiwi Community Board (the Board) representatives (or liaison people) to Advisory or Working Groups and Outside Organisations within the community.

Appendix

- (i) List of Advisory Groups, Working Groups and Outside Organisations

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

- (a) **Receives** Report No. 250923180478.
- (b) **Approves** the appointment of Board Memberas a Board representative and liaison person, to the Waimakariri Health Advisory Group.
- (c) **Approves** the appointment of Board Memberas a Board representative and liaison person, to GreyPower, North Canterbury.
- (d) **Approves** the appointment of Board Memberas a Board representative and liaison person, to the Waimakariri Access Group.
- (e) **Approves** the appointment of Board Memberas a Board representative and liaison person, to the Kaiapoi Promotions Association.
- (f) **Approves** the appointment of Board Member as a Board representative and liaison person, to Kaiapoi and Districts Historical Society.
- (g) **Approves** the appointment of Board Member as a Board representative and liaison person, to the Kaiapoi Landmarks Team.
- (h) **Approves** the appointment of Board Memberas a Board representative and liaison person, to the Waimakariri Arts Trust.

- (i) **Approves** the appointment of Board Memberas a Board representative and liaison person, to the Northern Bulldogs Rugby League Club.
- (j) **Approves** the appointment of Board Member as a Board representative and liaison person, to the Darnley Club.
- (k) **Approves** the appointment of Board Member as a Board representative and liaison person, to the Pines-Kairaki Beach Association.
- (l) **Approves** the appointment of Board Member as the Board representative and liaison person to Northern Pegasus Bay Advisory Group.
- (m) **Approves** the appointment of Board Member as a Board representative and liaison person to the Heritage and Mahinga Kai Joint Working Group.
- (n) **Approves** the appointment of Board Member as a Board representative and liaison person, to the Silverstream Advisory Group.
- (o) **Approves** the appointment of Board Member as a Board representative and liaison person, to Clarkville Rural Drainage Advisory Group.
- (p) **Approves** the appointment of Board Memberas a Board representative and liaison person, to the Central Rural Drainage Advisory Group.
- (q) **Approves** the appointment of Board Memberas a Board representative and liaison person, to the Coastal Rural Drainage Advisory Group.

3 **BACKGROUND**

- 3.1 Appointments to outside Committees, Advisory Groups, and Organisations were deemed to be discharged following the 11 October 2025 elections. Therefore, at the beginning of each electoral term, Board members are appointed to various outside Advisory Groups, and organisations to continue strong relationships between the Community Boards and organisations.
- 3.2 At the meeting held on 4 November 2025, the Council authorised the Community Boards to appoint representatives to various outside organisations and/or groups.

4 **ISSUES AND OPTIONS**

- 4.1 Many community groups and organisations have a long association with the Council and Community Boards. Board members appointed to these groups and organisations will be expected to act as a liaison between these organisations and the Board. Board members will therefore be expected to attend meetings and other functions of these organisations regularly and to report relevant feedback or information back to the Board on the activities and concerns of the groups. Board members will also be expected to convey matters that may interest the groups, such as the Council's Annual and Long-Term Plan consultations and possible Discretionary Grant funding.
- 4.2 Board representatives are not considered executive members of the groups/organisations and generally do not hold voting rights at their meetings (often due to the groups' constitutional rules).
- 4.3 It should be noted that the Community Board had previously appointed representatives to the North Canterbury Neighbourhood Support (NCNS). However, following a request from NCNS to limit representation from both the Community Board and Council, it was agreed that only a Council representative would be appointed moving forward.

- 4.4 The Council has an advisory group for each of the six rural drainage areas in the district. These groups' representation is also reviewed following each triennial election. A Board representative needs to be appointed to the rural drainage groups within the Board's geographical area, for the Kaiapoi-Tuahiwi Community Board, it will be the Coastal Rural Drainage, Clarkville Rural Drainage and Central Rural Drainage Advisory Groups.
- 4.5 Many of the groups/organisations meetings are held ad-hoc on a quarterly or 'when required' basis. The Waimakariri Health Advisory Group meets in the evening of the first Tuesday every second month. GreyPower North Canterbury meets the afternoon of the first Tuesday of the month. The Waimakariri Access Group meet in the mornings of the second Thursday of the month. The various drainage advisory groups meet three times a year in the evening. Some groups/organisations meet monthly, while others may meet on an 'as required basis'. Some groups wish Board representatives to attend regularly, while others are happy with AGM and six-monthly attendance to keep in touch. The required commitment should therefore be considered when appointing representatives to organisations.
- 4.6 This report does not preclude various community groups seeking a Board appointment as a liaison person if they so wish to request, or further groups being endorsed during the term. These will be handled on a 'as required' basis.
- 4.7 **Implications for Community Wellbeing**
There are no implications on community wellbeing by the issues and options that are the subject matter of this report.
- 4.8 The Management Team has reviewed this report and supports the recommendations.

5 COMMUNITY VIEWS

- 5.1 **Mana whenua**
Te Ngāi Tūāhuriri hapū are not likely to be affected by or have an interest in the subject matter of this report.
- 5.2 **Groups and Organisations**
Many community groups and organisations have a long association with the Kaiapoi-Tuahiwi Community Board. The Board works actively with community groups and organisations for the betterment of the community.
- 5.3 **Wider Community**
The wider community is likely to be affected by, or to have an interest in the subject matter of this report.

6 OTHER IMPLICATIONS AND RISK MANAGEMENT

- 6.1 **Financial Implications**
- 6.1.1 There are financial implications of the decisions sought by this report. Representing the Board on outside Advisory Groups, and Organisations are covered through the Council's existing Operational Budgets.
- 6.1.2 No additional remuneration is provided for representing the Board on outside Advisory Groups, and Organisations, as that is considered part of an elected member's regular duty.

6.2 **Sustainability and Climate Change Impacts**

The recommendations in this report do not 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**

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

7 **CONTEXT**

1.1. **Consistency with Policy**

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

7.2 **Authorising Legislation**

Local Government Act 2002 – schedule 7, part 1, clauses 30 and 31.

7.3 **Consistency with Community Outcomes**

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

7.4 **Authorising Delegations**

Council Delegation SD-M1041.

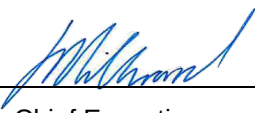
KAIAPOI-TUAHIWI COMMUNITY BOARD				
ORGANISATION / GROUP	DATE	TIME	VENUE	COUNCIL APPOINTMENTS
Waimakariri Health Advisory Group <i>The WHAG was established in 2004, and members currently represent a cross-section of 12 health sectors and two Primary Health Organisations. Their role is to provide advice to the Waimakariri District Council on health issues, to be a forum where health needs are discussed and to progress shared solutions and approaches across the district.</i>	Meets 1st Tuesday of every second the month	6pm	Rangiora Heath Hub	Councillor Bartle
GreyPower North Canterbury <i>Grey Power is an advocacy organisation promoting the welfare and wellbeing of all those citizens in the 50-plus age group. Grey Power is dedicated to the welfare, interests and concerns of the many people who are over 50 years and is a neutral but assertive voice of influence in the political arena with no party-political affiliation.</i>	Meets 1 st Tuesday of the month	1.30pm	Rangiora RSA	
Waimakariri Access Group <i>Thirteen years ago, several locals, concerned about the needs of those with mobility issues, met to form a group to run events to highlight these needs. The promotions were run in all main centres under Wheel Show Em'. These events caused several changes to be made by both the Council and local businesses. Since then, the group has become more formalised and is now an advisory group to the Council.</i>	Meets 2 nd Thursday of the month	10am	Rangiora Service Centre	
Kaiapoi Promotions Association <i>KPA is a local community organisation that works with their business members and partners to run visitor events that showcase the town and hosts local business functions. KPA also advocates and promotes the town of Kaiapoi.</i>	Meets the 1 st Tuesday of each month	5.30pm	Kaiapoi Coastguard	Councillor Cairns

KAIAPOI-TUAHIWI COMMUNITY BOARD				
ORGANISATION / GROUP	DATE	TIME	VENUE	COUNCIL APPOINTMENTS
Kaiapoi Districts and Historical Society <i>The Society was formed in 1960 and is responsible for preserving records and artefacts of Kaiapoi and the surrounding area, in the Kaiapoi Museum. The committee of the Society evaluates items donated for it to hold; however, they have to be selective and concentrate on items relating to the Kaiapoi River, port, woollen mill and other Kaiapoi industries. Family, church, clubs and societies and some school records and photographs are also held.</i>	Meets when required			
Kaiapoi Landmarks Team <i>Under the programme, buildings, sites and locations that meet set criteria are presented with a plaque recognising heritage status and the Landmarks Team members research the history of nominated buildings on behalf of the programme.</i>	Meets when required			
Waimakariri Arts Trust <i>The Trust is a charitable Trust that manages the Kaiapoi Art Expo. The Trust's objectives are to facilitate, educate and foster support of art in the Waimakariri District and to contribute to the Waimakariri District's reputation as a cultural area for the benefit of the people of the Waimakariri District by:</i> <i>Encouraging new and existing opportunity for the arts, promoting and educating people in the Waimakariri district about the arts.</i> <i>Encouraging community participation in creative and artistic events, workshops, projects and exhibitions.</i>	Meets monthly from January until July	Evenings	Kaiapoi Club	Councillor Cairns
Northern Bulldogs Rugby League Club <i>The Northern Bulldogs are a family orientated North Canterbury based Rugby League club who are dedicated to their junior grades and senior teams</i>	Meets if required			

KAIAPOI-TUAHIWI COMMUNITY BOARD				
ORGANISATION / GROUP	DATE	TIME	VENUE	COUNCIL APPOINTMENTS
Darnley Club <i>The club provides quality care for older people in the community, whether they are living on their own or are being cared for at home. The club's aim is to encourage an improved quality of life for older people and to provide support and an opportunity for 'time out' for carers and other family members.</i>	Meets 2 nd Monday of the month	3.30pm	Darnley Club	
The Pines-Kairaki Beaches Association <i>To promote and encourage development of the Pines and Kairaki beaches as a residential, riverside and beach recreational area.</i>	Meets 4th Monday of the month	Evenings	Pines Kairaki Community Centre	
Northern Pegasus Bay Advisory Group <i>Northern Pegasus Bay Advisory Group aims to manage recreational use, minimise negative environmental impacts, promote public health and safety and minimise nuisance and offensive behaviour.</i>	Meets quarterly			Councillor Powell
Heritage and Mahinga Kai Joint Working Group <i>To champion the planning and design of the Heritage and Mahinga Kai Area (HMK Area) in Kaiapoi South.</i>	Meets bi-monthly		Ruataniwha Kaiapoi Civic Centre	
Silverstream Advisory Group <i>The Advisory Group is a group of enthusiastic volunteers committed to developing the 52-hectare reserve which bounds the Silverstream in Clarkville, North Canterbury under the umbrella of the Waimakariri District Council.</i>	Meets when required			
Clarkville Rural Drainage Advisory Group	Meets three times a year Feb/Mar, May/Jun and Sep/Oct	7.30pm	Ruataniwha Kaiapoi Civic Centre	Councillor Bartle
Coastal Rural Drainage Advisory Group	Meets three times a year Feb/Mar, May/Jun and Sep/Oct	7.30pm	Ruataniwha Kaiapoi Civic Centre	Councillor Bartle
Central Rural Drainage Advisory Group	Meets three times a year Feb/Mar, May/Jun and Sep/Oct	7pm	Rangiora Service Centre	Councillor Goldsworthy
Rural Drainage Advisory Groups - These groups provide local knowledge and input into the Council's rural water races and drainage management. They advise the Council on maintenance and development and make recommendations on annual budgets and the monitoring of maintenance works. The groups typically cover the rural areas of the district where drainage rates are collected for maintenance and capital projects.				

WAIMAKARIRI DISTRICT COUNCIL**REPORT OR DECISION****FILE NO and TRIM NO:** GOV-26-08-06 / 250930185516**REPORT TO:** KAIAPOI-TUAHIWI COMMUNITY BOARD**DATE OF MEETING:** 17 November 2025**AUTHOR(S):** Kay Rabe, Governance Advisor**SUBJECT:** Applications to the Kaiapoi-Tuahiwi Community Board's 2025/26 Discretionary Grant Fund**ENDORSED BY:**
(for Reports to Council,
Committees or Boards)

 General Manager


 Chief Executive
1. SUMMARY

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

Name of Organisation	Purpose	Amount requested (excluding GST)	Does the application comply with the Discretionary Grant Fund Criteria?
Mahi Mātātoa Trust	Towards the cost of first aid training	\$585	This application partially complies with the criteria
Noaia Charitable Trust	Towards the cost of equipment and promotion	\$1,000	This application partially complies with the criteria
Community Colleges New Zealand – Comcol North Canterbury	Towards the cost of labour and materials for a mounting block	\$1,056	This application partially complies with the criteria
Total:		\$2,641	

Attachments:

- i. Application from the Mahi Mātātoa Trust (Trim Ref: 250929184472).
- ii. Application from the Noaia Charitable Trust (Trim Ref: 250923180622).
- iii. Application from Comcol North Canterbury (Trim Ref: 251103208447).
- iv. The spreadsheet shows the grants for the previous two years.
- v. Board funding criteria for the 2025/26 financial year. (Trim Ref: 210603089725)

2. RECOMMENDATION**THAT** the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** report No. 250930185516.
- (b) **Approves** a grant of \$..... to the Mahi Mātātoa Trust towards the cost of first aid training for committee members.

OR

- (c) **Declines** the application from the Mahi Mātātoa Trust.

- (d) **Approves** a grant of \$..... to the Noaia Charitable Trust towards the cost of equipment and promotion.
OR
- (e) **Declines** the application from the Noaia Charitable Trust.
- (f) **Approves** a grant of \$..... to Comcol North Canterbury towards the cost of labour and materials to construct a mounting block.
OR
- (g) **Declines** the application from Comcol North Canterbury.

3. **BACKGROUND**

- 3.1 The ***Mahi Mātātoa Trust*** is seeking funding towards the cost of sending its committee on first aid training courses. The Board's Discretionary Grant Application Criteria states that grant funding is limited to projects '*primarily within the Board area or benefiting the residents of the area*'. It should be noted that only 30% of the beneficiaries are from the Kaiapoi-Tuahiwi area.
- 3.2 The ***Noaia Charitable Trust*** is seeking funding towards the cost of equipment hire and promotion for its Community Market to be held in Tuahiwi in early December 2026. The application exceeds the Board's general grant limit of \$750 per application. However, the Board can grant a maximum of \$1,000 to any organisation within a single financial year and while grants exceeding \$750 are only to be considered under exceptional circumstances, the Board would expect there to be clear and detailed justification for approving such an exception. The Board's criteria also specify '*that funding should be directed toward projects primarily located within the Board's area*'. In this case, 40% of the individuals participating in the project reside within the Kaiapoi-Tuahiwi area.
- 3.3 ***Comcol North Canterbury*** is seeking funding towards the cost of the labour and materials to construct a mounting block to assist the Equine, Connect Participants to easily mount their horses. The Board's Discretionary Grant Application Criteria prioritise funding for projects that are '*primarily located within the Board's area or that directly benefit its residents*'. Comcol is based in Rangiora, with this programme supporting around 50 participants, of which approximately 40% will reside within the Kaiapoi-Tuahiwi area.
- 3.4 The current balance of the Kaiapoi-Tuahiwi Community Board's 2025/26 Discretionary Grant fund is \$7,609.

4. **ISSUES AND OPTIONS**

Mahi Mātātoe Trust (the Trust)

4.1 Information provided by the Trust:

- 4.1.1 The Trust is a charitable group, supporting and facilitating community connections for families who choose to home educate their children. The Trust also look for opportunities to support and be involved in the wider community as the need arises and its motto is "*Thriving through Community, Creativity, Courage and Adventure*".
- 4.1.2 The Trust is seeking support to provide first aid training for its seven committee members. These volunteers run weekly homeschooling meet-ups across various outdoor locations in the Waimakariri District, as well as regular sessions at the Pines/Kairaki Hall. To meet the requirements of the Trust's Health and Safety Plan, every gathering must have at least one trained first aider present, in addition to a committee member. By training all committee members, the Trust can ensure this safety requirement is consistently met, helping to keep families safe during activities.

4.1.3 This grant of \$585 to cover three committee members first aid training through St John and is expected to directly benefit around 300 people, with approximately 30% of those living in the Kaiapoi Tuahiwi area. The training will support a broad cross-section of the community. The key benefits include:

- Improved safety and wellbeing at all homeschooling meet-ups.
- Greater confidence for families knowing a qualified first aider is always present.
- Clear communication, with a list of trained first aiders posted on the Trust's Facebook community noticeboards, so new families can easily see who is available to help.

4.1.4 For the Trust, this training will strengthen its ability to meet health and safety requirements, making events more resilient, sustainable, and building trust and confidence in its operations. The wider community also benefits from more residents trained in first aid, especially at venues where sports and recreational activities are held.

4.1.5 If this application is unsuccessful, the training would still take place; however, other funding would need to be investigated, given the importance of this project on the Trust's Health and Safety Plan.

4.2 Council Evaluation:

4.2.1 The application complies with the Board's Discretionary Grant Application Criteria, as it is from a Charitable Trust, and the funding requested of \$585 complies with the Board's general limit of \$750 per grant.

4.2.2 Though the Board's Discretionary Grant Application Criteria states that the grant funding is limited to projects primarily within the Board area or benefiting the residents of the area. It should be noted that only 30% of the beneficiaries are from the Kaiapoi-Tuahiwi area.

4.2.3 In April/May 2023, the North Canterbury Adventure Club, which was part of the Trust, applied to all the Community Boards requesting funding towards sporting and recreational equipment, and most of the applications were declined. However, the Rangiora-Ashley Community Board granted the Club \$500, and the required Accountability Form was received in August 2023.

4.2.4 It should be noted that the Trust has also applied to the Rangiora-Ashley Community Board, which will be meeting on 12 November 2025, for a grant of \$780 to cover four committee members' first aid training

Noaia Charitable Trust (the Trust)

4.3 Information provided by the Trust:

4.3.1 The Trust aims to grow whānau wellbeing and prosperity through developing meaningful and sustainable pathways for their people. The aim is to be the catalyst for their people, to realise and unleash their potential to the world.

4.3.2 The Trust will be hosting its third Community Market in Tuahiwi in early December 2025. This event has become the highlight of their taura, their whanau and the wider Waimakariri community. The market is unique as stall fees are not charged, and space and support are provided to enable people to participate freely. Students from the Trust programmes will also run stalls, selling planter boxes, furniture, and crafts they have built, which provides them with a practical opportunity to showcase the skills they have learnt. This, in turn, will build confidence and practical enterprise skills.

4.3.3 It is estimated that the market will directly benefit approximately 300 people from the Waimakariri District, with an estimated 40% from the Kaiapoi Tuahiwi area. This will be a free and inclusive community event that strengthens whanaungatanga. Local makers would have the opportunity to sell their products without the barrier of stall fees in the lead-up to Christmas. The benefit for the Trust is to build the mana of the Noaia Charitable Trust as a Kaupapa Māori provider committed to whanau, community and positive pathways for young people. The benefit to the wider district will be to boost local enterprise, attract people to the Waimakariri District and support local visibility and connectedness.

4.3.4 The Trust will be using operating funds and support from local whanau and community networks. The Trust has also applied to all the Community Boards requesting a grant of \$1,000 per Board. If this application is not successful the market will continue however on a much smaller scale with less shelter, equipment or accessibility which may limit community participation.

4.4 Council Evaluation:

4.4.1 The application meets the Board's Discretionary Grant Application Criteria, as it has been submitted by a registered Charitable Trust. However, the funding request of \$1,000 exceeds the Board's general grant limit of \$750 per application. Noting that the Board can grant a maximum of \$1,000 to any organisation within a single financial year Grants exceeding \$750 are only to be considered under exceptional circumstances, and the Board would be expected to provide clear and detailed justification for approving such an exception.

4.4.2 The Board's criteria also specify that funding should be directed toward projects primarily located within the Board's area or those that directly benefit residents of the Ward. In this case, only 40% of the individuals participating in the project reside within the Kaiapoi-Tuahiwi area, which may limit the project's alignment with this requirement.

4.4.3 It is also noted that the Trust has submitted funding applications of \$1,000 to all Community Boards, which may be relevant when considering the funding.

4.4.4 This is the first time the Trust has applied to the Board for funding

The Community Colleges New Zealand – Comcol North Canterbury (Comcol)

4.5 Information provided by Comcol:

4.5.1 Comcol has been a leader in community development for over forty years, consistently delivering on its mission to "create better lives for the community." Established in July 1983, Comcol began with modest origins, operating out of a bike shed opposite Rangiora High School. Founded by local businessmen Tony Hall and Alex Murray in partnership with the Rangiora Borough Council, the organisation was originally known as the Rangiora Enterprise Trust. Inspired by the Scottish Enterprise Trust model, Comcol focused on providing vocational training and pastoral care, particularly for youth aged 15–24 who are not engaged in education, employment, or training, as well as individuals living with disabilities.

4.5.2 Comcol currently offers the Equine Connect Programme, a ten-week initiative designed to support individuals experiencing stress, anxiety, depression, trauma, or physical challenges. The programme facilitates one-on-one interactions with horses, providing a therapeutic and empowering experience that promotes emotional healing and personal growth.

4.5.3 Comcol is seeking funding to cover the cost of labour and materials required to construct a mounting block for the Equine Connect Programme. This infrastructure will enhance safety and accessibility for participants when mounting horses, particularly benefiting those with limited experience or physical challenges. Beyond safety, the mounting block is expected to improve participants' confidence and enjoyment, contributing positively to their overall experience. It is anticipated that over 50 youth and school-aged individuals will benefit from this initiative, with approximately 40% residing in the Kaiapoi Tuahiwi area.

4.5.4 The total estimated cost of the project is \$1,055.83. At this stage, no additional funding has been secured. However, should this application be unsuccessful, Comcol intends to apply for funding through the Aotearoa Gaming Trust.

4.6 Council Evaluation:

4.6.1 The application complies with the Board's Discretionary Grant Application Criteria, as it is from a non-profit community organisation.

4.6.2 While Comcol's Equine Connect Programme offers clear benefits to youth and individuals facing personal challenges, it is important to note that the Board's Discretionary Grant Application Criteria prioritise funding for projects that are primarily located within the Board's area or that directly benefit its residents. Comcol is based in Rangiora, and although the programme will support over 50 participants, only approximately 40% of these beneficiaries reside within the Kaiapoi-Tuahiwi area.

4.6.3 Furthermore, the requested grant exceeds the Board's general funding limit of \$750 per application, as well as the maximum allocation of \$1,000 per organisation within a single financial year. According to the Board's Discretionary Grant Application Criteria, any grant exceeding \$750 may only be considered under exceptional circumstances, and the Board would be expected to provide detailed justification for approving funding beyond the standard limit.

4.6.4 This is Comcol's first funding application to the Kaiapoi-Tuahiwi Community Board. However, in July 2025, Comcol received a grant of \$1,000 from the Rangiora-Ashley Community Board. That funding supported the purchase of a solar panel, connections, and battery for a compost toilet at Comcol's community garden in Rangiora.

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

4.8 **Implications for Community Wellbeing**

There are social and environmental benefits for the community, as supporting recreational and educational initiatives encourages social interaction, reduces isolation, improves physical activity, which in turn enhances mental and physical wellbeing.

4.9 The current balance of the Board's 2025/26 Discretionary Grant Fund is \$7,609. If the applications are granted, the Board will have \$4,968 remaining for the rest of the financial year which ends on 30 June 2026.

4.10 The Management Team has reviewed this report.

5. **COMMUNITY VIEWS**

5.1 **Mana Whenua**

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

5.2 **Groups and Organisations**

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

5.3 Wider Community

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

6. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

6.1 Financial Implications

6.1.1 The 2025-26 Annual Plan includes a budget provision of \$8,790 for the Kaiapoi-Tuahiwi Community Board to approve grants to community groups for the 2025/26 financial year (July 2025 to June 2026). A carryover of the 2024/25 financial year amounted to \$1,259, thereby bringing the 2025/26 Discretionary Grant Fund to a balance of \$10,049.

6.1.2 The current balance of the Kaiapoi-Tuahiwi Community Board's 2025/26 Discretionary Grant Fund is \$7,609. If the applications are granted, the Board will have \$4,968 remaining for the remaining six months of the financial year.

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

6.2 Sustainability and Climate Change Impacts

The recommendations in this report do not have sustainability and/or climate change impacts.

6.3 Risk Management

There are no risks associated with the adoption and 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 and organisations which apply for funding.

7. **CONTEXT**

7.1 Consistency with Policy

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

7.2 Authorising Legislation

Not applicable.

7.3 Consistency with Community Outcomes

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

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 2025/2026Name of group: Mahi Matatoa TrustAddress: [REDACTED]Contact person within organisation: [REDACTED]Position within organisation: ChairpersonContact phone number: [REDACTED]Email: mahimatatoatrust@gmail.com**Describe your project or event and what the grant funding will specifically be used for.** *(Use additional pages if needed)*

Our project is to provide first aid training for all of our 7 committee members. We run weekly homeschooling meet-ups across various outdoor spaces in the Waimakariri region, as well as regular sessions at the Pines/Kairaki Hall. In line with our health and safety plan, at least one trained first aider is required at every gathering. The plan also requires a committee member to always be present, so ensuring all committee members are first aid trained means this requirement is consistently met. Grant funding will be used specifically to cover the cost of this training, ensuring a qualified first aider is always available to keep tamariki and whnau safe.

What is the timeframe of the project/event date? Once we have secured funding we will book the first aid cOverall cost of project/event: \$1365 Amount requested: \$585 (for 3 committee membersHow many people will directly benefit from this project? 300Who are the range of people benefiting from this project? *(You can tick more than one box)*☒ People with disabilities (mental or physical) ☐ Cultural/ethnic minorities ☐ District☒ Preschool ☒ School/youth ☒ Adults ☐ Whole community/ward

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

Oxford-Ohoka 20 % Rangiora-Ashley 30 % Woodend-Sefton 20 % Kaiapoi-Tuahiwi 30 %Other (please specify): We also have families from across the wider Canterbury region attending also.

What are the direct benefit(s) to the participants? 57

The direct benefits for participants are increased safety, confidence, and wellbeing at all our community meet-ups. Families will know that a qualified first aider is always present, giving reassurance during activities, sports, and excursions. A list of trained first aiders will also be provided on our FB community noticeboard so new families enrolling can easily see who is available to offer support if needed.

What is the benefit(s) to your organisation?

The benefit to our organisation is strengthened capacity to meet health and safety requirements at every meet-up. With all committee members first aid trained, we are more resilient, sustainable, and able to provide safe, reliable gatherings that build trust and confidence in our group.

What are the benefits, economic or otherwise, to the Kaiapoi-Tuahiwi community or wider district?

Our project supports the Kaiapoi— Tuahiwi and wider Waimakariri community by providing a safe space for homeschooling families to gather and connect. With trained first aiders present, families can participate with confidence. This strengthens social ties, encourages use of local facilities, and builds a resilient homeschooling network that benefits the wider community.

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

If yes, name of parent group: _____

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

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

We have been doing a raffle this past month. As well as participating in a spring market where we will be doing a carnival fundraiser stall.

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 are also applying to the Rangiora-Ashley Community Board to support funding for the other 4 committee members. We have applied for \$780 from them as it costs \$195 per person (Through St Johns) for this training.

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

If yes, please supply details:

If this application is declined, will this event/project still occur? ⁵⁸ ☒ Yes ☐ No

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

If this application is declined, we will continue seeking funding to make this project possible. First aid training is an essential part of our health and safety plan for community meet-ups. As we receive no government support and families only have access to a minimal allowance, our activities are made possible solely through fundraising and grants.

- 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: 24-09-25



Group Information Pack



"Everyone is a genius, but if you judge a fish by how well it can climb a tree, it will spend its whole life feeling stupid."

-Albert Einstein



WHO IS MAHI MĀTĀTOA?

Mahi Mātātoa is a vibrant grassroots community of over 250 home-educating whānau across North Canterbury and Christchurch. We provide inclusive, dynamic spaces where tamariki and rangatahi can connect, explore, and grow through enriching, community-based learning experiences.

Grounded in whanaungatanga (connection), manaakitanga (care), and māia (courage), we offer regular meet-ups, workshops, events, and hands-on adventures that build confidence, resilience, curiosity, and belonging—while supporting parents on their home education journey.

As a volunteer-led initiative, we rely on the generosity of local businesses, organisations, and community partners. Your support invests in the well-being of our young people and helps make inclusive, alternative education more visible, valued, and accessible.

WHAT DOES MAHI MĀTĀTOA OFFER AS A COMMUNITY?

- **Monday Adventure Club:**

- Monday Adventure Club hosts weekly nature-based meet-ups across North Canterbury and Christchurch, encouraging free play, exploration, and connection. With a flexible, family-led format, it nurtures resilience, social growth, and a love of the outdoors while strengthening whānau and community ties.

- **Friday Hangouts:**

- Hangouts offers a flexible, inclusive space where children connect, explore, and grow through activities and peer-led learning. It fosters creativity, belonging, and family involvement, while remaining low-cost and community-driven.

- **Sports Club**

- Sports Club provides have-a-go days, team opportunities, and pathways to qualify for zone and regional events such as athletics, duathlon, and cross country. With regular hikes, hut trips, and camping expeditions, the club gives children broad exposure to sports and outdoor activities that foster fitness, resilience, and a lifelong love of healthy, active living.

• Ag Club

- Ag Club offers hands-on farm and industry visits with a targeted curriculum, building practical skills and confidence. Members also prepare for and compete in AgriKids, linking learning with real-world experience.

• Extra Activities

- Group Camps
- St Johns First Aid Training
- Beach Education with Waikuku Surf Club.
- Duo Dance Dynamics Dance Classes (taught by homeschooled students)
- Skiing/Snowboarding days
- Right of Passage Events (South Island High School Formal, Becoming Program (maturation events for young girls and their mums), Father and Son Camps

SOME INTERESTING FACTS ABOUT HOMESCHOOLING IN NZ



10,777 Students
NZ wide
(as at 1 July 2023)

1,500 in the
wider Canterbury
Region



Families must complete an exemption application form, demonstrating that their child will be taught as regularly or as well as in a registered school.

Homeschooling families receive no other financial support other than the annual supervisory allowance of:

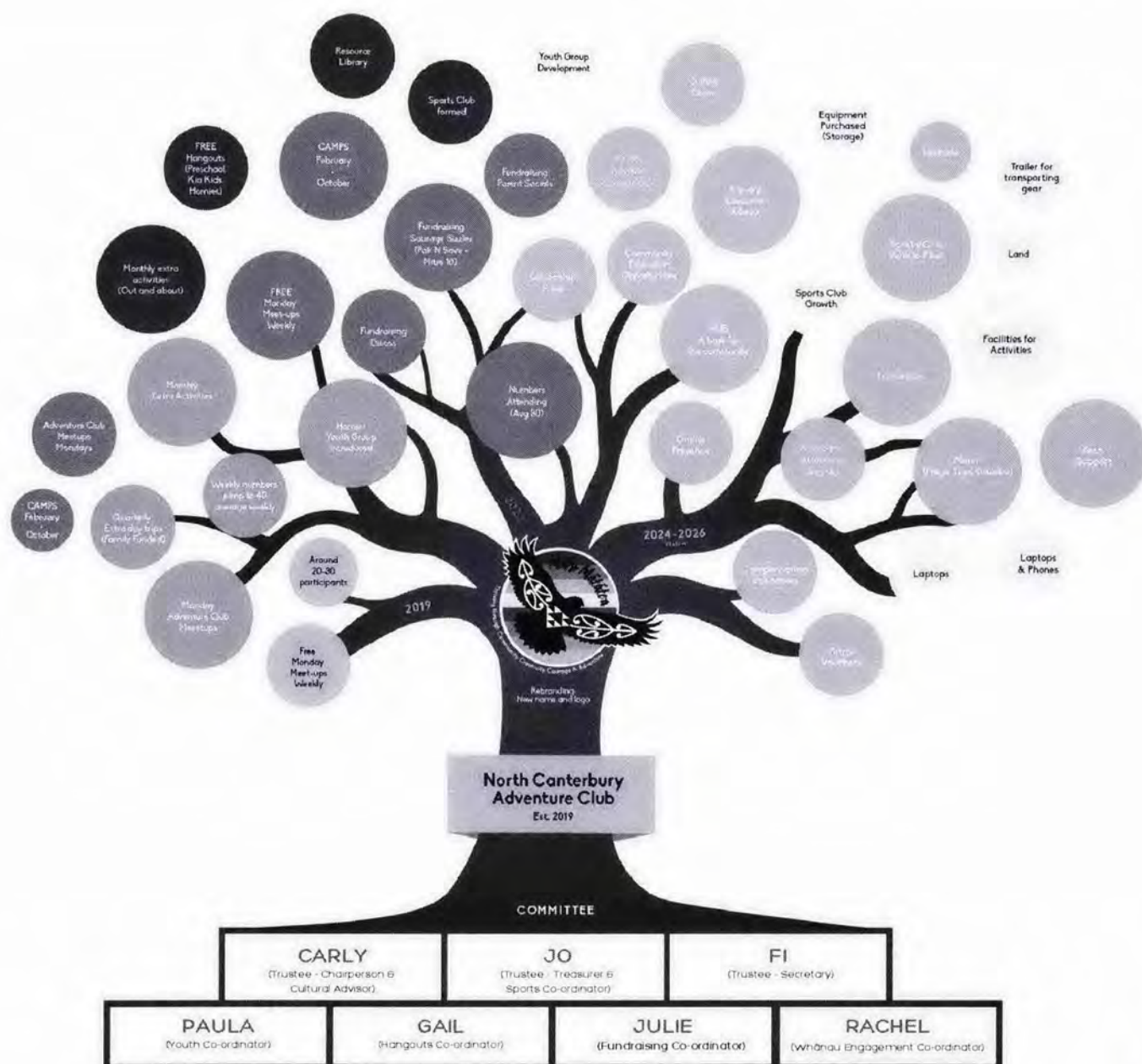
\$796 for 1st child, \$677 for 2nd child, \$557 for 3rd child, \$389 for subsequent children.



Mahi Mātātoa stats - On average, 120 people attend the Monday meetups, and 80 children attend the Friday Hangouts each week.

MAHI MĀTĀTOA'S VISION

As a committee, our vision has always been clear and to visually represent the journey Mahi Mātātoa is on, we have created a vision tree. This tree not only reflects where we've come from but also showcases our achievements and outlines our future aspirations.



Our vision for this community is continuously evolving, much like the growth and transformation of this tree, which will adapt to meet the changing needs and aspirations of our community.

FUNDRAISING GOALS



TESTIMONIALS FROM MAHI MĀTĀTOA PARENTS

From
Julie &
Dan

We have experienced an incredible amount of trauma in recent years. Being a part of Mahi Mātātoa has been a gift to our family and has started bringing me so much healing and peace with the friendships that are forming and growing. As a family we have felt accepted, included and safe in this wonderful community. I know this group will continue to thrive and be a blessing to many people. I will always feel an overwhelming sense of gratitude to all the amazing people who have and continue to make this community so special.

From
Kelly &
Brendon

Originally, we were looking to connect to some like minded families and participate in outdoor adventures. These passionate people have become our extended family, providing a sense of community and belonging. This group inspires us to challenge ourselves and we achieve more because of it. In each new chapter of life, they are there offering support and encouragement. They provide regular, exciting adventures, opportunities to connect and grow while also providing positive role models.



MM has been an absolute blessing to our family. The meetups are somewhere we all look forward to going to because everyone's needs are met. There is a great variety of

locations for Adventure Club and activities at Hangouts, which create natural challenges for the kids to work through and overcome while being supported. The girls have grown in confidence so quickly through having the freedom to try things out and mix with different kids and adults without any pressure. We think it's awesome!

From
Paula

Mahi Mātātoa has provided my family with a warm, safe emotional and social environment to be in. It's a community that embraces diversity, encourages communication and uses collaboration to ensure families feel welcome and supported in their Home Education journey. Mahi Mātātoa provides a space where my children can learn, be challenged and grow as individuals alongside their friends.

It's a community that enriches my children's interests by providing a large variety of events. Parents and caregivers are actively involved in learning together.

From
Gail

There are so many aspects of Mahi Mātātoa that we love. Monday outings are a great way for us to see and try new things with the support of a group with a

wealth of experience; without them we wouldn't have done campfire cooking at the river, or paddleboarding and kayaking at the lake. We have participated in Top Team, and tried out athletics, in groups of mixed ages and abilities, allowing children to support and encourage each other. For me it is the embodiment of the Māori concept of Tuakana-Teina, the older children show the younger children how to do things, and the younger children teach the older children how to look after them.

For both of my children (ages 6 and 3), the Friday Kea kids, and Preschool hangouts is a consistent space where they can feel confident to express themselves.

The parent-led activities mean there is a variety of teaching and learning every week, from seed sowing to screen printing, music, and sports.

The aspect of the group that I am most appreciative of is the behind-the-scenes support network. To be able to ask and answer questions, voice doubts and concerns, provide and receive help, or just have a general vent to people who are happy to listen is invaluable."

From
Rachel &
Garth

"We have four home educated kids, aged 12, twins aged 9 and youngest aged 7. They love creating authentic connections and pursuing adventure, especially outdoors. Since joining Mahi Mātātoa, they have become more confident socially, and have had many opportunities to develop their innate creativity. Group meetups are the highlight of their week, whether it's to hang out and explore, or learn a new skill. We also feel supported as parents, leaning on each other's experiences. To us, Mahi Mātātoa is not just community, it's Whānau"

TESTIMONIALS FROM MAHI MĀTĀTOA KIDS

From
Zac

"I immediately started connecting with the welcoming community. I was always welcomed to games, activities and different friend groups. Eventually I found my group of friends and we continue to have a strong connection at Mahi Mātātoa. Overall, my experience has been an absolutely delightful part of my life, every day it gives me something to look forward to."

From
Super

"I like hanging out with other kids, making new friends, doing fun activities like Tenpin Bowling, Orana park and just gaga ball and stuff with my friends."

Mahi Matatoo is such an easy option as we go things in our time, and we can make it work around us. It made starting homeschooling easier because of how everyone is chill and Homies is chill to. I like it bro."

From
Harriet

This is a picture Harriet drew of Kea Kids



From
Matilda

"I like making friends and helping out with jobs. I love doing Just Dance. I love doing the activities that you set up. I love drawing."

From
Noah

"What I enjoy most about Mahi Matatoo is when you see the range of kids and teenagers that can interact and play with each other, always having a blast. I

personally enjoy being able to come to the Monday meet up and having a good chat with some of the parents. I also enjoy going out wherever we are with some of the other kids and just hangout and talk for ages and the adults always trust us."

From
Nate

"I have developed some amazing skills attending the Mahi Mātātoa meet-ups, like being more confident, being honest and self management. I have also learnt to be more helpful with things like helping to pack up all the sports equipment and arts and crafts because of Mahi Mātātoa."

All the adults are awesome and some of the coolest and nicest people. They help all the kids with anything they need help with and also teach us some cool things along the way like being braver.

Overall, Mahi Mātātoa is a super fun group of people to learn so many cool things with. Wherever I go I have fun. It has made me so much happier in every aspect of my life, so I think all the homeschoolers should come join us and have fun."

Mahi Mātātoa

Thriving through Community, Creativity, Courage & Adventure

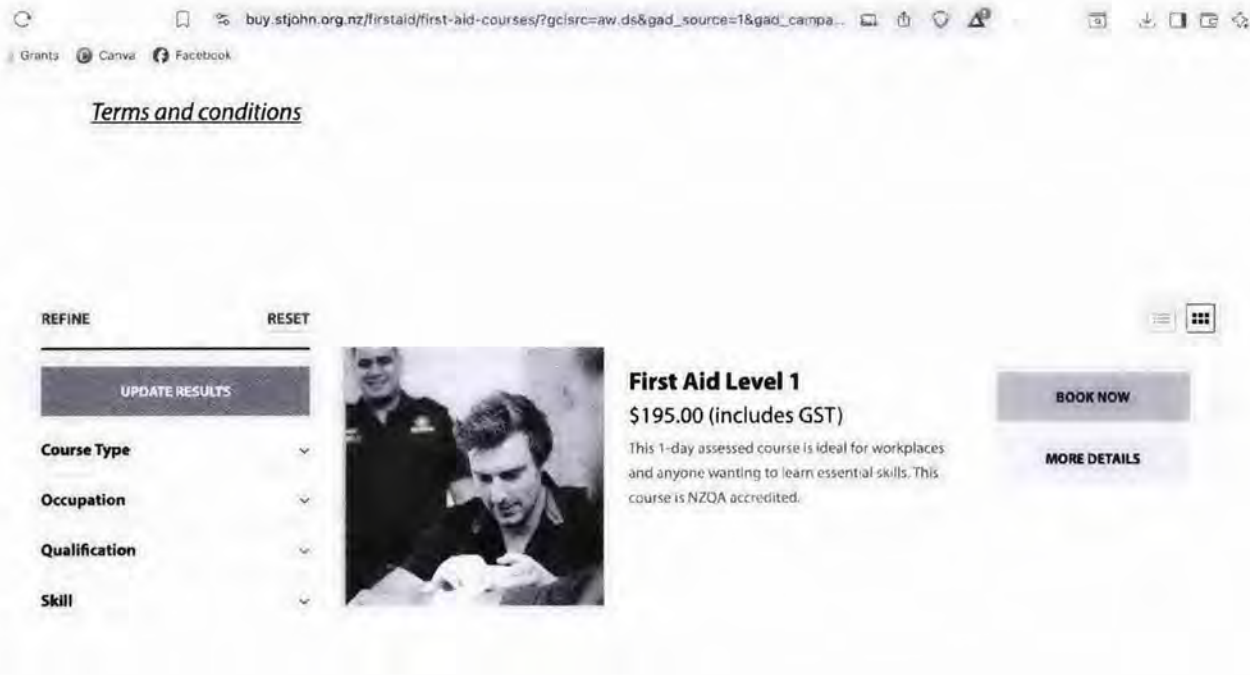


Mahi Mātātoa

Thriving through Community, Creativity, Courage & Adventure



This is a screenshot from the St Johns website of the course we would be looking to book for each of the committee members.



Account	Current funds	Allocated
Mahi Matatoa	\$5,870.81	\$518.70
Admin Expenses + website	\$1,992.83	\$11,567.50
Events + camp	\$7,525.64	\$9,384.00
Hangouts	\$4,835.76	\$4,243.50
Sports Club	\$455.20	\$0.00
Scholarship funds	\$10.60	\$1,000.00
Resources	\$0.00	\$300.08
Total	\$20,690.84	\$27,013.78

Wishlist	
Gazebo	\$3,000

Sports Club	
Primary Sports Canterbury Annual Fe	\$177.00
North Canterbury Sports Annual fee	\$195.00
Soccer Ball	\$45.00
Basketballs x3	\$105.00
Pickleball	\$369.00
Total	\$891.00
Source of funds	All purchased
Membership fees	

Administration Costs	
First Aid Training	\$1,365.00
Accounting Software	\$1,000.00
Accountant Services (annual)	\$750.00
Website hosting fee (annual)	\$456.00
Insurance	\$977.50
Domain name annual	\$19.00
Slush Fund	\$1,000.00
Insurance Excess Fund	\$1,000.00
First Aid supplies	
Laptop	\$2,000.00
Total	\$8,567.50
Source of Funds	

WDC Grant? - First Aid Course	\$1,365.00
Rata Fund? - Website dev.	
Lotteries Fund? - Laptop	
Annual Subs - Slush Fund	

Resource Library	
Call of the Wild and Free [10]	\$35.99
The Brave Learner [11]	\$31.50
The Better Brain [12]	\$36.00
Raising Securely Attached Kids [13]	\$30.40
The Explosive Child [14]	\$29.70
Free To Learn [15]	\$31.50
Balanced and Barefoot [16]	\$45.00
Natural Learning [17]	\$30.00
Modern Miss Mason [18]	\$29.99
Total	\$300.08
Source of Funds	
Mahi Mātātoa Fundraised Funds	\$300.00

Camp	
Food	\$1,600.00
Activities	\$850.00

Total	\$2,450.00
Source of Funds	
MM Fundraised funds	
Families cover additional cost	

Hangouts	
Craft Supplies	\$200.00
Hall Hire Hangouts	\$2,623.50
Hangouts Supplies Fund	\$1,420.00
Lego + Duplo	
Total	\$4,243.50
Source of Funds	
Hall Hire Donation	\$3,000.00

Website Development	
Website building	\$3,000.00
Total	\$3,000.00
Source of Funds	
Rata Foundation?	\$3,000.00

Scholarship Fund	
Fund	\$1,000.00
Total	\$1,000.00
Source of Funds	
MM Fundraised funds	\$1,000.00

Activity Funds	
Beach Ed	\$518.70
Total	\$518.70
Source of Funds	

Formal	
Venue	\$500.00
- viewing	\$50.00
DJ	\$400.00
Chch Party Hire	\$800.00
- table & tablecloths	\$120.00
Photographer	\$720.00
Catering	\$3,460.00
Decorations - estimate	\$600.00
Temu - sandbags	
Crockery - plates and glasses	\$284.00
Total	\$6,934.00
Source of Funds	Tickets



The Trustees, MAHI MATATOA TRUST, 125 Reed Rd, RD 6, Rangiora, 7476



Events

ACCOUNT NAME
MAHI MATATOA TRUST

ACCOUNT NUMBER
[REDACTED]

STATEMENT NO. 3
FOR THE PERIOD
19 JUNE 2025 TO 19 SEPTEMBER 2025

OPENING BALANCE							254.80	
Date	Name of Other Party	Type	Particulars	Code	Reference	Withdrawals	Deposits	Balance
28 Jun			\$0.21	EXEMPT			0.21	255.01
15 Jul		BP			formal		80.00	335.01
15 Jul		BP		Formal			80.00	
15 Jul		DC		Formal			80.00	495.01
16 Jul		DC					80.00	575.01
17 Jul		DC					80.00	655.01
17 Jul		DC					80.00	735.01
18 Jul		DC					80.00	815.01
19 Jul		BP	hs formal				80.00	895.01
19 Jul		BP	Formal				80.00	975.01
20 Jul		DC			Formal		80.00	1,055.01
21 Jul		BP					80.00	1,135.01
21 Jul		BP					80.00	
21 Jul		BP	Formal				80.00	1,295.01
22 Jul		BP					30.00	1,325.01
22 Jul		IB		Formal	Wrong acc		80.00	
22 Jul		BP					80.00	1,485.01
24 Jul		BP	Formal				80.00	1,565.01
25 Jul		DC			Formal		80.00	1,645.01
26 Jul		DC			Formal		160.00	1,805.01
28 Jul		DC			HS Formal		80.00	1,885.01

CARRIED FORWARD 1,885.01

BNZ
Rangiora Store
Telephone 0800 800 468
Facsimile 03 313 4273

The Trustees, MAHI MATATOA TRUST, 125 Reed Rd, RD 6, Rangiora, 7476



Events

ACCOUNT NAME
MAHI MATATOA TRUST

ACCOUNT NUMBER
[REDACTED]

STATEMENT NO. 3
FOR THE PERIOD
19 JUNE 2025 TO 19 SEPTEMBER 2025

CARRIED FORWARD							1,885.01	
Date	Name of Other Party	Type	Particulars	Code	Reference	Withdrawals	Deposits	Balance
29 Jul		BP					80.00	1,965.01
29 Jul		BP	formal				80.00	
29 Jul		DC					80.00	2,125.01
30 Jul		BP			formal		80.00	2,205.01
30 Jul		DC	Formal				80.00	
30 Jul		BP			Formal		240.00	2,525.01
31 Jul		BP		HOMESCHOOL	FORMAL		80.00	2,605.01
31 Jul		BP					80.00	
31 Jul				\$0.73	EXEMPT		0.73	2,685.74
01 Aug		BP		Formal			80.00	2,765.74
01 Aug		DC		Formal			80.00	
01 Aug		DC		formal			80.00	2,925.74
02 Aug		BP					80.00	3,005.74
03 Aug		BP				Formal	80.00	3,085.74
03 Aug		BP				Formal	80.00	
03 Aug		DC	Formal				80.00	
03 Aug		DC	Formal				80.00	3,325.74
04 Aug		BP				Formal	160.00	3,485.74
05 Aug		DC			formal		80.00	3,565.74
05 Aug		DC	Formal				80.00	3,645.74
06 Aug		BP					58.00	3,703.74
CARRIED FORWARD							3,703.74	

AP Automatic Payment
ET Branch Teller Transaction

BP Telephone Bill Payment
IB Internet Banking Transfer

DC Direct Credit

BNZ
Rangiora Store
Telephone 0800 800 468
Facsimile 03 313 4273

The Trustees, MAHI MATATOA TRUST, 125 Reed Rd, RD 6, Rangiora, 7476



Events

ACCOUNT NAME
MAHI MATATOA TRUST

ACCOUNT NUMBER
[REDACTED]

STATEMENT NO. 3
FOR THE PERIOD
19 JUNE 2025 TO 19 SEPTEMBER 2025

CARRIED FORWARD							3,703.74	
Date	Name of Other Party	Type	Particulars	Code	Reference	Withdrawals	Deposits	Balance
06 Aug		DC		Formal			80.00	
06 Aug		DC			formalticket		160.00	3,943.74
07 Aug		DC	Formal				80.00	4,023.74
07 Aug		DC		Formal			80.00	4,103.74
09 Aug		BP			Barn Dance		20.00	4,123.74
09 Aug		DC	SIHF				80.00	
09 Aug		DC			Formal		160.00	
09 Aug		BP			SIHF Formal		160.00	4,523.74
10 Aug		DC	barn dance				57.00	4,580.74
10 Aug		DC					80.00	4,660.74
11 Aug		BP					80.00	4,740.74
11 Aug		BP		Homeschool	Formal		80.00	
11 Aug		IB	Wrong acc		Formal		160.00	
11 Aug		BP		Formal	Refund	80.00		4,900.74
12 Aug		BP		Formal			30.00	4,930.74
12 Aug		BP		Formal			30.00	
12 Aug		DC		Bright	Formal		80.00	
12 Aug		DC			Formal		80.00	
12 Aug		DC	Formal				80.00	
12 Aug		DC					80.00	
12 Aug	BP		HS Formal			80.00		
CARRIED FORWARD							5,360.74	

AP Automatic Payment
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BNZ
Rangiora Store
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The Trustees, MAHI MATATOA TRUST, 125 Reed Rd, RD 6, Rangiora, 7476



Events

ACCOUNT NAME
MAHI MATATOA TRUST

ACCOUNT NUMBER
[REDACTED]

STATEMENT NO. 3
FOR THE PERIOD
19 JUNE 2025 TO 19 SEPTEMBER 2025

CARRIED FORWARD								5,360.74
Date	Name of Other Party	Type	Particulars	Code	Reference	Withdrawals	Deposits	Balance
12 Aug		DC			Formal		80.00	
12 Aug		DC			Formal		80.00	
12 Aug		DC	formal				80.00	
12 Aug		BP			Formal		80.00	
12 Aug		BP			Formal		80.00	5,760.74
13 Aug		BP					80.00	5,840.74
13 Aug		BP			Formal		80.00	
13 Aug		BP			Formal		80.00	
13 Aug		BP					80.00	
13 Aug		BP					80.00	
13 Aug		DC					80.00	
13 Aug		DC			Formal		80.00	
13 Aug		DC					80.00	
13 Aug		DC		Formal			80.00	6,480.74
14 Aug		BP			Barn Dance	tickets	20.00	6,500.74
14 Aug		BP					30.00	
14 Aug		DC				Formal	30.00	
14 Aug		DC					80.00	
14 Aug		DC					80.00	6,720.74
15 Aug		DC			14-18		80.00	6,800.74
15 Aug		BP				14-18 YEARS	80.00	
CARRIED FORWARD								6,880.74

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DC Direct Credit

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Rangiora Store
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The Trustees, MAHI MATATOA TRUST, 125 Reed Rd, RD 6, Rangiora, 7476



Events

ACCOUNT NAME
MAHI MATATOA TRUST

ACCOUNT NUMBER
[REDACTED]

STATEMENT NO. 3
FOR THE PERIOD
19 JUNE 2025 TO 19 SEPTEMBER 2025

CARRIED FORWARD						6,880.74		
Date	Name of Other Party	Type	Particulars	Code	Reference	Withdrawals	Deposits	Balance
15 Aug		DC	Formal				80.00	6,960.74
18 Aug		DC					80.00	7,040.74
18 Aug		BP	formal				80.00	
18 Aug		BP					80.00	7,200.74
19 Aug		BP					20.00	7,220.74
19 Aug		BP		Formal			80.00	
19 Aug		DC					80.00	
19 Aug		BP			Formal		160.00	7,540.74
20 Aug		BP			Formal		10.00	7,550.74
20 Aug		BP			Formal		10.00	
20 Aug		BP					58.00	
20 Aug		DC	Formal				80.00	
20 Aug		BP					80.00	
20 Aug		BP	Formal				80.00	
20 Aug		BP			formal		160.00	8,018.74
21 Aug		DC	BarnDance				15.00	8,033.74
21 Aug		DC	Barn Dance				30.00	
21 Aug		BP		Formal			160.00	8,223.74
22 Aug		DC	SI HS Formal				80.00	8,303.74
22 Aug		DC	Formal_				80.00	8,383.74
23 Aug		BP			Barn dance		20.00	8,403.74
CARRIED FORWARD						8,403.74		

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Rangiora Store
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The Trustees, MAHI MATATOA TRUST, 125 Reed Rd, RD 6, Rangiora, 7476



Events

ACCOUNT NAME
MAHI MATATOA TRUST

ACCOUNT NUMBER
[REDACTED]

STATEMENT NO. 3
FOR THE PERIOD
19 JUNE 2025 TO 19 SEPTEMBER 2025

CARRIED FORWARD								8,403.74
Date	Name of Other Party	Type	Particulars	Code	Reference	Withdrawals	Deposits	Balance
24 Aug		BP	Barndance				15.00	8,418.74
25 Aug		BP			BarnDance		5.00	8,423.74
26 Aug		BP	BARNDANCE				15.00	8,438.74
27 Aug		BP		Erasmus	Formal		10.00	8,448.74
27 Aug		BP		Erasmus	Formal		10.00	
27 Aug		DC			Barn Storch		15.00	
27 Aug		BP					30.00	8,503.74
28 Aug		BP	Barn dance			50.00		8,453.74
29 Aug		BP			barndance		5.00	8,458.74
29 Aug		BP		Barndance			15.00	
29 Aug		BP			Barn Dance		27.00	
29 Aug		BP	October		barndance		29.00	
29 Aug				\$4.80	EXEMPT		4.80	8,534.54
30 Aug		DC			Food		3.00	8,537.54
30 Aug		BP	Barndance				5.00	
30 Aug		BP		Hotdogs			9.00	
30 Aug		DC	hot dog buns	overpaid			14.28	
30 Aug		DC			barndance		21.00	
30 Aug		DC		Barn dance			21.00	
30 Aug		DC			Formal 2025		80.00	
30 Aug		BP	Hot dog buns	Barn dance		57.48		8,630.34
CARRIED FORWARD								8,630.34

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Rangiora Store
Telephone 0800 800 468
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The Trustees, MAHI MATATOA TRUST, 125 Reed Rd, RD 6, Rangiora, 7476



Events

ACCOUNT NAME
MAHI MATATOA TRUST

ACCOUNT NUMBER
[REDACTED]

STATEMENT NO. 3
FOR THE PERIOD
19 JUNE 2025 TO 19 SEPTEMBER 2025

CARRIED FORWARD								8,630.34
Date	Name of Other Party	Type	Particulars	Code	Reference	Withdrawals	Deposits	Balance
31 Aug		DC	Barn Dance	Food			15.00	8,645.34
31 Aug		BP	Barn dance	Food	Supplies	168.95		8,476.39
01 Sep		BP	Barn dance				36.00	8,512.39
01 Sep		BP			Formal		80.00	
01 Sep		DC	formal				160.00	8,752.39
02 Sep		BP		food	barndance		6.00	8,758.39
03 Sep		BP			Formal		10.00	8,768.39
03 Sep		BP			Formal		10.00	
03 Sep		BP					58.00	
03 Sep		BP		Fernside	Barn dance	54.25		8,782.14
07 Sep		DC	SIHF				90.00	8,872.14
10 Sep		BP			Formal		10.00	8,882.14
10 Sep		BP			Formal		10.00	
10 Sep		BP	New Brighton				80.00	8,972.14
11 Sep		ET			Barndance		155.00	9,127.14
11 Sep		BP	Formal	Catering		1,705.00		7,422.14
13 Sep		BP	Formal New B				80.00	7,502.14
15 Sep		BP	Formal 2025				160.00	7,662.14
16 Sep		DC			TM7		50.00	7,712.14
17 Sep		BP			Formal		10.00	7,722.14
17 Sep		BP			Formal		10.00	
CARRIED FORWARD								7,732.14

AP Automatic Payment
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Rangiora Store
Telephone 0800 800 468
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The Trustees, MAHI MATATOA TRUST, 125 Reed Rd, RD 6, Rangiora, 7476



Events

ACCOUNT NAME
MAHI MATATOA TRUST

ACCOUNT NUMBER
[REDACTED]

STATEMENT NO. 3
FOR THE PERIOD
19 JUNE 2025 TO 19 SEPTEMBER 2025

CARRIED FORWARD							7,732.14	
Date	Name of Other Party	Type	Particulars	Code	Reference	Withdrawals	Deposits	Balance
17 Sep		AP					58.00	
17 Sep		DC	formal				160.00	7,950.14
19 Sep		BP	Camp food		Reminburseme	115.50		7,834.64
CLOSING BALANCE							7,834.64	

Credit Interest Rate(s) as percent per annum applicable to this account during the statement period

30/05/2025 - 19/09/2025
1.000 % p.a.

Interest rate percent per annum applicable to this account in respect of overdrawn balances is 22.00% p.a.



The Trustees, MAHI MATATOA TRUST, 125 Reed Rd, RD 6, Rangiora, 7476



Scholarship funds

ACCOUNT NAME
THE TRUSTEES
MAHI MATATOA TRUST
125 REED RD
RD 6
RANGIORA

ACCOUNT NUMBER
[REDACTED]

STATEMENT NO. 10
FOR THE PERIOD
31 JULY 2025 TO 29 AUGUST 2025

OPENING BALANCE								10.58
Date	Name of Other Party	Type	Particulars	Code	Reference	Withdrawals	Deposits	Balance
29 Aug	GROSS CR INTEREST		\$0.02	EXEMPT			0.02	10.60
CLOSING BALANCE								10.60



The Trustees, MAHI MATATOA TRUST, 125 Reed Rd, RD 6, Rangiora, 7476



Admin Expenses

ACCOUNT NAME

ACCOUNT NUMBER

STATEMENT NO. 10
FOR THE PERIOD
31 JULY 2025 TO 29 AUGUST 2025

OPENING BALANCE							2,299.27	
Date	Name of Other Party	Type	Particulars	Code	Reference	Withdrawals	Deposits	Balance
26 Aug		BP		Meeting	747509	34.88		2,264.39
CLOSING BALANCE							2,264.39	

Current interest rate percent per annum applicable to this account in respect of overdrawn balances is 22.000. There is no required payment applicable to this statement period provided the limit has not been exceeded.



The Trustees, MAHI MATATOA TRUST, 125 Reed Rd, RD 6, Rangiora, 7476



Sports Club

ACCOUNT NAME

ACCOUNT NUMBER



STATEMENT NO. 10
FOR THE PERIOD
31 JULY 2025 TO 29 AUGUST 2025

OPENING BALANCE							415.20	
Date	Name of Other Party	Type	Particulars	Code	Reference	Withdrawals	Deposits	Balance
05 Aug		BP					40.00	455.20
CLOSING BALANCE							455.20	

Current interest rate percent per annum applicable to this account in respect of overdrawn balances is 22.000. There is no required payment applicable to this statement period provided the limit has not been exceeded.



The Trustees, MAHI MATATOA TRUST, 125 Reed Rd, RD 6, Rangiora, 7476



ACCOUNT NAME

ACCOUNT NUMBER
[REDACTED]

STATEMENT NO. 10
FOR THE PERIOD
31 JULY 2025 TO 29 AUGUST 2025

OPENING BALANCE							5,153.45	
Date	Name of Other Party	Type	Particulars	Code	Reference	Withdrawals	Deposits	Balance
03 Aug		BP			Hangouts x1		20.00	5,173.45
10 Aug		BP	Storage	Boxes	Hangouts	45.50		5,127.95
10 Aug		BP		Slice	Activity	66.04		5,061.91
11 Aug		BP	Coffee		Hangouts	12.78		5,049.13
14 Aug		DC					60.00	5,109.13
18 Aug		BP			hangouts		20.00	5,129.13
18 Aug		BP			TM7		25.00	5,154.13
19 Aug		BP		Activity	Hangouts	28.20		5,125.93
26 Aug		BP	Printing		Activity	8.25		5,117.68
26 Aug		BP		HO hall hire		112.50		5,005.18
28 Aug		DC					60.00	5,065.18
CLOSING BALANCE							5,065.18	

Current interest rate percent per annum applicable to this account in respect of overdrawn balances is 22.000. There is no required payment applicable to this statement period provided the limit has not been exceeded.



The Trustees, MAHI MATATOA TRUST, 125 Reed Rd, RD 6, Rangiora, 7476



ACCOUNT NAME

ACCOUNT NUMBER

STATEMENT NO. 10
FOR THE PERIOD
31 JULY 2025 TO 29 AUGUST 2025

OPENING BALANCE						7,896.40		
Date	Name of Other Party	Type	Particulars	Code	Reference	Withdrawals	Deposits	Balance
02 Aug		DC			TM7		25.00	7,921.40
03 Aug		BP		Porters ski			5.00	7,926.40
03 Aug		BP			TM7		25.00	
03 Aug		BP		Porters			50.00	
03 Aug		BP		Inv 8846	30th July	1,485.00		6,516.40
05 Aug		DC					50.00	6,566.40
05 Aug		DC			Ski		55.00	
05 Aug		BP	porters	porters	porters		110.00	
05 Aug		BP			Skiing		125.00	
05 Aug		BP	ski	ski	ski		315.00	7,171.40
06 Aug		BP			Mt Hutt	2,730.00		4,441.40
07 Aug		DC			Tm7		25.00	4,466.40
07 Aug		BP			TM7		50.00	
07 Aug		BP			tm7		50.00	
07 Aug		BP	6 tickets	Ticket sales	Cash raffle		150.00	4,716.40
08 Aug		BP		TM7			25.00	4,741.40
08 Aug		DC		TM7			100.00	4,841.40
10 Aug		BP			Formal		160.00	5,001.40
11 Aug		DC		X 2 tickets			50.00	5,051.40
11 Aug		BP		TM7			75.00	
11 Aug	BP	Fruity dream	Demo	Fundraiser	38.76			

CARRIED FORWARD 5,087.64

BNZ
Rangiora Store
Telephone 0800 800 468
Facsimile 03 313 4273

The Trustees, MAHI MATATOA TRUST, 125 Reed Rd, RD 6, Rangiora, 7476



Mahi Matatua Trust

ACCOUNT NAME

ACCOUNT NUMBER

STATEMENT NO. 10
FOR THE PERIOD
31 JULY 2025 TO 29 AUGUST 2025

CARRIED FORWARD						5,087.64		
Date	Name of Other Party	Type	Particulars	Code	Reference	Withdrawals	Deposits	Balance
11 Aug		IB	Wrong acc		Formal	160.00		4,927.64
14 Aug		DC			TM7		50.00	4,977.64
15 Aug		BP			TM7		25.00	5,002.64
16 Aug		DC	TM7				25.00	5,027.64
16 Aug		BP		RAFFLE	RAFFLE		25.00	
16 Aug		BP	10sepski		LimSKI		165.00	5,217.64
18 Aug		DC			Tm7		25.00	5,242.64
18 Aug		DC			TM7		25.00	
18 Aug		DC			Tm7		50.00	
18 Aug		BP		Porters			50.00	
18 Aug		DC	SKi	Porters			165.00	5,532.64
19 Aug		BP			TM7		50.00	5,582.64
19 Aug		DC			SKI		165.00	5,747.64
20 Aug		DC	porters ski	10 sept			55.00	5,802.64
20 Aug		DC	porters ski	10 sept			55.00	
20 Aug		DC	Ski	Porters			55.00	
20 Aug		DC			Mt hutt		68.00	
20 Aug		DC			Mt hutt		68.00	
20 Aug		BP	ski	ski	ski		110.00	
20 Aug		BP		Mt Hutt	Skiing		126.50	
20 Aug		BP			Ski		165.00	
CARRIED FORWARD						6,450.14		

BNZ
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The Trustees, MAHI MATATOA TRUST, 125 Reed Rd, RD 6, Rangiora, 7476



Mahi Matatoa Trust

ACCOUNT NAME

ACCOUNT NUMBER

STATEMENT NO. 10
FOR THE PERIOD
31 JULY 2025 TO 29 AUGUST 2025

CARRIED FORWARD								6,450.14
Date	Name of Other Party	Type	Particulars	Code	Reference	Withdrawals	Deposits	Balance
20 Aug		DC	SKI		September		165.00	6,615.14
21 Aug		BP			TM7		25.00	6,640.14
21 Aug		BP					25.00	
21 Aug		DC					25.00	
21 Aug		BP					25.00	
21 Aug		DC					55.00	6,770.14
22 Aug		DC			TM7		25.00	6,795.14
22 Aug		DC					136.00	6,931.14
23 Aug		BP			tm7		25.00	6,956.14
23 Aug		DC			TM7		25.00	
23 Aug		DC			TM7		25.00	
23 Aug		BP			Tm7		50.00	
23 Aug		DC			Porters Skii		165.00	7,221.14
25 Aug		DC		Tm7			25.00	7,246.14
25 Aug		DC			Tm7		50.00	
25 Aug		BP		Porters	Snowboard		110.00	7,406.14
26 Aug		BP			TM7		25.00	7,431.14
27 Aug		DC			TM7		50.00	7,481.14
28 Aug		BP					2.67	7,483.81
28 Aug		BP		TM7			25.00	
28 Aug		BP			TM7		25.00	
CARRIED FORWARD								7,533.81

BNZ
Rangiora Store
Telephone 0800 800 468
Facsimile 03 313 4273

The Trustees, MAHI MATATOA TRUST, 125 Reed Rd, RD 6, Rangiora, 7476



Mahi Matatoa Trust

ACCOUNT NAME

ACCOUNT NUMBER

STATEMENT NO. 10
FOR THE PERIOD
31 JULY 2025 TO 29 AUGUST 2025

CARRIED FORWARD							7,533.81	
Date	Name of Other Party	Type	Particulars	Code	Reference	Withdrawals	Deposits	Balance
28 Aug		DC			Porters10Sep		110.00	
28 Aug		ET	Raffle				740.00	8,383.81
29 Aug		DC	Barn dance				20.00	8,403.81
29 Aug		BP		TM7			25.00	8,428.81
CLOSING BALANCE							8,428.81	

Current interest rate percent per annum applicable to this account in respect of overdrawn balances is 22.000. There is no required payment applicable to this statement period provided the limit has not been exceeded.

What happens now?

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

What happens next?

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

Groups applying for Board Discretionary Grants 2025/2026

Name of group: _____

Address: _____

Contact person within organisation: _____

Position within organisation: _____

Contact phone number: _____ Email: _____

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

What is the timeframe of the project/event date? _____

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

How many people will directly benefit from this project? _____

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

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

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

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

Other (please specify): _____

What are the direct benefit(s) to the participants? 87

What is the benefit(s) to your organisation?

What are the benefits, economic or otherwise, to the Kaiapoi-Tuahiwi community or wider district?

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

If yes, name of parent group: _____

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

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

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

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

If yes, please supply details:

If this application is declined, will this event/project still occur? ⁸⁸ 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

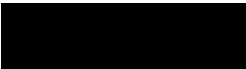
I am authorised to sign on behalf of the group/organisation making this application.

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: _____

NOIAIA CHARITABLE TRUST
PO BOX 361
RANGIORA 7440

IRD Number [REDACTED]
Reference L1296916200
Issued 10 April 2024

Dear Sir/Madam

Registered charity

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

Income tax

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

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

This exemption does not apply to GST or PAYE.

Donee status

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

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

Resident withholding tax (RWT)

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

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

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

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

Yours sincerely,

Bernadette Newman

Customer Segment Lead

Balance Sheet

Noaia Charitable Trust As at 30 September 2025

30 SEPT 2025

Assets

Bank

Central Bank Account	27,289.42
Funds Held in Trust	847.15
Operations Eftpos	1,322.90
Petty Cash	1,113.10
Reserves Account	2,479.20
Gift Cards	111.26
Total Bank	33,163.03

Current Assets

Accounts Receivable	130,834.86
Prepayments	77.59
Total Current Assets	130,912.45

Fixed Assets

Plant & Tools	235,418.95
Motor Vehicles	(5,280.29)
Office Equipment	43,553.22
Buildings	(18,396.71)
Total Fixed Assets	255,295.17

Total Assets

419,370.65

Liabilities

Current Liabilities

Accounts Payable	11,580.44
Annual Leave Accrual	13,444.67
GST	14,903.12
Income in Advance	137,793.00
Rounding	(0.08)
Total Current Liabilities	177,721.15

Non-current Liabilities

SBCS Covid-19 Small Business Cashflow Loan	18,153.14
One Office Phones	1,581.99
Total Non-current Liabilities	19,735.13

Total Liabilities

197,456.28

Net Assets

221,914.37

Equity

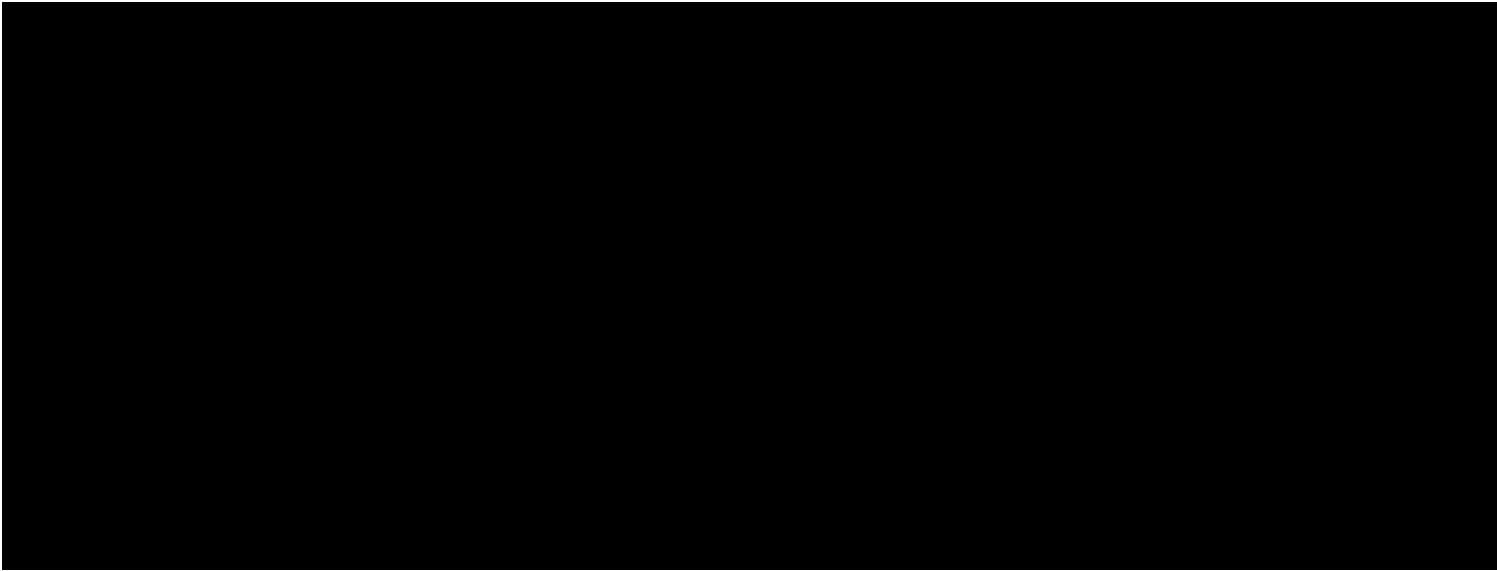
Current Year Earnings	(37,830.08)
Reserves	259,744.45
Total Equity	221,914.37

Profit and Loss

Noaia Charitable Trust
For the year ended 30 June 2025

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

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



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

Tēnā koutou,

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

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

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

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

Ngā mihi,

[Redacted signature block]



Mā te kotahitanga e whai kaha ai tātou
Through unity we gain strength.

What happens now?

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

What happens next?

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

Groups applying for Board Discretionary Grants 2025/2026

Name of group: Comcol North Canterbury

Address: [REDACTED]

Contact person within organisation: [REDACTED]

Position within organisation: Chief Executive

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)

For the construction (labour and materials) of a mounting block to enable our physically able Equine Connect participants to climb from the mounting block and get on to a horse.

Equine Connect is a programme available at Comcol North Canterbury for people who are dealing with stress, anxiety, depression, trauma, or physical challenges. Our Equine Connect facilitator is funded by Lottery Communities.

What is the timeframe of the project/event date? December 2025 - January 2026 (funding dependent)

Overall cost of project/event: \$918.11 + gst Amount requested: \$1055.83

How many people will directly benefit from this project? 50 plus

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

☒ People with disabilities (mental or physical) ☐ Cultural/ethnic minorities ☐ District

☐ Preschool ☒ School/youth ☐ Adults ☐ Whole community/ward

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

Oxford-Ohoka 5% Rangiora-Ashley 40% Woodend-Sefton 5% Kaiapoi-Tuahiwi 40%

Other (please specify): 10% - including Hurunui district

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

Overall participants are happier people - their mental wellbeing improves, they gain self-confidence, and they re-engage with community (if they have become socially isolated). For participants who are attending school, along with the above personal changes - they have a better focus at school, and they give more attention to enhancing their education qualification results.

What is the benefit(s) to your organisation?

The mounting block will allow us to provide the experience of mounting a horse, to be safe and more user-friendly. Generally, participants have not previously been around horses, and towards the end of their ten-week programme they have built up their confidence around the horses to be ready and willing to be riding, under guidance.

What are the benefits, economic or otherwise, to the Kaiapoi-Tuahiwi community or wider district?

The benefits to the Kaiapoi-Tuahiwi community are improvements to mental wellbeing and productivity for the individuals involved, and the positive ripple effect to the whanau, school, work and business environments.

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

If yes, name of parent group: Community Colleges New Zealand

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

Comcol North Canterbury is governed by Community Colleges New Zealand, a registered charitable organisation, CC10303.

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.

None.

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.

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

If yes, please supply details:

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

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

We will submit a funding application to a gaming trust.

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: 3 November 2025



3 November 2025

Kaiapoi-Tuahiwi Community Board
c/- Waimakariri District Council
215 High Street, Rangiora

Dear Community Board Members

Please accept this Discretionary Grant Application from Comcol North Canterbury (Comcol), for the construction of a mounting block. The mounting block will allow us to assist our Equine Connect participants to enjoy a safe and user-friendly experience when mounting a horse.

Equine Connect offers a comfortable and relaxing environment for people going through personal challenges. Open to all ages, the ten-week programme facilitates one-on-one time connecting with horses. Whether people are dealing with stress, anxiety, depression, trauma, or physical challenges, Equine Connect offers a powerful, natural way to heal and grow. Our Equine Connect facilitator is funded by Lottery Communities through to March 2027.

During 2024 and 2025 we worked directly with the counsellors at Kaiapoi High School and have taken 28 of their students through the programme. There is no cost to Kaiapoi High School.

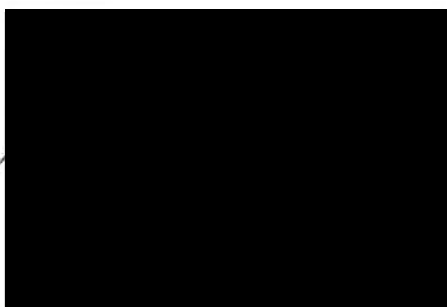
Comcol is a community-based organisation located at the urban edge of Rangiora, where in a peaceful and safe nature-based setting we deliver work skills training, education, pastoral care and mentoring to people in need. In partnership with many organisations, we have been making a significant contribution to our local communities by way of positive social and economic outcomes for more than forty years.

Our Vision: Creating better lives for our community.

Our Mission: To provide an environment that creates opportunities for success in education, employment, wellbeing and sustainability.

Operating under the governance structure of Community Colleges New Zealand, our quality management and processes are endorsed by; Te Kāhui Kāhu accreditation as a Level 3 Social Services Provider; NZQA with registration as a Category One rating (highest rating), and Charities Services as a registered charitable organisation (CC10303).

Thank you for your consideration of this application. We welcome your Board to visit Comcol North Canterbury, an ideal time would be early in 2026.



Community Colleges New Zealand Ltd
140 East Belt, Rangiora 7400
PO Box 662, Rangiora 7440

03 313 2881
info@comcol.ac.nz
f y t

**QUOTE**

ELO2023 Ltd

Attn:

Date: 12/10/2025

Job: Mounting Block

Description:

- Mounting block 150x50 mm h4 timber and 150x20mm h3.4 timber for cross bracing
- Stainless Steel fixings

Labour Allowance: \$321.13

Materials: \$596.98

Subtotal: \$918.11

GST (15%): \$137.72

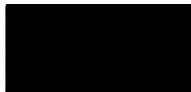
Total: \$1055.83

Terms & Conditions:

- This quote is valid for 30 days from the issue date.
- Any variations or additional work will be quoted separately.
- Payment terms to be discussed upon confirmation of the job.

To confirm the job and discuss payment terms, please contact Eric Love at 0210363171.

Kind regards,





Confidence

Building
communication
empathy & trust



Empowerment

Every moment is an
opportunity
No horse experience
needed



Wellbeing

Somewhere to go
Something to do
Someone to see

Embrace the healing power of horses

Apply now 0800 60 50 60 – 027 228 9331

Equine Connect offers a comfortable, relaxing & therapeutic environment for people going through personal challenges.

Whether you are dealing with stress, anxiety, depression, trauma, or physical challenges, Equine Connect offers a powerful, natural way to heal & grow.

Open to all ages
Spend time connecting with horses
Weekly 1-2 hour sessions.



Watch our video

Comcol North Canterbury
140 East Belt, Rangiora

 comcolequine | comcol.ac.nz

 info.nc@comcol.ac.nz

**GET IN
TOUCH**
about how we
can help



Comcol

New Zealand
comcol.ac.nz

Statement of Service Performance

For the year ended 31 Dec 2024

Creating Better Lives For Our Community

ASHTON
WHEELANS

Mission, Vision & Values

101

Our mission is to provide an environment that creates opportunities for success in education, employment, wellbeing, and sustainability.

**"Poipoia te kākano kia puawai.
Nurture the seed and it will blossom."**

Our vision is creating better lives for our community.



Our values guide how we behave and act as we provide a nurturing environment to guide rangatahi on a positive pathway to education, employment and personal wellbeing.



We recognise the diversity of each other and our communities, and we all have something to share and learn from each other. We care about everyone's health and happiness, and ensuring sustainability for future generations.

Our Mahi

We are a catalyst for change for young people. Our youth coaches and tutors empower success through education, training and wrap-around support. While our front-line staff manage and find solutions for the increasing and complex challenges our young people face today, the rest of our organisation works to support this mahi.

We continue with our advocacy for rangatahi including meeting with ministers of the crown.

ASHTON
WHEELANS

The accompanying policies and notes form part of the performance report. These statements should be read in conjunction with the attached

Our Rangatahi

Our kaupapa, our foundation for action, is finding solutions for our rangatahi to gain independence through education, training, work-based learning and employment.

Many of our rangatahi come to Comcol with low achievement in terms of qualifications, literacy, and personal experience. Developing opportunities to experience success is a key aspect on their pathway to positive growth.

Positive caring relationships are our strength and celebrating success and achievement is an integral pathway to personal development and independence.

Youth Service

We provide free Youth Service for 16 – 19 year olds and our focus is on supporting our taiohi into education, training, work-based learning and employment. But every day we do so much more. Our Youth Coaches provide intensive, tailored support to identify each individual's goals and the best path to reach them. Our wider communities also play an important role for our coaches, and we work collaboratively with many community organisations to provide a fully invested community wrap-around service. Our mahi, along with important wider community support, seeks to remove any barriers to success and create a better future for each and every young person we have the privilege of working alongside.

GROW Programme

An initial 12 week group programme with ongoing one-on-one mentoring free for 15-24 year olds. The programme includes growing and gathering kai; cooking; volunteering; driver learner licence training; barista skills with the aim to help participants prepare for work, learn team work, develop social connections and enhance their sense of self.

Equine Programmes

Comcol offers three equine programmes:

- Equine Connect – a 10 week programme designed as a therapeutic space for people going through special challenges.
- Equine Career Link – a 10 week programme designed to help participants towards their goal of employment in the equine industry.
- Equine International Studies – a course for Rangiora High School international students combining learning equine skills with weekly riding lessons.

ASHTON
WHEELANS

We are establishing a pocket native forest corridor on Rangiora's boundary to be known as Comcol Living laboratory.

Together with our community we are:

- planting the native biodiversity corridor and enhancing a natural ecosystem.
- restoring a podocarp forest and contributing to the Waimakariri district's goal of 10% biodiversity in the wider landscape.
- potting up native seedlings and growing on ready for planting.
- planting native trees on our tree planting days.

Service Performance 2024

Youth Service 2024

1,001 Youth Service taiohi were coached by our Youth Coaches within our five locations in three regions throughout the South Island - Canterbury, Otago and Southland (2023: 689 taohi).

GROW funded by HPR

Six programmes over 12 weeks on site with ongoing mentoring for 60 students achieving 87% into training and or employment. (2023: two programmes over 12 weeks for 20 students achieving 80% into training and/or employment.)

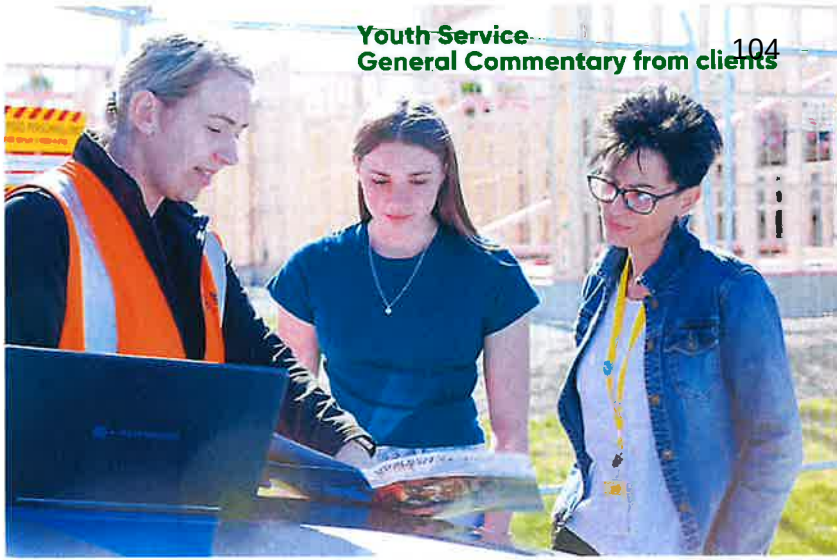
Equine

International students with Rangiora High School Equine Studies
44 students with 426 hours of riding lessons and equine studies. (2023: 24 students with 290 hours of riding lessons and equine studies.)

Equine Connect - 48 clients experiencing the positive impact of connecting with horses to improve their wellbeing.

Lighthouse with Rangiora High School - 10 students attended one term. To transition out of school, expand their environment and learn hospitality skills in a new environment. (2023: 15 students attended two terms.)

IHC North Canterbury - 33 small group sessions for independent IHC clients, to come together and connect, preparation, develop skills to source food, purchase and prepare nutritional meals.



"My Youth Coach made an effort to understand every situation I was going through and helped to support me and work around whatever was going on.

They were always helping me to keep on track and encouraging me to reach my potential.

They constantly helped me in finding a job and when it was a massive struggle for months. And helped me quit some bad habits I gained from my past.

In all my Youth Coach helped me become the person I am today, and I'm forever grateful for everything."



GROW courses - Each week courses we celebrate our successes. This is a selection of some of those student achievements - in their own words.

- "Today I smiled for the first time and it wasn't fake."
- "I started thinking about future goals and made myself realistic goals."
- "Getting some decent exercise."
- "Speaking in front of someone and controlling myself with not having a panic attack."
- "Did something I wouldn't normally do - plant plants."
- "I came."



Young people are lining up to join cooking classes at Comcol North Canterbury thanks to a partnership between Comcol and the IHC North Canterbury Association.



"Thank you for teaching us and for the great time we spent together with you at school and your support for me on and around the school.

I learned with and from you, not only about horses also about life. You're the best riding instructor I've had so far.

You really know what you're doing and what you are talking about"

Equine Student Letter

ASHTON
WHEELANS

Community Colleges New Zealand Limited

Statement of Financial Performance

For The Year Ended 31 December 2024

	Note	2024 \$	2023 \$
Revenue			
Capital grants		102,680	-
Government service delivery grants/contracts		3,669,506	3,743,989
Interest, dividends and other investment revenue		96,711	84,753
Non-government service delivery grants/contracts		135,417	134,918
Other Revenue		156,840	158,207
Revenue from commercial activities		73,230	58,400
		<u>4,234,384</u>	<u>4,180,267</u>
Expenses			
Employee remuneration and other related expenses		2,972,671	2,706,678
Expenses related to service delivery		925,884	1,004,393
Expenses related to commercial activities		24,066	11,601
Other expenses		197,648	166,798
		<u>4,120,270</u>	<u>3,889,470</u>
NET SURPLUS FOR THE YEAR		<u>\$114,115</u>	<u>\$290,797</u>

The accompanying policies and notes form part of the performance report. These statements should be read in conjunction with the attached Independent Auditor's Report.

Community Colleges New Zealand Limited

Statement of Financial Position

As At 31 December 2024

	Note	2024 \$	2023 \$
Current Assets			
Term Deposits Maturing within 12 Months		817,971	1,292,536
Cash and short-term deposits	2	753,738	568,562
Accounts Receivable	3	109,191	130,367
Prepayments	3	53,744	55,657
Advance CC NZ Ownership Trust		220,821	268,791
Total Current Assets		1,955,465	2,315,913
Non-current Assets			
Property, plant and equipment	5	1,341,253	1,319,839
Investments	6	565,316	325,377
Total Non-current Assets		1,906,569	1,645,216
Total Assets		3,862,034	3,961,129
Current Liabilities			
Employee costs payable		285,319	242,396
Trade and other payables	4	52,155	117,009
GST payable		72,381	94,020
Unused donations and grants with conditions	7	120,560	197,382
Total Current Liabilities		530,415	650,807
Non-current Liabilities			
Spark Loan (24-month term)		3,161	-
Total Liabilities		533,575	650,807
NET ASSETS		\$3,328,458	\$3,310,323
Accumulated funds			
Accumulated Surpluses		3,327,458	3,309,323
Share capital		1,000	1,000
TOTAL ACCUMULATED FUNDS		\$3,328,458	\$3,310,323

The accompanying policies and notes form part of the performance report. These statements should be read in conjunction with the attached Independent Auditor's Report.

Community Colleges New Zealand Limited

Statement of Cash Flows

For The Year Ended 31 December 2024

	2024	2023
Cash flows from operating activities		
Operating receipts		
Capital grants	102,680	3,300
Government service delivery grants/contracts	3,601,715	3,625,828
Non-government service delivery grants/contracts	135,417	131,618
Gross sales from commercial activities	87,374	57,959
Interest, dividends and other investment receipts	99,633	86,160
Other cash received	156,840	34,092
Total receipts	4,183,659	3,938,957
Less operating payments		
Employment remuneration and other related payments	2,973,259	2,609,812
Payments related to commercial activities	24,066	11,601
Other payments related to service delivery	975,797	1,008,976
Other payments	45,581	93,331
Total payments	4,018,703	3,563,616
Net cashflows from operating activities	164,956	375,341
Cash flows from other activities		
Cash was received from:		
Sale of property, plant and equipment	19,577	25,714
Sale of investments	518,105	-
Cash received from loans borrowed from other parties	3,161	-
Cash was applied to:		
Payments to acquire property, plant and equipment	237,143	248,710
Payments to purchase investments	283,480	257,473
Net cash flows from other activities	20,220	(480,469)
Net increase/(decrease) in cash	185,176	(105,128)
Opening cash	568,562	673,690
Closing cash	753,738	568,562

The accompanying policies and notes form part of the performance report. These statements should be read in conjunction with the attached Independent Auditor's Report.

Community Colleges New Zealand Limited

Notes to the Performance Report For The Year Ended 31 December 2024

1 Statement Of Accounting Policies

Basis of preparation

Community Colleges New Zealand Limited has elected to apply the Tier 3 (NFP) Standard on the basis that it does not have public accountability and has total annual expenses of equal to or less than \$5,000,000 for the last two annual reporting periods.

All transactions in the performance report are reported using the accrual basis of accounting. The performance report is prepared under the assumption that the company will continue to operate in the foreseeable future.

Revenue

Revenue from Grants and Contracts where there are documented expectations for performance of services or purchase of assets are initially recognised as liabilities and then transferred to income once the documented expectations have been completed.

Revenue from commercial activities is recognised as invoiced.

Interest and Dividend income is recognised at the earlier of receipt or when there is beneficial entitlement.

Other income includes the subleasing of facilities and other sundry amounts. Other income is recognised at the earlier of receipt or the performance of services.

Cash And Cash Equivalents

Cash and cash equivalents include cash on hand, deposits held at call with banks, other short-term highly liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within short-term borrowings in current liabilities on the balance sheet.

Trade And Other Receivables

Receivables are stated at their estimated realisable value. Bad debts are written off in the year in which they are identified.

Investments

Investments include a managed portfolio plus term deposits with maturity periods exceeding three months. The company recognises and measures these investments at market value. Movements in market value are recognised through the Statement of Financial Performance as either Other Income or Other Expenses.

Community Colleges New Zealand Limited

Notes to the Performance Report

For The Year Ended 31 December 2024

Property, Plant And Equipment

All property, plant and equipment, except for land and buildings are stated at cost less accumulated depreciation.

Depreciation is recognised in surplus or deficit on a straight line or diminishing value basis over the estimated useful life of the asset. Land is not depreciated. Depreciation on other assets is calculated over the useful life of the asset, as follows:

- Buildings	2% cost price
- Leasehold Property Improvements	10% diminishing value
- Plant and Equipment	10% diminishing value
- Motor Vehicle	20% diminishing value
- Furniture and Fittings	10% diminishing value
- Computer and Office Equipment	20% diminishing value
- Livestock and Equine Equipment	10% diminishing value

The assets' residual values and useful lives are reviewed and adjusted if appropriate at each balance date.

Trade And Other Payables

Trade payables represent the liabilities for goods and services received by the company that remain unpaid at the end of the reporting period. Trade payables are recognised at their transaction price. They are subject to normal credit terms and do not bear interest.

Employee Benefits

Provision is made for the company's liability for employee benefits arising from services rendered by employees to the end of the reporting period. Employee benefits have been measured at the amounts expected to be paid when the liability is settled, plus any related on-costs.

Goods And Services Tax

Community Colleges New Zealand Limited is registered for GST. All amounts are stated exclusive of GST with the exception of receivables and payables, which are stated inclusive of GST.

Income Tax

Community Colleges New Zealand Limited is wholly exempt from New Zealand income tax having fully complied with all statutory conditions for these exemptions.

Changes In Accounting Policies

The Tier 3 NFP financial standard has been applied for the first time in the 2024 performance report as previously Community Colleges New Zealand Limited was required to use the Tier 2 charity reporting standards.

Due to this, some recategorisation of income and expenses is required to meet the reporting categories required by the Tier 3 NFP standard. This recategorisation applies to both the current year and comparative period.

The application of the Tier 3 NFP standard has not required any changes in the accounting policies applied by the organisation and, other than the changes to depreciation rates, they have been applied on a consistent basis with those used in previous years.

Community Colleges New Zealand Limited

Notes to the Performance Report For The Year Ended 31 December 2024

	2024 \$	2023 \$
Cash and Short Term Deposits		
ANZ Bank Cheque Account	6,631	159,029
ANZ Bank On Call Account	745,906	406,950
KiwiBank Business Edge Account	-	19
KiwiBank Business Online Call Account	-	1,363
ANZ - EFTPOS	-	0
	752,538	567,362
Petty Cash	1,200	1,200
Total Cash and Short Term Deposits	\$753,738	\$568,562

	2024 \$	2023 \$
3 Debtors And Prepayments		
Accounts Receivable	109,191	130,367
Prepayments	53,744	55,657
	\$162,935	\$186,024

	2024 \$	2023 \$
4 Trade And Other Payables		
Accounts Payable	52,155	117,009
	\$52,155	\$117,009

Community Colleges New Zealand Limited

Notes to the Performance Report

For The Year Ended 31 December 2024

5. PROPERTY, PLANT & EQUIPMENT

Asset Class	Opening Carrying Amount	Prior Period Adjustments	Purchases	Disposals	This Year		Closing Carrying Amount
					Depreciation and Impairment	Revaluation Movements	
Land	235,227	-	-	-	-	-	235,227
Buildings	493,163	-	-	-	18,061	-	475,102
Leasehold Property Improvement	284,053	(76,056)	176,286	14,774	19,458	-	362,221
Motor vehicles	208,164	-	30,435	6,610	43,888	-	190,200
Furniture and fixtures	39,892	(21,154)	3,889	-	2,168	-	20,459
Office & computer equipment	18,115	(3,013)	11,597	-	2,963	-	23,741
Plant & equipment	32,988	(8,013)	9,260	2,956	2,859	-	28,420
Livestock & equine	8,238	-	2,565	-	509	-	5,884
Total	1,319,840	(105,425)	234,032	24,340	80,043	-	1,341,253

Asset Class	Opening Carrying Amount	Reclassification of improvements	Purchases	Disposals	Last Year		Closing Carrying Amount
					Depreciation and Impairment	Revaluation Movements	
Land	235,227	-	-	-	-	-	235,227
Buildings	396,743	187,478	-	-	91,058	-	493,163
Leasehold Property Improvement	393,072	(187,478)	26,794	-	(51,665)	-	284,053
Motor vehicles	78,635	-	191,763	80,747	(18,513)	-	208,164
Furniture and fixtures	38,902	-	6,915	-	5,925	-	39,892
Office & computer equipment	23,751	-	8,394	-	14,030	-	18,115
Plant & equipment	33,723	-	6,845	-	7,580	-	32,988
Livestock & equine	945	-	8,000	-	707	-	8,238
Total	1,200,998	-	248,711	80,747	49,122	-	1,319,840

These notes should be read in conjunction with the attached performance report.

Community Colleges New Zealand Limited

Notes to the Performance Report

For The Year Ended 31 December 2024

6. INVESTMENTS

Current Year

Asset Class	Valuation Method	Opening Carrying Amount	Purchases	Sales	Gains/(Loss) or Impairment	Closing Carrying Amount
Forsyth Barr Managed Portfolio	Current Market Value	325,377	289,517	39,517	(10,061)	565,316
Total		325,377	289,517	39,517	(10,061)	565,316

Last Year

Asset Class	Valuation Method	Opening Carrying Amount	Purchases	Sales	Gains/(Loss) or Impairment	Closing Carrying Amount
Forsyth Barr Managed Portfolio	Current Market Value	332,544	28,193	11,378	23,982	325,377
Total		332,544	28,193	11,378	23,982	325,377

These notes should be read in conjunction with the attached performance report.

Community Colleges New Zealand Limited

Notes to the Performance Report

For The Year Ended 31 December 2024

7. UNUSED DONATIONS AND GRANTS WITH CONDITIONS

				Deferred Amount	
Description	Purpose and nature of the condition(s)	Date condition(s) expected to be met	Original Amount \$	Current year \$	Last year \$
DEFERRED SERVICE REVENUE					
Ministry of Social Development	Funding for Grow Programme (June 2023 to June 2025)			\$100,000	\$176,000
UNUSED DONATIONS AND GRANTS WITH CONDITIONS					
The Lion Foundation	Towards driving lessons for GROW students (9 months)	June 2025	\$ 5,217	\$ 3,478	\$ 4,654
NZ Lotteries	Towards Equine Connect Programme (12 months)	March 2025	\$ 30,000	\$ 7,500	\$ -
Central Lakes Trust	Towards the costs associated with service delivery in the CLT region	August 2025	\$ 15,000	\$ 7,500	\$ -
One NZ	Fund for Southland rangatahi to obtain essential documents	June 2025	\$ 2,500	\$ 415	\$ -
The Lion Foundation	Towards three months rent at 23 Dowling St. Dunedin	Jan 2025	\$ 5,000	\$ 1,666	\$ -
Rata Foundation	Towards Grow Programme	June 2024	\$ 30,000	-	\$ 5,000
Ministry of Youth Development	Funding for Grow Programme (June 2023 to June 2024)	June 2024	\$ 25,000	-	\$ 11,728
TOTAL UNUSED DONATIONS AND GRANTS WITH CONDITIONS				\$20,560	\$21,382
TOTAL				\$120,560	\$197,382

These notes should be read in conjunction with the attached performance report.

Community Colleges New Zealand Limited

Notes to the Performance Report

For The Year Ended 31 December 2024

8. Accumulated Funds

Description	Current year		Total
	Capital Contributed by Owners	Accumulated Surpluses or Deficits	
Opening balance 31/12/2023	1,000	3,309,323	3,310,323
Prior Period Adjustment (Note 13)	-	(95,980)	(95,980)
Adjusted Opening Balance 1/1/2024	1,000	3,213,343	3,327,458
Surplus/(Deficit)	-	114,115	114,115
Closing balance	1,000	3,327,458	3,328,458

Description	Last year		Total
	Capital Contributed by Owners	Accumulated Surpluses or Deficits	
Opening balance	1,000	3,018,526	3,019,526
Surplus/(Deficit)	-	290,797	290,797
Closing balance	1,000	3,309,323	3,310,323

These notes should be read in conjunction with the attached performance report.

Community Colleges New Zealand Limited

Notes to the Performance Report For The Year Ended 31 December 2024

9 Related Parties

The following transactions with related parties occurred during the year:

Related party name	Relationship	Type of transaction	This year \$	Last year \$
Hall Management Limited	Shareholder	Rental	-	68,726
CCNZ Ownership Trust	AJ Hall is a trustee of the Trust	Interest free advance, repayable on demand	220,821	268,791
A J Hall Farm	Related as AJ Hall is a Director of Comcol and Hall Management Limited	Consultancy fees	-	12,000
Hall Management Limited	Shareholder	Purchase of Assets	17,730	-
Mark O'Connor Builders Limited	Related as Kate O'Connor is Chief Executive	Contractor Costs for Sustainability Hub	99,828	-

10 Contingent Liabilities

At balance date there are no known contingent liabilities (2023: \$Nil). Community Colleges New Zealand Limited has not granted any securities in respect of liabilities payable by any other party whatsoever.

11 Commitments

Capital Commitments

There were no capital commitments during the year under review. (2023: \$Nil)

Operating (Lease) Commitments for property rentals	2025 \$	2024 \$
Current	268,453	266,389
Non-Current	531,529	77,662

12 Events After Balance Date

There have been no events after balance date with a material impact on the financial statements.

13 Correction Of Errors/ Prior Period Adjustment

Two errors have been identified during the preparation of the 2024 performance report in respect of the asset valuations in the 2023 performance report.

The first error is in relation to the advance to the Community Colleges NZ Ltd Ownership Trust. It was identified that the assets held by the Ownership Trust at the 31st December 2023 were less than the advance from Community Colleges New Zealand Limited, and that the advance was therefore impaired. The error was identified during the assessment of the advance for further impairment at 31 December 2024. The impact of this was \$2,361.

The second error related to some property, plant & equipment assets at both the Marlborough and Dunedin campuses following the cessation of operations in Marlborough and the reduction in operations in Dunedin. It was identified that there was further impairment of these assets amounting to \$93,619 which had not been reflected in the asset values at 31 December 2023.

In accordance with the Tier 3 NFP standard, the opening balances of these assets have been adjusted in the 2024 financial statements, with a corresponding adjustment to opening equity.

Spreadsheet Showing Kaiapoi-Tuahiwi Community Board Discretionary Grant for the 2025/26 Financial Year

	Meeting considered	Group	Project	Accountability Received	Amount Requested	Amount Granted	Running Balance
Kaiapoi-Tuahiwi Community Board 10.136.100.2410		Carried forward 2024/25 = 1,259	2025/26= \$8,790				\$ 10,049.00
	21-Jul	Kaiapoi Community Garden	Towards entertainment @ Jazz and Blues Festival		\$500	\$500	\$9,549
	21-Jul	Silverstream Residents Volunteer Group	Purchase of Bench		\$740	\$740	\$8,809
	21-Jul	Allstars Marching Teams	Hall hire for training/practice sessions for the year		\$750	\$750	\$8,059
	18-Aug	Kaiapoi Pony Club	towards attending the Springston Trophy in Blenheim	Declined	\$1,000	\$0	\$8,059
	18-Aug	Kaiapoi Garden Club	Towards hosting the Kaiapoi Garden Competition		\$600	\$250	\$7,809
	15-Sep	Menzshed of Kaiapoi Inc	towardshosting a Teddy Bear hunt		\$650	\$195	\$7,614
	15-Sep	The Chris Ruth Centre	Instalation of blinds	Declined	\$735		\$7,614
	17-Nov	Noaia Charitable Trust	Community market for equipment and promotion		\$1,000		
	17-Nov	Mahi Matatoa Trust	Towards first aid training		\$585		
	17-Nov	Community Colleges New Zealand - Comcol North Canterbury	Towards materials and labour to install a mounting block		\$1,056		

Spreadsheet Showing Kaiapoi-Tuahiwi Community Board Discretionary Grant
for the 2024/2025 Financial Year

	Meeting considered	Group	Project	Accountability Received	Amount Requested	Amount Granted	Running Balance
Kaiapoi-Tuahiwi Community Board 10.136.100.2410			2024/25= \$8,600				\$ 8,600.00
	15-Jul	Waimakariri United Football Club	Towards Bibs for Mainland competition teams	28-Jul-25	\$856	\$500	\$8,100
	15-Jul	R13 Youth Development Trust	Towards Art Therapy supplies	30-Jan-25	\$600	\$600	\$7,500
	15-Jul	Community Wellbeing North Canterbury Trust	Digital media screen for Karanga Mai Early Learning Centre		\$600	Declined	\$7,000
	19-Aug	Allstars U18	Towards training camp	7-Apr-25	\$750	\$500	\$7,000
	19-Aug	Oxford Community Trust	towards catering costs for Day Out event		\$750	Declined	\$7,000
	19-Aug	Kaipoi Garden Club	towards costs of running Kaipoi Garden Competition	31-Jan-25	\$560	\$500	\$6,500
	19-Sept	North Canterbury Inclusive Sports Festival	Host the festival at Mainpower	Funds not claimed	\$750	\$500	\$6,000
	19-Sept	YDOT	Towards Funday & Adventure Race	1-Apr-25	\$918	\$517	\$5,483
	21-Oct	Kaipoi Community Garden	Floor Covering	2-Jul-25	\$550	\$550	\$4,933
	21-Oct	Pines Kairaki Beaches Association	Christmas Event	11-Apr-25	\$732	\$732	\$4,201
	17-Feb	Waimakariri Outrigger Canoe Club	Purchase of paddles and lifejackets	31-Jul-25	\$1,000	\$500	\$3,701
	17-Feb	Silverstream Reserve Volunteer Group and Down by the River	Donation for Musicians	9-Jul-25	\$750	\$500	\$3,201
	17-Mar	The Chris Ruth Centre	Shade sail	1-Jul-25	\$1,000	\$500	\$2,701
	17-Mar	Rely for Life North Canterbury	Relay for life event	28-Apr-25	\$500	\$500	\$2,201
	14-Apr	Combined Probus Club of Kaipoi	Identification banners	2-Jul-25	\$442	\$442	\$1,759
	14-Apr	Clarkville Playcentre	First Aid Courses	23-May-25	\$750	\$500	\$1,259
	14-Apr	Big Brothers Big Sisters	New Office computer	15-Jul-25	\$1,000	\$ 500.00	\$759
							\$759
		Inclusive sports				\$ 500.00	\$1,259

GOVERNANCE

Kaiapoi-Tuahiwi Community Board

Discretionary Grant Application

Information to assist groups with their application

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

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

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

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

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

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

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