

# Woodend-Sefton Community Board

## Agenda

**Monday 8 August 2022**

**6.00pm**

**Woodend Community Centre  
School Road  
Woodend**

***Members:***

Shona Powell (Chair)

Andrew Thompson (Deputy Chair)

Andrea Allen

John Archer

Mark Paterson

Philip Redmond

Sandra Stewart

Board Members  
**WOODEND-SEFTON COMMUNITY BOARD**

**AGENDA FOR THE MEETING OF THE WOODEND-SEFTON COMMUNITY BOARD TO BE HELD AT WOODEND COMMUNITY CENTRE, SCHOOL ROAD, WOODEND ON MONDAY 8 AUGUST AT 6.00PM.**

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

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	<b><u>BUSINESS</u></b>	PAGES
<b>1</b>	<b><u>APOLOGIES</u></b>	
<b>2</b>	<b><u>CONFLICTS OF INTEREST</u></b>	
<b>3</b>	<b><u>CONFIRMATION MINUTES</u></b>	
3.1	<b><u>Minutes of the Woodend-Sefton Community Board – 11 July 2022</u></b>	8-15
	<i>RECOMMENDATION</i>	
	<b>THAT</b> the Woodend-Sefton Community Board:	
	(a) <b>Confirms</b> , as a true and accurate record, the circulated Minutes of the Woodend-Sefton Community Board meeting, held on 11 July 2022.	
3.2	<b><u>Matters Arising</u></b> A Allen – New Road Names.	
<b>4</b>	<b><u>DEPUTATIONS AND PRESENTATIONS FROM THE COMMUNITY</u></b>	
	Nil.	
<b>5</b>	<b><u>ADJOURNED BUSINESS</u></b>	
	Nil.	

## 6 REPORTS

### 6.1 Adoption of the Waimakariri District Walking and Cycling Network Plan and Infrastructure Prioritisation Programme – Don Young (Senior Engineering Advisor) and Allie Mace-Cochrane (Graduate Engineer)

16-63

#### *RECOMMENDATION*

**THAT** the Woodend-Sefton Community Board:

- (a) **Receives** Report No. 220628109399.
- (b) **Notes** that formal submissions from the Oxford-Ohoka and Woodend-Sefton Community Boards has been taken into account with the recommendations below.
- (c) **Notes** that any further feedback from the Board from this meeting will be included for the Council's consideration.

**RECOMMENDS THAT** the Council:

- (d) **Receives** Report No. 220628109399 (v2).
- (e) **Adopts** the recommended Walking and Cycling Network Plan (refer to Attachment i).
- (f) **Adopts** the amended Walking and Cycling Network Plan prioritisation programme (refer to Attachment ii).
- (g) **Notes** the following additions are recommended to the draft Walking and Cycling Plan based on community and Community Board submissions:
  - a. **North Eyre Road** (between No. 10 Road and Earlys Road).
  - b. **North Eyre Road** (between Poyntzs Road and Tram Road).
  - c. **Two Chain Road** (between Pattersons Road and North Eyre Road).
  - d. **Pattersons Road** (between Two Chain Road and Wards Road).
  - e. **Wards Road** (between Makybe Drive and Pattersons Road).
  - f. **Whites Road** (between Mill Road, Ohoka, and Tram Road).
  - g. **Tram Road** (upgrade of level of service between Whites Road and Mandeville Town).
  - h. **Easterbrook Road** (from Cust River – bridge from Bradleys Road to Fernside Road).
  - i. **Fernside Road** (between Easterbrook Road and Townsend Road).
  - j. **Townsend Road** (upgrade of level of service between Fernside Road and the South Brook).
  - k. **Mill Road, Ohoka** (between Threlkelds Road and Christmas Road).
  - l. **Christmas Road** (between Mill Road, Ohoka, and Butchers Road).
  - m. **Butchers Road** (between Christmas Road and Ohoka Road).
  - n. **Bramleys Road** (between Tuahiwi Road and Lineside Road).
  - o. **Greens Road** (between Tuahiwi Road and Church Bush Road).
  - p. **Church Bush Road** (between Greens Road and Tuahiwi Road).
  - q. **Te Pouapatuki Road** (between Greens Road and Rangiora Woodend Road).

- r. **State Highway One** (between Gressons Road and Pegasus Boulevard).
  - s. **Bridge Street** (between Reserve Road and the beach access).
  - t. **Domain Terrace** (between Park Terrace and the campground access).
  - u. **Waikuku Beach Domain** (between Domain Terrace and Reserve Road).
  - v. **Cones Road** (between Dixons Road and Carrs Road).
  - w. **Carrs Road** (between Cones Road and Station Road).
  - x. **Station Road** (between Carrs Road and Loburn Whiterock Road).
  - y. **Hodgsons Road** (between Swamp Road and 110 Hodgsons Road).
  - z. **Loburn Whiterock Road** (upgrade level of service between Loburn Domain and Dixons Road).
- (h) **Recommends** that staff re-instate the Walking and Cycling Reference Group under new Terms of Reference, which staff will draft and bring back to Council in a separate report.
  - (i) **Notes** that there is a budget of \$490,000 within PJ101229.000.5135 for the 2022/23 financial year, of which, \$40,000 is allocated towards the design of walking and cycling infrastructure within the priority one group, with the remainder contributing to wayfinding and other signage, addressing existing deficiencies in the network, and beginning the priority one projects.
  - (j) **Notes** that there is a budget of \$660,000 within PJ101229.000.5135 for construction of walking and cycling infrastructure in the 2023/24 financial year.
  - (k) **Notes** that the prioritisation programme associate with the Walking and Cycling Network Plan will follow and be considered as part of the next Annual Plan.
  - (l) **Notes** that the Walking and Cycling Network Plan sets a strategic framework, and will require further costing and prioritisation through the LTP process.
  - (m) **Notes** that consultation for the two options in Kaiapoi, completing of the Kaiapoi to Woodend link, will be consulted on during the design phase of the Sandhill Road portion.
  - (n) **Notes** that 82% of survey respondents support an increase of funding to deliver the Network Plan, and that staff will take a separate submission to the LTP to seek additional funding.
  - (o) **Notes** that consideration of funding opportunities to advance the implementation of the plan is also being explored through the 'Better Off' funding stream, as part of the Three Waters Reform.
  - (p) **Notes** that staff are exploring the opportunity to apply for funding through the Climate Emergency Response Fund, which may be used to for additional modal change projects, or to fund cycle ways that qualify under this additional fund.
  - (q) **Notes** that the plan and prioritisation of routes will be reviewed internally (in conjunction with Community Boards and the Council) every three years and publicly consulted upon every six years.

6.2 **Application to the Woodend-Sefton Community Board's 2022/23 Discretionary Grant Fund – Kay Rabe (Governance Advisor)**

64-74

*RECOMMENDATION*

**THAT** the Woodend-Sefton Community Board:

- (a) **Receives** report No. 220726127102.
- (b) **Approves** a grant of \$..... to the Woodend Fire Brigade towards signage for its primary support vehicle.

**OR**

- (c) **Declines** the application from the Woodend Fire Brigade.

**7 CORRESPONDENCE**

Nil.

**8 CHAIRPERSON'S REPORT**

**8.1 Chairperson's Report for July 2022**

The Chairperson will give a verbal update.

*RECOMMENDATION*

**THAT** the Woodend-Sefton Community Board:

- (a) **Receives** the verbal report from the Woodend-Sefton Community Board Chairperson.

**9 MATTERS FOR INFORMATION**

- 9.1 **Oxford-Ohoka Community Board Meeting Minutes 6 July 2022.**
- 9.2 **Kaiapoi-Tuahwi Community Board Meeting Minutes 18 July 2022.**
- 9.3 **Oxford-Ohoka Community Board Meeting Minutes 20 July 2022.**
- 9.4 **Waimakariri District Climate Change Scenario Technical Report – Report to Council Meeting 5 July 2022 – circulates to all Boards.**
- 9.5 **Health, Safety and Wellbeing Report July 2022 – Report to Council Meeting 5 July 2022 – circulates to all Boards.**
- 9.6 **Elected Member Remuneration 2022/23 – report to Council Meeting 12 July 2022 – Circulates to all Boards.**
- 9.7 **Enterprise North Canterbury Approved Statement of Intent beginning 1 July 2022; Updated Enterprise North Canterbury Business Plan and Budget 2022/23; and Promotion of Waimakariri District Plan – Report to Audit and Risk Committee Meeting 19 July 2022 – Circulates to all Boards.**
- 9.8 **Annual Report and audited accounts for Enterprise North Canterbury for the year end 30 June 2021 – Report to Audit and Risk Committee Meeting 19 July 2022 – Circulates to all Boards.**
- 9.9 **Annual Report to Te Kohaka o Tuhaitara Trust for the year ended 30 June 2021 – Report to Audit and Risk Committee Meeting 19 July 2022 – Circulates to all Boards.**

- 9.10 **Proposed Rooding Capital Works Programme for 2022/23 – Report to Utilities and Rooding Committee Meeting 19 July 2022 – Circulates to all Boards.**
- 9.11 **Wastewater Treatment Plant Compliance Reporting – Report to Utilities and Rooding Committee Meeting 19 July 2022 – Circulates to all Boards.**
- 9.12 **May 2021, December 2021 and February 2022 Flood Events – Service Requests Update – Report to Utilities and Rooding Committee Meeting 19 July 2022 – Circulates to all Boards.**

*RECOMMENDATION*

**THAT** the Woodend-Sefton Community Board:

- (a) **Receives** the information in Items 9.1 to 9.12

**Note:**

1. *The links for 'Matters of Information' were separately circulated to members.*

**10 MEMBERS' INFORMATION EXCHANGE**

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

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

**11 CONSULTATION PROJECTS**

Nil.

**12 BOARD FUNDING UPDATE**

**12.1 Board Discretionary Grant**

Balance as at 31 July 2022: \$6,425.

**12.2 General Landscaping Fund**

Carryover from 2021/22: To be determined.

Allocation for 2022/23: \$13,090.

Balance as at 31 July 2022: \$13,090 plus carryover.

**13 MEDIA ITEMS**

**14 QUESTIONS UNDER STANDING ORDERS**

**15 URGENT GENERAL BUSINESS UNDER STANDING ORDERS**

## **NEXT MEETING**

The next meeting of the Woodend-Sefton Community Board will be held at the Woodend Community Centre, School Road, Woodend on Monday 12 September 2022 at 6pm.

### **Briefing**

- *Future Plan for Pegasus – Chris Simpson*

### **Workshop**

- *Greenspace Projects Update – Grant Stephens (Design and Planning Team Leader)*
- *General Landscape Update – Grant Macleod (Community Greenspace Manager)*
- *Members Forum*





## 6 REPORTS

### 6.1 Road Naming – Pegasus Town Stage R13-R14 – S Morrow (Rates Officer – Property Specialist)

S Morrow spoke to the report noting it was seeking a decision from the Board to approve new road names for Pegasus stages R13 and R14. The land being developed by Mike Greer Homes was currently known as 124 Infinity Drive, Pegasus. S Morrow noted that the developer had selected the names from the Board's Pre-approved Road Naming List and submitted the proposed names to the land owner, the Templeton Group, before requesting the names.

S Powell commented that the Board's Pre-approved List included the name 'Brockenhurst', and Mr Brockenhurst had requested that the name be used on the eastern side of State Highway One, around the Pegasus area. However, Mr Brockenhurst had since passed away, and S Powell queried how many more streets on the eastern side were likely to be requiring names. S Morrow was unsure, however, he advised that the streets created in the new subdivision in Woodend would have to be named.

P Redmond asked if there would be other road names required in Pegasus. S Morrow responded that some land near Pegasus Lake had not yet been developed and may need street names in the future.

A Thompson questioned if the Board should be concerned that there may not be another opportunity of using the name Brockenhurst in Pegasus. S Powell noted that the name was on the Board's pre-approved list for future use.

Moved: P Redmond

Seconded: A Thompson

**THAT** the Woodend-Sefton Community Board:

- (a) **Receives** Report No. 220627108776.
- (b) **Approves** the following proposed road names for the development of 124 Infinity Drive, Pegasus, as shown as Roads 1 to 4 on the subdivision plan (Trim 220627108786).
  1. Te Pakiaka Road
  2. Awarua Road (Continuation)
  3. Gossett Lane (Pvt)
  4. Edlin Lane (Pvt).
- (c) **Notes** the Woodend-Sefton Community Board may replace any proposed road name with a name of its choice.

**CARRIED**

P Redmond noted that he was conscious that there had been consultation between the developer and the Templeton Group. These names were also selected from the Board's Pre-approved Road Naming List. He thought if developers went to the trouble of following the process the Board should be supportive.

6.2 **Woodend-Sefton Community Board's 2022/23 Discretionary Grant Fund and 2022/23 General Landscaping Fund – K Rabe (Governance Advisor)**

K Rabe noted that the information was submitted to the Board annually at the start of each financial year to highlight the Board's allocation for its General Landscaping Budget and Discretionary Grant Fund.

S Powell asked if there were any changes to the Funding Application or Accountability Forms, which the Board reviewed in 2021. K Rabe confirmed that there were no changes to the forms, however, they may be reviewed by the new Community Boards after the Local Government elections.

Moved: S Powell

Seconded: A Thompson

**THAT** the Woodend-Sefton Community Board:

- (a) **Receives** Report No. 220622106770.
- (b) **Notes** that the Board's General Landscaping Budget allocated by the Council for the 2022/23 financial year was \$13,090, with a carry forward for 2021/22 still to be determined due to outstanding invoices, being processed.
- (c) **Notes** that the Board's Discretionary Grant Funding allocated by the Council for 2022/23 financial year was \$4,300 and that an amount of \$2,325 was carried forward from the 2021/22 budget, thereby bringing the total of the 2022/23 Discretionary Grant fund to a total of \$6,625.
- (d) **Approves** the Board's 2022/23 Discretionary Grant Fund Application Criteria and Application Form (Trim No. 2106030898921).
- (e) **Approves** the Board's 2022/23 Discretionary Grant Accountability Form (Trim No. 210603089895).
- (f) **Approves** that Discretionary Grant Fund applications be considered at each meeting during the 2022/23 financial year (July 2022 to June 2023).

**CARRIED**

6.3 **Application to the Woodend-Sefton Community Board's 2022/23 Discretionary Grant Fund – K Rabe (Governance Advisor)**

K Rabe advised that North Canterbury Federation Woman's Institute hosts an annual craft fair at the Sefton Public Hall to enable its members to learn new skills and to pass on their knowledge to other women. The Woman's Institute had received funding for their 2021 Craft Day from the Rangiora-Ashley Community Board. In addition, an application was received from the Woodend School for funding for students to attend a camp at Glentui. She noted that the Board had the discretion to grant funding based on the merits of the applications received.

Moved: A Thompson

Seconded: M Paterson

**THAT** the Woodend-Sefton Community Board:

- (a) **Receives** report No. 220620104640.
- (b) **Approves** a grant of \$200 to the North Canterbury Federation Women's Institute towards the cost of hall hire and the purchase of crafting supplies.

**CARRIED**

A Thompson commented that the Woman's Institute was based in the Board's area, and the Craft Fair would be held in Sefton. He noted it sounded like an interesting and positive community event that he would be happy to support.

S Powell concurred that the Woman's Institute was a well-established community organisation, and most of its members were from the Board's area. She, therefore also supported the motion. P Redmond was similarly in support of the motion.

M Paterson advised that he was the Chair of the Woodend School's Board of Trustees, and noted this was an annual camp. He, on behalf of the Trustees had previously approached business and community leaders to subsidise families that could not afford the costs of attending the school camp.

A Thompson reminded the Board of the School's previous application for funding to start a Lego Club, which the Board had declined. The general consensus was that Community Boards would not fund school activities which the Ministry of Education should be funding. He suggested it may be better to offer a subsidy for one student.

P Redmond advised that the Discretionary Grant Funding Guidelines required evidence from schools that projects were not funded by the Ministry of Education and noted that no evidence had been provided. He doubted that the Board would be allowed to sponsor individual students and suggested that the Board may be creating a precedent if they approved the grant.

S Powell noted that school camps were not funded by the Ministry of Education but were usually funded by parents or fundraising.

Moved: A Thompson                      Seconded: S Stewart

**THAT** the Woodend-Sefton Community Board:

(c) **Declines** the application from the Woodend School.

**CARRIED**

A Thompson noted that granting funding to schools was a tricky issue and felt that a school camp was similar to the Lego Club, which fell into a grey area. He regretted that the Board could not assist the School in securing funding.

S Stewart noted her agreement with the motion as activities associated with schools should be funded by the Ministry of Education. The Board's Discretionary Funding was funded by ratepayers and should not be used to support activities taxpayers should fund. She accepted there may be grey areas, such as school camps, however, she did not doubt that granting the application would create a precedent.

6.4 **Ratification of the Woodend-Sefton Community Board's submission to the Council's Walking and Cycling Network Plan – K Rabe (Governance Advisor)**

S Powell noted that the Board was requested to ratify its submission to the Council's Walking and Cycling Network Plan. She explained that the only amendment from the final draft was the inclusion of a request for Council staff who worked with the Te Kohaka Trust to ensure paths in the park were way signed appropriately.

Moved: S Powell

Seconded: A Thompson

**THAT** the Woodend-Sefton Community Board:

- (a) **Receives** report No. 220629110004.
- (b) **Retrospectively ratifies** its submission to the Council's Walking and Cycling Network Plan (Trim Ref: 220630110753).

**CARRIED**

**7 CORRESPONDENCE**

7.1 **Letter of response regarding the Waimakariri District Council Annual Plan**

Moved: A Thompson

Seconded: M Paterson

**THAT** the Woodend-Sefton Community Board:

- (a) **Receives** the letter from the Waimakariri District Council regarding Annual Plan Response (Trim 220114003526).

**CARRIED**

**8 CHAIRPERSON'S REPORT**

8.1 **Chairperson's Report for June 2022**

Moved: S Powell

Seconded: P Redmond

**THAT** the Woodend-Sefton Community Board:

- (a) **Receives** the report (Trim: 220704112822) from the Woodend-Sefton Community Board Chairperson.

**CARRIED**

**9 MATTERS FOR INFORMATION**

- 9.1 Oxford-Ohoka Community Board Meeting Minutes 8 June 2022
- 9.2 Rangiora-Ashley Community Board Meeting Minutes 8 June 2022
- 9.3 Kaiapoi-Tuahiwi Community Board Meeting Minutes 20 June 2022
- 9.4 Health Safety and Wellbeing Report June 2022 – Report to Council Meeting 7 June 2022 – Circulates to all Boards.
- 9.5 May 2021, December 2021 and February 2022 Flood Events – Service Requests Update – Report to Utilities and Roading Committee Meeting 21 June 2022 – Circulates to all Boards.

- 9.6 Avian Botulism management 2021-22 – Report to Utilities and Roading Committee Meeting 21 June 2022 – Circulates to all Boards.
- 9.7 Draft Annual Plan Consultation Decisions – Report to Council 28 June 2022 – Circulates to all Boards.

Moved: A Thompson

Seconded: M Paterson

**THAT** the Woodend-Sefton Community Board:

- (a) **Receives** the information in Items 9.1 to 9.7

**CARRIED**

## **10 MEMBERS' INFORMATION EXCHANGE**

### **S Stewart**

- Environment Canterbury (ECan) was doing an aerial flyover over the District to check on winter grazing practices. They were not taking any photos or recordings at this stage, however, they would be checking on adherence to best practices.
- ECan's Waitaha Action to Impact Fund was available to community groups, charitable trusts or incorporated societies who may wish to apply for funding to undertake environmental work. There was \$600,000 available, and applications would be open from 18 July to 12 September 2022.
- There had been two significant ECan reports, one on the state of groundwater which provided data going back 30 years, and one on the state of surface water. Both reports showed an increase in ground and surface water nitrate contamination. Council staff had been requested to provide a report on this information at the next Land and Water Committee meeting. ECan had monitored 337 wells for over thirty years, which showed that in 1992 there were 94 groundwater monitoring sites. 99% of those wells were under the maximum allowable value for nitrate. In 2021 they were monitoring 331 wells, and only 72% were under the allowable levels, which meant that 26% of those wells they had previously monitored were now over the mean for nitrate over 20 years.
- Update on the New Zealand Transport Agency (NZTA) drain running from Smiths Street to the Cam River on the east side of the motorway. NZTA owned a 20-meter strip along both sides of this stretch of the highway, which was in breach of Plan Change 7 stock exclusion regulations as their fence was up against the motorway and did not exclude the drain from the neighbouring properties. This matter was brought to their attention, and NZTA had committed to fencing the area.

### **M Paterson**

- Woodend School had appointed a new principal.
- Attended a Woodend Community Association meeting.
- Woodend Rugby Club open day, which Mayor Dan also attended.
- Attended the meeting with the New Zealand Transport Agency and was encouraged that NZTA had indicated that the budget for Woodend Safety Improvements had been approved.

### **P Redmond**

- Attended the Fee Waiver Sub Committee meeting, which granted \$18,000. He explained that community groups had a special rate and that the waiver was on top of that.
- The Water Services Bill – the Council had resolved to submit to the Select Committee and Local Government New Zealand, provided a legal opinion that no consultation was necessary if councils wished to submit.

- The Council's Building Unit was still under pressure, however, they were coping reasonably well compared to neighbouring Councils.
- Compliance – there had been some complaints regarding heat pump noise, however, it was found that most of the complaints did not breach the District Plan standards, and the odd faulty heat pump had been repaired.
- Civil Defence Team proposed to establish four Emergency Hubs in the District, possibly extending if required depending on the response. They were working closely with North Canterbury Neighbourhood Support. A Lander started in February 2022 as an Educator working with Primary Schools. The Civil Defence Cadets were up and running again, with sixteen remaining after Covid. The Council's new Civil Defence Officer was keen to oversee the Cadet Programme, and volunteers were required to replace two Council staff who previously volunteered to assist with the Cadet Programme.
- Attended Peter Fenwick's funeral.
- Attended the Economic Development Strategy Workshop to review the current policy. Agriculture was still one of the underpinning economic drivers within the district.
- Attended the Abbyfields Annual General Meeting.
- Attended a briefing with Associate Minister of Local Government, Kieran McAnulty.
- Council Librarian, J Clements, wrote a book of poems partly funded by Creative Communities Waimakariri.
- Attended the Big Splash.
- Council adopted the Annual Plan.
- Chief Executive Jim Harland had retired, and Jeff Millward would be stepping in as Acting Chief Executive.

#### **A Thompson**

- Attended the Economic Development Workshop
  - The Waimakariri was doing well by most measures, the question that needed to be considered was do we need to do more or change the focus to achieve better outcomes. If we wanted to achieve anything different than the path we were on, we needed to be adapted. In his view, the current focus was quite limited and risky, and the Council needed to be willing to see if there were other things it could focus on or look to facilitate.
  - There was a large number of trade people living in the District, and housing growth was a part of the reason, however, the Waimakariri was also a good place to live. A big chunk of the District's economy was focused on more than agriculture. He thought that the Council should consider the trade people side and commercial opportunities to provide jobs for locals.

## **11 CONSULTATION PROJECTS**

Nil.

**12 BOARD FUNDING UPDATE****12.1 Board Discretionary Grant**

Carryover from 2021/22: \$2,325.  
 Allocation for 2022/23: \$4,300.  
 Balance as at 30 June 2022: \$6,625.

**12.2 General Landscaping Fund**

Carryover from 2021/22: To be determined.  
 Allocation for 2022/23: \$13,090.  
 Balance as at 30 June 2022: \$13,090 plus carryover.

The Board noted the funding update.

**13 MEDIA ITEMS**

Nil.

**14 QUESTIONS UNDER STANDING ORDERS**

Nil.

**15 URGENT GENERAL BUSINESS UNDER STANDING ORDERS**

Nil.

**NEXT MEETING**

The next meeting of the Woodend-Sefton Community Board will be held at the Woodend Community Centre, School Road, Woodend, on Monday 8 August 2022 at 6pm.

THERE BEING NO FURTHER BUSINESS, THE MEETING WAS CLOSED AT 7.04pm.


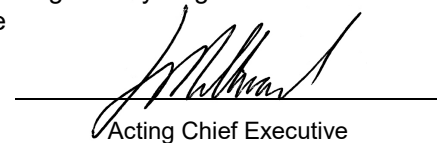
**CONFIRMED**

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 Chairperson

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 Date

**Workshop (7.05pm to 7.20pm)**

- *Members Forum*
  - *Discussion on Pegasus roundabout and safety issues.*
    - *Single lane and traffic back up and congestion.*
    - *Vehicle emissions from congestion and slowing traffic.*

**WAIMAKARIRI DISTRICT COUNCIL****REPORT FOR DECISION****FILE NO and TRIM NO:** RDG-32-86-08 / 220628109399**REPORT TO:** ALL COMMUNITY BOARDS**DATE OF MEETING:** 3<sup>rd</sup> August 2022 (Oxford-Ohoka Community Board)  
8<sup>th</sup> August 2022 (Woodend-Sefton Community Board)  
10<sup>th</sup> August 2022 (Rangiora-Ashley Community Board)  
15<sup>th</sup> August 2022 (Kaiapoi-Tuahiwi Community Board)**AUTHOR(S):** Don Young – Senior Engineering Advisor  
Allie Mace-Cochrane – Graduate Engineer**SUBJECT:** Adoption of the Waimakariri District Walking and Cycling Network Plan and Infrastructure Prioritisation Programme**ENDORSED BY:**  
(for Reports to Council,  
Committees or Boards)  
General Manager  
Acting Chief Executive**1. SUMMARY**

1.1. The purpose of this report is to:

- Update the Community Boards' on the results of the Walking and Cycling Network Plan consultation,
- Seek the Community Boards' endorsement of the suggested amendments to the Walking and Cycling Network Plan
- Note that further requests or comments from the Community Boards' can be brought to the Council's attention
- Seek the Community Boards' mandate for the adoption the amended Walking & Cycling Network Plan by Council.

1.2. The final Walking and Cycling Network Plan (with or without amendments by the Council on the day) will be presented to the next Council meeting for consideration.

1.3. It is noted that the Community Boards have provided feedback already to the Walking and Cycling Network Plan via submissions. If the Boards wish to make further comment from this meeting, it will be included for consideration by the Council.

**Attachments:**

- i. Recommended Walking & Cycling Plan for Adoption (TRIM No. 220725126302)
- ii. Recommended Walking and Cycling Plan Prioritisation Programme for Adoption (TRIM No. 220726126399)
- iii. Draft Walking & Cycling Network Plan put forward for Consultation (TRIM No. 210722119967).
- iv. Consultation Feedback – All Submissions (TRIM No. 220711117037) Uploaded to web.
- v. Consultation Feedback – Groups and Organisations, incl. Community Boards (TRIM No. 220726126432) Uploaded to web.
- vi. Consultation Feedback – Map (TRIM No. 220726126361) Uploaded to web.
- vii. Communications and Engagement Summary (TRIM No. 220725126304) Uploaded to web.



## 2. **RECOMMENDATION**

**THAT** the Community Board:

- (a) **Receives** Report No. 220628109399;
- (b) **Notes** that formal submissions from the Oxford-Ohoka and Woodend-Sefton Community Boards has been taken into account with the recommendations below;
- (c) **Notes** that any further feedback from the Board from this meeting will be included for the Council's consideration;

**RECOMMENDS THAT** the Council:

- (d) **Receives** Report No. 220628109399 (v2).
- (e) **Adopts** the recommended Walking and Cycling Network Plan (refer to Attachment i);
- (f) **Adopts** the amended Walking and Cycling Network Plan prioritisation programme (refer to Attachment ii);
- (g) **Notes** the following additions are recommended to the draft Walking and Cycling Plan based on community and Community Board submissions:
  - a. **North Eyre Road** (between No. 10 Road and Earlys Road);
  - b. **North Eyre Road** (between Poyntzs Road and Tram Road);
  - c. **Two Chain Road** (between Pattersons Road and North Eyre Road);
  - d. **Pattersons Road** (between Two Chain Road and Wards Road);
  - e. **Wards Road** (between Makybe Drive and Pattersons Road);
  - f. **Whites Road** (between Mill Road, Ohoka, and Tram Road);
  - g. **Tram Road** (upgrade of level of service between Whites Road and Mandeville Town);
  - h. **Easterbrook Road** (from Cust River – bridge from Bradleys Road to Fernside Road);
  - i. **Fernside Road** (between Easterbrook Road and Townsend Road);
  - j. **Townsend Road** (upgrade of level of service between Fernside Road and the South Brook);
  - k. **Mill Road, Ohoka** (between Threlkelds Road and Christmas Road);
  - l. **Christmas Road** (between Mill Road, Ohoka, and Butchers Road);
  - m. **Butchers Road** (between Christmas Road and Ohoka Road);
  - n. **Bramleys Road** (between Tuahiwi Road and Lineside Road);
  - o. **Greens Road** (between Tuahiwi Road and Church Bush Road);
  - p. **Church Bush Road** (between Greens Road and Tuahiwi Road);
  - q. **Te Pouapatuki Road** (between Greens Road and Rangiora Woodend Road);

- r. **State Highway One** (between Gressons Road and Pegasus Boulevard);
  - s. **Bridge Street** (between Reserve Road and the beach access);
  - t. **Domain Terrace** (between Park Terrace and the campground access);
  - u. **Waikuku Beach Domain** (between Domain Terrace and Reserve Road);
  - v. **Cones Road** (between Dixons Road and Carrs Road);
  - w. **Carrs Road** (between Cones Road and Station Road);
  - x. **Station Road** (between Carrs Road and Loburn Whiterock Road);
  - y. **Hodgsons Road** (between Swamp Road and 110 Hodgsons Road);
  - z. **Loburn Whiterock Road** (upgrade level of service between Loburn Domain and Dixons Road);
- (h) **Recommends** that staff re-instate the Walking and Cycling Reference Group under new Terms of Reference, which staff will draft and bring back to Council in a separate report;
  - (i) **Notes** that there is a budget of \$490,000 within PJ101229.000.5135 for the 2022/23 financial year, of which, \$40,000 is allocated towards the design of walking and cycling infrastructure within the priority one group, with the remainder contributing to wayfinding and other signage, addressing existing deficiencies in the network, and beginning the priority one projects;
  - (j) **Notes** that there is a budget of \$660,000 within PJ101229.000.5135 for construction of walking and cycling infrastructure in the 2023/24 financial year;
  - (k) **Notes** that the prioritisation programme associate with the Walking and Cycling Network Plan will follow and be considered as part of the next Annual Plan;
  - (l) **Notes** that the Walking and Cycling Network Plan sets a strategic framework, and will require further costing and prioritisation through the LTP process;
  - (m) **Notes** that consultation for the two options in Kaiapoi, completing the of the Kaiapoi to Woodend link, will be consulted on during the design phase of the Sandhill Road portion;
  - (n) **Notes** that 82% of survey respondents support an increase of funding to deliver the Network Plan, and that staff will take a separate submission to the LTP to seek additional funding;
  - (o) **Notes** that consideration of funding opportunities to advance the implementation of the plan is also being explored through the 'Better Off' funding stream, as part of the Three Waters Reform;
  - (p) **Notes** that staff are exploring the opportunity to apply for funding through the Climate Emergency Response Fund, which may be used to for additional modal change projects, or to fund cycle ways that qualify under this additional fund;
  - (q) **Notes** that the plan and prioritisation of routes will be reviewed internally (in conjunction with Community Boards and the Council) every three years and publicly consulted upon every six years.

### 3. **BACKGROUND**

- 3.1. The Waimakariri District Council have committed to improving multi-modal transport options throughout the District. The intention is to provide safe and accessible facilities which encourage active movements within the community.

- 3.2. The Walking and Cycling Network Plan has been derived to deliver upon the actions which were agreed and endorsed in the Waimakariri Walking and Cycling Strategy 2017-2022. The vision of this strategy is “Waimakariri residents choose to walk and cycle, and that the environment is friendly, safe and accessible for walkers and cyclists”. Overall, the aim of the strategy is to encourage walking and cycling, both for recreational and commuter travel. This policy was developed with alignment to Regional Transport Plans and other national/regional policy documents.
- 3.3. A previous report was taken to All Boards in August 2021 seeking approval to consult on the draft Walking & Cycling Network Plan. This report then went on to be approved by Council in October 2021. Refer to TRIM No. 210920151361 for further background information.
- 3.4. Due to COVID-19, the consultation was delayed until May 2022. Public consultation was carried out from the 30<sup>th</sup> May 2022 to the 7<sup>th</sup> July 2022, on the Walking and Cycling Network Plan proposed in Attachment iii. All of the responses received are shown in Attachment iv and v, with a map showing specific additional links suggested in Attachment vi.
- 3.5. In total, 117 surveys were submitted for the district-wide survey. The majority indicated that they approved of the Walking and Cycling Network Plan, and infrastructure prioritisation programme put forward by staff.
- 3.6. It is worth noting that there is currently a separate central government initiative to consider options to reduce carbon emissions, in particular by encouraging modal shift to active transport (e.g. walking and cycling), or to public transport. This initiative has been released since the development of the Walking and Cycling Network Plan. It may be that there will be a separate source of funding from this programme, which may go towards new walking and cycling projects, or provide a funding boost to projects already identified.
- 3.7. It should also be noted that this initiative has different drivers than the current Walking and Cycling Network Plan (albeit there is some overlap), such as providing better linkages around public transport nodes, providing safer urban linkages to key destinations, and a ‘first kilometre, last kilometre’ concept of encouraging convenience towards modal shift.
- 3.8. Staff will be working with Waka Kotahi and the Greater Christchurch Partnership to look for opportunities for funding, and the outcome of this may be that there is a separate programme of projects, with a separate funding stream (both council and government funding). While this may cause some confusion, it was unavoidable in terms of timing, and can be tidied up at the next review of the Walking and Cycling Network Plan.

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

- 4.1. Summary of community feedback
- 4.2. The Walking and Cycling Network Plan and prioritisation programme which were put forward for consultation are shown in Attachment iii. Feedback was sought on the following five questions.
1. Have we got the right links and connections in place that provide a complete network?
  2. Do you agree with the prioritisation of the routes in the priority group 1?
  3. Do you agree with the prioritisation of the routes in the priority group 2?
  4. Do you agree with the prioritisation of the routes in the priority group 3?
  5. What level of investment should Council contribute to building this walking and cycling network plan?

- 4.3. In total, 117 responses were received. A summary of the results are shown in Table 1 and 2, with all responses included in Attachment iv.

**Table 1.** Summary of the results received for Question One to Four.

	Yes (%)	No (%)
Question 1	55	45
Question 2	62	38
Question 3	60	40
Question 4	58	42

**Table 2.** Summary of the results received for Question Five.

	More Investment (%)	No Change (%)	Less Investment (%)
Question 5	82	14	4

- 4.4. Based on the feedback from Question 1 of the consultation form, staff have added/removed the links indicated below from the Walking and Cycling Network Plan. These changes now are included within the recommended CNP.
- 4.5. Community Board submissions on additional routes
- 4.6. The following is a summary of the main changes suggested by the Oxford-Ohoka Community Board who provided a formal submission during consultation, specifically detailing consideration of additional links (refer to Attachment v for detail):

Mandeville:

- Extend Tram Road to the Mandeville Village Centre
- Add Two Chain Road
- Add No. 10 Road (Pattersons Road to Tram Road)
- Add North Eyre Road (between Two Chain Road and the five cross-roads intersection)

Swannanoa:

- Add North Eyre Road and remove Tram Road

Oxford:

- Notes that the Harewood Road/High Street link should be a shared path

General feedback for additional links:

- Consideration for infrastructure in semi-rural areas
- Consideration for infrastructure within the 3.2 km school bus exclusion zone

- 4.7. Community Board submissions on priorities
- 4.8. Both the Oxford-Ohoka Community Board and Woodend-Sefton Community Board have requested higher priorities to be considered on the following links (refer to Attachment v for detail):

4.8.1. Oxford-Ohoka Community Board

- Harewood Road and High Street

#### 4.8.2. Woodend-Sefton Community Board

- Woodend to Kaiapoi
- Kippenberger Avenue to Mainpower Stadium (Golf Links Road and Coldstream Road)
- Woodend to Pegasus/Ravenswood

#### 4.9. Community feedback on priorities

- 4.10. In terms of priority level of routes, the most commonly raised was the Kaiapoi to Woodend, and the Pegasus to Woodend links. These respondents indicated that they would like to see these links in the priority one grouping. The links raised across the three priority levels were as follows:

- Kaiapoi to Woodend link
- Pegasus to Woodend link
- Coldstream Road and Golf Links Road
- McHughes Road
- Tram Road
- Harewood Road and High Street, Oxford
- School routes
- Mandeville Road
- Sefton to Rangiora
- Oxford to Rangiora, including Cust
- South Belt
- Ohoka to Rangiora and Kaiapoi
- Bradleys Road
- Hodgsons Road to Dixons Road

#### 4.11. Community feedback on school environments

- 4.12. There was also a common theme in the feedback around including more walking and cycling paths within the 3.2 km bus exclusion zone for rural schools. The majority of these areas are not rated for footpaths, and as such, do not commonly get any funding through other streams for this infrastructure. Some of these that had recurring requests have been included in the recommended amendments discussed within Section 4.4 of this report. The remainder of these have not been included within the Walking and Cycling Network Plan, as staff would need to engage with the schools to determine the areas of demand. The relevant schools are:

- Swannanoa School
- Ohoka School
- Fernside School
- Loburn School
- North Loburn School
- View Hill School
- Clarkville School
- West Eyreton School

#### 4.13. General community feedback

- 4.14. A high number of survey respondents have submitted that they would like to see an increase in funding. At this stage this is not included in this report, but instead will be brought separately to the Council as part of the LTP deliberations.
- 4.15. A number of respondents also indicated the need for improved wayfinding and general signage, driver education, and education on the use of the different facilities.

4.16. Feedback from specific organisations

- 4.17. Whilst a variety of groups and organisations provided feedback in the online forum, a number also provided feedback in the form of a formal response. These are summarised below and shown in full in Attachment v.

Waimakariri Access Group:

- Prioritise areas where pedestrians and cyclists are required to travel on the edge of the road to reach services or facilities.
- Ensure paths are accessible for all and are well maintained.
- Separated paths are preferred over shared paths.
- Education and wayfinding signage is required.

Woodend-Sefton Community Board:

- Install signage and develop a map with existing cycleway information.

Oxford-Ohoka Community Board:

- Concerned with false public expectation of delivery due to limited funding.
- Include safe crossing zones on Tram Road.
- Important to put a basic network in place before funding is spent on creating an extended destination link.

Woodend Community Association:

- Consider moving the Pegasus to Woodend and Kaiapoi to Woodend to priority one.
- Connect existing paths before considering new ones.

Loburn School:

- Petition for a grade one pathway from the Rangiora Leigh Campground to Loburn School.
- Other requested infrastructure along Hogdsons Road, which staff will work through separately.

Swannanoa School:

- Include pathways around the Mandeville area.

Automobile Association:

- Consider moving the Woodend to Kaiapoi route into priority one.
- Supportive of the Walking and Cycling Network Plan.

Enterprise North Canterbury:

- Improve way-finding signage throughout the district
- Improve cycle parking facilities in town centres and key destinations
- Include Rotten Row, Waikuku, as a route to link the existing recreation rides through the Trust's land, and the Rakahuri Trail
- Complete the Ashley Street on-road cycle lanes from the Rakahuri Trail and Heartland rides, through to the Passchendaele Track.

4.18. Currently planned works

- 4.19. The current Capital Works programme includes intersection improvements at Torlesse Street/Coronation Street/Southbrook Road and Island Road/Ohoka Road intersections. Both of these designs contain walking and cycling infrastructure at the intersection. Whilst the Torlesse Street/Coronation Street links are included within the priority one facilities, the Ohoka Road Overbridge is not, but due to the uncertainty of the final design, funding for this link will be considered further in the future.

4.20. Recommended changes in response to feedback

- 4.21. In response to all of the feedback above, the staff have made the following recommended changes to the Walking and Cycling Network Plan, for Council consideration:

- North Eyre Road (between No. 10 Road and Earlys Road);
- North Eyre Road (between Poyntzs Road and Tram Road);
- Two Chain Road (between Pattersons Road and North Eyre Road);
- Pattersons Road (between Two Chain Road and Wards Road);
- Wards Road (between Makybe Drive and Pattersons Road);
- Whites Road (between Mill Road, Ohoka, and Tram Road);
- Tram Road (upgrade of level of service between Whites Road and Mandeville Town);
- Easterbrook Road (from Cust River – bridge from Bradleys Road to Fernside Road);
- Fernside Road (between Easterbrook Road and Townsend Road);
- Townsend Road (upgrade of level of service between Fernside Road and the South Brook);
- Mill Road, Ohoka (between Threlkelds Road and Christmas Road);
- Christmas Road (between Mill Road, Ohoka, and Butchers Road);
- Butchers Road (between Christmas Road and Ohoka Road);
- Bramleys Road (between Tuahiwi Road and Lineside Road);
- Greens Road (between Tuahiwi Road and Church Bush Road);
- Church Bush Road (between Greens Road and Tuahiwi Road);
- Te Pouapatuki Road (between Greens Road and Rangiora Woodend Road);
- State Highway One (between Gressons Road and Pegasus Boulevard);
- Bridge Street (between Reserve Road and the beach access);
- Domain Terrace (between Park Terrace and the campground access);
- Waikuku Beach Domain (between Domain Terrace and Reserve Road);
- Cones Road (between Dixons Road and Carrs Road);
- Carrs Road (between Cones Road and Station Road);
- Station Road (between Carrs Road and Loburn Whiterock Road);
- Hodgsons Road (between Swamp Road and 110 Hodgsons Road);
- Loburn Whiterock Road (upgrade level of service between Loburn Domain and Dixons Road);

4.22. No changes have been made to the prioritisation list.

4.23. The following links were considered but not included within the revised network plan:

- Weld Street/Barracks Street (between Oxford Road and High Street)
- No. 10 Road (between Tram Road and Pattersons Road)
- Mandeville Road (between the Mandevilles Sports Ground and Logans Road)
- Logans Road/Baileys Road (between North Eyre Road and Whites Road)
- Whites Road (between Tram Road and Baileys Road)
- Main Drain Road
- Mill Road (between Christmas Road and Ohoka Road)
- Revells Road (between the Cam River and Lineside Road)
- Kaiapoi Pa Road (between Waikuku Beach Road and the north end of Pegasus)
- Park Terrace (between Waikuku Beach Road and Broadway Avenue)
- Rotten Row (between Domain Terrace and North Terrace)

4.24. These links were not include for a variety of reasons, including constructability, availability of other links servicing the same direction, and perceived use.

4.25. The following options are available to the Council:

#### 4.25.1. Option One: Adopt the Walking and Cycling Network Plan, and Prioritisation Programme put forward for Consultation

This option does not take into account any of the feedback from consultation, and approves the Walking and Cycling Network Plan, and prioritisation programme put forward for consultation (shown in Attachment ii and iii).

This is not the recommended option because the community has provided feedback and asked for additional links to be provided within the Walking and Cycling Network Plan.

#### 4.25.2. Option Two: Adopt the recommended Walking and Cycling Network Plan, and the Prioritisation Programme

This option involves adopting an amended Walking and Cycling Network Plan that takes into account the feedback on the routes from the consultation, and subsequent Community Board meetings, as shown above. It also includes the adoption of the recommended prioritisation programme above (refer to Attachment i and ii for detail).

This is the recommended option because the community has provided feedback and suggested additional links which staff had not considered. Also, an average of 60% of feedback from the community indicated that they were in favour of the priority list put forward by staff across all three priorities.

#### 4.25.3. Option Three: Adopt the recommended Walking and Cycling Network Plan and the recommended Prioritisation Programme, with further amendments from the consultation feedback, or from the Community Board comments from their recent meetings (if any).

This option involves the Council adding any further changes to the recommended plans as it sees fit.

#### 4.26. Implications for Community Wellbeing

4.26.1. There are implications on community wellbeing by the issues and options that are the subject matter of this report. Therefore, the Community has been consulted with to obtain their opinions on the Walking and Cycling Network Plan, and prioritisation programme.

4.26.2. 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. Further to this, including infrastructure which caters for a wide range of skill levels encourages less confident cyclists, who may have otherwise chosen to travel via motor vehicle, to use the provided facilities.

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

## 5. **COMMUNITY VIEWS**

### 5.1. **Mana whenua**

5.1.1. Te Ngāi Tūāhuriri hapū are likely to be affected by, or have an interest in the subject matter of this report.

5.1.2. The Rūnanga have requested a pathway through the Tuahiwi Village, which was included within the Walking and Cycling Network Plan. In addition to this, there are proposed links which extend north to the Rangiora Woodend Road shared path, and south to the Arohatia te awa path along the banks of the Cam River. The 1.8 m wide gritted footpath is to be constructed in the 2022/2023 financial year and as part of the design phase, the Rūnanga will be consulted with.



- 5.1.3. To date, the Rūnanga have not provided a formal response to this consultation; however, the Community Boards and/or Council will be updated when this is received.

## 5.2. **Groups and Organisations**

- 5.2.1. There are groups and organisations likely to be affected by, or to have an interest in the subject matter of this report.
- 5.2.2. Consultation was carried out from the 30th May 2022 to the 7th July 2022. This consultation included a letter drop to all organisations/businesses within the District, and other communication and engagement activities shown in Attachment vii.
- 5.2.3. A total of 117 submissions were made by the public and other groups/organisations. The collated responses and are shown in Attachment iv. Responses formally received from organisations are shown in Attachment v.
- 5.2.4. Refer to Section 5.3 for a summary of the online results and Section 4.8 for the formal responses.
- 5.2.5. Once the Walking and Cycling Network Plan and subsequent infrastructure prioritisation programme is adopted, programming of design and construction of facilities will begin. As part of the design phase, targeted consultation will occur with directly affected groups/organisations. Targeted consultation will also continue through the construction phase.
- 5.2.6. This targeted consultation will detail what the infrastructure will look like, the added amenity that will be provided to the area, and the subsequent impacts to groups/organisations. The communication will continue during the construction phase to ensure residents remain up to date on any design changes or problems occurred.

## 5.3. **Wider Community**

- 5.3.1. The wider community is likely to be affected by, or to have an interest in the subject matter of this report.
- 5.3.2. Consultation was carried out from the 30th May 2022 to the 7th July 2022.
- 5.3.3. The communications and engagements activities carried out as part of this consultation are shown in Attachment vii.
- 5.3.4. A total of 117 submissions were made by the public and other groups/organisations. The collated responses and are shown in Attachment iv.
- 5.3.5. Overall, 55%, 62%, 60% and 58% of respondents agreed with the Walking and Cycling Network Plan, and priority one, two and three routes, respectively.
- 5.3.6. The respondents not agreeing with Questions One made suggestions which have either been captured in the maps shown in Attachment i.
- 5.3.7. A large proportion of respondents (82%) favoured an increase in investment from Council towards constructing walking and cycling infrastructure.
- 5.3.8. Once the Walking and Cycling Network Plan and subsequent infrastructure prioritisation programme is adopted, programming of design and construction of facilities will begin. As part of the design phase, targeted consultation will occur with directly affected residents. Targeted consultation will also continue through the construction phase.
- 5.3.9. This targeted consultation will detail what the infrastructure will look like, the added amenity that will be provided to the area, and the subsequent impacts to residents.

The communication will continue during the construction phase to ensure residents remain up to date on any design changes or problems occurred.

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

### **6.1. Financial Implications**

6.1.1 There are financial implications of the decisions sought by this report. There is currently \$490,000 allocated within PJ 101229.000.5135 for the 2022/2023 financial year. This has already been allocated as follows:

- a. \$40,000 for the design of the priority one routes in the Walking and Cycling Network Plan
- b. \$450,000 for the design and construction of a footpath in Tuahiwi.

6.1.2 For the 2023/2024 financial year, PJ 101229.000.5135 has a budget of \$660,000 allocated towards constructing the priority one routes designed in the 2022/2023 financial year.

6.1.3 These budgets are included in the Annual Plan/Long Term Plan.

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

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

6.2.2 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**

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

6.2.2 There is a risk that residents may not favour the inclusion of a facility along their street. To minimise this risk, staff will begin engaging with residents during the design phase of facilities. This will show residents exactly what is proposed along the road corridor and enable them to notify staff early on if there are aspects which they are not in favour of. This engagement will continue through the construction phase.

6.2.3 The implementation of the Walking and Cycling Network Plan may not meet the community's expectation, especially without funding from Waka Kotahi in the Current National Land Transport Programme. However, the majority of respondents favoured additional funding being allocated to constructing walking and cycling infrastructure, and as such, this could be used to accelerate the works. There is also potential that further funding may become available through other streams, including the Climate Change Emergency Response Fund, and the Better-off Funding associated with the Three Waters Reform.

### **6.3 Health and Safety**

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

6.2.5 Once the Walking and Cycling Network Plan and infrastructure prioritisation programme is adopted, design and construction of walking and cycling infrastructure will begin.

- 6.2.6 Road safety audits will be undertaken during the design and post construction phases to ensure health and safety issues are minimised for the end users of the routes.
- 6.2.7 Staff will only tender the works to pre-qualified contractors, in the relevant civil works categories, which meet the health and safety requirements specified by the Council.

## **7 CONTEXT**

### **7.2 Consistency with Policy**

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

### **7.3 Authorising Legislation**

- 7.3.1 Section 52 of the Local Government Act 2002 outlines the role of the Community Board and is therefore the relevant authorising legislation.

### **7.4 Consistency with Community Outcomes**

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

- 7.4.2 Public spaces and facilities are plentiful, accessible and high quality, and reflect cultural identity.

- There are wide-ranging opportunities for people to enjoy the outdoors.
- The accessibility of community and recreation facilities meets the changing needs of our community.

- 7.4.3 Core utility services are sustainable, resilient, affordable, and provided in a timely manner.

- Climate change considerations are incorporated into all infrastructure decision-making processes.

- 7.4.4 There is a strong sense of community within our District.

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

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

- The Council takes account of the views across the community, including mana whenua.

- 7.4.6 Transport is accessible, convenient, reliable, and sustainable.

- The standard of our District's transportation system is keeping pace with increasing traffic numbers.
- Communities in our District are well linked with each other and Christchurch is readily accessible by a range of transport modes.

### **7.5 Authorising Delegations**

- 7.5.1 The Community Boards are responsible for considering any matters of interest or concern within their ward area and making a recommendation to Council.

- 7.5.2 The decision making rests with Council, as this is a significant issue which will set the framework for Walking and Cycling Network in the future.

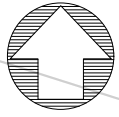
Print Out No. 1

## Recommended Walking and Cycling Network Plan

These maps show the overall district Walking and Cycling Network Plan and includes all existing facilities, as well as the required infrastructure to complete the network.

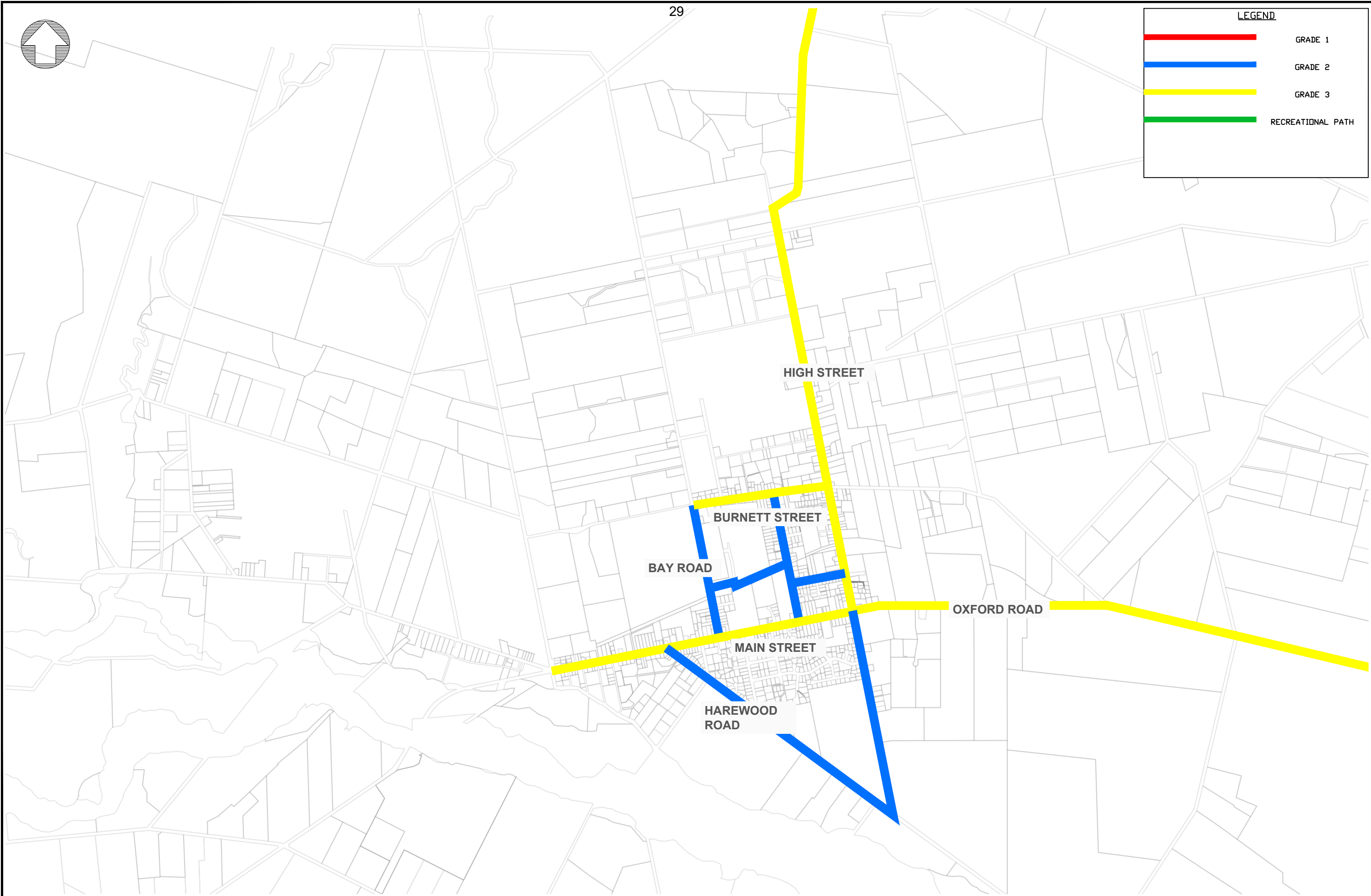
Each route is graded into three categories, described in the table below:

	Treatment Options <u>Urban Areas</u>	Treatment Options <u>Rural Areas</u>
<p><b>Grade 1 (Family/Low Confidence)</b> This grade is the highest level of comfort, and is suitable to Novice users. There is little conflict with motor vehicles along the route. These are typically “arterial” cycle routes, and are installed as critical links between our main towns.</p>	<ul style="list-style-type: none"> <li>- Generally not applicable to retrofit within urban streets</li> </ul>	<ul style="list-style-type: none"> <li>- 2.5m or greater (3.0m desirable) shared path with an asphalt surface</li> </ul>
<p><b>Grade 2 (Medium Confidence)</b> This grade is suitable for users with basic competence skills. Users will be riding on the road adjacent to live traffic, although there will additional measures in place to protect the vulnerable users.</p>	<ul style="list-style-type: none"> <li>- Separated cycle path</li> <li>- Neighbourhood Greenways</li> <li>- On Road cycle lane with traffic buffers</li> </ul>	<ul style="list-style-type: none"> <li>- Unsealed shared path (less than 2.5m wide)</li> </ul>
<p><b>Grade 3 (High Confidence)</b> This grade is suitable for users with advanced skills and confidence to mix with traffic.</p>	<ul style="list-style-type: none"> <li>- On-road cycle lanes</li> </ul>	<ul style="list-style-type: none"> <li>- Sealed shoulder widening</li> </ul>
<p><b>Recreational Trails</b> These trails are aimed at leisure users, and may be considered an “off-road” trail (i.e. suitable for mountain biking)</p>	<p>Trails shown in the network plan are existing recreational trails only. Potential recreation trails are not included within this programme.</p>	



**LEGEND**

- GRADE 1
- GRADE 2
- GRADE 3
- RECREATIONAL PATH



REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	FOR COMMUNITY BOARD	AMC	KS	---	JUL 2022

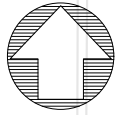
SURVEYED		PROJECT No	PD001583
DRAWN	MB	CON No	
DRAWING CHKD		SCALE (A3) NOT TO SCALE	
DESIGNED		DATUM ORIGIN	
DESIGNED CHKD		HORIZONTAL NZTM GD2000	
APPROVED		VERTICAL	



PROJECT	WALKING AND CYCLING NETWORK PLAN
---------	----------------------------------

SHEET TITLE	OXFORD (RECOMMENDED NETWORK PLAN)
-------------	--------------------------------------

<b>FOR INFORMATION</b>	
NOT FOR CONSTRUCTION	
DRAWING	4296
SHEET	REVISION
01	A



**LEGEND**

- GRADE 1
- GRADE 2
- GRADE 3
- RECREATIONAL PATH

REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	FOR COMMUNITY BOARD	AMC	KS	---	JUL 2022

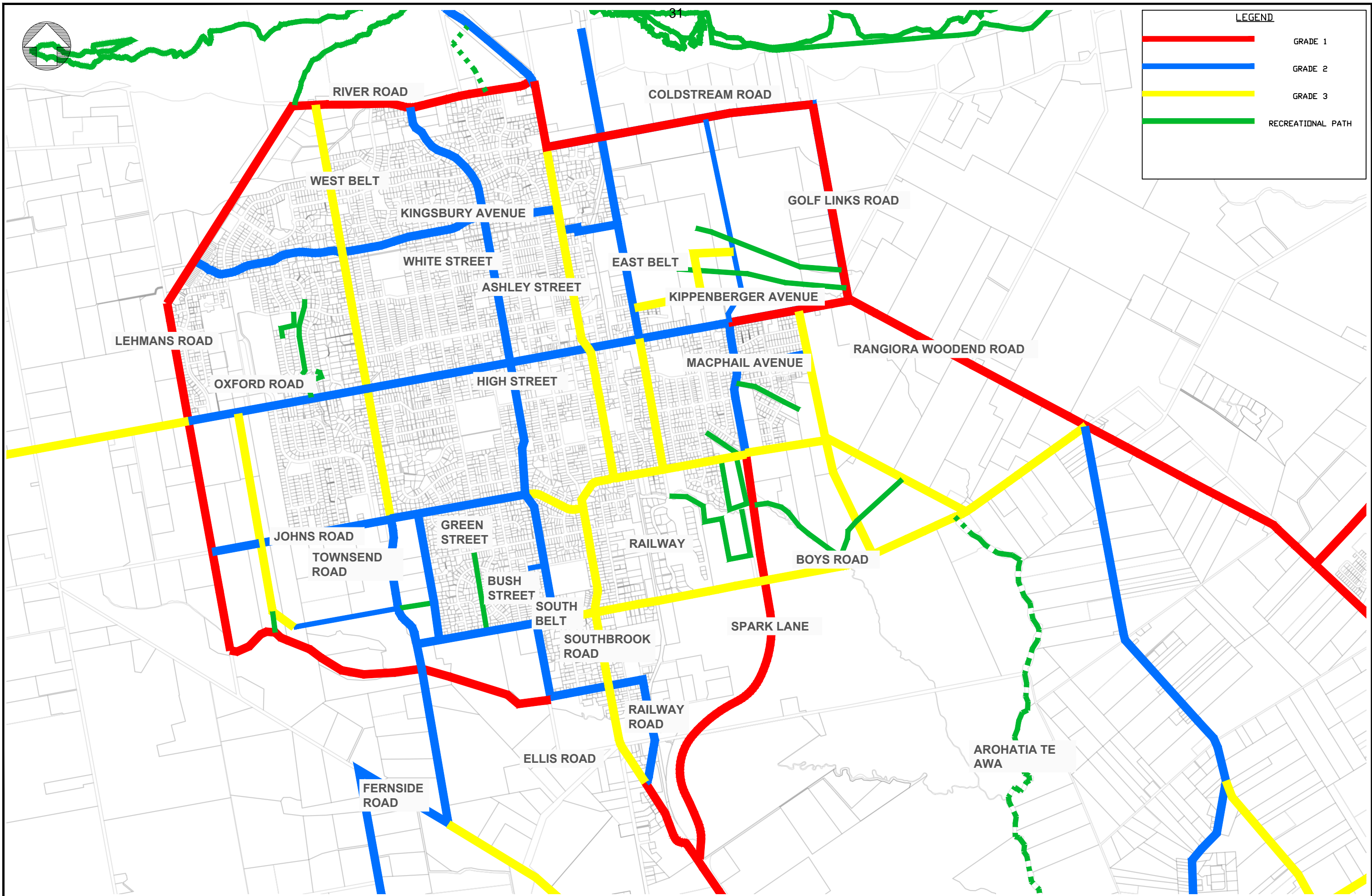
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DRAWN	MB	CON No	
DRAWING CHKD		SCALE (A3) NOT TO SCALE	
DESIGNED		DATUM ORIGIN	
DESIGNED CHKD		HORIZONTAL NZTM GD2000	
APPROVED		VERTICAL	



PROJECT  
**WALKING AND CYCLING NETWORK PLAN**

SHEET TITLE  
**CUST  
(RECOMMENDED NETWORK PLAN)**

FOR INFORMATION	
NOT FOR CONSTRUCTION	
DRAWING	4296
SHEET	REVISION
02	A



LEGEND	
	GRADE 1
	GRADE 2
	GRADE 3
	RECREATIONAL PATH

REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	FOR COMMUNITY BOARD	AMC	KS	---	JUL 2022

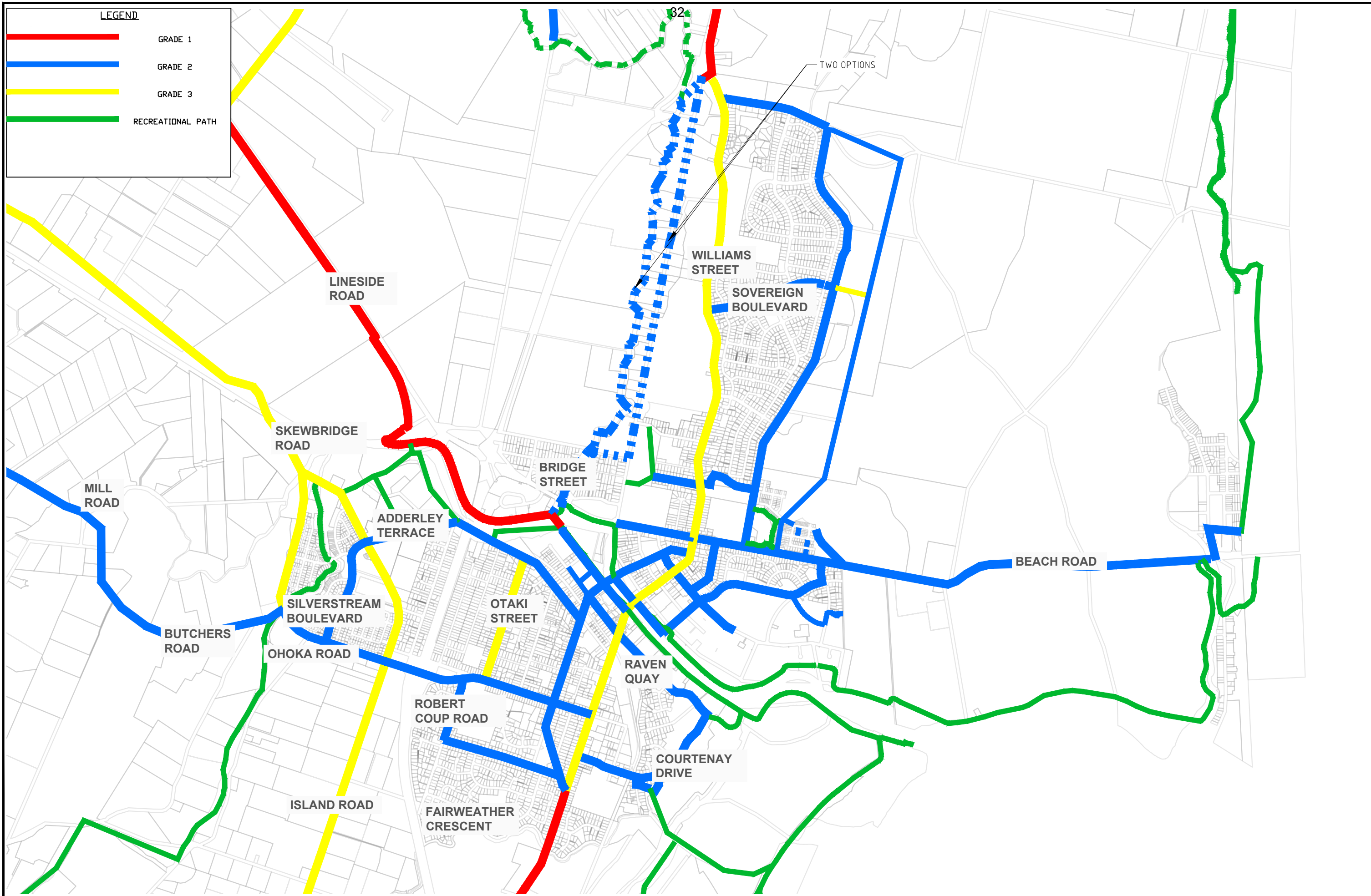
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DRAWN	MB	CON No	
DRAWING CHKD		SCALE (A3) NOT TO SCALE	
DESIGNED		DATUM ORIGIN	
DESIGNED CHKD		HORIZONTAL NZTM GD2000	
APPROVED		VERTICAL	



PROJECT	WALKING AND CYCLING NETWORK PLAN
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SHEET TITLE	RANGIORA (RECOMMENDED NETWORK PLAN)
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FOR INFORMATION	
NOT FOR CONSTRUCTION	
DRAWING	4296
SHEET	REVISION
03	A



REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	FOR COMMUNITY BOARD	AMC	KS	---	JUL 2022

SURVEYED		PROJECT No	PD001583
DRAWN	MB	CON No	
DRAWING CHKD		SCALE (A3) NOT TO SCALE	
DESIGNED		DATUM ORIGIN	
DESIGNED CHKD		HORIZONTAL NZTM GD2000	
APPROVED		VERTICAL	

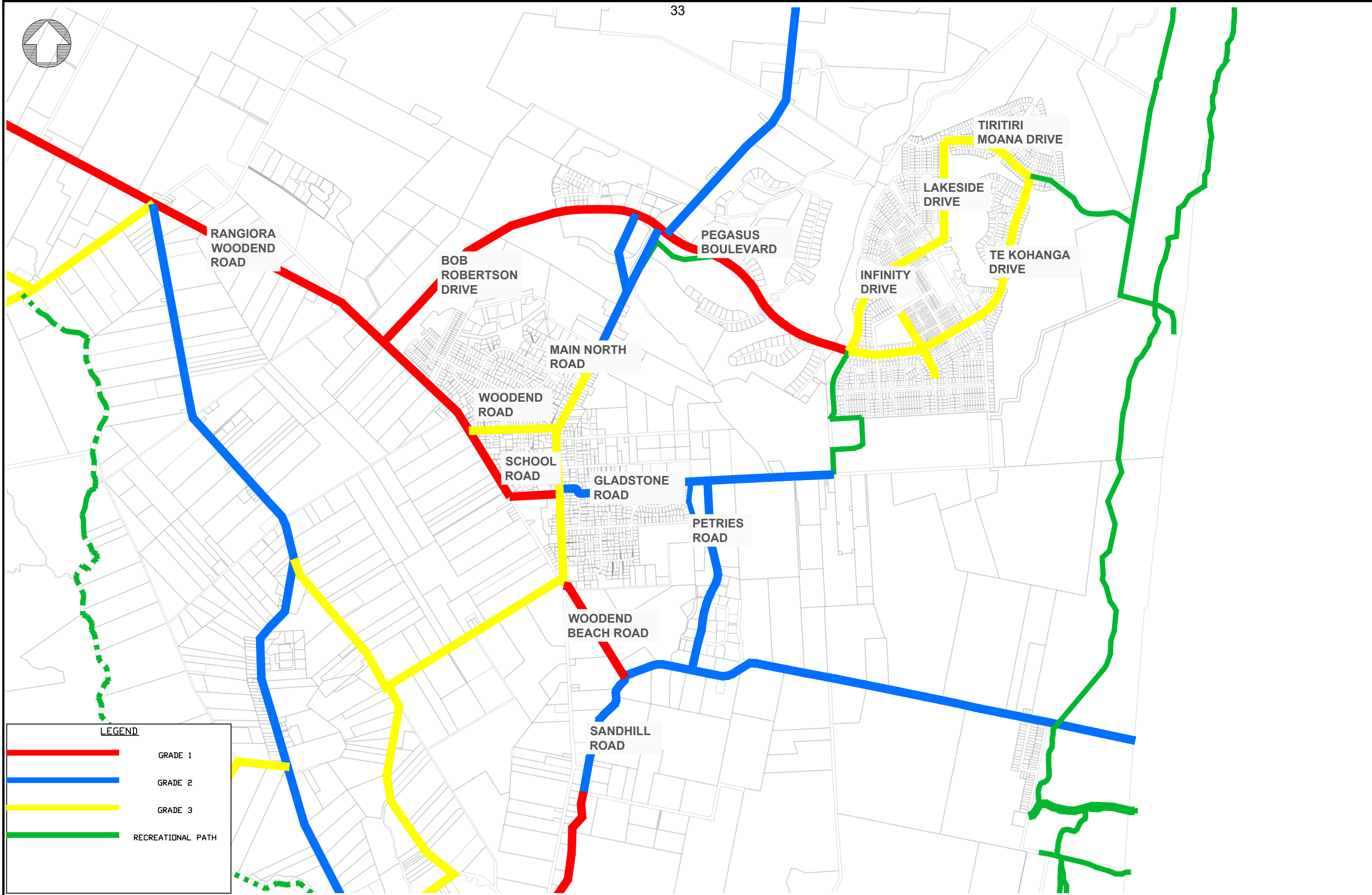


PROJECT  
**WALKING AND CYCLING NETWORK PLAN**

SHEET TITLE  
**KAIAPOI  
 (RECOMMENDED NETWORK PLAN)**

FOR INFORMATION	
NOT FOR CONSTRUCTION	
DRAWING	4296
SHEET	REVISION
04	A





**LEGEND**

- GRADE 1
- GRADE 2
- GRADE 3
- RECREATIONAL PATH

REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	FOR COMMUNITY BOARD	AMC	KS	---	JUL 2022

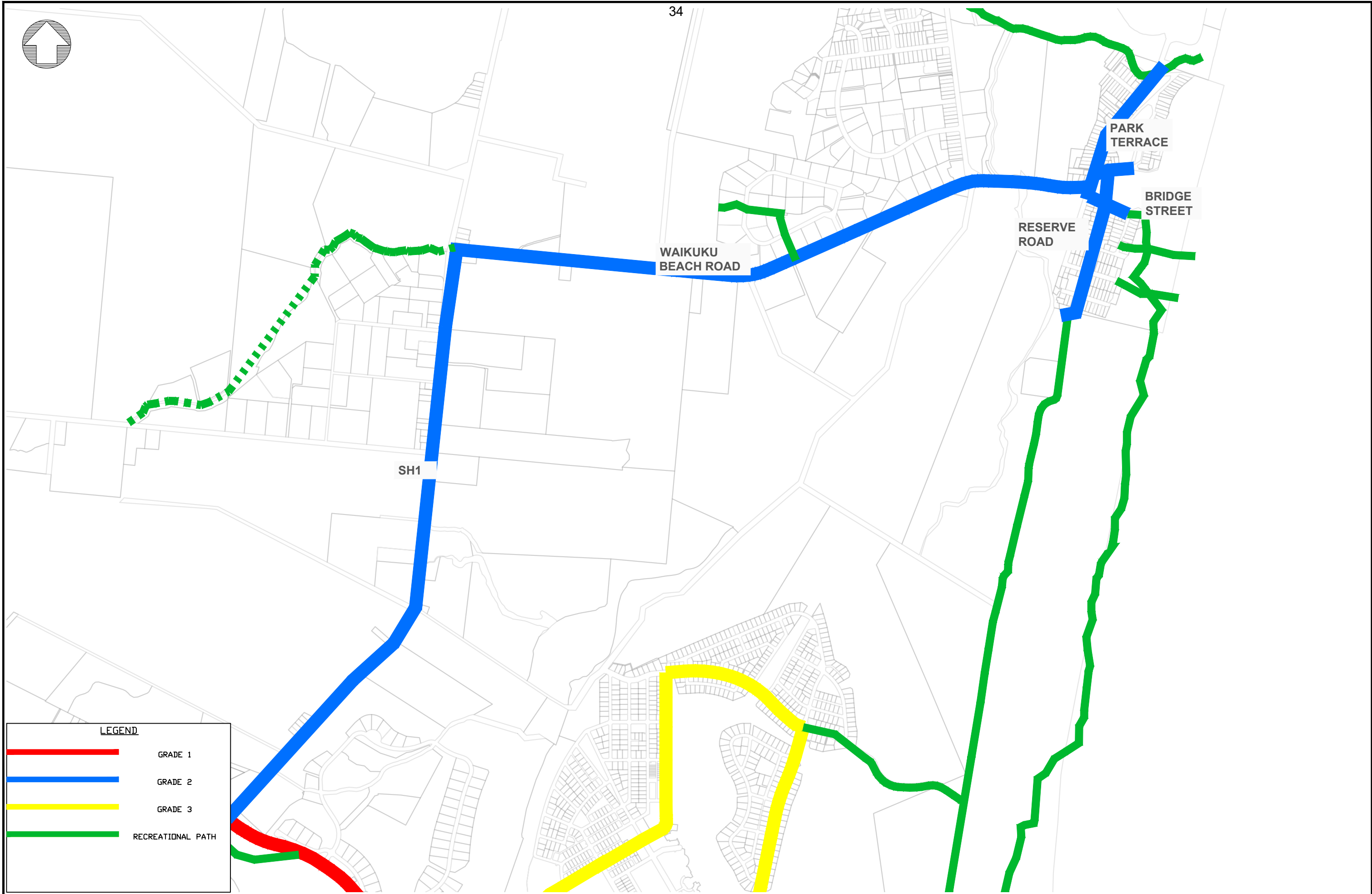
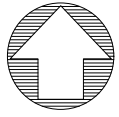
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DRAWN	MB	CON No	
DRAWING CHKD		SCALE (A3) NOT TO SCALE	
DESIGNED		DATUM ORIGIN	
DESIGNED CHKD		HORIZONTAL NZTM GD2000	
APPROVED		VERTICAL	



PROJECT	WALKING AND CYCLING NETWORK PLAN
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SHEET TITLE	WOODEND/PEGASUS (RECOMMENDED NETWORK PLAN)
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FOR INFORMATION	
NOT FOR CONSTRUCTION	
DRAWING	4296
SHEET	REVISION
05	A



**LEGEND**

- GRADE 1
- GRADE 2
- GRADE 3
- RECREATIONAL PATH

REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	FOR COMMUNITY BOARD	AMC	KS	---	JUL 2022

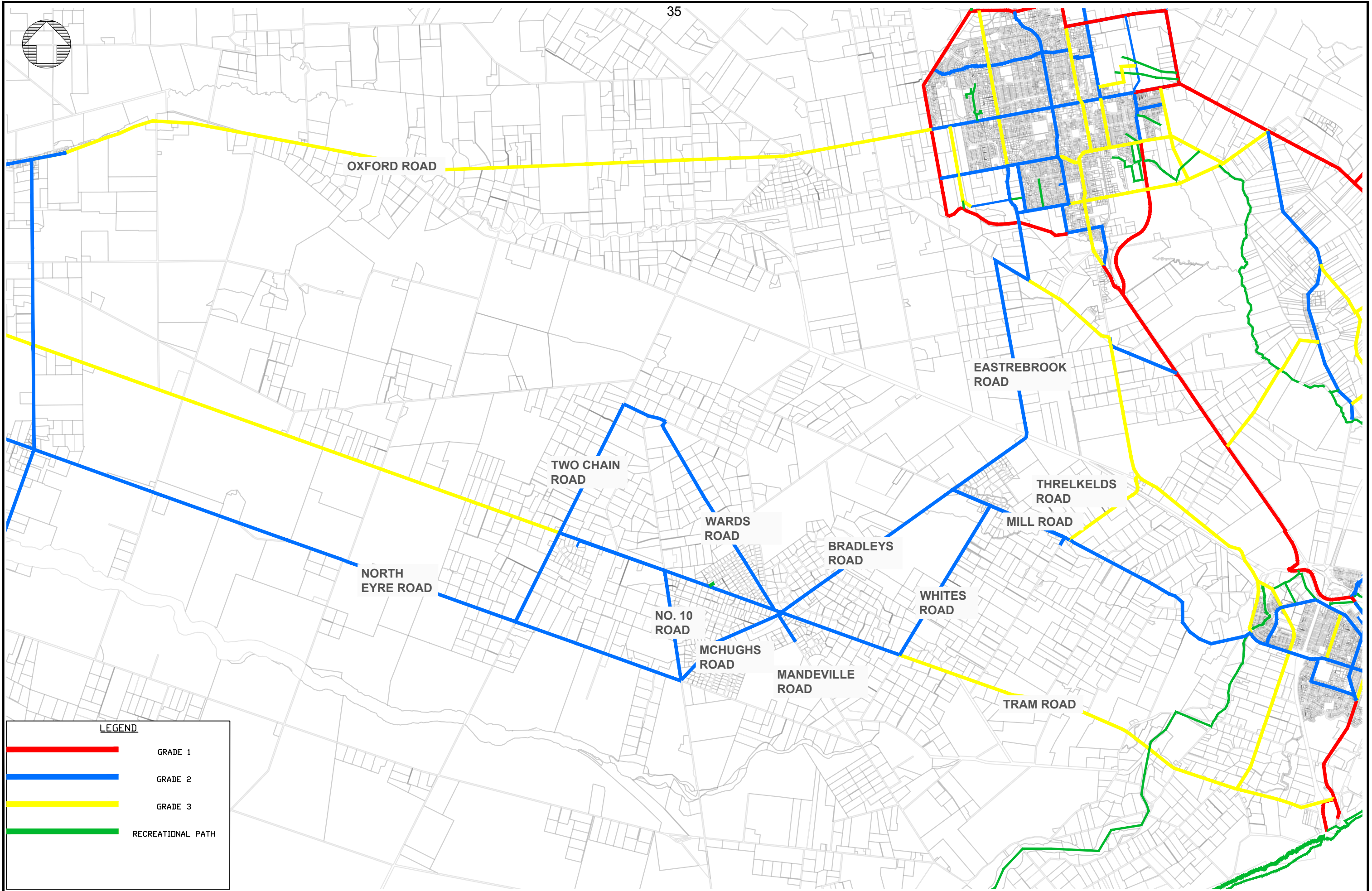
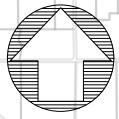
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DRAWN	MB	CON No	
DRAWING CHKD		SCALE (A3) NOT TO SCALE	
DESIGNED		DATUM ORIGIN	
DESIGNED CHKD		HORIZONTAL NZTM GD2000	
APPROVED		VERTICAL	



PROJECT	WALKING AND CYCLING NETWORK PLAN
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SHEET TITLE	WAIKUKU/WAIKUKU BEACH (RECOMMENDED NETWORK PLAN)
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<b>FOR INFORMATION</b>	
NOT FOR CONSTRUCTION	
DRAWING	4296
SHEET	REVISION
06	A



LEGEND	
	GRADE 1
	GRADE 2
	GRADE 3
	RECREATIONAL PATH

REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	FOR COMMUNITY BOARD	AMC	KS	---	JUL 2022

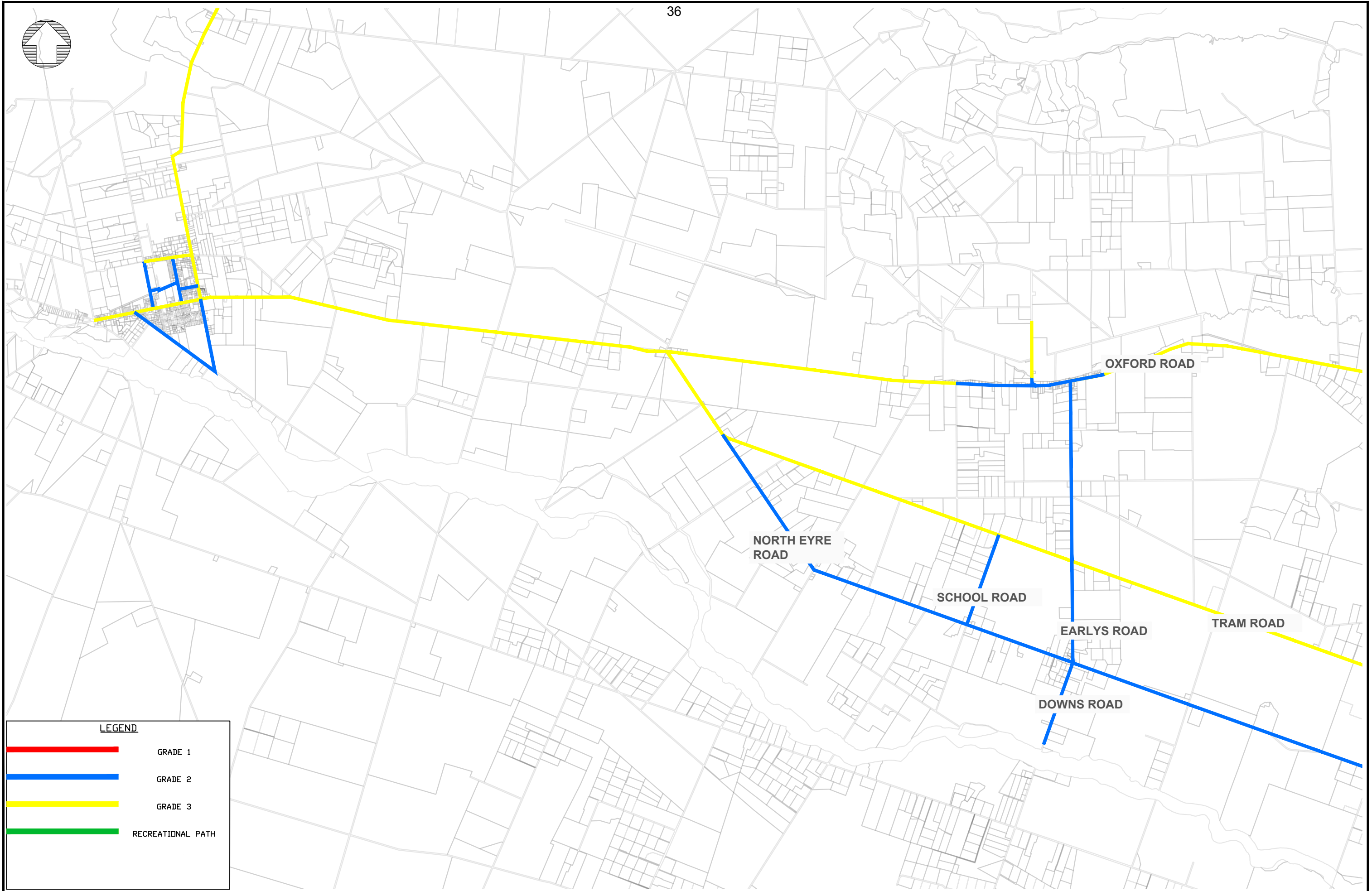
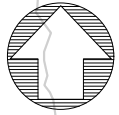
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DESIGNED CHKD		HORIZONTAL NZTM GD2000	
APPROVED		VERTICAL	



PROJECT	WALKING AND CYCLING NETWORK PLAN
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SHEET TITLE	MANDEVILLE/OHOKA (RECOMMENDED NETWORK PLAN)
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FOR INFORMATION	
NOT FOR CONSTRUCTION	
DRAWING	4296
SHEET	REVISION
07	A



LEGEND	
	GRADE 1
	GRADE 2
	GRADE 3
	RECREATIONAL PATH

REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	FOR COMMUNITY BOARD	AMC	KS	---	JUL 2022

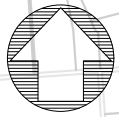
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DRAWN	MB	CON No	
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DESIGNED		DATUM ORIGIN	
DESIGNED CHKD		HORIZONTAL NZTM GD2000	
APPROVED		VERTICAL	



PROJECT	WALKING AND CYCLING NETWORK PLAN
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SHEET TITLE	TRAM/OXFORD RD TO OXFORD (RECOMMENDED NETWORK PLAN)
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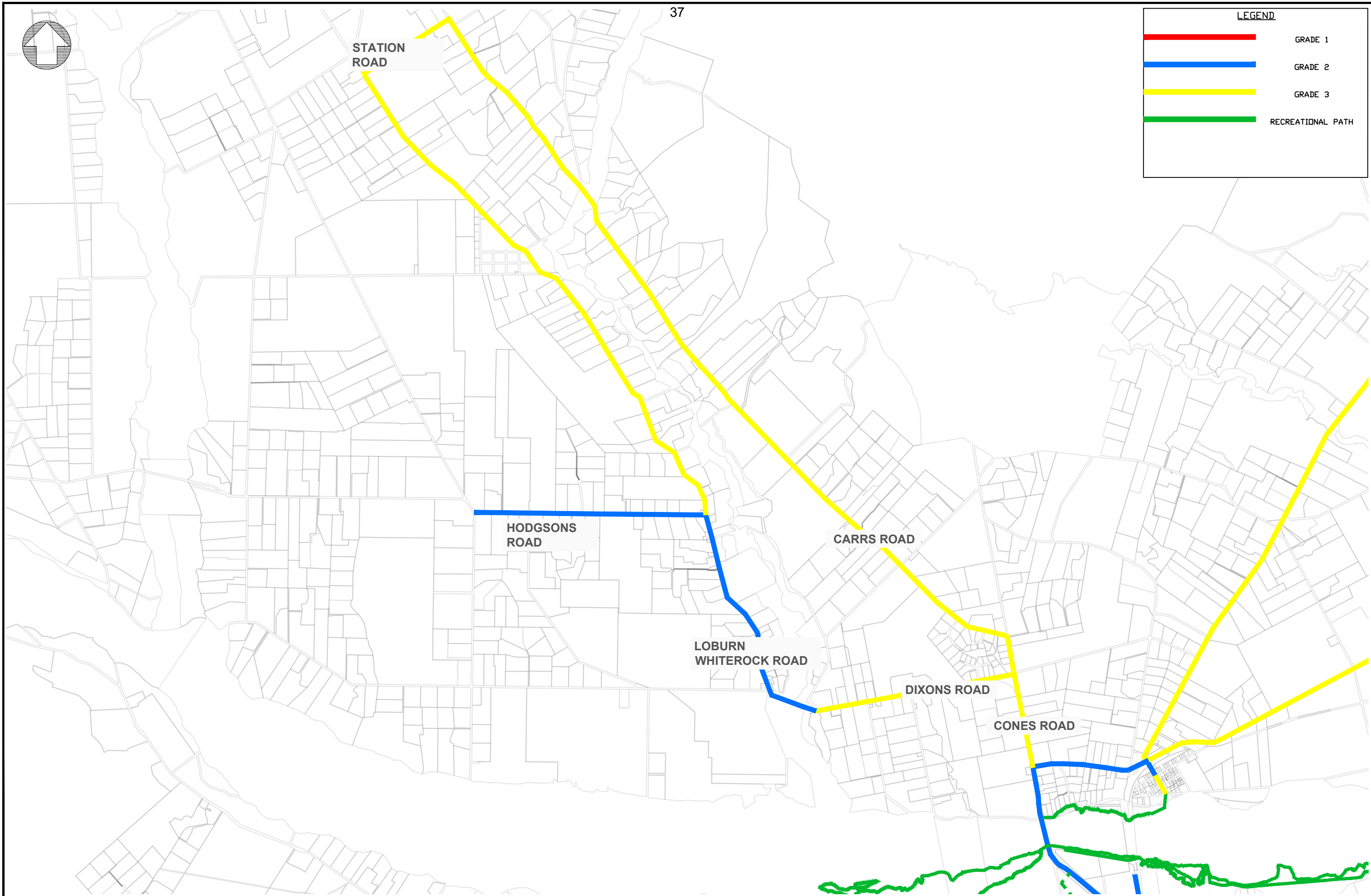
FOR INFORMATION	
NOT FOR CONSTRUCTION	
DRAWING	4296
SHEET	REVISION
08	A



37

**LEGEND**

- GRADE 1
- GRADE 2
- GRADE 3
- RECREATIONAL PATH



REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	FOR COMMUNITY BOARD	AMC	KS	---	JUL 2022

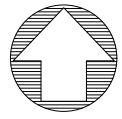
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DESIGNED CHKD		HORIZONTAL NZTM GD2000	
APPROVED		VERTICAL	



PROJECT	WALKING AND CYCLING NETWORK PLAN
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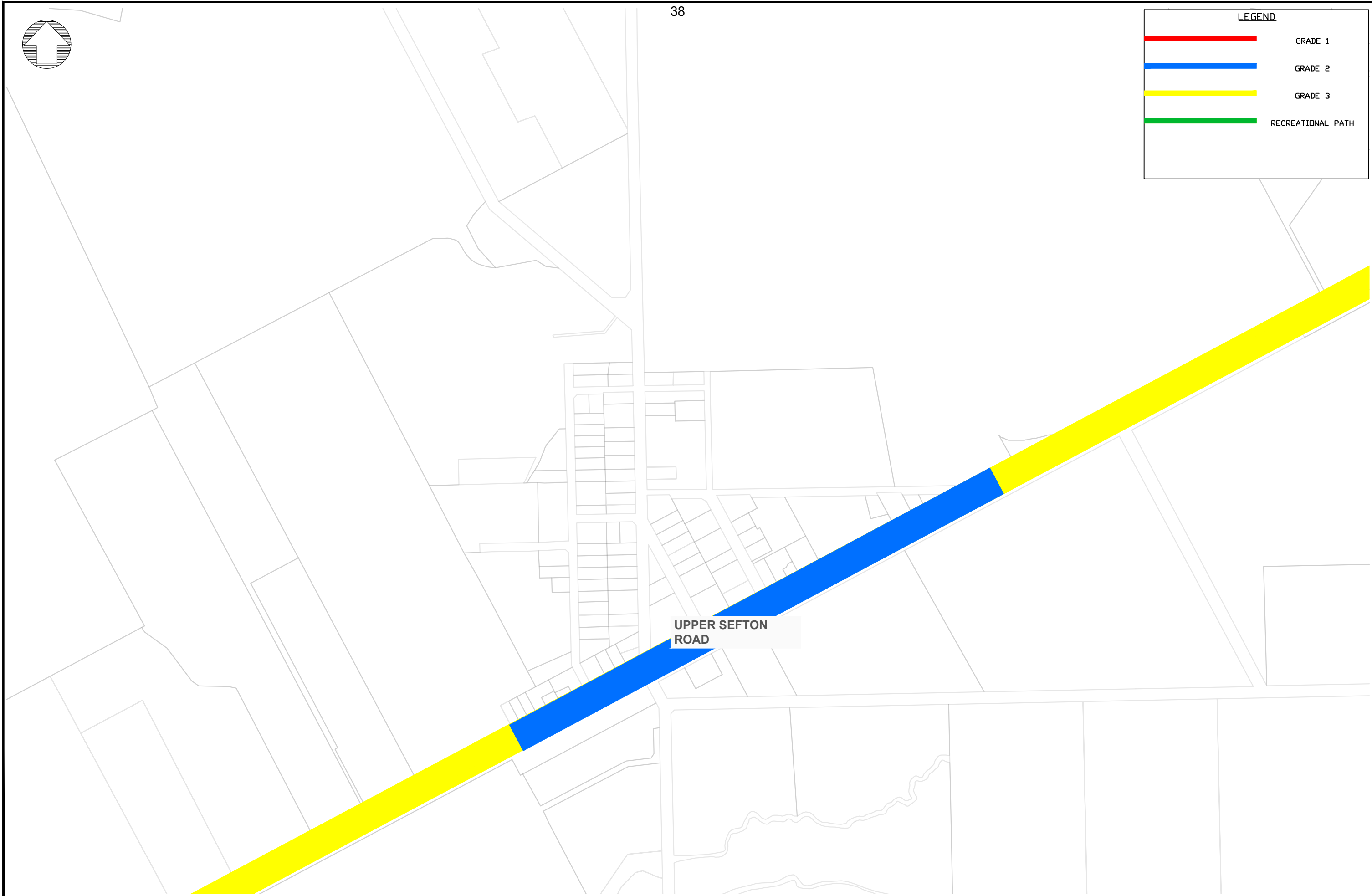
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<b>FOR INFORMATION</b>	
NOT FOR CONSTRUCTION	
DRAWING	4296
SHEET	REVISION
09	A



**LEGEND**

- GRADE 1
- GRADE 2
- GRADE 3
- RECREATIONAL PATH



**UPPER SEFTON ROAD**

REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	FOR COMMUNITY BOARD	AMC	KS	---	JUL 2022

SURVEYED		PROJECT No	PD001583
DRAWN	MB	CON No	
DRAWING CHKD		SCALE (A3) NOT TO SCALE	
DESIGNED		DATUM ORIGIN	
DESIGNED CHKD		HORIZONTAL NZTM GD2000	
APPROVED		VERTICAL	



PROJECT  
**WALKING AND CYCLING NETWORK PLAN**

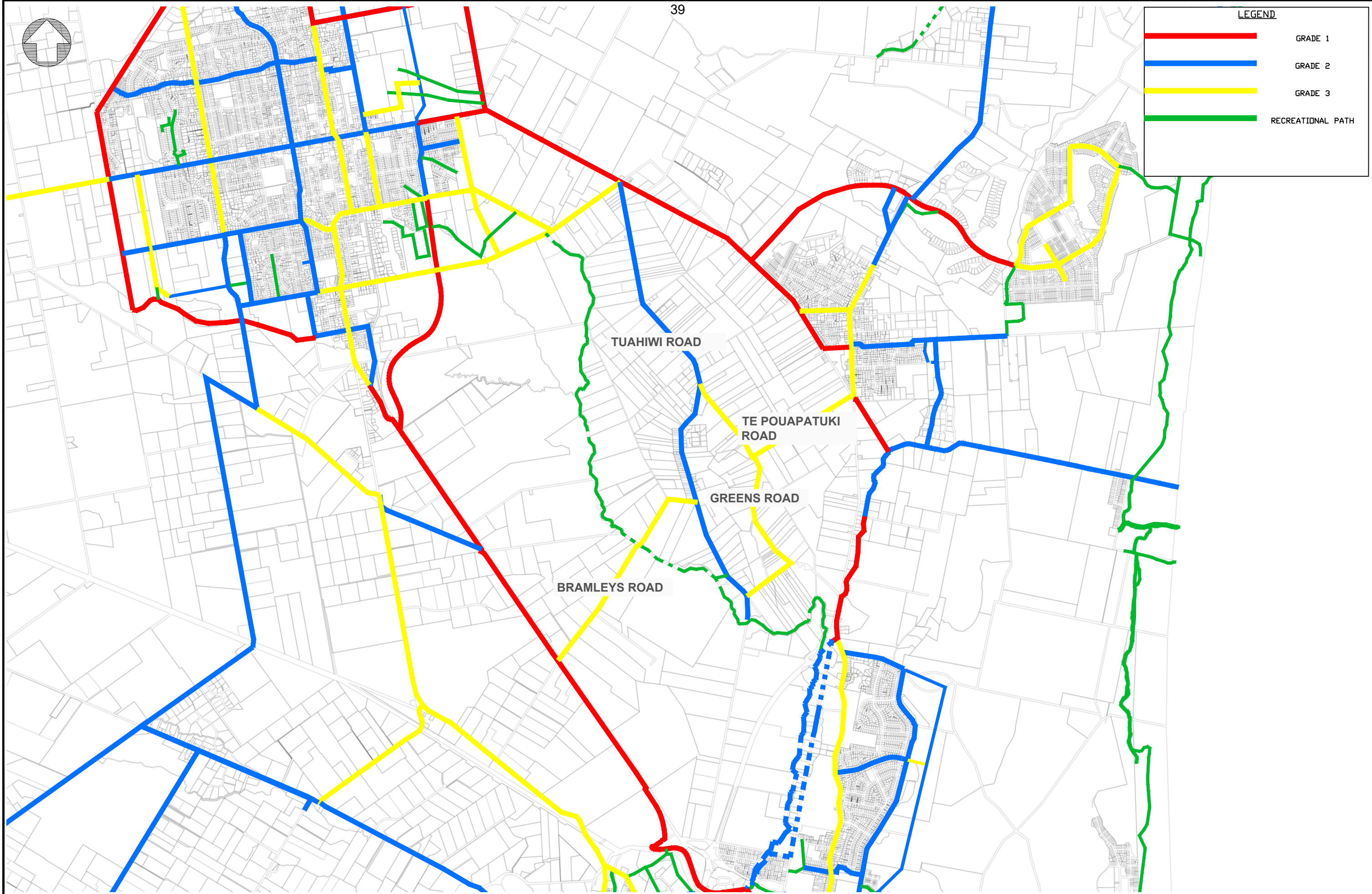
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**SEFTON  
(RECOMMENDED NETWORK PLAN)**

FOR INFORMATION	
NOT FOR CONSTRUCTION	
DRAWING	<b>4296</b>
SHEET	REVISION
10	A



**LEGEND**

- GRADE 1
- GRADE 2
- GRADE 3
- RECREATIONAL PATH



REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	FOR COMMUNITY BOARD	AMC	KS	---	JUL 2022

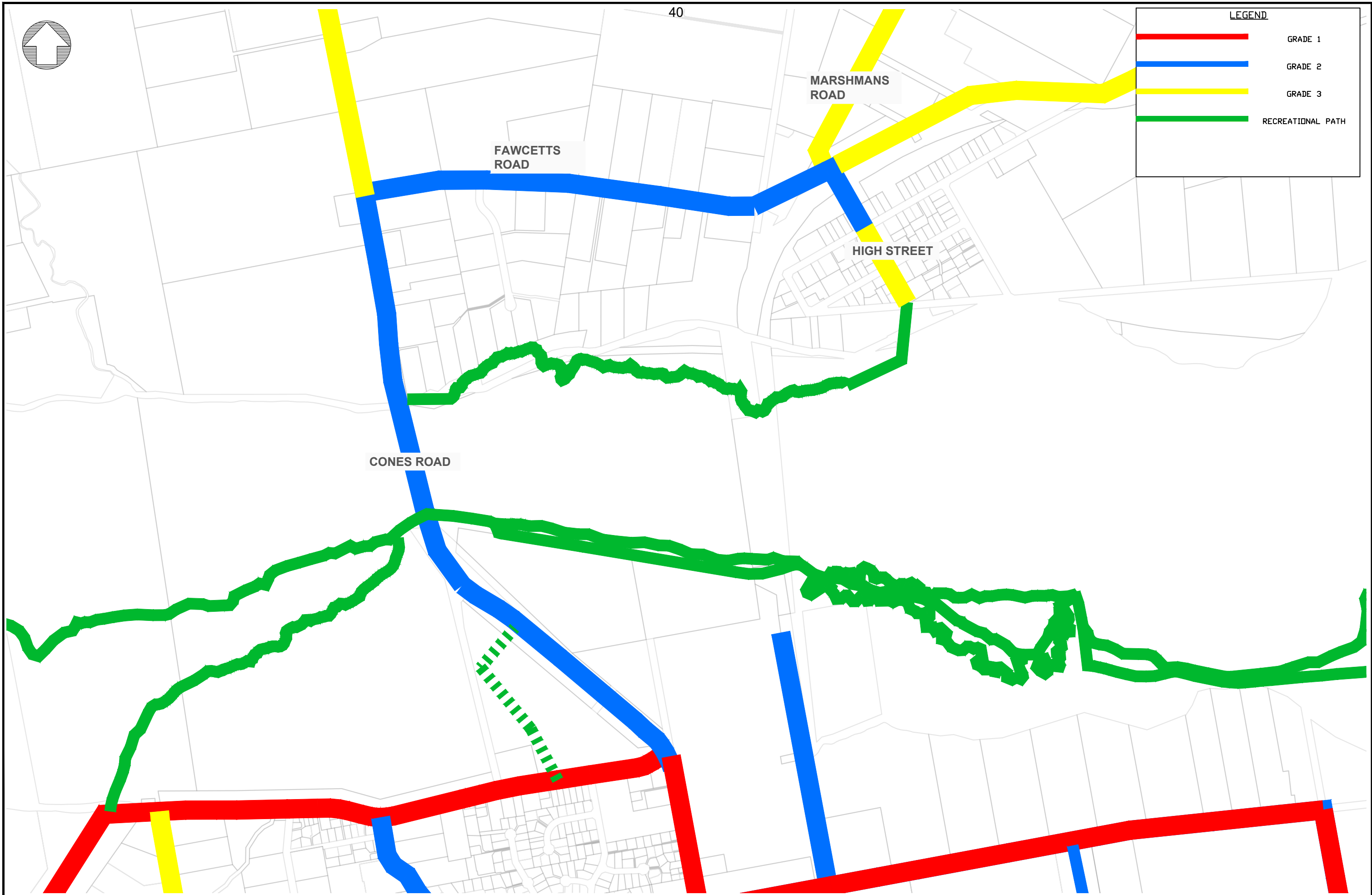
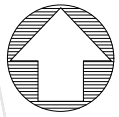
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DRAWN	MB	CON No	
DRAWING CHKD		SCALE (A3) NOT TO SCALE	
DESIGNED		DATUM ORIGIN	
DESIGNED CHKD		HORIZONTAL NZTM GD2000	
APPROVED		VERTICAL	



PROJECT	WALKING AND CYCLING NETWORK PLAN
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SHEET TITLE	TUAHIWĪ (RECOMMENDED NETWORK PLAN)
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<b>FOR INFORMATION</b>	
NOT FOR CONSTRUCTION	
DRAWING	4296
SHEET	REVISION
11	A



LEGEND	
	GRADE 1
	GRADE 2
	GRADE 3
	RECREATIONAL PATH

REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	FOR COMMUNITY BOARD	AMC	KS	---	JUL 2022

SURVEYED		PROJECT No	PD001583
DRAWN	MB	CON No	
DRAWING CHKD		SCALE (A3) NOT TO SCALE	
DESIGNED		DATUM ORIGIN	
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APPROVED		VERTICAL	

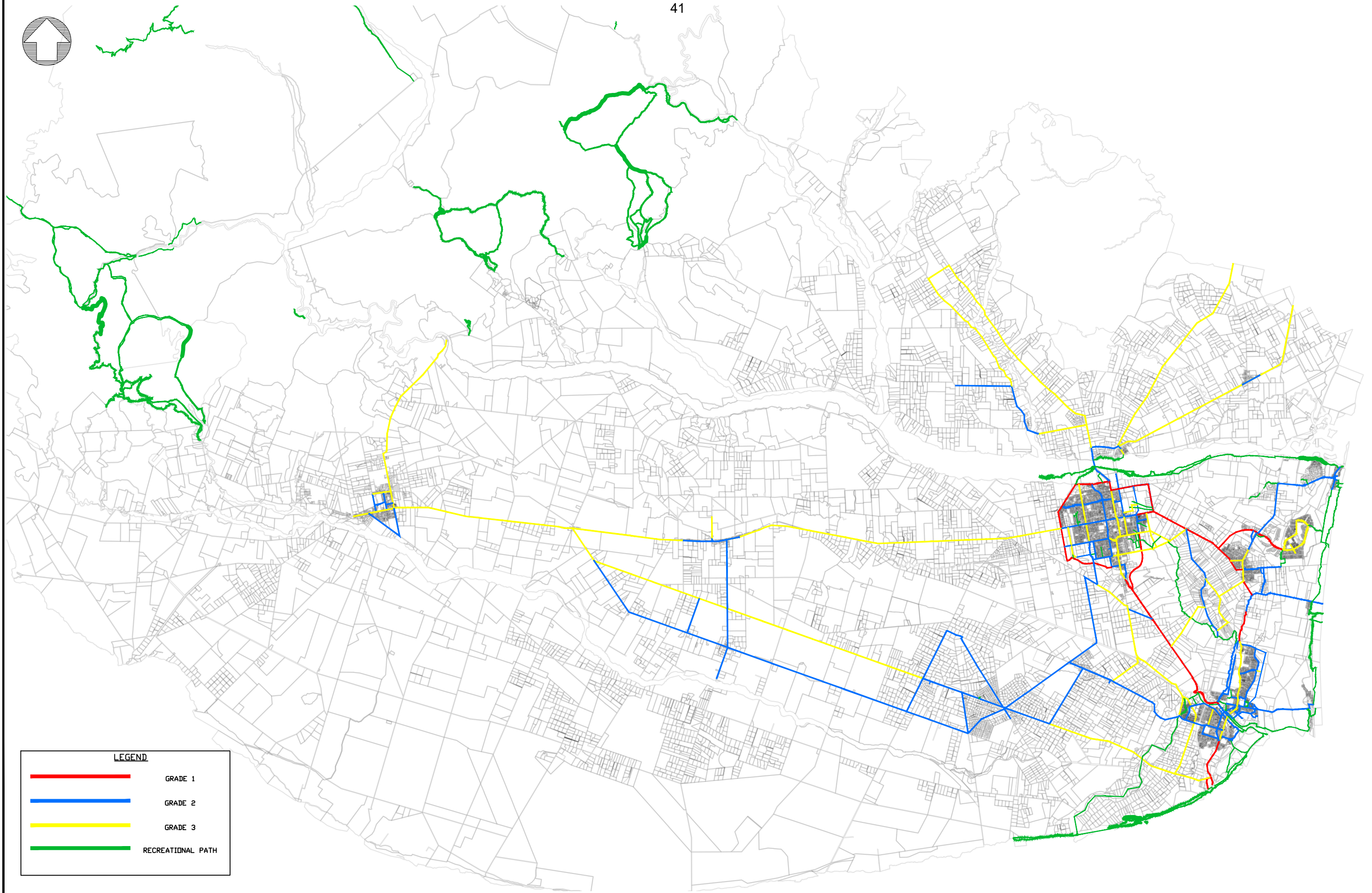
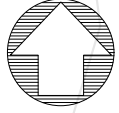


PROJECT	WALKING AND CYCLING NETWORK PLAN
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SHEET TITLE	ASHLEY (RECOMMENDED NETWORK PLAN)
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FOR INFORMATION	
NOT FOR CONSTRUCTION	
DRAWING	4296
SHEET	REVISION
12	A





**LEGEND**

	GRADE 1
	GRADE 2
	GRADE 3
	RECREATIONAL PATH

REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	FOR COMMUNITY BOARD	AMC	KS	---	JUL 2022

SURVEYED		PROJECT No	PD001583
DRAWN	MB	CON No	
DRAWING CHKD		SCALE (A3) NOT TO SCALE	
DESIGNED		DATUM ORIGIN	
DESIGNED CHKD		HORIZONTAL NZTM GD2000	
APPROVED		VERTICAL	



PROJECT	WALKING AND CYCLING NETWORK PLAN
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SHEET TITLE	DISTRICT WIDE (RECOMMENDED NETWORK PLAN)
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<b>FOR INFORMATION</b>	
NOT FOR CONSTRUCTION	
DRAWING	4296
SHEET	REVISION
13	A

Print Out No. 2

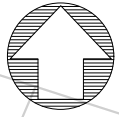
## **Prioritisation Programme for the Walking and Cycling Network Plan**

These maps show the prioritisation programme for the Walking and Cycling Network Plan.

The specific routes are placed into three categories and a high-level estimate is provided for each:

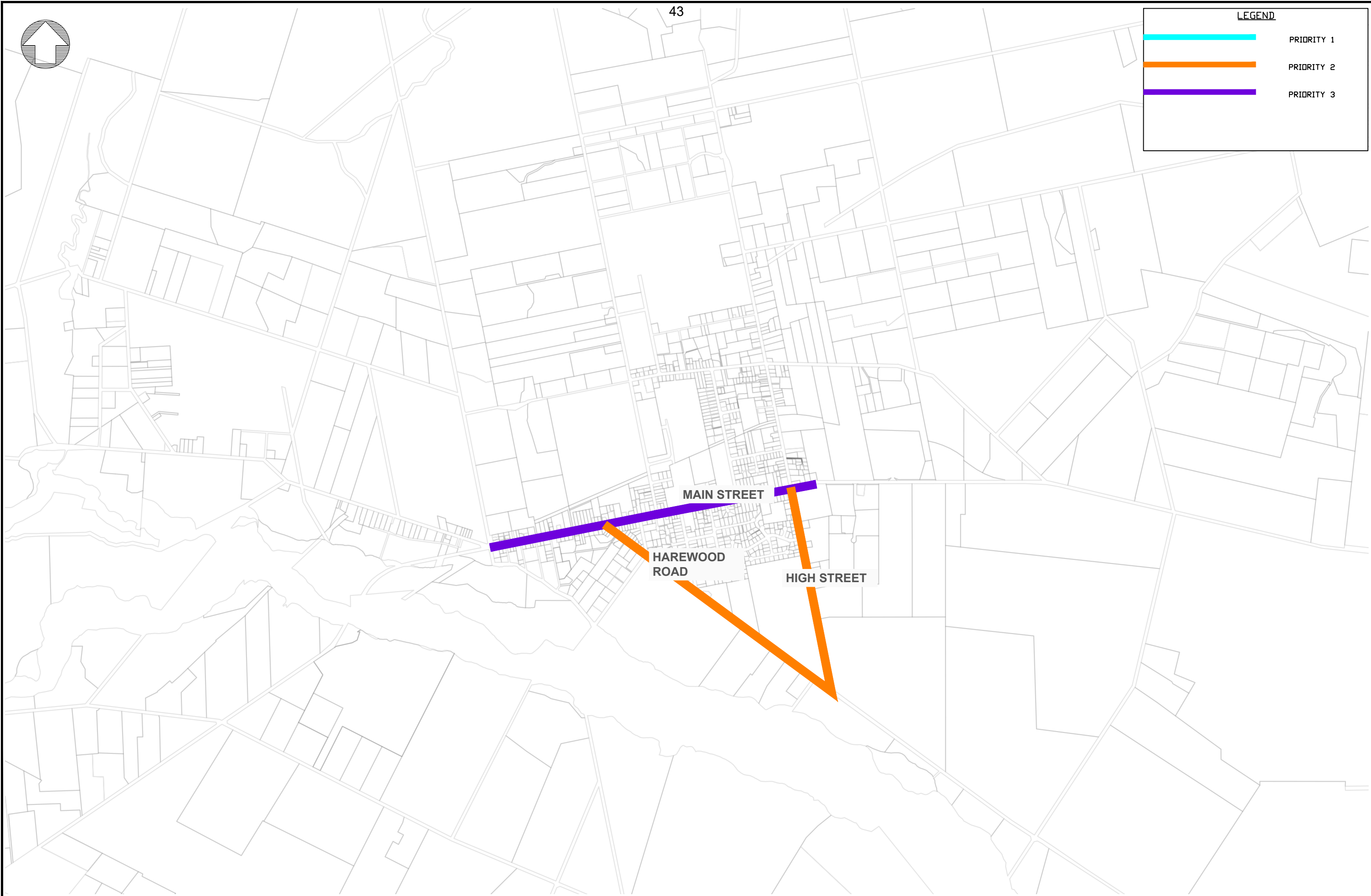
	Priority Links	High-Level Estimate*
<b>Priority 1</b>	<ul style="list-style-type: none"> <li>- Tram Road (Mandeville to Swannanoa School path)</li> <li>- Ashley Street/Ivory Street/Percival Street</li> <li>- Railway Road/Torlesse Street/Coronation Street/Ellis Road</li> </ul>	<ul style="list-style-type: none"> <li>- \$290,000</li> <li>- \$490,000</li> <li>- \$950,000</li> </ul>
<b>Priority 2</b>	<ul style="list-style-type: none"> <li>- Harewood Road (High Street to Main Street)</li> <li>- High Street (Main Street to Harewood Road)</li> <li>- Earlys Road (end of current facility to Springbank Road)</li> <li>- Mandeville Road (McHughs Road to Mandeville Sports Ground)</li> <li>- Tuahiwi Road (urban limits)</li> <li>- Williams Street (north)</li> <li>- Sandhill Road (Williams Street to Woodend Beach Road)</li> </ul>	<ul style="list-style-type: none"> <li>- \$100,000</li> <li>- \$160,000</li> <li>- \$40,000</li> <li>- \$70,000</li> <li>- \$30,000</li> <li>- \$420,000</li> <li>- \$700,000</li> </ul>
<b>Priority 3</b>	<ul style="list-style-type: none"> <li>- Main Street (urban limits)</li> <li>- Cust Road (through the township)</li> <li>- Old North Road/Ranfurlly Street/Walker Street OR Lower Camside Road</li> <li>- Woodend to Pegasus (SH1)</li> </ul>	<ul style="list-style-type: none"> <li>- \$250,000</li> <li>- \$400,000</li> <li>- \$950,000</li> <li>- \$450,000</li> </ul>

\*Based on /m rates for like paths (no detailed estimation has been completed)



**LEGEND**

- PRIORITY 1
- PRIORITY 2
- PRIORITY 3



REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	FOR COMMUNITY BOARDS	---	---	---	JUL 2022

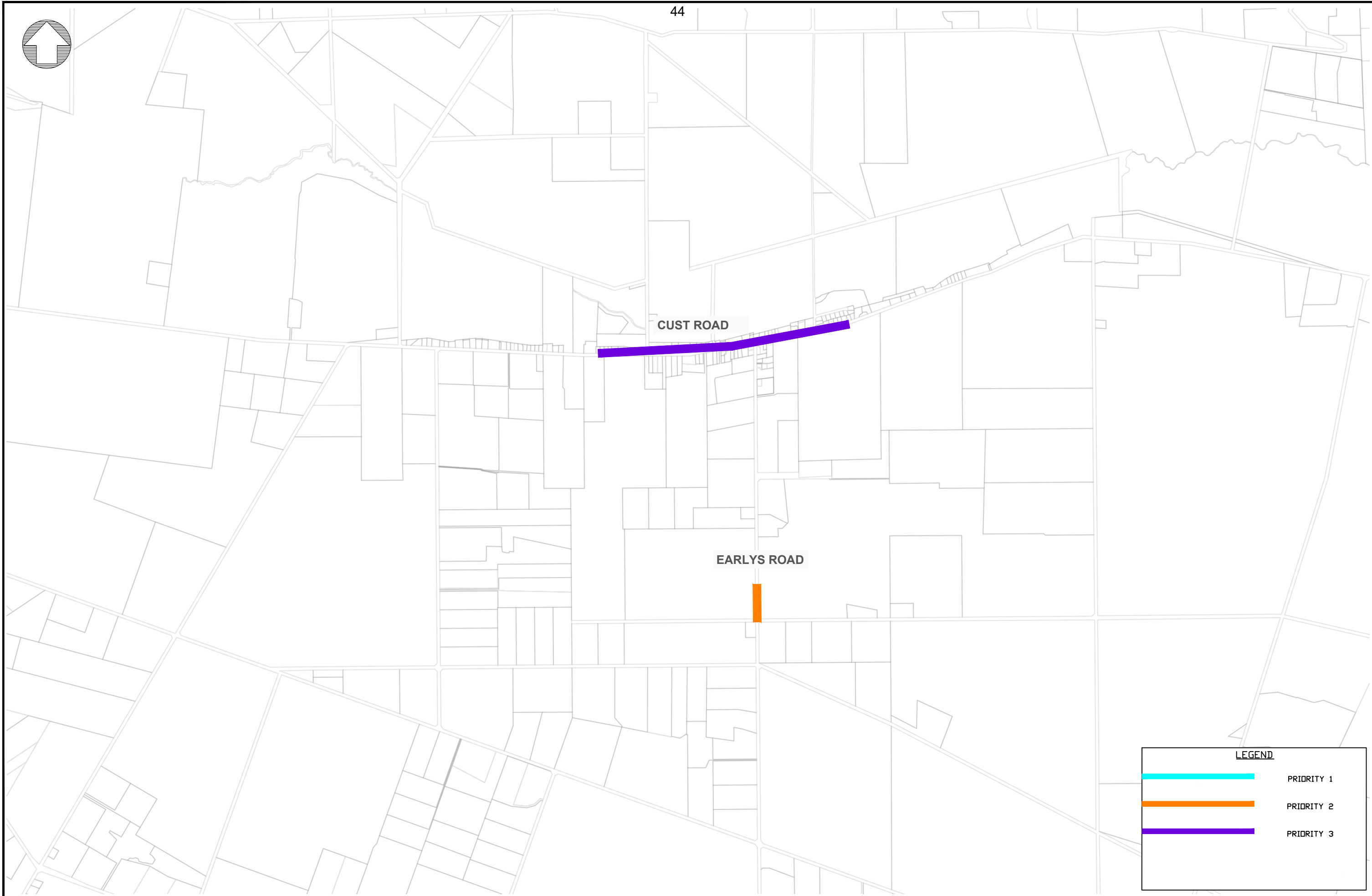
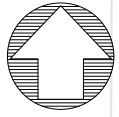
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DESIGNED		DATUM ORIGIN	
DESIGNED CHKD		HORIZONTAL NZTM GD2000	
APPROVED		VERTICAL	



PROJECT	WALKING AND CYCLING NETWORK PLAN
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SHEET TITLE	OXFORD (PRIORITISATION PROGRAMME)
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<b>FOR INFORMATION</b>	
NOT FOR CONSTRUCTION	
DRAWING	4297
SHEET	REVISION
01	A



CUST ROAD

EARLYS ROAD

LEGEND	
	PRIORITY 1
	PRIORITY 2
	PRIORITY 3

REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	FOR COMMUNITY BOARDS	---	---	---	JUL 2022

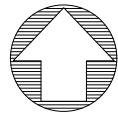
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DESIGNED CHKD		HORIZONTAL NZTM GD2000	
APPROVED		VERTICAL	



PROJECT	WALKING AND CYCLING NETWORK PLAN
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SHEET TITLE	CUST (PRIORITISATION PROGRAMME)
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FOR INFORMATION	
NOT FOR CONSTRUCTION	
DRAWING	4297
SHEET	REVISION
02	A



**LEGEND**

- PRIORITY 1
- PRIORITY 2
- PRIORITY 3

ASHLEY STREET

PERCIVAL STREET

TORLESSE STREET

RAILWAY ROAD

REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	FOR COMMUNITY BOARDS	---	---	---	JUL 2022

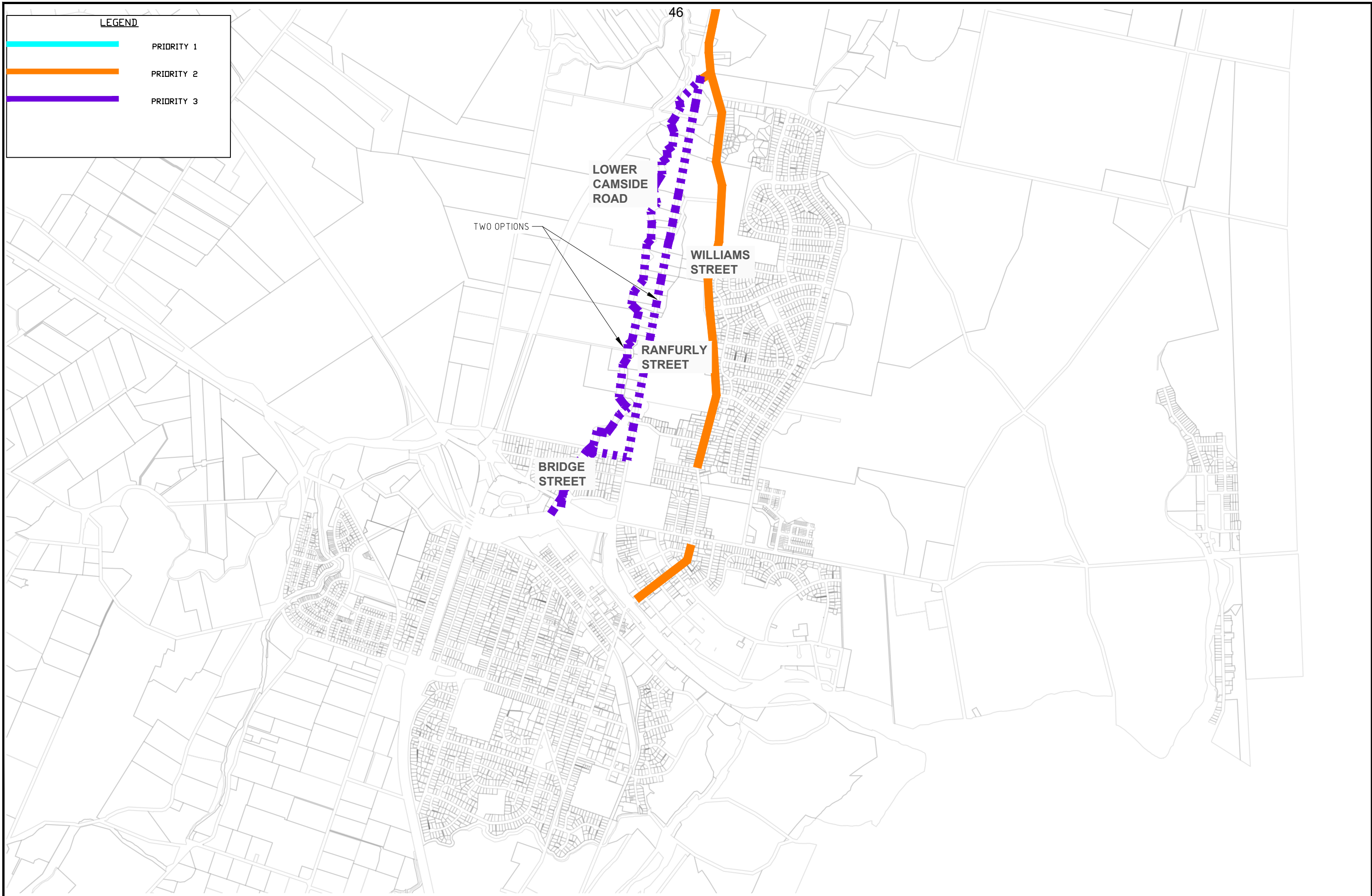
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DRAWN	MB	CON No	
DRAWING CHKD		SCALE (A3) NOT TO SCALE	
DESIGNED		DATUM ORIGIN	
DESIGNED CHKD		HORIZONTAL NZTM GD2000	
APPROVED		VERTICAL	



PROJECT	WALKING AND CYCLING NETWORK PLAN
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SHEET TITLE	RANGIORA (PRIORITISATION PROGRAMME)
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<b>FOR INFORMATION</b>	
NOT FOR CONSTRUCTION	
DRAWING	4297
SHEET	REVISION
03	A



REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	FOR COMMUNITY BOARDS	--	---	---	JUL 2022

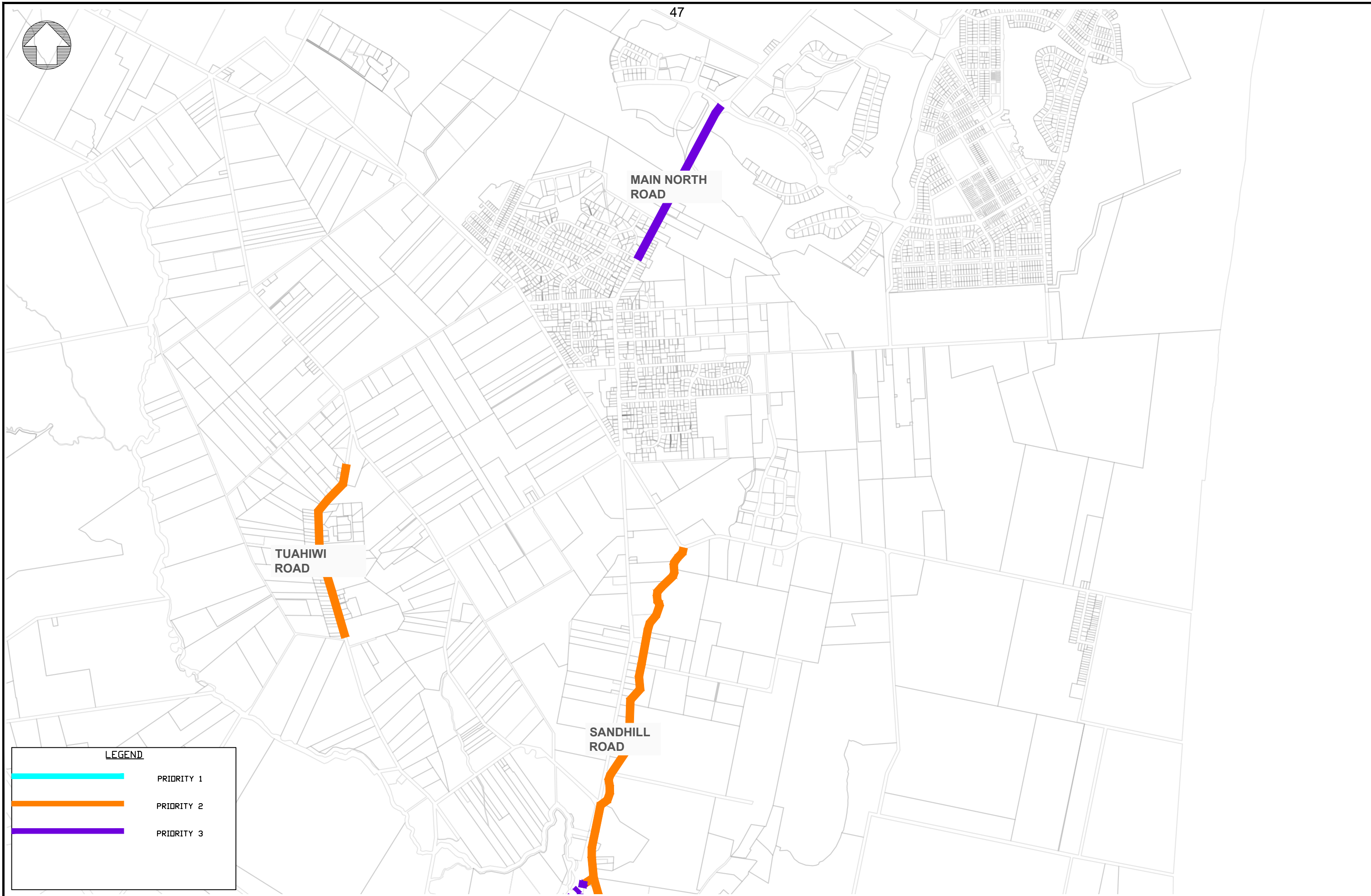
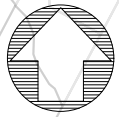
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DESIGNED CHKD		HORIZONTAL NZTM GD2000	
APPROVED		VERTICAL	



PROJECT	WALKING AND CYCLING NETWORK PLAN
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SHEET TITLE	KAIAPOI (PRIORITISATION PROGRAMME)
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<b>FOR INFORMATION</b>	
NOT FOR CONSTRUCTION	
DRAWING	4297
SHEET	REVISION
04	A






47

MAIN NORTH ROAD

TUAHIWI ROAD

SANDHILL ROAD

**LEGEND**

-  PRIORITY 1
-  PRIORITY 2
-  PRIORITY 3

REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	FOR COMMUNITY BOARDS	---	---	---	JUL 2022

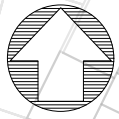
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DESIGNED		DATUM ORIGIN	
DESIGNED CHKD		HORIZONTAL NZTM GD2000	
APPROVED		VERTICAL	



PROJECT	WALKING AND CYCLING NETWORK PLAN
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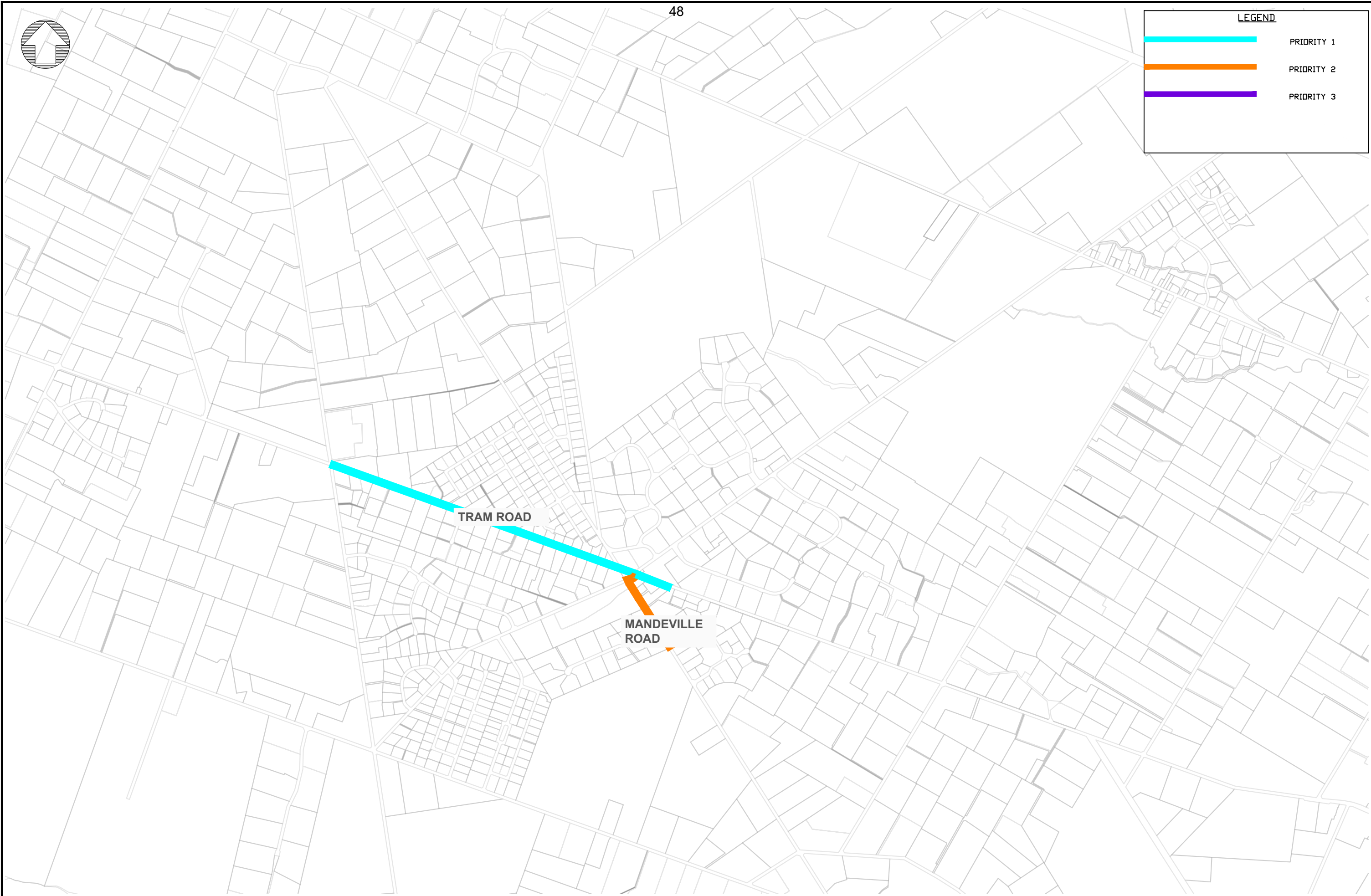
SHEET TITLE	WOODEND/PEGASUS/TUAHIWI (PRIORITISATION PROGRAMME)
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<b>FOR INFORMATION</b>	
NOT FOR CONSTRUCTION	
DRAWING	4297
SHEET	REVISION
05	A



**LEGEND**

- PRIORITY 1
- PRIORITY 2
- PRIORITY 3



TRAM ROAD

MANDEVILLE ROAD

REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	FOR COMMUNITY BOARDS	---	---	---	JUL 2022

SURVEYED		PROJECT No	PD001583
DRAWN	MB	CON No	
DRAWING CHKD		SCALE (A3) NOT TO SCALE	
DESIGNED		DATUM ORIGIN	
DESIGNED CHKD		HORIZONTAL NZTM GD2000	
APPROVED		VERTICAL	



PROJECT	WALKING AND CYCLING NETWORK PLAN
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SHEET TITLE	OHOKA/MANDEVILLE (PRIORITISATION PROGRAMME)
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<b>FOR INFORMATION</b>	
NOT FOR CONSTRUCTION	
DRAWING	4297
SHEET	REVISION
06	A



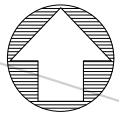
## Print Out No.1

# Proposed District Network Plan

These maps show the overall district network plan, and includes all current facilities, plus required infrastructure to complete the network plan)

Each route is graded into three categories, described in the table below:

	<u>Treatment Options Urban Areas</u>	<u>Treatment Options Rural Areas</u>
<b>Grade 1</b> This grade is the highest level of comfort, and is suitable to Novice users. There is little conflict with motor vehicles along the route. These are typically “arterial” cycle routes, and are installed as critical links between our main towns.	<ul style="list-style-type: none"> <li>• Generally not applicable to retro-fit within urban streets</li> </ul>	<ul style="list-style-type: none"> <li>• 2.5m or greater (3.0m desirable) shared path with an asphalt surface</li> </ul>
<b>Grade 2</b> This grade is suitable for users with basic competence skills. Users will be riding on the road adjacent to live traffic, although there will additional measures in place to protect the vulnerable users.	<ul style="list-style-type: none"> <li>• Separated cycle path</li> <li>• Neighbourhood Greenways</li> <li>• On Road cycle lane with traffic buffers and intersection improvements</li> </ul>	<ul style="list-style-type: none"> <li>• Unsealed shared path (less than 2.5m wide)</li> </ul>
<b>Grade 3</b> This grade is suitable for users with advanced skills and confidence to mix with traffic.	<ul style="list-style-type: none"> <li>• On-road cycle lanes</li> </ul>	<ul style="list-style-type: none"> <li>• Sealed shoulder widening</li> </ul>
<b>Recreational Trails</b> These trails are aimed at leisure users, and may be considered an “off-road” trail (ie suitable for mountain biking)	Trails shown in the network plan are existing recreational trails only. Potential recreation trails are not included within this programme.	



50

**LEGEND**

- GRADE 1
- GRADE 2
- GRADE 3
- RECREATIONAL PATH



REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	FOR COMMUNITY BOARD	AMC	KS	---	JUL 2021

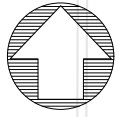
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DRAWN	MB	CON No	
DRAWING CHKD		SCALE (A3) NOT TO SCALE	
DESIGNED		DATUM ORIGIN	
DESIGNED CHKD		HORIZONTAL NZTM GD2000	
APPROVED		VERTICAL	







PROJECT	WALKING AND CYCLING NETWORK PLAN
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SHEET TITLE	OXFORD (PROPOSED NETWORK PLAN)
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<b>FOR INFORMATION</b>	
NOT FOR CONSTRUCTION	
DRAWING	4221
SHEET	REVISION
01	A



**LEGEND**

-  GRADE 1
-  GRADE 2
-  GRADE 3
-  RECREATIONAL PATH

REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	FOR COMMUNITY BOARD	AMC	KS	---	JUL 2021

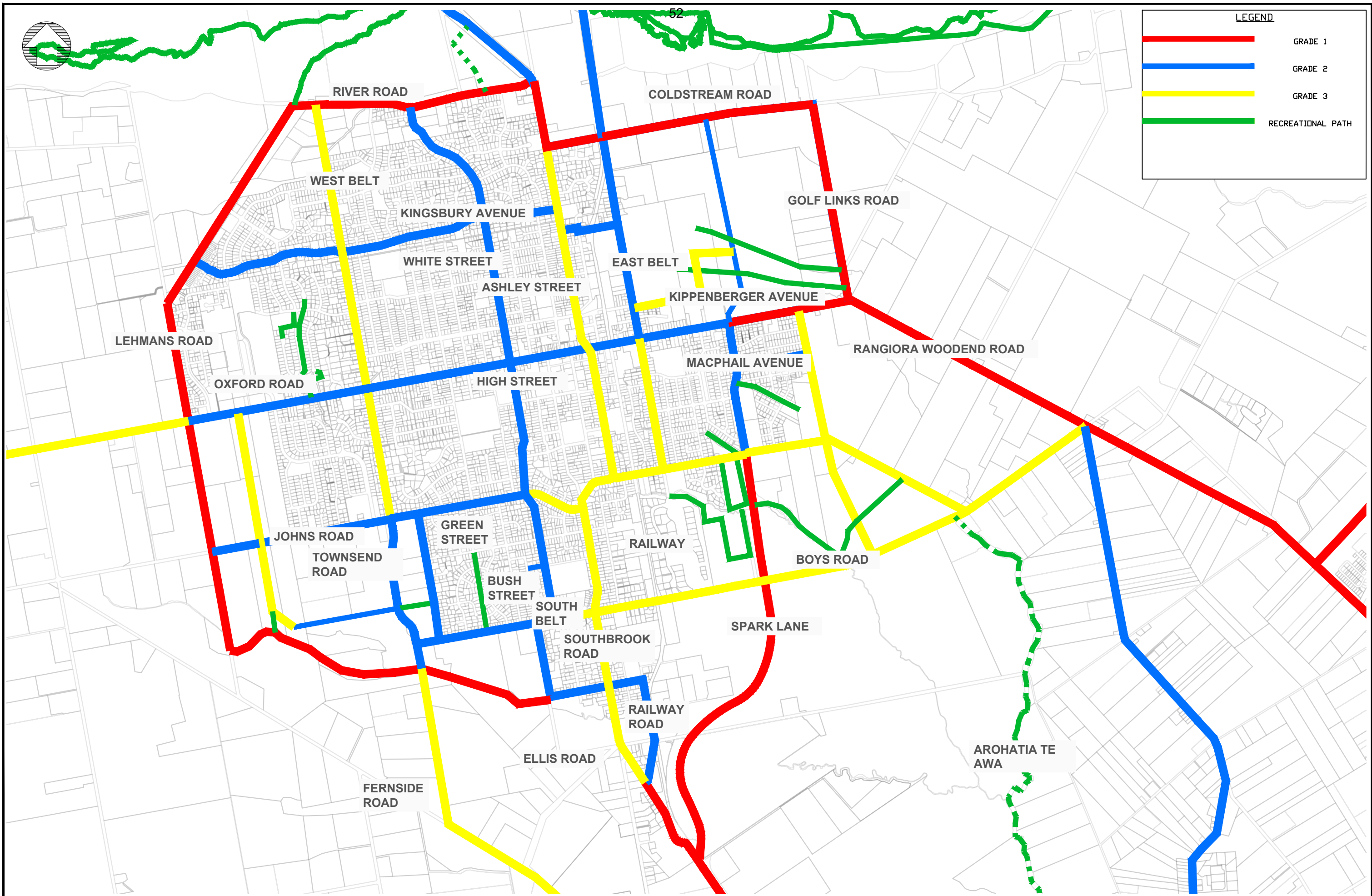
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DRAWN	MB	CON No	
DRAWING CHKD		SCALE (A3) NOT TO SCALE	
DESIGNED		DATUM ORIGIN	
DESIGNED CHKD		HORIZONTAL NZTM GD2000	
APPROVED		VERTICAL	



PROJECT  
**WALKING AND CYCLING NETWORK PLAN**

SHEET TITLE  
**CUST  
(PROPOSED NETWORK PLAN)**

FOR INFORMATION	
NOT FOR CONSTRUCTION	
DRAWING	4221
SHEET	REVISION
02	A



LEGEND	
	GRADE 1
	GRADE 2
	GRADE 3
	RECREATIONAL PATH

REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	FOR COMMUNITY BOARD	AMC	KS	---	JUL 2021

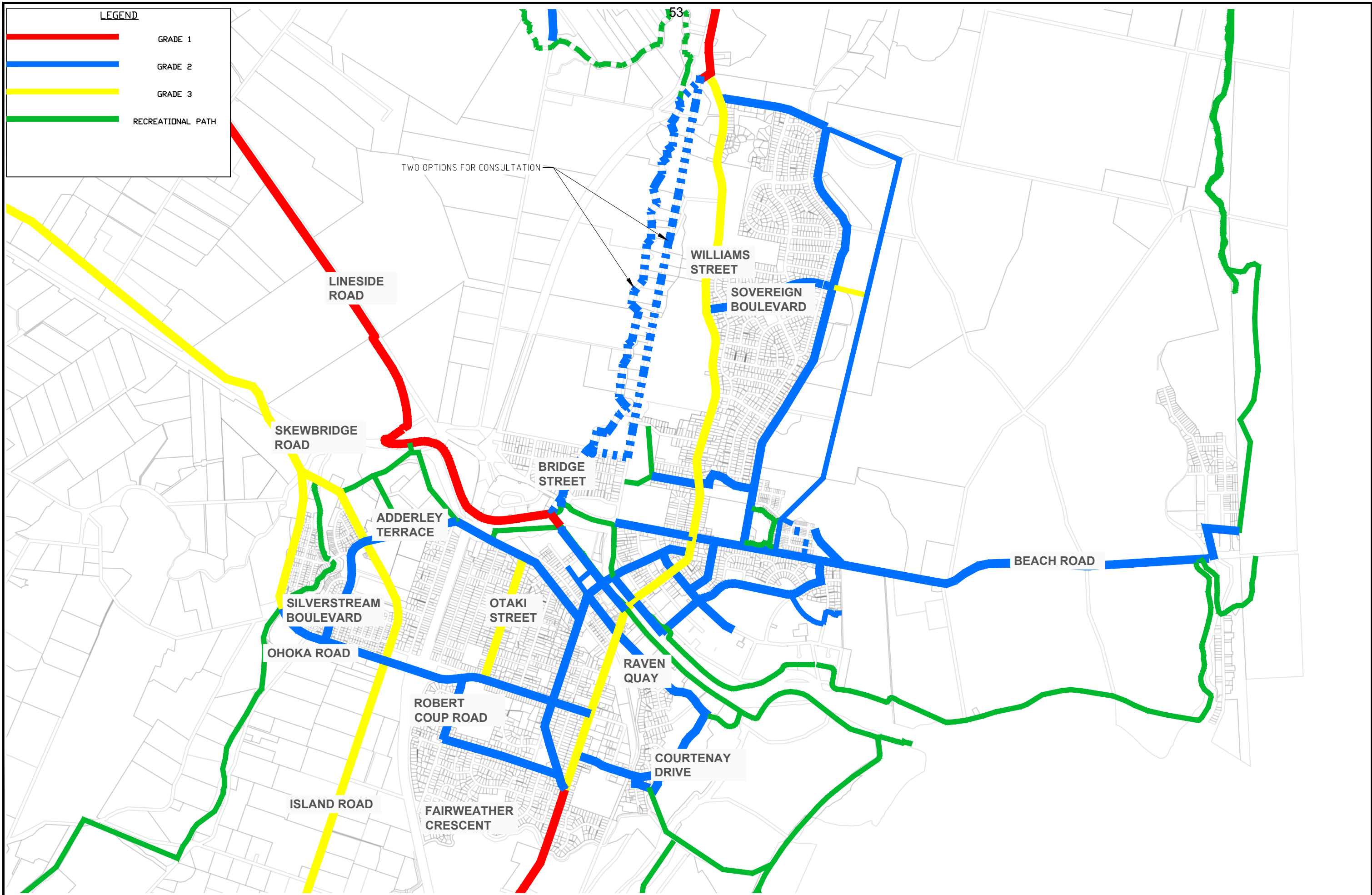
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DRAWN	MB	CON No	
DRAWING CHKD		SCALE (A3) NOT TO SCALE	
DESIGNED		DATUM ORIGIN	
DESIGNED CHKD		HORIZONTAL NZTM GD2000	
APPROVED		VERTICAL	



PROJECT	WALKING AND CYCLING NETWORK PLAN
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SHEET TITLE	RANGIORA (PROPOSED NETWORK PLAN)
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FOR INFORMATION	
NOT FOR CONSTRUCTION	
DRAWING	4221
SHEET	REVISION
03	A



REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	FOR COMMUNITY BOARD	AMC	KS	---	JUL 2021

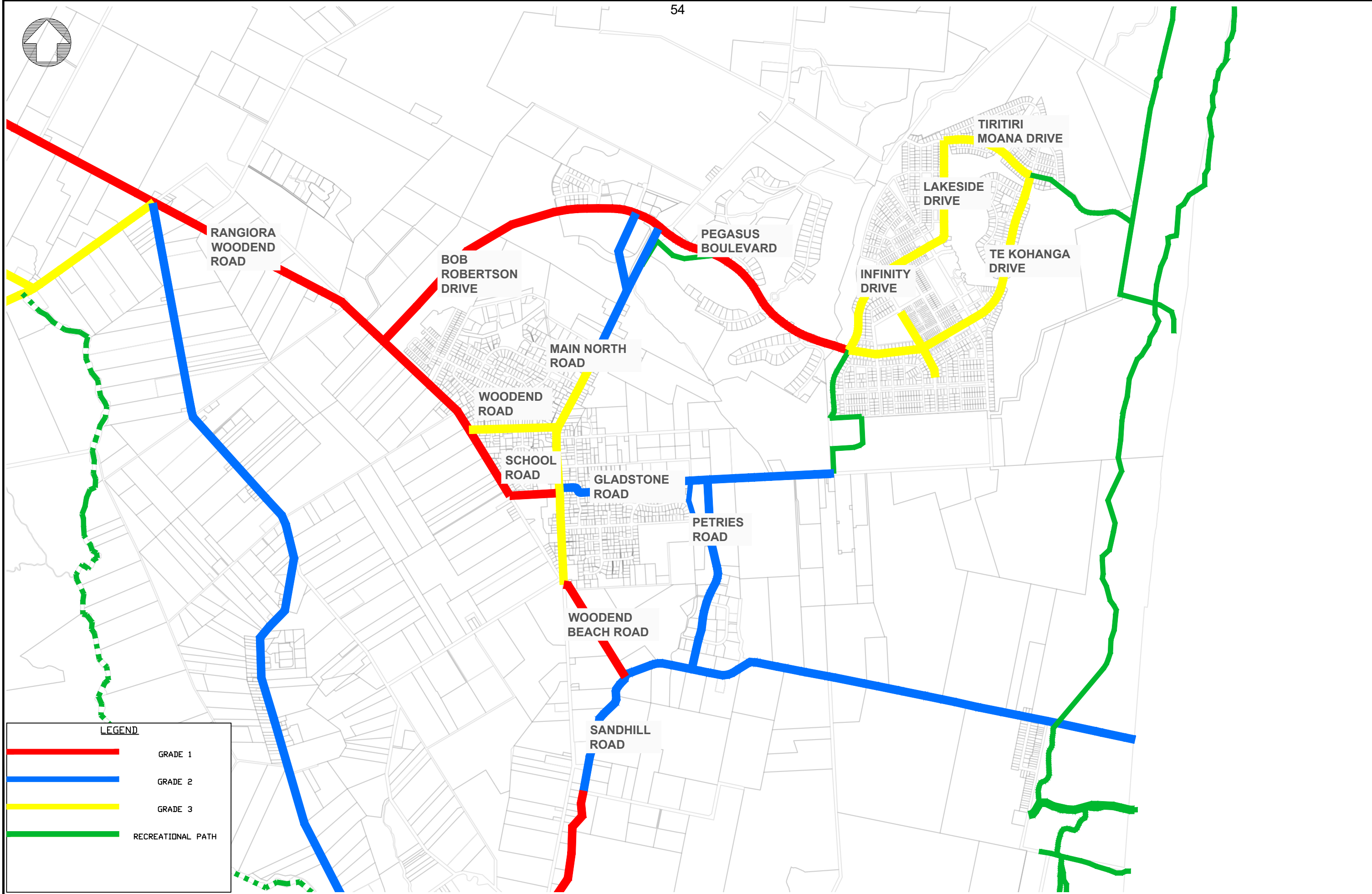
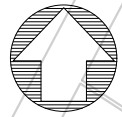
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DRAWING CHKD		SCALE (A3) NOT TO SCALE	
DESIGNED		DATUM ORIGIN	
DESIGNED CHKD		HORIZONTAL NZTM GD2000	
APPROVED		VERTICAL	



PROJECT  
WALKING AND CYCLING NETWORK PLAN

SHEET TITLE  
KAIAPOI  
(PROPOSED NETWORK PLAN)

FOR INFORMATION	
NOT FOR CONSTRUCTION	
DRAWING	4221
SHEET	REVISION
04	A



**LEGEND**

	GRADE 1
	GRADE 2
	GRADE 3
	RECREATIONAL PATH

REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	FOR COMMUNITY BOARD	AMC	KS	---	JUL 2021

SURVEYED	DRAWN	DESIGNED	DESIGNED CHKD	APPROVED
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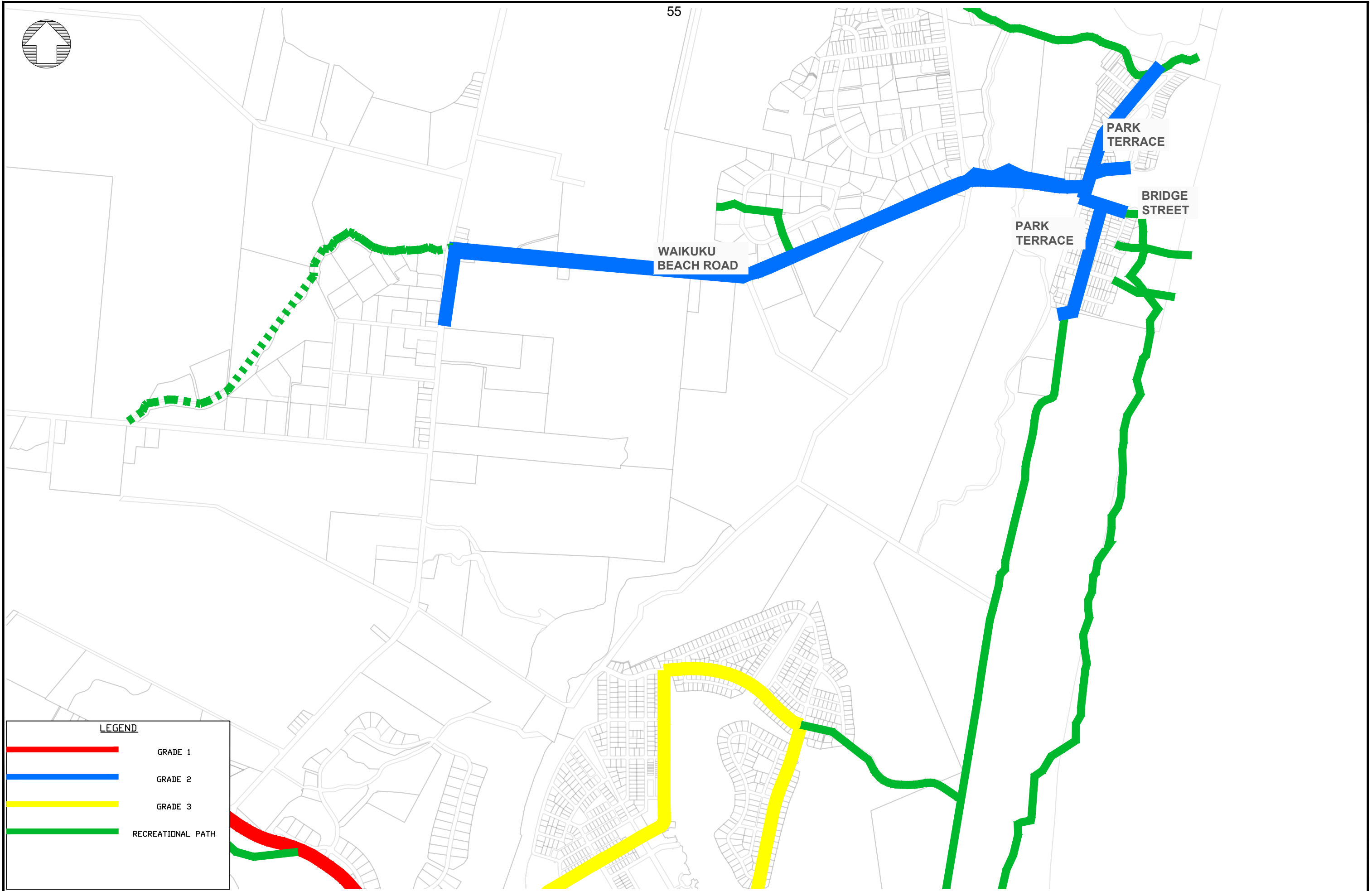
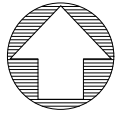
PROJECT No	PD001583
CON No	
SCALE (A3) NOT TO SCALE	
DATUM ORIGIN	
HORIZONTAL NZTM GD2000	
VERTICAL	



PROJECT	WALKING AND CYCLING NETWORK PLAN
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SHEET TITLE	WOODEND/PEGASUS (PROPOSED NETWORK PLAN)
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<b>FOR INFORMATION</b>	
NOT FOR CONSTRUCTION	
DRAWING	4221
SHEET	REVISION
05	A



**LEGEND**

- GRADE 1
- GRADE 2
- GRADE 3
- RECREATIONAL PATH

REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	FOR COMMUNITY BOARD	AMC	KS	---	JUL 2021

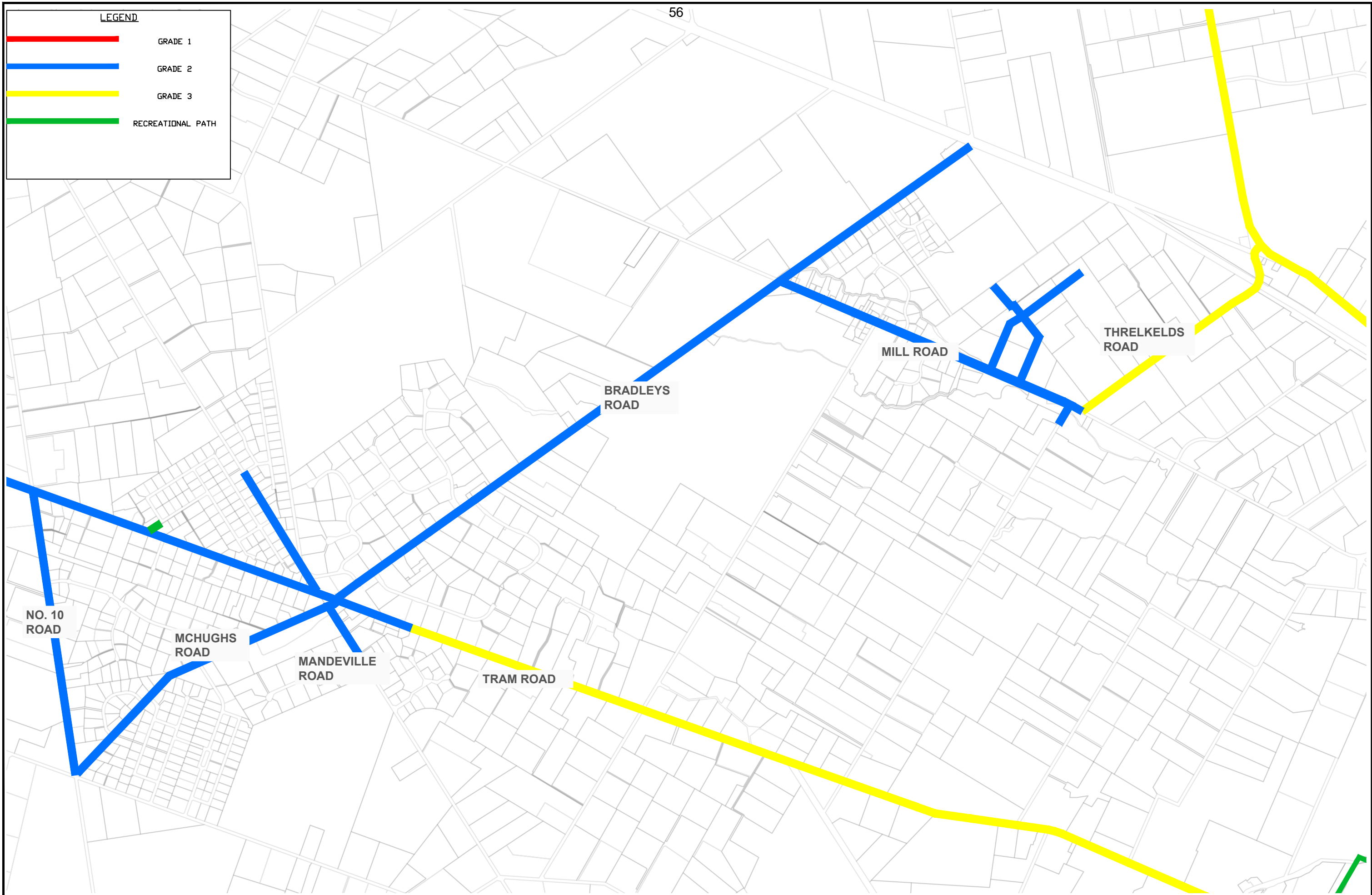
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DRAWING CHKD		SCALE (A3) NOT TO SCALE	
DESIGNED		DATUM ORIGIN	
DESIGNED CHKD		HORIZONTAL NZTM GD2000	
APPROVED		VERTICAL	



PROJECT	WALKING AND CYCLING NETWORK PLAN
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SHEET TITLE	WAIKUKU BEACH (PROPOSED NETWORK PLAN)
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<b>FOR INFORMATION</b>	
NOT FOR CONSTRUCTION	
DRAWING	4221
SHEET	REVISION
06	A



REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	FOR COMMUNITY BOARD	AMC	KS	---	JUL 2021

SURVEYED		PROJECT No	PD001583
DRAWN	MB	CON No	
DRAWING CHKD		SCALE (A3) NOT TO SCALE	
DESIGNED		DATUM ORIGIN	
DESIGNED CHKD		HORIZONTAL NZTM GD2000	
APPROVED		VERTICAL	

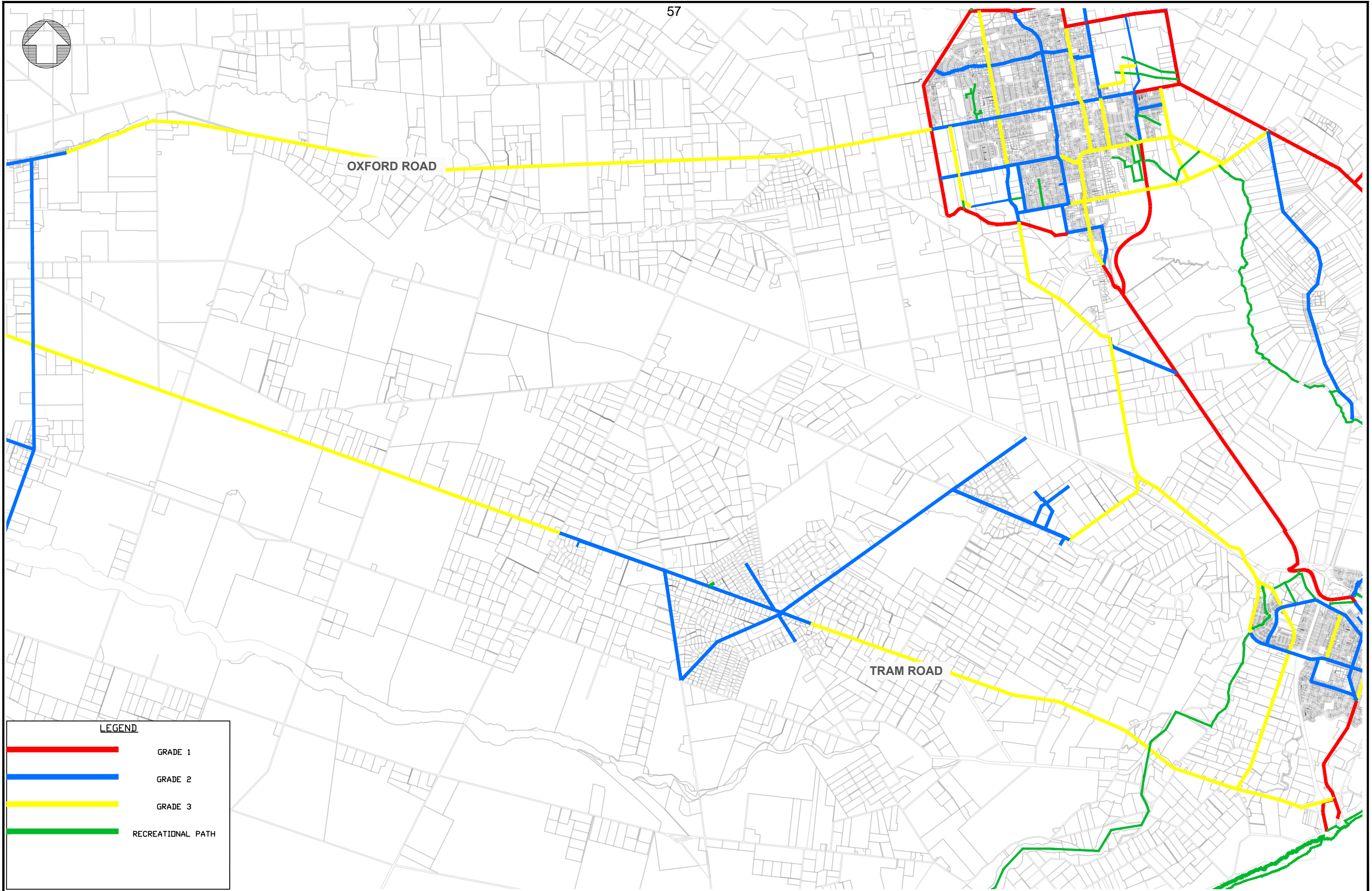
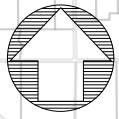


PROJECT	WALKING AND CYCLING NETWORK PLAN
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SHEET TITLE	OHOKA/MANDEVILLE (PROPOSED NETWORK PLAN)
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FOR INFORMATION	
NOT FOR CONSTRUCTION	
DRAWING	4221
SHEET	REVISION
07	A





**LEGEND**

	GRADE 1
	GRADE 2
	GRADE 3
	RECREATIONAL PATH

REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	FOR COMMUNITY BOARD	AMC	KS	---	JUL 2021

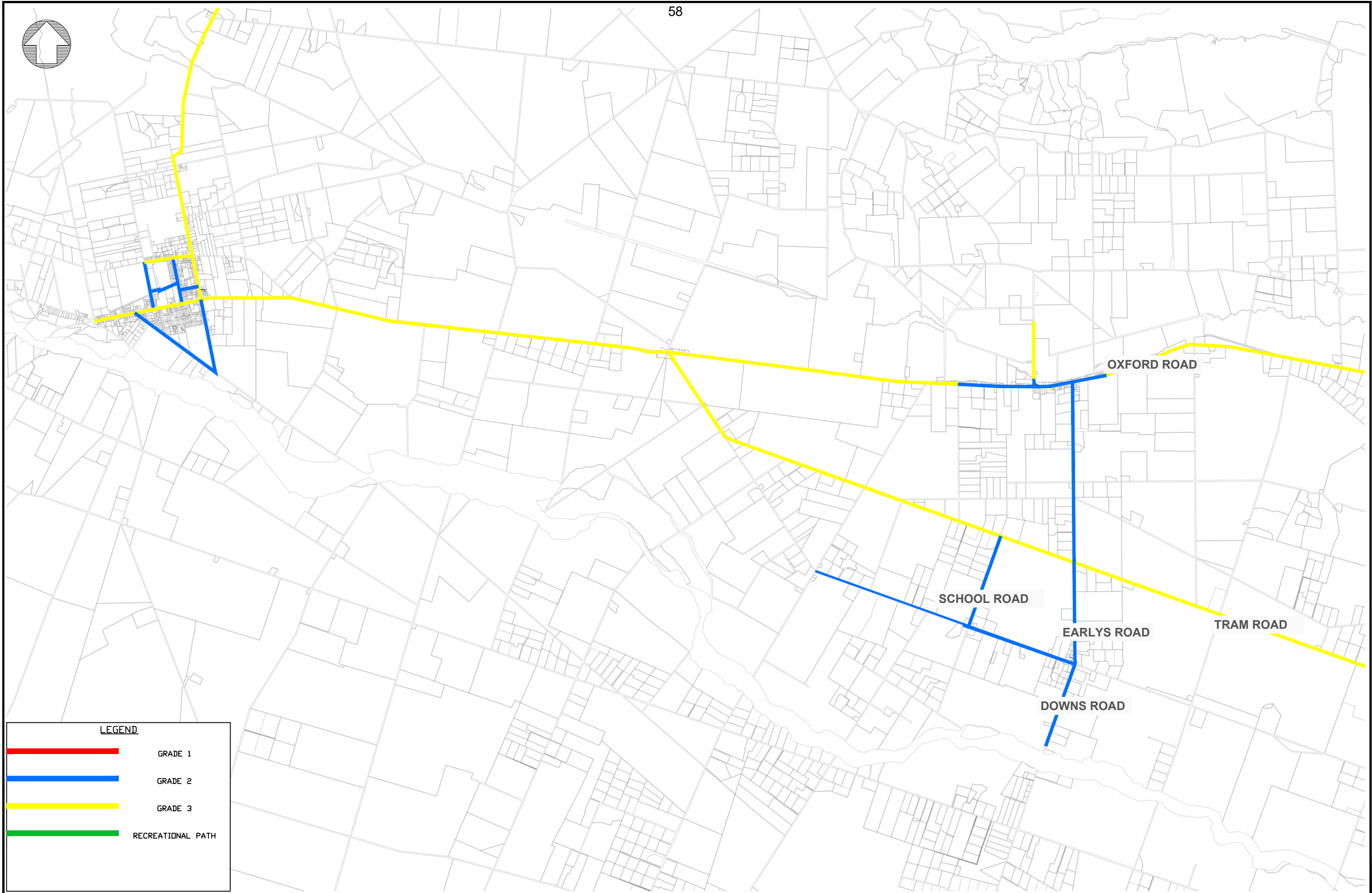
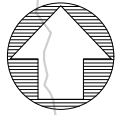
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DRAWN	MB	CON No	
DRAWING CHKD		SCALE (A3) NOT TO SCALE	
DESIGNED		DATUM ORIGIN	
DESIGNED CHKD		HORIZONTAL NZTM GD2000	
APPROVED		VERTICAL	



PROJECT	WALKING AND CYCLING NETWORK PLAN
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SHEET TITLE	TRAM/OXFORD RD TO EARLYS RD (PROPOSED NETWORK PLAN)
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FOR INFORMATION	
NOT FOR CONSTRUCTION	
DRAWING	4221
SHEET	REVISION
08	A



**LEGEND**

- GRADE 1
- GRADE 2
- GRADE 3
- RECREATIONAL PATH

REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	FOR COMMUNITY BOARD	AMC	KS	---	JUL 2021

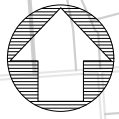
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DRAWN	MB	CON No	
DRAWING CHKD		SCALE (A3) NOT TO SCALE	
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DESIGNED CHKD		HORIZONTAL NZTM GD2000	
APPROVED		VERTICAL	



PROJECT	WALKING AND CYCLING NETWORK PLAN
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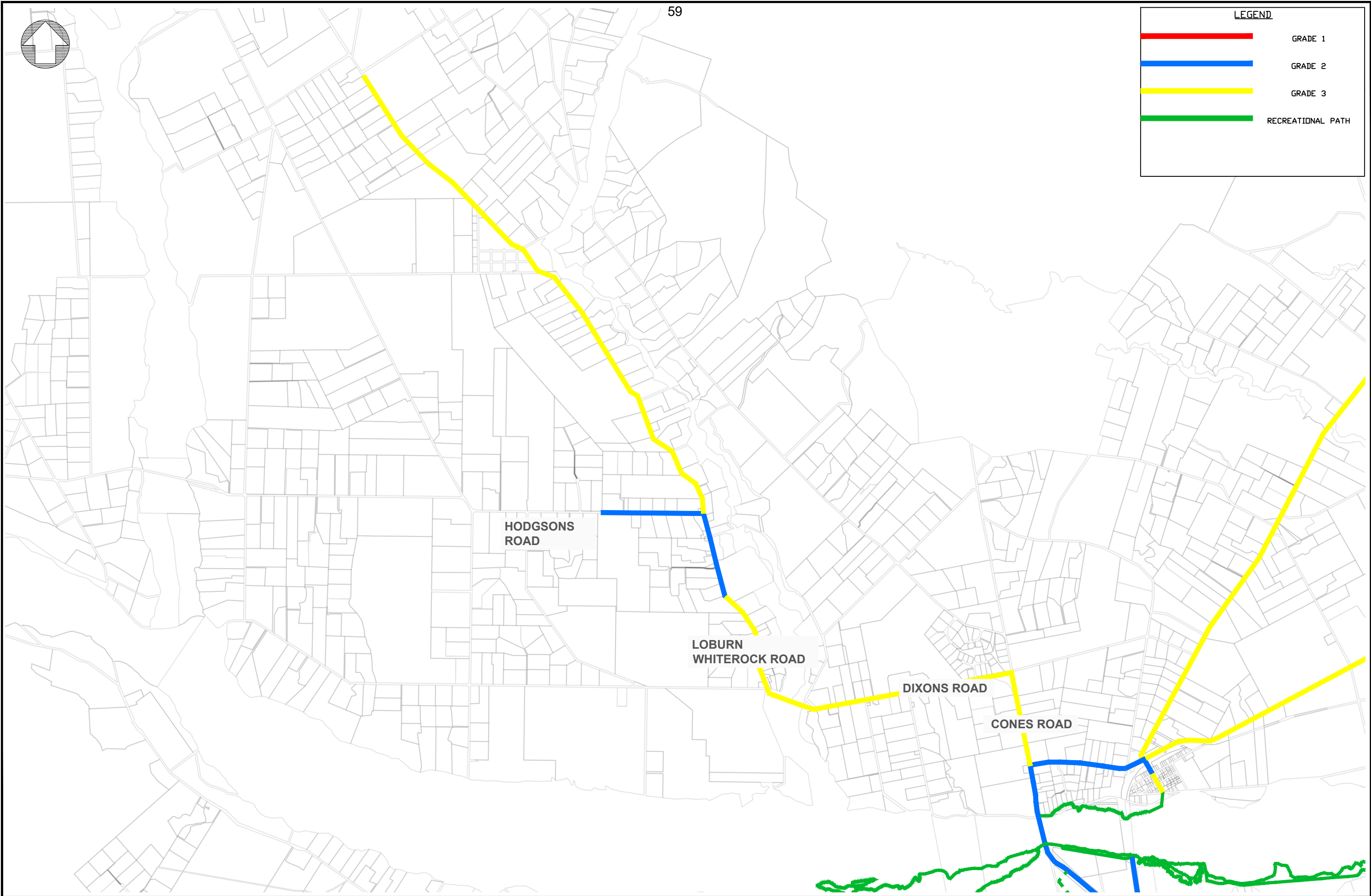
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<b>FOR INFORMATION</b>	
NOT FOR CONSTRUCTION	
DRAWING	4221
SHEET	REVISION
09	A



**LEGEND**

- GRADE 1
- GRADE 2
- GRADE 3
- RECREATIONAL PATH



REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	FOR COMMUNITY BOARD	AMC	KS	---	JUL 2021

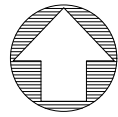
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DRAWN	MB	CON No	
DRAWING CHKD		SCALE (A3) NOT TO SCALE	
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DESIGNED CHKD		HORIZONTAL NZTM GD2000	
APPROVED		VERTICAL	



PROJECT	WALKING AND CYCLING NETWORK PLAN
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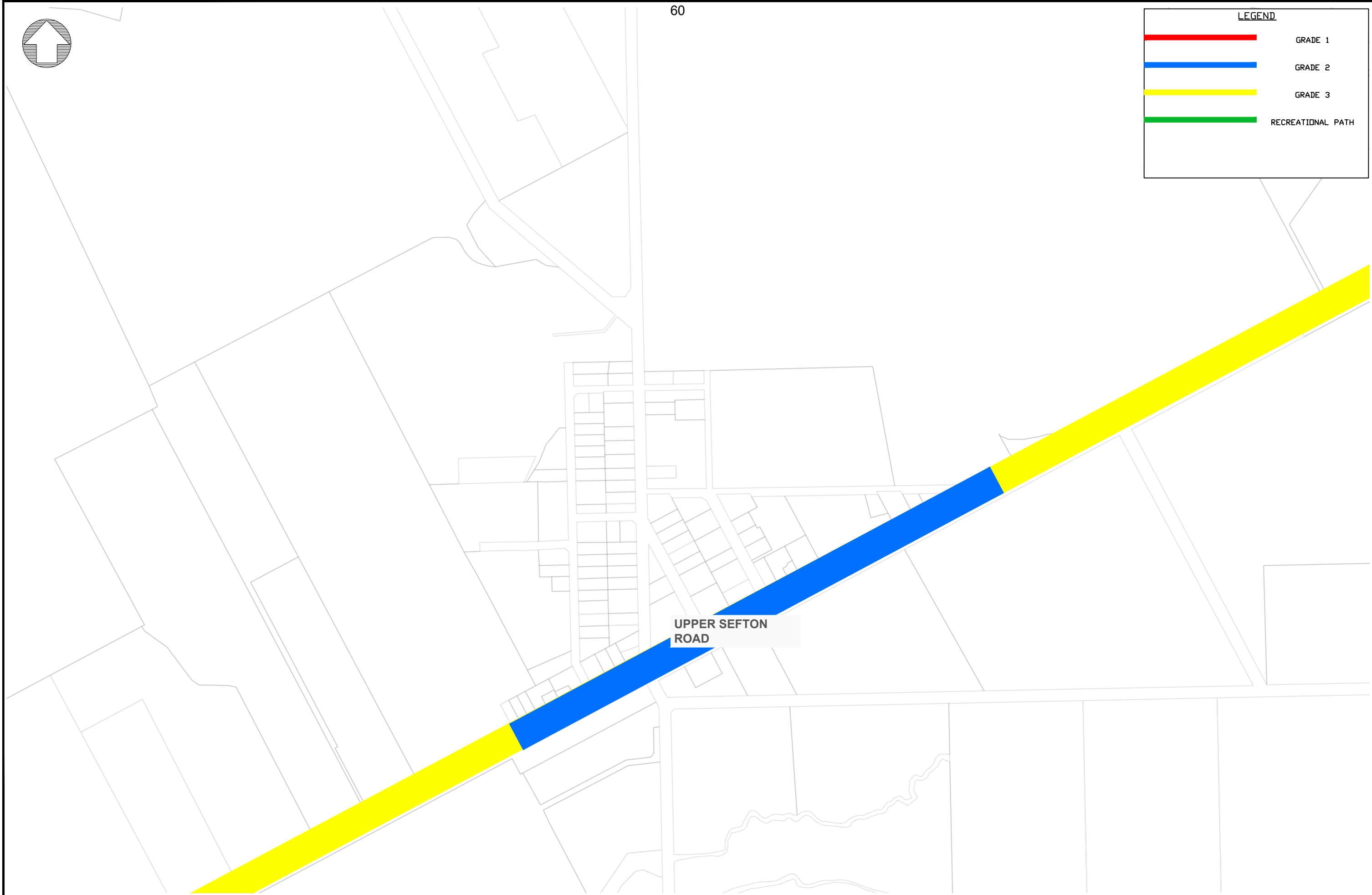
SHEET TITLE	LOBURN (PROPOSED NETWORK PLAN)
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<b>FOR INFORMATION</b>	
NOT FOR CONSTRUCTION	
DRAWING	4221
SHEET	REVISION
10	A



**LEGEND**

- GRADE 1
- GRADE 2
- GRADE 3
- RECREATIONAL PATH



**UPPER SEFTON ROAD**

REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	FOR COMMUNITY BOARD	AMC	KS	---	JUL 2021

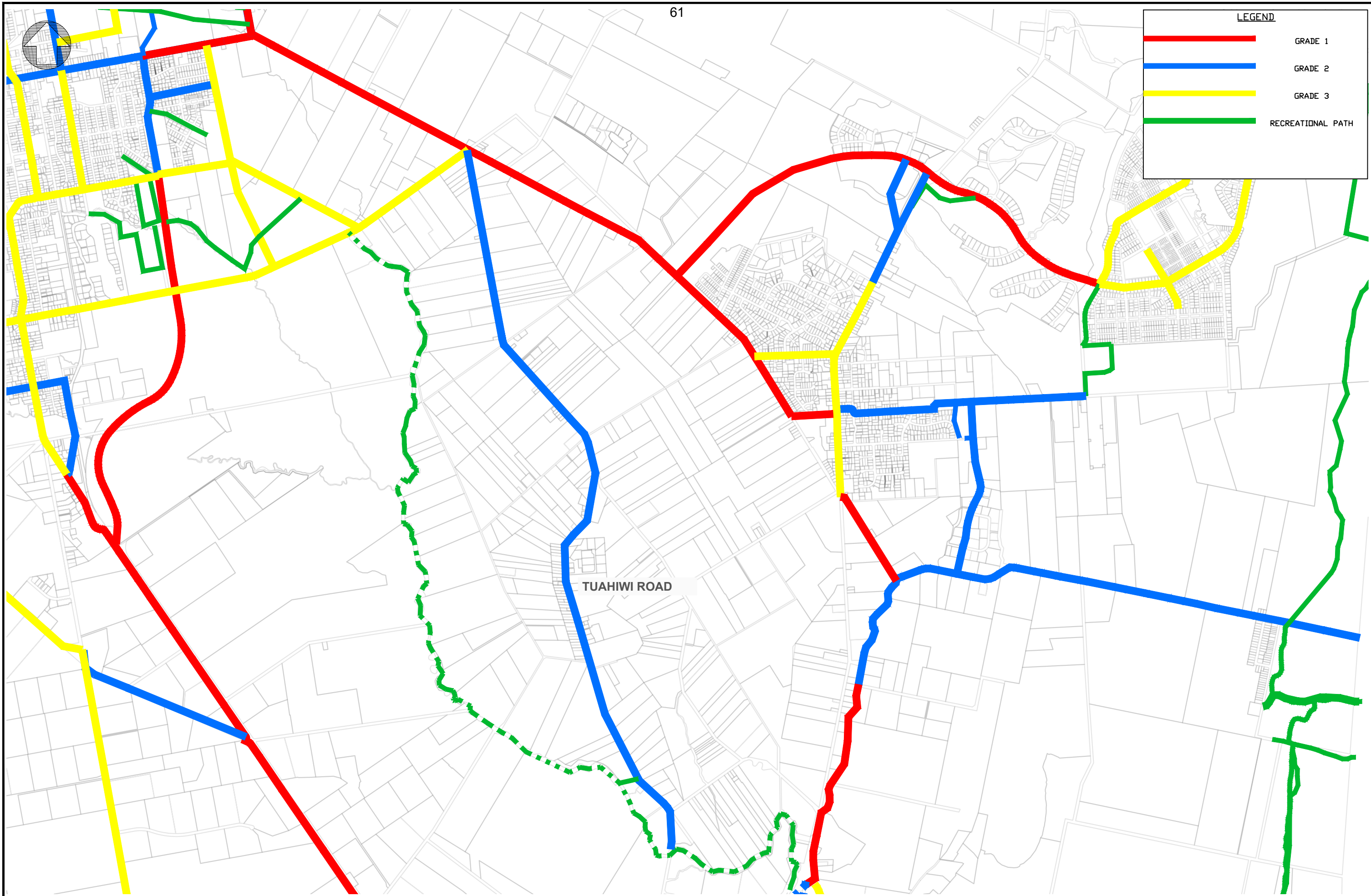
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DRAWN	MB	CON No	
DRAWING CHKD		SCALE (A3) NOT TO SCALE	
DESIGNED		DATUM ORIGIN	
DESIGNED CHKD		HORIZONTAL NZTM GD2000	
APPROVED		VERTICAL	



PROJECT  
**WALKING AND CYCLING NETWORK PLAN**

SHEET TITLE  
**SEFTON  
(PROPOSED NETWORK PLAN)**

FOR INFORMATION	
NOT FOR CONSTRUCTION	
DRAWING	4221
SHEET	REVISION
11	A



LEGEND	
	GRADE 1
	GRADE 2
	GRADE 3
	RECREATIONAL PATH

REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	FOR COMMUNITY BOARD	AMC	KS	---	JUL 2021

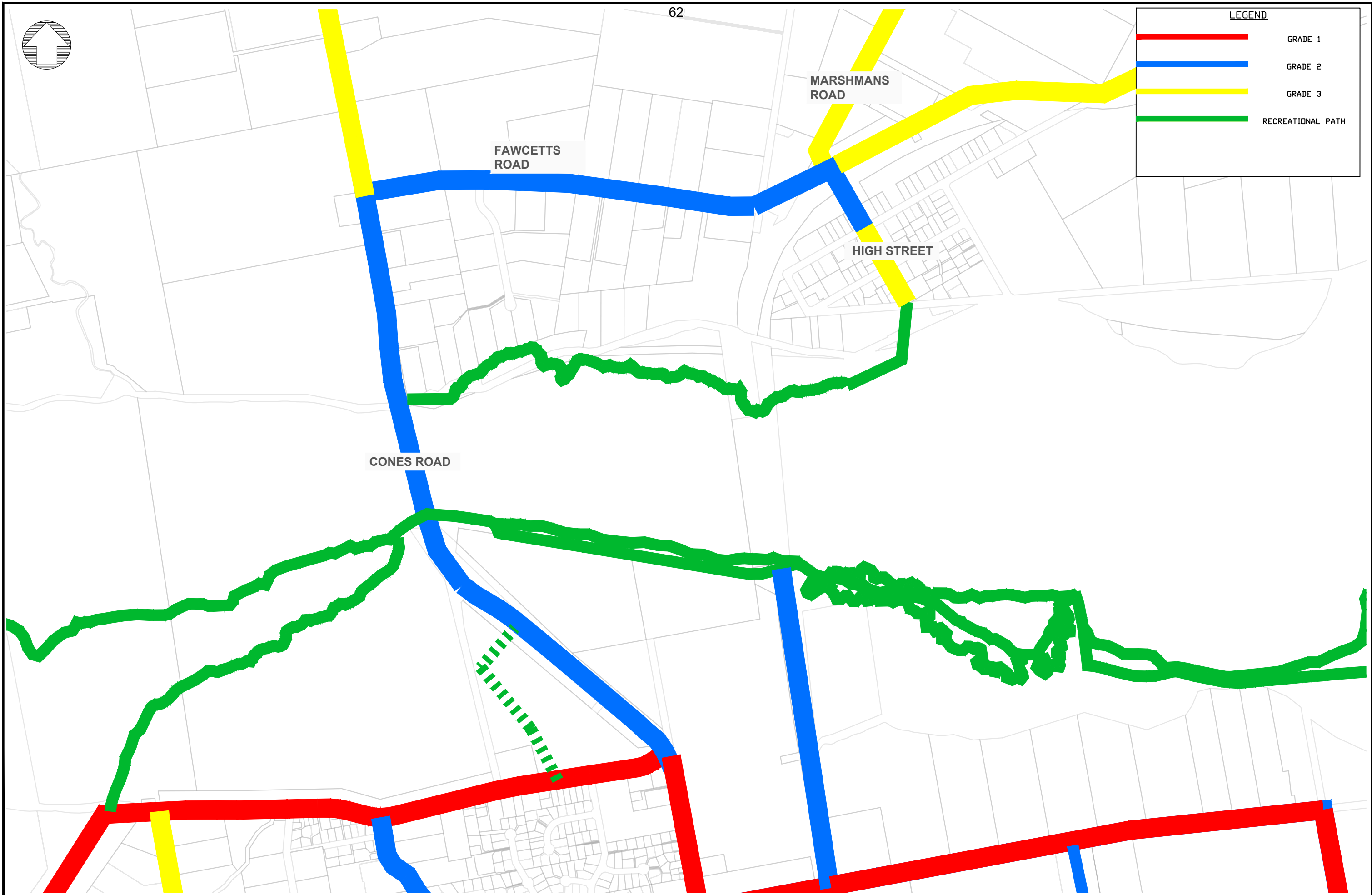
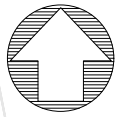
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DRAWN	MB	CON No	
DRAWING CHKD		SCALE (A3) NOT TO SCALE	
DESIGNED		DATUM ORIGIN	
DESIGNED CHKD		HORIZONTAL NZTM GD2000	
APPROVED		VERTICAL	



PROJECT	WALKING AND CYCLING NETWORK PLAN
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SHEET TITLE	TUAAHIWI (PROPOSED NETWORK PLAN)
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FOR INFORMATION	
NOT FOR CONSTRUCTION	
DRAWING	4221
SHEET	REVISION
12	A



LEGEND	
	GRADE 1
	GRADE 2
	GRADE 3
	RECREATIONAL PATH

REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	FOR COMMUNITY BOARD	AMC	KS	---	JUL 2021

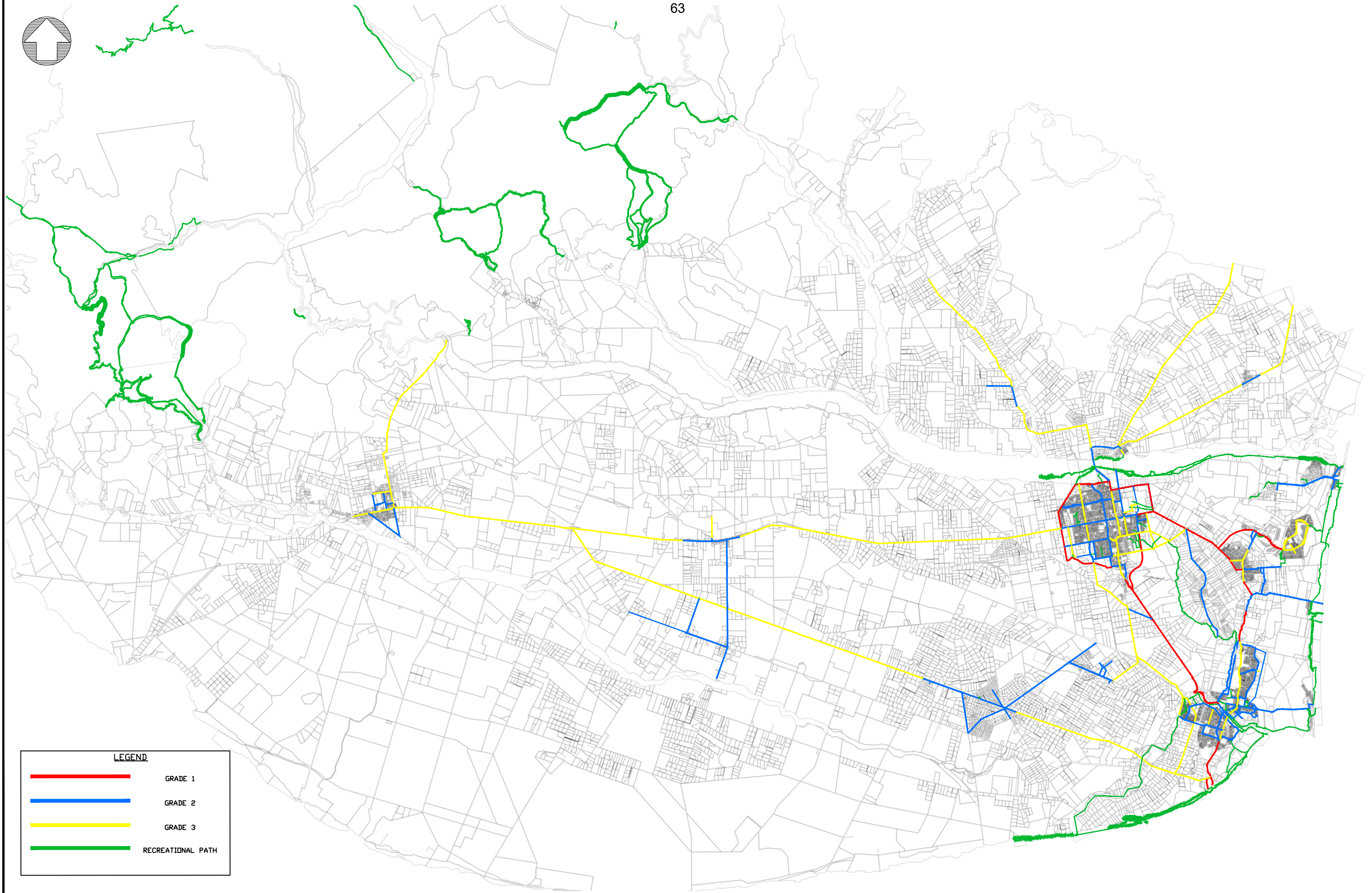
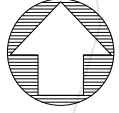
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DRAWN	MB	CON No	
DRAWING CHKD		SCALE (A3) NOT TO SCALE	
DESIGNED		DATUM ORIGIN	
DESIGNED CHKD		HORIZONTAL NZTM GD2000	
APPROVED		VERTICAL	



PROJECT	WALKING AND CYCLING NETWORK PLAN
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SHEET TITLE	ASHLEY (PROPOSED NETWORK PLAN)
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FOR INFORMATION	
NOT FOR CONSTRUCTION	
DRAWING	4221
SHEET	REVISION
13	A



**LEGEND**

	GRADE 1
	GRADE 2
	GRADE 3
	RECREATIONAL PATH

REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	FOR COMMUNITY BOARD	AMC	KS	---	JUL 2021

SURVEYED		PROJECT No	PD001583
DRAWN	MB	CON No	
DRAWING CHKD		SCALE (A3) NOT TO SCALE	
DESIGNED		DATUM ORIGIN	
DESIGNED CHKD		HORIZONTAL NZTM GD2000	
APPROVED		VERTICAL	



PROJECT	WALKING AND CYCLING NETWORK PLAN
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SHEET TITLE	DISTRICT WIDE (PROPOSED NETWORK PLAN)
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FOR INFORMATION	
NOT FOR CONSTRUCTION	
DRAWING	4221
SHEET	REVISION
14	A

**WAIMAKARIRI DISTRICT COUNCIL****REPORT**

**FILE NO and TRIM NO:** GOV-26-09-06 / 220726127102

**REPORT TO:** WOODEND-SEFTON COMMUNITY BOARD


**DATE OF MEETING:** 8 August 2022

**AUTHOR(S):** Kay Rabe, Governance Advisor

**SUBJECT:** Application to the Woodend-Sefton Community Board's 2022/23 Discretionary Grant Fund

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

  
General Manager

  
Acting Chief Executive

## 1 **SUMMARY**

1.1 The purpose of this report is to consider the following application for funding:

Name of Organisation	Purpose	Amount requested
Woodend Fire Brigade	Towards signage for a support vehicle	\$500
<b>Total:</b>		<b>\$500</b>

**Attachments:**

- i. Application from the Woodend Fire Brigade (Trim Ref: 220726126959).
- ii. Spreadsheet showing previous two years' grants.
- iii. Board funding criteria 2021/2022. (Trim Ref: 210603089821).

## 2 **RECOMMENDATION**

**THAT** the Woodend-Sefton Community Board:

- (a) **Receives** report No. 220726127102.
- (b) **Approves** a grant of \$..... to the Woodend Fire Brigade towards signage for its primary support vehicle.

**OR**

- (c) **Declines** the application from the Woodend Fire Brigade.

## 3 **BACKGROUND**

- 3.1 The Woodend Fire Brigade is seeking funding to pay for safety signage for their primary support vehicle.
- 3.2 The current balance of the 2022/23 Discretionary Grant fund is \$6,425.



## 4 **ISSUES AND OPTIONS**

### **Woodend Fire Brigade** (the Brigade)

- 4.1 The Brigade is 100% voluntary and staffed by Woodend and Pegasus Town residents. The Woodend Fire Station houses four response vehicles, including a fire/rescue appliance, a water tanker and two tactical support vehicles. The Brigade responds to various emergencies from the Pineacres Corner through to Ashworths Beach Road and halfway to Rangiora, including Sefton. Emergency incidents range from fires, motor vehicle accidents, medical co-responders, fire alarm activations, civil defence emergencies, and backing up other North Canterbury Brigades when required. The entire community benefits from the services of the Brigade.
- 4.2 The Brigade is looking for funding to install safety signage on its primary support vehicle, which attends most callouts and is used to transport additional firefighters and other essential crew. Currently, there is no signage to identify the support vehicle as an emergency vehicle and Fire and Emergency New Zealand does not cover any signwriting costs.
- 4.3 The Brigade believes this is an important project which will increase the safety of its volunteers supporting at accident scenes. An easily identifiable vehicle will also assist in reaching emergencies faster as motorists generally give way for emergency vehicles.
- 4.4 It is estimated that the cost of the signage will be \$715. Although the Brigade acknowledges that the Board usually only allocate \$500 per application, it is urging the Board to consider funding the safety signage entirely. It should be noted that this is the first time the Brigade has sought Board funding.
- 4.12 The Board may approve or decline grants as per the grant guidelines.
- 4.13 There are social and cultural implications on community wellbeing by the issues and options that are the subject matter of this report.
- 4.13 There are implications on community wellbeing by the issues and options that are the subject matter of this report as the required signage impacts on the safety of individuals and motorists.
- 4.14 The Management Team has reviewed this report.

## 5 **COMMUNITY VIEWS**

### 5.1 **Mana whenua**

Taking into consideration the provisions of the Memorandum of Understanding between Te Ngāi Tūāhuriri Rūnanga and the Council, 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 no other groups and organisations other than the Woodend Fire Brigade likely to be affected by or interested in this report's subject matter.

### 5.3 **Wider Community**

The wider community is not likely to be affected by, or interested in, this report's subject matter. However, the community as a whole benefit from the services of the Woodend Fire Brigade.

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

### **6.1 Financial Implications**

The 2022/23 Annual Plan includes budgetary provision for the Woodend-Sefton Community Board to approve grants to community groups up to \$4,300. In addition, \$2,325 was carried forward from the 2021/22 financial year, bringing the Discretionary Grant Fund to a total of \$6,625 for the current financial year.

The application criteria specify that grants are customarily limited to a maximum of \$500 in any financial year (July to June), even though a group can apply up to twice a year, providing it is for different projects. Where applicable, GST values are calculated and added to appropriately registered groups if decided benefits exceed Board resolved values. The current available balance of the Woodend-Sefton Community Board's Discretionary Grant Fund 2021/22 is \$6,425.

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

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

### **6.3 Risk Management**

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

### **6.4 Health and Safety**

All health and safety-related issues will fall under the auspices of the Woodend Fire Brigade.

## **4 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**

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.

Groups applying for Board Discretionary Grants <sup>67</sup>2021/2022

Name of Group: WOODEND FIRE BRIGADE

Address: [REDACTED]

Contact Person within Organisation: KARLA [REDACTED]

Position within Organisation: MEMBER

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

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

TO PAY FOR SAFETY SIGNAGE FOR OUR PRIMARY SUPPORT VEHICLE, THIS VEHICLE ATTENDS ARE LARGE PERCENTAGE OF OUR CALLOUTS AND IS USED TO TRANSPORT ADDITIONAL FIREFIGHTERS & ESSENTIAL CREW. CURRENTLY THERE IS NO SIGNAGE TO IDENTIFY THIS IS AN EMERGENCY VEHICLE & SIGNWRITING IS

NOT COVERED BY FENZ

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

Overall Cost of Project: \$715.30 Amount Requested: \$500 (AS MUCH AS POSSIBLE PLEASE)

How many people will directly benefit from this project? ENTIRE COMMUNITY

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

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

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

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

Other (please specify): \_\_\_\_\_

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

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

[REDACTED]

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

ALLOWS THE PUBLIC TO IDENTIFY THIS IS A FENZ VEHICLE

What is the benefit(s) to your organisation?

68

MAKES IT A SAFER VEHICLE FOR US TO OPERATE WITH - IS USED WITH TRAFFIC MANAGEMENT AT ACCIDENTS AND ALLOWS US TO GET TO INCIDENTS QUICKER. BECAUSE

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

THE PUBLIC WILL ALLOW US "RIGHT OF WAY" ACROSS ROADS. ETC.  
THE PUBLIC CAN ALSO IDENTIFY WE CAN OFFER ASSISTANCE IF REQUIRED

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

If yes, name of parent group: FENZ

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

THE BRIGADE IS RESPONSIBLE FOR THIS TYPE OF COST AS THE BRIGADE OWNS THIS ASSET.

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

N/A.

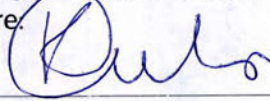
Have you applied to the Woodend-Sefton Community Board or any other Waimakariri Community Board for other project funding in the past 18 months?  Yes  No

If yes, please supply details:

- Enclosed  Financial Balance Sheet and Income & Expenditure Statement (compulsory - your application cannot be processed without financial statements)  
 Supporting costs/quotes  
 Other supporting information

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

**Please note:** If submitting your application electronically, entering your name in the signature box below will be accepted as your signature.

Signed:  Date: 7/7/22

**THE SIGNLAB**

graphic layer &amp; branding specialists

**TAX INVOICE**

Woodend Fire Rescue

**Invoice Date**

27 Jun 2022

The SignLab Limited

Unit 4/48 Fitzgerald Ave

**Invoice Number**

INV-6213

Christchurch 8011

Phillipstown

**Reference**

Toyota Hilux Branding

NEW ZEALAND

**GST Number**

125-514-936

Description	Quantity	Unit Price	Discount	Amount NZD
Supply & Install Digitally Printed Reflective graphics to Toyota Hilux as per draft visuals	1.00	777.50	20.00%	622.00
Subtotal (includes a discount of 155.50)				622.00
TOTAL GST 15%				93.30
TOTAL NZD				715.30

**Due Date: 20 Jul 2022**

Account for payment:

06-0807-0958631-00

**PAYMENT ADVICE**

To: The SignLab Limited  
 Unit 4/48 Fitzgerald Ave  
 Christchurch 8011  
 Phillipstown  
 NEW ZEALAND

**Customer** Woodend Fire Rescue**Invoice Number** INV-6213**Amount Due** 715.30**Due Date** 20 Jul 2022**Amount Enclosed**

Enter the amount you are paying above

# Profit and Loss

## UFBA: Woodend Volunteer Fire Brigade

For the year ended 31 March 2022

Cash Basis

	2022
<b>Trading Income</b>	
NZFS Grants	13,246.00
Fundraising	5,000.00
Bar Income	1,496.70
Donations	480.00
Interest/Investment Income	337.06
Other Income	150.00
Entertainment Book Sales	90.00
<b>Total Trading Income</b>	<b>20,799.76</b>
<b>Gross Profit</b>	
	<b>20,799.76</b>
<b>Operating Expenses</b>	
Food and Entertainment	6,981.88
Honours & Awards Expenses	5,277.60
Equipment purchases	4,614.93
Honoraria	2,086.90
Vehicle Expenses	1,613.02
General Expenses	1,015.50
Purchases (Bar)	923.49
Repairs & Maintenance	321.68
Donations Paid	100.00
Professional Fees	51.11
Bank Charges	10.00
<b>Total Operating Expenses</b>	<b>22,996.11</b>
<b>Net Profit</b>	<b>(2,196.35)</b>

# Balance Sheet

UFBA: Woodend Volunteer Fire Brigade

As at 31 March 2022

Cash Basis

31 MAR 2022

## Assets

### Bank

Bar Account	6,967.23
Debit Mastercard Account	920.24
Grant Account	594.48
Project Account	7,925.48
Term Deposit	50,000.00
<b>Total Bank</b>	<b>66,407.43</b>

### Current Assets

Cash on Hand	250.00
Stock on Hand	393.46
<b>Total Current Assets</b>	<b>643.46</b>

### Total Assets

67,050.89

## Net Assets

67,050.89

## Equity

Current Year Earnings	(2,196.35)
Retained Earnings	69,247.24
<b>Total Equity</b>	<b>67,050.89</b>

(THESE FUNDS ARE EARMARKED FOR A LARGE PROJECT \*  
e.g. VEHICLE REPLACEMENT) THE BRIGADE WILL NOT  
USE THE FUNDS FOR OPERATING COSTS

Spreadsheet showing Woodend-Sefton Community Board Discretionary Grants  
2021/22 Financial Year

	Meeting considered	Group	Project	Amount Requested	Amount Granted	Running Balance
Woodend-Sefton Community Board 10.138.100.2410			(2021/22) \$4,180 + Carry forward \$2300 = \$6,480			\$6,480
	12-Jul	Nil				
	9-Aug	Returned as event cancelled Waimakariri Older Person's Expo Committee	Older Person's Expo	\$500	\$ 500.00	\$ 5,980.00
	13-Sep	Meeting Cancelled				
	11-Oct	Pegasus Bay School	Withdrawn Pegasus Bay Art Show	\$500	-	\$ 5,980.00
	11-Oct	Life Education Trust	Delivery of the Healthy Harold Programme	\$500	\$500	\$ 5,480.00
	8-Nov	Nil				
	13-Dec	Nil				
	15-Feb	Nil				
	11-Apr	Pegasus Residents Group	Battery for AED	\$635	\$635	4,845.00
	11-Apr	Woodend Netball Club	Kiwi netball hoop and nets	\$500	\$500	4,345.00
	11-Apr	Ronel's Community Cuppa	Community Event costs	\$500	\$500	3,845.00
	9-May	Nil				
	6-Jun	St Barnabas Church	Soil and seed	\$ 500.00	\$690	3,135
	6-Jun	Good Night Sleep Tight	Towards winter night kits	\$ 500.00	\$810	\$2,325

Spreadsheet showing Woodend-Sefton Community Board Discretionary Grants  
2022/23 Financial Year

	Meeting considered	Group	Project	Amount Requested	Amount Granted	Running Balance
			(2022/23) \$4,300 + Carry forward \$2,325 = \$6,625			\$6,625
	11-Jul	North Canterbury Federation of Womens Institute	Hire of hall and craft supplies	\$200.00	\$200.00	\$6,425
	11-Jul	Woodend School	Glentui Camp	\$500	Declined	\$ 6,425.00
	8-Aug	Woodend Fire Brigade	towards safety signage for support vehicle	As much as possible		



## GOVERNANCE

### Woodend-Sefton Community Board

# Discretionary Grant Application

## Information to assist groups with their application

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

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

The Board cannot accept applications from individuals. All funding is paid to non-profit community based 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. This is one of the reasons the Board requires a copy of your financial profit/loss statements and balance sheet for the previous/current financial year. Staff cannot process your application without financial records.

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

It would be helpful to the Board to receive an expense summary for projects that cost more than the grant being requested to show the areas where funds are being spent and a paragraph on what fund raising the group has undertaken towards the project, or other sources considered (ie voluntary labour, businesses for supplies).

Examples (but not limited to) of what the Board cannot fund:	Examples (but not limited to) of what the Board can fund:
× Wages	✓ New equipment
× 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	

Continued over page

## Criteria for application

- Grant applications will be considered every month by the Woodend-Sefton Community Board. Applications are recommended to be received three weeks prior to Board meeting dates for processing.
- Grant funding will not be allocated for events/projects that have already occurred.
- Generally funding grants will be a maximum of \$500 in any one financial year (July 2022 to June 2023) but the group can apply up to twice in that year, providing it is for different projects.
- The grant funding is limited to projects within the Board area or primarily benefiting the residents of the ward.
- Applications will only be accepted from non-profit community-based organisations, registered charities or incorporated societies.
- Priority is to be given to groups with strong links with the Woodend-Sefton community.
- The application should clearly state the purpose for which the money is to be used.
- The applicant should submit a 1-2 page summary balance sheet and an income and expenditure statement which shows their current financial assets and liabilities. Applications cannot be processed until financial information is received.
- Where possible, or feasible, applicants must declare other sources from which funding has been applied for, or granted from, for the project being applied to the Woodend-Sefton Community Board.
- Organisations that are predominately funded by Central Government must provide supporting evidence that the requested grant will not be spent on projects that should be funded by Central Government funding.
- The Board supports a wide range of community activities but the application will only be considered if it is deemed of the nature listed in the table of examples of what the Board can fund (see previous page).
- An Accountability Form must be provided to the Council outlining how the funds were applied, within three months after the event or completion of the project, when funds are spent. A new application will not be accepted until the Council receives the Accountability Forms for previous funding granted. The group should maintain accurate records around the grant including, but not limited to: receipts, banks statements and invoices. In the event that funds are not spent on the project or activity applied for, the recipient may be required to return the grant funding to the Council.
- If the activity/event for which funds have been granted does not take place **or** if the group does not provide the information to enable the grant to be paid within six months of approval of the grant being notified, then in both cases the application will be regarded as closed and funds released for reallocation by the Board.

## What happens now?

Return your completed application form (with financial records and any supporting information which you believe is relevant to this application) to:

### Post to:

Governance Team  
Waimakariri District Council  
Private Bag 1005  
Rangiora 7440

### Or hand deliver to:

- Oxford Library & Service Centre, 34 Main Street, Oxford
- Rangiora Service Centre, 215 High Street, Rangiora
- Ruataniwha Kaiapoi Civic Centre, 176 Williams Street, Kaiapoi

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

## What happens next?

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